



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

Monday, August 09, 2021
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 6:32 pm after recognizing a quorum.

PRESENT

Board Member Bruce Johnson
Board Member Joanie Perry Ward
Board Member Katrina Fellows
Board Member Jeremy Higginbotham
Board Member Lee Merritt

ABSENT

Board Member Victoria Jones

Approval of Agenda

Motion to approve the agenda made by Board Member Fellows, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes for July 12, 2021

Motion to approve the Regular Meeting Minutes for July 12, 2021 made by Board Member Higginbotham, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

2. Approval of Executive Session Minutes for July 12, 2021

Motion to approve the Executive Session Minutes for July 12, 2021 made by Board Member Higginbotham, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

Downtown Development Business

3. Approval of August 2021 Treasurer's Report

Board Member Fellows (Treasurer) reviewed the August 2021 Treasurer's Report with the Board.

Motion to approve the August 2021 Treasurer's Report made by Board Member Perry Ward, Seconded by Board Member Johnson.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

4. Renasant Bank Document

Board Member Fellows (Treasurer) discussed with the Board her request for their approval for online banking for the Downtown Development Accounts. Safety of the accounts and being able to keep a closer eye on when transactions are cleared, etc. would be very helpful. Board Member Fellows, Board Member Merritt, Board Member Jones, and Barry Mock would have access to the accounts.

Motion to approve switching the banking accounts for the Downtown Development Authority at Renasant Bank to online banking made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

5. Renasant Bank Signature Documents

Paula Foil, Executive Assistant explained to the Board that the signature cards for the Downtown Development Authority banking accounts with Renasant Bank are resolutions which require Board approval before the Downtown Development Authority officers may sign the signature cards.

Motion to approve the resolutions with Renasant Bank for Board Member Fellows, Board Member Merritt, Board Member Jones, and Barry Mock the authority to sign the signature cards made by Board Member Perry Ward, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

6. Train Depot Plans

Chairman Merritt reviewed the plans for the Train Depot with the Board. She reminded the Board that they voted on the lease for the Train Depot a few meetings back in Executive Session. She has been contacted by the Gwinnett School of Music the current tenant with a request. He has partnered with two people who have done food, music, events, and festivals and have the industry know how and the experience. He is very excited to have partnered with them. He wants to offer more food options and have more things going on at the school. He is hoping to do something similar to the Truck and Tap in Duluth since he already has an alcohol license.

He has also asked where and how often he can park food trucks. Chairman Merritt reached out to Jasmine Billings and to the Planning & Development Office to get those answers.

There is a ramp on the Depot Street side of the building and there is another ramp on the track side of the building as well. He has requested permission to remove the track side ramp so he can use it for outdoor entertainment space. Chairman Merritt told him to contact the Gwinnett County Fire Marshall's office to get their okay on it and let them know. As long as it meets code we will review it and have the City Council review it as well since the City Council actually owns the property. They lease the property to us and we lease it to the Gwinnett School of Music. He doesn't want to use food trucks exclusively because he is also working with a caterer, but he would like to have this additional option.

Motion that the ramp on the trackside of the Train Depot may be removed to enlarge the outside dining space pending the approval of the Gwinnett County Fire Marshall that this will meet ADA and Fire Code standards made by Board Member Merritt, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows,
Board Member Higginbotham, Board Member Merritt

Mainstreet Business

Jasmine Billings, Community Development Director gave the Mainstreet update.

Planning and Development is working on a food truck ordinance. To make sure the food trucks are licensed, permits up to date, health codes, etc. She will share more details with the Board when she has more information.

Jasmine has been meeting with Helen Appenzeller in the Planning and Development Office to discuss the Community Work Program. This mentions City and DDA responsibilities. As they review it she will share the various items with the Board. The Community Work Program is based on the LCI (Local Centers Initiative) that was done five years ago. Jasmine and Helen are reviewing items making sure we are heading in the right direction. Jasmine will reach out as they come across various items to see if it is something that still needs to be focused on.

Jasmine announced there are possibly ten new businesses coming to Downtown. She will send out information regarding the new business as she gets the information.

Arts Commission Update

At Wednesday's Council Work Session Jasmine will be presenting about the Alley Way off North Perry and the Depot Signs. The Depot Signs are structural signs that will hopefully help deter large trucks (oversized trucks) from driving through Downtown.

Events:

Free Comic Book Day is this upcoming Saturday on the Lawn. Avengers movie will show at 3 pm. There will be a character parade.

August 20th, LIVE in the DTL will feature Mustache the Band - a country group.

September 17 (5 pm - 10 pm) and September 18 (2 pm - 10 pm) we will be the Neighborhood Night Market - partnering with various organizations for this special event.

Other Business

No Other Business

Citizen Comments

No Citizen Comments

Executive Session - Real Estate

Motion to enter Executive Session made by Board Member Fellows, Seconded by Board Member Johnson.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

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

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

Report of items discussed in Executive Session: 6 real estate items discussed; 2 votes taken.

Final Adjournment

Motion to adjourn made by Board Member Fellows, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Higginbotham, Board Member Merritt

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary