

**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:

- MAYOR & COUNCIL
- DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
- DEVELOPMENT AUTHORITY OF SNELLVILLE
- URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Monday, December 15, 2025
DATE OF MEETING: Wednesday, December 17, 2025

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of November 19, 2025 Regular Meeting Minutes

III. REPORTS

- A. Financial Report
- B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
- C. The Grove Report, Jan Harris, Downtown Development Director, City of Snellville

IV. NEW BUSINESS

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, January 21, 2026 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

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IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	10:15 AM	12/15/2025
ATLANTA JOURNAL "GWINNETT EXTRA"	10:15 AM	12/15/2025

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. Matthew Pepper, 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
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Wednesday, November 19, 2025

Members: Jamey Toney, Emmett Clower, Norman Carter, Don Britt, Rafiq Ukani, and Deborah Jones were present. Dan LeClair was absent.

Guests: Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; Mayor Barbara Bender, Joe Wibbenmeyer, and Tricia Rawlins were present.

I. CALL TO ORDER

Chairperson Don Britt called the November 19, 2025 regular meeting of the Downtown Development Authority of Snellville to order with a quorum present.

II. MINUTES

- A. MOTION: A motion to approve the October 22, 2025 Special Called Meeting Minutes was made by Mr. Clower and seconded by Mr. Carter. Mr. Ukani found an error in the record giving him credit for seconding the motion to adjourn when he was absent. The motion should read motion by Mr. Toney and second by Mr. Carter. The motion was withdrawn and a second motion was made to approve the corrected meeting minutes was made by Mr. Toney, and seconded by Mr. Clower. Six (6) in favor and zero (0) opposed. The motion carried.

III. REPORTS

- A. Financial Report: Ms. Harris reviewed the financial report with the board who received it as information.
- B. Cobblestone: Ms. Strickland reviewed her report with the board who received it as information.
- C. The Grove Report: Ms. Harris reported that Crooked Can held its soft opening on Wednesday, November 12th which was well attended. She reported that six of the restaurants in the Crooked Can Food Hall are actively working to complete all build-out projects in preparation for opening with one forecast to open as early as the first week of December. The Grove Taqueria and Dumpling Master should be opening in the next few weeks and work continues inside Parkside at the Grove. Ms. Harris reported that the occupancy rate of The Tomlin continues to increase. One final special event is scheduled for 2025 in The Grove: the Santa's in the Grove event will be held on Saturday, December 6, 2025 from 1-3 p.m., with an option to remain until 4 p.m. should children still want to see Santa. Ms. Harris reported that she meets monthly with both the landscape team from Landscape Associates and the porter team from Contact Group, LLC. She meets quarterly with Jarvis Tree Experts who oversee the health of the tree

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MEETING MINUTES

save area. When the restaurants are open in the food hall and throughout The Grove, she will hold monthly meetings with these managers to share information.

IV. NEW BUSINESS

There was no new business to be brought before the board of directors.

V. OLD BUSINESS

There was no old business to discuss.

VI. EXECUTIVE SESSION

No executive session was held.

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, December 17, 2025 at 4 p.m. in City Hall.

VIII. PUBLIC COMMENTS

Tricia Rawlins informed the board that she'd witnessed people walking in The Grove smoking marijuana and also had smelled it while in her vehicle on both Oak Road and Wisteria Road. She also asked about the unfinished coffee shop located on North Main Street. Mayor Bender informed her that Gwinnett County has released the plans and that the project was progressing.

IX. ADJOURNMENT

MOTION: A motion to adjourn the meeting at 5.10 p.m. was made by Mr. Clower and seconded by Mr. Toney. Six (6) in favor and zero (0) opposed. The motion carried.

Approved with correction.

<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
Snellville DDA
December 17, 2025

REPORTS

B. Cobblestone Report

Property Management

Exterior window repair comprised of wood repair, caulk, prime, and paint should be completed this week.

Interior windows have been inspected on all floors. Jesus Torres determined that 62 windows have what appears to be trim damage beneath the windows. Larry Kaiser was contacted by Ms. Strickland enquiring whether interior finishing around these windows was a part of the project scope for Multiplex. Ms. Harris is following up with Mr. Kaiser regarding this question

Staff reports that in Building C, a pedestal toilet is leaking and that a urinal is broken.

Marketing and Leasing

Ms. Strickland reports that a Facebook video highlighting E-102 has been updated for the season.

New drone footage of the Cobblestone property should be completed by mid-December.

City staff reached out in October to Property Manager Angie Strickland and DDA Chairman Don Britt regarding an opportunity for updating the Cobblestone logo with the City of Snellville covering the costs to create the updated logo. Mr. Britt and Ms. Strickland met with Ms. Montgomery and Ms. Harris prior to the November DDA meeting to discuss what ideas Ms. Strickland and Mr. Britt might have concerning shapes, colors, vibe, etc. for a refreshed logo. Ms. Harris followed up with a December 3rd email asking if any suggestions or ideas had been developed. Per Ms. Strickland, the offer of an updated logo design has been handed over to Mr. Britt for his decision.

Available Spaces

Open spaces -7:

- Executive Suite C-214 & C-215 - Call from an aesthetician. This tenant needed individual space and performed salon type services as well. Additional services -not a fit for use of space.
- F-201 - Received an inquiry from a counselor who also performed community outreach with events and 5 other businesses. Not a fit for use of space.
- G-200 -
- G-201 -
- G-202 -
- E-102 - Received an inquiry from an agent for a medical doctor. Agent not follow-up from my email to view space.