



where possibilities grow

3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021

(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly H. Burks

Councilmembers:

Debra Johnson-Vice Mayor

Jamie Carroll

Sharifa Adde

Susan Hood

Yterenickia Bell

Mark Perkins

ChaQuias Miller-Thornton, City Manager

CITY COUNCIL MEETING AGENDA

TUESDAY, JUNE 3, 2025 - 7:00PM

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Presentation on building a community brand by Kaitlin Messich, Studio Art Director with the Carl Vinson Institute of Government at UGA.
- B. Employee of the Month Recognition – May 2025
- C. Business of the Month Recognition – May 2025
- D. To approve the following meeting minutes:
 - 1. 5/6/2025 – City Council Meeting
 - 2. 5/27/2025 – City Council Work Session

4. REPORTS

- A. City Manager's Report
- B. City Attorney's Report
- C. Council Remarks
- D. Mayor's Report

5. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

6. OLD BUSINESS

7. CONSENT AGENDA

- A. To approve a proclamation designating June as “Caribbean American Heritage Month”.
- B. To approve a proclamation designating June as “Pride Month”.
- C. To approve a resolution authorizing a purchase agreement with Musco Sports Lighting, LLC, for the installation of field lights at the Soccer Field of Milam Park and committing \$100,000 in matching funds from SPLOST II for the Atlanta United GA 100 Pitch Grant.

8. NEW BUSINESS

- A. **Public Hearing** - To receive comments from the public regarding an ordinance to amend the text of the Clarkston Zoning Ordinance to provide housing typologies for each of the allowed residential housing types.



- B.** Second read and adoption of an ordinance to amend the text of the Clarkston Zoning Ordinance to provide housing typologies for each of the allowed residential housing types.
- C. Public Hearing** - To receive comments from the public regarding an ordinance to amend the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail.
- D.** Second read and adoption of an ordinance to amend the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail.
- E. Public Hearing** - To receive comments from the public regarding an ordinance to amend the Clarkston Zoning Ordinance to provide architectural design requirements for residential garages and carports and to provide building elevation requirements.
- F.** Second read and adoption of an ordinance to amend the Clarkston Zoning Ordinance to provide architectural design requirements for residential garages and carports and to provide building elevation requirements.
- G. Public Hearing** - To receive comments from the public regarding an ordinance to amend the Clarkston Zoning Ordinance to require a mix of land uses within projects in the Town Center (TC) zoning district for parcels over one-half (1/2) acre in size.
- H.** Second read and adoption of an ordinance to amend the Clarkston Zoning Ordinance to require a mix of land uses within projects in the Town Center (TC) zoning district for parcels over one-half (1/2) acre in size
- I.** To consider an ordinance to increase the number of Historic Preservation Commission (HPC) members from three (3) to five (5), to remove term limits for HPC members, and to require advertising of opportunities to apply to serve as a member of the HPC.
- J.** To consider the first adoption of an ordinance to amend the City Charter to be consistent with the State General Law concerning the minimum term of Municipal Court Judges.

9. EXECUTIVE SESSION

- A.** To discuss a personnel matter.

10. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 p.m. on Tuesday, June 3, 2025. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Sc8xhMfHSdSzDFsQPRWvYA

After registering, you will receive a confirmation email containing information about joining the webinar.



CITY OF CLARKSTON

ITEM NO: 3A

CITY COUNCIL WORK SESSION/ MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: June 3, 2025

SUBJECT: A presentation on Building Community Identity and services provided by Carl Vinson Institute of Government at UGA

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO:
Councilmember Mark Perkins
PHONE NUMBER: 404-296-6489

PURPOSE: Having a cohesive, scalable brand identity goes a long way in professionalizing our communication and marketing efforts as we continue to grow as a city. The Carl Vinson Institute of Government at UGA offers brand development services that are specifically tailored to cities and bring the public, stakeholders, and elected officials into a process that builds a brand reflective of the community it represents.

Kaitlin Messich specializes in community branding and placemaking. She believes all communities have unique assets that can be strategically leveraged to encourage economic development, positioning them to attract investment, improve quality of life, and retain sense of place.

Since 2013, Kaitlin has completed more than 50 community projects as part of the Georgia Downtown Renaissance Partnership, a master-planning process for downtowns that features a three-phase community visioning and strategic planning process. Kaitlin creates research-based, context sensitive designs, including adaptive reuse concepts, community branding packages, space programming, and placemaking design concepts. Her background is in historic preservation, graphic design, interior design, political science, and the visual arts.

NEED/ IMPACT: As we all know being in the Atlanta metro area is an incredibly competitive environment for talent, investment, and more. As our city continues to grow a cohesive brand identity will help us be more in our communication and marketing efforts. We will be our 2026 budget later this summer, and this information provides a starting point for a longer conversation on updating our branding. The earliest this process could begin would be early 2026 and would likely last 6-9 months.

RECOMMENDATION: N/A



CITY OF CLARKSTON

ITEM NO: 3B

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:

Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Presentation

MEETING DATE: JUNE 3, 2025

SUBJECT: Employee of the Month Recognition – May 2025

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES:

PRESENTER CONTACT INFO: Dr. Dwight L. Baker

PHONE NUMBER: 404.824.8135

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

NEED/IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

RECOMMENDATION:

Announce the Employee of the Month during monthly Council meetings and through internal communications to ensure recognition is well-publicized.

The Employee of the Month will:

- Receive a \$50 gift card.
- Be featured in internal and social media communications.
- Become eligible for nomination as the Employee of the Year.



CITY COUNCIL

ITEM NO: 3C

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: JUNE 3, 2025

SUBJECT: Business of the Month Recognition

DEPARTMENT: Community Development

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☒ NO
PAGES: N/A

PRESENTER CONTACT INFO: Jacob Bouie
PHONE NUMBER: 470.292.9569

PURPOSE: To recognize and celebrate outstanding local businesses that contribute to the vitality, growth, and community spirit of the City of Clarkston.

NEED/ IMPACT:

- Recognizing businesses encourages continued excellence and innovation among the local business community.
- Celebrating entrepreneurial contributions strengthens city pride and encourages greater civic and economic engagement.

RECOMMENDATION: Announce the Business of the Month during monthly City Council meetings and promote the recognition through City communication channels to increase visibility and engagement.

The Business of the Month will:

- Receive a certificate of recognition.
- Be highlighted on the City's website and social media platforms.
- Be eligible for nomination as the Business of the Year.

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN-PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, MAY 6, 2025

On the 6th day of May 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in regular session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde, Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Tomika R. Mitchell (City Clerk); Christine Hudson (Police Chief); Xavier Todd (Assistant Police Chief); Dr. Dwight Baker (Director of Human Resources & Risk Management); Richrd Edwards (Planning and Economic Development Director); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

All Councilmembers were present.

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

A. Award presentation by the President of the Georgia Chapter of American Planning Association.

Kristin Wescott, President of the Georgia Chapter of American Planning Association presented the City of Clarkston with two awards for the Clarkston Greenway Feasibility LCI Study: the Outstanding Public Involvement Award and the Outstanding Planning Process Award.

B. Employee of the Month Recognition – April 2025

Dr. Dwight Baker, the Director of Human Resources and Risk Management recognized the Employee of the Month for April 2025, offering a brief explanation of the employees' outstanding contributions to the city. The recognition was awarded to June Davis from the City Clerk's Office, acknowledging her dedication and hard work.

C. To approve the following meeting minutes:

- 4/1/2025 – City Council Meeting
- 4/29/2025 – City Council Work Session

Councilmember Hood made a motion to approve the following sets of minutes: 4/1/2025 and 4/29/2025. Vice Mayor Johnson seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

A. Public Works Department Report.

- Marcus Seaton provided a brief report on the Public Works Department reporting on the following: the Sanitation Digest, the Goat Rental agreement, and the Stormwater Tax Digest and Tax Fee.

B. City Manager's Report

City Manager ChaQuias Miller-Thornton provided a brief report/update reporting on the following: 736 Park North Blvd. renovation; April 2025 Federal Treasury - ARPA report submission; Millage Rate Consideration; Administration and Operations Meetings; Mayor, Council, and Staff Retreat; New Hire Introductions; Municipal Court Administration Operations update; Upcoming I-285 Express Lane Transit Study Meeting; Upcoming Local Clarkston Events; Safe Streets For All RFP Project Plan posted; Upcoming RFP posting for Greenway Trail Phase I Design; Redefining the role and title of Equity, Inclusion, and Diversity Officer.

C. City Attorney's Report

- Stephen Quinn provided a brief report/update on the following: the approval of the Dekalb County Housing Intergovernmental Agreement and the new state law, House Bill 92, for municipalities to establish an estimated Rollback Rate.

D. Council Remarks

- The Councilmembers briefly gave an overview of meetings and events they attended, and projects they are currently working on.

E. Mayor's Report

- Mayor Burks gave a brief overview of meetings and events she attended and other news of the city.

5. PUBLIC COMMENTS

Public comments were presented by Pastor C.O. Adams, Debrah Reese, Edward Shaffer, Martha Brown, Fidele Hakizimana, Mauldie Wynn, Carolyn Davis, and Abdulkadir Dine.

6. OLD BUSINESS

There was no old business discussed.

7. CONSENT AGENDA

- A. To approve a proclamation designating May as "Asian American and Pacific Islander Heritage Month".
- B. To approve a proclamation designating May as "Jewish American Heritage Month".
- C. To approve requiring the city to have an option to receive payments electronically by January 1, 2026, in line with department protocol.

- D. To approve issuing the Call for Election for the November 4, 2025, General Election.
- E. To approve an ordinance to amend Chapter 3 of the City Code concerning alcohol to allow beer or malt beverages to contain up to fourteen percent (14%) alcohol by volume.
- F. To approve the Georgia Department of Transportation 2025 Local Road Assistance Project selection and grant application submittal.
- G. To approve an ordinance to amend Article V of Chapter 19 of the City Code concerning Stormwater Utility Services to amend and clarify certain definitions; to create “sub-classes” for attached residential dwellings for the purpose of fairly assessing the Stormwater Utility Service Fee.
- H. To approve an ordinance to amend the Fiscal Year 2025 General Fund Budget appropriating the amounts in the expenditures/expenses as amended, adopting the items or revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes - 736 Park North Boulevard, Suite 120, Security First Protective Services.
- I. To approve a resolution declaring support for the preservation of the Federal Tax Exemption of Municipal Bonds.
- J. To ratify accepting the proposal from Georgia Interlocal Risk Management Agency (GIRMA) to renew the property and liability insurance for the term of 2025-2026 in the amount of \$185,994.

Councilmember Carroll made a motion to approve the Consent Agenda Items 7A through J. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. NEW BUSINESS

There was no new business discussed.

