



3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly H. Burks

Councilmembers:

Debra Johnson-Vice Mayor	Jamie Carroll
Sharifa Adde	Susan Hood
Yterenickia Bell	Mark Perkins
ChaQuias Miller-Thornton, City Manager	

CITY COUNCIL MEETING AGENDA

TUESDAY, SEPTEMBER 2, 2025 - 7:00PM

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Presentation of the Downtown Development Authority's proposed logo and branding. NOTE: *During the 08/26/2025 Work Session, this item was (presentation only) deferred to the 09/02/2025 regular session agenda. There is no associated action item to be considered under new business.*
- B. Employee of the Month Recognition – August 2025
- C. Police Department Award – August 2025
- D. Business of the Month Recognition – August 2025
- E. To approve the following meeting minutes:
 - 1. 8/7/2025 – City Council Meeting
 - 2. 8/26/2025 – City Council Work Session

4. REPORTS

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

5. PUBLIC COMMENTS

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

6. OLD BUSINESS

- A. To consider for adoption an ordinance to amend Articles IV and VII of the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail.

7. CONSENT AGENDA

- A. To adopt an ordinance to amend Chapter 18 of the City Code regarding traffic to create new Article VI regarding traffic calming measures; to establish a maintenance fee to be collected from real properties that benefit from traffic calming devices.
- B. To approve a resolution authorizing a Traffic Calming Policy.
- C. To approve a resolution to declare firearms as surplus property for the City of Clarkston.



- D. To approve a resolution authorizing an agreement with Sages Networks, Inc. for permitting, inspections, licensing, and code enforcement software, maintenance and support services in the amount of \$112,838, for a six-year term, to be funded out of the General Fund.

8. NEW BUSINESS

- A. To consider for adoption a resolution to approve the City of Clarkston Employee Health Benefits for Plan Year 2026.
- B. To consider for adoption an ordinance to amend the Fiscal Year 2025 General Fund Budget appropriating the amounts in the expenditures/expenses as amended, adopting the items or revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes – Permitting, Inspections, Licensing, and Code Enforcement Software, and Ad Valorem Tax Amendments.
- C. To consider for approval an alcohol license application for on-premises consumption at Addis Grocery, LLC d/b/a Addis Ababa Grocery & Cafe located at 4144 E. Ponce De Leon Ave., Clarkston, GA 30021.
- D. To consider for approval a resolution to appoint Safe Streets for All (SS4A) Steering Committee members.
- E. To defer the proposed sidewalk amendments to the Planning and Zoning Commission.
- F. To consider for adoption an ordinance approving a rezoning from low density residential commercial, NC-1, to high-density neighborhood residential, NR-3 at 905 Mell Avenue (Parcel ID No. 18 097 10 048).
- G. To consider for adoption an ordinance to amend Chapter 16, Article III of the City Code concerning Special Events to clarify the definition of a Special Event, to specify applications requirements, insurance standards, and penalties for noncompliance.

9. EXECUTIVE SESSION

- A. To discuss a personnel matter.

10. ADJOURNMENT

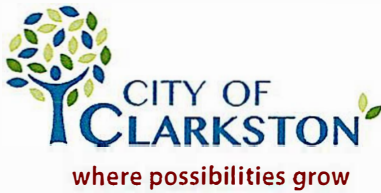
PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 p.m. on Tuesday, September 2, 2025. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_b0kA6ZV5Q8i436fcPg8mqg

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



CITY COUNCIL

ITEM NO: 3A

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: September 2, 2025

SUBJECT: Review/Discuss the presentation of Downtown Development Authority Branding for City Council Review

DEPARTMENT: Downtown Development Authority

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Johnny Garcia
PHONE NUMBER: (404) 822-4452

PURPOSE: To discuss and present the Downtown Development Authority's proposed logo and branding to City Council for review and feedback.

NEED/ IMPACT: City Council input will ensure the branding aligns with the City's vision and accurately represents the community. Approval or requested modifications will guide the final design.

RECOMMENDATION: That City Council review the proposed branding and provide feedback or approval for finalization.

The City Of Clarkston DDA

Logo Presentation

Logo Anatomy

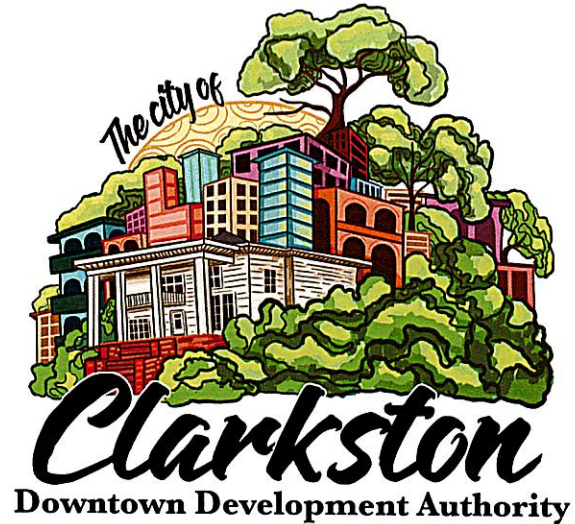
- **Trees:** Represent growth, homage to the seeds that we are planting today.
- **Buildings:** Represent structural development.
- **Sun:** Represents radiance and Clarkston's bright future.
- **Colors:** Represent Cultural Diversity
- **Marker font:** Represents approachability and inclusivity.
- **Serif font:** Represents professionalism and trust



Logo Variations

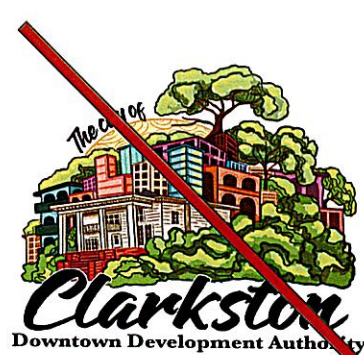
Our Primary logo thrive on surfaces with a lot of real-estate. (Posters, t-shirts and Banners)

Our Secondary logo is slightly more simple and works beautifully for surfaces with less real estate but ones that still benefit from pops of color

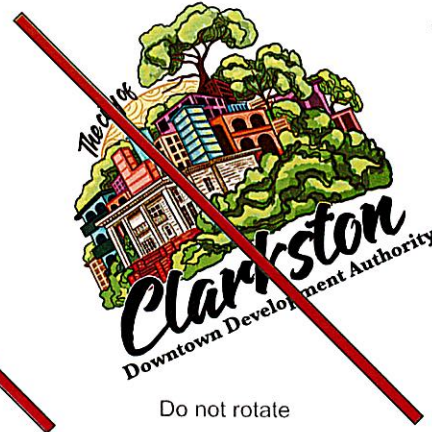


Logo Misuse

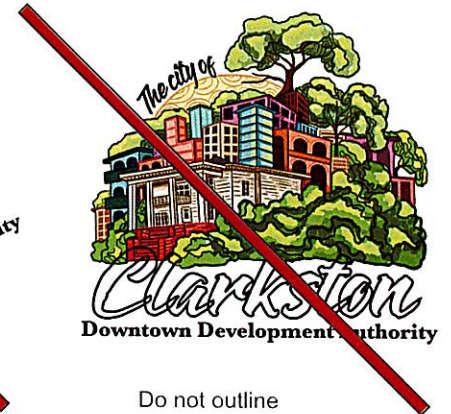
For brand recognition and legibility, all logo variations should follow these guidelines.



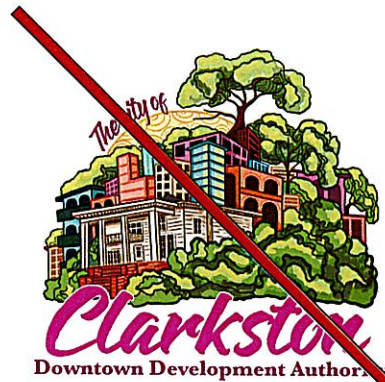
Do not stretch



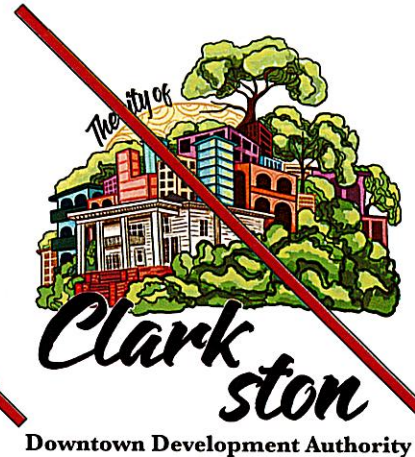
Do not rotate



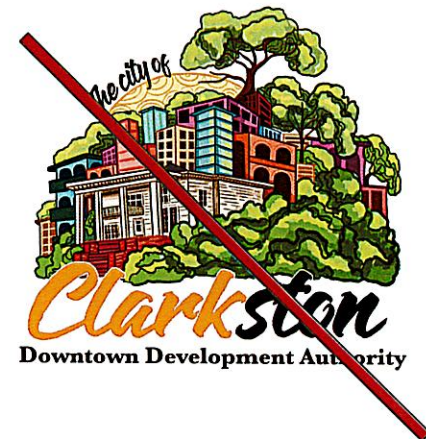
Do not outline



Do not use non-branded colors



Do not separate text



Do not use multiple text colors

Colors

Primary Colors: Are simple, grounded and easy to read on copy. Typically used for elements such as typography,

Secondary Colors: Are more complex, fun and add life and help hone in the cultural diversity and liveliness that already exists in Clarkston. The colors should feel soft, radiant and add life to graphics such as social media posts, posters. These colors should be used as accents.

ffffff	fffae7
020100	d6796f
596f33	eea274
	b87891
	8bb8bc
	c3da9b
	dcc261

Typography:

Our typography represents the liveliness of the City of Clarkston.

Our header is Antheres. Known for its playful brushstrokes and bold nature. This typeface combines elegance with playfulness- creating an approachable, fun, and beautiful atmosphere.

Our body copy is in Baskerville. A traditional font known for its elegance, traditional style and legibility.

*AaBbCcDdEeFfGgHhIi
JjKkLlMmNnOoPpQqRrSs
TtUuVvWwXxYyZz*

AaBbCcDdEeFfGgHhIiJj
KkLlMmNnOoPpQqRrSsTt
UuVvWwXxYyZz

0123456789!@#\$%^&()□



CITY OF CLARKSTON

ITEM NO: 3B

CITY COUNCIL WORK SESSION/ COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: September 2, 2025

SUBJECT: Employee of the Month – August 2025

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Dr. Dwight L. Baker
PHONE NUMBER: 404.824.8135

PURPOSE:

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

NEED/IMPACT:

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

RECOMMENDATION:

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

The Employee of the Month will:

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



CITY OF CLARKSTON

ITEM NO: 3C

CITY COUNCIL WORK SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: September 2, 2025

SUBJECT: Police Department Awards – August 2025

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: YES ☒ NO
PAGES:

PRESENTER CONTACT INFO: Assist. Chief X. Todd
PHONE NUMBER: 404.790-7992

PURPOSE:

- To recognize and reward exceptional employees' performance, fostering a culture of appreciation and motivation.

NEED/IMPACT:

- Celebrating achievements promotes a positive work environment.

RECOMMENDATION:

- To award excellent work from the Police Department Criminal Investigations Division on investigation of a Homicide.



CITY COUNCIL

ITEM NO: 3D

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: September 2, 2025

SUBJECT: Business of the Month – August 2025.

DEPARTMENT: Community Development

PUBLIC HEARING: ☐ YES ☐ NO

ATTACHMENT: ☐ YES ☒ NO
PAGES: N/A

PRESENTER CONTACT INFO: Jacob Bouie
PHONE NUMBER: (470) 292-9569

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

NEED/ IMPACT:

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

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

The Business of the Month will:

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

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN-PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, AUGUST 7, 2025

On the 7th day of August 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in regular session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde (virtual); Yterenickia Bell; Jamie Carroll; and Mark Perkins. Absent: Susan Hood. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Tomika R. Mitchell (City Clerk); Christine Hudson (Police Chief); Xavier Todd (Assistant Police Chief); Dr. Dwight Baker (Director of Human Resources & Risk Management); and Stephen Quinn (City Attorney).

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

1. CALL TO ORDER

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

2. ROLL CALL

Councilmember Hood was absent.

Councilmember Perkins made a motion to add an item to the agenda, Item 8K, to discuss a Subgrant Agreement with ICMA to implement the Economic Mobility and Opportunity Special Assistants Program. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

A. Employee of the Month Recognition – June 2025

Dr. Dwight Baker, the Director of Human Resources and Risk Management, recognized the Employee of the Month for July 2025, offering a brief explanation of the employees' outstanding contributions to the city. The recognition was awarded to the Public Works employee, Corey Ford from the Public Works Department, acknowledging his hard work and dedication to the City of Clarkston.

B. Business of the Month Recognition – July 2025

Economic Development Coordinator, Jacob Bouie stated the purpose of this item was to recognize and celebrate outstanding local businesses that contribute to the vitality, growth, and community spirit of the City of Clarkston. Recognized for Business of the Month for the month of July was Clarkston Repair Center.

As the Business of the Month, Clarkston Repair Center will receive a certificate of recognition, be highlighted on the City's website and social media platforms and be eligible for nomination as the Business of the Year.

C. Downtown Development Authority (DDA) Quarterly Update

DDA Chairperson Johnny Garcia provided the quarterly update, noting that work is underway on the logo and branding, legal counsel has been retained, the second session for developing the vision and mission statements has been completed, the McCully report has been finalized, efforts are ongoing to complete the downtown district survey, and a request for a moratorium on the issuance of building and construction permits in the DDA area.

D. To approve the following meeting minutes:

1. 7/1/2025 – City Council Meeting
2. 7/14/2025 – Special Called City Council Meeting
3. 7/29/2025 – City Council Work Session

Vice Mayor Johnson made a motion to approve the minutes. Councilmember Carroll seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

4. REPORTS

A. City Manager's Report

City Manager ChaQuias Miller-Thornton provided a brief report and update on the following: New Administrative and Police Building at 736 Park North Blvd.; Election Candidate Qualifying Information; Grant Award for an Economic Mobility Assistant Program; Managed Contracts; Permitting and Licensing; Communications; FY2024 Audit Preparation; FY2025 Budget Review and FY 2026 Preparation; Ad Valorem Tax Billing; Human Resources staffing level; Public Sector Employee Benefits Administrator; Back to School Back Pack Giveaway Event; Parks Master Plan; Miliam Park; Programs; Planning and Economic Development Activity; Public Safety; Public Works; Transportation and Engineering; and Upcoming Events.

B. City Attorney's Report

- No report was given.

C. Council Remarks

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

D. Mayor's Report

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

5. PUBLIC COMMENTS

The following citizens provided public comments: Martha Brown, Debbie Gathmann, and Theodros Hailegiorgis.

6. OLD BUSINESS

There was no old business discussed.

7. CONSENT AGENDA

Ms. Miller-Thornton informed the City Council of an unsubstantial change to the Vision Zero policy that stated “Be it further resolved, that the City Manager may delegate the performance of any directive assigned to the City Manager under the Vision Zero Policy.

- A. To defer an ordinance to amend the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail to the August 26th Work Session.
- B. To approve an ordinance to amend the Clarkston Zoning Ordinance to require a mix of land uses within projects in the Town Center (TC) zoning district for parcels over one (1) acre in size.
- C. To approve a resolution establishing a Vision Zero policy to work towards zero traffic deaths and zero severe injuries.
- D. To defer the initial proposal of a Traffic Calming Policy to the August 26th Work Session.

Councilmember Carroll made a motion to approve the Consent Agenda, Items 7A through 7D. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

8. NEW BUSINESS

- A. To consider for approval a resolution awarding a professional consultant services agreement to the most responsive and responsible bidder, AtkinsRealis Usa, Inc. for concept design services for the “Phase I Greenway Trail” Project in the amount of \$499,810.55 to be funded out of SPLOST II.

The Council had no additional discussion on this matter.

Councilmember Bell made a motion resolution awarding a professional consultant services agreement to the most responsive bidder, AtkinsRealis Usa, Inc. for concept design services for the “Phase I Greenway Trail” Project in the amount of \$499,810.55 to be funded out of SPLOST II. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

- B. **Public Hearing** - To receive comments from the public regarding a resolution to amend CUP 19-02 zoning conditions for 1352 Brockett Road, applicant: Abdulkadir Dine.

Planning and Economic Development Director, Richard Edwards provided a brief update on this matter stating staff proposed the removal of the existing conditions associated with CUP 19-02 that are currently under review and recommended that the business owner has an

opportunity to submit a new Conditional Use Permit application, specifically for the operation of a full service auto repair shop and used car sales. Staff recommended approval of the request with the following modified conditions: (1) Used car sales shall be allowed pursuant to CUP 19-02 and the following conditions; (2) There shall be no long term or overnight parking along the front of the business; (3) The maximum number of cars for sale on the property at any time shall not exceed ten (10); (4) The owner shall adhere to Sections 12-20 Disorderly Conduct and 12-28 Noise; (5) The business shall not emit noise, vibrations, smoke, gas, fumes or odors that would be a nuisance to the adjacent properties; (6) The business shall comply with the Department of Natural Resources-Environmental Protection Division (EPD) policies/ procedures and laws relative to air/land quality, environmental pollutants disposal including used tires and oil disposal; and (7) The owner shall adhere to state and local requirements and licensing for used automobiles sales.

The public hearing opened at 8:04 p.m.

The applicant's son, Muhamed Mohamed provided comments on behalf of Brava Auto Service.

Byron Delgado provided comments pertaining to smart development, safety and welcoming businesses.

The public hearing closed at 8:08 p.m.

C. To consider a resolution to amend CUP 19-02 zoning conditions for 1352 Brockett Road, applicant: Abdulkadir Dine.

The Council briefly discussed the number of vehicles for sale and vehicles on site, with Mr. Edwards recommending the maximum number of parking spaces on the lot be 22.

Councilmember Perkins made a motion to approve a resolution to amend CUP 19-02 zoning conditions for 1352 Brockett Road, applicant: Abdulkadir Dine to include the following conditions: (1) Used car sales shall be allowed pursuant to CUP 19-02 and the following conditions; (2) There shall be no long term or overnight parking along the front of the business; (3) The maximum number of cars for sale on the property at any time shall not exceed five (5); (4) The owner shall adhere to Sections 12-20 Disorderly Conduct and 12-28 Noise; (5) The business shall not emit noise, vibrations, smoke, gas, fumes or odors that would be a nuisance to the adjacent properties; (6) The business shall comply with the Department of Natural Resources-Environmental Protection Division (EPD) policies/ procedures and laws relative to air/land quality, environmental pollutants disposal including used tires and oil disposal; and (7) The owner shall adhere to state and local requirements and licensing for used automobiles sales, and no others. Vice Mayor Johnson duly seconded the motion.

The Council discussed the motion.

Councilmember Carroll made a motion to amend condition number (3) to state “The maximum number of cars for sale on the property at any time shall not exceed ten (10).” Councilmember Bell duly seconded the motion.

The Council discussed the motion.

Mayor Burks called for the vote and declared the motion approved (3-1). Councilmember Perkins voted “no”. Councilmember Adde did not vote.

Mayor Burks called for the vote on the main motion with the amendment to condition number three (3) and declared the motion approved (4-0). Councilmember Adde did not vote.

D. Public Hearing - To receive comments from the public regarding a request for a Clemsil Overlay development approval for a single-family home at 3637 Lincoln Street (1212 Patricia Davis Drive), applicant: Ben Darmer.

Planning and Economic Development Director, Richard Edwards provided a brief overview stating everything within the code was met, zoning and the overlay requirements. However, the applicant had conversations with the neighbors and requested a withdrawal.

The public hearing opened at 8:27 p.m.

Martha Brown provided comments pertaining to the withdrawal of the application.

The public hearing closed at 8:29 p.m.

E. To consider a request for a Clemsil Overlay development approval for a single-family home at 3637 Lincoln Street (1212 Patricia Davis Drive), applicant: Ben Darmer.

Vice Mayor Johnson made a motion to allow withdrawal of the application for a Clemsil Overlay development approval for a single-family home at 3637 Lincoln Street (1212 Patricia Davis Drive), applicant: Ben Darmer without any prejudice. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

F. Public Hearing - To receive comments from the public regarding a request for variances from Section 305 to reduce minimum lot widths and Sec. 540(a) to not require a 5’ sidewalk at 911, 917, 929, and 935 Mell Avenue, applicant: Megha Joshi – Altair Homes ATL, LLC.

Planning and Economic Development Director, Richard Edwards provided a brief overview stating the applicant has requested to build 13 single-family homes along Mell Avenue. Mr. Edwards stated staff recommend denial on both variance requests, as there was no true hardship established in the request.

The Planning and Zoning Board recommended approval of the variance request from Sec. 305 of the Zoning Code to reduce the minimum lot width from 50’ to 36’ for 10 lots and 30’ for 3

lots and recommended denial of the variance request from Sec. 540(a) to not require a 5' sidewalk along a local street with the following conditions: (1) The development shall be substantially in compliance with the site plan dated April 10, 2025; (2) The development shall be substantially in compliance with the architectural elevations Newberry Plan dated November 11, 2024 and Rosemont Plan dated August 8; and (3) A rezoning to NR-3 and a variance from Sec. 305 to reduce the minimum lot widths shall be obtained for 905 Mell Avenue by the applicant prior to any development of these parcels.

The public hearing opened at 8:35 p.m.

Martha Brown provided public comments in favor of the variance.

Debbie Gathmann provided public comments in favor of the variance.

Byron Degaldo provided public comments against the variance, expressing it was a public safety issue.

The public hearing closed at 8:43 p.m.

The applicant, Megha Joshi with Altair Homes ATL, LLC. provided a brief overview of the development and requested variances to build single-family homes.

The Council briefly discussed this matter.

G. To consider a request for variances from Section 305 to reduce minimum lot widths and Sec. 540(a) to not require a 5' sidewalk at 911, 917, 929, and 935 Mell Avenue, applicant: Megha Joshi – Altair Homes ATL, LLC.

Councilmember Perkins made a motion to deny the request for variances from Section 305 to reduce minimum lot widths and Sec. 540(a) to not require a 5' sidewalk at 911, 917, 929, and 935 Mell Avenue without prejudice for applicant Megha Joshi with Altair Homes ATL, LLC. Vice Mayor Johnson duly seconded the motion.

The Council briefly discussed this matter and expressed a PUD without an HOA would be desirable. The applicant stated she was open to doing research on a PUD.

Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

H. To consider an application to transfer the alcohol license for 4556 E. Ponce De Leon Ave., Ste. A, Clarkston, GA 30021 to Dillyet, LLC d/b/a 76 Food Mart.

City Clerk, Tomika Mitchell provided a brief overview of the application stating the application was a transfer of an alcohol license application for Dillyet, LLC d/b/a 76 Food Mart located at 4556 E. Ponce De Leon Ave., Ste. A.

The Alcohol Review Committee (ARC) has received and reviewed the alcohol license application and verified the business license has been issued, zoning compliance has been performed, all required on-site inspections and measurements have been completed, and the background checks were conducted. At the previous Work Session, staff was awaiting the results of the background check, which have since been received and cleared.

In accordance with Chapter 3-54(d), this alcohol license application is considered a transferred grandfathered license. The ARC determines this application complies and fulfilled all requirements and recommends approval of the transfer of this alcohol license.

Councilmember Carroll made a motion an application to transfer the alcohol license for 4556 E. Ponce De Leon Ave., Ste. A, Clarkston, GA 30021 to Dillyet, LLC d/b/a 76 Food Mart. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

- I. To consider an ordinance to amend Chapter 3 of the City Code concerning alcohol to remove outdated references to the city zoning ordinance; to reduce the proximity restrictions applicable to businesses involved in the retail sale of beer, malt beverages, wine, or distilled spirits for consumption on the premises; and for other purposes.

Planning and Economic Development Director, Richard Edwards stated this ordinance would eliminate the distance requirements for the retail sale of beer, malt beverages, wine, or distilled spirits for on-site consumption for churches, which is in line with state law; reduce the proximity restrictions for on-site consumption of beer, malt beverages, wine, and distilled spirits for consumption on premises and adult entertainment establishments; and remove outdated references to the city zoning districts that no longer exist.

Councilmember Bell made a motion an ordinance to amend Chapter 3 of the City Code concerning alcohol to remove outdated references to the city zoning ordinance; to reduce the proximity restrictions applicable to businesses involved in the retail sale of beer, malt beverages, wine, or distilled spirits for consumption on the premises; and for other purposes. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

- J. To table the Affordable Housing Assistance Program discussion pending the Atlanta Regional Commission (ARC) Housing Study report.

