REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE, GEORGIA
MEETING NOTICE
WEDNESDAY, NOVEMBER 18, 2026 AT 4:00 PM

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, November 13, 2026
DATE OF MEETING: Wednesday, November 18, 2026

TIME OF MEETING: 4:00 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 October 20, 2026 Regular Meeting Minutes

IV. REPORTS
A. Financial Reports for October 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

VI. OLD BUSINESS

A. Discuss and Take Possible Action Regarding Amending the By-Laws for the Downtown Development Authority of Snellville.

B. Discuss and Take Possible Action Regarding Proposed Websites for Cobblestone Office Park and the Downtown Development Authority of Snellville

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

Snellville Farmers Market
Located in The Grove on the 1st & 3rd Saturdays of the month

The Grove at Towne Center Holiday Celebration – Sat., Dec. 5th
Santa's in the Grove! – 1-3 pm
Polar Express Movie – 6 pm

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

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	November 13, 2026	4:30 pm
ATLANTA JOURNAL "GWINNETT EXTRA"	November 13, 2026	4:30 pm

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).

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE, GEORGIA
MEETING MINUTES
TUESDAY, OCTOBER 20, 2026, AT 4:00 p.m.

MEMBERS PRESENT:

Emmett Clower	Norman Carter	Deborah Jones
Rafiq Ukani	Tod Warner	Don Britt, Chairperson

MEMBER ABSENT:
Jamie Toney

OTHERS PRESENT:

Vicki Carter	Linda Carr	Kenneth Faulks, Sr.
Tricia Rollins	Ramon Gonzalez, Chief Executive Officer – Thrive Coworking	

Angie Strickland, Property Manager – Cobblestone Office Park
Matthew Pepper, City Manager – City of Snellville
Mercy Montgomery, Assistant City Manager – City of Snellville
Jan Harris, Downtown Development Director – City of Snellville

I. **CALL TO ORDER –** Mr. Britt called the October 20, 2026 regular meeting of the Downtown Development Authority of Snellville to order at 4:00 p.m. with a quorum present.

II. **APPROVAL/ADOPTION OF THE AGENDA –** Mr. Clower made a motion to approve the agenda as presented and Mr. Carter seconded the motion. Six (6) votes in favor and zero (0) opposed. The motion carried.

III. **MINUTES –** Mr. Clower made a motion to approve the minutes from the September 16, 2026 regular meeting as presented. Ms. Jones seconded the motion. Six (6) votes in favor and zero (0) opposed. The motion carried.

IV. **REPORTS –**

A. **Financial Reports for September 2026 –** Ms. Harris presented the reports to the board who received it as information.

B. **Cobblestone Report –** Ms. Strickland presented her report to the board who received it as information.

C. **The Grove Report –** Ms. Harris presented her report to the board who received it as information.

V. **NEW BUSINESS –**

A. **Receive Information and Take Possible Action Regarding a Proposed Second Amendment to the Lease Agreement between the Downtown Development Authority of Snellville and Thrive Coworking –** Mr. Gonzalez reviewed the proposed second amendment with the board and Mr. Pepper provided additional information pertinent to the request.
At 4:10 p.m., Mr. Clower moved to enter into executive session pursuant to O.C.G.A. section 50-14-2-(1) to discuss the lease of real estate. Seconded by Mr. Warner. Six (6) votes in favor and zero (0) votes against. Present: Directors Britt, Clower, Carter, Jones, Warner, and Ukani, and Downtown Development Director Harris. The regular session was suspended at 4:10 p.m.
Mr. Clower made a motion to rise from the executive session and return to the regular session. Mr. Warner seconded the motion. Six (6) votes in favor and zero (0) votes against. The motion carried. The board returned to open session at 4:35 p.m.
Mr. Clower made a motion to approve the second amendment to the lease agreement between the Downtown Development Authority of Snellville and Thrive Coworking and authorized Chairman Britt to sign the paperwork. Mr. Warner seconded the motion. Six (6) votes in favor and zero (0) votes against. The motion carried.

B. **Discuss and Take Possible Action Regarding Amending the By-Laws for the Downtown Development Authority of Snellville –** The purpose of this item was to bring the current by-laws into compliance with the state statute governing Downtown Development Authorities in Georgia. A motion was made by Mr. Clower and seconded by Mr. Carter directing Ms. Harris to work with the Snellville City Attorney to review the current by-laws and make proposed changes as needed and bring this back for consideration and possible action at the November meeting. Six (6) votes in favor and zero (0) votes against. The motion carried.

