

**Lilburn Downtown Development Authority  
Special-Called Meeting  
February 11, 2026  
6:30 PM  
Work Session Room - Lilburn City Hall**

**Work Session Agenda**

**6:30 P.M.**

- I. Call to Order
- II. Old Business
  - a. Financial Report – January 31, 2026
  - b. Update – DDA Property
  - c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
  - d. Update – Development Activities
- III. Updates from Mayor Crist
- IV. New Business
  - a. Designation of 2026 Chair, Vice Chair, and Secretary for the Lilburn Downtown Development Authority.
  - b. Award RFP 2025-03, Opportunity to Purchase & Renovate Historic Residential Property in Old Town Lilburn to the highest bidder, CGS LLC, in the amount of \$145,000.00.
- V. Executive Session
- VI. Adjournment

**Meeting Agenda**

**Immediately following work session.**

- I. Call to Order
- II. Approval of Agenda

III. Approval of Minutes

DDA Meeting Minutes from December 10, 2025

IV. Old Business

- a. Financial Report – January 31, 2026
- b. Update – DDA Property
- c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
- d. Update – Development Activities

V. New Business

- a. Designation of 2026 Chair, Vice Chair, and Secretary for the Lilburn Downtown Development Authority.
- b. Award RFP 2025-03, Opportunity to Purchase & Renovate Historic Residential Property in Old Town Lilburn to the highest bidder, CGS LLC, in the amount of \$145,000.00.

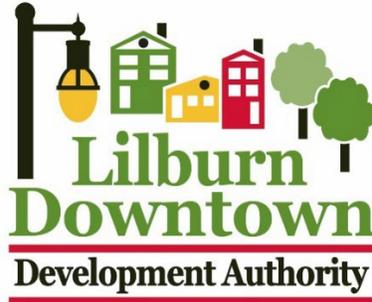
VI. Public Comment

VII. Adjournment

*As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate based on disability in the admission or access to, or treatment or employment, in its programs or activities. The City Clerk 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.*

*The City of Lilburn will assist citizens with special needs given proper notice. 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 the City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.*

<b>Ending Balance @ 11/30/2025</b>		<b>\$72,090.06</b>	
12/12/2025 DEPOSIT	CRC Restaurant Group	\$ 2,000.00	
12/15/2025 CK#2254	Sycamore Consulting - RR Ave website		\$ (512.00)
12/26/2025 CK#2256	GA Power		\$ (45.03)
1/5/2026 CK#2255	Sycamore Consulting - RR Ave website		\$ (1,752.00)
1/12/2026 CK#2257	LCID reimbursement for landscaping services		\$ (6,843.25)
2/5/2026 DEPOSIT	CRC Restaurant Group	\$ 3,500.00	
2/5/2026 CK#2259	GA Power		\$ (45.47)
<b>Ending Balance @ 2/5/2026</b>		<b>\$68,392.31</b>	



**Lilburn Downtown Development  
Authority December 10, 2025**

**Draft Minutes  
6:30 PM**

**Work Session Room - Lilburn City Hall**

**Work Session  
Agenda 6:30 P.M.**

- I. Call to Order  
Chairman Nash called the work session to order at 6:32 pm. DDA Board members present: Amy Valdez-Barker, Joe Nocera, Hugh Wilkerson, and Tom Mills. DDA Board member Scott Mecredy and Mark DeArmon were absent.
  
- II. Special Presentation: Charles Wilkinson and team  
Charles Wilkerson and his team presented their vision for The Depot project at 57 Railroad Ave, aiming to transform the area into a regional entertainment hub that attracts visitors beyond the local community. The concept includes a food hall, digital entertainment offerings, and an “18-hour coffee-to-cocktail” experience, along with co-working spaces and flexible event areas. Architecturally, the plan leverages existing structures, adds a mezzanine level, and incorporates local artwork to create a vibrant and welcoming atmosphere. The team emphasized supporting local businesses and building a multi-generational gathering place for Lilburn. Additionally, the community will help shape the final selection of the 15 proposed entertainment attractions, with a focus on interactive and locally inspired experiences.  
The project budget is estimated to range from \$12 to \$20 million, with a proposed 50/50 cost-sharing agreement for the architectural feasibility phase. The team emphasized strong collaboration with the DDA, City Council, and the broader community, aiming to ensure that the development reflects shared priorities. Their goal is to create a culturally significant and economically viable destination that aligns with Lilburn’s identity and long-term vision.  
City Manager Jenny Simpkins noted that the budget presented for this project is far more realistic than those associated with previous proposals. Board member Amy Valdez-Barker recommended exploring whether elements from earlier proposals could be incorporated as anchor points. The overall vision is for investors to purchase the land and building, generating profit from the businesses, while allowing the DDA and City to maintain control over the development’s appearance and the types of businesses included.

