

# CITY COUNCIL MEETING

*Beverly Burks –Mayor*

*Jamie Carroll*

*Awet Eyasu*

*Debra Johnson*

*Ahmed Hassan*

*Laura Hopkins*

*Mark W. Perkins*

*Shawanna Qawiy- Interim City Manager*

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## AGENDA

**Tuesday, October 5, 2021 7:00PM**  
**HYBRID: IN-PERSON & ZOOM**

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**A. CALL TO ORDER**

**B. ROLL CALL/PLEDGE OF ALLEGIANCE**

**C. ADMINISTRATIVE BUSINESS/PRESENTATION**

C1) Approve Minutes:, Special Call Meeting 9-16-21, Work Session Meeting 9-28-21 Minutes

**D. REPORTS:**

- 1) Planning/ Economic and Development Report
- 2) City Manager's Report
- 3) City Attorney's Report
- 4) Council Remarks
- 5) Mayor's Report

**E. 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 discretions 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.

**F. OLD BUSINESS**

**G. NEW BUSINESS**

(G1) Approve an Alcohol Application- Food Mart d/b/a Gurkha Mart, LLC.

(G2) Approve the short-listed firms recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

(G3) Approve the change order for SPLOST 04 B & C – Rowland Street Road Diet-Market Street to Norman Road.

(G4) Approve a Driveway Reimbursement Agreement with 906 Rowland Street and the City of Clarkston.

(G5) Approve the sale of surplus police vehicles.

(G6) Approve the reallocation of ARPA funds.

(G7) Consider an application to de-annex Tract B formerly apart of parcel known as 4692 East Ponce de Leon Avenue, Stone Mountain, GA 30083( City of Clarkston).

**H. EXECUTIVE SESSION**

H1) Discuss a legal matter

H2) Discuss a personnel matter

**I. ADJOURNMENT**

# CITY COUNCIL SPECIAL CALL MEETING MEETING MINUTES

Thursday, September 16, 2021, 7:00PM

Officials Present :In-Person

Mayor: Beverly Burks

Council: Jamie Carroll, Awet Eyasu, Ahmed Hassan,  
Debra Johnson, Mark Perkins

City Manager:

City Attorney:

The mayor called the Special Call meeting to order at 7:01PM.

The mayor gave an overview of the meeting to discuss and approve the Interim City Manager contract with Shawanna Qawiy.

Compensation and duties were discussed.

The mayor called for a motion. A motion was made by Councilman Hassan to approve the Interim City Manager contract with Shawanna Qawiy.

Second: Councilman Carroll.

Vote: The vote was called, and the motion carried (5, 0)

Public Speakers: Dean Moore, Brian Medford, Shawanna Qawiy

Meeting adjourned 7:24PM

# CITY COUNCIL WORK SESSION MEETING MINUTES

Tuesday, September 28<sup>th</sup> 2021

Officials Present :Hybrid In-Person/Zoom

Mayor: Beverly Burks  
Council: Jamie Carroll, Awet Eyasu, Laura Hopkins,  
Debra Johnson, Mark Perkins  
Interim City Manager: Shawanna Qawiy  
City Attorney: Stephen Quinn

## **A. ROLL CALL**

Mayor Burks, Awet Eyasu, Laura Hopkins, Debra Johnson, Jaime Carroll, Mark Perkins,  
(Ahmed Hassan- *excused absence*)

Mayor called for any adjustments to the agenda. Councilman Carroll made the motion to amend the agenda to add item E8 to discuss reallocation of ARPA funds.

Second : Councilperson Johnson

A vote was called, and the motion carried. (5,0)

## **B. WORK SESSION- RESIDENT COMMENT POLICY**

Any member of the public may address questions or comments to the Council referencing only agenda items after the Mayor and Council have had the opportunity to discuss the agenda item. Each Attendee will be allowed 3 minutes for comments.

## **C. PRESENTATION / ADMINISTRATIVE BUSINESS NEW BUSINESS**

None

## **D. OLD BUSINESS**

None

## **E. NEW BUSINESS**

(E1) Alcohol Application- Food Mart d/b/a Gurkha Mart, LLC.

The Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store for beer/wine/malt beverages. The location to be considered for this alcoholic beverage license is Food Mart located at 1051 Montreal Road, Suite A. The alcohol review committee has performed a thorough review of the various components of this application. Staff recommends approval. The applicant Mr. Rai attended the meeting.

Speaker: Dean Moore:

ICM Qawiy stated that the application to sell alcohol had previously been approved at this location meeting all review requirements. This request is an ownership change.

**(E2) Discuss the Veterans and Community Outreach Foundation (VCOF).**

Mr. Victor Johnson and guest presenters gave an overview of the VCOF and the mission to encourage engagement with the community, and to build relationships and work together to benefit communities, all people, and all nations. The various programs and services that VCOF Clarkston Outreach will offer are Clarkston Homelessness, Clarkston Men's /Women's Think Tank, Safety and Security, Clarkston Veterans' Day 2021, Tower Gardens, and a Vietnam Memorial Park.

Mr. Johnson thanked the council for allowing him and his team to present and asked for the support of the mayor and council.

Councilmembers Carroll and Eyasu established that the funding requests could be a challenge for this year's budget, but they would look into sponsorship next year.

**(E3) Discuss approving the short-listed firms recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.**

ICM Qawiy presented the item to discuss the shortlist firms of Kramer Design Group from Detroit, Michigan and Tarchitects from Atlanta, Georgia, to recommend for phase two of the evaluation process for the architectural design services for the 40 Oaks Nature Preserve Farmhouse.

Larry Kaiser, consultant engineer answered council questions. He reiterated the criteria for the architects to have a strong historical preservation background with architecture and/or adaptive reuse experience.

**(E4) Discuss the *Draft Diagnostic Report for the Clarkston Zoning Ordinance Rewrite.***

ICM Qawiy gave the background of the zoning ordinance rewrite and how step 1 Analysis & Discovery, and step 2 Framework of the zoning rewrite update process produced the draft diagnostic report from POND.

The planning team POND and company will facilitate a streamlined approach to the zoning rewrite summarized by steps 1 and 2, and include step 3 Code Creation and step 4 Zoning Adoption

Presenters: Lauren Blaszyk and Rosie Mafe of POND presented and provide an overview of the finding resulting in the draft diagnostic report. The recommendations will be developed into policy recommendations.

Councilman Carroll discussed accessory dwellings and clarified Councilperson Hopkins question related to the subdivision of individual lots.

Speakers: Brian Medford, Dean Moore, Warren Hadlock

**(E5) Discuss approving the change orders for SPLOST 04 B & C – Rowland Street Road Diet-Market Street to Norman Road.**

Council discussed the change order for the request to modify the Rowland Street plans for the section of Rowland Street from Market Street to Norman Road to provide full vehicle access.

Councilman Carroll discussed the purchase of an easement.

Councilwoman Hopkins discussed Rogers Street being residential on both sides of the street. She added to the discussion of additional options to be considered before a final decision is made.

Larry Kaiser stated another option to consider is to install bollards.

Speaker : Brian Medford

**(E6) Discuss approval of a Driveway Reimbursement Agreement with 906 Rowland Street and the City of Clarkston.**

ICM Qawiy gave an overview of the request and how continued erosion can cause damage to the future infrastructure on Rowland Street. The city has offered to pave the driveway on private property utilizing the city's contractor on the Rowland Street, road project. The property owner will reimburse the city for the work at an estimated cost of construction to the owner of \$3,210. The estimated cost will be divided into 12 monthly payments of \$260 until paid in full.

Attorney Quinn stated that there is no issue with the agreement.

**(E7) Discuss the sale of surplus police vehicles.**

Chief Chris Hudson gave an overview of the 5 vehicles that the police department will sell as surplus vehicles.

**(E8) Discuss the reallocation of ARPA funds.**

ICM Qawiy gave an overview of the funding allocations since July 2021 and the current balances as of September 23, 2021. Funds have been exhausted for rental assistance and technology, creating negative balances. Outstanding and signed Memorandum of Understandings are pending payment.

Mayor and Council recommends subtracting \$125,000 from Business Assistance, adding \$150,000 to Rental Assistance, subtracting \$25,000 from Mortgage Assistance and \$25,000 from Utility Assistance, adding \$25,000 to Technology, adding \$23,000 for a police vehicle, and to make payment of the pending MOUs in the amounts of \$17,925, \$28,405.52, and \$25,000.

Vice Mayor Eyasu recommended that the ARPA spreadsheet be posted to the city website for transparency.

Attorney Quinn stated that the city has until 2024 to spend the ARPA funds.

Speaker: Dean Moore

**F. ADJOURNMENT**

Meeting adjourned.

CITY OF CLARKSTON

ITEM NO: G1

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Vote

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To approve an alcohol application submitted by Food Mart D/B/A Gurkha Mart LLC.

DEPARTMENT: ALCOHOL REVIEW COMMITTEE

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: INTERIM CITY MANAGER  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

The Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store to sale Beer/Wine/Malt Beverages. The location to be considered for this alcohol beverage license is Food Mart located at 1051 Montreal Road, Suite A.

**NEED/ IMPACT:**

The new owner of the Food Mart D/B/A/ Gurkha Mart, LLC at 1051 Montreal Road, Suite A has made application for an alcohol beverage, license for Beer/Wine/Malt beverages for retail package sales. All required inspections have been performed and the required background check has been passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The ARC has performed a thorough review of the various components to this application.

**RECOMMENDATIONS:**

Staff (ARC) recommends APPROVAL.

Under Clarkston Code Sec. 3-53, the City Council is vested with the final authority to grant an alcohol license.

**New Alcohol Beverage License Application**

2021

**Instructions:** This application must be typed or printed legibly and executed under oath. Each question must be fully answered. If space provided is not sufficient to answer the question please use a separate sheet of paper. Holding an alcohol beverage license with the City of Clarkston is a privilege.

Date: 11/18/20       New       Amendment      Change of Ownership

Contact Name: Dil Kumar Rai      Phone: 404-314-0619

Business/Trade Name: Burkha Mart, LLC

D/B/A: Food Mart

Business Address: 1051 Montreal Rd, Suite A, Clarkston, GA 30021

Emergency Contact Name: Dil Kumar Rai      Phone: 404-314-0619

**TYPE OF BUSINESS**

- Convenience Store
- Grocery Store
- Package Store
- Manufacturer
- Specialty Beverage Store
- Restaurant
- Wholesale
- Other: \_\_\_\_\_

**TYPE OF LICENSE AND FEES**

Retail Dealers On-Premise Consumption Retail Dealers Package

- Beer/Malt Beverages \$750
- Wine \$750
- Beer/Wine/Malt Beverages \$1,000
- Distilled Spirits \$2,500
- Wholesale Wine or Beer/Malt \$350
- Wholesale Beer/Wine/Malt \$450
- Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
- Administrative (Investigative Application) Fee (applicable to all Licenses) \$200.00
- Employee Work Permit Initial/Renewal \$50.00 (per employee) Must apply Clarkston Municipal Courts Office (404-292-9465)

$$\begin{array}{r} \$1,000 \\ \underline{\quad 200} \\ \$1,200.00 \end{array}$$

**FOR OFFICE USE ONLY**

Department	Date	Approved/Declined	Comments
City Clerk			
Police Department			
City Manager			



**APPLICANT INFORMATION**

Please submit a passport photograph of owner(s) with completed application.

Full Name: Dil Kumar Rai Date of Birth: \_\_\_\_\_  
 Current Address: 2940 Brandon Walk LN, Lawrenceville, GA 30044

Name of Agent or Representative (if different from Applicant): Bijay Rai  
 Phone: 470-378-7004  
 Address: 4389 Brynmwell DR STONE MTN, GA 30083-2478

Address of Applicant (if different for the past 5 years):  
2940 Brandon Walk LN Lawrenceville GA 30044 6/12/19 - Present  
3850 Southfork Dr SW Lilburn GA 30047 4/21/18 - 6/11/19  
1000 Montreal Rd, Clarkston, GA 30021 12/30/10 - 4/20/14

Have you ever been arrested?  Yes  No (If yes, explain) None

**BUSINESS INFORMATION**

Type of business entity:  Sole Proprietorship  Partnership  Corporation  Other *Cannot reach city but license applied for.*  
 Has an Occupational Tax Certificate been obtained and paid for at said business?  Yes  No (If not issued by the City of Clarkston please include a copy with application.) *attached.*

Federal Tax ID Number: 85-3581232 State Tax ID Number: 20321451424

Do you own the property?  Yes  No (If no, please provide name, address, and contact number for the landlord. A copy of the Lease must be attached to this application.) Dipasha, LLC  
Piaz Ali, AAli Investment Co, LLC 678-777-0080  
1833 Lawrenceville, Decatur, GA 30033

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
Dil Kumar Rai	President	██████████	2940 Brandon Walk LN Lawrenceville, GA 30044	100%

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state?  Yes  No

*W/A* If so, have you or anyone holding interest in the establishment ever been placed on probation or had your license revoked?  Yes  No (If yes, please explain on separate sheet of paper and attach hereto.)