C. **Discuss and Take Possible Action Regarding Proposed Websites for Cobblestone Office Park and the Downtown Development Authority of Snellville.** Mr. Warner reported to the board that web domains for both entities have been purchased and recommended that the item be placed on the November meeting's agenda.

VI. OLD BUSINESS – None

VII. EXECUTIVE SESSION – At 4:55 p.m., Mr. Clower made a motion to enter into Executive Session. Mr. Ukani seconded the motion. Six (6) votes in favor and zero (0) votes against. The motion carried. Present: Directors Britt, Clower, Warner,

Jones, Ukani, and Carter, and Downtown Development Director Harris. The regular session was suspended at 4:55 p.m. At 5:03 p.m., Mr. Clower made a motion to rise from the Executive Session and Mr. Ukani seconded that motion. Six (6) votes in favor and zero (0) votes against the motion carried. The board returned to open session at 5:03 p.m.

VIII. ANNOUNCEMENTS – The board was reminded that Downtown Trick or Treat and a Movie was scheduled for Friday, October 23, 2026 starting at 6:00 p.m. The November regular meeting of the Downtown Development Authority of Snellville will be held on Wednesday, November 18, 2026 at 4:00 p.m. in City Hall.

IX. PUBLIC COMMENTS – During the Public Comments period, the following citizens spoke: Ms. Linda Carr; Ms. Claudette Forbes; Mr. Kenneth Faulks, Sr.; and Ms. Tricia Rollins.

X. ADJOURNMENT – Mr. Clower made a motion to adjourn the meeting which was seconded by Mr. Carter. Six (6) votes in favor and zero (0) votes against. The motion carried and the meeting adjourned at 5:07 p.m.

Approved.

_____ _____

Downtown Development Authority, Chair **Secretary**

Cobblestone Report
Snellville DDA
November 18, 2026

B. Cobblestone Report

Property Management

F-100 USOSM has not returned the lease for our final review (as of 11/13). I told them I needed it back no later than October 15th and again this week for our signature this month's meeting. I had to email the attorney direct. This may delay floor dates for install at Christmas.

G-102 Staff delivered Good Day Therapeutic lease for signature.

G-200-Staff has lease out to G-200 for signature for an accounting office

E-201-Staff has lease out to E-201 for signature for a construction estimating office.

E-202 Tenant, MOSA (our architect) went to the county in person to speak to P & D Director Bass. She re-filed E-202 (in the simplest form of plain drawing which the county says they require). They stated they no longer require arch. Plans with interior permit finishes. I will test that & attempt the same for G-200 and E-201 needs. Return approval for E-202 is hopeful by meeting day.

C Building Fiber: AT & T has not come through with GPON (residential) fiber. They say it has to do with us being a government entity (which they knew from day 1).

Repairs and Maintenance

E, F, & G water bill was still up the $50. Gwinnett County was contacted for a meter check and to let them know 2385 Clower Street was also listed on our address line. I asked for investigation on both items.

Under emergency procurement a new unit was purchased on 11/16/26 for D-201/2. Their rear unit was completely out (furnace unit). $7,700 (with required duct work)

Board Plans of Action for Marketing

Don and members attended Commerce Club meeting. Did Cobblestone postcards made it to the entrance table. Mr. Warner spoke to a referral for space, she viewed, but waiting on paperwork to be turned in by 11/12/26.

Available Office Spaces

Only 8 Spaces left

C-207, C-211, C-215, & C-216/17 (all executive suites spaces). Executive Suites has been boosted on FB ads.

C-207 was viewed along with all Executive Suite spaces by GEC referral.

C-207 -Tenant ultimately decided not to look for space at this time. Ask for details

C-211-have an **application out,** but no return email

E-102-Space had interest from E-201 applicant and the other out of country prospect. Out of country folds have continued to inquire by email, "not" follow up with any paperwork. Space has been boosted on FB ads.

E-201- **LEASED** to Construction firm from Stone Mountain based out of TN

G-200 – **LEASED** to an Accounting firm from GEC referral.

