

**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, June 19, 2023
DATE OF MEETING: Wednesday, June 21, 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 July 19, 2023 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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NOTIFICATION:

GWINNETT DAILY POST	5:25 PM	6/19/2023
ATLANTA JOURNAL "GWINNETT EXTRA	5:25 PM	6/19/2023

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**

May 17, 2023

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

Guests: Tod Warner, Mayor Pro Tem; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:02 PM.

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. LeClair, to approve the minutes for the meeting held on April 19, 2023. Six (6) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for April 2023.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland requested the Authority's direction on waiving the Personal Guaranty requirement for the tenant in G-201/2. During the discussion, the Authority reached a consensus to offer two (2) options to the tenant:

1. Sign a one-year lease for \$2,300 per month. The lease will include the Personal Guaranty.
2. Sign a month-to-month lease for \$2,500 per month, without the Personal Guaranty.

Ms. Strickland will present these two (2) options to the tenant.

The Authority continued the discussion on combining the common space in D-100.

Ms. Strickland reported that a new tenant has signed a two-year lease for F-200.

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 needs to complete the replacement of a few doors and thresholds. The Authority briefly discussed the plans for landscape improvements at Cobblestone.

EXECUTIVE SESSION

None

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

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Toney made a motion, seconded by Ms. Jones, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:42 PM.

Approved as presented.

<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Downtown Development Authority, Chair	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Secretary
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Cobblestone Report

June 21, 2023

Old Business:

- 1) None.

New Business:

- 1) C-201 and C-216/17 – Staff requests Authority input on additional space for the Kidney Clinic. The Clinic looked at suites C-201 and C-216/17 for additional employee space. As an alternative to renting the suites, the Clinic requests that the Authority consider financing a full remodel of their existing suite through a new lease agreement.
 - a) The Authority would bear the upfront cost of the remodel (estimated at \$15,000). The Clinic would reimburse the Authority monthly.
 - b) Currently, the Clinic's rent payment is \$2,292 per month. The rent on a new lease would increase a minimum of \$500-\$800 with a first floor space that has been remodeled. The new lease amount would include the proposed minimum increase and the additional remodel cost.
 - c) The additional cost per month (\$500) is based on a \$15,000 remodel on a 30-month lease (ending in 2026).
 - d) If necessary, would the Authority consider removing any load-bearing walls? It would be replaced with a support beam across area where it was removed.

Available Space (5 spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$1,995 (reduced).
- 2) E-201 – 1375 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 – holding pending Authority decision for D-100.