The discussion centered on the feasibility of renovating the existing building versus pursuing a complete rebuilding, a determination that will ultimately emerge through the design and feasibility process. The team expressed interest in preserving the site's historical charm while integrating modern elements, potentially retaining the current structure and adding a new exterior wrap.

All parties acknowledged the complexity of the decision, noting that multiple factors must be evaluated and that comprehensive feasibility studies are essential before moving forward.

The project team is requesting a 30–90-day response window from the DDA regarding participation in the feasibility cost-sharing agreement. Chairman Nash emphasized that the costs to the DDA and the City of Lilburn must be clearly defined before any decision can be made to move forward.

### III. Old Business

#### a. Financial Report – November 30, 2025

The month of October began with a balance of \$ 77,248.10. A Deposit was made for \$ 3,500.00. Payments were made to the Gwinnett County Tax Commissioner in the amount of \$ 1,547.34, Georgia Power was paid \$ 45.59 for October 2025, LCID was paid \$ 6,278.04 for landscaping in Old Town which will be reimbursed, Georgia Power was paid \$ 45.03 for the month of November and the 2025 Property Taxes of \$ 742.04 were paid to the City of Lilburn. Leaving an ending balance on 11-30-2025 of \$ 72,090.06

#### b. Update – DDA Property

All projects are going well and are within budget.

#### c. Update – Lilburn Community Improvement District and Lilburn Community Partnership

No update

#### d. Update – Development Activities

The group discussed ongoing development activities downtown, emphasizing the need for focused strategic planning and broader community improvement efforts. Rather than addressing isolated areas in a piecemeal fashion, members agreed on the importance of viewing the city as a whole and pursuing a comprehensive plan that supports cohesive, long-term growth.

### IV. Updates from Mayor Crist

Mayor Crist invited DDA members to attend a series of meetings with Ian Lockwood scheduled for February 17–20 to discuss future city project planning. Ian observed several opportunities where existing elements of the city could function more cohesively. Jenny encouraged both DDA and Council members to participate in as many portions of these meetings and dinners as possible, noting that the discussions are highly insightful and often generate productive ideas for the community's growth.

### V. New Business

- a. Approval of Amendment No. 2 to DDA Bylaws.  
Jenny explained an important change to the bylaws that would allow Chairman Nash to serve as the official signatory on all formal documents, including minutes, contracts, notes, and bonds for the DDA. The revision also authorizes the Chairman and either the Treasurer or Secretary to jointly sign drafts, checks, and other items drawn against the DDA's bank account. DDA Board members requested that the phrase **"following approval of DDA Board members"** be added to the bylaw amendment to ensure that all actions requiring signatures are formally approved by the Board.
  - b. Authorization to pay 2025 Gwinnett County and City of Lilburn property taxes for DDA- owned properties in the amount of \$2,289.38.  
DDA Board members agreed to these payments.
- VI. Executive Session  
No executive Session was held.
  - VII. Adjournment  
Chairman Nash adjourned the DDA work session at 7:34 pm.

### **Meeting Agenda**

#### **Immediately following work session.**

- I. Call to Order  
Chairman Nash called the meeting to order at 7:35 pm. DDA Board members present: Amy Valdez-Barker, Joe Nocera, Hugh Wilkerson, and Tom Mills. DDA Board member Scott Mecredy and Mark DeArmon were absent.
- II. Approval of Agenda  
Chairman Nash asked for a motion. DDA Board member Joe Nocera asked for a motion to approve the agenda, seconded by DDA member Amy Valdez-Barker.  
  
Motion passed 4-0.
- III. Approval of Minutes  
DDA Meeting October 15, 2025  
  
Chairman Nash asked for a motion. DDA Board member Joe Nocera asked for a motion to approve the October 15, 2025, DDA Meeting Draft minutes, seconded by DDA member Amy Valdez-Barker.  
  
Motion passed 4-0.
- IV. Old Business

- a. Financial Report – November 30, 2025
- b. Update – DDA Property
- c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
- d. Update – Development Activities

V. New Business

- a. Approval of Amendment No. 2 to DDA Bylaws.  
Chairman Nash asked for a motion. DDA Board member Joe Nocera asked for a motion to approve the amendment to No. 2 with the addition of **“following approval of DDA Board members”**, seconded by DDA Board member Amy Valdez-Barker.

Motion passed 4-0.

- b. Authorization to pay 2025 Gwinnett County and City of Lilburn property taxes for DDA- owned properties in the amount of \$2,289.38.  
Chairman Nash asked for a motion. DDA Board member Joe Nocera asked for a motion to authorize payment of property taxes for DDA owned properties, seconded by DDA Board member Amy Valdez-Barker.

Motion passed 4-0.

VI. Public Comment

Chairman Nash asked for any comments from the public. There were no comments.

VII. Adjournment

Chairman Nash asked for a motion. DDA Board member Tom Mills asked for a motion to adjourn the DDA meeting at 7:51 pm., seconded by DDA Board member Amy Valdez-Barker.

Motion passed 4-0.

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CGS LLC  
6040 Dawson Blvd. Suite K  
Norcross GA 30093  
404-234-0248  
[www.cgscontractors.com](http://www.cgscontractors.com)  
[www.cgswaterproofing.com](http://www.cgswaterproofing.com)

## Purchase Price Submission

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To Whom It May Concern,

Please accept this letter as formal submission of our offer for the opportunity to purchase the residential property located in Lilburn. After reviewing the provided information and property details, we are submitting a purchase price of **\$145,000**.

All required documentation is included with our submission. We appreciate the opportunity to be considered and look forward to your review.

Should you need any additional information or clarification, please do not hesitate to reach out.

# Applicant Information

CGS LLC is the the entity proposing to purchase 243 Main Street. Below is the company information requested.

**Point of Contact:** Joaquin Contreras  
*Contractor of the Year GHCA (2021)*  
20 Years of Construction Experience  
15 Years with CGS

Created No: 1901333

## STATE OF GEORGIA

Secretary of State  
Corporations Division  
313 West Tower  
#2 Martin Luther King, Jr. Dr.  
Atlanta, Georgia 30334-1530

### Certifications:

- 2025 – GAF Certified Roofing Contractor
- 2025 – GAF Gold Elite® Commercial Contractor
- GAF Master Commercial Roofing Contractor
- TAMKO Pro Certified Contractor  
IKO Commercial Approved Applicator (GA/1122)

### CERTIFICATE OF ORGANIZATION

I, Brian P. Kemp, The Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

CGS LLC  
a Domestic Limited Liability Company

is hereby issued a CERTIFICATE OF ORGANIZATION under the laws of the State of Georgia on January 30, 2015 by the filing of all documents in the Office of the Secretary of State and by the paying of all fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on February 13, 2015

E-mail: Info@cgscontractors.com

Telephone: 404-234-0248

Address: 6040 Dawson Blvd Suite K  
Norcross, GA 30093

Number of years in business: 15

Contractor License Number: GCQA003051

Utility Contractor: UC301817

E-verify: 1414547

GDOT Number: 2992970

D-U-N-S® Number: 106601835



*B. P. Kemp*

Brian P. Kemp  
Secretary of State

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue  
146 W. Crogan Street, Suite 300, Lawrenceville, GA 30046



DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	February 3, 2025	Certificate Number:	2025190190
Expires:	March 31, 2025	Fee:	\$850.00
Business Name:	CGS LLC		
Description:	All Other Specialty Trade Contractors		