Councilmember Bell made a motion to table the Affordable Housing Assistance Program discussion pending the Atlanta Regional Commission (ARC) Housing Study report. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

- K. To discuss a Subgrant Agreement with ICMA to implement the Economic Mobility and Opportunity Special Assistants Program.

City Manager, Ms. Miller-Thornton, expressed her thanks to Planning and Economic Development Director, Richard Edwards for bringing this opportunity to the City Manager's attention, presenting an application that was awarded. Ms. Miller-Thornton provided a brief overview of the program stating the Gates Foundation entered an agreement with ICMA to implement the Senior Mobility and Opportunity Special Assistance Program. ICMA then put forward a national grant application opportunity, for which the City of Clarkston was awarded and one of the 16 applicants across the nation.

Over the course of two and a half years, the city will receive \$304,000 in resources to include \$80,000 per year in funding for an Economic Mobility and Opportunity Special Assistant to help advance programs and priorities that enhance economic vitality for all residents. Ms. Miller-Thornton also provided a brief overview of what was envisioned for this position in the Economic Development Department.

The Council briefly discussed this matter.

Councilmember Perkins made a motion to approve a Subgrant Agreement with ICMA to implement the Economic Mobility and Opportunity Special Assistants (EMO SA) Program. Vice Mayor Johnson duly seconded the motion. Councilmember Perkins withdrew this motion.

Councilmember Perkins made a motion to approve a resolution to approve a subgrant agreement with International City/County Management Association (ICMA) to implement the Economic Mobility and Opportunity Special Assistants (EMO SA) Program. Vice Mayor Johnson duly seconded the motion. Councilmember Perkins withdrew this motion.

Councilmember Perkins made a motion to approve a resolution to authorize a subgrant agreement with International City/County Management Association (ICMA) to implement the Economic Mobility and Opportunity Special Assistants (EMO SA) Program and hire an Economic Mobility Manager. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-0). Councilmember Adde did not vote.

9. ADJOURNMENT

Councilmember Bell made a motion to adjourn. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (4-0). Councilmember Adde did not vote.

The meeting adjourned at 9:11 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, AUGUST 26, 2025

On the 26th day of August 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Tomika R. Mitchell (City Clerk); Richard Edwards (Planning & Economic Development Director); Cynthia Hammond (Finance Director); Chief Hudson (Police Chief); Dr. Dwight Baker (Human Resources and Risk Management Director); and Stephen Quinn (City Attorney).

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

1. CALL TO ORDER

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

2. ROLL CALL

All members of Council were present. Councilmember Adde attended the meeting virtually.

Councilmember Perkins made a motion to defer this item to the September 2nd City Council meeting. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. PUBLIC COMMENTS

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Presentation of the Downtown Development Authority's proposed logo and branding.

This item has been deferred to the September 2nd City Council meeting.

B. Presentation of Safe Streets for All Safety Action Plan by Kimley-Horn.

Tracy Lehman, Deputy Project Manager with Kimley-Horn provided a brief presentation on the Safe Streets and Roads for All (SS4A) Safety Action Plan.

Byon Delgado provided public comments on this item.

The Council briefly discussed this matter.

C. Renewal Presentation of the City of Clarkston 2026 Employee Benefits Plan Options by Alliant Insurance Benefits.

Tammi Starkey with Alliant Insurance Benefits provided a brief overview of the proposed Employee Benefits Plan for 2026. The City currently procures employee medical, dental, vision, and life insurance coverage through GMA. Effective January 1, 2026, the cost of medical insurance is scheduled to increase by 8%, or \$64,476. To address this increase, the City's employee benefits broker, Alliant, conducted a comprehensive market review for alternative benefit options. Ms. Starkey provided plan proposal options from Curative and The Standard.

Through this process, a competitive proposal for medical insurance was secured from Curative. This plan provides no deductible, coinsurance, or co-pays for members who complete a telephonic health visit. In addition, the proposal generates significant savings, reducing City costs by \$20,294 and employee costs by \$70,524 for health insurance. For dental, vision, and life insurance coverage, a competitive proposal was also secured from The Standard. This option offers enhanced benefits and savings for many employees.

Staff recommended moving medical insurance from GMA to Curative effective January 1, 2026, and moving dental, vision, and life insurance from GMA to The Standard effective January 1, 2026.

5. OLD BUSINESS

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

Richard Edwards, Planning and Economic Development Director, provided a brief overview of the proposed text amendments that will provide definitions and use regulations for convenience stores, grocery stores, fitness centers, and small food retail, and provide use regulations for child day care/adult day care uses. The zoning code does not currently have explicit use regulations for the uses provided in this text amendment. This text amendment will allow for an easier interpretation of allowed uses.

Staff is recommending permitting convenience store w/o fuel pumps in the NC-1, NC-2, and I zoning districts and convenience store w/ fuel pumps to be permitted in the NC-2 and I zoning district with a conditional use permit requirement in the NC-1 zoning district. Staff is further recommending an amendment to the definition of convenience store so that the definition in the Zoning Ordinance is consistent with the definition set forth in Section 11-171 of the City Code, as follows: Any retail establishment offering for sale prepackaged food products, household items, and other goods commonly associated with the same and having a gross floor area of not greater than two thousand seven hundred (2,700) square feet.

The addition of Section 411.5. – Convenience Stores is proposed to add further clarification of the allowed use of convenience stores and to add a minimum distance requirement between convenience stores.

Sec. 411.5. Convenience Stores. (a) Food preparation and food serving areas located within a convenience store for the purpose of made-to-order and pre-packaged food shall be limited to no more than fifteen (15) percent of the gross floor area of the establishment. (b) No convenience store shall be located within 1,320 feet (i.e., one-fourth of a mile) of any other convenience. The measurement of distance for the purposes of this subsection shall be from the front door of the structure to the closest point on a boundary of any parcel(s) containing another convenience store.

The cities of Tucker and Stone Mountain have passed similar ordinances to have distance requirements for convenience stores. Both cities cited research from DeKalb County that showed a higher crime rate at “gas and service stations” than other places within the county. The City of Tucker requires a minimum of 1,500 feet between new and existing convenience stores while the City of Stone Mountain requires a minimum of 3,960 feet (3/4th mile) between new and existing convenience stores.

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

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

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

This item will be placed on the next City Council meeting agenda for discussion.

- B. To discuss an ordinance to amend Chapter 18 of the City Code regarding traffic to create new Article VI regarding traffic calming measures; to establish a maintenance fee to be collected from real properties that benefit from traffic calming devices.

Larry Kaiser with Collaborative Infrastructure provided an overview of the implementation of the Traffic Calming process and procedure that will provide effective traffic engineering and management solutions that promote the safety for motorists, bicyclists, and pedestrians while enhancing the livability of Clarkston’s residential streets through reducing vehicle speeds and volumes and discouraging cut-through traffic.

Stephen Quinn, City Attorney, recommended following the patterns of sister jurisdictions to not put all the code provisions in the code, just the key provisions.

Mr. Kaiser provided clarity to the traffic-calming policy. The proposed policy under consideration outlines not only the process and procedure by which a Traffic Calming Petition is technically evaluated by staff but also whether sufficient funding exists to implement a traffic-calming project under consideration by Council. Within the SPLOST II program of projects, Council allocated approximately \$100,000 for a specific “Neighborhood Traffic Calming” project. Council also allocated \$285,000 for pedestrian improvements on the North Indian Creek corridor. If council chooses to adopt a Traffic Calming Policy, staff suggest that some percentage of funding from either one or both of these projects be re-allocated to a citywide “Neighborhood Traffic Calming” program.

This matter was discussed by the Council.

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

C. To discuss a resolution to approve a Traffic Calming Policy.

Mr. Kaiser provided clarification on the petition process and recommended adoption of a Traffic Calming Policy. A policy will provide guidance to city staff for assessing whether a traffic calming petition request satisfies the criteria set forth in the policy document.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council meeting agenda.

6. NEW BUSINESS

A. To discuss a resolution to approve the City of Clarkston Employee Health Benefits for Plan Year 2026.

City Manager, Ms. Miller-Thornton provided an overview of the purpose of the resolution, placing the plan in policy form.

This matter was discussed by the Council.

This item will be placed on the next City Council meeting agenda for discussion.

B. To discuss a resolution to declare firearms as surplus property for the City of Clarkston.

Police Chief Hudson stated the Police Department requests authorization to declare 26 firearms as obsolete and surplus equipment, to be traded in to AmChar Wholesale, Inc.

This item will be placed on the Consent Agenda on the next City Council meeting agenda.

C. To discuss a resolution authorizing an agreement with Sages Networks, Inc. for permitting, inspections, licensing, and code enforcement software, maintenance and support services in the amount of \$112,838, for a six-year term, to be funded out of the General Fund.

City Manager, Ms. Miller-Thornton, presented a brief overview of this item stating the Planning and Economic Development Department, City Clerk's Office and the City Manager solicited for a licensing, permitting, inspections, and code enforcement electronic software. This item will cause a budget adjustment that will be discussed during the next agenda item. The SagesGov platform enables fully electronic submission and approval processes for both business licensing and permitting. Applicants can complete all required forms, upload supporting documentation, make payments, and track the status of their applications in real time through a single, user-friendly interface. The platform also supports comprehensive electronic plan review and inspections. Staff can annotate and mark up site plans directly within the system, while Building Officials and inspectors are equipped to perform mobile inspections using smartphones or tablets. These inspections can include uploading photographs, adding signatures, and issuing approvals, all of which are immediately accessible to both internal staff and the applicant.

For Code Enforcement, SagesGov offers rapid case creation with GPS-enabled location tagging. Officers can document violations in the field using photos, predefined code sections, and electronic signatures, and issue citations on-site—all from a mobile device. Importantly, all modules within the platform are fully integrated and communicate seamlessly with one another.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council meeting agenda.

- D. To discuss an ordinance to amend the Fiscal Year 2025 General Fund Budget appropriating the amounts in the expenditures/expenses as amended, adopting the items or revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes – Permitting, Inspections, Licensing, and Code Enforcement Software, and Ad Valorem Tax Amendments.

City Manager, Ms. Miller-Thornton provided a brief overview of the proposed FY2025 Budget Amendment as related to the 2025 Millage Rate Adoption (15.800 mils) and Final Certified Ad Valorem Tax Digest for the City of Clarkston and the purchase of Sages Networks, Inc. - Software for Licensing, Maintenance and Support. Ms. Miller-Thornton informed the Council of the reduction of appropriations, transfer of appropriations and identified a need for the reduction and transfer of appropriations based on an analysis of FY2025 Budget (as adopted) versus 2025 Tax Digest (as certified). Please see the attached memorandum for details regarding and the 1st year setup, implementation, and software costs for Sages Network, Inc. Software for licensing, maintenance, and support. Please see the attached memorandum for details regarding.

This matter was discussed by the Council.

This item will be included on the next City Council Meeting agenda for discussion.

- E. To discuss an alcohol license application for on-premises consumption at Addis Grocery, LLC d/b/a Addis Ababa Grocery & Cafe located at 4144 E. Ponce De Leon Ave., Clarkston, GA 30021.

The Alcohol Review Committee (ARC) has reviewed a new application submitted by Addis Grocery, LLC for an alcohol license at Addis Ababa Grocery & Café, located at 4144 E. Ponce De Leon Avenue, Clarkston, GA 30021. The application requests approval for on-premises consumption of beer, wine, and malt beverages.

The Alcohol Review Committee (ARC) reviewed the new alcohol license application, confirmed the business license was issued, inspections and measurements completed, background checks passed, and zoning compliance verified. The ARC has determined that the application complies with all requirements and recommends approval for issuance of the new alcohol license.

Byron Delgado presented public comments.

This item will be included on the next City Council Meeting agenda for discussion.

- F. To discuss a resolution to appoint Safe Streets for All (SS4A) Steering Committee members.

Larry Kaiser with Collaborative Infrastructure provided a brief overview of the Safe Streets for All (SS4A) Steering Committee stating the committee will be used to provide advice for ideas for the plan to move forward and several counter measures will be presented on how to make the street safe in the City of Clarkston.

City Manager, Ms. Miller-Thornton provided the nomination list for the Steering Committee: Dean Moore, Adrian Marshall, Amy Medford, Luay Sami, Stephan Solvick, Jerney Cole, Samia Abdule, Patricia Prevost, Tony Gilford, Adam Chapel, Emmanuel Ransom, Nicki Johnson, Ira Jenkins, Luke Keller, Josh Deaton, and Will Johnston.

This matter was discussed by the Council.

This item will be included on the next City Council Meeting agenda for discussion.

