

**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: Friday, August 14, 2026
DATE OF MEETING: Wednesday, August 19, 2026

TIME OF MEETING: 3:30 PM
LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. APPROVAL/ADOPTION OF THE AGENDA

III. MINUTES

- A. Approval of the July 15, 2026 Regular Meeting Minutes and the August 6, 2026 Special Called Work Session Minutes

IV. REPORTS

- A. Financial Reports for July 2026, *Jan Harris, Downtown Development Director*
B. Cobblestone Report, *Angie Strickland, Property Manager, Cobblestone Office Park*
C. The Grove Report, *Jan Harris, Downtown Development Director*

V. NEW BUSINESS

- A. Cobblestone Office Park Discussion Items, *Chairman Don Britt*
1. G-102 – Therapeutic Center, LLC

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VI. OLD BUSINESS

- A. Board member reports from tasks assigned at the August 6, 2026 Special Called Work Session

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

Upcoming Special Events in The Grove at Towne Center
Thursday, August 20, 2026 – Downtown Tunes Concert – “The Happy Hour” – 6-9 pm

The next regular meeting is scheduled for Wednesday, September 16, 2026 at 4 PM in City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	9:30 AM	8/17/2026
ATLANTA JOURNAL "GWINNETT EXTRA"	9:30 AM	8/17/2026

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
REGULAR MEETING MINUTES
WEDNESDAY, JULY 15, 2026 AT 4:00 P.M.
SNELLVILLE CITY HALL; ROOM 259**

BOARD MEMBERS PRESENT: Tod Warner, Emmett Clower, Rafiq Ukani, Norman Carter, Jamie Toney, and Chairperson Don Britt

BOARD MEMBERS ABSENT: Deborah Jones

OTHERS PRESENT: David McCulloch and Greg Goebel from the Gwinnett County Entrepreneur Center; Snellville Mayor Barbara Bender; Matt Pepper, City Manager; Mercy Montgomery, Assistant City Manager; Angie Strickland, Cobblestone Office Park Property Manager; Johnathan Gellert; and Jan Harris, Downtown Development Director

- I. **CALL TO ORDER:** Mr. Britt called the July meeting of the Snellville Downtown Development Authority to order at 4:00 p.m. and noted that a quorum was present.
- II. **APPROVAL/ADOPTION OF THE AGENDA:** MOTION: Mr. Clower made a motion to approve and adopt the agenda as presented. This was seconded by Mr. Carter. Six (6) votes in favor and zero (0) votes against. The motion carried.
- III. **MINUTES**
 - A. Approval of the April 15, 2026 Regular Meeting Minutes: MOTION: Mr. Clower made a motion to approve the minutes as presented. This was seconded by Mr. Toney. Six (6) votes in favor and zero (0) votes against. The motion carried.
- IV. **REPORTS**
 - A. Financial Reports for May and June 2026, *Jan Harris, Downtown Development Director:* ACTION: The report was received as information by the board.
 - B. Cobblestone Report, *Angie Strickland, Property Manager, Cobblestone Office Park:* Ms. Strickland introduced Mr. McCulloch and Mr. Goebel of the Gwinnett County Entrepreneur Center who spoke about the services they provide to new businesses. Ms. Strickland's monthly report was provided in the meeting packet for the board's review.
 - C. The Grove Report, *Jan Harris, Downtown Development Director:* Ms. Harris reviewed her report with the board. ACTION: The board received the report as information.
- V. **NEW BUSINESS**
 - A. Board Member Responsibilities, *Chairman Don Britt:* Mr. Britt reminded the board that they should be using the city email account provided for the board's use and should be checking its contents weekly for updates and meeting information.

- B. Cobblestone Office Park Discussion Items, *Chairman Don Britt*:
1. Oral Surgery Associates & Dental Implant Centers: The board provided guidance to Ms. Strickland regarding this tenant.
 2. Dexter Prince: The board provided guidance to Ms. Strickland regarding this tenant.
- C. Cobblestone Office Park Marketing Plan, *Chairman Don Britt*: The board discussed different options for marketing Cobblestone to business owners seeking office space. Mr. Britt called for a work session before the August meeting to discuss marketing Cobblestone in greater depth. Ms. Harris was asked to survey the board members and advertise the work session as required by law. **ACTION:** No action was taken by the board.

VI. OLD BUSINESS: None

VI. EXECUTIVE SESSION: None

VII. ANNOUNCEMENTS

Upcoming Special Events in The Grove at Towne Center

Thursday, July 16th 6-9 pm, Downtown Tunes Concert featuring Calico ATL

Friday, July 31st 6-10 pm, Splash and a Movie with Zootopia 2

The next regular meeting is scheduled for Wednesday, August 19, 2026 at
4 PM in City Hall.

VIII. PUBLIC COMMENTS: None

IX. ADJOURNMENT: MOTION: A motion to adjourn the meeting was made by Mr. Clower and seconded by Mr. Toney. Six (6) votes in favor and zero (0) votes against. The motion carried and the meeting was adjourned at 4:54 p.m.

Approved.

