

**Lilburn Downtown Development Authority
Meeting Agenda**

**September 16, 2020 at 6:30 p.m.
Zoom Conference**

Work Session Agenda

6:30 p.m.

I. Zoom Meeting Information

Join Zoom Meeting

[HTTPS://ZOOM.US/J/92381911271?](https://zoom.us/j/92381911271?pwd=EXIQSFZEY2NUR1IWVZZXSUTGVWRKQT09)

[PWD=EXIQSFZEY2NUR1IWVZZXSUTGVWRKQT09](https://zoom.us/j/92381911271?pwd=EXIQSFZEY2NUR1IWVZZXSUTGVWRKQT09)

Meeting ID: 9923 8191 1271

Password: 652820

One tap mobile

+13126266799,,92381911271#,,,,0#,,652820# US (Chicago)

+16465588656,,92381911271#,,,,0#,,652820# US (New York)

II. Call To Order

III. Training With Georgia Municipal Association's Economic Development Manager And Georgia Placemaking Collaborative Program Manager, Stephanie Aylworth

IV. Adjournment

Meeting Agenda

Immediately following work session.

I. Call To Order

II. Approval Of Agenda

III. Approval Of Minutes

1. DDA Meeting Minutes August 19, 2020

Documents:

IV. Old Business

1. Financial Report - August 31, 2020
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

V. New Business

1. Approval To Purchase Pre-Demolition Asbestos And Lead-Based Paint Surveys For Four DDA-Owned Structures

VI. Old Town Updates

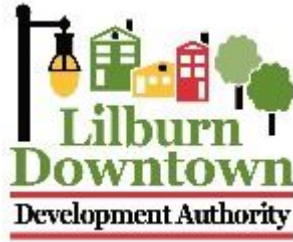
VII. Public Comment

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 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.



**Lilburn Downtown Development Authority
Meeting Minutes
August 19, 2020**

DRAFT

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

8/19/2020 - Minutes

Zoom Meeting Information

Work Session Agenda

- I. Call To Order
Councilmember Price called the meeting to order at 6:32 p.m.
- II. Training With Georgia Municipal Association's Economic Development Manager And Georgia Placemaking Collaborative Program Manager, Stephanie Aylworth
- III. Adjournment
Councilmember Price closed the work session at 7:24 p.m.

Meeting Agenda

I. Call To Order

Councilmember Price called the meeting to order at 7:24 p.m.

Present:

- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Joe Nocera, Board Member
- Tom Mills, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager
- Melissa Penate, City Clerk
- Brian Burchik, Community Development Administrator & PIO

Absent:

- Elmer Nash, Chairman
- Scott Mecredy, Board Member

II. Approval Of Agenda

A motion to approve the agenda for the DDA August 19, 2020, with the addition of a new item to do a study with Georgia Tech, was made by Board member Mills, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

III. Approval Of Minutes

1. DDA Meeting Minutes 7/15/2020

A motion to approve the DDA meeting minutes from July 15, 2020, was made by Board member Wilkerson, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

IV. Old Business

1. Financial Report - July 31, 2020

Assistant City Manager, Jenny Simpkins:

The beginning balance in June was at \$1,572,683.86. The DDA received rent from 1910 Public House (\$1,435), Agavero Bus (\$3,481.75), 4865 Velva Way (\$500.00), and Apts. 2, 3, and 4 (\$500.00).

In July payment was made to the City of Lilburn Capital Project Fund to pay for 4 properties that were transferred by the City to the DDA on 6/1/2019, in the amount of \$1,141,403.16. A payment of \$196,891.00 was also made to the City of Lilburn Capital Project Fund to clear "due to" City for advancing funds for the DDA to purchase 4865 Velva Way.

Payments were made to Carothers & Mitchell for legal services in the amount of \$332.50, City of Lilburn General Fund to clear "due to" for Lilburn Township in the amount of \$50.00, P.J. Kreiger Engineers to design the Main Street Streetscape in the amount of \$3,000, Hilltop Designs second payment for the logo and design guide for Old Town Lilburn in the amount of \$612.50, and a \$20 service charge for a wire transfer.

The beginning balance for 7/31/2020 is \$236,291.45.

Motion to approve July 31, 2020, financial reports, was made by Board member Wilkerson, seconded by Board member Mills.

Motion passed with a 4-0 vote.

2. Update - DDA Property

No new updates except that the tenants in 4855 Velva Way and 4845 First Ave will move out on August 31. DDA Board directed staff to get quotes to demolish the duplexes as well as other structures located on the assemblage property.

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

Lilburn Community Improvement District continues to partner with the DDA and the City on a wayfinding master plan for Lawrenceville Highway. LCID hired Sky Design to complete the master plan.

4. Update - Development Activities

City Council adopted new zoning policies on the R-2 zoning district requiring a Special Use Permit for future townhome construction. Additionally, the development regulations for townhome design were updated.

V. New Business

Agenda Item 2 -

A motion to do the study with Georgia Tech to not exceed \$75,000 and authorize staff to carry contract DeArmon, seconded by Wilkerson.

Motion passed with a 4-0 vote.

1. Approval To Purchase Professional Design Services For Main Street And Railroad Ave In An Amount Not To Exceed \$34,550

A motion to approve the purchase of professional design services for Main Street and Railroad Ave in an amount not to exceed \$34,550 was made by Board member DeArmon, seconded by Board member Wilkerson.

Motion passed with a 4-0 vote.

- VI. Old Town Updates
None.

- VII. Public Comment
None.

- VIII. Executive Session (If Needed)
None.

- IX. Adjournment

A motion to adjourn at 8:04 p.m. was made by Board member DeArmon, seconded by Board member Wilkerson.

Motion passed with a 4-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Elmer Nash, DDA Chairman