

**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: Monday, March 16, 2026
DATE OF MEETING: Wednesday, March 18, 2026

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

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of the February 18, 2026 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

IV. NEW BUSINESS

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, April 15, 2024 at 4 PM in City Hall.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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Upcoming special event in The Grove: Paws & Play – Saturday, April 11th from 10 am until 2 pm.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	9:30 AM	3/16/2026
ATLANTA JOURNAL "GWINNETT EXTRA"	9:30 AM	3/16/2026

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
February 18, 2026

MEMBERS PRESENT: Norman Carter, Emmett Clower, Jamie Toney, Deborah Jones (arrived at 4.06 pm), and Chairperson Don Britt

MEMBERS ABSENT: Dan LeClair and Rafiq Ukani

GUESTS PRESENT: Angie Strickland, Cobblestone Property Manager; Jan Harris, Downtown Development Director; and Jimmy Whitaker

- I. CALL TO ORDER** – The meeting was called to order by Chairperson Don Britt at 4:01 pm with a quorum present.

Chairperson Britt called for an amendment to the published agenda to add the following item: To approve the FY 2025 budget for the Downtown Development Authority of Snellville in order to comply with the state requirement that a special revenue fund present a balanced budget within the City of Snellville’s audit report. **MOTION:** A motion was made by Norman Carter to add the following item to the February 18, 2026 DDA agenda under New Business: to approve the FY 2025 budget as presented by accountant Jimmy Whitaker. The motion was seconded by Jamie Toney. Four (4) votes in favor and zero (0) votes against. The motion was approved. Ms. Jones did not enter the meeting until after the motion had been entertained and approved.

II. MINUTES

- A. Approval of the January 21, 2026 Regular Meeting Minutes** – **MOTION:** Norman Carter made a motion to approve the January 21st meeting minutes as presented. Jamie Toney seconded. Four (4) votes in favor and zero (0) votes against. The motion was approved. Ms. Jones did not enter the meeting until after the motion had been entertained and approved.

III. REPORTS

- A. Financial Report** – Ms. Harris presented the January financial report to the board who received it as information.
- B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park** – Ms. Strickland reported that there are sprinklers tied into the main water line in a few of the suites. These sprinkler heads will be capped off and the ceiling tiles replaced as they are not necessary. She also reported that the concrete at the top of the right-hand stairs of Building F was

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cracked. The board directed her to have the crack filled and to keep a close eye on the area in case further cracking occurs.

Ms. Harris presented the new Cobblestone Office Park logo to the board. This logo may be used for all promotions, advertising, and signage. Ms. Strickland reported that only 6 suites remain unleased.

C. The Grove Report, Jan Harris, Downtown Development Director –

Ms. Harris reported that the following restaurants in the Market continue to move through the county permitting process: MacknMikes, Pizzeria Fiamma, The Local Butcher & BBQ, and Meltaway Ice Cream. Parkside at the Grove also continues to navigate that process. She reported that MidCity Real Estate Partners continue to seek tenants for 2 spaces in the 2385 Clower Street building and for the special event space in the Market Building. She shared the special events calendar with the board.

IV. NEW BUSINESS

A. Approve the FY 2025 budget for the Downtown Development

Authority of Snellville – Jimmy Whitaker, principal with James L Whitaker PC, informed the board that as of June 30, 2025, it was determined that the DDA should begin to be reported as a part of the primary government. This is required when it is determined that the component unit's total debt outstanding is expected to be repaid entirely or almost entirely with resources of the primary government. Because the Downtown Development Authority of Snellville is now a blended component unit of the city, it will be considered for reporting purposes as a Special Revenue Fund and included in the financial reports of the governmental entities. Special Revenue Funds are required to present a balanced budget within the audit report. Mr. Whitaker was present to obtain the approval of the DDA's FY 2025 budget so that it may be presented within the audit report. **MOTION:** A motion was made by Norman Carter approve the FY 2025 budget for the Downtown Development Authority of Snellville as presented in order to comply with the requirement that all special revenue funds must present a balanced budget in the city's audit report. The motion was seconded by Jamie Toney. Five (5) votes in favor and zero (0) votes against. The motion was approved.

