



**City of Lilburn  
City Council Meeting Agenda**

**February 14, 2022 at 7:30 p.m.  
Lilburn City Hall, 340 Main St., Lilburn, GA 30047**

*Council Members:  
Tim Dunn, Mayor  
Yoon-Mi Hampton, Post 1  
Scott Batterton, Post 2  
Mike Hart, Post 3  
Emil Powella, Post 4*

**I. Executive Session (if necessary)**

**II. Call to Order**

**III. Roll Call**

**IV. Pledge to the Flag**

**V. Approval of Agenda**

**VI. Announcements**

**1. City Events**

- Downtown Development Authority Meeting  
February 16, 2022, 6:30 PM @ Lilburn City Hall
- Zoning Board of Appeals Meeting  
February 23, 2022, 7:00 PM @ Lilburn City Hall
- Lilburchaun Parade  
March 12, 2022, 3:00 PM - 5:00 PM @ City Park
- Downtown Lilburn Spring Cornhole League  
March 24, 2022, 6:45 PM - 9:00 PM @ City Park

**VII. Ceremonial Matter**

**VIII. Public Comment**

**IX. Approval of Minutes**

**1. City Council Meeting Draft Minutes from January 10, 2022**

Public Hearing (Y/N) N  
Department: City Clerk  
Presenter: Melissa Penate, City Clerk  
Staff Recommendations: Motion to approve the City Council meeting draft minutes from January 10, 2022.  
Department Head Approval: J. Simpkins  
Mayor's Signature Required: Yes  
Budgeted: N/A

Documents:

[1 10 2022 - MINUTES.PDF](#)

## 2. Executive Session Meeting Draft Minutes from January 10, 2022

Public Hearing (Y/N) N  
Department: City Clerk  
Presenter: Melissa Penate, City Clerk  
Staff Recommendations: Motion to approve the Executive Session meeting draft minutes from January 10, 2022.  
Department Head Approval: J. Simpkins  
Mayor's Signature Required: Yes  
Budgeted: N/A

Documents:

[1 10 2022 - EXECUTIVE MEETING DRAFT MINUTES.PDF](#)

## X. Public Hearing

### 1. Public Hearing Item No. 1 - Text Amendments to Zoning Ordinance, Article 5, Sec. 501 and 502, proposed to address signage standards within the Town Center Overlay District.

This item was tabled in January 2022, for additional review by City Attorney. Subsequent edits recommended by City Attorney do not warrant re-review by Planning Commission.

The Lilburn Zoning Ordinance Article 10, Section 1002 provides for text amendments initiated by Planning Department, Planning Commission, or City Council. Planning Department recommends Article 5, Section 501 and 502 be amended to reference Chapter 113-Signs and specify standards in the Town Center Overlay District.

The amendments reflect the goals of the City to accommodate unique developments typical of downtown or main street corridors, with pedestrian scale architecture, setbacks and front yards, more narrow and vertical building construction, multiple floors and tenant spaces, and multiple uses. Amendments propose building sign area calculations based on the street frontage and clarify allowable types, locations, heights, and lighting of signs.

Concurrent and consistent amendments support businesses and residences, provide an efficient review of sign applications and assist with code compliance.

Public notice was provided, and Planning Commission recommended approval during a public hearing on October 28, 2021.

Public Hearing (Y/N)	Y
Department:	Planning Department
Presenter:	Joellen Wilson, Planning Director
Staff Recommendations:	Motion to approve Ordinance No. 2021-575 adopting text amendments to Article 5 of Lilburn Zoning Ordinance.
Department Head Approval:	J. Simpkins
Mayor's Signature Required:	Yes
Budgeted:	N/A

Documents:

[PH ITEM NO. 1 - AGENDA FORM - ZONING ORD \(ARTICLE 5\) TEXT AMENDMENT DRAFT .PDF](#)  
[PH ITEM NO. 1 - ATTACH 1 - PLANNING COMMISSION MEETING MINUTES 10.28.2021.PDF](#)  
[PH ITEM NO. 1 - ATTACH 2 - ORDINANCE 2021-575 ZONING ORD ART 5 TEXT AMENDMENTS \(DRAFT\).PDF](#)

**2. Public Hearing Item No. 2 - Text Amendments to city code Art. 4, Sec. 406 and Art.7, Sec. 736 Mixed Use, to add and amend definitions, clarify text, and address the mix of permitted uses and guide the construction phasing of an MU development**

City Zoning Ordinance Article 10, Section 1002 provides for text amendments initiated by Planning Department, Planning Commission, or City Council. Based on feedback from City Council, Planning Department recommends the 2011 Lilburn Zoning Ordinance text be amended within Art. 4, Sec. 406 and Art.7, Sec. 736 to address Mixed-Use Districts and developments.