9. ADJOURNMENT

Councilmember Perkins made a motion to adjourn. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting adjourned at 8:13 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, MAY 27, 2025

On the 27th day of May 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Tomika R. Mitchell (City Clerk); Yolanda McGhee (Equity, Diversity, and Inclusion Officer); Christine Hudson (Police Chief); Richard Edwards (Planning and Economic Development Director); and Laura Moore (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

2. ROLL CALL

Councilmember Hood was not present at the time of roll call.

3. PUBLIC COMMENTS

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. To discuss a proclamation designating June as “Caribbean American Heritage Month”.

Diversity, Equity, and Inclusion Officer, Yolanda McGhee presented for approval a proclamation designating June as “Caribbean American Heritage Month”.

Councilmember Hood arrived at the meeting at 7:03 p.m.

This item will be included on the next City Council Meeting agenda under the Consent Agenda.

B. To discuss a proclamation designating June as “Pride Month”.

Diversity, Equity, and Inclusion Officer, Yolanda McGhee presented for approval a proclamation designating June as “Pride Month”.

This item will be included on the next City Council Meeting agenda under the Consent Agenda.

5. OLD BUSINESS

No items of old business were discussed.

6. NEW BUSINESS

- A. To discuss the 2025 preliminary digest and consider a tentative 2025 Millage Rate for advertising purposes.

City Manager, Miller-Thornton presented an overview of the 2025 preliminary tax digest to assist the Council in considering a tentative millage rate for advertising purposes, along with a comparison of the digest to the FY2025 budget. The final rate is not set to be adopted until June 26th, 2025.

Ms. Miller-Thornton requested the Council to consent to a tentative adopted millage rate of 19.298 for advertising purposes only. This rate aligns with the FY2025 budget adopted in December and ensures adequate revenue if finalized. The Council was advised not to issue a millage rate any less than 15.953. Lower rates, such as the advised minimum of 15.953 mills, would still result in a budget shortfall. At the current rate of 13.890, the revenue deficit is estimated at \$1.69 million; at 15.953 mills, the deficit reduces to about \$1.04 million. The tentative rate would generate a slight surplus and fully fund-projected expenditures. This process includes three required public hearings and ongoing analysis of property tax data and the FY2025 budget to consider potential adjustments.

Dean Moore presented public comments.

Councilmember Perkins recommended advertising a millage rate of 19.298.

The Council discussed the presented millage rate options to be advertised and individually consented to the recommended millage rate of 19.298 for advertising.

- B. To discuss an ordinance to amend the text of the Clarkston Zoning Ordinance to provide housing typologies for each of the allowed residential housing types.

Planning and Economic Development Director, Richard Edwards provided an overview of an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article III, Zoning District Regulations, of the City Code, by creating a new Section 308.1 to provide housing typology layouts for each of the allowed residential housing types in the NR-1, NR-2, and NR-3 zoning districts (i.e., single-family detached dwellings, accessory dwelling units, cottage court, duplex, triplex/quadplex, and townhouse).

This matter was discussed by the Council.

Councilmember Carroll recommended including language in the text of the exhibit clarifying that the drawings are for demonstrative purposes only.

This item is set to appear on the next City Council Meeting agenda for a public hearing.

- C. To discuss an ordinance to amend the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail.

Planning and Economic Development Director, Richard Edwards provided an overview of an ordinance to amend the text of the Clarkston Zoning Ordinance as follows: (1) amend Appendix A, Article IV, Section 403 – Use Table, to add use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail to the use table; and (2) amend Appendix A, Article VII – Definitions, to revise the definition of convenience store and to add definitions for grocery store, fitness center, and small food retail to the Definitions.

Mr. Edwards informed the Council that the Planning & Zoning Commission did not provide a recommendation on the convenience store item and has requested to use their one allowable deferral. As a result, staff has re-advertised the item, and it will return to Council at a later date. Therefore, convenience stores will be removed from the current packet.

This matter was discussed by the Council.

Debbie Gathman presented public comments.

This item is set to appear on the next City Council Meeting agenda for a public hearing.

- D. To discuss an ordinance to amend the Clarkston Zoning Ordinance to provide architectural design requirements for residential garages and carports and to provide building elevation requirements.

Planning and Economic Development Director, Richard Edwards provided an overview of an ordinance to amend the Zoning Ordinance to minimize the monotonous appearance of residential developments. The text amendment will require residential garages and carports to be located no closer to the street than the front façade of the home and will require that the garage or carport be no greater than 50% of the front façade of a residential home. Further, this text amendment will require that architectural elevations for residential developments do not repeat more than one every five homes.

This matter was discussed by the Council.

This item is set to appear on the next City Council Meeting agenda for a public hearing.

- E. To discuss an ordinance to amend the Clarkston Zoning Ordinance to require a mix of land uses within projects in the Town Center (TC) zoning district for parcels over one-half (1/2) acre in size.

Planning and Economic Development Director, Richard Edwards provided an overview of an ordinance to amend the Clarkston Zoning Ordinance to require a mix of land uses within projects in the Town Center (TC) zoning district for parcels over one-half (1/2) acre in size. The text amendments require a mix of land uses for all properties zoned TC and over one-half (1/2) acre in size. This is an effort to apply the TC zoning district's purpose and intent to "promote a mix of residential, business, commercial, office, institutional, cultural and entertainment activities for workers, visitors, and residents."

This matter was discussed by the Council.

Councilmember Hood requested graphics to illustrate the half acre block.

This item is set to appear on the next City Council Meeting agenda for a public hearing.

- F. To discuss an ordinance to increase the number of Historic Preservation Commission (HPC) members from three (3) to five (5), to remove term limits for HPC members, and to require advertising of opportunities to apply to serve as a member of the HPC.

Planning and Economic Development Director, Richard Edwards provided an overview of an ordinance to amend the text to increase HPC membership from three (3) members to five (5) members. The quorum for the HPC is two (2) members, which does not allow the members to meet or discuss anything outside of an official public meeting. An expansion of the membership would allow up to two (2) members to attend meetings/trainings, make site visits, or host educational talks on historic preservation without an official public meeting. This text amendment would also lift the restriction on members serving more than two (2) consecutive terms and require an advertisement to be published on the city's website for a minimum of thirty (30) days prior to voting on an appointment.

This matter was discussed by the Council.

Dean Moore presented public comments on this item.

This item will be included on the next City Council Meeting agenda under the Consent Agenda section.

- G. To discuss an ordinance to amend the City Charter to be consistent with the State General Law concerning the minimum term of Municipal Court Judges.

City Attorney, Laura Moore gave a brief overview of an ordinance proposing an amendment to the City Charter to align with State law, which mandates a two-year term for the municipal court judge. To take effect, the ordinance must be adopted by the Council at two consecutive regular meetings.

This matter was discussed by the Council.

This item is set to appear on the next City Council Meeting agenda.

- H. To discuss a resolution approving a purchase agreement with Musco Sports Lighting, LLC, for the installation of field lights at the Soccer Field of Milam Park and committing \$100,000 in matching funds from SPLOST II for the Atlanta United GA 100 Pitch Grant.

Parks and Recreation Director, Michael Duncan provided an overview of the purchase agreement with Musco Sports Lighting, LLC, pertaining to the installation of field lights at the Soccer Field of Milam Park. The Atlanta United Community Fund (AUCF), in partnership

with the Local Initiatives Support Corporation (LISC), awarded the City of Clarkston with a GA 100 Mini Pitch Grant to install Field Lights at the Soccer field at Milam Park. This is a matching grant of \$100,000. The vendor selected to install the lights is Musco Sports Lighting, Co. The total cost to install the field lights is \$185,500. Once approved, it will take up to 8-12 weeks to deliver the equipment and 2-3 weeks to install. This project is estimated to be completed by September 13, 2025. The funding source for the GA 100 Pitch matching grant will come from the SPLOST II account.

This matter was discussed by the Council.

This item will be included on the next City Council Meeting agenda under the Consent Agenda.

- I. To discuss the request to use the Council Chambers/Court Room, located at 3921 Church Street, Clarkston, GA 30021, as a temporary location for the Parks & Recreation Center.

Parks and Recreation Director, Michael Duncan informed the Council that the Parks & Recreation Department was requesting approval to temporarily utilize the City Hall Council Chambers/Court Room, located at 3921 Church Street, Clarkston, GA 30021, as a temporary location for department activities. Currently, the department lacks dedicated space to hold classes, meetings, programs, and events. This temporary use is proposed while the department finalizes its Master Plan and identifies potential permanent facility locations.

The Council discussed the request and granted the City Manager administrative authority to make the final decision regarding the allocation of this space.

7. ADJOURNMENT

Councilmember Perkins made a motion to adjourn the meeting. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:39 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY OF CLARKSTON

ITEM NO: 7A

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve a proclamation designating June as Caribbean American Heritage month in the City of Clarkston.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Yolanda McGee
PHONE NUMBER: 404 754-6960

PURPOSE: To approve the Caribbean American heritage month proclamation in the City of Clarkston.

NEED/ IMPACT: To recognize Caribbean American heritage month in the city of Clarkston.

RECOMMENDATION: Mayor publicly announce city's proclamation acknowledging June as Caribbean American heritage month.

Caribbean American Heritage Month

WHEREAS President George W. Bush issued the first National Caribbean American Heritage Month Proclamation in June 2006, and it has been issued annually since then by the President of the United States; and

WHEREAS, Caribbean Americans play a critical role in many social and cultural movements, adding to the strength of our nation with their leadership and achievements in government, the arts, entertainment, law enforcement, the military, and many other fields; and

WHEREAS the City of Clarkston provides opportunities for cross-cultural understanding, acceptance, and interaction between people of diverse nationalities and heritage; and

WHEREAS Caribbean American Heritage Month is an opportunity to celebrate the significant contributions of Caribbean Americans to the history and culture of Clarkston and across the country.

NOW, THEREFORE, The City of Clarkston, do hereby recognize June 2025, as **CARIBBEAN AMERICAN HERITAGE MONTH**

NOW, THEREFORE, BE IT RESOLVED, that on this 3rd day of June 2025, the City of Clarkston do hereby proclaim **June 2025 as “Caribbean American Heritage Month,”** encouraging all residents of Clarkston to share in this special tribute to enrich our nation and our local community.

Mayor Signature

City Clerk



CITY OF CLARKSTON

ITEM NO: 7B

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve a proclamation designating June as Pride month in the City of Clarkston.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Yolanda McGee
PHONE NUMBER: 404 754-6960

PURPOSE: To approve the Pride month proclamation in the City of Clarkston.

NEED/ IMPACT: To recognize the LGBTQ+ community in the city of Clarkston.

RECOMMENDATION: Mayor publicly announces the city's proclamation acknowledging June as Pride month.

Pride Month Resolution June 2025

WHEREAS, June 2025 marks the 56th annual celebration throughout the United States of Lesbian, Gay, Bisexual, Transgender, Queer, (LGBTQIA+) PRIDE Month; and,

WHEREAS, the month of June was chosen to commemorate the dedication and bravery of those who led the 1969 uprising at the Stonewall Tavern in Greenwich Village, which sparked the modern LGBTQIA+ liberation movement; and,

WHEREAS, the City of Clarkston believes in working together with all members of our community to facilitate open relationships, providing safety, dignity and a welcoming environment for our residents and visitors; and,

WHEREAS, the meaningful contributions made by our LGBTQIA+ community enhance our city's diverse history and culture, and community; and,

WHEREAS, the city of Clarkston joins the LGBTQ+ Community in a celebration of diversity and unity and, remains committed to treating all people with fairness and respect.

NOW, THEREFORE, BE IT RESOLVED, that on this 3rd day of June 2025, the City of Clarkston do hereby proclaim June **2025 as "Pride Month,"** encouraging all residents of Clarkston to share in this special tribute to enrich our nation and our local community.

Mayor Signature

City Clerk



CITY OF CLARKSTON

ITEM NO: 7C

CITY COUNCIL WORK SESSION / MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve a resolution approving a purchase agreement with Musco Sports Lighting, LLC, for the installation of field lights at the Soccer Field at Milam Park and committing \$100,000 in matching funds from SPLOST II for the Atlanta United GA 100 Pitch Grant.

DEPARTMENT: Parks & Recreation Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Michael N. Duncan,
Parks & Recreation Director
PHONE NUMBER: 404-725-8466

PURPOSE: Approval of the vendor for the GA 100 Pitch Grant Field Light Project.

NEED/ IMPACT: The Atlanta United Community Fund (AUCF), in partnership with the Local Initiatives Support Corporation (LISC), has awarded the City of Clarkston with a GA 100 Mini Pitch Grant to install Field Lights at the Soccer field at Milam Park. This is a matching grant of \$100,000. The vendor selected to install the lights is Musco Sports Lighting, Co. The Purchase agreement is attached to this summary. The total cost to install the field lights is \$185,500. Once approved, it will take up to 8-12 weeks to deliver the equipment and 2-3 weeks to install. This project is estimate to be completed by September 13, 2025.

The funding source for the GA 100 Pitch matching grant will come from the SPLOST II account.

RECOMMENDATION: Staff recommends approval of the Purchase Agreement with Musco Sports Lighting, Co.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA APPROVING A PURCHASE AGREEMENT WITH MUSCO SPORTS LIGHTING, LLC, FOR THE INSTALLATION OF FIELD LIGHTS AT THE SOCCER FIELD OF MILAM PARK.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council approves a purchase agreement with Musco Sports Lighting, LLC, for the installation of field lights at the Soccer Field of Milam Park and committing \$100,000 in matching funds from SPLOST II for the Atlanta United GA 100 Pitch Grant. The total cost to install the field lights is \$185,500. A copy of said purchase agreement is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

| | |
|--|---|
| 1. SELLER NAME AND ADDRESS: Musco Sports Lighting, LLC ("Musco") 100 1 st Avenue West – PO Box 808 Oskaloosa, IA 52577 Attn: Luke Wade Email: luke.wade@musco.com Telephone: 641-673-0411 800-825-6020 Ext 4117 | 2. BUYER NAME AND ADDRESS: City of Clarkston (the "Buyer") 1055 Rowland Road Clarkston, GA 30021 Attn: Michael Duncan Email: mduncan@cityofclarkston.com Telephone: 404-296-6489 |
| 3. OWNER NAME AND ADDRESS: City of Clarkston 1055 Rowland Road Clarkston, GA 30021 Attn: Michael Duncan Email: mduncan@cityofclarkston.com Telephone: 404-296-6489 | 4. SHIPPING NAME AND ADDRESS: Milam Park Soccer Field 3867 Norman Road Clarkston, GA 30021 Attn: Toby Shadix Email: wglighting@msn.com Telephone: 770-459-6266 |
| 5. WARRANTY CONTACT: City of Clarkston 1055 Rowland Road Clarkston, GA 30021 Attn: Michael Duncan Email: mduncan@cityofclarkston.com Telephone: 404-296-6489 | 6. FACILITY NAME AND ADDRESS: Milam Park Soccer Field 3867 Norman Road Clarkston, GA 30021 |
| 7. INVOICES: Please remit invoices to: Name: ☒ _____ Address: ☒ _____ City, State & Zip: ☒ _____ Attn: ☒ _____ Email: ☒ _____ Telephone: ☒ _____ | |



Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

8. **EQUIPMENT DESCRIPTION** – Musco shall sell, transfer, and deliver to Buyer, and Buyer will purchase, accept, and pay for the following goods (the “Equipment”) in accordance with the “Total Price” paragraph of this Agreement:

Light-Structure System™ Foundation-to-Poletop Lighting System

- 4 – Total Light Control™ TLC-LED-1200 factory-aimed and assembled luminaires
- 2 – Total Light Control™ TLC-LED-550 factory-aimed and assembled luminaires
- 12 – Total Light Control™ TLC-LED-900 factory-aimed and assembled luminaires
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- 4 - 60 ft galvanized steel poles
- 4 Pre-cast concrete bases with integrated lighting grounding

With Controls

- Lighting contactor cabinet to provide onsite on/off control
- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Built to the following specifications:

- Driver input voltage: 240
- Phase to pole: single phase
- Structural integrity: based upon IBC 2018, 110 mph, Exposure C
- Light level(s): 30 footcandles

9. **RESPONSIBILITIES OF THE BUYER AND/OR THIRD PARTY** – Buyer/Third Party agrees to:
Refer to responsibilities listed in the Installation Scope of Work in Exhibit A.

10. **MUSCO CONTROL-LINK® CONTROL SYSTEM** – Musco agrees to provide design and layout for the control system. In addition to the Equipment, Musco agrees to provide the following:
Control-Link Central™ customer support services: commission the system; monitor and report system alarms; provide automated facility management reports; provide on-off schedules via Control-Link Central™ app or website, email, or phone call; and provide technical support 24 hours a day, seven days a week.

11. **MUSCO SERVICES** – Musco agrees to provide, itself or through its subcontractors, design, layout, testing and commissioning for the Equipment and the following (collectively, the “Services”):

Installation – refer to the Installation Scope of Work in Exhibit A.

12. **CONSTANT 25™ WARRANTY – CONTROL AND MONITORING PROGRAM (the “Warranty”)** – Musco shall provide parts, labor, and services as outlined in the Musco Constant 25 Warranty Agreement to maintain operation of lighting equipment for a period of 25 years on the following terms:

- **Warranty service begins:** on the date of product shipment
- **Expiration date:** 25 years from date of shipment
- **Services:** control, monitoring, and maintenance
- **Light levels:** as specified in Musco design documents
- **Spill light control:** as specified in Musco design documents
- **Energy consumption:** as specified in Musco design documents



Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

13. TOTAL PRICE – Buyer will pay for the above-described Equipment and, if applicable, Services. The Total Price of \$181,500.00 plus applicable taxes payable as follows.

- \$181,500.00 within 30 days from invoice date

A copy of the payment and performance bond (if applicable) is required prior to shipment.

Monthly progress invoicing and payments will apply.

Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Price includes delivery, unloading, and installation to the address indicated in item #4 of this Agreement. Price does not include sales tax.

Payments not paid when due are subject to a carrying charge for each month past due or will be pro-rated for the portion of the month there is an unpaid balance. Carrying charges shall accrue in the amount of one- and one-half percent (1½%) per month of any overdue unpaid balance, or the maximum rate permitted by law, whichever is less.

Source of Funds: Buyer agrees that Buyer's payment to Musco is not contingent upon Buyer getting paid by the Owner/End User.

Buyer may not hold back or set off any amounts owed to Musco in satisfaction of any claims asserted by Buyer against Musco. No partial payment by Buyer shall constitute satisfaction of the entire outstanding balance of any invoice of Musco, notwithstanding any notation or statement accompanying that payment.

The Total Price was calculated utilizing parameters outlined in the project specifications. In the event soil conditions vary from those relied upon, or if the soil cannot be readily excavated, Buyer shall be responsible for Musco's additional associated costs, including but not limited to the cost of design, alternate foundations, additional materials, and labor.

14. TAXES – Buyer shall pay all applicable state and local sales taxes, use or any similar tax invoiced appropriately by Musco.

☐ Taxable

☒ Non-Taxable

(Copy of resale or exemption certificate must be attached. Note: Just holding a sales tax permit does not, in and of itself, qualify for a non-taxable sale.)



Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

15. PAYMENT/PERFORMANCE BONDING – Is there a bond on this project? ☐ Yes ☐ No

| | |
|--------------------------|--|
| Principal Bond Holder: | |
| Bonding Company Name: | |
| Bonding Company Address: | |
| Bonding Company Address | |
| Phone Number: | |
| Bond Number: | |

16. DELIVERY – Normal delivery to the shipping address indicated above is 8 to 12 weeks after submittal approval or release of order, if later. If the Equipment is shipped in multiple lots, Musco shall prepare a separate invoice for the price of the Equipment shipped at the time of each shipment. Buyer shall pay the amount of each such invoice upon the same terms as set out in the “Total Price” paragraph of this Agreement.

All deliveries shall be made by means of a common carrier or some other reasonable means chosen by Musco. All risk of loss to Equipment sold shall pass to Buyer upon Musco’s substantial completion of the Services

Delivery is subject to Buyer maintaining credit satisfactory to Musco. Musco may suspend or delay performance or delivery at any time pending receipt of assurances, including full or partial prepayment or payment of any outstanding amounts owed adequate to Musco in its discretion, of Buyer's ability to pay. Failure to provide such assurances shall entitle Musco to cancel this contract without further liability or obligation to Buyer.

17. NO RETAINAGE/WARRANTY – Buyer acknowledges payment in full is required within the agreed terms. Warranty claims and back charges shall not be deducted from contract payments without prior approval of Musco’s Warranty Department (877-347-3319). Musco’s Equipment and its performance are sold subject to Musco’s written warranty. The Warranty provided by Musco shall be in lieu of all other representations, warranties and conditions of any kind, in respect of the Equipment or the Services and Musco disclaims any other representation, warranty or condition whatsoever, whether written or oral, express or implied, statutory or otherwise, including, but not limited to, the implied warranties and conditions of merchantability and fitness for a particular purpose.



Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

Buyer acknowledges that any warranty and/or maintenance guarantee contained within payment/performance bonds issued on Musco's behalf pursuant to this Agreement and the corresponding liability on behalf of the issuing surety shall apply only to the first 12 months of any warranty and/or maintenance obligation of Musco specified in the written Warranty to be delivered to Buyer. The balance of any warranty and/or maintenance obligation greater than 12 months shall be the sole responsibility of Musco and shall not be guaranteed by a third party.

- 18. EXCLUSION OF SPECIAL DAMAGES** – In no event shall Musco be liable for incidental, special or consequential damages, including without limitation lost revenues and profits, in respect of this Agreement or the Equipment and, if applicable, Services provided hereunder.
- 19. LIMITATIONS PERIOD** – Unless otherwise specified in the Warranty to be delivered to Buyer, any action or proceeding against Musco arising out of or relating to the Equipment or Services will be forever barred unless commenced within the earlier of: (a) one (1) year after delivery of the Equipment or if applicable, completion of the Services; or (b) the period prescribed by the applicable statute of limitation or repose.
- 20. SECURITY AGREEMENT** – In consideration of the promises contained herein, Buyer hereby grants and conveys to Musco, to secure payment and performance of all obligations in full, a purchase money security interest in the Equipment, including all repairs, replacements and accessions thereto and proceeds thereof (collectively referred to as the "Secured Property"). Buyer hereby irrevocably authorizes Musco at any time to register in any registration office in any province (including personal property registries and if applicable, land titles or real property registries) any initial financing statements, financing change statements, notices of security interest or other documents relating to this security interest or this transaction. Buyer further agrees to promptly furnish any information requested by Musco to effectuate the terms of this Agreement. Buyer further agrees to execute any document reasonably required by Musco to perfect the security interest granted herein and to assure the preservation, priority, and enforcement of such security interest. Buyer agrees that value has been given for this security interest and that the parties have not agreed to postpone the time for attachment of the security interest. Musco agrees to promptly cancel and remove any registration of its security interest in Buyer's real or personal property upon final payment for all goods and services provided by Musco per this Agreement.
- 21. DEFAULT** – Each of the following shall constitute a default ("Default") under this Agreement: a) failure to pay, in full, any payment when due hereunder; b) Buyer becomes the subject of a bankruptcy, receivership or insolvency proceeding; c) any warranty, representation or statement made or furnished to Musco by or on behalf of the Buyer proved to have been false in any material respect when made or furnished; d) loss, theft, damage, destruction or encumbrance to, or of, the Secured Property or the making of any levee, seizure or attachment thereof or thereon prior to payment in full; or e) the occurrence or non-occurrence of any event or events which causes Musco, in good faith, to deem itself insecure for any reason whatsoever.
- 22. REMEDIES UPON DEFAULT** – In the event of Default, Musco may, at its option, and without notice or demand: a) declare the entire unpaid balance owing hereunder due and payable at once; b) proceed to recover judgment for the entire unpaid balance due; c) exercise all rights provided to Musco under this Agreement, any applicable personal property security act (or similar legislation), at law or in equity including but not limited to entering the Buyer's premises and taking possession of the Secured Property. All the remedies described herein are cumulative and may be exercised in any order by Musco. Buyer agrees to pay all costs (including reasonable attorney's fees and court costs) incurred by Musco in disposing of the Secured Property and collecting any amounts owing hereunder, and such costs shall be part of the obligations secured hereunder.
- 23. FORCE MAJEURE** – Musco shall not be liable for delays or failure to perform in respect of the Equipment or the Services due, directly or indirectly, to (i) causes beyond Musco's reasonable control, or (ii) acts of God or nature, acts (including failure to act) of any governmental authority, wars (declared or undeclared), strikes or other labor disputes, fires, and natural calamities (such as floods, earthquakes, storms, epidemics).

Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

24. EEO COMPLIANCE – When applicable, Musco and Subcontractor shall comply with the EEO Clause in Section 202 of Executive Order 11246, as amended, which is incorporated herein by specific reference.

When applicable, Musco and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of disability and against qualified protected veterans and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

25. CONDITIONS OF AGREEMENT

- a. **APPLICABLE LAW** – This Agreement shall be governed by the laws, including the Uniform Commercial Code, adopted in the State of Iowa as effective and in force on the date of this Agreement.
- b. **EXPENSES/REMEDIES** – Buyer shall pay to Musco the reasonable expenses, including court costs, legal and administrative expenses, and reasonable legal fees (on a solicitor and client basis), paid or incurred by Musco in endeavoring to collect amounts due from Buyer to Musco. It is further understood that if Buyer does not make a payment as due, Musco has the right to forward appropriate notices or claims on jobs with owners, bonding companies, general contractors, or the like, as deemed appropriate by Musco.
- c. **ENTIRE AGREEMENT** – This Agreement, the written Warranty to be delivered to Buyer, and any invoice issued by Musco pursuant to this Agreement constitute the entire agreement between the parties and supersede all prior statements of any kind made by the parties or their representatives. No representative or employee of Musco has any authority to bind Musco to any term, representation, or warranty other than those specifically included in this written Agreement or the written Warranty to be delivered to Buyer in connection with this Agreement. This Agreement may not be amended or supplemented except by written agreement executed by Musco and Buyer.
- d. **ACCEPTANCE** – This Agreement is subject to the approval of Musco's Credit Department and the written acceptance of this Order by Musco.

CITY OF CLARKSTON

MUSCO SPORTS LIGHTING, LLC

Acceptance

Acceptance

Date

Date

Signature

Signature

Name and Title

Name and Title

Approved as to form:

Stephen Quinn
Stephen G. Quinn
City Attorney

Please return all pages of this agreement.



EXHIBIT A.

Milam Park Soccer Field Clarkston, GA Turnkey Scope of Work

Customer Responsibilities:

1. Complete access to the site for construction utilizing standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities (i.e. water lines, electrical lines, irrigation systems, and sprinkler heads). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout (i.e. home plate, center of FB field).
4. Trim or remove trees as necessary to prevent light blockage.
5. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.) or soils not defined in geo-technical report. Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
6. Pay any power company fees and requirements.
7. Pay all permitting fees and obtain the required electrical permitting.
8. Provide area on site for disposal of spoils from foundation excavation.
9. Provide area on site for dumpsters.
10. Provide sealed Electrical Plans (if required).

Musco Responsibilities:

1. Provide required foundations, poles, electrical enclosures, luminaires, wire harnesses, and control cabinets.
2. Provide layout of pole locations and aiming diagram.
3. Provide Project Management as required.
4. Assist our installing subcontractor and ensure our responsibilities are satisfied.

Subcontractor Responsibilities

General:

1. Obtain any required permitting.
2. Contact 811 to locate underground public utilities and then confirm they have been clearly marked.
3. Contact the facility owner/manager to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and Musco regarding damage which occurred to unmarked utilities.
4. Provide labor, equipment, and materials to offload equipment at jobsite per scheduled delivery.
5. Provide storage containers for material (including electrical components enclosures), as needed.
6. Provide necessary waste disposal and daily cleanup.
7. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
8. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry

Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

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ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet ground would be an example of damage requiring repair.

9. Provide startup and aiming as required to provide complete and operating sports lighting system.
10. Installation to commence upon delivery and proceed without interruption until complete. Notify Musco immediately of any breaks in schedule or delays.
11. Complete and submit Musco provided closeout checklist including required pictures.

Foundations, Poles, and Luminaires:

1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
2. Provide labor, materials, and equipment to install 4 LSS foundations as specified on Layout and per the stamped foundation drawings, if applicable.
3. Remove spoils to owner designated location at jobsite.
4. Provide labor, materials, and equipment to assemble Musco TLC-LED luminaires, electrical component enclosures, poles, and pole harnesses.
5. Provide labor, equipment, and materials to erect 4 dressed LSS Poles and aim utilizing the pole alignment beam.

Electrical:

1. Provide labor, materials, and equipment to install new 240V electrical service panels as required.
2. Provide labor, materials, and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required.
3. Complete electrical installation per Musco Control System Summary and Musco Best Practices: Supply Wiring Installation document. If there are any discrepancies between Musco documents and electrical plans (if present), notify your Musco contact.
4. Complete required insulation resistance (Megger) tests on all current-carrying conductors per ANSI/NETA ATS-2021. Use the instructions and forms provided by Musco to provide test results to your Musco contact. Note conduits must be full of water prior to testing. Any conductors with resistance values less than (<) 100MOhms — phase to ground — must be repaired or replaced to meet the standard.
5. Underground splices are strongly discouraged. If underground splicing is required per the electrical plans, use only listed connector systems, rated for wet locations.
6. Provide as-built drawings upon completion of installation (if required).

Control-Link® Control and Monitoring:

1. Provide labor, equipment, and materials to install 1 Musco control and monitoring cabinet(s) and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Check all zones to make sure they work in both auto and manual mode.
4. Commission Control-Link by contacting Control-Link Central™ at 877-347-3319.





CITY OF CLARKSTON

ITEM NO: 8A & 8B

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To consider an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article III, Zoning District Regulations, of the City Code.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☒ YES ☐ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 4

PRESENTER CONTACT INFO: Richard Edwards, AICP
PHONE NUMBER: 404-536-1120

PURPOSE: To consider and review an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article III, Zoning District Regulations, of the City Code, by creating a new Section 308.1 to provide housing typology layouts for each of the allowed residential housing types in the NR-1, NR-2, and NR-3 zoning districts (i.e., single-family detached dwellings, accessory dwelling units, cottage court, duplex, triplex/quadplex, and townhouse).

NEED/ IMPACT: This text amendment provides residential housing typologies showing a typical layout of each of the allowed residential housing types in the NR-1, NR-2, and NR-3 zoning districts.

RECOMMENDATION: Staff is recommending approval of this text amendment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE III OF THE CITY CODE, TO PROVIDE HOUSING TYPOLOGY LAYOUTS FOR SINGLE-FAMILY DETACHED DWELLINGS, ACCESSORY DWELLING UNITS, COTTAGE HOUSING DEVELOPMENT, DUPLEX, TRIPLEX/QUADPLEX, AND TOWNHOUSE.

WHEREAS, the City’s Zoning Ordinance adopted in 2023 establishes certain zoning districts and includes certain requirements for the development of real property located within each City zoning district; and

WHEREAS, the City allows the following residential housing types in the NR-1, NR-2, and NR-3 zoning districts: single-family detached dwellings, accessory dwelling units, cottage housing development, duplex, triplex/quadplex, and townhouse; and

WHEREAS, the City Council finds it beneficial to include graphics depicting sample development layouts for the foregoing housing types in the City’s Zoning Ordinance as a guide, so that citizens and developers may better envision the typical lot layout for each of the permitted residential housing types; and

WHEREAS, the City Council desires to amend the Zoning Ordinance to include housing typology graphics, as described herein, to further facilitate appropriate development within the City; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Appendix A, Article III, Division 2, Residential District, of the City of Clarkston Code of Ordinances is amended by adding a new Section 308.1 entitled “Residential housing typologies” as shown in Exhibit A, attached hereto.

