



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

Monday, November 10, 2025

5:00 PM

Council Chambers

70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order after recognizing a quorum.

PRESENT

Board Member Victoria Jones

Board Member Jen Young

Board Member Joanie Perry Ward

Board Member Jim Nash

Board Member Chris Adams

Board Member Jeremy Higginbotham

Board Member Lee Merritt

Approval of Agenda

Motion to approve the agenda made by Board Member Jones, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes for September 8, 2025

Motion to approve the Downtown Development Authority Regular Meeting Minutes for September 8, 2025 made by Board Member Perry Ward, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

2. Approval of Executive Session Minutes for September 8, 2025

Motion to approve the Downtown Development Authority Executive Session Minutes for September 8, 2025 made by Board Member Perry Ward, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Downtown Development Business

3. November 2025 Downtown Development Authority Treasurer's Report

Board Member Perry Ward, Treasurer presented the November 2025 Downtown Development Authority Treasurer's Report to the Board.

Motion to approve the November 2025 Downtown Development Authority Treasurer's Report made by Board Member Adams, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

4. Proposed DDA Budget for 2026

Chairman Merritt presented the proposed Downtown Development Authority Budget for 2026 to the Board.

Motion to approve the Proposed Downtown Development Authority Budget for 2026 made by Board Member Higginbotham, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

5. Officer Elections

The officer elections for the Downtown Development Authority were held. Paula Foil, Executive Assistant, assisted with the ballot process. Once the ballots were tabulated the results were announced.

The ballots for each position were unanimous.

Board Member Lee Merritt - Chairman

Board Member Victoria Jones - Vice Chairman

Board Member Joanie Perry Ward - Treasurer

Mr. Barry Mock, Executive Director - Secretary

6. Proposed DDA Calendar for 2026

Chairman Merritt presented the proposed Downtown Development Authority Calendar for 2026.

Motion to approve the proposed Downtown Development Authority Calendar for 2026 made by Board Member Jones, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

7. 130 South Clayton Street Update

Chairman Merritt presented the contract details from Market District Development to purchase 130 South Clayton Street for \$250,000. They will have three years to build the structure. Their plan is to have retail on the first floor and a restaurant on the second floor.

Motion to ratify the contract with Market District Development to purchase 130 South Clayton Street for \$250,000 made by Board Member Jones, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Merritt

Voting Abstaining: Board Member Higginbotham

8. Eaton Street Assemblage

Chairman Merritt presented a contract with Marteeth Properties, LLC to repurchase the Eaton Street properties, except for the property Fishery Fitness now owns for the amount we sold the property, \$618,000.

Motion to ratify the contract with Marteeth Properties, LLC to purchase the Eaton Street properties for \$618,000 made by Board Member Adams, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

9. Approval for Appraisal Invoice for Huff Street – Deauville Site

Motion to approve the invoice from Billingsley, Retter, & Associates, Inc. for appraisal services for 7.364 acres of land at Huff Street in the amount of \$850.00 made by Board Member Higginbotham, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

10. Approval for Lose Design Invoice

Motion to approve the second invoice to Lose Design for a conceptual design regarding the Huff Street assemblage in the amount of \$1,873.00 made by Board Member Jones, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

11. Hotel FF&E (Furniture, Fixtures, & Equipment)

Mr. Barry Mock reviewed the invoice from ADM Associates regarding the Furniture, Fixtures, and Equipment purchase for the Lawrence Hotel.

The request is to pay \$1,228,754.51 now. Any amount over budget amount will be covered by contingency.

Motion made by Board Member Jones, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

12. Hotel Laundry Equipment

Mr. Barry Mock gave an update related to the Hotel Laundry Equipment for the Lawrence Hotel.

The amount is a little bit over budget, but to elevate the experience we have decided to go with thicker towels which requires stronger laundry equipment. The towels are stronger so this will pay for itself over time. There were multiple quotes.

Motion to approve the sales agreement with Tri-State Technical Services LLC for the hotel laundry equipment in the amount of \$114,135.00 made by Board Member Jones, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

13. Hotel Low Voltage Contract

Motion to approve the differential amount of \$154,744.66 to Wiring Solutions, Inc. for the Hotel UnoNet Cabling Upgrade and the Hotel LV Pandiut for the Lawrence Hotel made by Board Member Jones, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Mainstreet Business

Mrs. Jasmine Jackson gave the MainStreet Update

Façade Grant Program for 2026 - Board Member Higginbotham and Board Member Adams have been meeting with Jasmine to discuss the various aspects of the façade grant program. The City will waive the permit fees for those participating in the façade grant program. There are two businesses that have applications in the queue - \$5,000 has been given to Façade Grant recipients as of January 1, 2026

Terra Alma attended Harvest Fest and Boo Fest and gathered information from members in the community.

Christkindl Market is loading in the huts that will be used by the vendors. We are working with Gwinnett County regarding signage for the event. The market will be open November 28-December 24 – Wednesday to Sunday only. We will be adding lights along Constitution and in the forest near the Gwinnett Justice and Administration Center to lead market attendees to the market.

Other Business

Retail Curating update- Terra Alma will be giving their update on November 13 at 10:30 am at City Hall. Everyone from the DDA Board is welcome to attend.

Citizen Comments

No Citizen Comment

Executive Session - Real Estate

Motion to enter into Executive Session made by Board Member Merritt, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Motion to exit Executive Session made by Board Member Merritt, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

3 Real Estate Items Discussed: 1 Vote Taken

Final Adjournment

Motion to adjourn made by Board Member Merritt, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Perry Ward, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary