REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE, GEORGIA
MEETING NOTICE
TUESDAY, OCTOBER 20, 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, October 16, 2026
DATE OF MEETING: Tuesday, October 20, 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 the September 16, 2026 Regular Meeting Minutes

IV. REPORTS
A. Financial Reports for September 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. Receive Information and Take Possible Action Regarding a Proposed Second Amendment to the Lease Agreement between the Downtown Development Authority of Snellville and Thrive Co-Working

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

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

VI. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

Downtown Trick or Treat and a Movie
The Grove at Towne Center
Friday, October 23, 2026 - 6 p.m. until 10 p.m.

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

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	10/16/2026	4:30 PM
ATLANTA JOURNAL "GWINNETT EXTRA"	10/16/2026	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).

DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 16, 2026 AT 4:00 P.M.
SNELLVILLE CITY HALL; ROOM 259

MEMBERS PRESENT:
Jamie Toney; Tod Warner; Emmett Clower; Deborah Jones; and Don Britt, DDA Chairperson
MEMBERS ABSENT:
Jamie Toney and Norman Carter
OTHERS PRESENT:
Angie Strickland, Cobblestone Office Park Property Manager; and Jan Harris, Snellville Downtown Development Director

I. CALL TO ORDER – The September 16, 2026 meeting of the Downtown Development Authority of Snellville was called to order at 4:00 p.m. by Chairperson Britt who noted that a quorum was present.

II. APPROVAL/ADOPTION OF THE AGENDA – A motion to approve and adopt the agenda as presented was made by Mr. Clower and seconded by Mr. Warner. Five (5) votes in favor and zero (0) votes against. The motion carried.

III. MINUTES - Approval of the August 19, 2026 Regular Meeting Minutes – A motion to approve the minutes as presented was made by Mr. Clower and seconded by Mr. Warner. Five (5) votes in favor and zero (0) votes against. The motion carried.

III. REPORTS

A. Financial Reports for August 2026, *Jan Harris, Downtown Development Director* – Ms. Harris reviewed the report with the board. It was received as information.
B. Cobblestone Report, *Angie Strickland, Property Manager, Cobblestone Office Park* – Ms. Strickland reviewed her report with the board. It was received as information.
C. The Grove Report, *Jan Harris, Downtown Development Director* – Ms. Harris reviewed her report with the board who received it as information.

IV. NEW BUSINESS

A. Change the October Meeting Date – Due to scheduling complications, Chairman Britt requested that the October 21, 2026 regular board meeting be changed to Tuesday, October 20, 2026 at the regular meeting time of 4:00 p.m. MOTION: A motion was made by Mr. Warner and seconded by Mr. Clower to change the October board meeting to Tuesday, October 20,

2026 at 4:00 p.m. Five (5) votes in favor and zero (0) votes against. The motion carried.

B. Authorize the Purchase of Two Website Domains for Cobblestone Office Park and the Downtown Development Authority of Snellville respectively. MOTION: A motion was made by Mr. Warner and seconded by Mr. Clower to authorize the purchase of a website domain called CobblestoneSnellville.com and DDASnellville.com. Five (5) votes in favor and zero (0) votes against. The motion carried.

V. OLD BUSINESS -

There was no old business

VII. EXECUTIVE SESSION –

There was no executive session.

VIII. ANNOUNCEMENTS -

Upcoming Special Events in The Grove at Towne Center

Thursday, August 20, 2026 – Downtown Tunes Concert – "Valentina" – 6-9 pm

The next regular meeting is scheduled for Wednesday, October 20, 2026 at 4 PM in City Hall.

IX. PUBLIC COMMENTS –

There were no public comments.

X. ADJOURNMENT –

A motion to adjourn the meeting was made by Ms. Jones and seconded by Mr. Ukani. Five (5) votes in favor and zero (0) votes against. The motion passed and the meeting was adjourned at 5:11 p.m.

Approved,

_____	_____
Downtown Development Authority, Chair	Secretary

Cobblestone Report
Snellville DDA
October 20, 2026

B. Cobblestone Report

Property Management

F-100 USOSM has returned the lease for our final revisions. I told them I needed it back no later than October 15th for our signature and we needed a lease in place no later than November 1st. They have added many things we did not discuss. Don has been given changes to lease for edits/reviews. Staff feels this delays a November 1 sign date.

G-102 Staff will prepare Good Day Therapeutic lease. New tenant had no comment back from our mold remediation statement to them.

D-102 Request for handicap door was tabled- unless Tenant was interested in signing a longer lease or considered E-102. Tenant is not interested in either at this time.