SECTION 2. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 3. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this ____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen Quinn, City Attorney

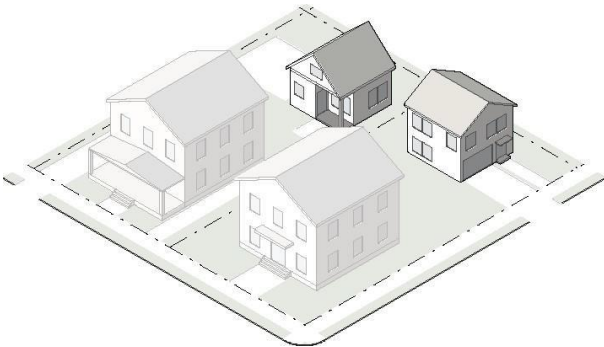
EXHIBIT A

Sec. 308.1. Residential housing typologies

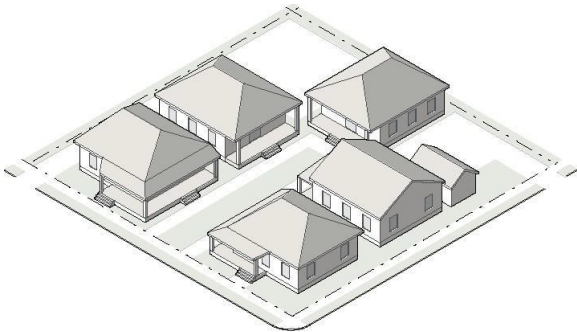
- (a) Purpose and intent. The residential housing typologies are to provide a general description of the allowed residential housing types. These typologies are provided solely for illustrative purposes and shall not be construed as actual design plans or intended design representations.
- (b) Single-family detached dwelling. A building type designed to accommodate one dwelling unit on an individual lot.



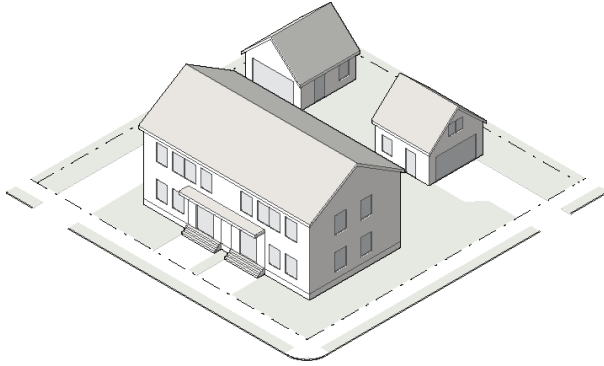
- (c) Accessory dwelling unit. A building type designed to accommodate a small, self-contained dwelling unit that is physically separated from the primary structure but located on the same lot.



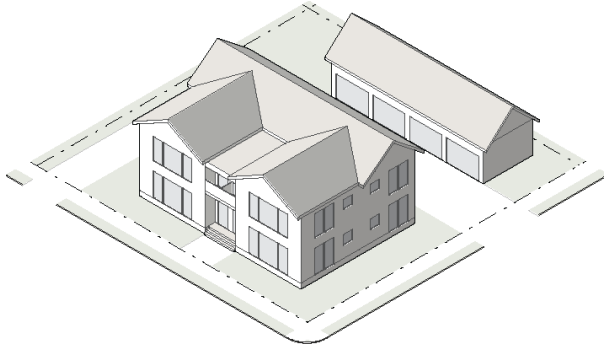
- (d) Cottage housing development. A building type designed to accommodate detached dwelling units organized around a shared, internal courtyard. Units cannot be vertically mixed.



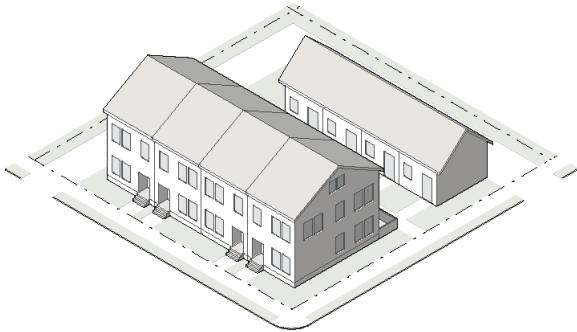
- (e) Duplex. A building type designed to accommodate two principal dwelling units, vertically or horizontally integrated, that share a common wall, floor, or ceiling on an individual lot.



- (f) Triplex/Quadplex. A building type designed to accommodate 3 to 4 principal dwelling units, vertically and/or horizontally integrated, that share a common wall, floor, or ceiling on an individual lot.



- (g) Townhouse. A building type designed to accommodate 3 to 6 dwelling units where each unit is separated by a common side wall and units cannot be vertically mixed.





CITY OF CLARKSTON

ITEM NO: 8C & 8D

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To consider an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Articles IV and VII of the city code.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☒ YES ☐ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 7

PRESENTER CONTACT INFO: Richard Edwards, AICP
PHONE NUMBER: 404-536-1120

PURPOSE: To consider an ordinance to amend the text of the Clarkston Zoning Ordinance as follows: (1) amend Appendix A, Article IV, Section 403 – Use Table, to add use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail to the use table; and (2) amend Appendix A, Article VII – Definitions, to revise the definition of convenience store and to add definitions for grocery store, fitness center, and small food retail to the Definitions.

NEED/ IMPACT: The proposed text amendments will provide definitions and use regulations for convenient stores, grocery stores, fitness centers, and small food retail, and provide use regulations for child day care/adult day care uses.

RECOMMENDATION: Staff is recommending deferral of this text amendment to the July 29th work session.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TEXT OF THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLES IV AND VII, TO ADD USE REGULATIONS FOR CHILD DAY CARE, ADULT DAY CARE, CONVENIENCE STORES, GROCERY STORES, FITNESS CENTERS, AND SMALL FOOD RETAIL TO THE USE TABLE; TO AMEND THE DEFINITION OF CONVENIENCE STORE; AND TO ADD DEFINITIONS FOR GROCERY STORE, FITNESS CENTER, AND SMALL FOOD RETAIL TO THE DEFINITIONS.

WHEREAS, Table 4.1 of the City's Zoning Ordinance sets forth certain permitted and conditional uses within City zoning districts, with any use not specifically listed in Table 4.1 or interpreted to be allowed by the city manager being prohibited; and

WHEREAS, Table 4.1 currently does not include explicit use regulations for child and/or adult day care centers, convenience stores, fitness centers, or small food retail establishments, and as such, these uses are prohibited within all City zoning districts; and

WHEREAS, Table 4.1 currently permits grocery stores but only within the TC zoning district; and

WHEREAS, the City Council finds that child and/or adult day care centers, convenience stores, fitness centers, and small food retail establishments are appropriate uses in certain zoning districts and may be appropriate in other zoning districts depending on site-specific conditions as contemplated by Zoning Ordinance Section 219; and

WHEREAS, the City Council finds that grocery stores should be available in additional zoning districts depending on site-specific conditions as contemplated by Zoning Ordinance Section 219; and

WHEREAS, the City Council desires to amend Table 4.1 to allow child and/or adult day care centers, convenience stores, fitness centers, and small food retail establishments in certain zoning districts, and to allow conditional use permits for such establishments in other zoning districts as is more specifically set forth in the revised Table 4.1 below; and

WHEREAS, the City Council desires to further amend Table 4.1 to allow grocery stores within the NC-2 zoning district, and to allow conditional use permits for grocery stores in the TC and NR-CD zoning districts; and

WHEREAS, to provide clarity for the public, the City Council also desires to amend Article VII of the Zoning Ordinance by revising the definition of convenience store and creating definitions for grocery store, fitness center, and small food retail; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Appendix A, Article IV, Division 1, Section 403 – Use Table, of the City of Clarkston Code of Ordinances is amended by deleting the existing Table 4.1. in its entirety and replacing it with the following table:

| Table 4.1 Use Table | | | | | | | | | | | |
|---|------|------|------|------|------|----|---|------|-------|----|------------------------|
| P: Permitted use C: Conditional use subject to the conditional use permit application procedures specified in article II of this chapter AP: Administratively approved use Pa: Accessory use as regulated by article IV of this chapter. | NR-1 | NR-2 | NR-3 | NC-1 | NC-2 | TC | I | R-OS | NR-CD | RC | Supplemental Standards |
| Residential | | | | | | | | | | | |
| Apartment childcare or tutoring | | | P | P | P | P | | | P | | Sec. 404 |
| Assisted Living | | | | | | | | | P | P | |
| Boarding or Rooming House, except halfway houses | | | | | | | | | C | C | |
| Dwelling, Accessory | P | P | P | | | | | | P | P | Sec. 413 |
| Dwelling, Duplex | | P | P | | | | | | P | | |
| Dwelling, Multi-family | | | | P | P | P | | | P | P | |
| Dwelling, Single-family detached | P | P | P | | | | | | P | P | |
| Dwelling, Townhome | | P | P | | | | | | P | | |
| Dwelling, Triplex | | | P | | | | | | P | | |
| Dwelling, Quadruplex | | | P | | | | | | | | |
| Home Occupation | P | P | P | | | | | | | | Sec. 407 |
| Non-commercial horticulture and agriculture | P | P | P | | | | | | | | Sec. 408 |
| Non-commercial poultry | P | P | P | | | | | | | | Sec. 409 |
| Personal Care Home | | | | | | | | | C | C | |
| Planned Unit Developments | | | | | | | | | | | |
| Cottage Housing Developments | | P* | P* | | | | | | P* | P* | |
| Planned Commercial Development | | | | P* | P* | P* | | | P* | P* | |
| Planned Mixed-Use Development | | | | P* | P* | P* | | | P* | | |
| Planned Residential Development | | P* | P* | | | | | | | P* | |
| Commercial and Retail | | | | | | | | | | | |
| Adult entertainment or establishment | | | | | | | C | | | | |
| Antique shop | | | | P | P | P | | | | P | |
| Apparel store | | | | P | P | P | | | | | |
| Art store/gallery | | | | P | P | P | | | P | P | |
| Banks and financial institutions | | | | P | P | P | | | | P | |
| Bed and breakfast inns | | | C | | | P | | | | C | Sec. 405 |
| Book and video store (non-adult oriented) | | | | P | P | P | | | | P | |
| Bottle shop/package store | | | | | C | P | P | | | | |
| Bowling Alleys | | | | | | P | P | | C | | |
| Camera shop | | | | P | P | P | | | P | | |
| Car washes | | | | | C | | C | | | | |
| Child day care, adult day care | | | | P | P | P | | | P | P | Sec. 406 |

