

**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, September 16, 2024
DATE OF MEETING: Wednesday, September 18, 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

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, October 16 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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NOTIFICATION:

GWINNETT DAILY POST	3:08 PM	9/16/2024
ATLANTA JOURNAL "GWINNETT EXTRA"	3:08 PM	9/16/2024

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="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
September 18, 2024 Meeting**

REPORTS

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

G-102-Awaiting quote for drywall repair/piping from plumber and Torres. 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.

F-100-sink needs new piping underneath. Exam room sink backed up. Will set this up.

E-100/E-101

Potential tenant (doctor of anesthesiology) failed to follow up on E-100/E-101 suites after not remembering he needed a State Fire Marshal's inspection for a doctor's office. Failure to launch & he did not follow up with me after 3 weeks of working this out for him.

Renewed **E-101** lease for 2 years (after he was kind enough to agree to move for us for the potential anesthesiology tenant).

G-201/2-half of the suite has been painted for video and viewing.

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

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

C-100-

C-201-

E-100-

E-201 – LEASED-2 YEAR LEASE Todd Croker, All State Insurance

G-200-

C-216/7-no action

G-201/2-

D-200-is staying and will sign another 6 month lease in December for expiration 6/25.

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.

A. Discussion on Proactive Maintenance: Plumbing in Building G

B. We need to take care of this once and for all to drain this outside.