The intent of changing the applicable code sections is to add specific criteria to ensure minimum acreage, land areas and floor areas of compatible residential and nonresidential uses and construction phasing to ensure non-residential uses are provided to support residential uses. The amendments reflect the goals of City Council and Planning Department to maintain flexibility in the Master Concept Plan but provide clarity to applicants and more efficient review of mixed-use proposals. The amendments reinforce city's development goals for areas identified as suitable for MU, including but not limited to interparcel connectivity, pedestrian access, shared open space and encourage cohesive architectural elements.

Public notice was provided and no comments were recorded. Planning Commission recommended approval of text amendments with discussion.

Public Hearing (Y/N)	Y
Department:	Planning Department

Presenter: Joellen Wilson, Planning Director  
Staff Recommendations: Approval of Ordinance No. 2022-579 providing for text amendments to Zoning Ordinance Article 4 and Article 7 regarding Mixed Used Districts and developments.  
Department Head Approval: J. Simpkins  
Mayor's Signature Required: Yes  
Budgeted: N/A

Documents:

[PH ITEM NO. 2 - AGENDA FORM - ZONING ARTICLE 4 AND 7.PDF](#)  
[PH ITEM NO. 2 - ATTACH 1 - 2021-12-16 MEETING MINUTES PC DRAFT.PDF](#)  
[PH ITEM NO. 2 - ATTACH 2 - ORD 2022-579 MU TEXT AMENDMENTS DRAFT.PDF](#)

## XI. Agenda

### 1. Agenda Item No. 1 - Mayor & Council Appointment of City Manager

The current City Manager, Bill Johnsa, will be retiring from the City of Lilburn effective May 26, 2022. The Mayor would like to appoint the Assistant City Manager, Jenny Payne-Simpkins, to the City Manager and would like to establish a transition plan as a result of her appointment.

Public Hearing (Y/N) N  
Department: Human Resources  
Presenter: Mayor Tim Dunn  
Staff Recommendations: Motion to approve the appointment of Jenny Payne-Simpkins to City Manager.  
Department Head Approval: Mayor Tim Dunn  
Mayor's Signature Required: No  
Budgeted: N/A

Documents:

[AGENDA ITEM NO. 1 - AGENDA FORM - APPOINTMENT OF CM 020722S.PDF](#)

### 2. Agenda Item No. 2 - Approval of Intergovernmental Agreement between Gwinnett County at the City of Lilburn regarding Maintenance of Wayfinding Signage

The city is partnering with the Lilburn Community Improvement District to install 12 directional signs in the county maintained the right of way on Rockbridge Road, Indian Trail Lilburn Road, Pleasant Hill Road, Lester Road, and Ronald Reagan Parkway. These signs are shown in Exhibit A as C.1, C.6, C.9, and C.10. The county requires an Intergovernmental Agreement holding the city responsible for maintenance and replacement of the directional signs after the completion of the project. The Gwinnett County Board of Commissioners will consider this IGA during the March 1 or March 15 BOC meeting.

Public Hearing (Y/N) N  
Department: City Manager  
Presenter: Jenny Simpkins, Assistant City Manager  
Staff Recommendations: Motion to approve the Intergovernmental Agreement between Gwinnett County and the City of Lilburn regarding Maintenance of Wayfinding Signage.  
Department Head Approval: B. Johnsa  
Mayor's Signature Required: Yes  
Budgeted: N/A

Documents:

[AGENDA ITEM NO. 2 - AGENDA FORM - IGA WITH GWCO WAYFINDING SIGNS.PDF](#)  
[AGENDA ITEM NO. 2 - ATTACH 1 - IGA WAYFINDING SIGN MAINTENANCE.PDF](#)

**3. Agenda Item No. 3 - Adoption of Ordinance No. 2022-578, Amending Section 2-135. Purchasing Ordinance in the City of Lilburn Code**

On February 9, 2015, the Lilburn City Council adopted Resolution No. 2015-02 approving the City of Lilburn Purchasing and Accounts Payable Policy and Procedures as amended.