| | | | | | | | | | | | |
|---|--|--|--|----|----|----|----|----|----|----|--|
| Convenient store w/o fuel pumps | | | | P | P | | P | | | | |
| Convenient store w/ fuel pumps | | | | C | P | | P | | | | |
| Dry cleaner (except drive thru) | | | | P | P | | | | | | |
| Eating and drinking establishment, excluding drive-thru/drive-in establishments | | | | P | P | P | P | | P | P | |
| Eating and drinking establishment, including drive-thru/drive-in establishments | | | | | C | | | | | | |
| Electronics and appliance store | | | | | | P | | | | | |
| Entertainment venues (non-adult oriented) | | | | | | | P | | | | |
| Florist | | | | P | P | P | | | P | P | |
| Funeral home (no on-site crematory services) | | | | | | | P | | | | |
| Furniture and home furnishings | | | | | | P | | | | | |
| Greenhouses and horticultural nurseries | | | | P | P | | | | P | P | |
| Grocery store | | | | | P | | | | | | |
| Fitness Center 5,000 sq. ft or less | | | | P | P | P | P | | P | P | |
| Fitness Center 5,000 sq. ft or greater | | | | | P | | P | | C | | |
| Hookah/Vape Store | | | | | | | | | | | |
| Hospital | | | | | | | P | | | | |
| Hotel | | | | | | C | | | | | |
| Jewelry store | | | | P | P | P | | | P | P | |
| Laundry, self-service | | | | C | C | | C | | | | |
| Massage establishment | | | | | | | C | | | | |
| Microbrewery | | | | P | P | P | P | | C | | |
| Movie Theater (non-adult oriented) | | | | | | P | P | | | | |
| Non-automotive repair services (cameras, jewelry, shoes) | | | | P | P | P | P | | | | |
| Parking structure | | | | Pa | Pa | Pa | Pa | Pa | Pa | | |
| Personal service establishment (barber shop, hair salon, nail salon) | | | | P | P | P | | | P | P | |
| Pet boarding/breeding kennel | | | | | | | P | | | | |
| Pet grooming and supply shop | | | | P | P | P | | | | | |
| Pharmacy or Drug store | | | | P | P | | | | | | |
| Recycling collection | | | | Pa | Pa | Pa | Pa | | | Pa | |
| Recycling collection/drop off centers | | | | | | | | | Pa | | |
| Research and experimental testing laboratories | | | | | | | C | | | | |
| Retail, 2,500 - 5,000 s.f. | | | | | P | P | | | P | C | |
| Retail, 2,500 s.f. or less | | | | P | P | | | | P | P | |
| Retail, over 5,000 s.f. | | | | | | P | P | | | | |
| Shoe store | | | | P | P | P | | | | | |
| Small food retail | | | | | P | P | | | | | |
| Sporting goods store | | | | P | P | P | | | | | |
| Tattoo parlor and piercing studio | | | | | P | P | P | | | | |
| Title loan businesses, pawn shops | | | | | | | C | | | | |
| Toy store | | | | P | P | P | | | | | |
| Office, Institutional, and Cultural | | | | | | | | | | | |
| Library, Public | | | | C | C | C | C | C | C | C | |

| | | | | | | | | | | | |
|---|---|---|---|----|----|----|----|----|----|----|----------|
| Pre-schools and similar establishments | | | | P | P | P | | | P | P | |
| Office (Professional) | | | | P | P | P | P | | | P | |
| Office (Medical) | | | | P | P | P | P | | | P | |
| Office (Veterinary without boarding) | | | | P | P | P | P | | | P | |
| Parks/Green Space | P | P | P | P | P | P | P | P | P | P | |
| Places of assembly, including religious institutions | C | C | C | C | C | | P | | C | C | Sec. 411 |
| Tutoring Establishments | | | P | P | P | P | | | P | P | |
| Industrial and Manufacturing | | | | | | | | | | | |
| Automobile, truck, motorcycle and heavy equipment sales/service/rental/parts/repair establishments | | | | | C | | P | | | | |
| Building and equipment supply/repair services (no outdoor storage) | | | | | | | P | | | | |
| Commercial dry-cleaning plants | | | | | | | C | | | | |
| Communications towers (cellular) | | | | | | | C | | | | |
| Crematories | | | | | | | C | | | | |
| Manufacturing and assembly, provided no gas, fumes or odors are emitted as a result of the activity | | | | | | | P | | | | |
| Outdoor storage, commercial | | | | | | | | | | | |
| Trade shops (locksmith, gunsmith, sheet metal, upholstery, furniture, appliance, electrical, carpentry) | | | | | | | P | | | | |
| Wholesaling and warehousing (entirely indoors) | | | | | | | P | | | | |
| Temporary Uses | | | | | | | | | | | |
| Farmer's market | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| Festival | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| Food truck | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| Seasonal activities and sales | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| Storage of construction equipment | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| Tent sale/sale of goods from temporary location | | | | AP | AP | AP | AP | AP | AP | AP | Sec. 414 |
| * When approved by City Council | | | | | | | | | | | |

SECTION 2. Appendix A, Article VII of the City of Clarkston Code of Ordinances is amended by replacing the definition of “convenience store” with the following definition:

Convenience store: Any retail establishment offering for sale prepackaged food products, household items, and other goods commonly associated with the same and having a gross floor area not greater than two thousand seven hundred (2,700) square feet.

SECTION 3. Appendix A, Article VII of the City of Clarkston Code of Ordinances is further amended by adding the following definitions:

Fitness center: A building or portion of a building designed and equipped for the conduct of sports, exercise, and related leisure activities, or other customary and usual recreational activities, operated for profit or not-for-profit and which may be open only to bona fide members and their guests or to the public for a fee. Accessory uses which support the principal use may include therapy treatments such as massage, meditation and other healing arts. The term "fitness center" shall not include adult entertainment establishments, hospitals, or other professional health care establishments separately licensed as such by the state.

Grocery store: A store that is 10,000 square feet or more where most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offers other home care and personal care products.

Small food retail: A retail business less than 5,000 square feet in size that sells a curated selection of fresh and pre-packaged foods, and which includes the preparation of fresh foods for on-site or off-site consumption.

SECTION 4. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 5. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV and VII, to add use regulations for child day care, adult day care, convenience stores, fitness centers, and small food retail to the use table; to expand use regulations for grocery stores; to amend the definition of convenience store in the Definitions; and to add definitions for grocery store, fitness center, and small food retail to the Definitions.

Date: May 27, 2025

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A. Article IV, Section 403 – Use Table*, to add use regulations for child day care/adult day care, convenience stores, fitness centers, and small food retail; to expand use regulations for grocery stores; to amend the definition of convenience store in Article VII – Definitions; and to add definitions for grocery store, fitness center, and small food retail to Article VII – Definitions.

Background:

The zoning code does not currently have explicit use regulations for the uses provided in this text amendment. This text amendment will allow for an easier interpretation of allowed uses.

Analysis:

The child day care/adult day care is listed on the use table but it does not have any zoning district where they are allowed. Staff is recommending permitting these uses in the NC-1, NC-2, TC, NR-CD, and RC zoning district. They will still be subject to the supplemental standards in Sec. 406.

Staff is recommending permitting convenience store w/o fuel pumps in the NC-1, NC-2, and I zoning districts and convenience store w/ fuel pumps to be permitted in the NC-2 and I zoning district with a conditional use permit requirement in the NC-1 zoning district.

Staff is further recommending an amendment to the definition of convenience store so that the definition in the Zoning Ordinance is consistent with the definition set forth in Section 11-171 of the City Code, as follows:

Any retail establishment offering for sale prepackaged food products, household items, and other goods commonly associated with the same and having a gross floor area of less not greater than two thousand seven hundred (2,0700) square feet.

The zoning code does not currently have any allowed uses for fitness centers so staff is recommending adding fitness center 5,000 sq feet or less to be permitted in the NC-1, NC-2, TC, I, NR-CD, and RC zoning districts. Further, staff is recommending that fitness center 5,000 sq. ft. or greater be permitted in the NC-2 and I zoning districts with conditional use permit requirement for the NR-CD zoning district. This would also include a definition for fitness center as,

“A building or portion of a building designed and equipped for the conduct of sports, exercise, and related leisure activities, or other customary and usual recreational activities, operated for profit or not-for-profit and which may be open only to bona fide members and their guests or to the public for a fee. Accessory uses which support the principal use may include therapy treatments such as massage, meditation and other healing arts. The term "fitness center" shall not include adult entertainment establishments, hospitals, or other professional health care establishments separately licensed as such by the state.”

The zoning code currently addresses a lot of the food marts within the city as either a retail shop or a grocery store. Staff is recommending adding a use type called “small food retail” as an allowed in the NC-2 and TC zoning district. Staff is also recommending a definition for this use as,

” A retail business less than 5,000 square feet in size that sells a curated selection of fresh and pre-packaged foods, and which includes the preparation of fresh foods for on-site or off-site consumption.”

Staff is also recommending that grocery stores be permitted in the NC-2 zoning district while requiring a conditional use permit in the TC and NR-CD zoning districts. This includes adding the following definition of grocery store:

” A store that is 10,000 square feet or more where most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offers other home care and personal care products.”



CITY OF CLARKSTON

ITEM NO: 8E & 8F

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve an ordinance to amend Clarkston Zoning Ordinance to provide architectural design requirements for residential garages and carports and to provide building elevation requirements.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 4

PRESENTER CONTACT INFO: Richard Edwards, AICP
PHONE NUMBER: 404-536-1120

PURPOSE: To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article V of the city code, to provide architectural design requirements residential garage and carport requirements and to provide architectural building elevation requirements to minimize the monotonous appearance of residential developments.

NEED/ IMPACT: This text amendment will require residential garages and carports to be located no closer to the street than the front façade of the home and will require that the garage or carport be no greater than 50% of the front façade of a residential home. Further, this text amendment will require that architectural elevations for residential developments do not repeat more than one every five homes.

RECOMMENDATION: Staff is recommending approval of these text amendments.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TEXT OF THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE V, SITE DESIGN, OF THE CITY CODE, TO PROVIDE ARCHITECTURAL DESIGN REQUIREMENTS FOR RESIDENTIAL GARAGES AND CARPORTS AND TO PROVIDE ARCHITECTURAL BUILDING ELEVATION REQUIREMENTS TO MINIMIZE THE MONOTONOUS APPEARANCE OF RESIDENTIAL DEVELOPMENTS.

WHEREAS, the City's Zoning Ordinance adopted in 2023 includes certain architectural design requirements for the development of real property located within the City limits, which are set forth at ; and

WHEREAS, the City's architectural design requirements are intended to maintain the City's unique character, while ensuring aesthetic cohesion, functionality, and efficiency; and

WHEREAS, currently, the City's architectural design requirements do not contain design standards for residential garages or carports, nor do they contain regulations to prevent monotony in residential developments; and

WHEREAS, the City Council desires to implement design standards for residential garages and carports, and to avoid monotony of design in residential developments to promote visual interest; and

WHEREAS, the City Council desires to amend Section 520, Building facades and entrances, of the City's Zoning Ordinance to add design standards for residential garages and carports, and to require varying building elevations of residential structures within the City; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Appendix A, Article V, Division 4, Section 520, Building facades and entrances, of the City of Clarkston Code of Ordinances is amended by adding new subsections (e) and (f), as follows:

- (e) Residential garage and carports.
 - (1) All residential garages and carports facing a street shall not be located closer to the street than the dwelling's primary facade.
 - (2) Residential garages and carports facing a street shall not comprise more than 50 percent of the front facade.
- (f) Building elevations of residential structures shall not be repeated at a rate greater than once every five (5) building lots or units along the same street frontage to minimize the monotonous appearance of residential

developments. Any residential subdivision, townhome or condominium development shall be required to submit a copy of the approved plat or site plan denoting or identifying model names or architectural elevations (which must accompany the plat or site plan as attachments) that demonstrates compliance with this section.

