LAWRENCEVILLE
GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Monday, July 13, 2026	Council Chambers
5:00 PM	70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 5:03 pm 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
Jasmine Jackson
Christina Lee
Paula Foil

Approval of Agenda

Motion to approve the agenda made by Board Member Higginbotham, 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

Downtown Development Business

1. July 2026 Downtown Development Authority Treasurer's Report

   Board Member Joanie Perry Ward, Treasurer presented the July 2026 Downtown Development Authority Treasurer's Report to the Board.

Motion to approve the July 2026 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

2. Terra Alma Phase II

Chairman Merritt updated the Board regarding Terra Alma Phase II.

In Terra Alma Phase II they would recruit tenants and work with property owners. They would market downtown on the behalf of the Downtown Development Authority for a $3,000 retainer. One year contract can be cancelled with a 30-day notice, there is a 90 day evaluation period, deliverables, and monthly report is included. They will receive a commission through agreements with property owners.

Separate agreement regarding Downtown Development Authority spaces. We would pay them 7% commission, and $3,000 one-time fee for marketing materials.

3. Approvals for The Lawrence Hotel

Chairman Merritt said that currently there is nothing ready for approval, but the items should be coming in August.

Chairman Merritt reminded the board about the document prepared by CFO Keith Lee, the DDA Hotel Approval Matrix, which he presented to DDA several months ago. This document covers the various responsibilities to ensure we comply with the regulations applicable to the tax-exempt bond issuance.

4. Invoice Payment Between Downtown Development Authority Meetings

Motion to table this discussion 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

Chairman Merritt will be researching in the Downtown Development Authority By-Laws to see if this is already covered in that document.

5. Approval of Dickinson Property Sciences Invoice

Motion to approve payment of the Dickinson Property Science Invoice number 26-065 in the amount of $2,925.00 for asbestos and lead paint survey at 155 Northdale Road made by Board Member Perry Ward, 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

6. Approval of Living Stone Properties Invoice

   Motion to approve payment of Living Stone Properties Invoice number 93 in the amount of $14,130 for work done between August 1, 2025 to June 30, 2026 in regards to the North DTL area made by Board Member Perry Ward, Seconded by Board Member Higginbotham.

   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. Approval of Mahaffey Pickens Tucker, LLP Invoices

   Chairman Merritt presented a few invoices from Mahaffey Pickens Tucker, LLP invoices. These are related to various real estate matters.

   Invoice 19522 for $6,032.50, invoice 19774 for $913.50, invoice 19775 for $95.00, invoice 19776 for $4,080.50, invoice 19777 for $50.50, invoice 19778 for $1,199.50, and invoice 19779 for $8,550.00. Total $20,921.50.

   Motion to approve the payment to Mahaffey Pickens Tucker, LLP for these invoices made by Board Member Adams, 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, Mainstreet Director, gave the Mainstreet Business Update to the Board.

They have finalized the agreement with the Christkindl Market that the City of Lawrenceville will be their main location until 2030. They will have a smaller location on the south side of Atlanta. There will be enhancements made at the Lawrenceville Lawn and downtown. There will also be raised intersections to assist with making downtown more walkable.

Prelude went very well. There were approximately 16,000 at the Lawn during the event.

The Lawrenceville Arts Center is doing well - lots of new shows, programming, etc. happening.

Other Business

No Other Business

Citizen Comments

No Citizen Comments

Executive Session - Real Estate

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

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

Real Estate Items Discussed: 5; Votes Taken 2

Final Adjournment

Motion to adjourn made by Board Member Merritt, 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

Minutes Signature

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Lee Merritt, Chairman

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Barry Mock, Secretary