Work Session Agenda
6:30 P.M.

I. Call to Order

II. Old Business
   b. Update – DDA Property
   c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
   d. Update – Development Activities

III. New Business
   1. Authorization to submit application for master concept plan approval for the mixed-use development on the 2.61-acre assemblage at First and Main to the Mayor and Council for approval.
   2. Approval of Contract No. 70-2024, a contract for legal services of Holland & Knight.

IV. Executive Session

V. Adjournment

Meeting Agenda
Immediately following work session.

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes
a. May 8, 2024 Special-Called DDA Meeting
b. July 1, 2024 Special-Called Work Session with City Council

IV. Old Business

b. Update – DDA Property
c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
d. Update – Development Activities

V. New Business

1. Authorization to submit application for master concept plan approval for the mixed-use
development on the 2.61-acre assemblage at First and Main to the Mayor and Council
for approval.
2. Approval of Contract No. 70-2024, a contract for legal services of Holland & Knight.

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.

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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.
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**Ending Balance @ 4/30/2024** $111,108.04

**Ending Balance @ 6/30/2024** $97,953.94
Work Session Agenda
6:30 P.M.

I. Call to Order
   Present: Elmer Nash, Hugh Wilkerson, Mark DeArmon, Joe Nocera, Scott Mecredy.
   Absent: Tom Mills, Eddie Price.

II. Special Presentation by Aimee Price and Tim Dominy
   a. Proposed redevelopment plan for the assemblage at First and Main
      Aimee and Tim presented plans for 21, 2-story townhomes behind commercial on the
      DDA-owned assemblage at First and Main. The price point would be $400-500's for each
      townhome.
   
   b. Cost proposals
      Not including the cost of borrowing capital, each residential lot would cost about $96k
      to complete associated site work.

III. New Business

   1. Approval of Contract No. 51-2024, a contract for legal services from Holland & Knight for
      a lease agreement and sublease agreements between the DDA, LilburnMain LLC, and
      sub-tenants for the 0.77-acre commercial tract on Main St in the amount of $15,000.
      The DDA board discussed this item with the City Manager and requested additional
      information from the CM before approving this contract for legal services. Prior to the
      next meeting, the DDA Board directed the CM to: (1) Obtain cost estimates to stabilize
      all or a portion of the 0.77-acre tract, bringing all needed utilities for a food trailer; and
      (2) Coordinate a cost-sharing agreement with the property owners to complete the site
      work.
2. Authorization for the City Manager to obtain quotes, prepare a contract, and complete site work associated with the 0.77-acre commercial tract required to activate the site with food trucks, temporary shade, seating, temporary restrooms, etc., in an amount not to exceed $100,000. Authorization for the Chair or Vice Chair to sign contract. See above.

3. Authorization for the City Manager to obtain quotes, prepare a contract, and complete demolition of certain portions of 57 Railroad Ave and associated right-of-way in an amount not to exceed $75,000. Authorization for the Chair or Vice Chair to sign contract.

A portion of 57 Railroad Avenue needs to be removed to realize efficiencies with regard to the prefabricated parking deck. The DDA discussed the importance of moving forward with this effort.

4. Approval of the proposal from Statewide Wrecker Service for towing illegally parked vehicles on DDA-owned property. Authorization for any board member to request towing.

Scott Mecredy shared the story of an illegally parked vehicle in the DDA-owned parking lot next to 1910 Public House. The DDA would like the ability to authorize the tow of such vehicles from their lots.

IV. Executive Session
A motion to move into Executive Session for the purposes of discussing real property was made by DDA Board member Joe Nocera at 7:47 pm, seconded by Scott Mecredy.

Motion passed 5-0.

A motion to adjourn the Executive Session was made by DDA Board member Joe Nocera at 8:16 pm, seconded by Scott Mecredy.

Motion passed 5-0.

V. Adjournment

Meeting Agenda
Immediately following work session.

I. Call to Order
DDA Chair Elmer Nash called the Special-Called DDA meeting to order at 8:17 pm.

II. Approval of Agenda
DDA Board member Mark DeArmon made a motion to approve the agenda for the special-called meeting, seconded by DDA Board member Hugh Wilkerson.

Motion passed 5-0.

III. Approval of Minutes – Draft DDA Meeting Minutes – April 17, 2024
DDA Board member Scott Mecredy made a motion to approve the minutes of the April 17th DDA meeting, seconded by DDA Board member Joe Nocera.
Motion passed 5-0.

IV. Old Business

b. Update – DDA Property
c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
d. Update – Development Activities

V. New Business

a. Approval of Contract No. 51-2024, a contract for legal services from Holland & Knight for a lease agreement and sublease agreements between the DDA, LilburnMain LLC, and sub-tenants for the 0.77-acre commercial tract on Main St in the amount of $15,000. DDA Board member Scott Mecredy made a motion to table Contract No. 51-2024 until the next DDA Board meeting, seconded by DDA board member Joe Nocera.

