

**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, April 11, 2025
DATE OF MEETING: Wednesday, April 16, 2025

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

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of February 19, 2025 Regular Meeting Minutes

III. REPORTS

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

IV. NEW BUSINESS

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

- The next regular meeting is scheduled for Wednesday, May 21 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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NOTIFICATION:

GWINNETT DAILY POST	2:50 PM	4/11/2025
ATLANTA JOURNAL "GWINNETT EXTRA"	2:50 PM	4/11/2025

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**

Wednesday, February 19, 2025

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

Guests: Mercy Montgomery, Assistant City Manager; Angie Strickland, Cobblestone Office Park Property Manager

CALL TO ORDER

Mr. Britt called the meeting to order at **4:03 PM**.

MINUTES

Mr. Clower made a motion, seconded by Ms. Jones, to approve the minutes for the meeting held on January 15, 2025. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

- A. Financial Report Ms. Montgomery provided the financial report for January, 2025.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property.
- C. The Grove Report Ms. Montgomery provided a report on the Grove project.

NEW BUSINESS

- A. Grove Parking Deck Maintenance Agreement

Mr. Ukani made a motion, seconded by Mr. Clower, to approve the execution of an updated maintenance new owners of The Tomlin. Five (5) in favor and zero (0) opposed, motion approved

OLD BUSINESS

- B. Cobblestone Marketing Strategy

Ms. Montgomery provided an update on the strategy developed by the Chair, Ms. Strickland, and the City of Snellville.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

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

PUBLIC COMMENTS

None

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

ADJOURNMENT

Mr. Ukani made a motion, seconded by Mr. Clower, to adjourn. Five (5) in favor and zero (0) opposed, motion approved.
The meeting adjourned at 4:36 PM.

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

Cobblestone Report
Snellville DDA
April 16, 2025 Meeting

REPORTS

B. Cobblestone Report

Property Management

Work on the stairway handrails is nearing completion. Collaborative Infrastructure Systems has managed working with two vendors to execute the structural work as well as the repair to handrails. Building F and G handrail repair is the top priority. Final column repairs should begin the week of April 14. Some emergency repairs were identified on the front set of stairs for the E Building that are planned to be addressed April 14.

Marketing and Leasing

As requested by the Board, three quotes for a monument sign at the Clower Street entrance were collected and distributed. Permitting will need to be completed with the City (to be led by Chair) prior to any fabrication and installation. Chair to coordinate with City staff on relevant requirements, including any use of City logo and potential for cost sharing.

Since the March meeting was canceled, opportunity for Board discussion was not provided last month. Discussions with Property Manager indicated a couple of members interested in purchase and one member interested in further discussion.

\$3,644, +300 for any additional permitting (preferred vendor, did drawing)
\$6,717 +\$550 +(draw/permitting)
\$7,030 (plus draw/permitting)

The City and Cobblestone staff worked to design and distribute a billboard advertising the Open House event on April 22nd as well as general info about Cobblestone. The billboard runs for two weeks beginning April 14

Weekend partnered painting event to be held April 12.

Available Spaces

Open spaces -8

Record of 6 calls for space in the week before Board meeting. Most were not appropriate uses of the space (daycare, Autism tutoring on the second floor, training for water technicians, HVAC office with techs).

Exec. Suites C-214, 215, 216, 217—Great lead and then ghosting from an immigration lawyer and his partner for C-216/7.

Both C-214/15 5 were updated with new carpet and paint (prior to open house on 22nd). Prior tenant spilled paint on C-215 carpet and C-214 was old and dated.

C-100-let's hope we get interest from painting event and open house

F-201-Great lead and interest and then ghosting from a Public Adjuster. Same situation as last year with C-201. Paperwork may be an issue. I believe both new calls were related.

G-200-2