Provide name, address, Social Security Number, and phone number for each Manager if different from owner. A passport photograph, Personnel Statement, and Background Check must be submitted for each manager.

Full Name	Position	Social Security Number	Address	% of Interest
Same as applicant				

**1/A Change of ownership**

If new application for Retail Sale, attach a surveyor's plat and state the straight line distance from property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

Church: + 182 yards. School: + 110 YARDS.

Library: NOT found with in 300 FT. Public Recreation: Nilam park 2100 FT.

*This store has survey on file and has not closed. Sells alcohol now.*

**VERIFICATION OF APPLICATION**

I hereby make application for an Alcohol Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

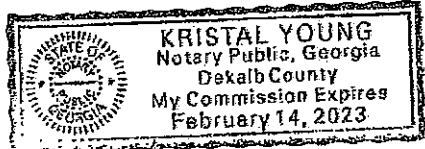
*[Signature]*  
Signature of Applicant or Agent

Dil Kumar Rai  
Print or Type Name

I certify that Dil Kumar Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of NOV., 2020.

*[Signature]*  
Notary Public



My commission expires on: 02-14-2023

**BC**  
 BAYSON ENGINEERING CONSULTANTS, LTD.  
 1269 O'GERRY HILL ROAD  
 CONNERS, GEORGIA 30094  
 678-465-9610 FAX 678-720-5795

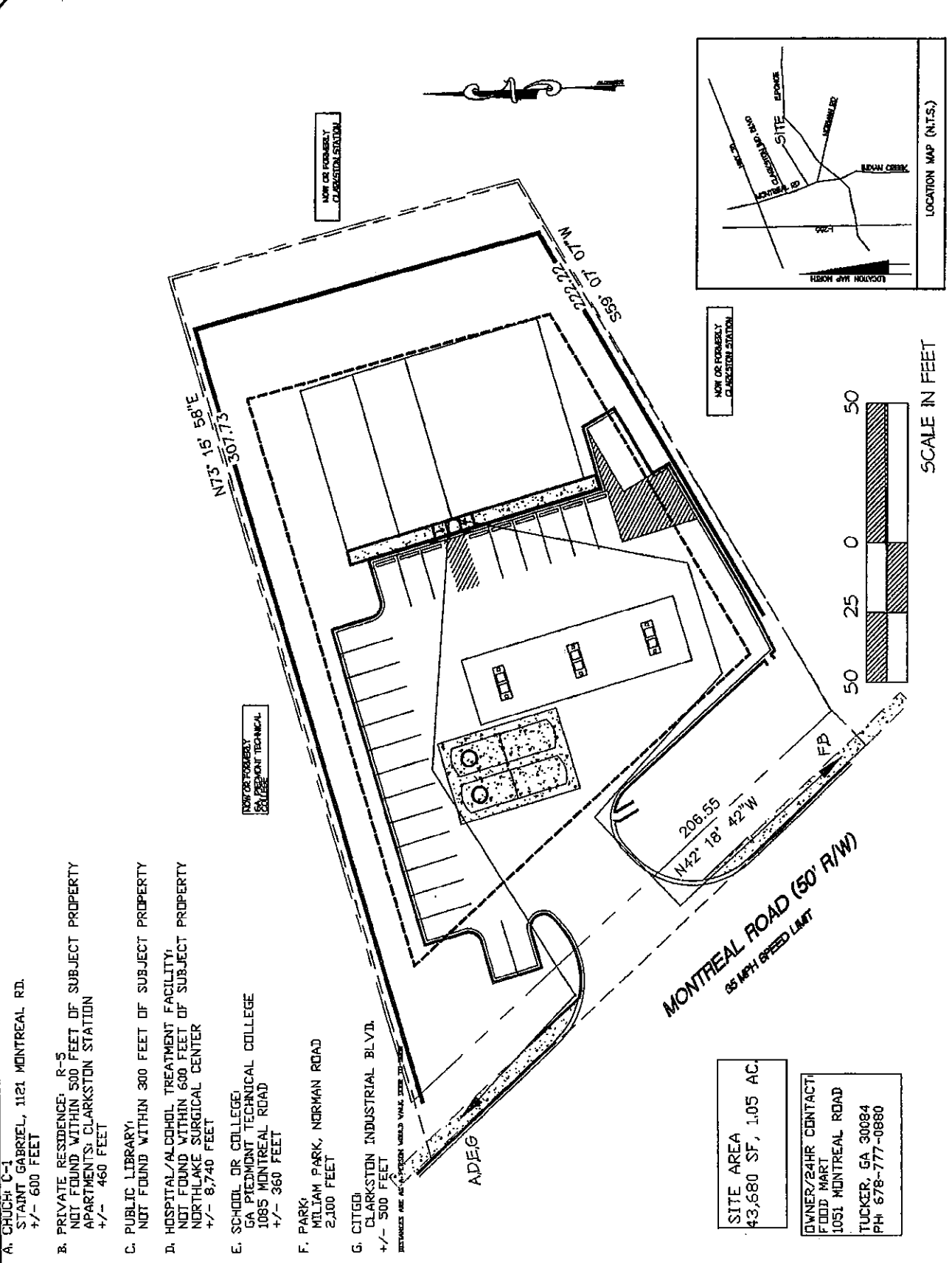
DATE	NO.	REVISION



PROJECT NO.	DATE

**BEVERAGE SURVEY**  
 FOR  
**FOOD MART**  
 Located at  
 1115 MONTREAL ROAD  
 CITY OF CLARKSTON, GA  
 DEKALB COUNTY

**BEVERAGE SURVEY**  
**SHEET 1**



- A. CHURCH C-1  
STANT GABRIEL, 1121 MONTREAL RD.  
+/- 600 FEET
- B. PRIVATE RESIDENCE: R-S  
NOT FOUND WITHIN 500 FEET OF SUBJECT PROPERTY  
APARTMENTS: CLARKSTON STATION  
+/- 460 FEET
- C. PUBLIC LIBRARY:  
NOT FOUND WITHIN 300 FEET OF SUBJECT PROPERTY
- D. HOSPITAL/ALCOHOL TREATMENT FACILITY;  
NOT FOUND WITHIN 600 FEET OF SUBJECT PROPERTY  
NORHLAKE SURGICAL CENTER  
+/- 8,740 FEET
- E. SCHOOL OR COLLEGE  
GA PIEDMONT TECHNICAL COLLEGE  
1085 MONTREAL ROAD  
+/- 360 FEET
- F. PARK  
MILIAM PARK, NORMAN ROAD  
2,100 FEET
- G. CITY  
CLARKSTON INDUSTRIAL BLVD.  
+/- 500 FEET

**SITE AREA**  
 43,680 SF, 1.05 AC.

**OWNER/24HR CONTACT**  
 FOOD MART  
 1051 MONTREAL ROAD  
 TUCKER, GA 30084  
 PH: 678-777-0880

**MONTREAL ROAD (50' R/W)**  
 65 MPH SPEED LIMIT

**ALCOHOLIC BEVERAGE PERSONNEL STATEMENT  
OWNERS/MANAGERS/ASSISTANT MANAGERS**

For Official Use Only Type of License: _____	Business: <u>Food Mart</u> Address: <u>1051 Montreal Rd, Suite A</u> Telephone: <u>404-314-0619</u>
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Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership or profit sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A personnel statement, including two (2) passport-size photographs and two (2) fingerprint cards are required by Questions 31 and 32, for all owners/managers/assistant managers and must be submitted with every license application.

1. Dil Kumar Rai  
Full Name of Applicant and Address

2. Social Security Number: \_\_\_\_\_

3. Driver's License Number: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Place of Birth: Bhutan

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.  
a.  by birth  
b.  Naturalized

Date: 06/22/18 Place: Atlanta, GA Court: US Immigrations  
Petition Number: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
Derived Parent Certificate Number(s) N/A  
Alien Registration Number: N/A  
Native Country: Bhutan Date of Port Entry: \_\_\_\_\_ NY

6. How long have you been a legal resident of Georgia? 11 Years 0 Months

7. Marital Status  Single  Married  Widowed  Divorced  Separated

8. If married, give spouse's full name Phol Maya Bruceng

9. Physical Description of Applicant \_\_\_\_\_ it

10. Education and training specific to restaurant/alcohol field. After finishing Druid Hills HS, I began working, and have worked at convenience stores that sell beer & wine.

11. Have you ever used or been known by any other name  yes  No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. None

13. Are you registered to vote in the state of Georgia  yes  No  
County Registered Bwinnett Number of years registered In Bwinnett - 3 yrs

14. For the last calendar year, did you file and pay any County property tax  Yes ( ) No

15. For the last calendar year, did you file and pay any City property tax  Yes ( ) No  
Name of City \_\_\_\_\_

16. Employment record for the past ten (10) years (Give most recent experience first, is self-employed give details)

	From	To	Employer	Occupational Duties	Reason for Leaving
a.	8/20/17	- Present	Timsina, LLC	Store clerk	I'm going to buy store.
b.	7/26/16	- 8/15/17	Jocelyn USA, Inc.	"	Better job.
c.	5/1/13	- 7/25/16	Marshall's Distribution	Retail	Better job.
d.	(No jobs prior to above.)				Shipping
e.	_____				
f.	_____				
g.	_____				
h.	_____				

17. List, with your most recent place of residence first, all of your residences for the past ten (10) years

	Date From/To	Street	City	State
a.	6/12/19 - Present	2940 Brandon Walk LN	Lawrenceville	GA 30044
b.	7/21/14 - 6/11/19	3850 Southgates Dr. SW	Litburn	GA 30047
c.	10/30/10 - 4/20/14	1000 Montreal Rd.	Clarkston	GA 30021
d.	_____			
e.	_____			

18. Military Service ( ) Yes  No List Serial Number \_\_\_\_\_ Branch of Service \_\_\_\_\_  
Period of Service \_\_\_\_\_ Date of Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

19. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application? \_\_\_\_\_ Yes  No

20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.  
None

21. Position of applicant in dealer's business. Not a dealer.

22. Does applicant have any ownership/profit sharing interest in the business?  Yes ( ) No 100% owner

State annual salary of applicant or the estimated annual profit or compensation derived from this business.  
Will depend on my store profits. Hopefully at least \$50k.

23. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? ( ) Yes () No if yes, explain

24. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? ( ) Yes () No if yes, give names and locations and amount of interest in each.

25. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. ( ) Yes () No If yes, explain

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? ( ) Yes () No if yes, explain None

27. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? ( ) Yes () No If yes, explain Not to my knowledge.

28. Have you ever been denied a bond by a commercial surety company? ( ) Yes () No if yes, explain

29. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. ( ) Yes () No

30. Personal References. Give three (3) personal references, not relatives (i.e., former employees, fellow employees or school teachers who are responsible adults, business or professional men or women) who have known you well during the past five (5) years.

Name Tula Macchhan  
Residence 1033 Forest View LN, SW, Lilburn, GA 30047  
Business Address None  
Telephone Number 678-891-8457 Number of years known 5

Name Bikesh Lohar  
Residence 1547 Harbor Oaks Rd., Tucker, GA 30084  
Business Address None  
Telephone Number 470-343-8135 Number of years known 6

Name Jit Rai (Not related)  
Residence 5152 Clearwater Dr, Stone Mountain, GA 30087  
Business Address None  
Telephone Number 404-951-8277 Number of years known 5

31. Attach two (2) passport-size photographs (front view). Write name on back of photographs and also the name of dealer submitting a license application. Initial here if such photographs are attached. DKR

32. There must be submitted with this personal statement the fingerprints of applicant on two (2) fingerprint cards, which will be furnished to the City of Clarkston. Initial here that such fingerprint cards are attached. DKR

**Verification**

I, Dil Kumar Rai, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]  
Applicant's Signature (full name in ink)

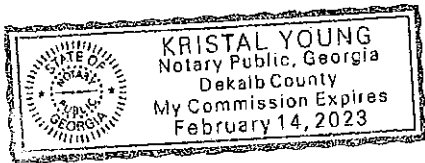
Dil Kumar Rai  
Applicant's Name (Print or Type)

I certify that Dil Kumar Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of NOV, 2020.

