

**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: Monday, September 14, 2026
DATE OF MEETING: Wednesday, September 16, 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 August 19, 2026 Regular Meeting Minutes

IV. REPORTS

- A. Financial Reports for August 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. Discussion of Standing DDA Policy

VI. OLD BUSINESS

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

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VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

Downtown Tunes Concert – Valentina
The Grove at Towne Center
Thursday, September 17, 2026 – 6-9 pm

The next regular meeting is scheduled for Wednesday, October 21, 2026
at 4 PM in City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	9/14/2026	4:30 PM
ATLANTA JOURNAL "GWINNETT EXTRA"	9/14/2026	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, AUGUST 19, 2026 AT 3:30 P.M.
SNELLVILLE CITY HALL; ROOM 259**

MEMBERS PRESENT:

Jamie Toney; Tod Warner; Emmett Clower; Norman Carter; and Don Britt,
DDA Chairperson

MEMBERS ABSENT:

Rafiq Ukani and Deborah Jones

OTHERS PRESENT:

Tricia Rollins; Cat Hardrick, Snellville City Councilperson; Angie Strickland,
Cobblestone Office Park Property Manager; and Jan Harris, Snellville
Downtown Development Director

- I. CALL TO ORDER** – The August 19, 2026 meeting of the Downtown Development Authority of Snellville was called to order at 3:30 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. Carter and seconded by Mr. Toney. Five (5) votes in favor and zero (0) votes against. The motion carried.
- III. MINUTES -**
Approval of the July 15, 2026 Regular Meeting Minutes and the August 6, 2026 Special Called Work Session Minutes – A motion to approve the minutes as presented was made by Mr. Warner and seconded by Mr. Carter. Five (5) votes in favor and zero (0) votes against. The motion carried.
- IV. REPORTS**
 - A. Financial Reports for July 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.
- V. NEW BUSINESS**
 - A. Cobblestone Office Park Discussion Items, *Chairman Don Britt*
 1. G-102 – Therapeutic Center, LLC – The board received information regarding this unit from Ms. Strickland. No action was taken.

VI. OLD BUSINESS

Board member reports from tasks assigned at the August 6, 2026 Special Called Work Session – The following actions resulted from the assigned tasks to assist in the promotion of the Cobblestone Office Park:

1. A full-page advertisement will appear in the upcoming edition of the Snellville Spirit Magazine;
2. An article describing office space for lease, and highlighting Cobblestone Office Park, in the downtown area will be included as well;
3. Complimentary membership in the Commerce Club will be extended to all current Cobblestone tenants as well as future tenants;
4. The board will consider providing high speed Internet /Wi-Fi for the Executive Suites; and
5. The board will consider having a professional photographer provide photos of Cobblestone Office Park for promotional purposes.

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 – “The Happy Hour” – 6-9 pm

The next regular meeting is scheduled for Wednesday, September 16, 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 Mr. Toney and seconded by Mr. Carter. Five (5) votes in favor and zero (0) votes against. The motion passed and the meeting was adjourned at 4.13 p.m.

Approved,

Downtown Development Authority, Chair	Secretary

Cobblestone Report
Snellville DDA
September 16, 2026

B. Cobblestone Report

Property Management

F-100 USOSM has been given a rough draft lease for review (without response from counsel on verbiage). USOSM may provide mobile verbiage back for the lease.

G-102 Large leak from HVAC pump. Water made it to Xray room and storage, but no equipment damage. Our emergency clean up company and Jesus came. Drying equipment, dehumidifier were put out for walls, carpet and flooring. HVAC needed for repair (hopefully). Jesus will access walls after repair and dry out. Board, updates to follow. *This issue appears to be different from our drain issue.

G-102 Good Day Therapeutic will take the suite for 1 year with a personal guaranty. Acknowledgement will be given to Good Day for signature.

D-102 Request was made for an automatic handicap door. Tenant has a patient with a walker who has trouble entering the suite each Thursday. Staff has had two contractors to quote putting in such a system (with existing door) electrical and cost. First quote attached @ \$2,950.

Fed Ex box questions were sent to Board. Could board give direction.

Repairs and Maintenance

Water bill was up \$100 again. Found two toilets with issues, plumber fixed. G-202 toilet needs to be replaced. Jesus can do that for a lesser cost soon. Staff turned off toilet.

Blue handicap parking was completed. This brings staff to ask: will board allow striping of parking lot. It really needs a re-surface, but striping would be nice. 1 quote has been included.

New LED replacements are needed in E-201. Tenant moved to E-202. Never reported. New electrician coming out 9/17 to quote work.

Marketing and Leasing

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

Board Plans of Action for Marketing

Mr. Warner brought forth a marketing plan to the board for consideration. He also suggested a flyer for tables during Commerce Club-highlighting Cobblestone space. Staff provided a proof for review.

Monument signage and new monument sign (off Clower Street) was brought back up for discussion. Will board agree to pursue a new monument sign. New Available Space sign up on current monument sign on Oak Road.

Rear of building signage was suggested by Mr. Warner. Staff feels this is needed for directional purposes. Staff would also like interior directional signs for buildings.

Snellville Spirit Magazine is out with donated ad space and an article written by Mr. Warner and Mr. Britt.

Mr. Carter picked up over 80 postcards, took them to the counsel meeting, and posted online about Cobblestone. Staff provided marketing materials for Commerce Club as well.

Available Office Spaces

10 Open Spaces

C-207, C-211, C-215, & C-216/17 (all executive suites spaces). We had 3 calls on these suites. 1 was a good call with no follow up from a local insurance company. The others were a counselor and a lawyer (seeing patients/clients). Executive Suites has been boosted on FB ads.

E-102-Space has been boosted on FB ads

E-201- will list after repairs. See lights

G-200, G-201, and G-202-2 calls for salons. Wigs, Propecia treatment, and styling.

REPORTS

C. Grove Report for September 16, 2026

Occupancy:

2285 Wisteria Drive – All business spaces occupied

2385 Clower Street –

Suite 120 – Burn Boot Camp is OPEN

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 92% according to the unit availability listed on the website. Up from 88% in August.

Status:

Dumpling Master – 2285 Wisteria; Ste 140 – OPEN

MacknMike's – 2265 Wisteria; Ste 102 – OPEN

Meltaway Ice Cream – 2265 Wisteria; Ste 104/5 – Has business license

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

Sept. 17th – Valentina – Venezuelan singer performing in Spanish and English music – 6-9 pm

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

Santa's in the Grove! – Saturday, Dec., 5th – 1-4 pm

Oktoberfest – presented by Crooked Can Brewery

Sept 26th – 12 noon – 10 pm