V. OLD BUSINESS – No old business to be considered.

VI. EXECUTIVE SESSION – There was no called executive session.

VII. ANNOUNCEMENTS

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VIII. PUBLIC COMMENTS - Ms. Jones requested a budget item in the DDA's budget to cover clothing for the board. Chairperson Britt noted that there was settling in the bricks in front of the Market Building which could be a trip hazard. In addition, he expressed concern regarding the 1-2 steps from the sidewalk to the Market Building noting they also could present a trip hazard. He recommended that signage asking the public to watch their step be placed on the Market Building's brick columns.

IX. ADJOURNMENT – MOTION: There being no additional business to be considered by the board, Janie Toney made the motion to adjourn. It was seconded by Deborah Jones. Five (5) votes in favor and zero (0) opposed. The motion carried and the meeting was adjourned at 4:43 pm.

Approved.

<hr/> <p style="text-align: center;">Downtown Development Authority, Chair</p>	<hr/> <p style="text-align: center;">Secretary</p>
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Cobblestone Report
Snellville DDA
March 18, 2026

REPORTS

B. Cobblestone Report

Property Management

Staff inspections of all office suites revealed several light fixtures, ceiling tile grids, and stained ceiling tiles in need of replacement. Staff is working to repair/replace these items.

Suite C-101 has a chipped countertop. This will be repaired by wrapping the countertop in a linoleum-type material.

Sprinkler heads – A plumber removed and capped the sprinkler heads in Suites E-102 and G-102. Ten additional sprinkler heads remain – all located in utility closets. These will be left in place.

Marketing and Leasing

Staff continues to promote Cobblestone Office Park through Facebook posts and on Loopnet and Crexi.

Cobblestone logo – The new logo will be used on future posts and promotions.

Available Spaces

Open spaces – 6 – with 2 additional vacancies coming in April and June.

- Executive Suite C-214 & C-215 –
- G-200, 201, and 202 -
- E-102 – Interest from a tax and financial services office. No follow-up received. Interest from a AAA Insurance agency – no follow-up received.
- C-207 – Tenant will be moving on 3/31/2026.
- C-216/217 – Tenant will be moving on 5/1/2026
- E-202 – Tenant considered downsizing when the lease expired on 5/1/2026, but will remain in this suite with the current reduced rate.

REPORTS

C. Grove Report

Occupancy:

2285 Wisteria Drive – All business spaces occupied

2385 Clower Street – Suite 120 leased to Burn Boot Camp, Stes 140 & 160 are for lease

2265 Wisteria Drive – Suite 106 is for lease

2250 Oak Road – Occupancy is 88% according to the unit availability listed on the website.

Status:

Dumpling Master – 2285 Wisteria; Ste 140 – OPEN

MacknMike's – 2265 Wisteria; Ste 102 – waiting on building CO

Meltaway Ice Cream – 2265 Wisteria; Ste 104/5 – communicating with Planning Dept.

Pizzeria Fiamma – 2265 Wisteria; Ste 107 – waiting on building CO

Key's Cakery – 2265 Wisteria; Ste 108 – OPEN

Pita Mediterranean Street Food – 2265 Wisteria; Ste 114 – OPEN

The Local Butcher & BBQ – 2265 Wisteria; Ste 116 – waiting on County Health & Fire Inspections

Philly G Steaks – 2265 Wisteria; Ste 117 – waiting on Gwinnett Co Fire Inspection

The Grove Taqueria – 2274 Oak Road – OPEN

Parkside @ the Grove – 2260 Oak Road – has business license!

Events:

Bags, Bites & Brews – cornhole league in partnership with Cornhole ATL

Spring League – cancelled – not enough participants

Summer League – (Wednesdays – June 4th-July 16th)

Early Fall League – (Wednesdays – August 5th-Sept 23rd)

Late Fall League – (Wednesdays – Oct. 14th-Dec. 2nd)

Downtown Tunes' Third Thursday Concert Series

May 21st – Garret Collins – blues/southern rock

June 18th - HighLatin - high-energy salsa, bachata, and merengue

July 16th – Calico ATL – multi-genre – 3-part harmonies

Aug. 20th – The Happy Hour – multi-genre from Latin to Blues to

Sept. 17th –

Oct. 15th -

Outdoor Movies

Splash & a Movie – Zootopia 2 - Friday, July 31st

Trick or Treat & a Movie – Hocus Pocus - Friday, October 23rd

Santa's in the Grove! – Saturday, Dec., 5th

Paws & Play – Fun for pets and their humans – Sat., April 11th

Grove Grand Opening Celebration – Saturday, May 2nd – 10 am – 6 pm .