



**Lilburn Downtown Development Authority
Meeting Minutes**

DRAFT

June 16, 2021

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

6/16/2021 – Minutes

Work Session Agenda

I. Call to Order

Vice Chairman Hugh Wilkerson called the meeting to order at 6:30 pm.

II. Old Business

a. Financial Report – May 31, 2021

Brian Burchik, Community Development Administrator:

May opened with a balance of \$265,247.65. Revenue included rent to own payment from 1910 Public House in the amount of \$1,435.00, interest for the month of May from Seed Capital for Noble Village in the amount of \$731.25, rent from CRC Restaurant Group for \$3,500.00 and rent from Silver Oak for \$5,000.00. Expenses included \$10.00 for an advertisement in Gwinnett Daily Post for the assemblage RFP, \$4,590.00 for electrical services provided by JMB Electrical, and \$4,008.81 for engineering services provided by Precision Planning for the DDA's portion of the Main Street/Railroad Avenue Streetscape project. The month ended with a balance of \$267,305.09.

b. Update – DDA Property

Brian Burchik, Community Development Administrator:

Brian Burchik, Community Development Administrator, explained that Interest has been received for development of the assemblage at First and Main including two brothers who own Your Pie restaurants throughout the area. The brothers attended the meeting and advocated for their idea. The DDA explained the importance of

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

Brian Burchik, Community Development Administrator, stated that the wayfinding project with LCID is well underway, and the blade signs have been installed. The directional signs will be next. Additionally, the LCI study will begin in the near future with the hiring of a consultant by LCID.

d. Update – Development Activities

Brian Burchik, Community Development Administrator:

Brian Burchik, Community Development Administrator, stated that the LCID and the City are ready to partner with the DDA on a three-year contract with Retail Strategies to develop a commercial/retail plan to bring the quality and character of businesses along US 29 up to the new Lilburn standard. Retail Strategies will work with all three entities and private property owners to identify and recruit new retail in target locations. The contract with Retail Strategies and an IGA with the City of Lilburn and the Lilburn Community Improvement District will be on the July DDA agenda.

III. New Business

a. Approval of Amendment to DDA Bylaws

Brian Burchik, Community Development Administrator:

The DDA requested an amendment to the DDA Bylaws to provide a structure and requirements for public comment at future DDA meetings to mirror City Council's policy. The draft amendment to the Bylaws would require anyone wishing to comment at a DDA meeting to contact the City to provide the topic of comment prior to the DDA meeting. All comments must be relevant to items on the DDA's agenda.

b. Approval to authorize Chairman to sign Letter of Intent between Fire Brigade Development Company, LLC, and the Lilburn Downtown Development Authority for the development of 57 Railroad Avenue

Brian Burchik, Community Development Administrator:

The DDA Board members were impressed with the proposal and subsequent presentation of Fire Brigade Development Company, LLC, to the DDA last month. Since this time, City staff have completed financial and criminal history background checks on each principal of the LLC, and all meet City policy with regard to potential partners on redevelopment projects. City staff consulted with redevelopment attorney Dan McCray on the Letter of Intent presented to the DDA for consideration tonight. The Letter of Intent provides 45 days for the DDA and Fire Brigade Development Company, LLC, to cooperate on a Development Agreement for 57 Railroad Avenue.

c. Approval for extension of deadline for proposals for the development of the assemblage at Main Street and First Avenue to September 1, 2021

Brian Burchik, Community Development Administrator:

One of the potential proposers for development of the assemblage at Main and First has requested an extension of the RFP from the end of June to September 1, 2021. The potential proposers sent an email to Chairman Elmer Nash requesting the extension. The

DDA had discussion about an extension being mutually beneficial to the proposers and the DDA to allow additional time to get the word out about the RFP; however, September 1st seems too long. The DDA agreed to extend the deadline to August 1st.

IV. Adjournment

Vice Chairman Wilkerson asked for a motion to adjourn the work session at 7:19 pm. The motion was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

Motion passed with a 6-0 vote.

Meeting Agenda

I. Call to Order

Vice Chairman Wilkerson called the meeting to order at 7:20 pm.

- 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

Chairman Elmer Nash was absent.

II. Approval of Agenda

A motion to approve the June 16, 2021 DDA agenda was made by Board member Scott Mecredy, seconded by Board member Joe Nocera.

Motion passed with a 6-0 vote.

III. Approval of Minutes

Vice Chairman Wilkerson called for a motion to approve the DDA Meeting Draft Minutes from June 16, 2021.

A motion to approve the DDA May 19, 2021 draft meeting minutes was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed with a 6-0 vote.

IV. Old Business

- a. Financial Report – May 31, 2021
- b. Update – DDA Property

- c. Update – Lilburn Community Improvement District & Lilburn Community Partnership
- d. Update – Development Activities

V. New Business

a. Approval to amend DDA Bylaws regarding public comment

Vice Chairman Wilkerson asked for a motion to approve the amendment to the DDA Bylaws regarding public comment. A motion was made by DDA Board member Mark DeArmon, seconded by Board member Tom Mills. Vice Chairman Hugh Wilkerson asked for a motion to approve the amendment to the DDA by-laws regarding public comment. A motion was made by Board member Joe Nocera to approve the amendment to the DDA by-laws as presented with the removal of the following section:

and the Chairman shall address each person, stating their name, address, and topic to which he/she will comment during the Public Comment portion of the meeting.

Board member Scott Mecredy seconded the motion with the amendment.

Motion passed 6-0.

b. Approval to authorize Chairman to sign Letter of Intent between Fire Brigade Development Company, LLC, and the Lilburn Downtown Development Authority for the development of 57 Railroad Avenue

Vice Chairman Hugh Wilkerson asked for a motion to approve authorization for the Chairman to sign the Letter of Intent between Fire Brigade Development Company, LLC, and the Lilburn Downtown Development Authority for the development of 57 Railroad Avenue.

A motion was made by Board member Scott Mecredy, seconded by Board member Tom Mills.

The motion passed 6-0.

c. Approval for extension of deadline for proposals for the development of the assemblage at Main Street and First Avenue to September 1, 2021

Vice Chairman Hugh Wilkerson asked for a motion to approve an extension to the deadline for proposals for the development of the assemblage at Main Street and First Avenue to September 1, 2021. Board member Joe Nocera made the motion, seconded by Board member Tom Mills. Vice Chairman Hugh Wilkerson asked for any discussion. Board member Scott Mecredy recommended that the deadline be extended to August 1 instead of September 1. Board member Scott Mecredy made a motion to extend the deadline to August 1, seconded by Board member Tom Mills.

The motion passed 6-0.

VI. Public Comment

None

VII. Adjournment

A motion to adjourn at 7:25 pm was made by Board member Scott Mecredy, seconded by Board member Joe Nocera.

Motion passed with a 6-0 vote.

Approved this 21 day of July, 2021.



Jenny Simpkins, Recording Secretary
Assistant City Manager



Elmer Nash, DDA Chairman