

**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:**

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

DATE OF NOTICE: Tuesday, January 17, 2023  
DATE OF MEETING: Wednesday, January 18, 2023  
  
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**

- A. Consideration and Action on the Authority's recommendation to the Mayor and City Council for the appointment to the vacant seat.
- B. Discussion on the City's Centennial.

**V. OLD BUSINESS**

- A. Discussion on progress of Cobblestone Capital Improvement Project.
- B. Discussion on Cobblestone Business.

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is on February 15, 2023 at 4 PM at City Hall.

**VIII. PUBLIC COMMENTS**

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**IX. ADJOURNMENT**

**NOTIFICATION:**

GWINNETT DAILY POST	10:00 AM	1/17/2023
ATLANTA JOURNAL "GWINNETT EXTRA	10:00 AM	1/17/2023

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**

December 14, 2022

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

Guests: Barbara Bender, Mayor; Jamey Toney, Toney Financial Services; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Emanuel made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on November 16, 2022. Six (6) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. LeClair provided the financial report for November 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**NEW BUSINESS**

Consideration and Action on the Authority's Appointments for the Snellville Tourism and Trade

Mr. Britt informed the Authority that they are responsible to make recommendations on appointees for two of the seats on the Snellville Tourism and Trade (STAT) Board. Both of the seats have been recently vacated. The STAT Board received an application from Liz Jackson. The Authority reviewed Ms. Jackson's application. During the review, Mr. Britt explained that the Authority cannot directly appoint Ms. Jackson to the STAT Board, rather that they would only recommend her appointment.

*Mr. Clower made a motion, seconded by Mr. Emanuel, to recommend to the Snellville Tourism and Trade Board that Liz Jackson be appointed a member of that Board. Six (6) in favor and zero (0) opposed, motion approved.*

Discussion on the Authority's Current Vacancy

Mr. Toney introduced himself to the Authority. During his introduction, he expressed his interest in serving on the Authority. Mr. Britt informed the Authority that they will proceed with recommending to the Mayor and Council that they appoint Mr. Toney to the vacant seat in January, assuming there are not objections. No members objected to Mr. Toney's appointment to the Authority.

**OLD BUSINESS**

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper presented the project engineer's monthly progress report on the Cobblestone Capital Improvement Project. During the discussion, Mr. Pepper reported that last major task is to paint the

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING MINUTES**

exterior wood surfaces (e.g. – soffit, fascia, and siding). As it stands, the contractor has painted the hardiplank siding on Buildings E, F, and G. The project should be completed by early January (weather permitting).

During the discussion, the Authority expressed concern about standing water on the north side of Building C. As part of the project, the contractor repaired existing drainage issues at Building C. The Authority will ask the contractor to alter the grade surrounding the new drain so that the water drains to it. Mr. Pepper will communicate this request to Mr. Kaiser (the project manager).

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Emanuel made a motion, seconded by Mr. Clower, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:31 PM.

Approved as presented.

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Downtown Development Authority, Chair	Secretary

# Cobblestone Report

January 18, 2023

## **Old Business:**

- 1) D-102 Liability Insurance Status – No update.
- 2) Landscaping for Building C
  - a) We do not have funding to put bushes on the side of Building C. Staff will pine straw this area. Once Multiplex finishes the addressing the drainage issue, staff will replace the existing railroad ties with timbers for safety and aesthetics.
- 3) Brass Exterior Door Lights
  - a) The brass exterior door lights are in poor condition. Staff attempted to polish them without success. The Authority will need to consider replacing the exterior lights.
- 4) Mailboxes – Mailboxes were not in the bid package. Torres painted the mailboxes in the same color as the doors.

## **New Business:**

- 1) D-100E/A/Closet – the current lease is up for renewal on February 28. The Authority will need to discuss the renewal option.
- 2) Building D Plumbing Issues
  - a) Three (3) major floods in four (4) months.
  - b) We used to have fresh water running through those pipes daily-with the salon.
  - c) The water bill has more than doubled for this month.
  - d) Staff requests that the Authority discuss hiring a large plumbing operation to figure out the problem for a permanent fix.
- 3) Building G Plumbing Issues
  - a) Staff detected a leaking hose bib on the outside of the building. Consequently, the water bill is higher than usual.

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

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, \$1035 with new carpet. One (1) young start up called on this suite.
- 2) C-214 – 190 sf; rent – \$490
- 3) C-211 – 163 sf; rent – \$420. One (1) call on this suite.



# CITY OF SNELLVILLE

SNELLVILLE CITY CENTER  
2342 Oak Road, Georgia 30078

Telephone (770) 985-3500 ~ Fax (770) 985-3525  
[www.snellville.org](http://www.snellville.org)

## APPLICATION FOR BOARD APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Snellville uses to get this insight is through the various Boards and Commissions of the City of Snellville. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Snellville Departments and Mayor and Council. And, because of the number of persons expressing an interest in serving and the important issues that the Board and Commission members face, this questionnaire has been developed to assist the City Manager and the Mayor and Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- As a registered voter in the City of Snellville, Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals/interests of the Board, Council or Commission... to the mission/purposes of the organization?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and be well prepared for each meeting?
- Can I work effectively with the other members of the Board or Commission, the City Manager and Department Directors?
- What is my real motivation for accepting membership on the Board or Commission?
- Will I be there if the going gets rough and controversy arises?
- Am I willing to participate in necessary Board/Commission training, education and development activities that will improve my effectiveness in my position?
- Am I current on all fees/taxes due to the City of Snellville?

## APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Applicant Name: James M. "Jamey" Toney  
Home Address: 1605 Winding Creek Cir Subdivision: Williams Manor  
City: Snellville State: GA Zip: 30078  
Telephone: (678) 758-3288 E-Mail: Jtoneyuya@gmail.com  
Occupation: Financial Advisor Retired: ☐ Yes ☒ No

- a) How long have you been a resident of the City of Snellville? 20 Years and \_\_\_\_\_ Months
- b) Are you a registered voter in the City of Snellville (required for application consideration)? ☒ Yes ☐ No
- c) Are you current with all of your financial obligations (property taxes, permit fees, etc.) to the City? ☒ Yes ☐ No
- d) Have you ever attended a meeting of the Board or Commission for which you are asking to serve on? ☒ Yes ☐ No
- e) Which Board(s) or Commission(s) do you wish to be appointed to? DDA
- 
- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- g) The Snellville City Code of Ordinances requires that Board and Commission members not miss three (3) consecutive meetings nor more than three (3) regular meetings annually. Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- h) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain: \_\_\_\_\_
- 
- i) Do you or your employer, or your spouse or child or their employers, do business with the City of Snellville? ☒ Yes ☒ No  
If yes, please explain: \_\_\_\_\_
- 
- j) Do you have any employment or contractual relationship with the City of Snellville that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No If yes, please explain: \_\_\_\_\_
- 
- k) Please briefly explain your reasons for wishing to serve on the Board or Commission you select: \_\_\_\_\_  
I want to see the city expand much like other  
cities around us.
- 
- l) What goals and objectives would you seek to achieve if you are appointed? \_\_\_\_\_  
Help Snellville grow and attract more visitors
-



- m) Please provide a brief personal history, including education, occupation, previous civic, community, or other service involvement which would help the appointing authority make an informed decision regarding your candidacy: \_\_\_\_\_

Former STAT Board member

Former Rotary member

UGA Grad

Certified Financial Planner

- n) Would you be willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest): \_\_\_\_\_

Yes

- o) If not selected to serve an appointment to a Board or Commission position, do you have any interest in serving the City as a volunteer for special events such as the annual Snellville Days Festival or STAT events? ☒ Yes ☐ No  
If yes, please explain:

**Applicant Statement:** I understand that I am applying for appointment to a Board or Commission office of the City of Snellville; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature

Printed Name

Date

Please return completed and signed application to:

Butch Sanders, City Manager  
CITY OF SNELLVILLE  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, Georgia 30078

Telephone: (770) 985-3500  
Website: [www.snellville.org](http://www.snellville.org)



**BOARD AND COMMISSION INFORMATION****Planning Commission**

Positions: 6  
Term: 2 years  
Term Begins: July 1st  
Regular Meetings: 1 per month or as necessary  
When: 4<sup>th</sup> Tuesday of the Month  
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

**Board of Appeals**

Positions: 6  
Term: 2 years  
Term Begins: July 1st  
Regular Meetings: 1 per month or as necessary  
When: 2<sup>nd</sup> Tuesday of the Month  
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

**Parks & Recreation Advisory Board**

Positions: 6  
Term: 2 years  
Term Begins: July 1st  
Regular Meetings: 1 per quarter (January, April, June, October) or as necessary  
When: 1<sup>st</sup> Tuesday of the Month  
Time: 6:30 p.m. (Meeting)

**Personnel Advisory Board**

Positions: 4  
Term: 2 years  
Term Begins: July 1st  
Regular Meetings: None  
When: As announced

**Alcoholic Beverage Review Board**

Positions: 5 (4 members comprised of City staff and Planning Commission member)  
Term: 2 years  
Term Begins: July 1<sup>st</sup>  
Regular Meetings: None  
When: As announced

**Downtown Development Authority**

Positions: 7 (includes 1 City Official position)  
Term: 4 years  
Term Begins: July 1st  
Regular Meetings: 1 per month or as necessary  
When: 2<sup>nd</sup> Thursday of the Month  
Time: 3:30 p.m.

**Urban Redevelopment Agency**

Positions: 7 (includes 1 City Official position)  
Term: 2 years; 4 years; and 6 years  
Term Begins: July 1st  
Regular Meetings: 1 per month or as necessary  
When: 1<sup>st</sup> Tuesday of the Month  
Time: 1:00 p.m.

**Election Workers**

Term: Indefinite at the pleasure of the City Clerk  
Regular Meetings: None  
Term Begins: Not Applicable