SECTION 2. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 3. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this ____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article V to include residential garage/carport standards and residential building elevation requirements.

Date: May 27, 2025

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A, Article V* to include residential garage and carport standards and residential building elevation requirements.

Background:

The Planning and Zoning Board has been working with staff to implement Architectural Design Requirements and Guidelines. After a thorough review, it was found that residential garage/carport standards and residential building elevation monotony regulations, which were part of the proposed Architectural Design Requirements and Guidelines, were not codified in the Zoning Ordinance.

Analysis:

Staff is proposing to add the following language to the code relating to the monotonous appearance of residential developments:

(f) Building elevations of residential structures shall not be repeated at a rate greater than once every five (5) building lots or units along the same street frontage to minimize the monotonous appearance of residential developments. Any residential subdivision, townhome or condominium development shall be required to submit a copy of the approved plat or site plan denoting or identifying model names or architectural elevations (which must accompany the plat or site plan as attachments) that demonstrates compliance with this section.

Staff is proposing to add the following language to the code relating to residential garage and carport:

(e) Residential garage and carports.

(1). All residential garages and carports facing a street shall not be located closer to the street than the dwelling's primary facade.

(2) Residential garages and carports facing a street shall not comprise more than 50 percent of the front facade.

This style of residential home would not be allowed by this text amendment.



(photo: thegazette.com)

This style of residential home would be allowed.



(photo: mojohomes.com.au)



CITY OF CLARKSTON

ITEM NO: 8G & 8H

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article III of the city code.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☒ YES ☐ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 7

PRESENTER CONTACT INFO: Richard Edwards, AICP
PHONE NUMBER: 404-536-1120

PURPOSE: To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article III, Section 317. TC, town center district to provide land use mix requirements for parcels over one-half acre in size.

NEED/ IMPACT: These text amendments require a mix of land uses for all properties zoned TC and over one-half (1/2) acre in size. This is an effort to apply the TC zoning district's purpose and intent to "promote a mix of residential, business, commercial, office, institutional, cultural and entertainment activities for workers, visitors, and residents."

RECOMMENDATION: Staff is recommending approval of these text amendments.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE III, SECTION 317 OF THE CITY CODE, TO REQUIRE A MIX OF LAND USE TYPES AND DENSITIES ON PARCELS OVER ONE-HALF ACRE IN SIZE AND LOCATED WITHIN THE TOWN CENTER (TC) DISTRICT.

WHEREAS, the Clarkston Zoning Ordinance adopted in 2023 establishes certain zoning districts and includes certain requirements for the development of real property located within each City zoning district; and

WHEREAS, the town center (TC) district was established for the purpose of promoting a mix of residential, business, commercial, office, institutional, cultural and entertainment activities for workers, visitors, and residents; and

WHEREAS, members of the public have frequently expressed a desire for a larger mix of land use types within the TC zoning district; and

WHEREAS, the City Council desires to amend the Zoning Ordinance to require that all parcels between one-half (1/2) acre in size and two (2) acres in size, and located within the TC zoning district, include a mix of at least two types of land uses with all major redevelopments or new developments; and

WHEREAS, the City Council desires to amend the Zoning Ordinance to require that all parcels over two (2) acres in size, and located within the TC zoning district, include a mix of at least three types of land uses with all major redevelopments or new developments; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Appendix A, Article III, Division 4, Section 314 - TC, town center district, of the City of Clarkston Code of Ordinances is amended by adding a new subsection (e), as follows:

(e) Land use mix.

- (1) The intent is to create a node of neighborhood-oriented retail, commercial, and residential services that work together to provide community needs. Non-residential developments must be of a scale and type that is compatible with the residential component of the development and the surrounding areas.
- (2) A Town Center development consisting of a land area between one-half (1/2) acre and two (2) acres shall contain at least two types of land use as identified in the table below. Each use type shall have a minimum of twenty-five (25) percent of the total density.
- (3) A Town Center development consisting of a land area greater than two (2) acres shall contain at least three types of land uses and densities as identified in the table below.

| Land Use | Percentage of Land | |
|----------------------------|--------------------|---------|
| | Minimum | Maximum |
| Residential | 25% | 75% |
| Institutional and Cultural | 10% | 50% |
| Commercial and Retail | 10% | 50% |
| Office | 10% | 50% |

- (4) Uses shall be calculated using one of the following methods based on the development type:

(i) *Horizontal Mixed Use (Single-story buildings)*: Land Use Land Area (acres)/Total MU Land Area (acres) = % Land Use of MU Development.

Example: 25 acres of Residential Land Use/100 acres of MU Land Area = 25% Residential Land Use of MU Development.

(ii) *Vertical Mixed Use (Multi-story buildings)*: Land Use Gross Floor Area (square feet)/Total Gross Floor Area of All MU Development (square feet) = % Land Use of MU Development.

Example: 25,000 SF of Commercial Land Use/100,000 SF for All Vertical Development = 25% Commercial Land Use of MU Development.

(iii) *Combination of Horizontal and Vertical Mixed Use (Single-story and multi-story buildings)*: Land Use Gross Floor Area (square feet)/Total Gross Floor Area of All MU Vertical and Horizontal Development (square feet) = % Land Use of MU Development.

Example: [25,000 SF of Vertical Commercial Land Use + 25,000 SF of Horizontal Commercial Development]/200,000 SF for All Vertical and Horizontal Development = 25% Commercial Land Use of MU Development.

- (5) A nonconforming building or structure that is repaired, rebuilt, or altered after damage exceeding fifty (50) percent of its replacement cost at the time of destruction for all uses shall be brought into conformity with this ordinance, pursuant to Sec. 225 of the Appendix A – Zoning.

SECTION 2. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 3. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

Notice Published in DeKalb Champion: May 15, 2025

Public Hearing Held by City Council: June 3, 2025

SO ORDAINED this ____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney



STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article III, Section 317. TC, town center district to provide land use mix requirements for parcels over one-half acre in size.

Date: May 27, 2025

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A, Article III, Section 317. TC, town center district*, to provide for land use mix requirements for parcels over one-half (1/2) acre in size.

Background:

The TC, town center district's purpose and intent is to promote a mix of residential, business, commercial, office, institutional, cultural and entertainment activities for workers, visitors, and residents. Staff has frequently heard about the desire for a larger mix of uses, particularly in the city's downtown core. This text amendment would require any lot zoned TC and over one-half (1/2) acre in size to provide a mix of land uses with major redevelopments and new developments.

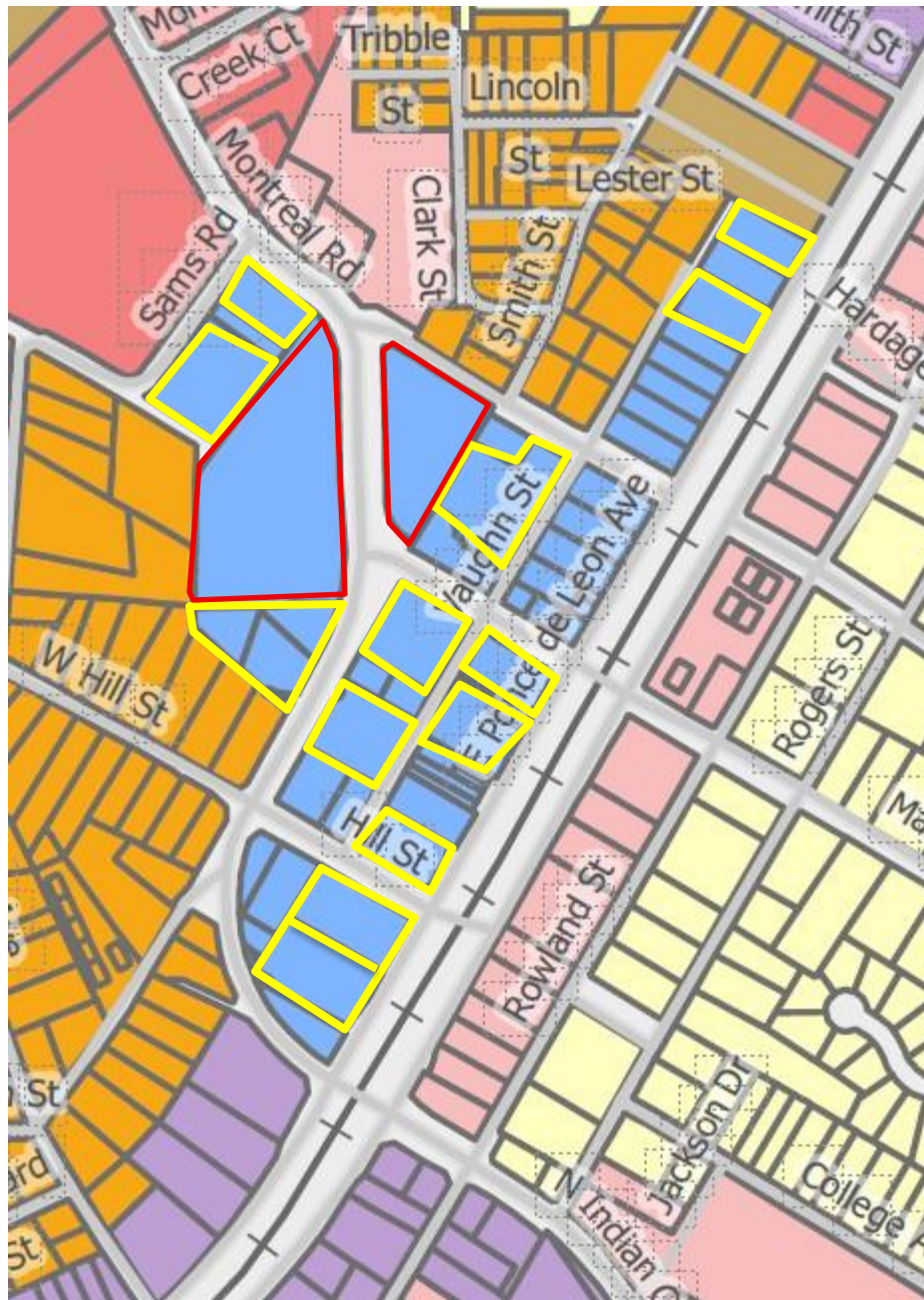
Analysis:

There are sixteen (16) parcels that are zoned TC and have a minimum of one-half (1/2) acre or 21,780 square feet in size. Those parcel ranging in size from one-half (1/2) acre to two (2) acres would require a land use mix of two (2) uses and those parcels greater than two (2) acres would require a land use mix of three (3) uses. If these parcels were to be developed or have a major redevelopment, they would have to include the applicable, required land use mix. The land use mix options are as follows:

- Residential
- Institutional and Cultural
- Commercial and Retail
- Office

If a development was unable to meet the land use mix requirement, they would be eligible to apply for a variance request to be voted on by the Mayor and City Council.