F-100 pipes were cleaned for $375.00 with no significant build up (like G-102).

E-202 Tenant, MOSA (our architect) and myself are having a very difficult time getting county to work with us on a clerical error and correct floor plan-she submitted for this tenant. I have followed up again with MOSA and will email county contact direct as well.

Complex: Board was given many fiber updates & a spreadsheet. AT & T came through with GPON (residential) fiber. See far right column on doc. provided. AT & T pulls Cobblestone and inside wires it for $70 mo. DDA must advertise the service to Tenants (stipulation of AT & T bringing it into complex). Does board wish to move forward with AT & T and next steps?

Repairs and Maintenance

E, F, & G water bill was still up the $100 again.

80 new LED replacements are needed in the complex from recent staff inspection. Board was given electrician, vendor information on old, fluorescent fixture retrofits versus new, full LED fixture replacement. Does the board wish to revisit their vote from prior year to retrofitting lights versus new, LED light replacement?

Repairs and Maintenance Continued

C-103 Tenant was Fall cleaning and carpet cleaning. He reported his office was still awfully dusty. Strange, as filter was clean. HVAC and I saw two duct tears and one duct had fallen and was burned. Gas pipe had issue. Another duct tear was in ceiling (old) & most likely contributed.

Newer HVAC codes: fresh air filtration from the outside into commercial buidings and all new HVAC installs must have a pan under the unit (most helpful with a switch off or leaks). Unit above has a pan inside the unit, but did not have one under the unit. Unit was lifted and a pan with float switch was installed and filter holder mounted to outside of unit. Unit was cleaned at same time.

Inexpensive alarms will be placed with all units without a pan/float switch first. HVAC to help with evaluations on second floor, ceiling units.

Board Plans of Action for Marketing

Is monument signage discussion still on the table.

Rear/side of building signage that was suggested by Mr. Warner was completed with similar, newer Wayfairing colors. Torres installed the new signs on October 3rd (for ½ of quoted install amount from sign vendor).

Staff attended Commerce Club meeting insuring the Cobblestone postcards made it to the entrance table. Staff emailed table flyer to Mr. Warner for the luncheon.

Available Office Spaces

10 Open Spaces

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

E-102-Space has been boosted on FB ads (after lease fell through). Prospective Tenant was not honest with staff on their timing for need on space and stalled on paperwork.

E-201- is listed on Loopnet and Crexi. Marketing will ad videos and then boost.

G-200, G-201, and G-202-

REPORTS

C. Grove Report for October 20, 2026

Occupancy:

2285 Wisteria Drive – All business spaces occupied

2385 Clower Street –
Suites 140 & 160 are for lease

2265 Wisteria Drive –
Suite 106 is for lease
2nd floor event space is for lease

2250 Oak Road – Occupancy is 92% according to the unit availability listed on the website. Up from 88% in August.

Events:

Downtown Tunes' Third Thursday Concert Series
Oct. 15th – Ria Barkr – Performs R&B and Hip Hop – 6-9 pm

Outdoor Movies
Trick or Treat & a Movie – Hocus Pocus - Friday, October 23rd – 6-10 pm

Winter Farmers Market
Relocating to The Grove starting November 7, 2026

Santa's in the Grove! – Saturday, Dec., 5th – 1-4 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 by-laws. 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 director must be a tax payer living in the city or the owner or operator of a business within the downtown development area(s)/district(s) who is also a resident taxpayer of Gwinnett County.

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 notice 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

ARTICLE III 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 nonattendance 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 powers 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 Chair. A 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 meeting 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 of Directors 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 of Directors. The Board of Directors 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 of Directors 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 circumstance, the procedures of Section 7.2 below shall be followed.

7.2 DISCLOSURE OF CONFLICT

A member of the Board of Directors 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 of Directors shall disclose the precise nature of such interest by written or verbal statement, recorded in the meeting minutes, 30 days prior to the Board of Directors 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 of Directors. 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 of Directors shall disqualify himself/herself from participating in any official act or action of the organization, which results in a pecuniary benefit to the 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 and Adoptions

Original Bylaws	Adopted April 26, 1982
Repealed	August 26, 1982 bylaws
Adopted	Adopted July 26, 2021

Adopted 26 day of July 2021.

Don Britt

Don Britt, Chair

Billy Franklin, Vice-Chair

Dan LeClair, Treasure

ATTEST:

Rafiq Ukani, Secretary

Emmett Clower, Director

Eric G. Van Otteren,

Economic Development Manager

Dave Emanuel, Director

Deborah Jones