Special-Called Meeting Minutes
Lilburn Downtown Development Authority
May 8, 2024
6:30 PM
Work Session Room - Lilburn City Hall

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 Mcredy 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 Mcredy 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.

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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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.