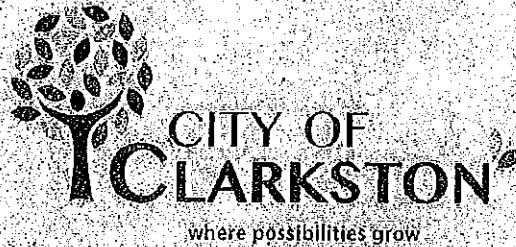
[Signature]  
Notary Public

Seal:



SIC CODE 5411  
CLASS 1

No. 2021-NONPS-235  
DATE ISSUED:  
08/07/2021



This Must Be Displayed in a Conspicuous Place

**2021 BUSINESS REGISTRATION / OCCUPATIONAL TAX CERTIFICATE**

City of Clarkston Georgia  
1055 Rowland Street  
Clarkston, GA 30021

EXPIRATION DATE: 12/31/2021

NOTIFY THIS OFFICE OF ANY CHANGE IN LOCATION OR OWNERSHIP

**FOOD MART**

Type of Business

  
Authorized Signature

**GURKHA MART LLC dba FOOD MART**

**Mailing Address**  
1051 MONTREAL RD, STE A  
CLARKSTON, GA 30021

**Business Address**  
1051 MONTREAL RD, STE A  
CLARKSTON, GA 30021

THE ABOVE NAMED CONCERN IS AUTHORIZED TO DO BUSINESS IN THE CITY OF CLARKSTON SUBJECT TO PROVISIONS OF ALL CITY ORDINANCES.



CITY OF CLARKSTON

ITEM NO: G2

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Vote

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To approve the short-listed firms recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: Shawanna Qawiy ,  
Interim City Manager  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

Approve the short-listed firms of Kraemer Design Group- Detroit Michigan and Tarchitects -Atlanta, Georgia, recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

**NEED/ IMPACT:**

The City of Clarkston solicited Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses. The city received two (2) qualified firms. Phase I in the request for qualifications (RFQ) process required teams with the relevant experience and qualifications to submit a Statement of Qualifications for services only to present to the mayor and city council for review.

Phase II involves the city council and mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firms. The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee, and contract terms with the most qualified architectural design team.

In addition to the city's technical requirements for Phase II, the city will prepare a narrative on the City's approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse.

**RECOMMENDATION:**

City staff recommends approving the short-listed firms of Karemer Design Group and Tarchitects to move to phase II of the evaluation process for the architectural design services for the Forty Oaks Nature Preserve Farmhouse.



**REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS**

**ARCHITECTURAL DESIGN SERVICES**

**FOR**

**FORTY OAKS NATURE PRESERVE FARM HOUSE**

**3790 MARKET STREET**



**Issue Date: July 6<sup>th</sup>, 2021**

**Submission Deadline: August 11<sup>th</sup>, 2021; 3:00 P.M.**

## **SECTION 1. GENERAL INFORMATION**

### **A. Introduction and Background**

The City of Clarkston, Georgia (“City”) is soliciting Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses.

The City intends to contract for Architectural and Professional Design Services for the historic renovation and rehabilitation of a city-owned farmhouse located within the Forty Oaks Nature Preserve; 3790 Market Street.

Phase I of this project is for Architectural Design Teams with relevant experience and qualifications to submit a Statement of Qualifications from the lead architectural firm and all associated sub-consultants. The City’s Evaluation Committee; consisting of the City Historic Preservation Commission, City Manager and City Engineer, will identify and recommend to City Council and Mayor a list of short-listed teams (s). This RFQ proposal is for PH I services only.

Funding for Phase I will come exclusively from the City of Clarkston.

Phase II will involve City Council and Mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firm (s). The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee and contract terms with most qualified Architectural Design Team. The qualifications-based selection process will be generally applied in identifying the highest and ranked and most qualified firm.

In addition to the city’s technical requirements for Phase II, the city will prepare a narrative on the City’s approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse. Although not completely defined at this juncture, the City anticipates that the renovations to the farm house will either a hard bid with a general contractor (GC) utilizing the 100% construction drawings prepared by the Architectural Design Team, or, alternately, the GC pricing proposals will be based at the 50% stage of Architectural design/development plans with the city selected GC working with the architect through final construction drawings and the GC’s final price based on these 100% drawings.

### **B. Project Details**

The structure, located at 3790 Market Street (formerly McClendon Ave), is a two-story stick-built residential home built in the early 1950’s by Mr. & Mrs. Sutton. The farm

house is on 10.88 acres of forested land currently known as the Forty Oaks Nature Preserve. DeKalb County purchased the property and structure from Hazel Sutton in 1972. The structure was repurposed by the County as a recreation department field office and subsequently utilized by Global Growers, a non-profit agency. The land and structure was quit-claimed to the City of Clarkston in May of 2018. The structure has been unoccupied since May 2018.

The structure's approximate exterior dimensions are as follows:

- Building Footprint: 48 ft. x 34 ft.
- Front Porch: 10 ft. x 44 ft.-6 inches
- Side Porch: 4 ft-7 inches x 6 ft.-10 inches

Refer to Exhibit A for exterior photographs of the farm house.

The City is not aware of any prior exterior or interior renovation work although there appears to be a relatively recent upgrade to the HVAC system.

The City has made available the following contracted work to assist the architectural consulting teams in developing a response to the RFQ and ultimately a work scope and fee for the services identified herein for the short-listed firms. The documentation available is as follows:

- Limited topographic survey of the grounds surrounding the structure; refer to Exhibit B
- Asbestos and lead survey of the structure; refer to Exhibit C

Future plans for the structure have yet to be determined. One possible renovation scenario would include office space for public and private uses, including a conference room. No overnight living spaces are anticipated. Kitchen will remain but without a stove.

Although likely not to impact the structure renovation tasks, proposers shall note that the city is currently in the planning phase for the installation of a non-potable irrigation well to the rear of the property.

The City also intends to have an outdoor storage building constructed for use by the city Public Works staff. The approximate footprint of the structure will be 300 SF. The selected firm will include this structure in its work scope and fee and will provide guidance on the location of this storage facility, its location and design. The design shall reflect the main structures historical architectural character.

The existing specimen trees that are located within the perimeter of the structure shall remain intact and protected during construction. A landscape plan for plantings adjacent to the structure will be included in the city's technical submission requirements.

The Committee will also require the Architectural Consulting Team to perform any additional environmental testing and assessment as necessary to ensure the safe occupancy of the renovated structure.

Limited civil site services are anticipated within the scope of work. No parking or access changes are anticipated with this scope of work.

Septic system currently services the structure. Sanitary sewer connection is not anticipated with this project scope.

Regardless of the uses, the historic character of the structure shall remain intact upon completion of the renovation/rehabilitation work tasks.

The City is researching the availability of historic preservation funding for the construction phase of the project. The city anticipates requesting the short-listed firms to include a list of potential grants to fund the construction tasks.

City research of the structure found documentation from DeKalb History Center Archives that reflects this structure as “historic”. Refer to Exhibit D.

**C. Schedule for Short-List Firm Selection**

The projected schedule for selection of short-listed firm(s) for this project is as follows:

<b>ACTION</b>	<b>DATE</b>
Issue RFQ .....	July 6 <sup>th</sup> , 2021
Non-Mandatory Pre-Bid Conference & Site Walkthrough .....	July 16 <sup>th</sup> , 2021; 10:00 AM
Deadline for Proposers to Submit Questions .....	July 26 <sup>th</sup> , 2021; 5:00 PM
City Deadline to Post Responses to Consulting Team’s Questions .....	August 2 <sup>nd</sup> , 2021; 5:00 PM
RFQ Submittal Deadline .....	August 11 <sup>th</sup> , 2021; 3:00 PM
Review of RFQ’s by Architectural Review Committee....	August 12 <sup>th</sup> – 18 <sup>th</sup> , 2021
Submit Short-Listed firm Recommendation to City Council Work Session .....	August 31 <sup>st</sup> , 2021
City Council/Mayor Identifies Short-Listed Firms.....	September 7 <sup>th</sup> , 2021
Short-Listed Firms Notified.....	September 8 <sup>th</sup> , 2021
City Staff Provides Submission Requirements to Short-Listed Firm(s) .....	September 9 <sup>th</sup> , 2021
Short-Listed Firm(s) Interviews with Evaluation Committee .....	September 20 <sup>th</sup> – 22 <sup>nd</sup> , 2021
Committee Recommendation to City Council Work Session of Most Qualified Architectural Consulting Team .....	September 28 <sup>th</sup> , 2021
City Council/Mayor Selects Firm to Begin Contract Negotiations .....	October 6 <sup>th</sup> , 2021
City Staff Begins Fee and Scope Negotiations with the Most Qualified Architectural Consulting Team.....	October 7 <sup>th</sup> , 2021
Selected Firm Issued a NTP.....	October 15 <sup>th</sup> , 2021

#### **D. Submittal Requirements**

The City will receive RFQ's until 3:00 P.M., August 11<sup>th</sup>, 2021 at City of Clarkston Annex, 1055 Rowland Street, Clarkston, GA 30021; ATTN: Dan Defnall, Finance Director. RFQ proposals will not be publically opened. A non-mandatory walk-through of the house will be held on-site July 16<sup>th</sup>, 2021 at 10:00 AM. All potential firms interested in submitting a RFQ and Proposal are strongly encouraged to attend.

The RFQ package is available on the City of Clarkston web site; [www.clarkstonga.gov](http://www.clarkstonga.gov). All questions regarding the Request for Qualifications shall be made via email to the City Project Engineer; Larry Kaiser, PE, Project Manager at [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com). The deadline to submit questions is no later than 5:00 PM; July 26<sup>th</sup>, 2021. The City will post all "Response to Questions and/or Addenda", if applicable, on the city web site; [www.clarkstonga.gov](http://www.clarkstonga.gov) by no later than 5:00 PM, August 2<sup>nd</sup>, 2021. It is incumbent that those submitting questions follow-up with the Project Engineer to ensure that questions were received.

Verbal communications between the City Project Engineer and any member of the Architectural Consulting Team shall be considered unofficial and the City nor the Architectural Review Committee shall have no responsibility to verify any information that is not contained in the RFQ Proposal document or future addenda.

***Communication (verbal or electronic) with any member of City Council, Mayor or Architectural Review Committee may result in the Teams disqualification from submitting qualification proposals.***

All RFQ proposals must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

**CITY OF CLARKSTON  
RFQ FOR ARCHITECTURAL DESIGN SERVICES  
FORTY OAKS NATURE PRESERVE FARM HOUSE  
RFQ PROPOSAL SUBMITTAL DEADLINE: August 11<sup>th</sup>, 201 – 3:00 PM  
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,  
Clarkston, GA 30021  
ATTN: Dan Defnall; Finance Director**

One (1) original RFQ proposal, five (5) hard copies and one digital copy in PDF format saved to a USB flash drive to be included in the submittal package.

Electronic and facsimile submittals will not be accepted.

## **SECTION 2. PROPOSAL REQUIREMENTS**

The short-listed firm (s) must be a responsible historic preservation consultant or team of consultants with the necessary breadth, experience, and resources to undertake and successfully complete this project. The architectural consultant or consultant team should have expertise in providing various methodologies and analysis to provide renovation designs that retain the historical character of the structure while enabling the structure to meet its intended purpose. Structural, MEP and/or Civil/Environmental engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future city uses.

In order for the Evaluation Committee to adequately compare and evaluate qualifications and approach, all documentation must be submitted in accordance with the format detailed below. The total number of pages (one-sided) shall be no greater than 100 pages with a minimum font size of 12. RFQ proposals shall be PDF's of 8.5" x 11" documents. The Committee will allow a limited number of foldable 11" x 14" documents if necessary. All pages shall be numbered.

OTHER THAN THE FEE SCHEDULE OF ALL PARTIES/STAFF PROPOSED TO BE ASSIGNED TO THE PROJECT, NO DETAILED PRICING TO BE INCLUDED IN THIS RFQ PHASE.

### **A. Transmittal Letter**

The letter shall be a maximum of one page and one-sided. The following shall be included in the letter; lead firm and all proposed subconsultants, primary (lead) contact person and contact person's phone number (cell) and email, primary business address of where the work will be performed, the state in which the lead firm's professional license is located and the signature of at least one authorized company officer. The letter shall also include a statement of the firm's willingness and commitment to provide the proposed services if selected.

Table of Contents required. One page maximum. Table of Contents should follow the RFQ format below.

