

**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: Friday, February 16, 2024  
DATE OF MEETING: Wednesday, February 21, 2024  
  
TIME OF MEETING: 4:00 PM  
LOCATION: Snellville City Hall – 2nd Floor, Room 259

**AGENDA:**

**A. CALL TO ORDER**

**B. MINUTES**

**C. REPORTS**

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

**D. NEW BUSINESS**

**E. OLD BUSINESS**

**F. EXECUTIVE SESSION**

**G. ANNOUNCEMENT**

The next regular meeting is on March 20, 2024 at 4 PM at City Hall.

**H. PUBLIC COMMENTS**

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

**I. ADJOURNMENT**

**NOTIFICATION:**

GWINNETT DAILY POST

2:05 PM 2/16/2024

ATLANTA JOURNAL "GWINNETT EXTRA"

2:05 PM 2/16/2024

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. 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**

January 17, 2024

Members: Don Britt, Chair; Emmett Clower, Vice-Chair; Deborah Jones, Jamey Toney, and Rafiq Ukani and Dan LeClair.

Guests: Barbara Bender, Mayor; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Clower made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on November 15, 2023. Six (6) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. Pepper provided the financial report for December 2023.

Cobblestone Report

Ms. Strickland provided a report on Cobblestone. During the report, Ms. Strickland shared with the Authority her efforts to market the available suites in Cobblestone. The Authority reached a consensus to provide Ms. Strickland with a marketing budget for the property. In addition, Ms. Strickland will provide the Authority with an estimated budget to remodel her office.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Ms. Jones made a motion, seconded by Mr. LeClair, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:43 PM.

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

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

# Cobblestone Meeting Notes

February 21, 2024

## **Old Business:**

- 1) Suite Improvements and Décor
  - a) C-102 – We will install the carpet after the file room is repaired (the rear wall fell due to the concrete settling). Staff requests Authority approval for the following items: replace bathroom and kitchen flooring, including a new vanity and sink. We would only need to pay for the labor for the bathroom floor as we already have the materials. We have patched the office, and are waiting to paint it. Staff provided quotes to the Authority.
  - b) C-216/217 – Staff recommends installing new carpet. Staff provided quotes to the Authority.
  - c) G-200 – We painted Linen. Staff received comments that we should update and paint the Navy blue walls.

## **New Business:**

- 1) C-100 – We replaced the carpet yesterday. We also replaced the old vinyl patch flooring, marble sink, and grid lights.
- 2) C-201 and C-216/217 - Both leases were ready for signature and both tenants backed out.
- 3) D-100/D-102 – Noise Issue
  - a) This is something we were aware of while using the Conf. Room for paperwork signing.
  - b) Staff attempted to reduce the noise by sealing up both door entries from the D-102 side. We left these due to the cost to wall it up.
  - c) Staff could install acoustical tiles on both sides of the loud wall. The tiles cost \$1,200.
  - d) We could also consider installing a firewall up to the ceiling. Both tenants are using noise machines; however, the noise situations are not HIPAA compliant for either tenant. Staff will provide the Authority with quotes to complete the firewall work.

## **Available Space/Interest:**

- 1) C-201 – 1,362 SF; \$1,900 (Y1), \$2,100 (Y2).
- 2) E-201 – 1,375 SF; \$2,597 with new carpet and fresh paint.
- 3) G-200 – 688 SF; \$1,216 with fresh paint.
- 4) C-100 – 688 SF; \$1,949.
- 5) E-100 – 675 SF; \$1,968 with utilities included. We will have it available on March 1.
- 6) C-216/217 – 416 SF.