

**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: Monday, November 18, 2024
DATE OF MEETING: Wednesday, November 20, 2024

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of October 28, 2024 Special Called Meeting Minutes

III. REPORTS

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

IV. NEW BUSINESS

- A. DDA Appointment to Snellville Tourism and Trade

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, December 18 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

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

GWINNETT DAILY POST	4:56 PM	11/18/2024
ATLANTA JOURNAL "GWINNETT EXTRA"	4:56 PM	11/18/2024

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**

Monday, October 28, 2024

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

Guests: Mercy Montgomery, Assistant City Manager; Angie Strickland, Cobblestone Office Park Property Manager; Kirk Demetrops, MidCity Real Estate Partners

CALL TO ORDER

Mr. Britt called the meeting to order at **10:02 AM**.

APPROVAL OF MINUTES

Mr. Carter made a motion, seconded by Mr. Toney, to approve the minutes for the meeting held on October 16, 2024. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

- A. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property.

NEW BUSINESS

- A. Updated Documents: The Tomlin

Mr. Demetrops of MidCity Real Estate Partners presented three documents for consideration and action. The documents are required for sale of The Tomlin.

Mr. Toney made a motion, seconded by Mr. Carter, to approve the Parking Easement as presented. Four (4) in favor and zero (0) opposed, motion approved.

Mr. Toney made a motion, seconded by Mr. Carter, to approve the second amendment to the Master Declaration. Four (4) in favor and zero (0) opposed, motion approved.

Mr. Toney made a motion, seconded by Ms. Jones, to approve the drainage easement. Four (4) in favor and zero (0) opposed, motion approved.

OLD BUSINESS

None

EXECUTIVE SESSION

None

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

ANNOUNCEMENTS The next regular meeting is scheduled for Wednesday, November 20 at 4 PM at City Hall.

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Toney made a motion, seconded by Mr. Carter, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 10:21 AM.

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

Cobblestone Report
Snellville DDA
November 20, 2024 Meeting

REPORTS

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park

Legal Action

G-201/2, Paul Robinson, Platinum Elite Roofing

Staff followed up with Don and then Jay (new City attorney) by email to go after Tenant for unpaid rent.

C-215, Leads Foundation, Karen Foote

Staff followed up with Don and then Jay by email to go after Tenant for the balance of her lease.

Property Management

Many light fixtures continue to fail. Many have been replaced in full.

Marketing and Leasing

Property Manager and Assistant City Manager met week of November 18th to discuss collaborative marketing strategy for Cobblestone. The document will be finalized over the next few weeks and presented to Board for discussion at the next meeting.

Three calls regarding available space this month.

Video campaign and FB sharing/advertising was done the week November 18th and October 18th.

Available spaces

- C-201 lease is out for signature to F-201 Tenant, Dynamic Tax and We are Dynamic.
- C-100
- C-216/217-lawyer looked and ultimately went to Suwanee
- E-100-another call from a tutoring center
- G-200-
- G-201/2-1/2