- G. To discuss proposed sidewalk amendments.

Councilmember Carroll provided a brief overview of the proposal to amend the sidewalk ordinance to remove the requirement that persons developing or substantially improving a property to build a sidewalk and replace it with a requirement that the owner grant the city an easement/right of way to build a sidewalk there in the future.

This would prevent developers from being required to build stranded stretches of sidewalk that increase water runoff and increase costs, while still preserving land for the city to build complete sidewalks in developed areas if desired in the future.

This matter was discussed by the Council.

Mr. Quinn expressed his concerns pertaining to property owners and rights-of-way.

Mr. Kaiser provided historical information pertaining to this matter.

This item will need to appear on the City Council agenda and then the Planning and Zoning Board agenda for discussion.

Mr. Quinn stated staff would make a sidewalk bank proposal for Council to review.

This item will be included on the next City Council Meeting agenda for discussion.

H. **Public Hearing** - To receive comments from the public regarding a proposed application for rezoning from low density residential commercial, NC-1, to high-density neighborhood residential, NR-3 at 905 Mell Avenue (Parcel ID No. 18 097 10 048).

Richard Edwards, Planning and Economic Development Director provided a brief overview of the request from the property owner requesting a rezoning from NC-1 to NR-3 to allow for a Planned Unit Development (PUD) submittal for single-family homes on five (5) existing lots along Mell Avenue. The current NC-1 zoning does not allow for any residential development.

Staff recommended approval of the rezoning from NC-1 to NR-3 at 905 Mell Avenue.

Public Hearing opened at 9:16 p.m.

No comments were presented in favor of the rezoning

Byron Delgado presented comments against the rezoning.

Public Hearing closed at 9:20 p.m.

I. To discuss an ordinance approving a rezoning from low density residential commercial, NC-1, to high-density neighborhood residential, NR-3 at 905 Mell Avenue (Parcel ID No. 18 097 10 048).

There was no further discussion from Council.

This item will be included on the next City Council Meeting agenda for discussion.

J. To discuss an ordinance to amend Chapter 16, Article III of the City Code concerning Special Events to clarify the definition of a Special Event, to specify applications requirements, insurance standards, and penalties for noncompliance.

Richard Edwards, Planning and Economic Development Director, provided a brief overview of the ordinance stating this text amendment would provide a more detailed definition of a

special event. This proposal includes adding notification requirements of all adjacent property owners and establishes required insurance minimums for the host of special events.

This matter was discussed by the Council.

This item will be included on the next City Council Meeting agenda for discussion.

7. ADJOURNMENT

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

The meeting was adjourned at 9:39 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY OF CLARKSTON

ITEM NO: 6A

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: September 2, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 8

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

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

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

RECOMMENDATION: Staff is recommending approval of these text amendments.

ORDINANCE NO. _____

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

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

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

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

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

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

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

WHEREAS, the City Council desires to further amend Table 4.1 to allow grocery stores within the moderate density neighborhood commercial (NC-2) zoning district, and to allow conditional use permits for grocery stores in the town center (TC) and neighborhood residential-community development district (NR-CD) zoning districts; and

WHEREAS, the City Council desires to further provide supplemental use standards for small food retail and convenience stores; and

WHEREAS, such supplemental use standards include distance restrictions for convenience stores

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

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

Table 4.1 Use Table											
P: Permitted use C: Conditional use subject to the conditional use permit application procedures specified in article II of this chapter AP: Administratively approved use Pa: Accessory use as regulated by article IV of this chapter.	NR-1	NR-2	NR-3	NC-1	NC-2	TC	I	R-OS	NR-CD	RC	Supplemental Standards
Residential											
Apartment childcare or tutoring			P	P	P	P			P		Sec. 404
Assisted Living									P	P	
Boarding or Rooming House, except halfway houses									C	C	
Dwelling, Accessory	P	P	P						P	P	Sec. 413
Dwelling, Duplex		P	P						P		
Dwelling, Multi-family				P	P	P			P	P	
Dwelling, Single-family detached	P	P	P						P	P	
Dwelling, Townhome		P	P						P		
Dwelling, Triplex			P						P		
Dwelling, Quadruplex			P								
Home Occupation	P	P	P								Sec. 407
Non-commercial horticulture and agriculture	P	P	P								Sec. 408
Non-commercial poultry	P	P	P								Sec. 409
Personal Care Home									C	C	
Planned Unit Developments											
Cottage Housing Developments		P*	P*						P*	P*	
Planned Commercial Development				P*	P*	P*			P*	P*	
Planned Mixed-Use Development				P*	P*	P*			P*		
Planned Residential Development		P*	P*							P*	
Commercial and Retail											

Adult entertainment or establishment							C				
Antique shop				P	P	P				P	
Apparel store				P	P	P					
Art store/gallery				P	P	P			P	P	
Banks and financial institutions				P	P	P				P	
Bed and breakfast inns			C			P				C	Sec. 405
Book and video store (non-adult oriented)				P	P	P				P	
Bottle shop/package store					C	P	P				
Bowling Alleys						P	P		C		
Camera shop				P	P	P			P		
Car washes					C		C				
Child day care, adult day care				C	P	P			P		Sec. 406
Convenient store w/o fuel pumps				C	P		P				Sec. 411.5
Convenient store w/ fuel pumps				C	P		P				Sec. 411.5
Dry cleaner (except drive thru)				P	P						
Eating and drinking establishment, excluding drive-thru/drive-in establishments				P	P	P	P		P	P	
Eating and drinking establishment, including drive-thru/drive-in establishments					C						
Electronics and appliance store						P					
Entertainment venues (non-adult oriented)							P				
Florist				P	P	P			P	P	
Funeral home (no on-site crematory services)							P				
Furniture and home furnishings						P					
Greenhouses and horticultural nurseries				P	P				P	P	
Grocery store					P	C			C		
Fitness Center 5,000 sq. ft or less				C	P	P	P		P	P	
Fitness Center 5,000 sq. ft or greater					P		P		C		
Hookah/Vape Store											
Hospital							P				
Hotel						C					
Jewelry store				P	P	P			P	P	
Laundry, self-service				C	C		C				
Massage establishment							C				
Microbrewery				P	P	P	P		C		
Movie Theater (non-adult oriented)						P	P				
Non-automotive repair services (cameras, jewelry, shoes)				P	P	P	P				
Parking structure				Pa	Pa	Pa	Pa	Pa	Pa		
Personal service establishment (barber shop, hair salon, nail salon)				P	P	P			P	P	
Pet boarding/breeding kennel							P				
Pet grooming and supply shop				P	P	P					
Pharmacy or Drug store				P	P						
Recycling collection				Pa	Pa	Pa	Pa			Pa	
Recycling collection/drop off centers									Pa		
Research and experimental testing							C				

[illegible]

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

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

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

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

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

Small food retail: A retail establishment with a gross floor area of less than 5,000 square feet that offers a curated selection of fresh and pre-packaged food and beverage items for on-site or off-site consumption. Such uses may include, but are not limited to, the sale and preparation of fresh produce, dairy products, baked goods, and a variety of ready-to-eat or made-to-order food items.

SECTION 4. Appendix A, Article IV, Division 2 – Supplemental Use Standards, is hereby amended by adding a new Section 411.1 entitled “Convenience Stores” to read as follows:

(a) Food preparation and food serving areas located within a convenience store for the purpose of made-to-order and pre-packaged food shall be limited to no more than fifteen (15) percent of the gross floor area of the establishment.

(b) No convenience store shall be located within 1,320 feet (i.e., one-fourth of a mile) of any other convenience store. The measurement of distance for purposes of this subsection shall be from the front door of the structure to the closest point on a boundary of any parcel(s) containing another convenience store, by the most direct route of travel using public streets or sidewalks.

SECTION 5. Appendix A, Article IV, Division 2 – Supplemental Use Standards, is hereby amended by adding a new Section 411.2 entitled “Small Food Retail” to read as follows:

(a) Food preparation and food serving areas shall be limited to no more than fifty percent (50%) of the gross floor area of the establishment.

SECTION 6. This ordinance is intended to be severable. Should any portion of this ordinance be judged invalid by a Court of competent jurisdiction, such order or judgment shall not invalidate the remainder of this ordinance.

SECTION 7. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

Notice Published in DeKalb Champion: May 15, 2025

Public Hearing Held by City Council: June 3, 2025

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney



STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

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

Date: September 2, 2025

Purpose:

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

Background:

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

Analysis:

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

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

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

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

The addition of Section 411.5. – Convenience Stores is proposed to add further clarification of the allowed use of convenience stores and to add a minimum distance requirement between convenience stores.

Sec. 411.1. Convenience Stores.

- (a) Food preparation and food serving areas located within a convenience store for the purpose of made-to-order and pre-packaged food shall be limited to no more than fifteen (15) percent of the gross floor area of the establishment.
- (b) No convenience store shall be located within 1,320 feet (i.e., one-fourth of a mile) of any other convenience. The measurement of distance for the purposes of this subsection shall be from the front door of the structure to the closest point on a boundary of any parcel(s) containing another convenience store.

The cities of Tucker and Stone Mountain have passed similar ordinances to have distance requirements for convenience stores. Both cities cited research from DeKalb County that showed a higher crime rate at “gas and service stations” than other places within the county. The City of Tucker requires a minimum of 1,500 feet between

new and existing convenience stores while the City of Stone Mountain requires a minimum of 3,960 feet (3/4th mile) between new and existing convenience stores.

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

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

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

“A retail establishment with a gross floor area of less than 5,000 square feet that offers a curated selection of fresh and pre-packaged food and beverage items for on-site or off-site consumption. Such uses may include, but are not limited to, the sale and preparation of fresh produce, dairy products, baked goods, and a variety of ready-to-eat or made-to-order food items. Food preparation and food serving areas shall be limited to no more than fifty (50) percent of the gross floor area of the establishment”

Sec. 411.2. Small Food Retail.

(a) Food preparation and food serving areas shall be limited to no more than fifty (50) percent of the gross floor area of the establishment.

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

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



CITY OF CLARKSTON

ITEM NO: 7A&B

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To approve an ordinance to amend Chapter 18 of the City Code regarding traffic to create new Article VI regarding traffic calming measures; to establish a maintenance fee to be collected from real properties that benefit from traffic calming devices.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: YES ☒ NO
Pages: 1

INFORMATION CONTACT: Larry Kaiser, PE
PHONE NUMBER: 404-909-5619

PURPOSE: To implement a traffic calming process and procedure that will provide effective traffic engineering and management solutions that promote the safety for motorists, bicyclists, and pedestrians while enhancing the livability of Clarkston's residential streets thorough reducing vehicle speeds and volumes and discouraging cut-through traffic

NEED/ IMPACT: The proposed policy under consideration outlines not only the process and procedure by which a Traffic Calming Petition is technically evaluated by staff but also whether sufficient funding exists to implement a traffic calming project under consideration by council.

Within the SPLOST II program of projects, Council allocated approximately \$100,000 for a specific "Neighborhood Traffic Calming" project. Council also allocated \$285,000 for pedestrian improvements on the North Indian Creek corridor.

If council chooses to adopt a Traffic Calming Policy, staff would suggest that some percentage of funding from either one or both of these projects be re-allocated to a citywide "Neighborhood Traffic Calming" program.

RECOMMENDATION:

Staff recommends adoption of a Traffic Calming Policy. A policy will provide guidance to city staff for assessing whether a traffic calming petition request satisfies the criteria set forth in the policy document.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 18 OF THE CITY CODE REGARDING TRAFFIC TO CREATE NEW ARTICLE VI REGARDING TRAFFIC CALMING MEASURES; TO ESTABLISH A MAINTENANCE FEE TO BE COLLECTED FROM REAL PROPERTIES THAT BENEFIT FROM TRAFFIC CALMING DEVICES; AND FOR OTHER PURPOSES.

WHEREAS, increased congestion on the City's arterial and collector road network, combined with drivers' desires to find shorter and faster travel routes, have caused drivers to seek alternate travel routes by using the City's local and residential neighborhood streets; and

WHEREAS, the City desires through this Ordinance to manage and control the negative impacts of increased traffic volume and speeding that residents in the area often experience by establishing a traffic calming program whereby eligible neighborhoods may petition the City to install traffic calming devices on local and residential streets within their neighborhood; and

WHEREAS, the City desires to fully fund the installation of approved traffic calming measures but will charge all property owners located within the impacted area an annual maintenance fee of twenty dollars (\$20.00) per traffic calming device, which will be assessed each year on the property owner's property tax bill; and

WHEREAS, the boundary of the impacted area shall be determined by the City Engineer and the Public Works Department and shall include adjoining and/or nearby streets to which traffic may be diverted by virtue of the traffic calming measures; and

WHEREAS, the City finds that an annual maintenance fee is necessary to defray the City's actual costs to maintain the traffic calming measures including, but not limited to, restriping, sign replacements, damage repairs, repairs necessitated by ordinary wear and tear, and replacement; and

WHEREAS, the amount of the annual maintenance fee has been calculated to closely approximate the City's actual costs to maintain and/or replace the traffic calming devices and will be reviewed periodically and potentially modified by the City Council, upon recommendation from the Public Works Department, to ensure that the total revenue generated by said fee is sufficient to meet the cost of maintenance and/or replacement of the traffic calming measures but is not excessive; and

WHEREAS, a policy consistent with the intent of this Ordinance, to be created by the Public Works Department and approved by resolution of the City Council, will express the details of the traffic calming program and shall govern the administration of the City's traffic calming program; and

WHEREAS, the City Council hereby finds this Ordinance to be in the best interest of the health, safety and general welfare of City residents and the general public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON AS FOLLOWS:

SECTION 1. Chapter 18 of the City Code concerning traffic is hereby amended by adding a new Article VI to read as follows:

“Article VI. TRAFFIC CALMING MEASURES

Sec. 18-56. – Traffic calming program established.

There is established a traffic calming program whereby eligible neighborhoods may petition the city to install traffic calming measures within their neighborhood. The public works department shall create and maintain a traffic calming program policy that the city council shall approve by resolution. Such policy shall contain minimum criteria for the installation of traffic calming measures, the process for submitting and reviewing petitions for traffic calming and the removal of traffic calming measures, and any other matters necessary or incidental to the implementation and administration of the program.

Sec. 18-57. – Council approval of districts.

Prior to the installation of any traffic calming measures, the city council shall approve by resolution the establishment of each such traffic calming district, pursuant to the adopted traffic calming policy. Each address within the area impacted by the proposed traffic calming measures shall receive notice of the city council meeting wherein establishing the traffic calming district will be considered, via U.S. Mail, prior to the city council’s final vote. Upon the approval of a traffic calming district by the city council, each property owner within the district shall be promptly notified, via U.S. Mail, of the approved district and the number of traffic calming devices within the district for which the owner will be assessed an annual fee.

Sec. 18-58. – Annual maintenance fee.

- (a) Each property in the impacted area for traffic calming measures, as defined and identified in the adopted traffic calming policy, shall be assessed an annual fee of twenty dollars (\$20.00) per traffic calming device within the area. Fees collected pursuant to this section shall be separately accounted for and used only for maintenance of traffic calming measures. Such fee will be assessed annually on the property owner’s property tax bill, beginning the year after the devices are installed. Maintenance may include, but is not limited to, tasks such as restriping, sign replacements, damage repairs, repairs necessitated by ordinary wear and tear, and replacement of traffic calming devices.

- (b) The public works department shall periodically compare the annual revenue generated by the maintenance fee to the cost of maintaining traffic calming devices and may recommend adjustments to the fee amount to the city council if costs increase or decrease relative to the revenue generated.

Sec. 18-59----18-60. – Reserved.”

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

SECTION 3. This Ordinance shall take effect immediately upon its approval by the City Council and signature by the Mayor.

SO ORDAINED, this _____ day of _____, 2025.

ATTEST:

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

By _____
Tomika Mitchell, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A TRAFFIC CALMING POLICY.

WHEREAS, City Code § 18-56 provides that the Public Works Department shall create and maintain a traffic calming program policy document to be approved by the City Council by resolution; and

WHEREAS, the Public Works Department has prepared such a policy document, which is attached hereto as Exhibit A; and

WHEREAS, the City Council finds that the attached policy meets with the purpose and intent of the City's Traffic Calming Measures ordinance and will benefit the public welfare.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the traffic calming policy attached hereto as Exhibit A is hereby adopted pursuant to City Code § 18-56.

BE IT FURTHER RESOLVED that the traffic calming policy document shall be maintained as a public record by the City and made available on the City's website.

SO RESOLVED, this _____ day of _____, 2025.

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

BEVERLY H. BURKS, Mayor

ATTEST:

Tomika Mitchell, City Clerk

EXHIBIT A

City of Clarkston

Traffic Calming Policy

CITY OF CLARKSTON PUBLIC WORKS DEPARTMENT

TRAFFIC CALMING POLICY

Approved: _____

Traffic Calming Policy

I. Introduction

Because of increased congestion on the City's arterial and collector road network, combined with driver's desires to find shorter travel routes, drivers frequently seek alternate travel routes. Frequently, the routes include the City's local and residential neighborhood streets. Many of these streets have experienced increases in volume and speeding that has diminished the quality of life and the safety of residents, pedestrians, bicyclist, and other motorists. Other reasons exist for neighborhoods requesting traffic calming measures and often these reasons originate due to excessive speeding amongst residents who reside in the area.

Traffic Calming as defined by the Institute of Transportation Engineers (ITE), is the use of physical and psychological devices "to reduce the negative effects of motor vehicle use, alter driver behavior and to improve conditions for non-motorized street users." The use of Traffic Calming techniques may return the quality of life and safety in a neighborhood by alerting drivers to share the road, drive with more care, drive more slowly, and, in some cases, divert to more appropriate routes.

While each neighborhood and each situation may be somewhat unique, a systematic approach is taken by the Traffic Calming Program. Thus, the same definitions and criteria, as outlined in this policy, are applied in all cases. As a part of that approach, the transportation system of the City needs to be considered as a whole. Solving a problem on one neighborhood or street should not cause another problem to appear somewhere else.

II. Minimum Requirements

In order for the installation of Traffic Calming Measures to be considered, the following criteria must be met:

1. Only streets classified as Local and/or Residential or roadway classified as a minor collector with a speed limit of 35 mph or less are eligible for the Traffic Calming Program.
2. Streets classified as Arterial (Minor or Major) or Major Collector; based on DeKalb County's Major Thorough Transportation Map, are Not Eligible for the Traffic Calming Program.
3. The 85th Percentile speed as measured by a speed study must be a minimum of 5 mph greater than the posted speed limit of the street. City will perform speed studies to document the 85th Percentile speed
4. The traffic study must show that the Traffic Calming techniques will not divert traffic on to other local and/or residential streets in the study area. If the Traffic Study reflects traffic being diverted then the petitioner will be asked to pursue the signatures from those on the streets where traffic will be diverted and the total approval percentage of all the street(s) will then be considered for the entire area impacted
5. Emergency Vehicle access must be preserved. Consideration will also be given to school bus and sanitation vehicle access.
6. Pedestrian and Bicycle access must be preserved
7. The neighborhood Traffic Calming plan shall be designed using sound transportation planning practices and civil engineering judgment.

Traffic Calming Policy

III. Definitions

For purposes of this Policy, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent section of this Policy, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this Policy shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

AASHTO means the American Association of State Highway and Transportation Officials.

Affected area means a geographic portion of a neighborhood consisting of all property owners whose quality of life as a resident in the neighborhood, and not necessarily as a traveler through the neighborhood, is being directly impacted by the cut-through or speeding traffic problem being addressed. The affected area will include all lots from which residents must traverse the traffic calming measure. The affected area will also include all lots from which residents may have an alternate route without traffic calming measures but whose lots have driveways that access the residential street for which traffic calming measures are sought.

Department means the Public Works Department or City Engineer.

Eligible Petitioner means the person whose name is recorded as a property owner in the tax records maintained by the DeKalb County's tax commissioner and board of tax assessors for the address listed on the petition that falls within the affected area.

Initiator is a real property owner who has initiated a request for traffic calming measures and/or has assumed a primary role in circulating the subsequent traffic-calming petition and undertakes to serve as the City's sole contact with respect to the progress of any subsequent traffic study and traffic-calming petition.

I. T. E. Means the Institute of Transportation Engineers.

MUTCD means the Manual on Uniform Traffic Control Devices.

Neighborhood Representative (s) means the individual (s) who represents the affected area of the proposed traffic calming measures and will notarize the petition form (s) stating that the signatures obtained are of the owners of the property

Real property owners' means homeowners or other real property owners as indicated in the tax records of the DeKalb County Tax Commissioner and Board of Tax Assessors and located on a city (public) street.

Reference number means the number assigned to a completed initial interest request which meets the City's criteria for a study that will be used to determine the order in which traffic studies will be conducted.

Residential Street means a street classified and defined as "residential", "local" or "minor collector" based on the records of the City of Clarkston's Planning and Economic Development Department and DeKalb County's Transportation Thorough Plan

Traffic-calming measures means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the City may use to reduce aggressive driving behavior

Traffic Calming Policy

that impairs the quality of life of its citizens in any neighborhood in which the posted speed limit is no greater than thirty-five (35) miles per hour. Such measures include, but are not limited to, speed tables, bicycle lanes, center traffic islands (easabouts), splitter islands, curb offsets, striping and various other traffic operation types.

Traffic study means the process by which data pertinent to the flow, rate of speed and density of traffic, collected over a defined period of time, is measured and analyzed to determine its impact on the safety of citizens within a neighborhood or affected area.

IV. **Traffic Calming Process**

1. Homeowners' Association, or when a Home Owners Association is not in existence, a neighborhood group can request a Traffic Calming Study for their neighborhood or street by submitting an Application Form and Petition with signatures of a minimum of 50% + one (1) of the property owners on the street(s) requesting Traffic Calming. Resident signatures must be owners of the land parcel and not tenants. If parcel ownership includes more than one (1) resident then all owner signatures must be included on the petition but will be counted as only one (1) vote.
2. Initial application and the petition will start the traffic calming review process. This is not a request for a particular traffic calming device. Selection of Traffic Calming Devices are made by Public Works Director and/or City Engineer based on traffic data and analysis performed by a registered (PE) Traffic Engineer or similar experienced professional civil engineer.
3. Public Works Department will schedule and conduct an Initial Meeting with the Neighborhood Coordinator to discuss:
 - Application Process
 - Traffic Study Process
 - Petition Requirements
 - Financial Participation
 - Potential Passive Traffic Calming Solutions
4. Public Works Department will conduct appropriate studies, as approved by City Manager, to determine the existence and extent of the problem
 - If the results of the study indicate there is no traffic problem, the neighborhood will be informed in writing
 - Once the neighborhood is notified in writing that there is no traffic problems exists at a particular neighborhood, no petitions will be entertained by the City for the next two (2) years from the date of the notification.
 - If a major rezoning and land development occurs in the same neighborhood or within the zone of influence of the neighborhood, Public Works Director may waive the two-year moratorium of repeated petition. The Planning & Economic Development Department will determine what is defined as a "Major" development or rezoning or comparable traffic generator
 - If the results of the study indicate there is a traffic problem, Public Works staff will develop a traffic calming report, including suggested passive and active measures and present to City Council for consideration.
5. Public Works staff schedule a neighborhood meeting to discuss study findings, suggested passive and active measures, define the affected area, prepare estimated costs, and the petition process

Traffic Calming Policy

6. Public Works will prepare a preliminary design of the proposed passive and/or active measures and prepare the formal petitions for the Neighborhood Representative to distribute for signature.
7. Public works will determine the “Area of Impact” for the proposed traffic calming measures and provide a map to identify the impacted property owners to obtain signatures.
8. To show awareness and consensus for the proposed traffic calming plan, the neighborhood must submit a petition to Public Works with signatures of 70% of the property owners approving the proposed plan (see Appendix B for example petition forms)
9. Public Works shall verify the signatures on the petition and, once verified, will develop a final project design and cost, based on the suggested passive and/or active measures.
10. Final design and cost for any active measures will be presented to the Mayor and City Council for funding and approval consideration.
11. The City will fund 100% of the cost-necessary for construction of any active or passive traffic calming measures. Funding available for the construction of active or passive traffic calming measures will be limited to the amount budgeted for Traffic Calming for that current fiscal year and allocated to neighborhoods in the order that their petition is approved by the City Council. Any neighborhoods that are approved for the construction of active or passive traffic calming measures after the current year’s budget has been expended will be funded out of future year’s budgets in the order that their petition was approved by the City Council
12. Passive measures and/or any needed modifications or temporary measures may be implemented and studies for effectiveness before active measures are installed.
13. Upon City Council approval and the allocation of funds in the City budget, the traffic calming project will be implemented at the direction of the City Manager.
14. Each property in the affected area will be assessed on their **property tax bill a \$20 fee for each traffic calming device** for purposes of maintenance of the Traffic Calming Devices, beginning the year after the devices are installed. Each year this fee will be included on the property tax statement for those within the traffic calming impacted area. Maintenance could include tasks such as restriping, sign replacements, damage or normal repairs to the traffic calming device, to name a few.
15. Within 6 months of project installation, Public Works staff may conduct follow-up studies to measure project effectiveness
16. In the case of resurfacing, some types of traffic calming devices may need to be removed in order to properly asphalt resurface a street. Existing traffic calming devices will be considered as grandfathered and will be replaced with following completion of the resurfacing project. No additional neighborhood funding or petitions will be required with existing traffic calming devices.

IV. **Removal of Traffic Calming Devices**

If the originally petitioning neighborhood decides that they no longer want previously installed traffic calming devices, they must follow the same procedure to obtain signatures but at a higher level of support. The support percentage required for removal will be 85%. Active traffic calming devices should remain in place for at least 12 months before removal.

Traffic Calming Policy

If devices are removed, the road must also be brought back to City standards. The City of Clarkston reserves the right to remove speed humps for any reason.

Once the petition process is complete, city has 60 days to remove the traffic calming devices. Once the traffic calming device (s) are removed, Citizens are not eligible for petitioning for the traffic calming measures for the next 3 years.

Neighborhood is responsible for sharing 50% of the cost to remove traffic calming devices. City should receive the payment within 30 days of the notification to the neighborhood or Home Owner Association representative. The City will not remove the traffic calming devices until the 50% cost is obtained. The City will obtain one or more quotes from contractor(s) which will be the basis in which the cost for removal is determined.

Traffic Calming Policy

Appendix A – Sample Petition Letter and Forms

A sample initial and final petition forms follow. The petition form includes multiple signatures and could be carried around by volunteers, mailed/distributed to each household or kept in a central location. Neighborhoods may have success with multiple distribution methods, and Public Works staff is available to offer advice and suggestions.

All Final Petition Forms submitted must have certain features. Most importantly, the property owner(s) must clearly indicate they are in favor of traffic calming devices on the neighborhood streets. The street address of the property should be indicated, along with printed name(s) of the owner. Please note that all listed property owners must sign the petition or a 'no' vote will be recorded for the property.

Submitted petitions should include a cover letter from the HOA Board, neighborhood president, or other responsible party attesting (notary public required from the "attesting" party) that all signatures are correct and valid to the best of their knowledge. The letter should also specify that the petition supports the type of and number of traffic calming devices proposed by City Engineer and/or Public Works staff as the suggested solutions.

CITY OF CLARKSTON DEPARTMENT OF PUBLIC WORKS
TRAFFIC CALMING PROGRAM INITIAL INTEREST PETITION FORM

STREET/AREA: (include map)_____
HOMEOWNER REPRESENTATIVE DATE OF BEGINNING PROCESS:_____
EXPIRATION DATE OF PETITION PROCESS:_____

The objective of the City of Clarkston's Traffic Calming Program is to provide **property owners** a means of addressing excessive traffic volume and speed related problems in residential neighborhood communities throughout the City of Clarkston. The program provides a process by which neighborhood supported traffic calming measures, such as speed tables, center islands, splitter islands, bike lanes/stripping modifications, traffic circles or other traffic calming operational techniques can be installed on City-maintained neighborhood roads where engineering studies support the desired results, and where installation is favored by a majority of the affected property owners. This initial petition requires a minimum of 50% + one (1) approval of the property owners in the affected area by the proposed traffic calming devices.

THE REQUEST PROCESS

All interested residents on the street(s) should be canvassed and given opportunity to express their interest and support for traffic calming measures by signing this request form to have the neighborhood evaluated by the Traffic Calming Program. Residents representing a minimum of 50% + one (1) of the properties on the street must sign the petition indicating that they are in favor of having their community evaluated before the street can participate in the Traffic Calming Program. Interested parties obtaining signatures on this petition will have **60** calendar **days** from the date of issuance to respond, otherwise the request for traffic calming assistance under this program will be automatically rejected. Areas meeting qualification requirements will have their street(s) placed on this program's request list for studies and surveys under the Traffic Calming Program.

ADDITIONAL INFORMATION

Answers to questions pertaining to this form or those regarding the City's Traffic Calming Program can be obtained by calling the Department of Public Works or City Manager's office at (404) 296-6489

DUPLICATION OF THIS FORM IS AUTHORIZED IF BOTH SIDES ARE COPIED
(SIGNATURE PAGE IS ON OTHER SIDE)

RETURN COMPLETED FORMS TO:

City of Clarkston
ATTN: City Manager's Office
736 Park North Boulevard
Suite 120
Clarkston, Georgia 30021

CITY OF CLARKSTON TRAFFIC CALMING PROGRAM INITIAL INTEREST PETITION FORM

The undersigned property owners understand that the purpose of this form is to measure community interest (step 1) in considering traffic calming measures (speed tables, center islands, splitter islands, bike lanes/striping modifications, and traffic circles) in their community. **THIS IS NOT A PETITION TO APPROVE THE INSTALLATION OF ANY TRAFFIC CALMING MEASURE.** It is further understood that an acceptance of a minimum of 50% + one (1) signatures on this form from interested residents (owners of the property) on the street; which includes all owners if multiple owners exist, signifies to the City of Clarkston that sufficient neighborhood interest has been generated for traffic calming evaluations.

The City of Clarkston strongly encourages that all interested parties read the Traffic Calming Policy before signing this form

STREET/AREA:

1. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

2. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

3. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

4. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

5. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

6. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

7. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

8. _____
Print Name (Last, First)

Street Address

Daytime Telephone Number

Signature

DUPLICATION OF THIS FORM IS AUTHORIZED IF BOTH SIDES ARE COPIED

NEIGHBORHOOD REPRESENTATIVE

BY: _____
Print

Signature

e WITNESS: _____
Print

Signature

ATTEST: (notary public

seal) Print

CITY OF CLARKSTON

(to be completed by staff)

Traffic Calming Program

DATE: _____, 202__

Road Name(s)	
TRAFFIC CALMING MEASURES: <i>Description of Traffic Calming Measures</i>	
NUMBER OF LOTS IN AFFECTED AREA	
STREETS IN AFFECTED AREA: <i>Streets Affected</i>	
EXPIRATION DATE	
ANNUAL MAINTENANCE COST PER PROPERTY OWNER	\$20

PETITION PROCESS ON THE OTHER SIDE

CITY OF CLARKSTON

TRAFFIC CALMING

TRAFFIC CALMING PETITION AND COVER LETTER

The objective of the City of Clarkston's Traffic Calming Program is to provide property owners a means of addressing speeding related problems in their communities. This petition provides that opportunity for the attached area, determined to be the "affected area". The City's program provides a process by which traffic calming measures such as speed tables, bike lanes, center traffic islands, splitter islands, and striping can be implemented on the City-maintained neighborhood roads. Engineering studies must support the desired results and a minimum of 70% of the affected property owners must favor the installation.

THE PETITION PROCESS

To have speed tables and/or a combination of other traffic calming measures installed in a City of Clarkston neighborhood, a completed petition must be submitted to the City of Clarkston Department of Public Works. All affected property owners (as determined by the City Staff in the Initial Petition Process) in the subdivision should be contacted by the Neighborhood Representative (s) and given an opportunity to sign this petition indicating a **yes** or **no** response to traffic calming. **ALL PROPERTY OWNERS OF RECORD MUST SIGN THE PETITION.** This also applies to owners of undeveloped lots. Rental tenants are not an acceptable substitute for the legal homeowner. All valid signatures must be on the official traffic calming final petition form. Any other deviations will be an invalid part of the final petition certification process. The determining percentage will be calculated based on individual lots where owners sign affirmatively, divided by the total number of lots in the **Affected Area**. Homeowners representing a minimum of 70% of the affected properties must vote in favor of traffic calming measures before petitions can be presented to the Council. **For subdivisions not completely built out**, a minimum of **80%** of the total units must be occupied before a petition for the installation of speed tables will be considered. All traffic calming measures must be located on a city (public) street.

Removal of Previously Installed Traffic Calming Measures can proceed if the City is presented a petition requesting removal. At least **80%** of the property owners must vote in favor of removal. Rules governing the signing of the petition and procedure for calculating approval percentages are the same as those used in the installation approval process. Such a petition for removal will only be considered after a period of at least **one year** after installation.

Completed petitions must be signed, witnessed, and returned to this office where signatures will be verified using tax records and land lot maps. Petitioners will have **90 days** from the date of the announced proposal to submit the petition; otherwise the proposal will be automatically rejected. Petitions meeting verification and qualification requirements will be presented to the Council. A public hearing will be announced and the Council will approve or disapprove all qualifying petitions at that time.

ADDITIONAL INFORMATION

The installation of traffic calming measures will not be considered final until the measures are inspected by the Department of Public Works for compliance with design specifications. Annual maintenance charges of \$20 per traffic calming measure per year will be added to the property tax bills at the end of the year in which the measures are installed. **Each platted lot in the affected area, whether developed or not, will be subject to the assessed charges.** A yes or no vote can NOT be changed, removed, or altered after the petition has been received or stamped by the City. **INFORMATION CONTAINED ON THIS PETITION MAY BE SUBJECT TO DISCLOSURE IN ACCORDANCE WITH THE OPEN RECORDS LAW, O.C.G.A. CODE SECTION 50-18-70.**

RETURN COMPLETED PETITIONS TO:

CITY OF CLARKSTON
ATTN: City Manager Office
736 Park North Boulevard
Suite 120
Clarkston, GA 30021

ALL PETITIONS MUST BE SUBMITTED ON OFFICAL CITY OF CLARKSTON PREPRINTED FORMS

**ALL RESIDENTS IN THE AFFECTED AREA OF A PROPOSED TRAFFIC CALMING
INSTALLATION ARE STRONGLY ENCOURAGED TO READ THE CITY'S TRAFFIC
CALMING POLICY BEFORE SIGNING THE PETITION**

The undersigned property owners understand the purpose of this petition and hereby accept or reject, as indicated herein, the proposal being presented. It is further understood that an acceptance of a minimum of **70%** of the property owners in the affected area on this petition, indicated by the number of **“yes”** votes, signifies approval for the City of Clarkston to implement a proposed traffic calming measure. This approval and selection of a particular measure allows the City to assess annual maintenance charges of \$20 per traffic calming device (\$20 for each device/measure) for the installed measure(s) to all property designated determined by the City to be in the **“Affected Area”** upon the approval of this petition by the **Council**.

Street Name			Subdivision Name	
<u> </u>	<u> </u>	1.	<u>Owner Name #1 (Last, First)</u>	<u>Owner Name #2 (Last, First)</u>
No	Yes		<u>Home Address:</u>	<u>Home Address:</u>
			<u>Telephone Number:</u>	<u>Telephone Number:</u>
			<u>Signature</u>	<u>Signature</u>
<u> </u>	<u> </u>	2.	<u>Owner Name #1 (Last, First)</u>	<u>Owner Name #2 (Last, First)</u>
No	Yes		<u>Home Address:</u>	<u>Home Address:</u>
			<u>Telephone Number:</u>	<u>Telephone Number:</u>
			<u>Signature</u>	<u>Signature</u>
<u> </u>	<u> </u>	3.	<u>Owner Name #1 (Last, First)</u>	<u>Owner Name #2 (Last, First)</u>
No	Yes		<u>Home Address:</u>	<u>Home Address:</u>
			<u>Telephone Number:</u>	<u>Telephone Number:</u>
			<u>Signature</u>	<u>Signature</u>
<u> </u>	<u> </u>	4.	<u>Owner Name #1 (Last, First)</u>	<u>Owner Name #2 (Last, First)</u>
No	Yes		<u>Home Address:</u>	<u>Home Address:</u>
			<u>Telephone Number:</u>	<u>Telephone Number:</u>

NEIGHBORHOOD REPRESENTATIVE

<p>BY: _____ Print</p> <p>_____ Signature</p>	<p>WITNESS: _____ Print</p> <p>_____ Signature</p> <p>ATTEST: (notary public seal)</p>
---	--

ALL PETITIONS MUST BE SUBMITTED ON OFFICAL CITY PREPRINTED FORMS



CITY COUNCIL

ITEM NO: 7C

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To approve a resolution to declare firearms as surplus property for the City of Clarkston

DEPARTMENT: Police Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Chief Hudson
PHONE NUMBER: 404-292-9465

PURPOSE: To consider declaration of old and obsolete equipment as surplus property that can be sold and disposed of in compliance with O.C.G.A. 36-37-6 and Section 4.04 of the City Code of Ordinances.

NEED/ IMPACT: The City of Clarkston Police Department requests authorization to declare the following firearms as obsolete and surplus equipment, to be traded in to AmChar Wholesale, Inc. See the list below of firearms.

Make	Model	Serial #	Mags	Box
			#	Y-N
SIG	320	58J271463	3	Y
SIG	320	58J271465	3	Y
SIG	320	58J271467	3	Y
SIG	320	58J271470	3	Y
SIG	320	58J271472	3	N
SIG	320	58J271473	3	Y
SIG	320	58J271475	3	Y
SIG	320	58J271477	3	Y
SIG	320	58J271478	3	Y
SIG	320	58J271479	3	Y
SIG	320	58J271481	3	Y
SIG	320	58J271482	3	N

SIG	320	58J271485	3	Y
SIG	320	58J271486	3	Y
SIG	320	58J271488	3	Y
SIG	320	58J271489	3	N
SIG	320	58J271492	3	N
SIG	320	58J285183	3	Y
SIG	320	58J285186	3	Y
SIG	320	58J285197	3	Y
SIG	320	58J285200	3	Y
SIG	320	58J285204	3	N
SIG	320 Pro Compact	58J060549	3	Y
SIG	365 XL	66A497978	3	Y
SIG	365 XL	66A497981	3	Y
SIG	365 XL	66A497988	3	Y

RECOMMENDATION: Staff recommend that the City Council vote to declare the above-mentioned firearms as surplus property.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA TO DECLARE PROPERTY SURPLUS FOR THE CITY OF CLARKSTON.

* * * * *

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

WHEREAS, the police department firearms listed below are no longer necessary, useful or suitable for municipal purposes for the City of Clarkston:

Make	Model	Serial #	Mags #	Box (Y-N)
SIG	320	58J271463	3	Y
SIG	320	58J271465	3	Y
SIG	320	58J271467	3	Y
SIG	320	58J271470	3	Y
SIG	320	58J271472	3	N
SIG	320	58J271473	3	Y
SIG	320	58J271475	3	Y
SIG	320	58J271477	3	Y
SIG	320	58J271478	3	Y
SIG	320	58J271479	3	Y
SIG	320	58J271481	3	Y
SIG	320	58J271482	3	N

Make	Model	Serial #	Mags #	Box (Y-N)
SIG	320	58J271485	3	Y
SIG	320	58J271486	3	Y
SIG	320	58J271488	3	Y
SIG	320	58J271489	3	N
SIG	320	58J271492	3	N
SIG	320	58J285183	3	Y
SIG	320	58J285186	3	Y
SIG	320	58J285197	3	Y
SIG	320	58J285200	3	Y
SIG	320	58J285204	3	N
SIG	320 Pro Compact	58J060549	3	Y
SIG	365 XL	66A497978	3	Y
SIG	365 XL	66A497981	3	Y
SIG	365 XL	66A497988	3	Y

NOW THEREFORE BE IT RESOLVED that the above-mentioned firearms be declared surplus property, and the City Manager is hereby directed to trade-in said surplus property in compliance with O.C.G.A. 36-37-6 and Section 4.04 of the City Code of Ordinances.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

	A	B	C	D	E	F	G	H
1	CLARKSTON PD TRADE IN LIST 7-1-2025							
2								
3	Make	SKU	Gen	Model	Serial #	Mags	Box	OFFICER BUYBACK YES OR NO
4						#	Y-N	OFFICERS NAME, NUMBER
5	SIG			320	58J271463	3	Y	
6	SIG			320	58J271465	3	Y	
7	SIG			320	58J271467	3	Y	
8	SIG			320	58J271470	3	Y	
9	SIG			320	58J271472	3	N	
10	SIG			320	58J271473	3	Y	
11	SIG			320	58J271475	3	Y	
12	SIG			320	58J271477	3	Y	
13	SIG			320	58J271478	3	Y	
14	SIG			320	58J271479	3	Y	
15	SIG			320	58J271481	3	Y	
16	SIG			320	58J271482	3	N	
17	SIG			320	58J271485	3	Y	
18	SIG			320	58J271486	3	Y	
19	SIG			320	58J271488	3	Y	
20	SIG			320	58J271489	3	N	
21	SIG			320	58J271492	3	N	
22	SIG			320	58J285183	3	Y	
23	SIG			320	58J285186	3	Y	
24	SIG			320	58J285197	3	Y	
25	SIG			320	58J285200	3	Y	
26	SIG			320	58J285204	3	N	
27	SIG			320 Pro Compact	58J060549	3	Y	
28	SIG			365 XL	66A497978	3	Y	
29	SIG			365 XL	66A497981	3	Y	
30	SIG			365 XL	66A497988	3	Y	
31								
32								
33								
34								
35								



Quotation

DATE 10/1/2024

Quotation # 202410CKW0033

775 GA-42 N.
McDonough, GA 30253
Phone: 800-333-0695 Ext. 116
Cell: 678-274-8433
Email: kenny.wesley@amchar.com

Number of days Quote is Valid: 30
Quotation valid until: 10/31/2024

Quotation For: City of Clarkston Police Department
CLARKSTON GA

Contact Name: Assistant Chief Xavier Todd
Email: xtodd@cityofclarkston.com
Phone: (404)-292-9465
Fax:

Prepared by:[Kenny Wesley] Email: [kenny.wesley@amchar.com]

SALESPERSON	CUSTOMER ID	SHIP VIA	F.O.B. POINT	TERMS
CKW			Your Dept	N30

QUANTITY	DESCRIPTION	UNIT PRICE	DISCOUNT	AMOUNT
24	GLOGLAWPA453S3F02MOSAB: GLOCK 45 G45 GEN 5 MOS HGA 9MM 4.0 IN BBL AMG BOLD .180 FRONT 4.5LB 3 17RD MAGS FRONT SERRATIONS	\$500.50		\$12,012.00
3	GLOGLAWPX4350302FRMOSAB: GLOCK 43X G43X MOS HGA 9MM 3.6 IN BBL AMERIGLO BOLD 5LB BLACK 2 10RD MAGS MOS W FRONT RAIL	\$425.49		\$1,276.47
24	GLO70272: GLOCK DUTY TRIGGER G17 GEN5, G19 GEN5, G26 GEN5 G45, G47, G19X G22 GEN5, G23 GEN5, G27 GEN5	\$35.00		\$840.00
24	STR69260: STREAMLIGHT TLR-1 HL WEAPON LIGHT	\$139.97		\$3,359.28
3	BLA410902BK: BLACKHAWK HOLSTER SERPA PADDLE PLATFORM W/SCREWS FOR CONCEALMENT HOLSTERS	\$9.72		\$29.16
3	BLA410776BKR: BLACKHAWK HOLSTER L2C T SERIES CONCEALMENT GLOCK 48/43X W/WO RAIL RH BLACK	\$42.65		\$127.95
24	BLA44ND00BKR: BLACKHAWK HOLSTER L3D T SERIES RED DOT DUTY GLOCK 17 22 W/ STREAMLIGHT TLR1 TLR2 RIGHT HAND	\$113.99		\$2,735.76

1	<p>TRADE-INS....UPON RECEIPT OF (24) ANTICIPATED USED SIG P320 HANDGUNS THE DEPARTMENT WILL BE ISSUED A CREDIT OF \$348.00 PER PISTOL AND FOR THE (3) USED SIG 365 XL HANDGUNS A CREDIT OF \$355.00 PER PISTOL TOTAL CREDIT AMOUNT WILL BE DETERMINED BY THE FINAL NUMBER OF TRADES RECEIVED.</p> <p>ESTIMATED TRADE IN CREDIT - \$9,417.00</p> <p>ALL GUNS MUST COME WITH 3 MAGAZINES AND BE IN WORKING ORDER AND RUST FREE UNLESS PRIOR AGREEMENT HAS BEEN MADE. \$10.00 CHARGE FOR EACH MISSING MAGAZINE</p>	-\$9,417.00
<p>If you choose to purchase the above listed items, we will require a department purchase order as well as any federal excise tax exempt forms required. Some orders will require ORIGINAL INK signed paperwork per the request of the manufacturer. Orders will not be placed until the proper paperwork has arrived. All paperwork should be EMAILED TO kenny.wesley@amchar.com @ Amchar.com .</p>		<p>SUBTOTAL</p> <p>\$10,963.62</p>
		<p>SHIPPING</p>
		<p>TOTAL DISCOUNT</p>
		<p>TOTAL</p> <p>\$10,963.62</p>

All Quotes subject to factory price stability and may change without notice. Prices quoted are contingent to signed acceptance of this quotation

THANK YOU FOR YOUR BUSINESS!



CITY COUNCIL

ITEM NO: 7D

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Approval

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To approve a new contract for software, Sages, for business licensing, permitting, and code enforcement.

DEPARTMENT: City Administration

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: ChaQuias Miller Thornton
PHONE NUMBER:

PURPOSE: To approve a contract for new software to streamline the processes for business licensing, permitting, and code enforcement.

NEED/ IMPACT: The SagesGov platform enables fully electronic submission and approval processes for both business licensing and permitting. Applicants can complete all required forms, upload supporting documentation, make payments, and track the status of their applications in real time through a single, user-friendly interface.

The platform also supports comprehensive electronic plan review and inspections. Staff can annotate and mark up site plans directly within the system, while Building Officials and inspectors are equipped to perform mobile inspections using smartphones or tablets. These inspections can include uploading photographs, adding signatures, and issuing approvals, all of which are immediately accessible to both internal staff and the applicant.

For Code Enforcement, SagesGov offers rapid case creation with GPS-enabled location tagging. Officers can document violations in the field using photos, predefined code sections, and electronic signatures, and issue citations on-site—all from a mobile device.

Importantly, all modules within the platform are fully integrated and communicate seamlessly with one another. For instance, if a code violation exists on a property applying for a new business license, the City Clerk's office would receive an automatic notification at the time of application submission, ensuring timely and coordinated enforcement across departments.

The cost would be broken down as follows:

Table 5	Payment Milestones			
Item	Description	Milestone	Due Date	Amount
1	Year 1 Cost	Contract Signed	9/03/2025	\$13,018

2	Year 2 Cost	January 2026	1/1/2026	\$19,964
3	Year 3 Cost	January 2027	1/1/2027	\$19,964
4	Year 4 Cost	January 2028	1/1/2028	\$19,964
5	Year 5 Cost	January 2029	1/1/2029	\$19,964
6	Year 6 Cost	January 2030	1/1/2030	\$19,964

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval.

SagesGov Software - Cost Proposal to the City of Clarkston GA

Phase 1- SagesGov Business Licensing and Code Enforcement Software				
Table 1	Annual Subscription Costs - SagesGov Software			
Item	Description	Quantity	Unit Price	Yearly Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Licensing & Mobile Inspections Software Subscription	4	\$1,728.00	\$6,912.00
5	Functional Support after Go Live this is for how-to questions, and small tweaks to setup and configuration.	1 hour / month	\$225/month	\$2,700.00
6	ESRI GIS Integration using ArcGIS online REST endpoint for Address and Parcel validation for City of Clarkston	1 Adapter	\$570 / year	\$570.00
7	Authorize.NET payment Integration for online Fee payment	1 Adapter	\$1740 / year	\$1,740.00
8	External users: Businesses, Residents, Contractors, Builders & Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual SagesGov Business Licensing & Code Enforcement Software Subscription, Technical Support, Maintenance 4 Staff and Unlimited External Users			\$11,922.00

Table 2	Phase 1 - One Time Costs - Initial Setup, Configuration, Professional Services & Training			
Item	Description	Quantity	Unit Price	One Time Cost
1	Service: SagesGov Base Setup and Configuration, Departments, Disciplines, File Type, Users and Roles for Business Licenses & Code Enforcement	1	\$1,500.00	\$1,500.00
2	Service: Setup Workflow for 2 Licensing processes and 1 Code Enforcement process Application forms, Emails, Fee Types, File Types, Holds, Alerts, Checklists, and Licenses for Clarkston	3 processes.10 hours per process	\$150 / hour	\$4500 \$3000
3	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 12 staff users / session for Business Licensing and Code Enforcement.	1 session	\$1750/ session	\$1,750.00
4	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	8 hours	\$225 / hour	\$1,800.00
	Total SagesGov Business Licensing & Code Enforcement Software Implementation Cost			\$8,050.00

