

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

Agenda

TYPE OF MEETING

- (X) 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
(X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
(☐) DEVELOPMENT AUTHORITY OF SNELLVILLE
(☐) URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Thursday, September 18, 2025
DATE OF MEETING: Wednesday, September 24, 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 August 20, 2025 Regular 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, October 15, 2025 at 4:00 PM in City Hall.
- VIII. PUBLIC COMMENTS**
- IX. ADJOURNMENT**

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NOTIFICATION:

GWINNETT DAILY POST

11:30 AM

9/18/2025

ATLANTA JOURNAL "GWINNETT EXTRA"

11:30 AM

9/18/2025

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, August 20, 2025

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

Guests: Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; Larry Kaiser, Collaborative Infrastructure Services, Inc.; Cat Hardrick; Richelle Brown; and Kenya Maddox.

CALL TO ORDER

Mr. Britt called the meeting to order at **4:00 PM.**

MINUTES

MOTION: Motion to approve the July 16, 2025 meeting minutes as presented was made by Mr. Clower and seconded by Mr. Carter. Six (6) in favor, and zero (0) opposed. The motion carried.

REPORTS

- A. Financial Report: Ms. Harris provided the financial report for July, 2025.

MOTION: Mr. Clower made a motion, seconded by Mr. Ukani, to remove Dan LeClair from the Downtown Development Authority of Snellville Bank of the Ozarks Demand Deposit account (9074741) and to add Jamie Toney, Mercy Montgomery, and Jan Harris to the account as signors. Don Britt will remain in place on the 9074741 account. Six (6) in favor and zero (0) opposed. The motion carried.

MOTION: Mr. Ukani made a motion, seconded by Mr. Clower, to remove Dan LeClair from the Downtown Development Authority of Snellville Bank of the Ozarks Bond Sinking Fund (2176705990) and to add Jamey Toney, Mercy Montgomery, and Jan Harris to the account as signors. Don Britt will remain in place on the 2176705990 account. Six (6) in favor and zero (0) opposed. The motion carried.

MOTION: Mr. Ukani made a motion, seconded by Ms. Jones, to remove Dan LeClair from the Downtown Development Authority of Snellville Bank of the Ozarks Cobblestone Rental Security account (2176705453) and to add Mercy Montgomery and Jan Harris to the account as signors. Angela Strickland and Don Britt will remain in place on the 2176705453 account. Six (6) in favor and zero (0) opposed. The motion carried.

MOTION: A motion was made by Mr. Ukani, seconded by Mr. Clower, to remove Dan LeClair from the Downtown Development Authority of Snellville Bank of the Ozarks Cobblestone Rental Account (2176705446) and to add Mercy Montgomery and Jan Harris as signors. Angela Strickland and Don Britt will remain in place on the 21769705446 account. Six (6) in favor and zero (0) opposed. The motion carried.

- B. Cobblestone Report: Ms. Strickland provided a report on the Cobblestone Property with Mr. Kaiser contributing additional information.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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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, September 17, 2025 at 4 PM at City Hall.

PUBLIC COMMENTS

Ms. Brown brought to the board's attention, the presence of homeless individuals in The Grove at Towne Center and in other locations in Snellville.

ADJOURNMENT

MOTION: Mr. Toney made a motion, seconded by Ukani, to adjourn. Six (6) in favor and zero (0) opposed. The motion was approved.

The meeting adjourned at 4:50 PM.

Approved as presented.

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Downtown Development Authority, Chair	Secretary

**Cobblestone Report
Snellville DDA
September 17, 2025**

REPORTS

B. Cobblestone Report

Property Management

E-102 – Jesus has completing work on the ceiling tiles, front lights, and other office light fixture replacements. Over the next few weeks, he will finish the crown molding for the front office.

All of the exterior timbers have been pressure washed and they should be re-sealed with water sealant by September 17th.

Staff called a locksmith out to the property. It appears that the door frames of Units E-101 and E-102 had incurred damage to the doorframes. Apparently, someone had tried to close these doors with the deadbolts extended resulting in gouged wood on the door frames.

The annual lock inspection is underway.

C-105 – The locksmith replaced the deadbolt to this unit as it was no longer working
The locksmith will return again soon to inspect an additional 6 units.

Marketing and Leasing

An updated video showing available properties has been filmed will is available on the City of Snellville website; Crexi, and Loopnet.

Available Spaces

Open spaces -7:

- Executive Suite C-214 - Staff received a call from a special events company wanting to use both C-214 and C-215 as a location for preparing paperwork. The possible tenants did not reach back out after viewing the property.
- Executive Suite C-215 -
- F-201 - Staff worked with a hospice company and sent the board their application. The prospective tenant refused to sign a personal guarantee and the company's credit was at a minimum standard. A business partner was then noted but no paperwork was submitted regarding this person in a timely manner. Staff withdrew the lease.
- G-200 – The suites in Building G received several calls from a non-profit organization, a learning center, a counseling center, and a center receiving donations. To date, no applications have been submitted.
- G-201 -
- G-202 -
- E-102 – The space will be listed for lease and its updated video will be uploaded upon the completion of renovations.