The map below shows all of the parcels zoned TC and that are one-half (1/2) acre or larger, highlighted in yellow.



Yellow 0.5 – 2 acres

Red 2+ acres

| | |
|------------------|---|
| Avondale Estates | No required mixed-use zoning district but provides density bonuses for mixed-use developments |
| Conyers | 2 Mixed Use zoning district and a mixed-use overlay |
| Douglasville | TCMU district requires all properties have a minimum of 2 land uses |
| Forest Park | 2 Mixed Use zoning districts |
| Pine Lake | Mixed Use overlay |
| Riverdale | 2 Mixed Use zoning districts |
| Social Circle | 2 Special Districts that require mixed use |
| Stonecrest | 5 Mixed Use zoning district and a mixed-use overlay |
| Stone Mountain | VCM district requires mixed use for any development with a residential component |
| Tucker | 4 mixed-use zoning districts and 3 Downtown districts (only 1 requires mixed-use) |

1107 Vaughan Street – 0.43 Acres

The property at 1107 Vaughan Street encompasses approximately 0.43 acres and includes two, one-story buildings housing a total of three businesses, with a combined gross floor area of 6,800 square feet.

Per zoning requirements, the site necessitates 34 parking spaces; however, only 27 are currently provided. Additionally, the property exceeds the allowable maximum lot coverage and does not meet the minimum requirement of 20% open space.

Despite these deficiencies, the property demonstrates a relatively high commercial density for its size, accommodating multiple businesses on less than half an acre.



1055 Rowland Street – 0.98 acres

The property at 1055 Rowland Street encompasses approximately 0.98 and includes one, two-story building, with a combined gross floor area of 2,955 square feet.

Per zoning requirements, the site requires 15 parking spaces, only 13 are provided.

Staff is unaware of any redevelopment or future plans for this city property and below is purely a hypothetical scenario to demonstrate the intent of this proposed text amendment.

This property could utilize the land use mix for under two acres by having office space in the existing building and adding parks and green space to the remaining land to meet the two-use requirement.





CITY OF CLARKSTON

ITEM NO: 81

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: June 3, 2025

SUBJECT: To approve an ordinance to amend the text of the Clarkston Code of Ordinances, Chapter 15, Article II to increase the number of Historic Preservation Commission (HPC) members from three (3) to five (5); to remove term limits for HPC members; and to implement advertising requirements for future appointments to the HPC.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Richard Edwards, AICP
PHONE NUMBER: 404-536-1120

PURPOSE: To approve an ordinance to amend the text of the Clarkston Code of Ordinances, Chapter 15, Section 33 pertaining to the number, appointment, and term of members to the HPC.

NEED/ IMPACT: This text amendment would increase HPC membership from three (3) members to five (5) members. The quorum for the HPC is two (2) members, which does not allow the members to meet or discuss anything outside of an official public meeting. An expansion of the membership would allow up to two (2) members to attend meetings/trainings, make site visits, or host educational talks on historic preservation without an official public meeting.

Further, this text amendment would lift the restriction on members serving more than two (2) consecutive terms and require an advertisement to be published on the city's website for a minimum of thirty (30) days prior to voting on an appointment.

RECOMMENDATION: Staff is recommending approval of this text amendment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 15, ARTICLE II OF THE CITY CODE CONCERNING THE HISTORIC PRESERVATION COMMISSION TO INCREASE THE NUMBER OF MEMBERS FROM THREE (3) TO FIVE (5); TO REMOVE TERM LIMITS FOR MEMBERS; AND TO REQUIRE ADVERTISING FOR FUTURE APPOINTMENTS.

WHEREAS, the City of Clarkston adopted Ordinance 19-432 to create the Historic Preservation Commission in 2019; and

WHEREAS, the Historic Preservation Commission currently consists of three (3) members, one appointed by the Mayor (“Post 1”) and two appointed by the City Council (“Post 2” and “Post 3”); and

WHEREAS, currently, Post 1 is held by Ashton Graham whose term expires on December 31, 2027, Post 2 is held by Dean Moore whose term expires on December 31, 2025, and Post 3 is held by Robyn Sands whose term expires on December 31, 2026; and

WHEREAS, expanding the Historic Preservation Commission’s membership will enhance their capacity to review and advise on preservation matters; and

WHEREAS, the City Council desires to add two (2) new members to the Historic Preservation Commission (“Post 4” and “Post 5”) to be appointed by the City Council, thus increasing the overall membership from three (3) members to five (5) members; and

WHEREAS, the City Council further desires to remove term limits in order to allow members of the Historic Preservation Commission that have obtained valuable knowledge to remain on the Commission for more than two terms, if reappointed; and

WHEREAS, the City Council desires to require that openings on the Historic Preservation Commission be advertised on the city’s website for at least thirty (30) days prior to voting on an appointment in order to give interested members of the community the opportunity to apply to fill an open position.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Chapter 15, Article II, Subsection 15-33(c), of the City of Clarkston Code of Ordinances is hereby amended to read as follows:

“(c) Commission members: Number, appointment, terms and compensation:

- (1) The commission shall consist of five (5) members, four (4) appointed by the city council, and one (1) appointed by the mayor. All members shall be residents of Clarkston and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.

- (2) To the extent available in the City, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.
- (3) Generally, members shall serve three-year terms. Members taking office prior to December 31, 2025 (Posts 1, 2 and 3) and their successors shall serve three-year terms as originally appointed.
- (4) In order to maintain staggered terms, one of the two members appointed by the city council to a newly created seat with a term of office beginning January 1, 2026 ("Post 4") shall serve an initial term of two (2) years. The other member appointed to a newly created seat with a term of office beginning January 1, 2026 ("Post 5") shall serve an initial term of three (3) years.
- (5) Sixty (60) days prior to the expiration of any member's term, the Planning and Economic Development Director shall cause an advertisement to be published on the official website of the City for a period of not less than thirty (30) days soliciting applicants for membership on the commission.
- (6) Members shall not receive a salary, although they may be reimbursed for expenses.

SECTION 2. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 3. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney



Historic Preservation Commission

MEMBER ROSTER

Ashton Graham – Vice-Chair
[Mayor Appointee](#)
[Term – December 2027](#)

Dean Moore - Chairman
[City Council Appointee](#)
[Term – December 2025](#)

Robyn Sands
[City Council Appointee](#)
[Term – December 2026](#)

Proposed Appointee
[City Council Appointee](#)
[Term – December 2026](#)

Proposed Appointee
[City Council Appointee](#)
[Term – December 2027](#)

Sec. 15-33. Creation of a historic preservation commission.

- (a) *Creation of the commission*:. There is hereby created a commission whose title shall be "Clarkston Historic Preservation Commission" (hereinafter "commission").
- (b) *Commission position within the city government*: The commission shall be part of the planning functions of the City of Clarkston.
- (c) *Commission members: Number, appointment, terms and compensation*:
- (1) The commission shall consist of ~~five (5) three (3)~~ members, ~~four (4) two (2)~~ appointed by the city council, and one (1) appointed by the mayor. All members shall be residents of Clarkston and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.
 - (2) To the extent available in the City, at least ~~three (3) two (2)~~ members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.
 - (3) Members shall serve three-year terms. ~~Members may not serve more than two (2) consecutive terms.~~ In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year, to be appointed by the mayor; one (1) member for two (2) years, appointed by the city council; and one (1) member for three (3) years, appointed by the city council.
 - ~~(4) Upon the expiration of all appointments, an advertisement shall be published on the official website of the City for a period of not less than thirty (30) days prior to any vote concerning the appointment of a member to the Historic Preservation Commission.~~
 - ~~(5)~~ Members shall not receive a salary, although they may be reimbursed for expenses.

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CITY COUNCIL

ITEM NO: 8J

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: JUNE 3, 2025

SUBJECT: To consider the first adoption of an ordinance to amend the City Charter to be consistent with the State General Law concerning the minimum term of Municipal Court Judges.

DEPARTMENT: Administration Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO:
Stephen Quinn, City Attorney
PHONE NUMBER: 404-296-6489

PURPOSE: To amend the City Charter to be consistent with State law that requires a two-year term of office for the municipal court judge.

NEED/ IMPACT: This ordinance must be adopted by the Council at two consecutive regular meetings to become effective.

RECOMMENDATION: To be consistent with the State law by amending the City Charter.

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND THE CITY CHARTER TO BE CONSISTENT WITH STATE GENERAL LAW CONCERNING THE MINIMUM TERM OF MUNICIPAL COURT JUDGES; TO REPEAL CONFLICTING PROVISIONS; AND FOR OTHER PURPOSES.

WHEREAS, the City Charter currently provides for the City of Clarkston Municipal Court, which is overseen by a qualified judge who is appointed by the City Council on an annual basis; and

WHEREAS, State law was amended to require that any individual appointed as a judge of a municipal court must serve a minimum term of two (2) years; and

WHEREAS, the City desires to amend its Charter to be consistent with state law; and

WHEREAS, the City is authorized to amend its Charter pursuant to its home rule powers as set forth in O.C.G.A. § 36-35-3.

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston as follows:

SECTION 1. City Charter Section 3.04 is hereby deleted and replaced with the following language:

“Sec. 3.04 – Municipal Court – Appointment of Judge.

The City of Clarkston Municipal Court shall be presided over by a qualified judge appointed by the City Council to a two-year term of office. Such judge shall receive such compensation as shall be fixed by the City Council and shall serve at the pleasure of the City Council, subject to applicable State law regarding the removal of the judge during his/her term of office.

SECTION 2. This Ordinance is intended to be severable. If any section, subsection, paragraph, sentence or word of this Ordinance is for any reason held to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed each section, subsection, paragraph, sentence or word of this Ordinance irrespective of the invalidity of any other section, subsection, paragraph, sentence or word.

SECTION 3. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. This Ordinance shall become effective immediately upon its final adoption by the City Council at the second of two consecutive regular meetings.

APPROVED, this ____ day of _____, 2025.

SO ORDAINED, this ____ day of _____, 2025.

ATTEST:

**CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA**

Tomika Mitchell, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney