

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
CITY OF SNELLVILLE, GA  
MEETING NOTICE  
Agenda**

TYPE OF MEETING

- SPECIAL CALLED
- REGULAR MONTHLY MEETING
- CALLED

**(X) A QUORUM OF THE MEMBERS OF THE FOLLOWING PUBLIC AGENCIES MAY BE IN ATTENDANCE AT THIS MEETING:**

- MAYOR & COUNCIL
- DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
- DEVELOPMENT AUTHORITY OF SNELLVILLE
- URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Friday, May 10, 2024  
DATE OF MEETING: Wednesday, May 15, 2024  
  
TIME OF MEETING: 4:00 PM  
LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

**III. REPORTS**

- A. Financial, Dan LeClair, DDA Treasurer, Snellville DDA
- B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
- C. The Grove, Mercy Montgomery, Assistant City Manager, City of Snellville

**IV. NEW BUSINESS**

- A. Discussion on Lease Finalization and Related Contracting for Suite C-100
- B. Discussion on Proactive Maintenance: Plumbing in Building G
- C. Discussion on Inspection Policy

**V. OLD BUSINESS**

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, June 19, 2024 at 4 PM at City Hall.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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**NOTIFICATION:**

GWINNETT DAILY POST

2:31 PM

5/10/2024

ATLANTA JOURNAL "GWINNETT EXTRA

2:31 PM

5/10/2024

As set forth in the Americans with Disabilities Act of 1992, the City of Snellville does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Matthew Pepper, 2342 Oak Road, Snellville, Georgia 30078 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.

The City of Snellville will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Snellville should be directed to ADA Coordinator, 2342 Oak Road, Snellville, Georgia 30078, telephone number 770-985-3503.

**EXECUTIVE SESSION**

An Executive session may be called to discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the open meetings act pursuant to O.C.G.A. section 50-14-2-(1). Further, discussion may include future acquisition, disposition, contract to purchase, and lease of real estate, which is excluded from the open meetings act pursuant to

O.C.G.A. section 50-14-3-(4). Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. section 50-14-3-(6).

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
CITY OF SNELLVILLE, GA  
MEETING MINUTES**

April 17, 2024

Members: Don Britt, Chair; Emmett Clower, Vice-Chair; Norman Carter, Jr., Deborah Jones, Jamey Toney, and Rafiq Ukani. Dan LeClair was absent.

Guests: Angie Strickland, Cobblestone Property Manager; Mercy Montgomery, Assistant City Manager; Matthew Pepper, City Manager.

**CALL TO ORDER**

Mr. Britt called the meeting to order at 4:00 PM.

**APPROVAL OF MINUTES**

Mr. Clower made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on January 17, 2024. Six (6) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. Pepper provided the financial report for March 2024.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Property.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**NEW BUSINESS**

Discussion on Exterior Door Lock for Executive Suite Tenants

Ms. Strickland reported to the Authority that one of the tenants that rents an Executive Suite in Building C has repeatedly left the exterior doors unlocked when the suite is unoccupied. Ms. Strickland further reported that this is a problem because it allows for unauthorized access to the suites being rented by other tenants. She has addressed this concern with the tenant previously and communicated with this tenant as well as others in the area regarding the responsibility to secure and lock the door, but it continues to be an ongoing issue. Ms. Strickland requested that the Authority approve the installation of key code locks on the two (2) exterior doors. The estimated cost is \$149 per door. After some discussion, Mr. Ukani will provide Ms. Strickland with additional information on a door handle lock as an alternative option.

Consideration and Approval of Landscape Contractor for The Grove

Mr. Pepper presented to the Authority a bid tabulation for the landscape work for The Grove at Town Center. Mr. Pepper explained that Landscape Associates also was awarded the landscape contract with the City. The scope of work is divided between the Authority-owned areas of the development and the areas shared between the Authority and the developer. The annual contract is for \$9,804.00 for the Authority-owned areas, and \$16,357.00 for the shared areas. The cost for the shared areas is split between the Authority and the developer. Landscape Associates will begin work in May.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING MINUTES**

*Mr. Toney made a motion, seconded by Mr. Clower, to award the annual landscape maintenance contract for The Grove at Towne Center to Landscape Associates. Six (6) in favor and zero (0) opposed, motion approved.*

**OLD BUSINESS**

Discussion on Cobblestone Soundproofing for Offices

The Authority continued discussions on addressing the noise bleed issue between the tenants in D-100 and D-102. Ms. Strickland explained that both tenants have expressed a need for privacy since they meet regularly with clients and explained the structural characteristics unique to this area of the building that are causing the sound issues. Ms. Strickland reviewed with the Authority options and associated cost proposals to address the issue.

*Mr. Clower made a motion, seconded by Mr. Carter, to authorize replacement of the existing walls with additional sheetrock and to add necessary insulation, presented as Option One. Five (5) in favor and Mr. Ukani opposed, motion approved.*

Discussion on Replacement of Lights on Exterior Door at Cobblestone

Ms. Strickland requested that the Authority authorize replacing several aging lights around suite entrances throughout the development. The cost to replace the lights is \$3,193.00.

*Mr. Clower made a motion, seconded by Mr. Ukani, to replace the exterior lights per the plan presented by Ms. Strickland. Six (6) in favor and zero (0) opposed, motion approved.*

Discussion on Communications

Mr. Pepper introduced Ms. Montgomery as the new Assistant City Manager and staff liaison to the Authority. As part of the transition, the Authority discussed the importance of continued communication between staff and the Authority.

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:50 PM.

Approved as presented.

<hr/> <b>Downtown Development Authority, Chair</b>	<hr/> <b>Secretary</b>
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