

**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, November 14, 2022  
DATE OF MEETING: Wednesday, November 16, 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**

- A. Regular Meeting – October 19, 2022  
B. Special Called Meeting – November 10, 2022

**III. REPORTS**

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

**IV. NEW BUSINESS**

- A. Consider and Action on the Authority’s appointments for the Snellville Tourism and Trade (STAT) Board.  
B. Discussion on City Attorney involvement in DDA business.

**V. OLD BUSINESS**

- A. Discussion on progress of Cobblestone Capital Improvement Project.  
B. Discussion on revised lease for the Hall at the Grove.  
C. Consideration and Action on smoke detectors maintenance at Cobblestone.  
D. Discussion on website for Cobblestone Suites.  
E. Discussion on rent adjustment plan for the Cobblestone Property.

**VI. EXECUTIVE SESSION**

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**VII. ANNOUNCEMENTS**

The next regular meeting is on December 21, 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**

**NOTIFICATION:**

GWINNETT DAILY POST	8:25 AM	11/16/2022
ATLANTA JOURNAL "GWINNETT EXTRA	8:25 AM	11/16/2022

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**

October 19, 2022

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

Guests: Angie Strickland, Cobblestone Property Manager; Larry Kaiser, Project Engineer with Collaborative Infrastructure Services; Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

Mr. Britt called the meeting to order at 4:02 PM.

**APPROVAL OF MINUTES**

Mr. LeClair made a motion, seconded by Ms. Ukani, to approve the minutes for the meetings held on September 21, 2022. Four (4) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. LeClair provided the financial report for September 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland shared the proposal from Century 21, wherein the company would provide fee-based marketing services for the vacant suites at Cobblestone. After reviewing the proposal, the Authority reached a consensus to keep the advertising for vacant suites in-house. Ms. Strickland will inform Century 21 of the Authority's decision.

In addition, Ms. Strickland shared that there are several suites where the existing smoke detectors need to be replaced. After some discussion, the Authority reached a consensus to require the tenants to replace the smoke detectors in their individual suites. Ms. Strickland will follow up with the City Attorney to determine if any potential liability exists.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**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 with the Authority that the contractor has identified wood framing deterioration (rot) at the first floor columns (corners only) of each building. The contractor will remove the rotted wood framing at each location. This additional work will be a change order.

In addition, Mr. Kaiser provided a recommendation to regularly monitor the 10 staircases for significant structural issues prior to the Authority committing to pay for the corrective repairs. As part of the

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING MINUTES**

recommendation, Mr. Kaiser will document any settlement or movement of the supports, detachment of the bolted structural plates, or cracking of the concrete at the concrete slabs. He will provide a written report biweekly as the exterior façade repairs are ongoing and monthly thereafter. If Mr. Kaiser finds any issues, the Authority will move forward with the corrective repairs.

*Mr. LeClair made a motion, seconded by Mr. Ukani, that the Authority agree to monitor the 10 existing staircases following the criteria and frequency outlined in Mr. Kaiser’s memo. Four (4) in favor and zero (0) opposed.*

Discussion on Website for Cobblestone Suites

Mr. Pepper reported that staff has added information regarding the availability of suites at Cobblestone. He requested that the Authority members review the new information and provide any feedback.

Discussion on Rent Adjustment Plan for the Cobblestone Property

The Authority will review the rent adjustment plan for the Cobblestone property for 2023.

**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 5:00 PM.

Approved as presented.

<hr style="width:80%; margin:auto;"/> Downtown Development Authority, Chair	<hr style="width:80%; margin:auto;"/> Secretary
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**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS  
SPECIAL CALLED MEETING  
CITY OF SNELLVILLE, GA  
MEETING MINUTES**

November 8, 2022

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

Guests: Butch Sanders, City Manager; Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

Mr. Britt called the meeting to order at 4:30 PM.

**NEW BUSINESS**

Consideration and Approval of the Letter of Intent and the Lease Agreement for The Hall at the Grove  
The Authority reviewed the Letter of Intent for The Hall at the Grove. During the review, the Authority discussed the new terms for the cost sharing for the buildout of the building and the rental income.

*Mr. Clower made a motion, seconded by Ms. Jones, to approve the terms as outlined in the Letter of Intent (LOI), and to authorize Mr. Britt to execute the lease agreement once it has been amended to reflect the terms of the LOI. Four (4) in favor and zero (0) opposed.*

**ADJOURNMENT**

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:50 PM.

Approved as presented.

<hr style="width:80%; margin:auto;"/> Downtown Development Authority, Chair	<hr style="width:80%; margin:auto;"/> Secretary
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# Cobblestone Report

November 16, 2022

## **Old Business:**

- 1) D-102 Liability Insurance Status
  - a) The City Attorney reviewed a copy of the tenant's full policy with Hiscox. From his review, it appears that the tenant has the coverage and the Authority should be named as an additional insured. The City Attorney will send Hiscox a follow up letter to clarify the coverage.
- 2) Real Estate Marketing Service
  - a) Staff informed Traci that the Authority would not pursue the listing agreement at this time.
  - b) Staff met with Monica in E-202 regarding some advertising mentioned last month.
    - i) She has suggested larger signage on Oak and Clower. Staff is seeking input from the Authority
    - ii) LinkedIn and Instagram posts for Cobblestone on Monica's pages.
- 3) Smoke Detectors
  - a) Staff found that 21 smoke detectors were expired. We are in the process of replacing them. The fire extinguishers have all be inspected. Backflows are next for both water meters.
- 4) Electrical Issues – The wires on the rear of Building C have been fixed and buried (see attached pictures).

## **New Business:**

- 1) C-105 Plumbing Issue
  - a) The tenant reported a leak in a lab sink. They have been pouring urine down the sink for the past month. The cabinet was urine stained. The plumber fixed a basket and nut. The Authority held the tenant responsible for the fix, as they did not report it in a timely manner.
  - b) During the repair, the plumber Trent a pipe on this sink that we will need to replace from PVC to Copper – it is necessary for code compliance. We will do that soon.

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

In addition to LoopNet, staff has listed the spaces on Crexi.

Medium/Large:

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

## **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



**11/16/2022**

**COBBLESTONE REPAIR STATUS**

<b>CONSTRUCTION TASK</b>	<b>COMPLETED REPAIRS</b>	<b>PENDING REPAIRS</b>	<b>COMMENTS</b>
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
<b>Staircase Corrosion Repairs</b>	NA	Corrosion damage repairs on-going	(1) Bondo Repairs on-going
Window Installations	(1) 100% complete	Punch list – window replacements in Building C – completed	(1) Exterior window caulking – very poor condition. Quote from Multiplex \$35k. On-hold (2) Surface staining on vinyl “spacers” of double pane windows in Building C only; replacements completed
Column Installations	(1) 100% complete buildings E & F	(1) Painting to be performed with all other painting	(1) Building C column replacements began 10/18 (2) All columns installations completed 1 <sup>st</sup> week November
Sideboard Replacements	(1) Work 100% complete	(1) All sideboards replaced with James Hardie plank panels	(1) Sideboard mockup on Building E. (2) Decision to use vertical James 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 to-date	NA	(1) All side panels to be white (2) Use of scissor lift – some tenant impacts expected – parking lot (3) Work to commence in 2 -3 weeks weather permitting (after gutter work)
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) Structural repairs – building attachment on-hold. See bi-weekly report #1 of visual analysis
Concrete Repairs – sidewalks	NA	(1) Pending work	(1) Reduced scope of work for concrete repairs by 75%. Slab to be replaced if significant tripping hazard and use concrete grinder to removed smaller tripping hazards. Cracking of slabs where no tripping hazards exist will not be replaced.
Fascia Board	(1) On-going	(1) On-going	(1) Fascia boards at gutter line being replaced where noticeable wood



Replacement			<p>rot exists.</p> <p>(2) Building D completed. Building E work will commence this week. All 3 buildings (E/F/G) expected to be completed within 2-3 weeks</p> <p>(3) No fascia board replacement building D or north side of Building E</p>
Gutter Replacements	(1) NA	(1) On-going	<p>(1) Gutter submittals approved with changes – 6 inch gutters and change in sealant caulking</p> <p>(2) Building D removal of gutters and fascia board revealed no drip edge flashing or flashing incorrectly installed. Cost to replace drip edge on Buildings D, E, F and G would likely require shingle replacement and potentially OSB depending on its condition. Recommend no action on any building if same condition is encountered on Building D.</p> <p>(3) Gutter removals completed on Tuesday, Nov 15</p> <p>(4) Multiplex to begin with removal of wood rot fascia boards on Nov 14<sup>th</sup> as discussed above. New gutters to be installed when all fascia boards are replaced. Gutter sub will not make multiple trips to perform this new work.</p> <p>(5) No gutters for 2-3 weeks will be inconvenient for tenants. Letter send out last week regarding this work</p>

### **PAY APPLICATION AND CHANGE ORDER SUMMARY**

- Contract Amount - \$799,668.66
- Pay Application #1 - \$43,933.78 CIS approved and paid
- Pay Application #2 - \$269,645.91 CIS approved and paid
- Pay Application #3 - \$178,762.50 CIS approved and paid
- Pay Application #4 - \$55,895.62 CIS approved and paid
- Change Order #1 - \$72,000
- Change Order #2 - wood rot replacement at columns - \$ TBD

### **QUESTIONS FOR THE DDA BOARD**

- Painting 6 doors in the spring due to inconvenience to tenants with cold weather?  
Multiplex has been asked to consider this option
- All exterior painting (wood) to be the same color selected by the DDA? Confirmation
- Paint color of the 6 doors? (exterior only)

### **SCHEDULE UPDATE**

- Weather permitting, all work (except 6 exterior doors) should be completed by 12/31/2022