G-201 and G-202-have an application out, but no follow up. This was the non-profit adoption agency services. DFACs meets and training, education & workshop folks. **Could the board give staff direction "if they would approve use- if the application comes in"?**

Board, staff would like to follow up with "**Can we get G-201/2 this floored now and will you all consider if you all will split this up or lease whole**." Staff has had several requests to wall up and split. This is our last remaining large space.

E-102 and G-201/2 will be boosted on FB if no paperwork comes in.

REPORTS

C. Grove Report for November 18, 2026

Occupancy:

2285 Wisteria Drive – All business spaces occupied

2385 Clower Street –
Suites 140 & 160 are for lease

2265 Wisteria Drive –
Suite 106 has been leased so the ground floor is completely leased!
2nd floor event space is for lease

2250 Oak Road – Occupancy is 97% according to the unit availability listed on the website. Up from 92% in October.

Events:

Snellville Farmers Market
Located in The Grove on the 1st & 3rd Saturdays of the month

The Grove at Towne Center Holiday Celebration – Sat., Dec. 5th
Santa's in the Grove! – 1-3 pm
Polar Express Movie – 6 pm

BYLAWS OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE, GEORGIA

Whereas, on April 26, 1982, the Downtown Development Authority of the City of Snellville, Georgia (hereinafter referred to as "the Authority") was activated by resolution of the Snellville City Council, now therefore, the directors of the Authority appointed by the Snellville City Council, hereby adopt the following Bylaws. The directors of the Authority repeal any and all previous Bylaws.

ARTICLE I GENERAL

1.1. NAME

The name of this public agency and private corporation shall be the Downtown Development Authority of Snellville, Georgia, hereinafter called the "Authority". It shall be governed by a Board of Directors, hereinafter called the "Board".

1.2 PURPOSE

The Authority was established in 1982 by the City of Snellville in accordance with the Georgia Downtown Development Authority Act. The city shall by resolution, as periodically amended, designate the geographical area in its central business district which shall be known as the downtown development area(s) or district(s). The Authority is to aggressively develop the defined downtown development area(s)/district(s) to attract and retain businesses and merchants. The Authority is to support a vibrant business district(s) and active mixed-use district(s).

The purpose of the Authority is to revitalize and redevelop the business district(s) of the City of Snellville, Georgia; to develop and promote trade, commerce, industry and employment opportunities for the public good and general welfare; and to promote the general welfare of the State of Georgia by creating a climate favorable to the location of new industry, trade and commerce and the development of existing industry, trade and commerce within the DDA area(s)/district(s) of Snellville, Georgia, as periodically amended.

1.3 MANAGEMENT POWERS, TERM, AND QUALIFICATION

The property, affairs and business of the Authority shall be managed by a seven-member Board. Qualifications of Board members, appointment procedure and length of service shall be provided by state law. Board members are appointed for a term of four (4) years. After completing a four-year appointment, a board member may be reappointed for one or more additional terms. A board member must meet the qualification requirements as set forth in O.C.G.A. § 36-42-7, as the same may be amended from time to time.

1.4 POWERS

The Board shall have such power and authority as is conferred to them by the Downtown Development Authority Law of 1981, as the same now exists or may hereafter be amended, and shall have such other powers and authority as may be conferred under the Constitution and the laws of the State of Georgia. The Authority may accept grants and apply for loans. The Authority may own, acquire and improve property, and is empowered to enter into contracts and intergovernmental agreements. The Authority has the authority to issue revenue bonds.

1.5 YEAR

The fiscal year of the Authority shall begin on the first day of July and end on the last day of June.

1.6 PARLIAMENTARY PROCEDURES

Meetings shall be conducted according to the parliamentary procedures listed in Article II, Division 2 of the City of Snellville Code of Ordinances. In instances where disputes cannot be resolved by the procedures set forth in the city code, the latest edition of Robert's Rules of Order shall govern.

1.7 NOMINATION OF DIRECTORS

Prior to the expiration of a board member's term, the Chair shall appoint two Board members who, along with the Chair, shall act as a nominating committee. The committee shall submit nominations to the Board for approval. Once approved by the current board, nominations for new board members shall be submitted to the Mayor and Council of the City of Snellville for approval.

