

**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  
( X ) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE  
(  ) DEVELOPMENT AUTHORITY OF SNELLVILLE  
(  ) URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Friday, January 16, 2026

DATE OF MEETING: Wednesday, January 21, 2026

TIME OF MEETING: 4:00 PM

LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

A. Approval of December 17, 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

**IV. NEW BUSINESS**

**V. OLD BUSINESS**

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, February 18, 2026 at 4 PM in City Hall.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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**NOTIFICATION:**

GWINNETT DAILY POST	1:30PM	1/16/2026
ATLANTA JOURNAL "GWINNETT EXTRA"	1:30PM	1/16/2026

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**

Wednesday, December 17, 2025

**BOARD MEMBERS PRESENT:**

Don Britt, Chairperson

Deborah Jones

Norman Carter

Emmett Clower

**BOARD MEMBERS ABSENT:**

Rafiq Ukani

Jamey Toney

Dan LeClair

**GUESTS PRESENT:**

Jan Harris, Downtown Development Director

**I. CALL TO ORDER**

The December regular meeting of the Downtown Development Authority of Snellville was called to order at 4:00 p.m. by Chairperson Don Britt who noted that a quorum was present.

Chairperson Britt called for an amendment to the published agenda to add the following item under New Business: to consider and act to appoint Traci Leath to the STAT board as the DDA's representative. MOTION: Motion made by Mr. Clower to add the following item to the December 17, 2025 DDA agenda, to consider and act to appoint Traci Leath to the STAT board as the DDA's representative. Ms. Jones seconded the motion. Four (4) votes in favor and zero (0) votes against. The motion carried.

**II. MINUTES**

A. Approval of November 19, 2025 Regular Meeting Minutes

MOTION: A motion to approve the minutes as presented was made by Ms. Jones and seconded by Mr. Clower. Four (4) votes in favor and zero (0) votes against. The motion carried.

**III. REPORTS**

A. Financial Report

Ms. Harris reviewed the financial report with the board which was received as information.

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park  
In Ms. Strickland's absence, Ms. Harris reviewed the report with the board which was received as information.

C. The Grove Report, Jan Harris, Downtown Development Director, City of Snellville

Ms. Harris reported that Pita Mediterranean Street Food located in Suite 114 of the Market Building has opened. The Grove Taqueria, 2274 Oak Road, has received its business license and would be open for full service on

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING MINUTES**

December 26<sup>th</sup> when its alcohol permit is issued. Dumpling Master, 2285 Wisteria Drive, Ste 140 has its business license pending and will open in the next few days. The other restaurants in the Market Building and Parkside at the Grove are continuing build out work.

She reported that the Santa's in the Grove! event was held on Saturday, December 6<sup>th</sup> from 1-3 p.m. Over 150 children visited with Santa during this event.

The board received this report as information.

**IV. NEW BUSINESS**

MOTION: Ms. Jones made a motion to reappoint Traci Leath to the STAT board as the DDA's representative. Mr. Clower seconded the motion. Four (4) voted in favor and zero (0) voted against the motion. It carried unanimously.

**V. OLD BUSINESS**

None

**VI. EXECUTIVE SESSION**

None

**VII. ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, January 21, 2026 at 4:00 PM at City Hall.

**VIII. PUBLIC COMMENTS**

None

**IX. ADJOURNMENT**

MOTION: Mr. Carter made a motion to adjourn the meeting at 4:40 p.m. which was seconded by Mr. Clower. Four (4) votes in favor and (0) votes against. The motion carried.

Approved.

Downtown Development Authority, Chair	Secretary

**Cobblestone Report  
Snellville DDA  
January 21, 2026**

**REPORTS**

B. Cobblestone Report

**Property Management**

Larry Kaiser viewed the exterior and interior windows per Mr. Britt's request. There was no actionable follow-up required. Jesus continues repair work on first floor windows as warranted. Ms. Strickland reports that the work on the doctor's offices is complete.

C-214 and C-215 - The broken urinal has been closed off.

C-103 - The leaking pedestal toilet was replaced and the flooring was replaced with leftover stock from C-105.

D-201/2 - The old pedestal toilet is leaking. Jesus will work on removing this pedestal toilet (new flange, leveling and flooring probably needed with this repair).

E-200 -The older toilet that was not replaced during the 2023 upgrade required that Jesus replace the interior mechanisms.

F-201 and C-216/217- Tenant discussions. Staff has spoken to Chairman Britt regarding both matters.

**Marketing and Leasing**

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

The filming of drone footage was postponed due to the weather and the holidays. Plans are to possibly film this spring.

E-102 Facebook videos updated for the season. Staff continues to promote available offices with new Facebook posts.

Cobblestone logo update – Chairman Britt met with Jan Harris to further discuss ideas/concepts for a new logo. The meeting was productive and the information was submitted to the graphic designer along with photos of Cobblestone. The logo should be completed in February.

F-201 has been leased to an accountant.

**Available Spaces**

Open spaces - 6:

- Executive Suite C-214 & C-215 – The spouse of the new tenant leasing F-201 was interested in these spaces. However, paperwork was not submitted. After further discussion, it was decided that a broadcast office was not a fit for the Executive Suites.
- F-201 - Received an inquiry from a counselor who also performed community outreach with events and 5 other businesses. It was determined that this was not a proper use of this space.
- G-200 -
- G-201 -
- G-202 -
- E-102 – An individual who enquired about C-214 last fall, called to enquire about this office but has not followed-up with further contact.

## REPORTS

### C. Grove Report

#### Occupancy:

- 2285 Wisteria Drive – All business spaces occupied
- 2385 Clower Street – Leases are out for Suites 140 & 160 for commercial tenants
- 2265 Wisteria Drive – Suite 106 is for lease; Suite 104/5 has been leased
- 2250 Oak Road – Occupancy is in the 90<sup>th</sup> percentile

#### Status:

- Dumpling Master – 2285 Wisteria; Ste 140 – OPEN
- MacknMike's – 2265 Wisteria; Ste 102 – continuing build-out
- Pizzeria Fiamma – 2265 Wisteria; Ste 107 – continuing build-out
- 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 – continuing build-out
- Philly G Steaks – 2265 Wisteria; Ste 117 – BUSINESS LICENSE PENDING
- The Grove Taqueria – 2274 Oak Road – OPEN
- Parkside @ the Grove – 2260 Oak Road – continuing build-out

#### Events:

Staff is planning the 2026 special event calendar: March-December Events to include:

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

Spring League - Registration opens January 19<sup>th</sup>  
(Wednesdays – March 18<sup>th</sup>-May 6<sup>th</sup>)

Summer League – (Wednesdays – June 4<sup>th</sup>-July 16<sup>th</sup>)

Fall League – (Wednesdays – August 6<sup>th</sup>-Sept 17<sup>th</sup>)

Winter League – (Wednesdays – Oct. 15<sup>th</sup>-Dec. 3<sup>rd</sup>)

**Downtown Tunes' Third Thursday Concert Series**

May 21<sup>st</sup>; June 18<sup>th</sup>; July 16<sup>th</sup>; Aug. 20<sup>th</sup>; Sept. 17<sup>th</sup>; & Oct. 15<sup>th</sup>

**Outdoor Movies**

Splash & a Movie – Friday, July 31<sup>st</sup>

Trick or Treat & a Movie – Friday, October 23<sup>rd</sup>

**Santa's in the Grove!** – Saturday, Dec., 5<sup>th</sup>

**NEW EVENT: Paws & Play** – Fun for pets and their humans – Sat., April 11<sup>th</sup>