

**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:**

- (X) MAYOR & COUNCIL**
- (X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE**
- (X) DEVELOPMENT AUTHORITY OF SNELLVILLE**
- (X) URBAN REDEVELOPMENT AGENCY OF SNELLVILLE**

DATE OF NOTICE: Monday, October 17, 2022  
DATE OF MEETING: Wednesday, October 19, 2022  
  
TIME OF MEETING: 4:00 PM  
LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

**III. REPORTS**

- A. Financial, Dan LeClair
- B. Cobblestone, Angie Strickland
- C. Grove, Matthew Pepper

**IV. NEW BUSINESS**

**V. OLD BUSINESS**

- A. Discussion on progress of Cobblestone Capital Improvement Project.
- B. Discussion on website for Cobblestone Suites.
- C. Discussion on rent adjustment plan for the Cobblestone Property.

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is on November 16, 2022 at 4 PM at City Hall.  
The Peer Redevelopment Tour is on November 17-18 in Greenville, South Carolina.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING NOTICE**

**NOTIFICATION:**

GWINNETT DAILY POST	10:25 AM	10/17/2022
ATLANTA JOURNAL "GWINNETT EXTRA	10:25 AM	10/17/2022

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. Butch Sanders, 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**

September 21, 2022

Members: Don Britt, Chairman; Dave Emanuel, Deborah Jones, and Rafiq Ukani. Dan LeClair, Billy Franklin, and Emmett Clower were absent.

Guests: Barbara Bender, Mayor of the City of Snellville; Angie Strickland, Cobblestone Property Manager; Larry Kaiser, Project Engineer with Collaborative Infrastructure Services; Collaborative Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Emanuel made a motion, seconded by Ms. Jones, to approve the minutes for the meetings held on August 17, 2022 and September 7, 2022. Four (4) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. Pepper provided the financial report for July 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland stated that the City Attorney recommended that the Authority reconsider a previous decision to allow tenants to waive the requirement for renter's insurance if they have liability insurance. The Authority reached a consensus to require each incoming tenant possess renter's insurance in addition to liability insurance. Ms. Strickland will work with the City Attorney to amend the current lease agreement to reflect the decision.

Ms. Strickland reported on the marketing outreach to fill the seven (7) vacant suites. The Authority discussed the option of creating a website to provide rental information for the vacant.

The Grove Report

Mr. Pepper provided a report on the Grove project. Mr. Pepper will organize a tour of the Grove for the Authority members in October.

**NEW BUSINESS**

None

**OLD BUSINESS**

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Kaiser presented the project engineer's monthly progress report on the Cobblestone Capital Improvement Project. During the discussion, Mr. Kaiser reviewed the latest pricing to install the steel posts and footings for all 10 staircases. The Authority reached a consensus to allow Mr. Kaiser to work with Multiplex LLC to find another solution, or remove the work from the scope and hire another contractor to make the repairs on the staircases.

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

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Ukani made a motion, seconded by Mr. Emanuel, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:04 PM.

Approved as presented.

<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">Downtown Development Authority, Chair</p>	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">Secretary</p>
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# Cobblestone Report

October 19, 2022

## **Old Business:**

- 1) D-102 – A Way of Being Psychotherapy and Consulting signed a three-year lease starting December 1, 2022.
- 2) D-100A – Tropical Health leased the suite for five (5) months until they renew D-100A/D-100E suites.
- 3) Renters Insurance – The leases for D-100A/D-102 included the requirement for renters insurance.
- 4) Real Estate Marketing Service
  - a) Traci Leath provided the following proposal:
    - i) \$3,000 to market all five (5) spaces and a 4% commission to Traci's broker for a lease brought by the firm.
    - ii) The \$3,000 is a minimum and is a reduced rate – as opposed to the 4% plus to list each space individually (\$5,108).
    - iii) DDA is responsible for the showings, lease paperwork, and tenant involvement.
  - b) Staff will meet with Monica in E-202 again regarding some advertising opportunities mentioned last month. Monica may be able to work with us on the advertising more economically.

## **New Business:**

- 1) Plumbing
  - a) Sewer back up on D building thru D-100 and D-102 toilets. The plumber found tree roots in sewer pipe along with sanitary products (see picture on second page).
  - b) He suspects another block in the sewer pipe in the flowerbed outside D-100-D-102. He is digging up a 10-foot section on October 18. We will not remove any concrete to access the pipe. Tenants are using the RV toilet paper in the meantime so another back up does not occur.

## **Available Suites (five spaces):**

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$2,343
- 2) F-200 – 841 sf; rent – \$1,296 as listed

## **Executive Suites:**

- 1) C-216/217 – 416 sf; rent – \$795; \$1,035 with new carpet.
- 2) C-214 – 190 sf; rent – \$490
- 3) C-211 – 163 sf; rent – \$420



10/18/2022

COBBLESTONE REPAIR STATUS

CONSTRUCTION TASK	COMPLETED REPAIRS	PENDING REPAIRS	COMMENTS
Building C Handrail post attachment repairs	(1) Completed – square channel stock with welded base plate anchored to concrete with bolts (2) Yellow paint with sand embedded at end of each tread	None	(1) Replacement of post attachments at one staircase – handrail is loose
Staircase Corrosion Repairs	NA	On-going	Bondo Repairs on-going
Window Installations	(1) 100% complete	Punch list – window replacements in Building C – see comments	(1) Exterior window caulking – very poor condition. Pending quote from Multiplex (2) Surface staining on vinyl “spacers” of double pane windows in Building C only; manufacturer to begin replacements 10/21
Column Installations	(1) 100% complete buildings E & F	(1) Painting to be performed when completed	(1) Building C column replacements began 10/18 (2) All columns will be replaced by mid-November
Sideboard Replacements	(1) No work undertaken	(1) All sideboard to be replaced with hardie plank panels	(1) Sideboard mockup on Building E. (2) Decision to use vertical hardie plank strips – Change Order - \$72,000 (3) Observations of wood framing deterioration/rot at 1 <sup>st</sup> floor columns (corners only). See pics. Will require removal of 2x10 framing at each location – change order expected.

Exterior Painting	(1) No work undertaken	NA	(1) All side panels to be white (2) Use of scissor lift – some tenant impacts expected – parking lot
Staircase Structural Repairs	NA	NA	(1) Multiplex quote (see attached) - \$173,000 for labor and materials to install steel posts and footings to structurally support each staircase independent from the buildings, plate weld posts to staircases and abut stair case to building façade for smooth transition (2) Negotiations with Multiplex in discussion and fee - no reduction in fee (3) CIS prepared Memo to DDA regarding consideration for monitoring staircase condition with no replacements unless exiting conditions change

CONTRACT SUM SUMMARY

- Contract Amount - \$799,668.66
- Pay Application #1 - \$43,933.78 CIS approved and paid
- Pay Application #2 - \$269,645.91 CIS approved
- Pay Application #3 - \$178,762.50
- Change Order #1 - \$72,000
- Change Order #2 - wood rot replacement - \$ TBD







Column corner - building E - 2 x 10 wood rot



MOSA ARCHITECTS  
470-505-5374

Wright  
Choice  
Realtor  
LLC





MOSA ARCHITECTS  
470-505-5374





## MEMORANDUM

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**TO:** Snellville Downtown Development Authority

**FROM:** Larry K. Kaiser, P.E. #18762, Project Engineer, Collaborative Infrastructure Services, Inc.

**DATE:** Wednesday, October 19, 2022

**RE:** Cobblestone Office Park Exterior Capital Improvements

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At the request of the City of Snellville Downtown Development Authority (DDA), Collaborative Infrastructure Services, Inc. (CIS) prepared a bid package for various exterior repairs to the Cobblestone Office Park. In preparing the bid package for the project, CIS performed a visual evaluation of the façade to develop a list of remedial repairs for Buildings C, D, E, F & G. CIS staff developed a Schedule of Quantities for the project.

In the course of preparing a scope of work and the quantities for the exterior façade repairs, CIS staff identified concerns with the staircase structural plate attachments to various buildings. At various locations, there appeared to be some degree of detachment of the steel plates from the façade of the building. There were also locations where prior repairs were performed as evident by additional bolts drilled through the structural plate and into the exterior skin of the building facade. No destructive or non-destructive tests were performed to further assess the structural connection to the building in the preparation of the bid package. Observations were also made at the column supports at each staircase including the attachment of the staircases to the concrete sidewalk/slab at-grade. No settlement or movement of the supports were detected and no detachment of the bolted structural plates or cracking of the concrete at the concrete slab and sidewalks were observed.

The bid package was advertised and the DDA selected the responsive low bidder, Multiplex LLC, to perform the exterior repairs. After contract execution, Multiplex was asked to remove the bead board ceiling in the breezeway at each staircase location for purposes of assessing how the structural plates and bolts were attached to the building. Observations found that the plates and bolts were attached to the interior plywood and 2x4 cross bracing. No attachment to any interior structural beam was observed.



The DDA received a proposal for corrective repairs to the staircases. This included supporting the staircases on new steel columns – independent of the building.

Craig Lokey, the City of Snellville Building Inspector, Larry Kaiser, CIS civil engineer, and Matthew Pepper, Assistant City Manager, walked the project site on Friday, October 7<sup>th</sup> and came to the conclusion that the following recommendation would be tendered to the DDA:

- (1) Based on on-site observations, remedial repairs should not occur at the present time.
- (2) Monitor the staircases for any changes in the structural condition of the staircases with inspection frequencies occurring bi-weekly as the exterior façade repairs are on-going and then monthly thereafter. Each inspection would include dated pictures of each staircase location and a short narrative of any observed changes. Each report will be forwarded to the DDA.
- (3) CIS, Inc. will forward to Matthew Pepper and the DDA a recommendation based on any structural changes observed during the bi-weekly inspections.

The rationale for this decision is based on no detected changes to the staircase structural plate connections to the building; including no movement in any of the staircase columns, no settlement of the column concrete footings or cracking in the concrete slab/sidewalk where the bottom of the staircases are bolted.

cc: Matthew Pepper  
Assistant City Manager

Angie Strickland  
Cobblestone Property Manager