

**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, August 14, 2023
DATE OF MEETING: Wednesday, August 16, 2023

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

- A. Discussion on Cobblestone Property.

F. EXECUTIVE SESSION

G. ANNOUNCEMENTS

The next regular meeting is on September 20, 2023 at 4 PM at City Hall.

H. PUBLIC COMMENTS

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

July 19, 2023

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

Guests: Matthew Pepper, Assistant City Manager.

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Toney made a motion, seconded by Mr. Clower, to approve the minutes for the meetings held on June 21, 2023 and July 10, 2023 (as amended). Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for June 2023.

Cobblestone Report

Mr. Pepper provided a report on Cobblestone. During the report, the Authority reached a consensus to continue their original goal to eliminate the Executive Suites and have all tenants pay their own utilities. In addition, the Authority discussed the potential suite renovations of C-201 and C-105. The staff will bring the renovation requests for these two suites to the Authority for review and approval.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Discussion on Cobblestone Property

The Authority discussed possible development opportunities for the Cobblestone property.

OLD BUSINESS

None

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Ukani made a motion, seconded by Mr. Toney, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:47 PM.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

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MEETING NOTICE**

I. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST

2:45 PM 8/14/2023

ATLANTA JOURNAL "GWINNETT EXTRA"

2:45 PM 8/14/2023

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).

Cobblestone Meeting Notes

August 16, 2023

Old Business:

- 1) D-100
 - a) The current tenant is vacating the suite on August 30.
 - b) Berkshire Hathaway and All County Property Management (E-200) had both shown interest.
 - i) All County viewed the suite last Thursday/Friday.
 - ii) Berkshire cancelled their viewing due to the “personal guaranty” requirement for the lease.

New Business:

- 1) G-102 – McEwen Chiropractic Center
 - a) The suite leaked again from the back HVAC drain clogging. We had no loss of the flooring and our restoration contractor was onsite the same day.
- 2) HVAC – We are in the process of replacing all HVAC filters throughout the complex and should be done by Friday.
- 3) Landscaping
 - a) D Building – Because of disease and a sewer leak, we are replacing a tree, some bushes, and perennials at the D Building. This is needed for “leasing curb appeal” for D-100. Staff is installing a landscape mat and some landscape bark strips to get rid of the weeds on one Side of D building.
 - b) C Building – Multiplex did not have the replacement of the C Building bushes in their scope of work. Staff will replace these bushes next.
- 4) Pressure Wash
 - a) It is necessary to pressure wash and water seal both the retention pond fence and new landscape timbers at C Building.

Available Space/Interest:

Medium/Large:

- 1) C-201 – 1,362 sf. Staff received interest from two real estate companies and a med spa.
- 2) E-201 – 1,375 sf. This suite is in poor shape. Staff has patched the walls, painted the front two offices, and removed all exposed wires. Staff received an estimate for an upgrade on the paint and flooring throughout the suite.
- 3) D-100 – 1,567 sf. This suite will be vacant on August 30. Staff will advertise as one suite (\$4,000 – \$32 per sf).

Executive Suites:

- 1) C-216/217 – 416 sf.
- 2) C-211 – 163 sf.