

**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:**

(X) MAYOR & COUNCIL

(X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE

(X) DEVELOPMENT AUTHORITY OF SNELLVILLE

(X) URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Monday, January 15, 2024

DATE OF MEETING: Wednesday, January 17, 2024

TIME OF MEETING: 4:00 PM

LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

A. CALL TO ORDER

B. MINUTES

C. REPORTS

- A. Financial, Dan LeClair
- B. Cobblestone, Angie Strickland
- C. Grove, Matthew Pepper

D. NEW BUSINESS

E. OLD BUSINESS

F. EXECUTIVE SESSION

G. ANNOUNCEMENT

H. PUBLIC COMMENTS

I. ADJOURNMENT

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NOTIFICATION:

GWINNETT DAILY POST

8:15 AM 1/15/2024

ATLANTA JOURNAL "GWINNETT EXTRA"

8:15 AM 1/15/2024

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. Butch Sanders, 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**

November 15, 2023

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

Guests: Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Clower called the meeting to order at 4:02 PM.

APPROVAL OF MINUTES

Mr. Toney made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on October 18, 2023. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

The Authority did not review a financial report.

Cobblestone Report

Ms. Strickland provided a report on Cobblestone. During the report, the Authority members discussed the interior design standard for the office suites at Cobblestone.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Consideration and Action on Amended Sub-Lease Agreement with THRIVE Coworking

Mr. Pepper presented to the Authority the proposed minor changes from Gwinnett County on the sub-lease agreement between the Authority and THRIVE Coworking.

Mr. Toney made a motion, seconded by Ms. Jones, to approve the amended sub-lease with THRIVE Coworking and authorize Don Britt as Chair of the Downtown Development Authority to execute the lease. Four (4) in favor and zero (0) opposed, motion approved.

Consideration and Action on Assignment of Lease

Mr. Pepper presented to the Authority the Intergovernmental Contract and Assignment of Lease between the City and the Authority for the second floor library space.

Mr. Toney made a motion, seconded by Ms. Jones, to approve the Intergovernmental Contract and Assignment of Lease and authorize Don Britt as Chair of the Downtown Development Authority to execute the contract. Four (4) in favor and zero (0) opposed, motion approved.

OLD BUSINESS

None

EXECUTIVE SESSION

None

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

ANNOUNCEMENTS

The Authority reached a consensus to cancel the Wednesday, December 20 meeting.

PUBLIC COMMENTS

None

ADJOURNMENT

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 4:45 PM.

Approved as presented.

<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Downtown Development Authority, Chair	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> Secretary
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Cobblestone Meeting Notes

January 17, 2023

Old Business:

- 1) The E-200 tenant moved. We leased the suite to an Insurance/Annuity agent for two (2) years.

New Business:

- 1) Presentation to the board of our new Cobblestone postcards for the advertising campaign. Requesting board support from December 30th email regarding: the need for the DDA board to invest and support Cobblestone as a proper DDA-Snellville property.
- 2) D-100
 - a) Centennial Joint Center did not submit their paperwork for the 1-year lease.
 - b) We leased the suite to Aletha Clark (C-100) for two (2) years. She operates a counseling office.
 - c) We will need to address one (1) wall in the existing Conference Room. It is loud (from the other counselor's office next door). We will need to provide some more insulation. We walled off the doors that went into D-102, but this did not solve the entire noise level issue.

Available Space/Interest:

- 1) C-201 – 1,362 sf; a kitchen gadget company viewed the suite; no real interest
- 2) E-201 – 1,375 sf; Tutoring/Learning Center was at the lease extension phase, but staff learned that they planned to sublet the space.
- 3) D-100 – 1,567 sf; RENTED. C-100 will become available for lease when Ms. Clark moves to D.
- 4) F-201-G-200 – tenant moved in - to upgrade. She is painting and replacing the blinds herself. She offered to pay same rate per sf as G -200, and do the painting.
- 5) G-200 – 688 sf; \$1,200 (as is); nice condition. Decent carpet. Available January 20.
- 6) E-100 – 675 sf; nice space, mid-size. Available March 1.

Executive Suites:

- 1) C-211 – 163 sf; F-201 tenant needed to downsize and moved here on a 6-month lease (month to month).
- 2) C-216/217 – 416 sf; interest from a tax preparer. No follow up from him.