Motion passed 5-0.

b. Authorization for the City Manager to obtain quotes, prepare a contract, and complete site work associated with the 0.77-acre commercial tract required to activate the site with food trucks, temporary shade, seating, temporary restrooms, etc., in an amount not to exceed $100,000. Authorization for the Chair or Vice Chair to sign contract. DDA Board member Scott Mecredy made a motion to table authorization until the next DDA Board meeting, seconded by DDA Board member Mark DeArmon.

Motion passed 5-0.

c. Authorization for the City Manager to obtain quotes, prepare a contract, and complete demolition of certain portions of 57 Railroad Ave and associated right-of-way in an amount not to exceed $75,000. Authorization for the Chair or Vice Chair to sign contract.

DDA Board member Mark DeArmon made a motion to authorize the City Manager to obtain quotes, prepare a contract, and complete demolition of certain portions of 57 Railroad Avenue and associated right-of-way in an amount not to exceed $75,000, seconded by DDA Board member Joe Nocera.

Motion passed 5-0.

d. Approval of the proposal from Statewide Wrecker Service for towing illegally parked vehicles on DDA-owned property. Authorization for any board member to request towing.

DDA Board member Mark DeArmon made a motion to approve the proposal from Statewide Wrecker Service for towing illegally parked vehicles on DDA-owned property, seconded by DDA Board member Joe Nocera.
Motion passed 5-0.

VI. Public Comment

VII. Adjournment
DDA Board member Scott Mecredy made a motion to adjourn the meeting at 8:23 pm, seconded by DDA Board member Mark DeArmon.

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__________________________
Elmer Nash, DDA Chair

__________________________
Jenny Simpkins, DDA Secretary
Special-Called Work Session Minutes  
Lilburn Downtown Development Authority  
July 1, 2024  
6:00 PM  
Work Session Room - Lilburn City Hall  

Attendees  
Mayor and City Council: Johnny Crist, Christina van Maanen, Scott Batterton, Michael Hart, Emil Powella  
Downtown Development Authority: Elmer Nash, Scott Mecredy, Mark DeArmon, Tom Mills, Hugh Wilkerson, Joe Nocera (Absent: Eddie Price)  
City Attorney: Richard Carothers  
City Administrative Staff: Jenny Simpkins, Mike Helton  

Agenda  

Presentation:  
- History of DDA/City partnership  

Discussion:  
- Assemblage at First and Main  
- Temporary activation of the 0.77-acre commercial site on Main St with food trucks  
- 57 Railroad Avenue  
- City Park Expansion  

The July 1, 2024, Special-Called Work Session was held for discussion only. No votes were taken, and there was no formal action taken by the City Council or the DDA.
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Summary of Proposed Development

The DDA intends to complete the site work for the entire mixed-use development that will include:

- 21 owner-occupied, two-story row houses with the kitchen, living & dining room, half-bath, 2 car garage, and a courtyard patio on the first floor and three bedrooms, laundry room, and 2 full bathrooms upstairs. Each row house is approximately 1,800 SF. The residential row houses will be designed and constructed by Vision Homecrafters with elevations meeting design requirements.

- 2 commercial buildings fronting Main Street
  - Commercial Building No. 1: This will be a two-story building designed and constructed by the DDA. The building will have up to 18,000 SF.
  - Commercial Building No. 2: This will be a one or two-story building with up to 6,000 SF.

- Pad for 2 food trucks fronting Main Street. Each truck will be approximately 120 SF.

The mixed-use development will include 33 public parking spaces including 3 handicapped-accessible spaces to be owned and maintained by the city. No overnight parking will be permitted in these spaces. The commercial and residential buildings will be accessed by two 2-way entrances off Main Street and a 1-way entrance on Velva Way. All streets will be public and maintained by the city. Ten of the row houses will have driveways on Velva Way.

The development includes three shared courtyards and two shared grilling patios totaling approximately xxxxx SF.
### Development Approach

The DDA will enter into a Development Agreement with Vision Homecrafters for the residential component and a Lease/Purchase Agreement with a primary commercial tenant for Commercial Building No. 1. The DDA will borrow funds from the City of Lilburn to complete the site work for the entire site. The Development Agreement with Vision Homecrafters will outline the terms of the deal:

- DDA agrees to sell the 21 platted residential parcels to Vision Homecrafters for an agreed upon price at site work completion
- Vision Homecrafters agrees to meet design regulations for row houses
- Vision Homecrafters agrees to require 100% owner-occupation of the row houses upon sale and in the covenants

The DDA will design, build, and manage Commercial Building No. 1 using proceeds from the sale of the 21 residential parcels and an advance from the City of Lilburn. The DDA will identify a primary commercial tenant for Commercial Building No. 1 and sign a Lease/Purchase Agreement whereby the primary commercial tenant agrees to pay the DDA back for the construction cost of the building over a designated period. Once the payments have been made, Commercial Building No. 1 will be deeded to the primary commercial tenant, who will become the owner.

Construction of Building No. 1 should happen concurrently with construction of the row houses.
The DDA will maintain ownership of the pad for Commercial Building No. 2 and the two food truck pads. Ideally, the DDA sells the pad for Commercial Building No. 2 for private development. The DDA will manage the food truck pads.