

**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:**
() MAYOR & COUNCIL
(X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
() DEVELOPMENT AUTHORITY OF SNELLVILLE
() URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Friday, May 16, 2025
DATE OF MEETING: Wednesday, May 21, 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 April 16, 2025 Regular Meeting Minutes

III. REPORTS

- A. Financial Report
B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
C. The Grove Report, Mercy Montgomery, Assistant City Manager, City of Snellville

IV. NEW BUSINESS

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, June 18 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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

NOTIFICATION:

GWINNETT DAILY POST

9:06 AM

5/16/2025

ATLANTA JOURNAL "GWINNETT EXTRA"

9:06 AM

5/16/2025

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
CITY OF SNELLVILLE, GA
MEETING MINUTES**

Wednesday, April 16, 2025

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

Guests: Mercy Montgomery, Assistant City Manager; Angie Strickland, Cobblestone Office Park Property Manager

CALL TO ORDER

Mr. Britt called the meeting to order at **4:08 PM**.

MINUTES

Mr. Toney made a motion, seconded by Ms. Jones, to approve the minutes for the meeting held on February 19, 2025. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

- A. Financial Report Ms. Montgomery provided the financial report for February and March, 2025.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property.
- C. The Grove Report Ms. Montgomery provided a report on the Grove project.

NEW BUSINESS

OLD BUSINESS

EXECUTIVE SESSION

None

ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, March 19th at 4 PM at City Hall.

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Toney made a motion, seconded by Mr. Carter, to adjourn. Four (4) in favor and zero (0) opposed, motion approved.

The meeting adjourned at 4:27 PM.

Approved as presented.

<hr/>	<hr/>
Downtown Development Authority, Chair	Secretary

Cobblestone Report
Snellville DDA
May 21, 2025 Meeting

REPORTS

B. Cobblestone Report

Property Management

Completion of emergency repair work on the stairway handrails has been combined with saw cutting to assess damage to the metal pans underneath the concrete walkways as well as repair and sealing of existing cracks to prevent further damage. The work is being done by Multiplex and paid for by the City. Expanded scope to address the immediate concerns, assess long term impact, and provide the short-term solution of sealing cracks has pushed the start date to May 20th. Staff is managing repair work to ensure completion and restore access to stairways for tenants.

A few HVAC units require replacement and capital planning. C101 and C-103 are served by an HVAC unit over 30 years old that needs to be replaced. Replacement of the unit serving E-102 is recommended when possible as the unit is 12 years old. See quotes shared by Angie via email.

Staff also recommends consideration of replacing A/C disconnects, which are outside units to the breaker box that are mounted on the building. Estimated cost of replacement for all disconnects in all buildings is \$9,000. Current disconnects except for one are all more than 30 years old

All HVAC filters were replaced this month. While in F-202, staff discovered that several light fixtures were inoperable. The tenant had never reported the issue. These fixtures have been replaced. C-214/215 have been updated with new paint, carpet, and ceiling tiles. The three suites of G-200-201-202 have received new ceiling tiles.

Tenant in E-102 is downsizing and moving to C 216/217. Staff recommends new paint, tiles, floor, lights and switch plates, and removal of shower in the space prior to listing for lease. Two quotes have been received for recommended remodeling. If funding for all remodeling elements is not available, staff recommends priority for paint, tile, and lights.

Marketing and Leasing

Staff (Cobblestone and City) are working with A Better Sign Company on the new monument sign.

Unfortunately, the Open House event was not as successful as had been anticipated as it generated no leads.

City staff has completed website buildout for Cobblestone page at Snellville.org, which is highlighted under Business tab on the homepage. Updates and adjustments will be ongoing as identified by Cobblestone.

Available Spaces

No calls for spaces have been received since the April meeting.

Open spaces -8

- Executive Suites C-214
- Executive Suites C-215
- C-100
- F-201
- G-200
- G-201
- G-202
- E-102- tenant is downsizing and relocating to C-216/7