1.8 SEAL

The seal of the Authority shall consist of an impression bearing the name "Downtown Development Authority'' around the perimeter and the words "of Snellville, Georgia" in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word "SEAL" enclosed in parentheses or scroll.

1.9 EX-OFFICIO MEMBERS

The Board may appoint such ex-officio members of the Board as it deems appropriate who shall serve at the discretion of the Board for such term or terms as shall be established by the Board. Ex-officio members shall not be entitled to vote on any issue before the Board, nor shall their presence be counted for the establishment of a quorum.

ARTICLE II MEETINGS

2.1 REGULAR MEETINGS

Regular meetings of the Board shall be held monthly in the location designated by the Authority. Notice of time and place of such meeting may from time to time be fixed by resolution or by the Chair in the same manner as hereinafter specified for giving notice of special meetings. Notice of any change in the time, date or place of regular meeting shall be given as required by the Open and Public Meetings Act, O.C.G.A. Chapter 50-14.

2.2 SPECIAL MEETINGS

Special meetings may be held upon the call of any officer, or any two directors, during regular business hours and at such place within the City of Snellville as shall be specified in the notice of such meeting. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the meeting. Written notices may be sent by electronic media or personal delivery and shall be delivered twenty-four (24) hours prior to the meeting. Notice of all special meetings shall be given as required by the Open and Public Meetings Act, O.C.G.A. Chapter 50-14.

2.3 QUORUM

A majority of the currently appointed directors shall constitute a quorum for the transaction of business. If there shall be less than a quorum at any meeting, the directors present may adjourn the meeting without further notice until a quorum shall be obtained.

2.4 ANNUAL MEETING

An annual meeting of the Authority shall be held once during the calendar year. Notice of the time and place of such meeting shall be established by the Board.

2.5 OPEN MEETINGS

All meetings of the Board are public meetings and are open to the public at all times, except as otherwise provided. The Board may hold executive sessions not open to the public for the purpose of dealings with land acquisition or sale, personnel matters, or legal matters as defined in the Georgia Meetings Act under O.C.G.A. § 50-14-3.

ARTICLE Ill OFFICERS

3.1 COMPOSITION

The board shall elect from among its directors, a chair, vice-chair, and secretary or secretary-treasurer. The board may also elect a treasurer, as the board sees fit.

3.2 ELECTION

The election of officers shall take place at the first regular Board meeting of the calendar year or otherwise at the earliest convenience of the Board.

3.3 TERM AND REMOVAL

All executive officers shall be elected by and serve at the discretion of the Board. There is no limit to the number of terms an executive officer may serve within his/her term of office. Any executive officer may be removed from office by an affirmative vote of a majority of Board members. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by another Board member for the unexpired portion of the term. Resignations shall be submitted in writing to the Board chair. Pursuant to written notice and an opportunity to be heard, a member may be removed from office for neglect of duty, including non-attendance at meetings, misconduct, or any other cause by a majority vote of the current Board.

3.4 POWERS

The powers and duties of the officers shall be as provided by resolution or the direction of the Board. In the absence of such provisions, the officers shall have the power and discharge their duties as customarily held and performed by like officers of authorities. The recording secretary, if not a board member, shall attend meetings for the purpose of recording the minutes of such meetings, but shall not have any of the powers, rights, or duties of a board member.

3.6 DUTIES AND RESPONSIBILITIES

Chair: The chair shall be the chief executive officer of the Authority and shall have general and active management of the business of the Authority and shall see that all resolutions of the Authority are carried into effect. The chair shall be an ex-officio member of all committees, unless otherwise provided by the Board. The chair shall call meetings of the Board and shall act as chair of such meetings.

Vice-Chair: In the event of the unavailability, disability, or death of the chair or at the chair's request or when specifically authorized by the Authority, the vice-chair shall have the powers and perform the duties of the chair. The vice-chair shall also have such powers and perform such duties as are specifically imposed upon him/her by law and as may be assigned by the Authority or the chair.

Secretary: The secretary shall attend all board meetings and record all votes and the minutes of all proceedings in books to be kept for that purpose unless a recording secretary is designated. The secretary shall give, or cause to be given, any notice required to be given of any meetings of the directors and shall perform such other duties as may be prescribed by the Authority or the chair. The recording secretary is not a board member. If designated, a recording secretary shall attend all meetings for the purpose of recording the minutes of such meetings, but shall not have any of the powers, rights, or duties of a board member. The secretary need not be a director.

