

**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: Monday, July 17, 2023

DATE OF MEETING: Wednesday, July 19, 2023

TIME OF MEETING: 4:00 PM

LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

A. CALL TO ORDER

B. MINUTES

- A. June 21, 2023 Meeting
- B. July 10, 2023 Special Called Meeting

C. REPORTS

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

D. NEW BUSINESS

- A. Discussion on Cobblestone Property.

E. OLD BUSINESS

F. EXECUTIVE SESSION

G. ANNOUNCEMENTS

The next regular meeting is on August 16, 2023 at 4 PM at City Hall.

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H. PUBLIC COMMENTS

I. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST

2:25 PM 7/17/2023

ATLANTA JOURNAL "GWINNETT EXTRA"

2:25 PM 7/17/2023

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**

June 21, 2023

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

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

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Toney made a motion, seconded by Mr. LeClair, to approve the minutes for the meeting held on May 17, 2023. Six (6) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for May 2023.

Cobblestone Report

Ms. Strickland provided a report on Cobblestone. During the report, the Authority reached a consensus that they will not finance a remodel of an existing suite for any tenant. In addition, the Authority reached a consensus that a tenant could renovate their own suite at their expense with Authority approval.

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. Pepper reported that Multiplex will complete the replacement of a few doors and thresholds.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. LeClair made a motion, seconded by Mr. Toney, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:45 PM.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

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

July 10, 2023

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

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

CALL TO ORDER

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

NEW BUSINESS

Consideration and Action on The Market Construction Contract with the General Conditions Form
The Authority members reviewed the construction contract for the proposed market building at The Grove at Towne Center.

Mr. Clower made a motion, seconded by Mr. LeClair, that the Authority authorize Don Britt, Chairman, to execute the construction contract with SmithBuilt Construction Group for \$5,314,000 to build the exterior shell of the Market building at The Grove at Towne Center. Five (5) in favor and zero (0) opposed.

ADJOURNMENT

Mr. Emanuel made a motion, seconded by Mr. LeClair, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:14 PM.

Approved as presented.

<hr style="width:80%; margin:0 auto;"/> Downtown Development Authority, Chair	<hr style="width:80%; margin:0 auto;"/> Secretary
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Cobblestone Meeting Notes

July 19, 2023

Old Business:

- 1) D-100
 - a) Staff requests that the Authority vote for one of the options below: current tenant's lease renewal for July 31, 2023 and the use of D-100B.
 - i) Ask the current tenant to take the whole suite (1,025 sf).
 - ii) Do not renew the lease.
 - b) D-100B
 - i) Add D-100B to the lease renewal with the current tenant. Staff recommends a price of \$40 per square foot.
- 2) Potential Suite Renovations
 - a) Dr. Abdalla's office has not followed up on any office space.
 - b) Eye Watch Live
 - i) They inquired about the availability of any first floor space.
 - ii) They are still in talks for C-201. They have not come back with a firm plan for office space needs.
 - iii) D-100 Executive Suites (combined) does not have enough square footage (first floor space).
 - c) Staff recommends that both Dr. Abdalla and EyeWatch Live bring all requests and floor plans to the Authority for review.
- 3) Executive Suites – The Authority's original goal was to eliminate the Executive Suites and have all tenants pay their own utilities. Please confirm with staff on the future direction.

New Business:

- 1) F-203 – Staff completed an emergency install for a new HVAC system. Staff obtained three (3) quotes. The lowest quote was Grayland Mechanical at \$6,400.
- 2) G-200 – A former tenant inquired about G-200, but they will need first floor for their personal injury practice. They might consider some of the D-100 space, but that option still leaves the Authority with the responsibility for the Executive Suites common areas.

Available Space (5 spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; EyeWatch Live expressed interest.
- 2) E-201 – 1,375 sf.
- 3) G-200 – 688 sf; former tenant expressed interest – needs 1st floor space.

Executive Suites:

- 1) C-216/217 – 416 sf; Dr. Abdalla and EyeWatch Live expressed interest.
- 2) C-211 – 163 sf.