

**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: Thursday, October 10, 2024
DATE OF MEETING: Wednesday, October 16, 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 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

- A. Interior Build Out of Crooked Can
- B. Agreements for Shared Maintenance of The Grove Parking Deck
- C. Upgrades to C104-105
- D. Designation of Recording Secretary

V. OLD BUSINESS

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

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

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

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VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	3:13 PM	10/10/2024
ATLANTA JOURNAL "GWINNETT EXTRA"	3:13 PM	10/10/2024

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**

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
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MEETING MINUTES**

ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, July 17th 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="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Downtown Development Authority, Chair</p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Secretary</p>
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Cobblestone Report
Snellville DDA
October 16, 2024 Meeting

REPORTS

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

G-102 and F-200 main HVAC drains were jetted out (again). Board input is needed on broader strategy to address plumbing in building G.

F-100-sink needed new piping underneath. Has been set up.

C-200-Exec. Suites leak in hallway at Conf. Room (2nd time on this), damaged tiles in restroom, & stained carpet in far hallway by C-216.

Dried, sheetrock replaced, tape, needed (other areas too) same, long hall wall. Ceiling tile grids were drooping by C-211. Upgrades were made as needed and necessary from the above. LVP was placed in restroom and hall. Agreeable gray was used for upgraded paint. Next needed would be replacing Conference Room and Waiting Room flooring and paint to match remainder of replacements/upgrades. This will be fully needed to compete with “Thrive” for aesthetic purposes.

Feather flag had gotten us some space calls last month! Sadly, only 2 calls this last month. The base of the feather flag was taken, and replaced in order for the flag to remain functional.

Video campaign and FB sharing was done week of September 2nd.

Available spaces

C-100-, C-201, C-216/217-Exec. Suites were upgraded due to damage and leak

E-100, E-201 – **WAS LEASED**-2 YEAR LEASE Todd Coker, All State Insurance

G-200-interest from a learning center for at risk youth. Appeared online as an actual school.

G-201/2-1/2 suite was painted for the video we put online-Loopnet/FB

NEW BUSINESS

C. Upgrades to C104-105

The current tenant has requested consideration of cost sharing for necessary improvements including replacement of very old carpet. The request is for DDA share of 50% of the cost, which would total \$2,225.

Proposal to balance with a longer lease term renewal and 50/50 cost share of painting expenses with escalation rates of 9% and 10%.

Tenant has countered with the following:

- 50/50 share on carpet replacement and painting
- 4 year lease renewal
- 2.6% escalation to mirror CPI

For context and consideration:

- Tenant has leased the space since 2008
- Repairs would be necessary following vacancy of the space in order to lease the offices

OLD BUSINESS

A. Discussion on Previous Tenant: G 201/202

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

***Does board wish to ask Chuck to pursue payment from tenant?** We have used the \$2,020 security deposit on file for repairs. Tenant owes \$2800 with late fee for June Rent.

B. Discussion on Proactive Maintenance: Plumbing in Building G and F

Plumbing continues to be a concern, specifically in Building G as well as Building F.

The cost to clear the drains is \$225 per drain. Appropriate frequency is around two months for Buildings G and F.

The estimated cost range to address the issue completely is as follows:

- \$800 in Plumbing Cost + relocation of drain in Building F
- \$3,500-\$5,500 in Construction Cost (dependent upon condition and materials of walls)

Total Cost Range (estm): \$4,300-\$6,300

Total Annual Cost to Continue Clearing Drains: \$6,000

NEW BUSINESS

C-215, Leads Foundation, Karen Foote.

Tenant removed her office contents on October 6 with no notice.

Staff contacted to confirm the removal of furniture was authorized and tenant replied on October 7 to state that she was vacating. Staff reminded via emailed and mailed letter of lease terms concluding July 2025.

Board guidance needed on action to claim balance of signed lease, totaling \$6,040.00

Lease was most recently signed July 2024.