

**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, November 17, 2025
DATE OF MEETING: Wednesday, November 19, 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 October 22, 2025 Special Called Meeting Minutes

III. REPORTS

- A. Financial Report, Jan Harris, Downtown Development Director
- 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, December 17, 2025 at 4 PM in City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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

NOTIFICATION:

GWINNETT DAILY POST	10.45 AM	11/17/2025
ATLANTA JOURNAL "GWINNETT EXTRA"	10.45 AM	11/17/2025

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, October 22, 2025

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

Guests: Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; and Rodney Lumpkins were present.

CALL TO ORDER

Mr. Britt called the meeting to order at **4:02 p.m.**

MINUTES

MOTION: Motion to approve the September 24, 2025 special called meeting minutes as presented was made by Mr. Carter and seconded by Mr. Toney. Four (4) in favor and zero (0) opposed. The motion carried.

REPORTS

- A. Financial Report: Ms. Harris provided the financial report for September 2025.
- B. Cobblestone Report: Ms. Harris provided a report on the Cobblestone Property.
- C. The Grove Report: Ms. Harris provided a report on the Grove project.

NEW BUSINESS

None

OLD BUSINESS

None

EXECUTIVE SESSION

None

ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, November 19, 2025 at 4 p.m. at City Hall.

PUBLIC COMMENTS

There were no public comments

ADJOURNMENT

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

The meeting adjourned at 5:10 p.m.

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

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

**Cobblestone Report
Snellville DDA
November 19, 2024**

REPORTS

B. Cobblestone Report

Property Management

C-104/5 – The majority of the flooring in these units have been replaced.

Staff is requesting guidance from the board regarding the following second floor window needs. The exterior of all 2nd floor windows have been inspected. Thirteen second floor window frames on Buildings D and F have an immediate need for repair due to wood rot. The cost for this repair is \$175/window and includes wood replacement, seal, primer, and paint. Total cost of this project is \$2,275.

In addition, there are 46 2nd story windows that need to be sanded and repainted as well. The cost for each is \$75 for a total cost of \$3,450.

Maintenance and repair work continue on first floor windows.

Multiplex applied paint to windows affected by the construction work. It appears that they did not sand first resulting in paint peeling around the windows. Jesus has sanded, primed, and painted all vacant suites and will be starting to repaint all windows as he can. Jan has reached out to Larry for an explanation and she will report what is said back to the board.

Marketing and Leasing

C-104/5 – The current tenant has renewed his lease three years.

D-102 – The current tenant has renewed their lease for one year.

City staff has contacted 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. A meeting is tentatively planned for Tuesday, November 18th.

Available Spaces

Open spaces -7:

- Executive Suite C-214 & C-215 -
- F-201 -
- G-200 -
- G-201 -
- G-202 -
- E-102 -