

**Lilburn Downtown Development Authority
Meeting Agenda**

**May 19, 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. Presentation from 57 RR AVE RFP proposers

III. Old Business

1. Financial Report – April 30, 2021

Documents:

[DDA FINANCIAL STATEMENT APRIL 2021.PDF](#)

2. Update - DDA Property

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

4. Update - Development Activities

IV. New Business

V. Executive Session (if needed)

VI. Adjournment

Meeting Agenda

Immediately following work session.

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes

1. Approval of Minutes – April 21, 2021

Documents:

[MINUTES APRIL 21 2021.PDF](#)

IV. Old Business

1. Financial Report – April 30, 2021

2. Update - DDA Property

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

4. Update - Development Activities

V. New Business

VI. Public Comment

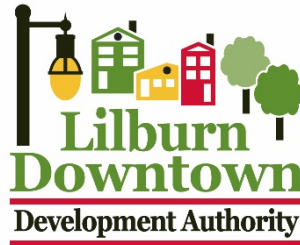
VII. Adjournment

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.

April 2021 Financial Statement – Lilburn DDA

Beginning Balance @ 3/31/2021			\$ 223,127.74
4/12/2021	DEPOSIT	April Rent - CRC Restaurant Group (Agavero Bus)	3,500
4/12/2021	DEPOSIT	Noble Village Principal payment	\$ 38,750.00
4/20/2021	DEPOSIT	April 2021 Rent - Silver Oak (57 RR Ave)	5,000.00
4/21/2021	CK#2071	JMB Unlimited Electrical (inv. #4216)	\$ (2,075.00)
4/22/2021	CK#2072	Precision Planning (50% of Main St/RR Ave Streetscape Inv#64992)	\$ (3,055.09)
			47,250.00
Beginning Balance @ 4/30/2021			\$ 265,247.65



**Lilburn Downtown Development Authority
Meeting Minutes**

April 21, 2021

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

4/21/2021 – Minutes

Work Session Agenda

I. Call to Order

Chairman Nash called the meeting to order at 6:30 p.m.

II. Old Business

a. Financial Report – March 31, 2021

Brian Burchik, Community Development Administrator:

The Lilburn Downtown Development Authority began the month with a balance of \$283,450.79 and ended the month with a balance of \$223,127.74. Revenues included rent for the month of March from CRC Restaurant Group (\$2,500) and Silver Oak (\$5,000). Seed Capital paid interest (\$731.25), and 1910 Public House paid the monthly lease amount of \$1,435. Expenses included a payment to Capital Signs for Old Town Gateway signage (\$61,503), a payment to Shuma for DDA t-shirts, legal services, a deposit for JMB electrical to configure two Old Town signs for electricity, and payment to PPI for streetscape design services.

b. Update – DDA Property

Brian Burchik, Community Development Administrator:

Agavero Parkside Wall: Agavero would like to install a 6' tall wooden fence that matches their newly stained decking. The cost is \$5,465 for material and labor. The DDA prefers the fence image with the 6' x 6' post with a cap.

Brewery RFP: Due May 3. All DDA members will need to review and score the proposals independently and send the score sheet to Brian for compilation. Proposers will be invited to present at the May DDA meeting.

Assemblage RFP: The RFP should be posted online, and the deadline for proposals should be 90 days from the posting date.

Young Street Properties: Church is going to sell the eight residential properties it owns on

Young Street. They are accepting offers now. DDA indicated interest in making an offer under the following conditions: (1) sewer is available to all Young St parcels; and (2) the parcels not owned by the Church are willing to sell. Jenny and Brian to follow up with answers to these questions.

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

Eddie Price, Councilmember:

LCID received a Livable Centers Initiative (LCI) grant from the Atlanta Regional Commission to update our Comprehensive Development study, which was completed in 2010.

Hugh Wilkerson, DDA Board Member:

LCP will be working with an intern who starts May 15th to gather the history of Lilburn and make a book.

d. Update – Development Activities

Brian Burchik, Community Development Administrator:

Residential development updates include:

- i. Old Town: three more buildings are permitted with 11 units. Seven units are under construction (high \$300's).
- ii. Townswalk: six single-family homes are complete, and the final three are permitted (\$400's).
- iii. Noble Village: 68 units are complete, and 3 remain available (\$330's).
- iv. Lilburn Townes/Township: 80 townhomes will be constructed, and site development is underway (high \$300's).

Three Old Town Monument signs will have power within two weeks.

Landscaping around all Old Town signs will begin next week.

Street tree lighting on the trees on Main Street will be installed this week (only on shops side of Main Street).

Public Works is fixing banner signs as needed.

A subdivision directional sign has been installed on DDA property at US29 and Main Street.

III. New Business

No new business is scheduled for tonight; however, a DDA meeting was advertised. If the DDA would like to add approval of the conceptual design plan for the Agavero Parkside fence to the agenda, they may do so.

IV. Executive Session (if needed)

No Executive Session is necessary.

V. Adjournment

Chairman Nash asked for a motion to adjourn the work session at 7:40 p.m. The motion was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed with a 6-0 vote.

Meeting Agenda

I. Call to Order

Chairman Nash called the meeting to order at 7:41 p.m.

- Chairman Elmer Nash
- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Joe Nocera, Board Member
- Tom Mills, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager
- Brian Burchik, Community Development Administrator

Board member Scott Mecredy was absent.

II. Approval of Agenda

A motion to approve the April 21, 2021 DDA agenda was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

Motion passed with a 5-0 vote.

III. Approval of Minutes

DDA Meeting Draft Minutes from March 17, 2021

A motion to approve the DDA March 17, 2021 draft meeting minutes was made by Board member High Wilkerson, seconded by Board member Mark DeArmon.

Motion passed with a 5-0 vote.

IV. Old Business

- a. Financial Report
- b. Update – DDA Property
- c. Update – Lilburn Community Improvement District & Lilburn Community Partnership
- d. Update – Development Activities

Chairman Elmer Nash asked for any questions or concerns regarding information on Old Business. Old Business was discussed thoroughly during the work session. There being no questions, Chairman Nash moved on to New Business.

XI. New Business

Chairman Elmer Nash asked for a motion to add approval of the conceptual design of the 6' wooden fence at Agavero Parkside to the agenda.

A motion to add approval of the conceptual design of a 6' wooden fence with the 6'x6' wooden posts with caps to the agenda was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

Motion passed with a 4-0 vote. (Board member Joe Nocera had to leave the meeting early)

Chairman Elmer Nash asked for a motion to approve the conceptual design of a 6' tall wooden fence with 6'x6' wooden posts with caps as submitted by Agavero Parkside.

A motion to approve the conceptual design of a 6' tall wooden fence with 6'x6' posts with caps was made by Board member Mark DeArmon, seconded by Board member Hugh Wilkerson.

Motion passed with a 4-0 vote.

XII. Public Comment

None

XIII. Adjournment

A motion to adjourn at 7:44 p.m. was made by Board member Mark DeArmon, seconded by Board member Hugh Wilkerson.

Motion passed with a 6-0 vote.

Approved this _____ day of _____, 20 _____.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Elmer Nash, DDA Chairman