### **B. Introduction**

Provide a synopsis of the lead firm's background, history and services to be provided if selected (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements. The background and history of the sub-consultants may be included if the lead firm deems it of value for RFQ presentation purposes.

**C. Project Approach**

Given the information provided in this RFQ package, briefly describe the teams proposed methodology, techniques, assessment and procedures that will be presented in the Technical Submission deliverable if short-listed. The Evaluation Committee does not expect a detailed analysis in this RFQ proposal phase. The Committee does expect that sufficient information is provided to clearly understand the Consulting Teams understanding and approach.

**D. Proposal Team and Qualifications**

List up to three (3) projects which demonstrate the skills and experience with historical preservation/rehabilitation on publically owned historic projects; preferably stick-built houses. Provide project name, location, owner, nature of firm's responsibility, the contract amount and project duration (design schematics to construction completion).

Provide resumes, references (minimum of 3 from the lead firm) and contact information (emails and phone numbers) and organizational chart of the consulting team.

**E. Staff Availability to Perform Work**

Provide schedule and manpower details of current projects and projects anticipated to be online within 12 months of the entire Consulting Team. Discuss the Consulting Team's ability and/or flexibility, if selected, to commence with work within 30 days of being issued the Notice-to-Proceed.

**F. Fee Schedule**

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are to be provided for informational purposes only. **No detailed pricing proposals are to be submitted.**

**G. DBE Requirements**

If short-listed, the City will require documentation that a minimum of 14% of the total contract amount be assigned to State of Georgia recognized Qualified Disadvantaged Business Enterprise (DBE) and/or Woman Business Enterprise (WBE) firms.



## **H. Addendum-Response to Questions**

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum. Refer to Exhibit D.

## **SECTION 3. BASIS FOR SHORT-LIST SELECTION**

### **A. Evaluation Committee**

The Evaluation Committee, which consists of the City’s Historic Preservation Commission, Collaborative Infrastructure Services (City Engineer) and City Manager, will review and evaluate the submitted RFQ proposal based on the following criteria:

1. Adherence to Required Proposal Format
2. Inclusion of all Forms and Documents Requiring Signature/Acceptance
3. Understanding of the Project Goals
4. Project Approach
5. Experience and Knowledge of the Consulting Team Members including publically owned structures as identified in Section 2. D. above.
6. Current Workload and teams ability/flexibility to commence with work in October
7. Intangibles (at the discretion of the committee)

The Evaluation Committee will prepare recommended short-listed firm (s) to City Council and Mayor based upon the above criteria.

The City Council and Mayor will render a final decision on the list of short-listed firm (s) to receive technical submission requirements for purposes of soliciting technical and fee proposals.

The Selection Committee nor City Council has a pre-determined number of firms to be short-listed.

### **B. The Consulting Architectural Team proposing needs to demonstrate, at a minimum, knowledge and experience in:**

1. Historic Architecture (specifically related to the structure type at Forty Oaks)
2. Experience with Publically Accessible Structures
3. Professional Restoration Standards
4. Experience with similar size and scope for publically owned structures

### **C. Fee Schedule**

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are provided for informational purposes only.

#### **SECTION 4: NON-MANDATORY PRE-BID MEETING & WALKTHROUGH**

The City will host a non-mandatory pre-submittal meeting and walkthrough for interested firms at 10:00 AM on July 16<sup>th</sup> 2021. The pre-bid meeting will be held at the City of Clarkston Annex Building; 1055 Rowland Street, Clarkston, GA 30021. Following the meeting, a site walkthrough will be held at the farm house; 3790 Market Street. (Forty Oaks Nature Preserve).

The City strongly encourages attendance at the pre-bid conference and walkthrough to visually assess the building structure and condition and understand the project scope.

Please contact the Project Engineer for access to the farm house before or after the pre-bid and site walkthrough event on July 16<sup>th</sup>, 2021.

#### **SECTION 5 – PROJECT DOCUMENTATION EXHIBITS**

Refer to the Following Exhibits A thru D

**EXHIBIT A**

**EXTERIOR PHOTOGRAPHS**



















King Man  
770-922-9456

King Man  
770-922-9456



King Kan  
770 922 9456

NO  
TRESPASSING

Charleston International Airport  
A Division of Charleston County  
1000 Charleston International Airport Blvd  
Charleston, SC 29412  
Phone: 843.762.1234  
Fax: 843.762.1235  
www.charlestonairport.com



**Clarkston International Garden**  
A project of Global Growers Network, a nonprofit organization based in Detroit, Canada.

**What We Do:**  
Global Growers Network is a nonprofit organization based in Detroit, Canada. We are dedicated to providing fresh, healthy food to the community. We do this by growing and distributing fresh produce to food banks and community gardens. We also provide training and support to community gardeners.

**How We Do It:**  
Global Growers Network is a nonprofit organization based in Detroit, Canada. We are dedicated to providing fresh, healthy food to the community. We do this by growing and distributing fresh produce to food banks and community gardens. We also provide training and support to community gardeners.

**Get Involved:**  
1. Volunteer  
2. Donate  
3. Grow  
4. Share

**Global Growers Network**  
@globalgrowers



King Man  
770 632 9456

**EXHIBIT B**  
**TOPOGRAPHIC SURVEY**

## **EXHIBIT C**

### **ENVIRONMENTAL TEST RESULTS**

- \* Report of Lead-Based Paint Assessment**
- \* Asbestos Survey**

**(refer to city RFQ posting to download reports)**



# EXHIBIT D

## Subject Files : Architecture

Scroll the list to see what we have available in the archives on historic homes and properties in DeKalb. We don't have information on every home in DeKalb or Decatur. We have plat maps for districts 15, 16, and 18 from various eras that MAY show your house. Email us to get more information. In the meantime, check out these websites and flyers to get information on YOUR property:

[City of Decatur](#)

[DeKalb County Tax Commissioner](#)

[House History research](#)

[Researching Your House](#)



### General

[Georgia Historic Landscape Initiative](#)

[Historic Preservation](#)

[Log Cabins](#)

[Miscellaneous](#)

[Ranch houses](#)

[Single Family Residential Development in DeKalb County, 1945-1970](#)

[1960s suburban architecture – DeKalb](#)

### Firms

[Ivey and Crook](#)

[Logan and Williams](#)

[Mastin and Associates](#)

[Robert and Company](#)

[Walker and Chase](#)



Blair – Rutland Building

Briarcliff – Normandy Apartments

Brownings Courthouse

Callaway Grocery

Cora Beck Hampton Schoolhouse

Decatur City Hall

Decatur Depot

Decatur Waterworks

DeKalb Building

DeKalb County Jail Houses

Emory Woods Apartments

Galloway Livery Stable

Hotel Candler

Houston Chapel

New Courthouse- 556 N McDonough St, Decatur

Old Courthouse, now DeKalb History Center – Images (see also [Photographs](#), Box 13)

Old Courthouse renovation 1820s – 1965

Old Courthouse renovation 1966-1988

Old Courthouse 1989

Old Courthouse – History

Old Courthouse – Lawn, Trees, Objects

Post offices

Pythagoras Lodge No. 41, Masonic Temples

R.F. Sams Farm

Ridley Howard House-Clairemont and Scott Blvd.

United States Post Office, Decatur GA

**Historic Districts (see also [Communities and Neighborhoods](#))**

Arabia Mountain





Glenwood Road Historic Corridor

Kirkwood

Longview-Huntley Hills (Chamblee) ([Oversized Map](#))

M.A.K. (McDonough, Adams, Kings)

Old Decatur

Ponce de Leon Court

University Park-Emory Highlands- Emory Estates

### Historic Homes

129 Church Street

152 Superior Avenue, Decatur: "Tucked-In" historic garden

226 East Lake Drive (see also our [YouTube channel](#), "*Tudor Revival and East Lake*")

311, 313, 314 S Fourth Ave

417 East College Ave

422/424 West Ponce de Leon- The Marlay House since 2008; previously Ya-Ya's and The Angel

604 Clairemont Ave

619, 623, 627 Sycamore St

636, 703 Sycamore St

724 East Lake Dr

822 Lullwater Road, "Driving Miss Daisy" home

1115 Lullwater Road

1192 McLendon Ave., Maj. Moreland house

1260 McLendon Ave., Kuhn estate

1848 N. Decatur Road

Adair house- 1341 S Ponce de Leon Ave, Atlanta

Alston house, or Meadow Nook- 2420 Alston Dr

Ansley, William Smith house- 349 S Candler St, Decatur

Argo-Tilson-Bixler home

Atlanta's White House- Briarcliff Rd



Biffle Cabin (1 of 2)

Biffle Cabin (2 of 2)

Billups, Lanier Cabin

Bond family house- 1226 Rock Chapel Rd., Lithonia

Boxwood, also Rainwater Estate, or Dogwood Terrace- 794 Springdale Rd

"Briarcliff" – Asa Candler home

Burdine House- 627 Sycamore St

Callan Castle- Inman Park

Callanwolde Mansion- 850 Briarcliff Rd

Candler, Bishop Warren A. home

Candler-McKinney-Clarke home- 146 South Candler Street or 146 Candler Rd

Candler's Kirk Road farm

Cheek-Spruill house- Chamblee-Dunwoody Road

Davidson Cottage- Lithonia

Death House- Sycamore Street, Decatur

Donaldson-Bannister house and cemetery- 4831 Chamblee- Dunwoody Rd

Edwards-Malone home- 6886 Main Street, Lithonia

Evans-Williams home- Hairston Way, Stone Mountain

Everhart – 6 Clairmont Avenue

Farmer, Neville and Helen (Lustron house)- 513 Drexel Avenue

Fischer-Hurt house- 4146 Chamblee-Dunwoody

"Forty Oaks"- McClendon St, Clarkston



Gentry, William T. house- East Lake

Glenwoods- 1632 Ponce de Leon Ave, Atlanta

Going, Mr and Mrs Commodore- Johnson Ferry and Peachtree-Dunwoody

Goodwin, Solomon house- 3931 Peachtree Road

"Great Oaks" - Lithonia

Halliburton Hall- Clarkston

Harwell cabin- 326 Hill St, Decatur

Hester house- 4130 E Ponce de Leon Avenue, Clarkston



Houston home- 418 Church St, Decatur

Houston Mill house- Atlanta

Houston Mill house – Atlanta; From the Carr Collection

Housworth homeplace- Lithonia

Jackson (Tom) house- Candler Road

Johnson home- Howard Ave, Decatur

Kemp-Castle house

Lindig cabin- Lithonia

Loyd homeplace

Lullwater farm, estate- 1483 Clifton Road

Lumpkin-Compton-Broome house- Decatur

Lyon Farm

Lyon House

Mann, J.W. house- 1918 Dresden Drive, Chamblee

Marble house- 119 North McDonough Street, Decatur

Marble Palace- 1428 Ponce de Leon Ave, Atlanta

Mary Gay House (1 of 2)

Mary Gay House (2 of 2)

McPherson cabin

Mebane house- Spalding Dr, Dunwoody

Milledge house- Decatur

Moore's Plantation- South DeKalb

Morris house- Clarkston

Morris house- East Lake Road

Murphey Candler house- 158 S Candler Street

"Paradiso", 1695 Ponce de Leon Ave

Pearce house- 125 Madison Ave., Decatur

Perrin house- Clarkston

"Pinebloom"- 1585 S Ponce de Leon Ave, Atlanta

Pines, Russel and Nellie (Lustron house)- 2081 Sylvania Drive



Ragsdale house- Arabia Mountain

"Rainbow Terrace"- 1610 Ponce de Leon

Red Cross house- Sycamore, Decatur

Rest Haven- 940 Springdale Rd

Sage house

Sams, Sr., Hansford home- Candler Rd, Decatur

Scott-Cooper house- Sycamore, Decatur

Seminary- 6886 Main Street, Lithonia

Sheppard home

Smith-Benning house- 520 Oakdale Road

Spivey log cabin- 4069 Norman Rd, Stone Mountain

Steele-Cobb house- 2632 Fox Hills Dr, Decatur

Steward-Rowland-DeJarnatt house- Barry St, Decatur

Stillwood Plantation- Briarcliff Road

Stonehaven- Stone Mountain

Stonehenge- 1410 Ponce de Leon

Sutherland house

Swanton House (1 of 3)

Swanton House (2 of 3)

Swanton House (3 of 3)

Swanton House, gifts

Thomas-Barber cabin

Thompson cabin

Thornton house- Stone Mountain

Towers-Fowler-Thompson house- Stone Mountain

T.R.R. Cobb house

Tullie Smith house

Villa MiraFlores- 1214 Villa Drive, Atlanta

Williams House- Clarkston

"Wistaria Hall"



