

**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, August 19, 2024  
DATE OF MEETING: Wednesday, August 21, 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**

- A. Approval of July 8, 2024 Special Called Meeting 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**

**V. OLD BUSINESS**

- A. Discussion on Previous Tenant: G 201/202
- B. Discussion on Proactive Maintenance: Plumbing in Building G

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, July 17, 2024 at 4 PM at City Hall.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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

**NOTIFICATION:**

GWINNETT DAILY POST	10:03 AM	8/19/2024
ATLANTA JOURNAL "GWINNETT EXTRA"	10:03 AM	8/19/2024

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**

July 8, 2024

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

Guests: Matt Pepper, City Manager; Mercy Montgomery, Assistant City Manager

**CALL TO ORDER**

The meeting was called to order at **3:03 PM**.

**APPROVAL OF MINUTES**

Mr. Clower made a motion, seconded by Mr. Toney, to approve the minutes for the meeting held on June 19, 2024. Four (4) in favor and zero (0) opposed, motion approved.

**REPORTS**

- A. Cobblestone Report Ms. Montgomery provided a report on the Cobblestone Property on behalf of the Cobblestone Property Manager. The Board discussed transition of a recently-vacated unit and an update to the board will be provided by Cobblestone staff as resolution progresses.
- B. The Grove Report Mr. Pepper and Ms. Montgomery provided an update on the Grove project. Exterior construction on the restaurant spaces is nearing completion and tenants for those spaces are anticipated to open towards the end of the year.

**NEW BUSINESS**

- A. Lease for Market Building at The Grove

Mr. Pepper provided an overview of the lease terms between the Downtown Development Authority of Snellville, GA and Crooked Can Brewing Company for 12,838 SF (first floor and outdoor patio space) in the market space at The Grove. The lease is a 15 year term with annual minimum rent of \$308,112.00 for the first 5 years and a 10% escalation in Year 6 through Year 10. Included in the lease are three optional 5-year renewal terms for a total potential of a 30 year lease. Tenant will also be required to pay Common Area Maintenance and Management Fees as well as insurance. The City of Snellville will provide \$145 per square foot in Tenant Improvement Allowance.

Minimum hours of operation are Monday through Sunday from 10 am to 9 pm and Sunday from 12 pm to 6 pm.

Crooked Can will directly execute leases with vendors for the food hall portion of their business model with local partners (DDA and City) retaining ability to weigh in on leasing decisions to vendors.

**OLD BUSINESS**

**EXECUTIVE SESSION** None

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

**ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, July 17<sup>th</sup> at 4 pm. Ms. Montgomery will confirm with the Chair if there is interest in holding a meeting given no new agenda items needed.

**PUBLIC COMMENTS** None

**ADJOURNMENT** Mr. Toney made a motion, seconded by Mr. Ukani, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 3:38 PM.

Approved as presented.

<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Downtown Development Authority, Chair	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Secretary
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**Cobblestone Report**  
**Snellville DDA**  
**August 21, 2024 Meeting**

**REPORTS**

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

**G-201/2**

Suite is vacant. All hot wires have been cut and removed in the suite. We replaced light in hallway that was with an old light from our office and put a new LED in C-102.

Furniture was removed and hauled off. Sink from C-102 went into G-202 (stained sink looked awful).

**Overall, this 2020 sq. foot suite is in deplorable condition. Staff suggests patch and paint (at a minimum) to even list the suite for lease on Loopnet.** It is embarrassing to show the space. Board should consider: are they willing to outlay the additional capital expense funds to update if a prospective tenant is interested.

2 quotes attached. \$25,000, and \$32,944

\$8,100 for painting only from Torres, \$9,707.33 for painting only from AFS

Separate action item presented under New Business for board consideration of any action related to past due payment. The \$2,020 security deposit on file from previous tenant was exhausted and tenant owes \$2800 with late fee for June Rent.

**Aging light fixtures** -Complex wide

Replaced 2 additional fixtures in D-100 and G-102 they were not salvageable. We will stock some LED fixtures for replacements. 2 more new fixtures needed in G-102.

**G-102**-Leak again from main drain line and into McEwen's office. Got on this early for dry up. We need to take care of this once and for all- to drain this outside. Retaining quote.

**E-100/E-101** Interest from potential tenant, but would require significant adjustment of currently leased spaces. Update to be provided in person with most current information due to potential tenant's ongoing communication.

**Available spaces-Feather flag has gotten us some space calls!**

C-100-Dr. Howard

C-201 – Todd Croker, All State and another interest

\*\*Todd Croker is the guy from the 2275 Oak Road building City purchased last month. Jenn and I have worked with him several times and followed up several times. No forward movement.

lady that was going to take space in April, called back and failed to show

E-201-Todd Croker, All State

G-200-Insurance guy & another interest

C-216/7-no action

G-201/2-not listed for lease, see above staff requests