Treasurer: The treasurer or designated professional appointed by the Board shall render to the chair and to the directors, whenever requested, an account of the financial condition of the Authority; and in general, shall perform all the duties incident to the office of a treasurer of a corporation. The treasurer need not be a director. The treasurer

shall provide a financial report at all regularly scheduled meetings.

ARTICLE IV DEPOSITORIES

4.1 DEPOSITORIES

The Downtown Development Authority of Snellville, Georgia shall from time to time provide by resolution for the establishment of depositories for funds of the Authority.

4.2 EXECUTION OF NOTES, DRAFTS, AND CHECKS

All drafts, checks, etc. shall be issued by the executive officers on behalf of the Authority. The Authority shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Authority and shall deposit, or cause to be deposited, in the name of the Authority, all monies or other valuable effects, in such banks, trust companies or other depositories as shall, from time to time, be selected by the Authority. The treasurer or designated professional shall render to the chair and to the directors, whenever requested, an account of the financial condition of the Authority; and in general, shall perform all the duties incident to the office of a treasurer of a corporation.

ARTICLE V EMPLOYMENT OF STAFF

5.1 EMPLOYMENT

The Authority may employ an executive director and such other employees as the Authority may deem to be necessary and appropriate. The Authority shall establish the terms and conditions of such employment, provide adequate compensation for such employees, establish duties and responsibilities for each position created delegate to the executive director such authority as the Authority deems appropriate, and provide for the termination of employees. The Authority may, at its discretion, recommend changing the number of employees, the nature of the duties of employment, the delegation of authority to the executive director, or other such actions which further the interests of the Authority.

ARTICLE VI AMENDMENTS

6.1 AMENDMENTS

The Bylaws of the Authority shall be subject to amendment or repeal, and new Bylaws not inconsistent with any laws of the State of Georgia creating this Authority may be made by the affirmative vote of a majority of the directors then holding office at any regular or special meetings of the directors. Proposed amendments shall be submitted in writing, or electronically, to all directors of the

Authority at least fifteen (15) days prior to the meeting at which time such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States Mail properly addressed and with sufficient postage thereon.

ARTICLE VII ETHICS AND CONFLICTS

7.1 INTENT

It is essential to the proper administration and operation of the Authority that the members of its Board be, and give the appearance of being independent and impartial; that their office not be used for private gain; and that there be public confidence in the integrity of the Board. The Board finds that the public interest requires that they protect against such conflicts of interest by establishing appropriate ethical standards with respect to the conduct of the members of the Board in situations where a conflict may exist.

Note: State law requires at least four of the directors shall have an economic interest in the redevelopment and revitalization of the downtown development area. Thus, some DDA activities may inherently present a conflict of interest. In such circumstances, the procedures of Section 7.2 below shall be followed.

7.2 DISCLOSURE OF CONFLICT

A member of the Board who has an interest that he/she has reason to believe may be affected by his/her official acts or actions or by the official acts or actions of the Board shall disclose the precise nature of such interest by written or verbal statement, recorded in the meeting minutes, 30 days prior to the Board taking official action on a matter affecting such interest. If a director's property is directly involved, meaning specifically, the purchase or sale of property that the director has a pecuniary interest in, disclosure and abstention from discussion and voting is required. If a director's property is impacted but not directly involved, a reasonableness discussion of proximity and scope of any impact will be discussed by the directors and any determination of abstention from discussion and voting noted in the minutes of the meeting. For purposes of clarity, abstention from discussion shall mean that the abstaining director shall not participate in formal or informal board discussion between directors. It shall not prevent the abstained director from giving public input in the same manner or to the same degree that any member of the public might present to the Board. Following any disclosure made pursuant to this section, the member shall refrain from all ex-parte communications with other members regarding the matter in which he/she has an interest.

7.3 DISQUALIFICATION

A member of the Board shall disqualify himself/herself from participating in any official act or action of the organization, which results in a pecuniary benefit to the

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member or a business activity in which he/she has an interest when such benefit is not available to the public at large.

Record of Revisions, Repeals, Adoptions, and Amendments

Original Bylaws	Adopted April 26, 1982
Repealed	August 26, 1982 by laws
Adopted	Adopted July 26, 2021
Amended	Amended _____