## **SECTION 6 – CITY REQUIRED FORMS**

Refer to the Following Exhibits E thru K

**EXHIBIT E**  
**ACKNOWLEDGEMENT FORM**  
**ADDENDUM**

Addendum Nos.	Date of Addendum Issuance	Title of Addendum

**RESPONSE TO QUESTIONS**

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural Design Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Firm \_\_\_\_\_  
 \_\_\_\_\_ (Seal)

Firm Mailing Address:

Company Name

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_



# EXHIBIT F

## CONFLICT OF INTEREST CERTIFICATION FORM

I, \_\_\_\_\_, as the legal representative of \_\_\_\_\_, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that \_\_\_\_\_ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that \_\_\_\_\_ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that \_\_\_\_\_ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, \_\_\_\_\_ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, \_\_\_\_\_ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, \_\_\_\_\_ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from \_\_\_\_\_ as a corporate entity or employee of \_\_\_\_\_.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT G

City of Clarkston, Georgia

## CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Clarkston at the time the subcontractor(s) is retained to provide the service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

Notary Public

My Commission Expires:

\_\_\_\_\_  
\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

# EXHIBIT H

City of Clarkston, Georgia

## SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

Date \_\_\_\_\_

BY: Authorized Officer or Agent                      COMPANY  
      (Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

Notary Public

My Commission Expires:

\_\_\_\_\_

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

# EXHIBIT I

## ACCEPTANCE FORM

Sealed RFQ proposals, plainly marked as follows:

***CITY OF CLARKSTON  
RFQ FOR ARCHITECTURAL DESIGN SERVICES  
FORTY OAKS NATURE PRESERVE FARM HOUSE***

***RFQ PROPOSAL SUBMITTAL DEADLINE: August 11<sup>th</sup>, 201 – 3:00 PM  
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,  
Clarkston, GA 30021  
ATTN: Dan Defnall; Finance Director***

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will forward the short-listed firms to City Council for a final decision. City Council will provide a final decision on the short-listed firms and proceed to direct the City Manager and City Engineer to commence with soliciting work scope and fee proposals from the short-listed firms. The process for identifying the most qualified Architectural Consulting Team will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

EIN # : \_\_\_\_\_

# EXHIBIT J

## DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Clarkston officials/employees or Owner's City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is

submitted. Name of Bidder \_\_\_\_\_

Name and the official position of the City of Clarkston Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

\_\_\_\_\_

List the dollar amount/value and description of each campaign contribution made over the past three (3) years by the Applicant to the named City of Clarkston Official.

Amount/Value

Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Clarkston and your relation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT K**  
**INSURANCE CERTIFICATES**

Provide copies of the Lead Architectural Firm's E&O and General Liability Insurance Certificates

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Vote

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To approve a change order for the SPLOST 04 B & C- Rowland Street Road Diet project.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: Shawanna Qawiy ,  
Interim City Manager  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

To approve a change order per the request of the city council by modifying the Rowland Street Road Diet plans for the section of Rowland Street from Market Street to Norman Road to provide full vehicle access.

**NEED/ IMPACT:**

The Rowland Street Road diet was included in the Streetscapes Project which required the installation of sidewalks in accordance with the Federal Highway Administration (FHWA) approved concept report. The sidewalk requirement was removed from the streetscape projects three (3) years ago when the “pedestrian access only” design was developed for the Rowland Street section of the project. The “pedestrian access only section of Rowland Street was to substitute for the sidewalk construction. Currently, submitted as a change order, sidewalks are now included in the scope of work for the project and has produced deletions and additions to the existing project scope of work.

Existing Cost for project	Work Items deleted from the scope of work	Work Items added to scope of work	Current Cost w/change order items added
	<i>4 concrete islands</i>	<i>Sidewalk – 465 feet</i>	
	<i>Existing concrete driveway into insurance office (Market @ Rowland St) will remain open</i>	<i>Retaining wall</i>	
	<i>No inter-parcel access between the insurance office and Dr. Harrison’s access road</i>	<i>1 traffic calming easabouts</i>	
	<i>Remove 4 bollards</i>	<i>Speed Limit signs (2 – 15 MPH)</i>	
		<i>Traffic Calming Ahead signs</i>	
<b>\$74, 720</b>			<b>\$89,830</b>

**RECOMMENDATION:**

City staff recommends approving the change order request to increase the cost of the SPLOST 04 B & C Rowland Street Road Diet project for the section of Rowland Street from Market Street to Norman Road to **\$89, 830** to include the additions listed.

**ROWLAND STREET EASABOUTS - MARKET STREET TO NORMAN ROAD**

150-1000	TRAFFIC CONTROL	1	LS	\$7,158.00	\$7,158
210-0100	GRADING COMPLETE <sup>1</sup>	1	LS	\$35,942.00	\$35,942
402-3130	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	25	TN	\$125.00	\$3,125
441-0104	CONC. SIDEWALK, 4 IN	263	SY	\$27.50	\$7,245
500-3201	GDOT RETAINING WALL CLASS B	30	CY	\$560.00	\$16,800
500-9999	CLASS B CONC, BASE OR PVMT WIDENING - GRANITE CURB BASE	20	CY	\$208.00	\$4,160
611-5280	RESET GRANITE CURB <sup>2</sup>	200	LF	\$19.50	\$3,900
700-9300	SOD <sup>3</sup>	90	SY	\$8.00	\$720
NA	LANDSCAPING FOR EASABOUTS	1	LS	\$2,500.00	\$2,500
NA	TRAFFIC CALMING (EASABOUT)	1	EA	\$8,280.00	8,280
				<b>TOTAL</b>	<b>\$89,830</b>

NOTE: 1. Grading Complete includes all demolition work, clearing , permanent grassing

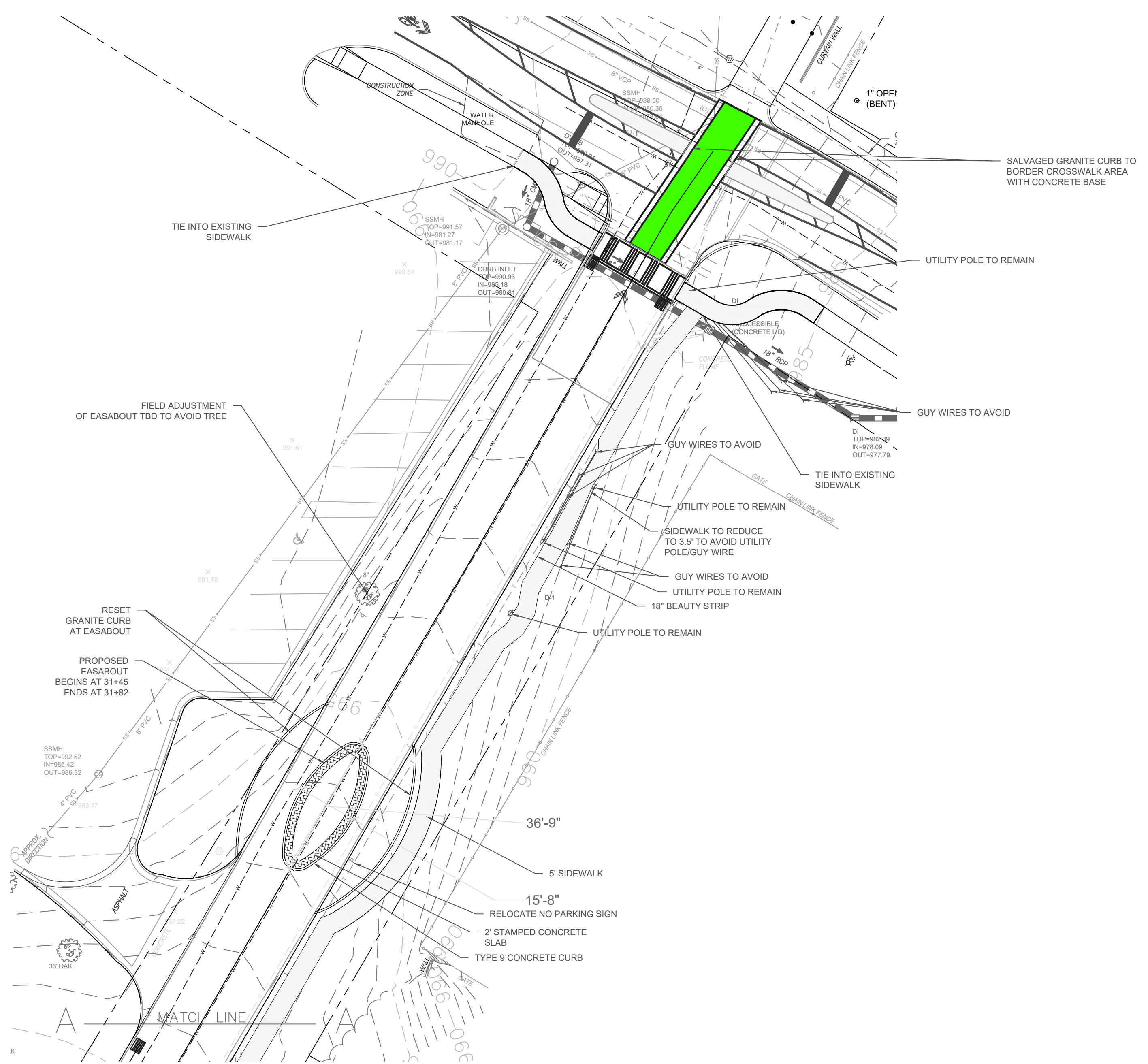
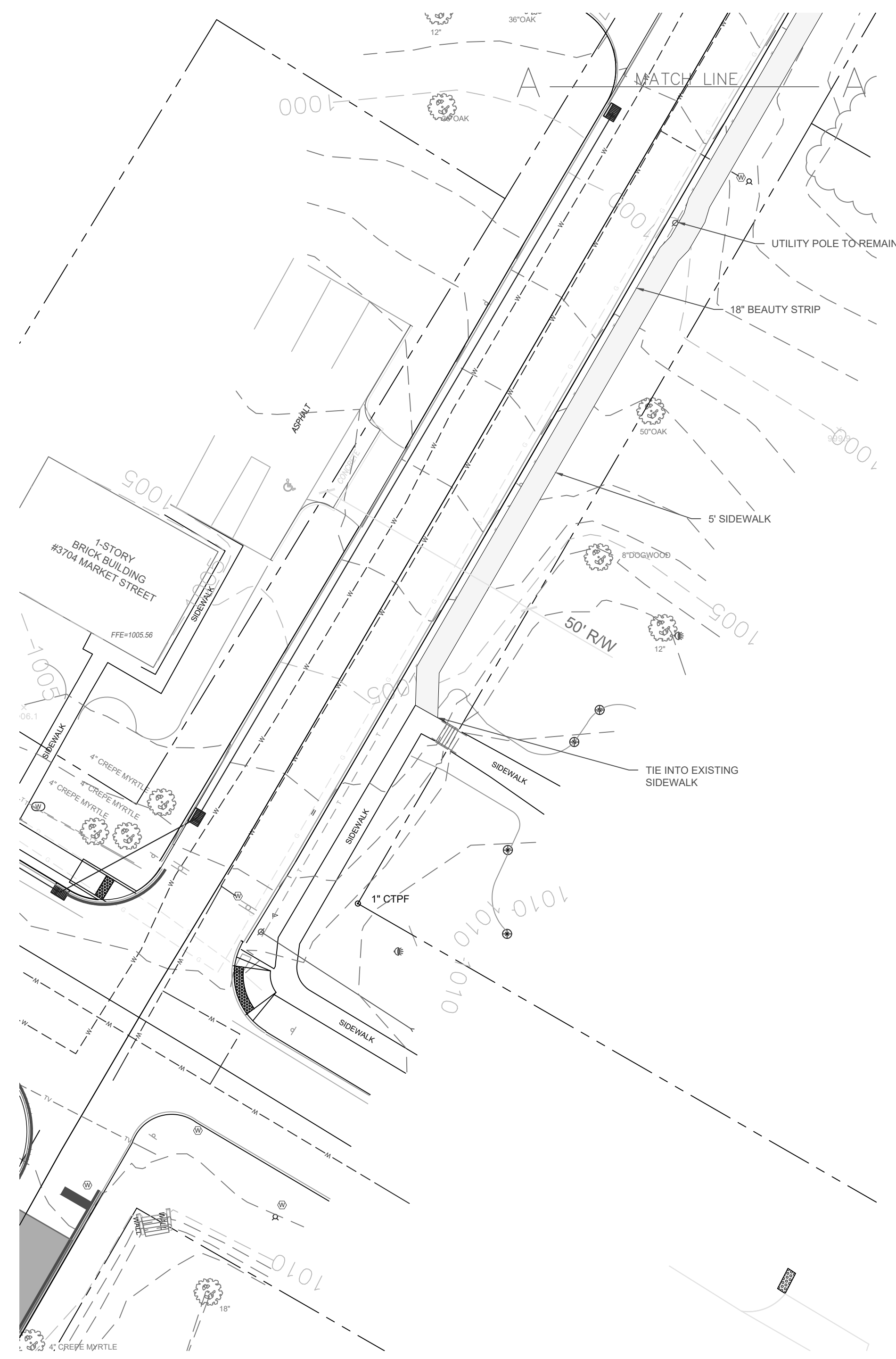
and haul-off of unsuitables

2. Includes resetting existing granite & supplement required additional curb by  
using existing salvaged granite curb from the Rowland St Project (NIC to Market)

3. Bernuda sod for beauty strip



**SPLOST 04-B+C**  
**ROWLAND STREET EASABOUTS**  
**MARKET ST TO NORMAN RD**



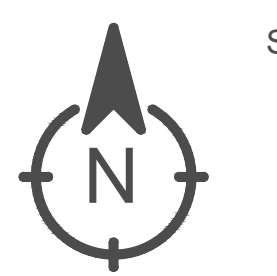
DRAWING DATE:  
05/21/2021

REVISIONS:

1	09/16/2021



SCALE: 1" = 20'



**C1**

CITY OF CLARKSTON

ITEM NO: G4

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Vote

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** Approve a Driveway Reimbursement Agreement with the property owner(s) of 906 Rowland Street and the City of Clarkston.

DEPARTMENT: City Administration

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages: 2

INFORMATION CONTACT: Shawanna Qawiy,  
Interim City Manager  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

To approve a Driveway Reimbursement Agreement with the property owner(s) of 906 Rowland Street and the City of Clarkston.

**NEED/ IMPACT:**

Soil and sediment from the unpaved driveway of 906 Rowland Street has transported unsuitable materials onto the city street and will result in unsafe conditions for pedestrians, bicyclist, and vehicles. The continued erosion of these materials will cause damage to the future infrastructure on Rowland Street.

The city has offered to pave the driveway on private property utilizing the city's contractor on the Rowland Street Road Diet project provided the owner reimburse the city for the work performed. The estimated cost for construction to the owner is \$3,210. The estimated cost of \$3,210 will be divided into 12 monthly payments of \$260 until paid in full.

The work is scheduled to be completed in January 2022.

**RECOMMENDATIONS:**

Staff recommends approving the Driveway Reimbursement agreement with the City of Clarkston and the property owner(s) of 906 Rowland Street. The property owner shall pay monthly installments to the City of Clarkston of \$260 per month until the estimated cost of \$3,210 is paid in full.

**DRIVEWAY PAVING REIMBURSEMENT  
AGREEMENT  
CITY OF CLARKSTON**

This agreement made and entered into on October \_\_\_\_\_, 2021  
between \_\_\_\_\_ (Property  
Owners) and the City of Clarkston, Georgia (City).

Whereas, the City is paving, constructing sidewalks and other improvements on Rowland Street; and

Whereas, soil and sediment from the unpaved driveway at 906 Rowland Street, Clarkston, GA 30021, has in the past and will continue to transport these unsuitable materials onto the City Street in the future which will result in unsafe conditions for pedestrians, bicyclist and vehicles; and

Whereas, the continued erosion of these materials will cause damage to the future upgraded City infrastructure on Rowland Street; and

Whereas, the City has directed the Owner to correct this condition through driveway paving or other means; and,

Whereas, the City has offered to pave the driveway on private property utilizing the City's contractor on the Rowland Street Road Diet Project provided the Owner reimburse the City for this work; and

Whereas, based on the City contractor's unit price for paving Rowland Street, including grading of the driveway to support the paving operation, the estimated cost for construction to the Owner is \$3,120.

Whereas, the Owner agrees to monthly payments to the City and these payments are calculated to be the total cost of the construction divided by 12 months, which equates to \$260 per month; and

Whereas, the cost to perform the work is an estimation only based on the anticipated quantities to perform the work and as such, quantities may increase or decrease slightly, which will result in the cost of the work to be less or more than the estimated provided herein; whereby the City will only invoice the Owner for the actual quantities utilized on this driveway paving project; and

Whereas, in order to perform the referenced work to the Property Owner (s) driveway, the Property Owner (s) will sign a temporary construction easement to the City and accompanying easement plat, attached as Exhibits A and B; and,

Whereas, the City will provide the appropriate inspection services to ensure the driveway is properly constructed; and

Whereas, the construction materials and details associated with the driveway paving includes; grading within the footprint of the driveway to provide a stable base to pave, add additional stone as necessary and place and compact two (2) inches of 12.5 mm asphalt as the riding surface; and

Whereas; the City will warrant the paving work for defects in materials and workmanship for a period of six (6) months commencing from the date that the work is 100% complete; and

Whereas; the city has no legal obligation to perform any additional work off of City Right-of-Way upon completion of the paving work; and

Whereas, if the Owner chooses to perform this work with their own contractor, the work must be completed by January 1<sup>st</sup>, 2022; and

Whereas, if the work is not completed by January 1<sup>st</sup>, 2022, city will issue the appropriate violations of erosion and sediment control until which time the driveway conditions are corrected by the Owner; and

Whereas, the Owner will immediately begin make monthly payments to the City upon receiving the invoice from the City for work completed as described herein; and

.

Agreed to by:

\_\_\_\_\_  
City Manager – City of Clarkston

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Address of Property Owner

\_\_\_\_\_  
Date of Agreement

CITY OF CLARKSTON

ITEM NO: G5

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Vote

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To approve the sale of surplus police vehicles to be sold at auction.

DEPARTMENT: Clarkston Police

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: Chris Hudson  
Chief of Police  
PHONE NUMBER: 404-292-9465

**PURPOSE:**

To approve old and obsolete police vehicles as surplus property to be sold and disposed of in compliance with O.G.G.A. 36-37-6(a).

**NEED/ IMPACT:**

The City of Clarkston’s Police Department has requested the following vehicles be declared as surplus property to be auctioned for sale.

2010 Ford Crown Vic	VIN: 2FABP7BV6AX111425	Unit 617
2014 Dodge Charger	VIN: 2C3DXAT8EH346551	Unit 614
2003 Ford Super Duty	VIN: FDxF46P83ED27810	Prisoner Transport
2014 Dodge Charger	VIN: 2C3CDXAT6EH348461	Unit 613
2014 Dodge Charger	VIN: 2C3CDXAT0EH348343	Unit 616

**RECOMMENDATIONS:**

Staff recommends approving the listed surplus vehicles to be sold at auction.

CITY OF CLARKSTON

ITEM NO: G6

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
City Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
VOTE

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To discuss and approve the reallocation of ARPA funds

DEPARTMENT: ADMINISTRATION

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: Shawanna Qawiy,  
Interim City Manager  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

To discuss and approve the reallocation of funds for previously allocated items since July 2021.

**NEED/ IMPACT:**

ARPA funds have been exhausted for rental assistance and technology, which has created negative balances for the line items. Staff is requesting the mayor and council to review of each line-item balance to reallocate funds to assist with the continued processing and payment of rental assistance applications and to allocate funds for the purchase of laptops for council.

Remove \$125,000 from Business Assistance

Add \$150,000 to Rental Assistance

Remove \$ 25, 000 from Mortgage Assistance

Remove \$ 25, 000 from Utility Assistance

Add \$ 25, 000 to Technology

Add \$ 25,000 for Police Vehicle

Pay pending MOUs/MOAs in the amounts of \$17, 925, \$28, 405.52 and \$25,000.

**RECOMMENDATIONS:**

Staff recommends approving the reallocation of funds with the creation of thresholds for each item.

City of Clarkston

Proposed Allocation of ARPA Funding for Clarkston \$2,359,557.50

Item	Description	Original Allocation Amount as of 09/7/2021	Allocation Adjustments 09/28/2021 Work Session	Final Allocation Amount as of 09/28/2021	Amount Spent to Date as of 09/23/2021	Allocated Amount Still Available to Spend
<b>Total Funds Available</b>		<b>\$ 2,359,557.50</b>		2,359,557.50		1,234,330.52
Business Assistance	Provide rental assistances for Clarkston local businesses related to COVID-19. The assistance will cover rental or utility expenses, not to exceed 3 months or \$5,000. Applicants must meet requirements defined by the City Manager.	150,000.00	(125,000.00)	25,000.00	5,000.00	20,000.00
Rental Assistance	Provide rental assistances for Clarkston residents. Applicants must meet the same requirements and documentation used for the last COVID-19 distribution in 2020. The assistance will cover rental expenses not to exceed 3 months or \$3,000.	350,000.00	150,000.00	500,000.00	365,045.00	134,955.00
Mortgage Assistance	Provide mortgage assistance for Clarkston residents. Applicants must meet the same requirements used for the last COVID-19 distribution in 2020. The assistance will cover mortgage expenses not to exceed 3 months or \$3,000.	50,000.00	(25,000.00)	25,000.00	2,459.00	22,541.00
Utility Assistance	Provide Utility assistances for Clarkston residents. Applicants must meet the same requirements used for the last COVID-19 distribution in 2020. The assistance will cover mortgage expenses not to exceed 3 months or \$1,000.	50,000.00	(25,000.00)	25,000.00	8,000.00	17,000.00
Food Assistance	Food Distribution, etc	50,000.00		50,000.00	9,997.00	40,003.00
Payroll	10% hazard pay	250,000.00		250,000.00	140,878.00	109,122.00
Health	Medical, vaccines, incentivize-gift cards	75,000.00		75,000.00	10,000.00	65,000.00
Health	Added Vaccine Gift Cards to incentivize getting Vaccines 9/7/2021	55,000.00		55,000.00	6,087.00	48,913.00
Communications/Marketing	Communications/Marketing Allocations 9/7/2021	10,000.00		10,000.00		10,000.00
PPE	gloves, sanitizer, masks	25,000.00		25,000.00	4,000.00	21,000.00
Equipment	signage, banners, safety	25,000.00		25,000.00	5,400.00	19,600.00
TECHNOLOGY	wifi, laptops, accessibility, council/court chambers	50,000.00	25,000.00	75,000.00	65,860.00	9,140.00
	MOU-Good Samaritan Lutheran Ministries for Clarkston Refugee Housing Assistance & Vaccine Access		17,925.00	17,925.00		17,925.00
	MOU-CDF Action for Clarkston Story Walk at Friendship Forest Wild Life Sanctuary to assist persons residing in Clarkston that have been adversely impacted by Covid19. CDF Action \$6,370 for start-up/launch and \$22,035.52 for 30 display stands to be ordered by the City of Clarkston		28,405.52	28,405.52		28,405.52
	MOU-Burmese Rohingya Community of Georgia (BRCG) - to implement the BRCG Food and Family Support and Assistance Project to assist persons residing in Clarkston that been adversely affected by the coronavirus.		25,000.00	25,000.00		25,000.00
Police Vehicle	2015 FORD F150 - Police Vehicle		23,000.00	23,000.00	23,000.00	-
<b>Total Allocation for the above funds are covered until the November Council Meeting.</b>		<b>1,140,000.00</b>	<b>94,330.52</b>	1,234,330.52	<b>645,726.00</b>	588,604.52
<b>Allocation of remaining funding will be voted by the City Council as new project are defined by the City Council.</b>		<b>1,219,557.50</b>		<b>1,125,226.98</b>		
		<b>2,359,557.50</b>		<b>2,359,557.50</b>		

CITY OF CLARKSTON

ITEM NO: G7

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:  
City Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:  
Ordinance

MEETING DATE: OCTOBER 5, 2021

**SUBJECT:** To consider an application to de-annex Tract B formerly apart of parcel known as 4692 East Ponce de Leon Avenue, Stone Mountain, GA 30083 (City of Clarkston)

DEPARTMENT: ADMINISTRATION

PUBLIC HEARING:  YES  NO

ATTACHMENT:  YES  NO  
Pages:

INFORMATION CONTACT: Shawanna Qawiy,  
Interim City Manager  
PHONE NUMBER: 404-296-6489

**PURPOSE:**

To approve an application to de-annex Tract B formerly apart of parcel known as 4692 East Ponce de Leon Avenue, Stone Mountain, GA 30083 (City of Clarkston).

**NEED/ IMPACT:**

To de-annex Tract B formerly apart of parcel known as 4692 East Ponce de Leon Avenue, Stone Mountain, GA 30083 (City of Clarkston).

**RECOMMENDATIONS:**

Staff recommends approving the application to de-annex Tract B formerly apart of parcel known as 4692 East Ponce de Leon Avenue, Stone Mountain, GA 30083 (City of Clarkston).



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE BY THE CITY OF CLARKSTON TO DEANNEX CERTAIN PROPERTY KNOWN AS “TRACT B” THAT WAS FORMERLY A PART OF THE PROPERTY KNOWN AS 4692 EAST PONCE DE LEON AVENUE.**

WHEREAS, the Clarkston City Council is authorized by O.C.G.A. § 36-36-22 to deannex property within its municipal boundaries upon the application of all owners of the property to be deannexed; and

WHEREAS, the City of Clarkston has received an application for deannexation from the Housing Authority of DeKalb County, owner of the property known as “Tract B,” consisting of 4.353 acres and formerly a part of 4692 East Ponce de Leon Avenue, seeking to have such property removed from the City of Clarkston; and

WHEREAS, a copy of such letter of application is attached hereto as Exhibit A; and

WHEREAS, a complete description of the lands to be deannexed is attached hereto as Exhibit B.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Clarkston, Georgia, that the property referred to as “Tract B” and more fully described by Exhibits A and B hereto is hereby deannexed from the City of Clarkston.

BE IT FURTHER ORDAINED that the city manager shall notify the Georgia Department of Community Affairs and DeKalb County of this deannexation as required by State law.

BE IT FURTHER ORDAINED that the deannexation contemplated by this ordinance shall become effective upon the consent of DeKalb County to said deannexation by resolution of the Board of Commissioners of said County.

SO ORDAINED this 5<sup>th</sup> day of October, 2021.

ATTEST:

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

\_\_\_\_\_  
Acting City Clerk

\_\_\_\_\_  
Mayor Beverly H. Burks

Approved as to Form

Stephen Quinn  
Stephen G. Quinn, City Attorney

# **EXHIBIT “A”**



750 Commerce Drive • Suite 201  
Decatur, GA 30030  
p 404.270.2503 f 404.270.2556  
www.dekalbhousing.org

*Affordable housing as a platform to enhance lives.*

September 30, 2021

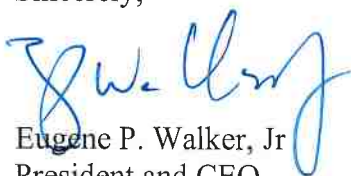
City of Clarkston  
1055 Rowland Street  
Clarkston, Georgia 30021  
Attention: Interim City Manager Shawanna Qawiy

Re: De-annexation Application – Related to 4692 East Ponce de Leon Avenue (18 142 01 086)

Dear Ms. Qawiy:

The Housing Authority of the County of DeKalb, Georgia is the record owner of the above-referenced property. The Subdivision Application filed with the City of Clarkston has been approved (see attached Exhibit included herein showing the lot division). We are now requesting that the subject property (Tract B) as shown in the attached Exhibit hereto is hereby de-annexed from the City of Clarkson pursuant to O.C.G.A. 36-36-22.

Please let us know if you or the City of Clarkston has any questions.

Sincerely,  


Eugene P. Walker, Jr  
President and CEO  
**Housing Authority of the County of DeKalb, Georgia**

Cc:  
Stephen G. Quinn, Esq.  
Wilson, Morton & Downs LLC

**BOARD OF COMMISSIONERS**

Ms. Carleen Cumberbatch  
**CHAIR**  
Dr. Thomas Coleman  
**VICE CHAIR**

Dr. Glenwood Ross  
**COMMISSIONER**  
Ms. Dorothy Williams  
**COMMISSIONER**

Mr. Charles Yi  
**COMMISSIONER**  
Ms. Yvette Hudson  
**COMMISSIONER**

Mr. E. P. "Pete" Walker, Jr.  
**PRESIDENT AND CEO**



# DeKalb County Geographical Information Systems



Michael L. Thurmond  
Chief Executive Officer



Stacy Grear  
Director

## DEVELOPMENT SERVICES AGENT AUTHORIZATION FORM

Date: 9/1/2021

### APPROVED

TO WHOM IT MAY CONCERN: AP 3091313  
DATE: 09/22/21

I/We Housing Authority of DeKalb

Being owner(s) of the property described below or attached, hereby delegate authority to

Chris Eisenzmmmer (Blue Ridge Atlantic Development, LLC & Peachtree Creek on Ponce Apartments, LLC)

to file separation/combination/re-parcel form in my/our behalf.

SEPARATION: Parcel(s) 18 142 01 086

Plumbing, Mechanical, Gas, and Electrical sections of these plans have not been reviewed for compliance with technical codes and will be field-verified during inspection.

COMBINATION: Parcel(s) \_\_\_\_\_  
A set of these approved plans shall be kept on the job site at all times and shall not be modified or altered without authorization from DeKalb County Development Services.

REPARCEL: Parcel(s) \_\_\_\_\_

OTHER/MODEL HOME: Parcel(s) \_\_\_\_\_

SignNow e-signature ID: 8b9f0f67cf...  
09/01/2021 15:35:56 UTC  
Signature of Owner

404-270-2503

Telephone Number

Eugene P. Walker, Jr.

Printed Name of Owner

pwalker@dekalbhousing.org

E-Mail Address

**DeKalb County GIS Department**  
**330 Ponce de Leon Avenue**  
**Suite 600**  
**Decatur, Georgia 30030**  
**ATTENTION:** \_\_\_\_\_



**DEVELOPMENT SERVICES**

**FOR COUNTY USE ONLY:**  
 Recv'd. by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 For Permit: YES or NO  
 Mapper: \_\_\_\_\_

I hereby request and authorize the DeKalb County GIS Department, Property Mapping Division to:

- (x) SEPARATE the following properties in accordance with the attached plat or deed.  
 ( ) COMBINE the following properties **USAGE:**  Commercial or  Residential  
 ( ) REPARCEL in accordance with the attached plat, or survey or deed.

**APPROVED**

**AP** \_\_\_\_\_  
**DATE** 09/22/21

Parcel(s): 18 142 01 086 This Department is not responsible for any errors or omissions by engineers or other design professionals on design or county code requirements of this project.

Parcel(s): \_\_\_\_\_

Parcel(s): \_\_\_\_\_


NOTE: After separation of parcel, please indicate which parcel the structure should remain on. Provide Sketch or plat showing building location if possible.

- Tract A retains address 4692 East Ponce De Leon Avenue, Stone Mountain, GA, 30083, with PID# 18 142 01 086.

- Tract B assigned address 4640 East Ponce De Leon Avenue, Stone Mountain, GA, 30083, with PID# to be assigned later.

PLEASE NOTE: This request is subject to all City Zoning & Building Requirements under the jurisdiction of the CITY OF CLARKSTON. If you have any further questions concerning these City Zoning & Building Requirements, please contact the referenced City Officials for clarification.

Plumbing, Mechanical, Gas, and Electrical sections of this plan have been prepared by a professional engineer or architect licensed in the State of Georgia. A set of these approved plans shall be kept on the jobsite at all times and shall not be modified or altered without authorization from DeKalb County Development Services.

Signature of Owner(s) or Authorized Agent: x  Print Name(s): x Chris Eisenzimmer

Date: x 9/10/2021 Telephone Number: x 910-338-3349

Email Address: x \_\_\_\_\_

**Do Not Write Below County Use Only:**

<b>MAP CHANGES</b>	Date:	By:
Parcel I.D.		
Dimension:		Acres:
Situs Address:		
<hr/>		
<b>NEW PARCEL</b>		
Parcel I.D.		
Dimensions:		Acres:
Situs Address:		
<hr/>		
<b>PARENT PARCEL</b>		
Parcel I.D.		
New Dimensions:		Acres:
Situs Address:		

DeKalb County  
DEVELOPMENT SERVICES

APPROVED

# PEACHTREE CREEK ON PONCE

## LOT DIVISION

### PEACHTREE CREEK ON PONCE APARTMENTS

4692 E PONCE DE LEON AVENUE, STONE MOUNTAIN, GA 30083

STATUS: APPROVED BY CITY OF CLARKSTON

AP# 3091313

PARCEL ID 18 142 01 086

OWNER: HOUSING AUTHORITY OF DEKALB

The issuance or granting of a permit shall not be construed as a guarantee of approval or approval of the site plan or any other information submitted in connection with the permit application. The applicant shall be responsible for obtaining all necessary permits and approvals from the appropriate agencies and for complying with all applicable laws, rules and regulations. The applicant shall also be responsible for obtaining all necessary approvals from the appropriate agencies and for complying with all applicable laws, rules and regulations. The applicant shall also be responsible for obtaining all necessary approvals from the appropriate agencies and for complying with all applicable laws, rules and regulations.

COUNTY APPROVAL



GLA-ATL, LLC  
4511 LATH STREET  
STONE MOUNTAIN, GA 30083  
WWW.GLAATL.COM

NO.	DATE	DESCRIPTION



INDEX SHEET  
PAGE 1 - COVER SHEET  
PAGE 2 - EXISTING CONDITIONS  
PAGE 3 - PROPOSED CONDITIONS

OWNER  
HOUSING AUTHORITY OF DEKALB  
750 COMMERCE STREET STE 201  
DECATUR, GA 30030

DEVELOPER  
BLUE RIDGE ATLANTIC DEVELOPMENT  
2018 EASTWOOD RD STE 304  
WILMINGTON, NC 28403



CLIENT  
BLUE RIDGE ATLANTIC

SCOPE OF WORK: LOT DIVISION, THE EXISTING LOT WILL BE DIVIDED IN TO TWO SEPARATE PARCELS. NO DEMOLITION IS INVOLVED IN THIS PROJECT.

LDP REFERENCE  
AP# 3052768

PROJECT:  
PEACHTREE CREEK ON PONCE  
4692 EAST PONCE  
de LEON AVENUE

SITE ADDRESS:  
4692 E. PONCE DE LEON AVE  
STONE MOUNTAIN, GA 30083

**H Lancaster Associates, Inc.**  
ENGINEERS & ARCHITECTS  
200 WILSON PARKWAY, SUITE 200  
MARIETTA, GA 30067  
770-486-1842

24 HOUR CONTACT  
**CHRIS EISENZIMMER**  
CELL - 252-945-7320  
OFFICE - 252-915-7333

TAX PARCEL ID  
**18-142-01-086**

DRAWING TITLE:  
LOT DIVISION  
COVER SHEET  
DRAWN BY: CHECKED BY:  
SCALE: DATE: 4/7/2020  
PROJECT NUMBER: 1840  
DRAWING NUMBER: SHEET 1 OF 3

