

**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, May 15, 2023
DATE OF MEETING: Wednesday, May 17, 2023

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd 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.

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is on June 21, 2023 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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NOTIFICATION:

GWINNETT DAILY POST	5:10 PM	5/15/2023
ATLANTA JOURNAL "GWINNETT EXTRA	5:10 PM	5/15/2023

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**

April 19, 2023

Members: Don Britt, Chairman; Emmett Clower, Vice-Chairman; Dave Emanuel, Dan LeClair, and Jamey Toney. Deborah Jones and Rafiq Ukani were absent.

Guests: Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:04 PM.

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. Emanuel, to approve the minutes for the meeting held on February 15, 2023. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for February and March 2023.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland requested the Authority's direction on leasing to tenants that provide medical treatments and home healthcare services.

In addition, Ms. Strickland requested that the Authority consider combining the common space in D-100. The Authority will discuss the request further during the next meeting.

Ms. Strickland reported that she still has received minimal interest in Suite C-201 since the Authority approved an incentive package (first 2 months free with a one-year lease). The Authority recommended lowering the rent below \$2,000 with no incentive package.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Discussion on Authority Communication (Staff Reports, Cobblestone Updates, Email Addresses)

Mr. Pepper requested that the Authority provide staff with feedback on the monthly staff reports and other communications. The Authority members were in consensus that the monthly staff reports and other updates via email are helpful and should continue.

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper reported that Multiplex has completed the majority of the punch list items.

EXECUTIVE SESSION

None

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Clower made a motion, seconded by Mr. Emanuel, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:01 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

May 17, 2023

New Business:

- 1) F-200 – A new tenant has signed a two-year lease. The lease starts in July. We will upgrade the flooring; the tenant will re-paint.
- 2) G-201/2 – The current tenant, Leads by Fone, (Paul Robinson) wishes us to waive the Personal Guaranty. He will sign contingent upon the Authority granting the waiver. He is a 13-year tenant. The Authority will need to decide on whether the tenant can sign this lease with No Guaranty.
- 3) Staff has completed the timber and pines straw project in the front and side of Building C.
- 4) Staff is replacing the piece of cement by C-103; it is a tripping hazard. Re-striping that area with a gore and blued handicap area as well. For patient and tenant unloads.

Available Space (five spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; rent – Reduced to \$1,995; three (3) calls on this suite.
- 2) E-201 – 1,375 sf; rent-\$2,004.
- 3) G-200 – 688 sf; rent – \$1,350.

Executive Suites:

- 1) C-216/217 – 416 sf; rent – \$1,004.
- 2) C-211 – 163 sf; rent – \$475; two (2) calls on this suite.
- 3) D-100B – 5/1/23 – vacated – holding pending Authority decision in August for D-100.