



Small town. Big difference.

**City of Lilburn  
City Council Meeting Minutes**

**DRAFT**

**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*

*A work session was held prior to the regular scheduled meeting, at 6:30 p.m., to allow the elected officials to discuss this evening's agenda items. No other items were discussed and no actions were taken.*

2/14/2022 - Minutes

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

None.

**II. Call to Order**

Mayor Dunn called the meeting to order at 7:33 p.m.

**III. Roll Call**

Present:

- Mayor Tim Dunn
- Councilmember Yoon-Mi Hampton
- Councilmember Mike Hart
- Councilmember Emil Powella

Absent:

- Councilmember Scott Batterton

**IV. Pledge to the Flag**

The pledge to the flag was led by Mayor Dunn.

**V. Approval of Agenda**

Motion to approve the agenda for February 14, 2022 City Council meeting was made by Councilmember Powella, seconded by Councilmember Hampton.

Motion passed with 3-0 vote.

## **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**

None.

## **VIII. Public Comment**

None.

## **IX. Approval of Minutes**

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

Motion to approve the City Council meeting draft minutes from January 10, 2022 was made by Councilmember Powella, seconded by Councilmember Hampton.

**Motion passed with a 3-0 vote.**

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

Motion to approve the Executive Session meeting draft minutes from January 10, 2022 was made by Councilmember Hart, seconded by Councilmember Powella.

**Motion passed with a 3-0 vote.**

## **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.**

Planning Director, Joellen Wilson presented Public Hearing Item No. 1 - Text Amendments to Zoning Ordinance, Article 5, Sec. 501 and 502, proposing to address signage standards within the Town Center Overlay District.

Mayor Dunn opened the floor to those in favor and to those against. Hearing none, Mayor Dunn closed the public hearing.

A motion to approve Ordinance No. 2021-575 adopting text amendments to Article 5 of Lilburn Zoning Ordinance was made by Councilmember Hart, seconded by Councilmember Hampton.

**Motion passed with a 3-0 vote.**

**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**

Planning Director, Joellen Wilson presented 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.

Mayor Dunn opened the floor for those in favor and those against. Hearing none, Mayor Dunn closed the public hearing.

A motion to approve Ordinance No. 2022-579 providing for text amendments to Zoning Ordinance Article 4 and Article 7 Mixed Used Districts and developments was made by Councilmember Powella, seconded by Councilmember Hampton.

**Motion passed with a 3-0 vote.**

## **XI. Agenda**

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

A motion to approve the appointment of Jenny Payne-Simpkins to City Manager effective May 26, 2022, once the current City Manager retires, was made by Councilmember Hampton, seconded by Councilmember Powella.

**Motion passed with a 3-0 vote.**

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

A 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 a contract on behalf of the City of Lilburn was made by Councilmember Hart, seconded by Councilmember Powella.

**Motion passed with a 3-0 vote.**

## **XII. Consent Agenda**

*All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.*

**1. 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 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.

Motion to approve the Intergovernmental Agreement between Gwinnett County and the City of Lilburn

regarding Maintenance of Wayfinding Signage.

**2. 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 codified. Ordinance No. 2022-578 will amend Section 2-135, Article V, Chapter 2 of the Code of Ordinances of the City of Lilburn.

Motion to approve Ordinance No. 2022-578 amending Section 2-135, Purchasing Ordinance in the City of Lilburn City Code.

**3. 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 the 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 to 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. Motion to approve of Ordinance No. 2021-576 adopting text amendments to Chapter 113, Signs.

Motion to approve the consent agenda was made by Councilmember Powella, seconded by Councilmember Hart.

**Motion passed with a 3-0 vote.**

**XIII. Adjournment**

Motion to adjourn the council meeting at 7:54 p.m. was made by Councilmember Hampton, seconded by Councilmember Powella.

**Motion passed with a 3-0 vote.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Tim Dunn, Mayor

ATTEST:

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Melissa L. Penate, City Clerk  
(Seal)