Business Location  
6040 DAWSON BLVD  
STE F  
NORCROSS, GA 30093-1258

MAIL TO:  
CGS LLC  
6040 DAWSON BLVD, K  
NORCROSS, GA 30093-1249

**2025**  
Not Transferable

**AFFIDAVIT OF COMMITMENT TO MAINTAIN**

**EXTERIOR HISTORIC CHARACTER**

**Property Address: 243 Main Street, Lilburn, GA 30047**

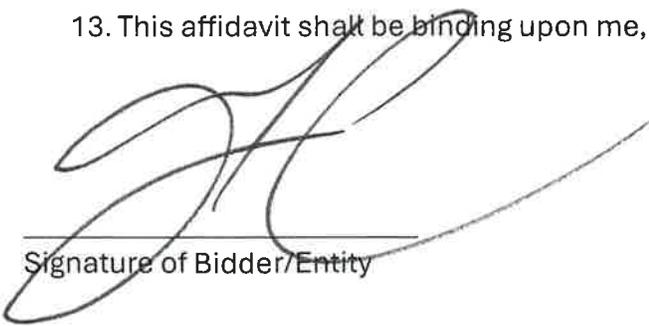
**STATE OF GEORGIA**

**WINNETT COUNTY**

I, Joaquin Contreras (Full Legal Name of Bidder/Authorized Representative),  
being duly sworn under oath, hereby depose and state as follows:

1. I am over the age of 18 years and am competent to make this affidavit and enter legally binding obligations.
2. I am submitting a bid to purchase the property located at 243 Main Street (hereinafter "the property") from the Lilburn Downtown Development Authority (hereinafter "DDA") pursuant to the public bidding process.
3. I have been informed that a condition of the sale is that the successful bidder must commit to maintain the exterior historic character of the Property in perpetuity.
4. I have personally inspected the Property or have had my authorized representative inspect the Property and am familiar with its current exterior historic features, including but not limited to: architectural style, building materials, ~~windows, doors,~~ window/door openings in their historic or similar locations ~~roofline,~~ low-pitched gabled or hipped roof, front façade oriented directly to Main Street, siding materials such as wood lap or similar, trim, porches, and other exterior architectural elements.
5. I acknowledge and understand that the Property possesses significant historic and architectural value to the community.
6. In consideration of being permitted to submit a bid for the Property, I hereby covenant, promise, and legally commit to the following:
  - a. I will maintain the exterior historic character and architectural integrity of the Property as it exists as of the date of sale, including all significant exterior architectural features, materials, design elements, and character-defining details.
  - b. I will not alter, remove, demolish, or modify any exterior historic features of the Property without prior written approval from the ~~DDA or designee.~~ City Manager or his/her designee. Additions to the structure including the addition of a second story and additional horizontal massing shall be considered.

- c. Any repairs, restoration, or maintenance work performed on the exterior of the Property will be completed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
  - d. I will use materials, colors, and construction methods that are appropriate to the historic character of the Property when performing any exterior maintenance or approved alterations.
  - e. I will maintain the Property in good repair and condition to prevent deterioration of its historic features.
  - f. I acknowledge that any additions or new construction visible from public rights-of-way must be compatible with the historic character of the original structure and require proper approval from the City of Lilburn.
7. I understand and acknowledge that these obligations will:
- a. Run with the land and bind all future owners, heirs, successors, and assigns.
  - b. Be recorded in the land records as a restrictive covenant on the Property.
  - c. Be enforceable by the City of Lilburn through injunctive relief, specific performance, or other legal remedies.
  - d. Continue in perpetuity unless released in writing by the City of Lilburn.
8. I understand that failure to comply with these commitments may result in legal action by the City, including but not limited to injunctive relief, monetary damages, and/or enforcement of specific performance of these obligations.
9. I further understand that this affidavit is a material inducement for the DDA to accept and consider my bid, and that the DDA will rely upon commitments made herein in evaluating bids and completing the sale.
10. I acknowledge that I have had the opportunity to consult with legal counsel regarding the obligations set forth in this affidavit and the implications of making these commitments.
11. I have personal knowledge of the facts stated herein, and they are true and correct to the best of my knowledge, information, and belief.
12. I declare under penalty of perjury under the laws of the State of Georgia that the foregoing is true and correct.
13. This affidavit shall be binding upon me, my heirs, successors, and assigns.



Signature of Bidder/Entity

CGS LLC

Printed Name of Bidder/Entity

Date: 1/15/2026

**NOTARY ACKNOWLEDGEMENT**

SWORN TO AND SUBSCRIBED before me this 15 day of January, 202<sup>6</sup>.

Alexandra Serina

Notary Public

My Commission Expires: 02-09-26



[NOTARY SEAL]

*Note: This affidavit must be properly executed, notarized, and submitted with the bid. Upon acceptance of the bid, this affidavit will be recorded as a restrictive covenant against the property in the land records.*

All proposals must be submitted through the OpenGov Procurement Portal. Proposers must register through the portal to access the RFP, submit questions, upload required documents, and receive updates. No mailed or emailed submissions will be accepted.