NOT RELEASED FOR CONSTRUCTION

DeKalb County  
DEVELOPMENT SERVICES

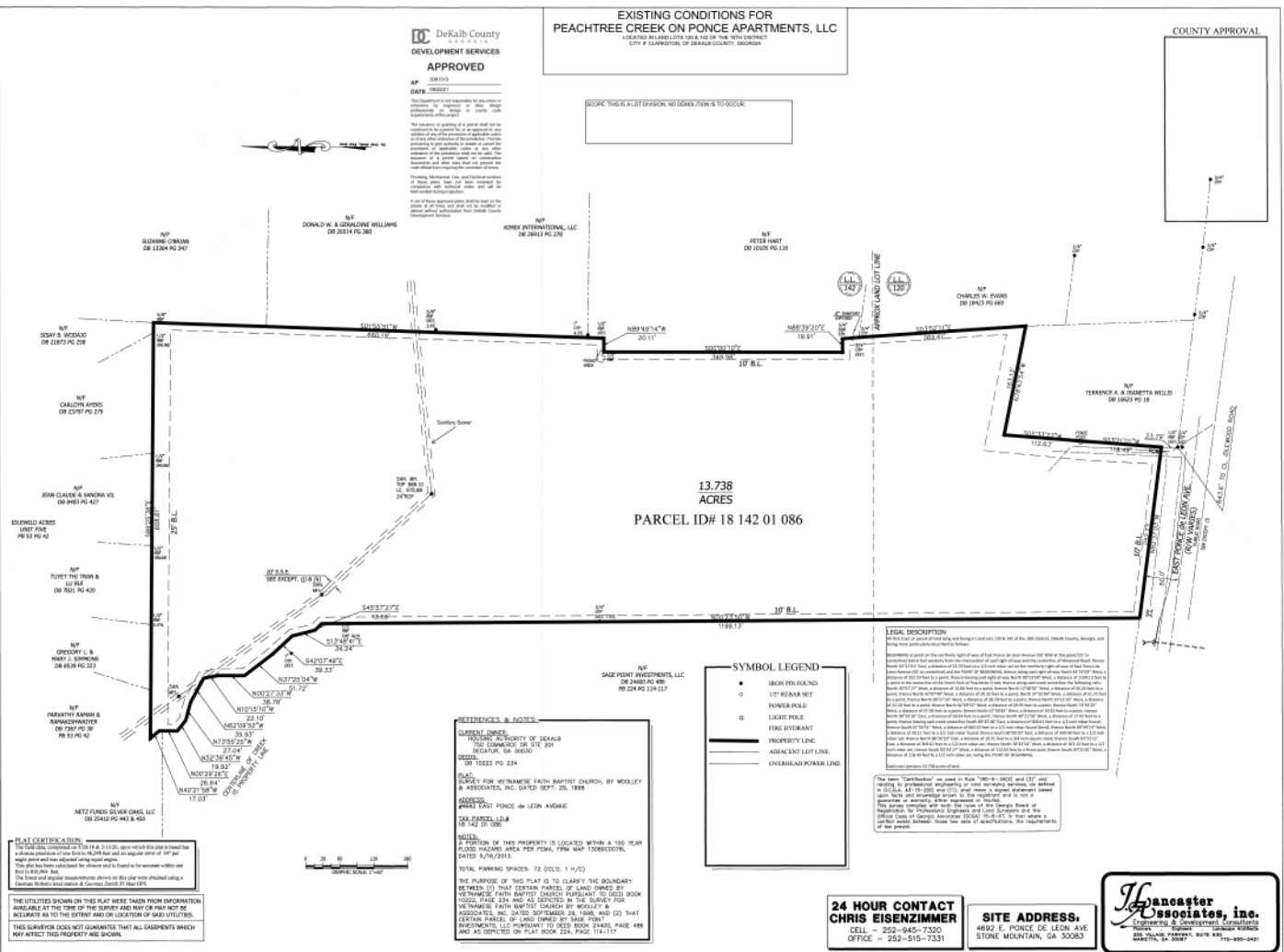
**EXISTING CONDITIONS FOR  
PEACHTREE CREEK ON PONCE APARTMENTS, LLC**  
LOCATED ON LOTS 1201 & 1202 OF THE 18TH DISTRICT  
CITY OF CLARKSTON, DEKALB COUNTY, GEORGIA

COUNTY APPROVAL

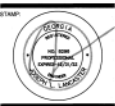
**APPROVED**  
DATE: 08/20/2011

The Department is not responsible for the accuracy of the information provided by the applicant or other sources. The Department is not responsible for the accuracy of the information provided by the applicant or other sources. The Department is not responsible for the accuracy of the information provided by the applicant or other sources.

SCOPE: THIS IS A LOT DIVISION NO DRAINAGE IS TO OCCUR



RELEASE DATE	REV.	DESCRIPTION
	1	ISSUED



CLIENT: BLUE RIDGE ATLANTIC

PROJECT: PEACHTREE CREEK ON PONCE

4692 EAST PONCE DE LEON AVENUE

EXISTING CONDITIONS

DRAWN BY: [ ] CHECKED BY: [ ]  
SCALE: [ ] DATE: 4/7/2020  
PROJECT NUMBER: 1840  
DRAWING NUMBER: [ ]  
Sheet 2 of 3

**24 HOUR CONTACT  
CHRIS EISENHAMMER**  
CELL: 252-345-7330  
OFFICE: 252-515-7331

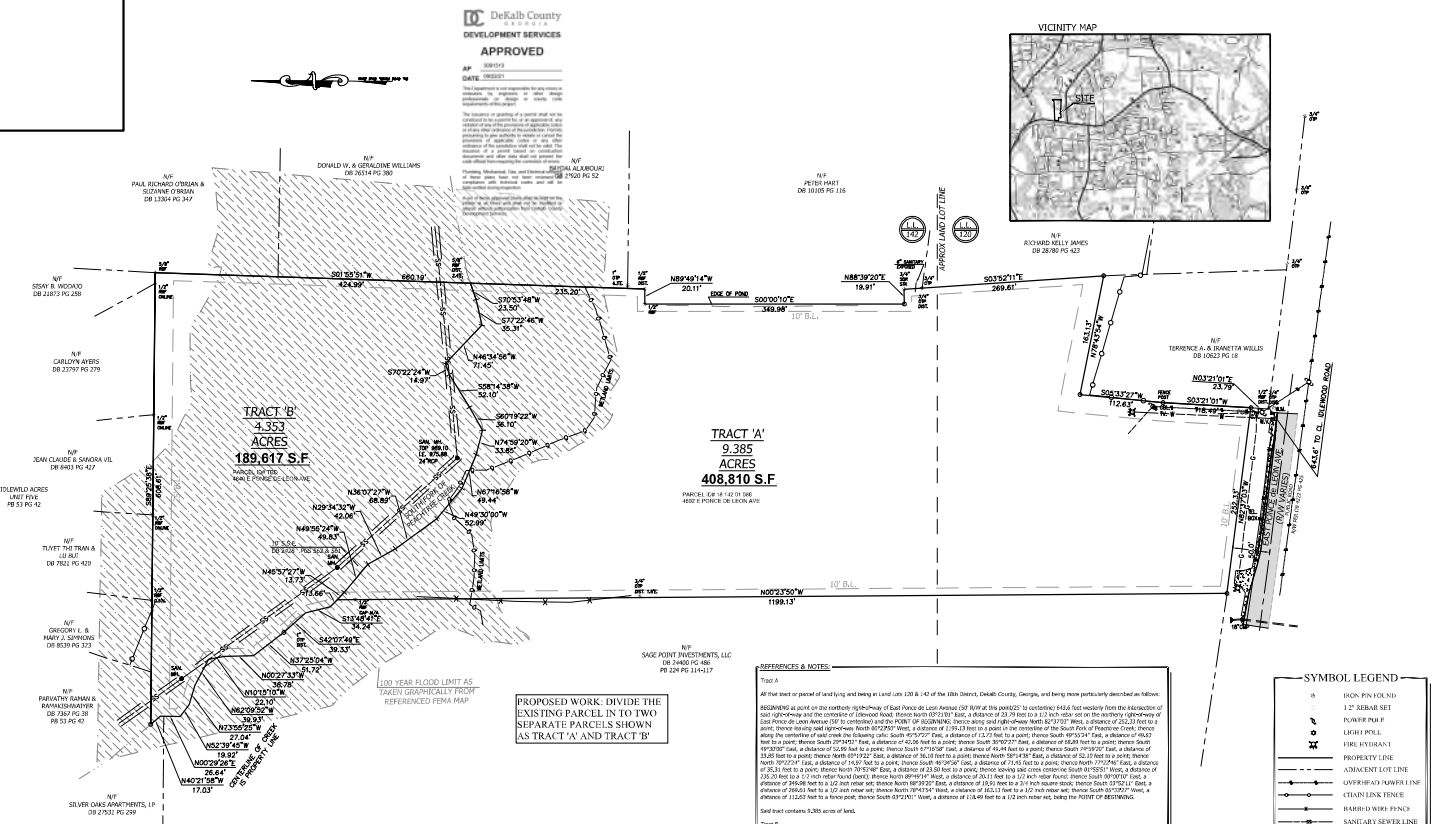
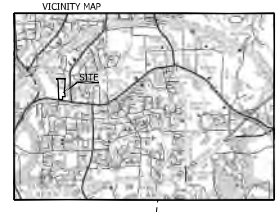
**SITE ADDRESS:**  
4692 E. PONCE DE LEON AVE.  
STONE MOUNTAIN, GA 30083

**JL Lancaster Associates, Inc.**  
Engineering & Development Consultants  
200 WILSON PARKWAY, SUITE 400  
DUBLIN, GA 30098

NOT REISSUED FOR CONSTRUCTION

APPROVED

DATE: 08/28/2018  
TIME: 10:00 AM  
PROJECT: 1889617 S.F. / 408,810 S.F.



**PLAT CERTIFICATION:**  
I, the undersigned, being duly sworn, depose and say that I am the duly qualified and licensed professional engineer in the State of Georgia, and that I am the author of the foregoing plat and that the same is a true and correct copy of the original as the same appears on file in my office.

**NOTICE TO CONTRACTOR:**  
The contractor shall be responsible for obtaining all necessary permits and for complying with all applicable codes and regulations. The contractor shall also be responsible for protecting all existing utilities and structures on the site.

**PROPOSED WORK:**  
DIVIDE THE EXISTING PARCEL INTO TWO SEPARATE PARCELS SHOWN AS TRACT A AND TRACT B.

**REFERENCES & NOTES:**  
1. All lines are based on a survey of the property conducted by the undersigned on 08/28/2018.

**DEVELOPMENT SERVICES:**  
HOUSING AUTHORITY OF DEKALB  
2000 W. BURNING WOOD DR. SUITE 100  
ALPHARETTA, GA 30201

**APPROVED:**  
[Signature]  
Professional Engineer

**DATE:** 08/28/2018

**PROJECT:** 1889617 S.F. / 408,810 S.F.

**SCALE:** 1" = 100'

**DATE:** 08/28/2018

**PROJECT:** 1889617 S.F. / 408,810 S.F.

**SCALE:** 1" = 100'

**DATE:** 08/28/2018



SCANLON ENGINEERING SERVICES, INC.  
3111 LANE BUNN STREET  
PHONES: (678) 948-5281 WWW.SCANLONENGINEERING.COM

HOUSING AUTHORITY OF DEKALB  
LOCATED IN LAND LOTS 120 & 142 OF THE 1881 DISTRICT  
CITY OF CLAMSON, DEKALB COUNTY, GEORGIA



DATE: 08/28/2018  
PROJECT: 1889617 S.F. / 408,810 S.F.



# **EXHIBIT “B”**

## Tract B

All that tract or parcel of land lying and being in Land Lot 142 of the 18th District, Dekalb County, Georgia, and being more particularly described as follows:

COMMENCING at point on the northerly right-of-way of East Ponce de Leon Avenue (50' R/W at this point/25' to centerline) 643.6 feet westerly from the intersection of said right-of-way and the centerline of Idlewood Road; thence North 03°21'01" East, a distance of 23.79 feet to a 1/2 inch rebar set on the northerly right-of-way of East Ponce de Leon Avenue (50' to centerline); thence along said right-of-way North 82°37'03" West, a distance of 252.33 feet to a point; thence leaving said right-of-way North 00°23'50" West, a distance of 1199.13 feet to a point in the centerline of the South Fork of Peachtree Creek, being the POINT OF BEGINNING; thence along the centerline of said creek the following calls: North 45°57'27" West, a distance of 13.66 feet to a point; thence North 13°48'41" West, a distance of 34.24 feet to a point; thence North 42°07'49" West, a distance of 39.33 feet to a point; thence North 37°25'04" West, a distance of 51.72 feet to a point; thence North 00°27'33" West, a distance of 38.78 feet to a point; thence North 10°15'10" West, a distance of 22.10 feet to a point; thence North 62°09'52" West, a distance of 39.93 feet to a point; thence North 73°55'25" West, a distance of 27.04 feet to a point; thence North 52°39'45" West, a distance of 19.92 feet to a point; thence North 00°29'26" East, a distance of 26.64 feet to a point; thence North 40°21'58" West, a distance of 17.03 feet to a point; thence leaving said creek centerline South 89°25'38" East, a distance of 608.61 feet to a 5/8 inch rebar found; thence South 01°55'51" West, a distance of 424.99 feet to a point in the centerline of the South Fork of Peachtree Creek; thence along the centerline of said creek the following calls: thence South 70°53'48" West, a distance of 23.50 feet to a point; thence South 77°22'46" West, a distance of 35.31 feet to a point; thence North 46°34'56" West, a distance of 71.45 feet to a point; thence South 70°22'24" West, a distance of 14.97 feet to a point; thence South 58°14'38" West, a distance of 52.10 feet to a point; thence South 60°19'22" West, a distance of 36.10 feet to a point; thence North 74°59'20" West, a distance of 33.85 feet to a point; thence North 67°16'58" West, a distance of 49.44 feet to a point; thence North 49°30'00" West, a distance of 52.99 feet to a point; thence North 36°07'27" West, a distance of 68.89 feet to a point; thence North 29°34'32" West, a distance of 42.06 feet to a point; thence North 49°55'24" West, a distance of 49.83 feet to a point; thence North 45°57'27" West, a distance of 13.73 feet to a point, being the POINT OF BEGINNING.

Said tract contains 4.353 acres of land.