

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

**Agenda**

**TYPE OF MEETING**

- ( ) SPECIAL CALLED  
(X) REGULAR MONTHLY MEETING  
( ) CALLED

**(X) A QUORUM OF THE MEMBERS OF THE FOLLOWING PUBLIC  
AGENCIES MAY BE IN ATTENDANCE AT THIS MEETING:**

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

DATE OF NOTICE: Monday, July 14, 2025  
DATE OF MEETING: Wednesday, July 16, 2025

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 May 21, 2025 and the June 16, 2025 Regular Meeting Minutes

**III. REPORTS**

- A. Financial Report  
B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park  
C. The Grove Report, Jan Harris, Downtown Development Director

**IV. NEW BUSINESS**

**V. OLD BUSINESS**

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, August 20, 2025 at 4 PM in City Hall.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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

**NOTIFICATION:**

GWINNETT DAILY POST

10:00 AM

7/14/2025

ATLANTA JOURNAL "GWINNETT EXTRA"

10:00 AM

7/14/2025

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, May 21, 2025

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

Guests: Matt Pepper, City Manager; Mercy Montgomery, Assistant City Manager; Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; Jay Crowley, City Attorney; and Ramon Gonzalez, Thrive Co-Founder and CEO

**CALL TO ORDER**

Mr. Britt called the meeting to order at **4:00 PM**.

**MINUTES**

Mr. Clower made a motion, seconded by Mr. Carter, to approve the minutes for the meeting held on April 16, 2025. Four (4) in favor and zero (0) opposed, motion approved.

**REPORTS**

- A. Financial Report Ms. Montgomery provided the financial report for April, 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**

None

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

Mr. Britt read the closed meeting notice into the record as follows:

- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)
- 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(b)(2).

Mr. Clower made a motion, seconded by Mr. Toney to enter the Executive Session. Four (4) in favor and zero (0) opposed.

The board entered into Executive Session at 4:20 PM.

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

Mr. Clower made a motion, seconded by Mr. Toney to exit the Executive Session. Four (4) in favor and zero (0) opposed.

The board exited Executive Session at 4:47 PM.

Mr. Toney made a motion, seconded by Mr. Clower to amend the agenda to add two items: (1) discussion of a request by Thrive OC Snellville, LLC for a first amendment to the lease agreement, and (2) discussion of a salary increase for an employee. Four (4) in favor and zero (0) opposed.

Mr. Clower made a motion, seconded by Mr. Toney, to approve the first amendment to the lease agreement with Thrive OC Snellville, LLC. Four (4) in favor and zero (0) opposed.

Mr. Toney made a motion, seconded by Mr. Clower to approve a 9% increase to Cobblestone Office Park Property Manager Angie Strickland's base salary. Four (4) in favor and zero (0) opposed.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, June 18<sup>th</sup> at 4 PM at City Hall.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Carter made a motion, seconded by Mr. Toney, to adjourn. Four (4) in favor and zero (0) opposed, motion approved.

The meeting adjourned at **4:55 PM**.

Approved as presented.

<hr/>	<hr/>
Downtown Development Authority, Chair	Secretary

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

Monday, June 16, 2025

Members: Don Britt, Chair; Norman Carter, Jr., Deborah Jones, Rafiq Ukani, and Emmett Clower (who arrived at 4.10 pm) were present. Dan LeClair and Jamey Toney were absent.

Guests: Mercy Montgomery, Assistant City Manager; Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; and Larry Kaiser, Collaborative Infrastructure Services, Inc.

**CALL TO ORDER**

Mr. Britt called the meeting to order at **4:01 PM**.

**MINUTES**

At there was no quorum at that time, Mr. Clower had not yet arrived, the approval of the May meeting minutes was postponed until the July 18, 2025 meeting.

**REPORTS**

- A. Financial Report Ms. Montgomery provided the financial report for May, 2025.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property with Mr. Kaiser contributing additional information.

Mr. Clower made a motion, seconded by Mr. Carter to remove 12-15” of concrete on the 2<sup>nd</sup> floor of Building E and replace the galvanized pan, and replace the concrete; and to take coring samples of concrete every 10’ around the 2<sup>nd</sup> floor walkway of Building E. Contractors to continue repairing the concrete cracking in all buildings. Five (5) in favor and zero (0) opposed.

- C. The Grove Report Ms. Harris provided a report on the Grove project.

**NEW BUSINESS**

- A. Consider board officer positions  
Mr. Clower made a motion, seconded by Mr. Carter to vacate Dan LeClair as Treasurer. Five (5) in favor and zero (0) opposed.  
Mr. Clower made a motion, seconded by Mr. Ukani to name Jamey Toney as Treasurer. Five (5) in favor and zero (0) opposed.
- B. Consider updating bank account signature authorizations  
Mr. Clower made a motion, seconded by Ms. Jones to add Jamey Toney, Jan Harris, and Mercy Montgomery as signatories on the Downtown Development Authority’s bank accounts. Five (5) in favor and zero (0) opposed.

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

None

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

## ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, July 16, 2025 at 4 PM at City Hall.

## PUBLIC COMMENTS

None

## ADJOURNMENT

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Five (5) in favor and zero (0) opposed, motion approved.

The meeting adjourned at 4:59 PM.

Approved as presented.

Downtown Development Authority, Chair	Secretary

**Cobblestone Report  
Snellville DDA  
July 16, 2025 Meeting**

**REPORTS**

B. Cobblestone Report

**Property Management**

Emergency repairs continue on Building E. Coring samples of concrete were taken every 10 feet on center in several locations along the 2<sup>nd</sup> floor walkway. The results indicated no need for further pan replacement on the front of Building E. Pan replacement and concrete repair work began on June 28<sup>th</sup>. Unfortunately, upon inspection, some of the recent work on the 2<sup>nd</sup> floor walkway near the stairs is not acceptable. One of the boards trimming the panels beneath the 2<sup>nd</sup> floor walkway has cracked since the repair work began. Larry Kaiser with Multiplex called a meeting with city and DDA staff for July 11<sup>th</sup> to further discuss Building E.

The remodeling of Unit E-102 continues with the installation of new flooring and wall patching/repainting. The next project includes the updating of the restrooms and kitchen with LVP. It is anticipated that the space will be listed for lease by July 15<sup>th</sup>.

Repairs are being made to the urinal in Unit G-100. The leak is being repaired and the wall patched and painted as needed. The vanity for this unit is being replaced as it is quite old.

Jennifer Torres and her son inspected the Cobblestone buildings for necessary repairs. Approximately 44 additional fluorescent fixtures need to be replaced with new LED fixtures.

**Marketing and Leasing**

Angie Strickland will continue to work with the staff of A Better Sign Company for the Cobblestone Office Park monument sign.

**Available Spaces**

Open spaces -7:

- Executive Suites C-214 – There has been interest in leasing the Executive Suites, but no contracts have been issued.
- Executive Suites C-215
- F-201
- G-200
- G-201
- G-202
- E-102 – Listing posted on July 15th