Downtown Development Authority, Chair	Secretary
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**CITY OF SNELLVILLE, GA
SPECIAL CALLED WORK SESSION MINUTES
THURSDAY, AUGUST 6, 2026 AT 4:00 P.M.
SNELLVILLE CITY HALL; ROOM 259**

BOARD MEMBERS ABSENT: Deborah Jones

I. CALL TO ORDER – The work session was called to order by Mr. Britt at 4:00 p.m. who noted that a quorum was present

A. Discussion of Marketing for the Cobblestone Office Park.: The board discussed ideas to market the Cobblestone Office Park to businesses interested in leasing office space in downtown Snellville.

MOTION TO ADJOURN: Mr. Toney made a motion to adjourn the work session at 4:50 p.m. which was seconded by Mr. Ukani. Six (6) votes in favor and zero (0) against. The motion carried and the meeting was adjourned.

Downtown Development Authority, Chair	Secretary

REPORTS

A. Financial Report:

The Financial Report will be provided to the board when it is received from the Accountant.

Cobblestone Report
Snellville DDA
August 19, 2026

B. Cobblestone Report

Property Management

F-100 Oral Surgeons lease is ongoing in discussion.

Oral Surgeons wishes to stay for a 3- year term with flooring upgrade by DDA-Snellville. They would like it within a month of signing. Staff feels Christmas install would be best during holiday breaks and near renewal. *This with a 3 % escalation yearly and an option to renew for 3 years.

Board suggested in lieu of the personal guaranty to ask for first and last month's rent to be held by DDA. USOSM's security deposit shall be brought up to 3rd lease amounts. USOSM will provide mobile verbiage request for the lease.

G-102 McEwen Chiropractic is finalizing plans to close the sale of the business.

New owners wish to remain in Cobblestone. Last week, staff sent the board details to read and ponder for discussion at today's meeting. Board discussion of allowing SLP office to operate (separate entrance), space restrictions, provider license (s), & insurance. These questions have been posed to Don.

New owners will discuss flooring, painting, and other re-model needs or thoughts after sale is complete. Staff gave new owners all the details for tenancy and will await their application packet.

They are aware that additional funds will need to be paid in place of not signing a personal guaranty.

G-102 Good Day Therapeutic submitted an application for a lease to begin January 2027.

Repairs and Maintenance

Staff discovered an HVAC leak right after meeting re: G-102. Saved the new floor. HVAC piping disconnected and was repaired by Staff. Next item coming forth for end of life.

Staff re-painted faded, yellow curbing throughout the complex for safety.

Marketing and Leasing

Board had a planning meeting to specifically discuss Cobblestone marketing going forth.

Board agreed they had to take steps to market Cobblestone with 10 open spaces.

Board Plans of Action for Marketing

Monument signage and new monument Sign (off Clower Street) was brought back up for discussion. Per board suggestion, staff is speaking with sign vendor to get new signs on both sides of Cobblestone's Oak Monument Sign.

Ad space was donated by Mr. Toney for the next issue of Snellville Spirit. He will also produce the ad with help from staff photos.

Suggested article for Snellville Spirit. Board Members spoke of helping with ad for Cobblestone. Staff provided an article (if board needs) to meet this magazine deadline.

Mr. Carter may be the "Cobblestone Champion" staff requested. He picked up over 80 postcards, took them to the counsel meeting, and posted online about Cobblestone.

Cobblestone has a new "Paws 4 Space" campaign running until Christmas. "Paws the Chihuahua" is our ad. He has online presence on FB and video. We will have t-shirts to match. Mr. Carter has agreed to bring awareness with Paws and Postcards at Chamber Meetings with Mr. Toney as back-up. Hopefully, this can spill over into other meetings.

Available Office Spaces

10 Open Spaces

C-207, C-211, C-215, & C-216/17 (all executive suites spaces)

E-102-Space has been boosted on FB ads

E-201-vacant 9/1- Tenant is moving to E-202=even swap

G-200, G-201, and G-202-Interest from a counselor in G-200

G-201/2-has been boosted on FB

REPORTS

C. Grove Report for August 19, 2026

Occupancy:

2285 Wisteria Drive – All business spaces occupied

2385 Clower Street –

Suite 120 - Burn Boot Camp in the process of build-out,
Suites 140 & 160 are for lease

2265 Wisteria Drive –

Suite 106 is for lease

2nd floor event space – Several Letters of Intent have been
received by MidCast for a potential tenant.

2250 Oak Road – Occupancy is 88% according to the unit availability
listed on the website.

Status:

Dumpling Master – 2285 Wisteria; Ste 140 – OPEN

MacknMike's – 2265 Wisteria; Ste 102 – OPEN

Meltaway Ice Cream – 2265 Wisteria; Ste 104/5 – Doing build-out

Pizzeria Fiamma – 2265 Wisteria; Ste 107 – OPEN

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 – OPEN

Philly G Steaks – 2265 Wisteria; Ste 117 – OPEN

The Grove Taqueria – 2274 Oak Road – OPEN

Parkside @ the Grove – 2260 Oak Road – OPEN

Events:

Downtown Tunes' Third Thursday Concert Series

Aug. 20th – The Happy Hour – multi-genre from Latin to Blues

Sept. 17th – Valentina – Venezuelan singer performing in
Spanish and English music

Oct. 15th – Ria Barkr – Performs R&B and Hip Hop

Outdoor Movies

Trick or Treat & a Movie – Hocus Pocus - Friday, October 23rd

Santa's in the Grove! – Saturday, Dec., 5th