

Lilburn Downtown Development Authority
Meeting Minutes
June 17, 2020

OFFICIAL MINUTES

Lilburn City Hall, 340 Main Street, Lilburn, GA 30047

Work Session at 6:30 PM
DDA Regular Meeting immediately following

Work Session Agenda

I. Zoom Meeting Information

II. Call to Order

DDA member Eddie Price called the work session to order at 6:35 PM.

III. Old Business

a. Financial Report – May 31, 2020

Jenny Simpkins, Assistant City Manager:

The DDA's BB&T bank account had a balance of \$91,060.96 at the beginning of the month, and ended May with a balance of \$19,524.66. Expenses included a payment due to the City of Lilburn for an advance to purchase the Townswalk property in the amount of \$57,000; payments to contractors for various activities related to the purchase of 57 Railroad Avenue; a payment in the amount of \$612.50 to Hilltop Design for logo design services; and a reimbursement to the former Chair Jimi Taylor for the purchase of a meal for public safety workers during COVID-19. Revenue was deposited in the amount of \$500 for the monthly rent payment for tenant at 4865 Velva Way.

b. Update – DDA Property

Jenny Simpkins, Assistant City Manager:

On June 11, 2020, the DDA closed on 57 Railroad Ave, 4855 First Ave, and 4845 Velva Way. The purchase of 4855 First Ave and 4845 Velva completes the DDA's property assemblage of approximately 2.7 acres on Main Street. Tenants of the duplexes have been issued a Notice to Vacate by August 31, 2020.

Additionally, the DDA is scheduled to close on the residential portion of Lilburn Township on June 26, 2020.

- c. Update – Lilburn Community Partnership and Lilburn Community Improvement District
DDA Member Eddie Price:

The LCID is making progress on design of the Hood Road/Bryson Park realignment project, and it has completed a beautification project along Highway 29 between the new Police Headquarters and Postal Way. The LCID-lead Flock camera project has resulted in two arrests so far.

City Consultant Brian Burchik:

The LCID is partnering with the City and the DDA on a wayfinding project to provide needed directional signage around Lilburn. LCID and the City will enter into an Intergovernmental Agreement to jointly design a Wayfinding Master Plan using Sky Design as a consultant. LCID approved \$12,500 at their meeting on June 17th toward this joint project.

- d. Update – Development Activities

Jenny Simpkins, Assistant City Manager:

Six of the nine units in the first phase of Old Town have sold. The next batch of lots to be developed will include three buildings. Old Town developers have a goal to complete construction of the residential portion (55 townhomes) of the development by the end of 2021.

Lilburn Township is scheduled to close on June 26, 2020 – residential portion only. The commercial component will close by June 26, 2023. The overall development will include 81 townhomes and 15,000 square feet of commercial space on the 7.8-acre site. Noble Village developers planned to build 68 lease units for ages 55 and over; however, the market caused them to change this model. Now, the developers are working with the City to record individual plats for each duplex so that the plats may be purchased and owned in fee simple. 28 units are complete.

IV. New Business

- a. Appointment of 2020 Officers

DDA member Eddie Price:

Every January, the DDA Bylaws state that the DDA Board is to appoint a Chair, Secretary, Treasurer, and Recording Secretary. The DDA Board did not complete this task in January 2020 so Jimi Taylor remained the Chair. Jimi resigned from the DDA Board on June 12, 2020; therefore, the DDA Board must appoint a new Chair during the regular meeting. Other appointed positions can wait until January 2021.

- b. Approval of Old Town Logo and Design Standards

City Consultant Brian Burchik:

Brian presented the DDA Board with the chosen logo with its new guidelines of usage. Staff is requesting the approval of the logo and the design standards during the regular meeting.

- c. Approval of Joint Recommendation of Two New Directors to City Council

DDA member Eddie Price:

Currently, there are two seats on the DDA Board that need to be filled. The Board has received applications from two great candidates who are joining the meeting tonight: Tom Mills and Joe Nocera. City Council has requested a joint recommendation from the

DDA members as to whom the appointees should be. The Board will need to approve the two candidates to be presented to the City Council at the July meeting for appointment to the DDA.

- d. Approval of Joint and Reciprocal Easement Agreement with Lilburn Township Partners, LLC

The Joint and Reciprocal Easement Agreement has been vetted by attorneys for the DDA and Lilburn Township Partners, LLC, as well as by the City's Planning Director. The agreement outlines shared easements through the construction and development process for the residential component of the assemblage as well as the commercial component. The residential component will be constructed first.

- V. Old Town Updates

City Consultant Brian Burchik:

Brian has been working with the same person from the UGA Fellowship Project that was completed last summer on an additional project: a vision for Railroad Avenue. Brian shared visuals of potential future development of Railroad Ave.

- VI. Adjournment

Co-Chair Eddie Price adjourned the work session at 7:25 PM.

Meeting Agenda

- I. Call to Order

DDA member Eddie Price called the meeting to order at 7:30 PM. Due to the COVID-19 emergency, some members of the board are joining via teleconference. Present:

Elmer Nash, Board member

Hugh Wilkerson, Board member

Scott Mecredy, Board member

Mark DeArmon, Board member

Eddie Price, Board member

Jenny Simpkins, Assistant City Manager

Melissa Penate, City Clerk

Brian Burchik, City Consultant

- II. Approval of the Agenda

A motion to approve the June 17, 2020 agenda was made by Board member Nash, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

- III. Approval of Minutes

A motion to approve the DDA meeting minutes from May 20, 2020 was made by Board member Nash, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

- IV. Old Business

- a. Financial Report – May 31, 2020
A motion to approve the May 2020 financial report was made by Board member DeArmon, seconded by Board member Nash.

Motion passed with a 4-0 vote.

- b. Update – DDA Property
No further discussion.
- c. Update – Lilburn Community Partnership and Lilburn Community Improvement District
No further discussion.
- d. Update – Development Activities
No further discussion.

V. New Business

- a. Appointment of 2020 Officers
A motion to approve the appointment of Elmer Nash as Chairman was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 3-0 vote. Elmer Nash recused himself.

- b. Approval of Old Town Logo and Design Standards
A motion to approve the Old Town Logo and Design Standards was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

- c. Approval of Joint Recommendation of Two New Directors to City Council
A motion to approve the recommendations of two new directors, Tom Mills and Joe Nocera, to be presented to City Council for approval was made by Board member Mecredy, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

- d. Approval of Joint and Reciprocal Easement Agreement with Lilburn Township Partners, LLC
A motion to approve a Joint and Reciprocal Easement Agreement with Lilburn Township Partners, LLC was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

- VI. Old Town Updates
No further discussion.

- VII. Public Comment
Tom Mills – wanted to express how much he likes the logo and the presentation of it.

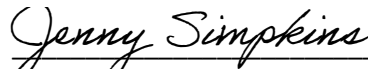
VIII. Executive Session (if needed)
None.

IX. Adjournment

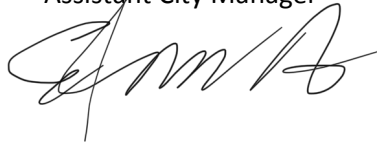
A motion to adjourn at 7:35 PM was made by Board member Mecredy, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

Approved this 15th day of July, 2020.



Jenny Simpkins, Recording Secretary
Assistant City Manager



DDA Chairman