The changes to the policy were not changed Section 2-135. Purchasing Ordinance in the City of Lilburn City Code. Ordinance No. 2022-578 will amend Section 2-135, Article V, Chapter 2 of the Code of Ordinances of the City of Lilburn.

Public Hearing (Y/N) N  
Department: City Manager  
Presenter: Jenny Simpkins, Assistant City Manager  
Staff Recommendations: Motion to approve Ordinance No. 2022-578 amending Section 2-135. Purchasing Ordinance in the City of Lilburn City Code.  
Department Head Approval: B. Johnsa  
Mayor's Signature Required: Yes  
Budgeted: N/A

Documents:

[AGENDA ITEM NO. 3 - AGENDA FORM - PURCHASING ORDINANCE.PDF](#)  
[AGENDA ITEM NO. 3 - ATTACH 1 - PURCHASING ORDINANCE NO. 2022-578.PDF](#)

**4. Agenda Item No. 4 - Award of Bid – Main Street/RR Avenue Streetscaping Phase 1.**

The City opened bids on Friday, February 4, 2022, for the Main Street/RR Avenue Streetscaping Phase 1 Bid. Staff reviewed the bids, checked all references, and recommend that BRTU Construction, Inc. be awarded the contract. Included you will find the bid tabulation and recommendation from Precision Planning, Inc. as the

architect of record for the project.

Public Hearing (Y/N)	N
Department:	City Manager
Presenter:	Bill Johnsa, City Manager
Staff Recommendations:	Motion to approve Main Street/RR Avenue Streetscaping Phase 1 bid to BRTU Construction, Inc. in the base amount of \$1,667,324.00. Further, authorize Mayor and/or City Manager to execute contract on behalf of the City of Lilburn.
Department Head Approval:	B. Johnsa
Mayor's Signature Required:	Yes
Budgeted:	Yes
Fund Name & Code:	2017 SPLOST Trans., Lilburn Stormwater Utility, TAD2 and ARPA
Current Balance:	\$940,000; \$1,330,000; +/- \$300,000 and +/- \$750,000
Requested Allocation:	Req. allocation: \$1,667,324.00
City Manager's Initials:	BJ

Documents:

[AGENDA ITEM NO. 4 - AGENDA FORM - MAIN STREET RR AVE STREETSCAPING PHASE 1 BID AWARD.PDF](#)  
[AGENDA ITEM NO. 4 - ATTACH 1 - LILBURN MAIN STR RECOMMENDATION LETTER 02-11-22.PDF](#)

**5. Agenda Item No. 5 - Text Amendments to Chapter 113, Signs, proposed to address standards within the Town Center Overlay District.**

This item was tabled in December 2021 for additional review of the entire ordinance by the City Attorney.

The Lilburn City Code provides for text amendments to be approved and adopted by the City Council in their regular course of business, and Planning Department recommends Chapter 113-Signs be amended to clarify subsections and address signage in the Town Center Overlay District to be concurrent with amendments to the Zoning Ordinance, Section 502. Recommended amendments in the Town Center Overlay propose building sign area calculations based on the street frontage and clarify permitted sign types, locations, heights, and lighting.

Section 113-17 is recommended for deletion to be reserved and amendments are proposed to subsections 113-2, 113-8, 113-9, 113-10, 113-11, 113-12, 113-14, 113-15, 113-16, 113-19, 113-19, 113-19.5, 113-20, and 113-21 add and amend definitions, clarify exempt and prohibited signs, set building sign standards for the Town Center Overlay District, correct zoning districts, and update procedures for permit denial and variances. The amendments support businesses and residents, provide a more efficient review of sign applications and assist with code compliance which contributes positively to the public health, safety, and general welfare.

Planning Commission and DDA were provided an opportunity to comment and

contribute.

Public Hearing (Y/N)	N
Department:	Planning Department
Presenter:	Joellen Wilson, Planning Director
Staff Recommendations:	Motion to approve of Ordinance No. 2021-576 adopting text amendments to Chapter 113, Signs.
Department Head Approval:	J. Simpkins
Mayor's Signature Required:	Yes
Budgeted:	N/A

Documents:

[AGENDA ITEM NO. 5 - AGENDA FORM - SIGN ORD \(CH. 113\) TEXT AMENDMENT.PDF](#)  
[AGENDA ITEM NO. 5 - ATTACH 1 - ORDINANCE 2021-576 SIGN ORD CH 113 TEXT AMENDMENTS.PDF](#)

## **XII. Consent Agenda**

## **XIII. 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.*

*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](tel:770-921-2210).*