

**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  
 DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE  
 DEVELOPMENT AUTHORITY OF SNELLVILLE  
 URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Monday, April 15, 2022  
DATE OF MEETING: Wednesday, April 17, 2022  
  
TIME OF MEETING: 4:00 PM  
LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

**III. REPORTS**

- A. Financial, Dan LeClair, DDA Treasurer, Snellville DDA
- B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
- C. The Grove, Matthew Pepper, City Manager, City of Snellville

**IV. NEW BUSINESS**

- A. Discussion on Exterior Door Lock for Executive Suite Tenants
- B. Consideration and Approval of Landscape Contractor for The Grove

**V. OLD BUSINESS**

- A. Discussion on Cobblestone Soundproofing for Offices
- B. Discussion on Replacement of Lights on Exterior Door at Cobblestone
- C. Discussion on Communications

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

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

**VIII. PUBLIC COMMENTS**

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**IX. ADJOURNMENT**

**NOTIFICATION:**

GWINNETT DAILY POST	11:59 PM	4/15/2024
ATLANTA JOURNAL "GWINNETT EXTRA	11:58 PM	4/15/2024

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**

January 17, 2024

Members: Don Britt, Chair; Emmett Clower, Vice-Chair; Deborah Jones, Jamey Toney, and Rafiq Ukani and Dan LeClair.

Guests: Barbara Bender, Mayor; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Clower made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on November 15, 2023. Six (6) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. Pepper provided the financial report for December 2023.

Cobblestone Report

Ms. Strickland provided a report on Cobblestone. During the report, Ms. Strickland shared with the Authority her efforts to market the available suites in Cobblestone. The Authority reached a consensus to provide Ms. Strickland with a marketing budget for the property. In addition, Ms. Strickland will provide the Authority with an estimated budget to remodel her office.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Ms. Jones made a motion, seconded by Mr. LeClair, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:43 PM.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING  
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MEETING MINUTES**

Approved as presented.

_____ Downtown Development Authority, Chair	_____ Secretary

**Cobblestone Report**  
**Snellville DDA**  
**April 17, 2024 Meeting**

**REPORTS**

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park

Available Space and Marketing

Available Space = 7 units

1. C-201 - 1362 sq. ft.- \$2,086 per month-\$18.38 sq.ft. FB ad./video link
2. E-201 - 1375 sq. ft-\$2,234 per month-\$19.49 sq. ft. FB ad/video link
3. C-216/217- 416 sq. ft.-\$1178 per month with new carpet-\$34 sq ft. Special at \$1156.
4. G-200-688 sq. ft.,-\$1,216.00 per month -\$21.20 sq. ft. (reduced cost-older carpet)
5. C-100-688 sq. ft.- \$1,949 per month-\$34 per sq. ft. Massage therapist viewed 3/11/24. Video is up on FB.
6. E-100-675 sq ft. -\$1,949 (red.) per month (inc. util). Video is up on FB.
7. D-200-675 sq. ft.-moving 5/1-Space in poor condition-carpet & paint. 1 updated bath due to flood.

Additional Marketing

- Implemented flyers in early 2024
- Open House—January 2024
- Publications and Connections
- Media—walk through videos on Facebook to provide preliminary “virtual tour” and generate interest
- Limited on use of billboard (solely for community events, not advertising)

Other Updates

- Hosted Councilmember Carter for tour the first week of April.

**NEW BUSINESS**

- A. Discussion on Exterior Door Lock for Executive Suite Tenants
  - Recurring issue of Exec. Suites (C-200) exterior door being left open. Plan to install key code locks on exterior doors. Estimated cost is \$149/door, plus installation cost (dependent upon any changes to be made to door itself). This type of lock complies Fire Marshall’s guidance that door can be unlocked from interior via deadbolt instead of coded.

## OLD BUSINESS

- Discussion on Cobblestone Soundproofing for Offices
  - Units D-100 and D-102 have sound bleed along adjoining walls. Need for soundproofing in order to meet tenant and client needs for privacy.
  - Detailed analysis of cost options was provided to the Board in February and re-sent prior to this meeting.
  - Action requested today in order to move forward with necessary improvements.
- Discussion on Replacement of Lights on Exterior Door at Cobblestone
  - Several exterior lights have been replaced with more modern fixtures.
  - Estimated remaining total cost is \$3,193
    - \$59 plus tax per pair of lights X 33 sets = Approx. \$2,137 for lights
    - \$1,056 for installation
  - Action requested today in order to move forward with necessary improvements.

**The Grove Landscape Bid**

**Landscape Associates**

Maintenance Detail	The Grove (Right of Way)	The Grove (City Only)	The Grove (Shared)
Fall Color			\$3,881
Spring Color			\$3,734
Annual Maintenance	\$8,940	\$8,340	\$4,800
Tree Shrub Fertilization		\$600	\$600
Pine Straw		\$1,301	\$3,342
	\$8,940	\$10,241	\$16,357
		39%	61%
			\$26,598

**Castro**

Maintenance Detail	The Grove (Right of Way)	The Grove (City Only)	The Grove (Shared)
Fall Color		\$3,281	
Spring Color		\$4,106	
Annual Maintenance		\$36,505	
		\$43,892	

*\*The proposal is total for Shared and City maintenance*

**Grassco**

Maintenance Detail	The Grove (Right of Way)	The Grove (City Only)	The Grove (Shared)
Fall Color			\$3,469
Spring Color			\$3,469
Annual Maintenance		\$9,528	\$4,728
Tree Shrub Fertilization			
Pine Straw		\$1,260	\$3,325
	\$0	\$10,788	\$14,991
		42%	58%
			\$25,779