

**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: Tuesday, February 14, 2023
DATE OF MEETING: Wednesday, February 15, 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

- A. Consideration and Action on the Authority’s recommendation to the Mayor and City Council for the appointment to the vacant seat.
- B. Consideration and Action on Vice Chairman seat.

V. OLD BUSINESS

- A. Discussion on progress of Cobblestone Capital Improvement Project.
- B. Discussion on Library Site Visit.

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

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

VIII. PUBLIC COMMENTS

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	12:00 PM	2/14/2023
ATLANTA JOURNAL "GWINNETT EXTRA	12:00 PM	2/14/2023

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).

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

January 18, 2023

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

Guests: 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. Clower made a motion, seconded by Mr. Emanuel, to approve the minutes for the meeting held on December 14, 2022. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. Pepper provided the financial report.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland shared that Suite C-201 has been on the market for about 18 months since the Authority remodeled it. The Authority discussed offering an incentive (e.g., first month of rent is free) to attract a tenant. Ms. Strickland will share this idea with the City Attorney to ensure that there are not legal issues with offering an incentive.

The Grove Report

Mr. Pepper provided a report on the Grove project. During the report, the Authority discussed taking a tour of the new library. Mr. Pepper will organize a date for the tour.

NEW BUSINESS

Consideration and Action on the Authority's Recommendation to the Mayor and City Council for the Appointment to the Vacant Seat

The Authority discussed the current vacancy. The Authority reached a consensus to continue the discussion during the February Meeting, when all members could be present.

Discussion on the City's Centennial

Mr. Pepper reported that the City's Centennial is August 23, 2023. The City is planning some events to celebrate the Centennial. Mr. Pepper will inform the Authority of the dates and times for these events. In addition, Mr. Pepper presented each member with a commemorative coin in appreciation for their volunteer service to the community.

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper reported that Multiplex is working on the punch list items. He will keep the Authority updated on the progress.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

Discussion on Cobblestone Business

Ms. Strickland shared the ongoing plumbing issues with Building D. The Authority authorized Ms. Strickland to remove a tree that was causing the line breakages, and contract with a plumber to complete an emergency fix of the faulty line. Ms. Strickland will report to the Authority once the repairs are complete.

In addition, the Authority discussed upcoming lease renewals.

EXECUTIVE SESSION

None

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 5:20 PM.

Approved as presented.

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Downtown Development Authority, Chair	Secretary

Cobblestone Report

February 15, 2023

Old Business:

- 1) D Building Plumbing Issues
 - a) Staff managed the 1-month repair along with Torres Construction, four (4) different contractors, and Oconee Water Filtration. The final sewer repair was finished February 9, 2023.
 - b) Staff will replace curbing and patch with concrete on Monday, February 13. The repair area is unsafe and a liability.

New Business:

- 1) D-100A, E, and D-100A Closet – Staff requests that the Authority discuss and approve the proposed lease verbiage written below:
 - a) All future Executive Suites leases: Tenants are jointly and severally liable for the upkeep of the common areas. In the event the common area is not kept clean, in the sole opinion of the Landlord, then a cleaning charge shall be applied jointly to all Tenants utilizing the common area, regardless of which party may have caused the need for cleaning.
 - b) D-100A, E Use of Spaces: Tenant shall use D-100A and D-100E for office space only and for no other purpose. Furniture, file cabinets, shelving and cubbies are allowed. See Exhibit A attached hereto. Exhibit A: Weekly hospice items may be stored in cubbies referenced by the owners. Only owners and employees of Tropical Healthcare Hospice shall be allowed to remove items from these offices. Any hospice supplies, new or donated, in excess of what can be used in one (1) month shall not be stored in either suite.
 - c) D-100A Closet: Tenant shall use D-100A closet for storage of monthly hospice supplies. Only owners and employees of Tropical Healthcare Hospice shall be allowed to remove items from this closet. No additional hospice supplies (other than what the Tenant needs to run their hospice business) shall be stored in the closet. This is to include donated items for the business. Those shall not be stored in any of the spaces, as noted in Special Stipulation # __ above. Tenant must store any supplies in excess of what can be used in one (1) month, off site from Cobblestone. Tenant further understands, no other business, hospice, church, organization, or charity shall come onto DDA-Snellville property and remove hospice items or donations from Tenant's spaces including D-100A, D-100A Closet, D-100E, or D Executive Suites common areas.

Staff recommends that both husband and wife sign the lease.

- 2) C-101 Lease Information
 - a) G-200 Tenant moving to C-101 with a 2-year lease.
 - b) \$1,200 – 1st year, \$1,308 – 2nd year – “as is”-except restroom upgrades listed below.
 - c) \$1,000 – Bathroom carpet, pedestal toilet (toilet/flange replacement), and old marble sink (with supply lines & sheetrock repair needed).

- d) C-101 will be extended a 2-month lease for \$1,200 per month. The bathroom upgrade will occur during the last week of March. We currently receive \$921.

Available Space (Three spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$2,343. Staff has advertised 2-months free rent on Loopnet.
- 2) F-200 – 841 sf; rent-\$1,296

*Upcoming E-201 vacancy will leave Authority with \$7,000 minimum in upgrades necessary.

Executive Suites:

- 1) C-216/217 – 416 sf; rent – \$795, \$1035 with new carpet.
- 2) C-214 – Leased \$495 per month 1 year!
- 3) C-211 – 163 sf; rent – \$459. Paperwork for 1-year lease forthcoming (February 13, 2023).



CITY OF SNELLVILLE

SNELLVILLE CITY CENTER
2342 Oak Road, Georgia 30078

Telephone (770) 985-3500 ~ Fax (770) 985-3525
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: FARIZ MORANI

Home Address: 1017 PEARL MIST DR SW Subdivision: GARNER CREEK

City: Lilburn State: GA Zip: 30047

Telephone: (404) 579-7468 E-Mail: fariz@alfloans.com

Occupation: Mortgage loan OFFICER Retired: Yes No

- a) How long have you been a resident of the City of Snellville? N/A 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 / Planning & Appeals

- 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 own a Brick/Mortar commercial building in city limits. Located at 2189 Scenic Hwy, Snellville GA 30039.
I would love to devote my time for community service.

- l) What goals and objectives would you seek to achieve if you are appointed? _____

My number one goal would be use my professional skills and apply them to assist Board to make wise decisions through which we can improve the community and also assist the citizens of Snellville to live a better quality of life.

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: _____

I am licensed mortgage lender in state of CA, TX, FL & SC.
I have a Bachelors degree in Nursing and also a Bachelors in health
Core management. I volunteer my time to Aga Khan Development
Network. I assist volunteer in DeKalb Community and assist residents
with home buying counseling.

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. DDA, Plannings, Appeals / Any

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 FARIZ MOPANI Date 12/18/2022

Please return completed and signed application to: Butch Sanders, City Manager
CITY OF SNELLVILLE
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078
Telephone: (770) 985-3500
Website: 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: 4th 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: 2nd 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: 1st 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 1st
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: 2nd 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: 1st 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



Roots

Sewer Invert

Water Line