**** New Customer \$1500 Discount**

Phase 2- SagesGov Permitting & Inspections Software				
Table 3	Annual Subscription Costs - SagesGov Software			
Item	Description	Quantity	Unit Price	Yearly Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Permitting & Mobile Inspections Software Subscription	4	\$1,728.00	\$6,912.00
5	External users: Businesses, Residents, Contractors, Builders & Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual SagesGov Permitting & Inspections Software Subscription, Technical Support, Maintenance 4 Staff and Unlimited External Users			\$6,912.00

Table 4	Phase 2- One Time Costs - Initial Setup, Configuration, Professional Services & Training			
Item	Description	Quantity	Unit Price	One Time Cost
1	Service: Setup Workflow for 2 Permitting process Application forms, Emails, Fee Types, File Types, Holds, Alerts, Checklists, and Permits for Clarkston	2 processes.10 hours per process	\$150 / hour	\$3,000.00
2	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 12 staff users / session for Permits & Inspections.	1 session	\$1750/ session	\$1,750.00
3	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	4	\$225 / hour	\$900.00
	Total SagesGov Permitting & Inspections Software Implementation Cost			\$5,650.00

**** New Customer see prorated costs below**

Table 5	6 Year Costs				
Year	Phase 1: SagesGov Licensing and Code Enforcement Annual Software Subscription -3 License Staff, Permit Staff, 1 Code Enforcement Officer - GIS & Authorize.NET integration	Phase 1: One Time Setup, Configuration & Onboarding Costs	Phase 2: SagesGov Permitting and Mobile Inspections Annual Software Subscription - 4 licenses	Phase 2: Prorated One Time Setup, Configuration & Onboarding Costs **	Total / Year
Year 1	\$11,922	\$8,050			\$19,972
Year 2	\$11,922		\$6,912	\$1,130	\$19,964
Year 3	\$11,922		\$6,912	\$1,130	\$19,964
Year 4	\$11,922		\$6,912	\$1,130	\$19,964
Year 5	\$11,922		\$6,912	\$1,130	\$19,964
Year 6	\$11,922		\$6,912	\$1,130	\$19,964

Table 6	What's included in the SagesGov Annual Subscription	
Item	Description	
1	Public Portal, Role based system, Online Submission / Re-submission of Application forms, supporting documents, Intake, Routing, Checklists, Predefined Comments, Meetings, Notices, Emails & Alerts, assign coordinators, Issue Licenses, Renew Licenses, Manage Licenses, Generate Renewal License Renewal Notices, Custom application, and data forms, Issue Permits, Mobile Inspections, Code Enforcement, Holds, Letters & Documents, History, Search, Standard Reports and Administration module.	Cost Included in SagesGov Software Annual Subscription
2	Annual Technical Support and Maintenance.	
3	Enterprise-level cloud-based software hosted on the Microsoft Azure platform.	
4	Cost of Technical support, monitoring, ensuring uptime and quick responses to issues.	
5	Cost to store Drawing files, Plan Review Reports, Permits, Inspection tickets, Certificates, and other documents.	
6	Cost of Hardware, Server Software, Database software and Hosting Costs.	
7	Cost of Personnel to manage Servers, Network, Hardware, and keep them up to date.	
8	Costs of Rent, Power, Air Conditioning, and other data center costs.	
9	Costs to handle software development, upgrades, and patches to the SagesGov product every 6 months.	
10	Cost of Personnel to Manage backup and disaster recovery.	
	Total	\$0.00

Table 7	Optional Services			
1	Additional Professional Services Hours 5-50 hours additional professional services - \$225 / hour 51-100 hours additional professional services - \$200 / hour 101-150 hours additional professional services - \$175 / hour 151+ hours and above - \$150 / hour			
2	Staff user license: SagesGov Electronic Plan Review, Permitting & Mobile Inspections Software Subscription	1	\$2880 / user / year	

Private & Confidential

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CLARKSTON, GEORGIA AUTHORIZING AN AGREEMENT WITH
SAGES NETWORKS, INC. FOR SOFTWARE LICENSING,
MAINTENANCE AND SUPPORT SERVICES

* * * * *

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

Section 1. That the City Council authorizes the execution of an agreement with Sages Networks, Inc. to procure a cloud-based permitting, inspections, licensing and code enforcement software with maintenance and support services in the amount of \$112,838, for a six-year term, to be funded out of the General Fund. A copy of said agreement is attached to this resolution as "Exhibit A" and are incorporated herein for all purposes.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

STATE OF GEORGIA
COUNTY OF DEKALB

AGREEMENT BETWEEN City of Clarkston, GA AND SAGES NETWORKS INC., FOR
SOFTWARE LICENSING, MAINTENANCE AND SUPPORT SERVICES

THIS AGREEMENT for Software Licensing, Maintenance and Support is entered into this
3rd day of September 2025, by and between Sages Networks Inc. having its principal place of
business at 100 North Point Center, Suite #125, Alpharetta GA 30022 hereinafter referred to as
“Sages”, and City of Clarkston, GA, hereinafter referred to as the “City”.

RECITALS:

WHEREAS the City desires to procure a cloud based Permitting, Inspections, Licensing & Code
Enforcement software from Sages; and

WHEREAS, the City has agreed to engage Sages for the software as described, and according to
the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of the Recitals and mutual promises contained herein, the
City and Sages agree to as follows:

[The Remainder of this page intentionally left blank]

Definitions

“SagesGov Application” is the Sages cloud based Electronic Plan Review, Permitting, Inspections, Licensing & Code Enforcement software.

“SagesGov Staff User License” refers to an individual who is a user authorized by the City to use the SagesGov Application, for whom the City Department has ordered the Service, and to whom the City Department (or Sages at the request of the City) has supplied a user identification and password. Users may include, for example, your employees, consultants, contractors and agents, and third parties whom the City Department hires.

“External User” refers to any registered users of the SagesGov Application including but not limited to Citizens, Architects, Engineers, General Contractors, Subcontractors of the General Contractor and Builders. External Users cannot be employed by the city, cannot be hired by the city to perform services on behalf of the City, and cannot offer plan review, permitting, inspection or any other City services.

“Maintenance and Technical Support” is the continuous attention to and updating of SagesGov Application software and technical support services provided by Sages to the City for the SagesGov applications. It does not include functional support issues such as: how-to questions, usage or business-related clarifications, training, custom programming, changes to configuration or onsite visits.

“Functional Support” covers support by Sages staff limited to the number of hours in the City’s Monthly Functional Support Plan and covers the following: questions about system functionality, questions about system configuration, how-to questions, Minor tweaks to system configuration, login issues, determining integration and Staff User environment issues.

"City Data" refers to the City's project/case records in SagesGov and information and files in SagesGov associated with the City's project/case records.

Scope of Work

Product & Modules

Sages shall provide the following described software modules in the SagesGov Application to the City:

- SagesGov Application product modules:
 - Online Permitting and Fees
 - Mobile Inspections App - iOS, Android & Microsoft
 - Certificate of Occupancy
 - Tasks, Meetings, Notices & Documents
 - Business Licensing
 - Code Enforcement
- SagesGov Application product features: Public Portal, Role based system, Online Submission / Resubmission of drawing files, supporting documents, Intake, Routing, Electronic Plan Review, integrated with Bluebeam Revu, Markup, Comparison, Overlay, Checklists, Predefined Comments, Meetings, Notices, Emails & Alerts, assign coordinators, Assign Reviewers, Manage Reviewer workloads, Custom application, and

data forms, auto add Reviews, Permitting, Mobile Inspections, Certificates, Business Licensing, Code Enforcement, Notices, Holds, Letters & Documents, History, Search, User Dashboards, Standard Reports and Administration module.

- SagesGov Application cloud services include:
 - Annual Technical Support and Maintenance.
 - Enterprise-level cloud-based software hosted on the Microsoft Azure platform.
 - Cost of Technical support, monitoring, ensuring uptime and quick responses to issues.
 - Cost to store Drawing files, Plan Review Reports, Permits, Inspection tickets, Certificates, and other documents.
 - Cost of Hardware, Server Software, Database software and Hosting Costs.
 - Cost of Personnel to manage Servers, Network, Hardware, and keep them up to date.
 - Costs of Rent, Power, Air Conditioning, and other data center costs.
 - Costs to handle software development, upgrades, and patches to the SagesGov Application product every 6 months.
 - Cost of Personnel to Manage backup and disaster recovery.

Services provided

Sages shall provide the following services:

- Functional Setup & Configuration: Create Process, Application form, checklists, emails, supplemental forms (as needed), file types, workflow, business rules for the following departments:
 - Business Licensing
 - Code Enforcement
 - Permits & Inspections
- SagesGov Application Integration: ArcGIS online integration, Forte Payment Gateway integration, Bluebeam Revu integration (optional),
- ArcGIS online integration:
 - We will need your ESRI ArcGIS REST web service endpoint. This will allow us to make calls to your service and validate addresses and parcels.
- [Authorize.NET](#) Payment Gateway Integration
- Bluebeam Revu integration (optional)

[The Remainder of this page intentionally left blank]

1. Compensation: Time of Payment

Sages shall request payment under this agreement by submitting a proper invoice to the City at its designated payment office at the time and in the manner specified in the in the payment milestones table below.

Phase 1- SagesGov Business Licensing and Code Enforcement Software				
Table 1	Annual Subscription Costs - SagesGov Software			
Item	Description	Quantity	Unit Price	Yearly Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Licensing & Mobile Inspections Software Subscription	4	\$1,728.00	\$6,912.00
5	Functional Support after Go Live this is for how-to questions, and small tweaks to setup and configuration.	1 hour / month	\$225/month	\$2,700.00
6	ESRI GIS Integration using ArcGIS online REST endpoint for Address and Parcel validation for City of Clarkston	1 Adapter	\$570 / year	\$570.00
7	Authorize.NET payment Integration for online Fee payment	1 Adapter	\$1740 / year	\$1,740.00
8	External users: Businesses, Residents, Contractors, Builders & Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual SagesGov Business Licensing & Code Enforcement Software Subscription, Technical Support, Maintenance 4 Staff and Unlimited External Users			\$11,922.00

Table 2	Phase 1 - One Time Costs - Initial Setup, Configuration, Professional Services & Training			
Item	Description	Quantity	Unit Price	One Time Cost
1	Service: SagesGov Base Setup and Configuration, Departments, Disciplines, File Type, Users and Roles for Business Licenses & Code Enforcement	1	\$1,500.00	\$1,500.00

2	Service: Setup Workflow for 2 Licensing processes and 1 Code Enforcement process Application forms, Emails, Fee Types, File Types, Holds, Alerts, Checklists, and Licenses for Clarkston ** New Customer \$1500 Discount	3 processes.10 hours per process	\$150 / hour	\$4500 \$3000
3	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 12 staff users / session for Business Licensing and Code Enforcement.	1 session	\$1750/ session	\$1,750.00
4	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	8 hours	\$225 / hour	\$1,800.00
	Total SagesGov Business Licensing & Code Enforcement Software Implementation Cost			\$8,050.00

Phase 2- SagesGov Permitting & Inspections Software				
Table 3	Annual Subscription Costs - SagesGov Software			
Item	Description	Quantity	Unit Price	Yearly Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Permitting & Mobile Inspections Software Subscription	4	\$1,728.00	\$6,912.00
5	External users: Businesses, Residents, Contractors, Builders & Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual SagesGov Permitting & Inspections Software Subscription, Technical Support, Maintenance 4 Staff and Unlimited External Users			\$6,912.00

Table 4	Phase 2- One Time Costs - Initial Setup, Configuration, Professional Services & Training			
Item	Description	Quantity	Unit Price	One Time Cost

1	Service: Setup Workflow for 2 Permitting process Application forms, Emails, Fee Types, File Types, Holds, Alerts, Checklists, and Permits for Clarkston	2 processes.10 hours per process	\$150 / hour	\$3,000.00
2	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 12 staff users / session for Permits & Inspections.	1 session	\$1750/ session	\$1,750.00
3	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	4	\$225 / hour	\$900.00
	Total SagesGov Permitting & Inspections Software Implementation Cost	** New Customer see prorated costs below		\$5,650.00

1.2 Invoicing and Payment Milestones

Table 5	Payment Milestones			
Item	Description	Milestone	Due Date	Amount
1	Year 1 Cost	Contract Signed	9/2/2025	\$13,018
2	Year 2 Cost	January 2026 (Go-Live)	1/1/2026	\$19,964
3	Year 3 Cost	January 2027	1/1/2027	\$19,964
4	Year 4 Cost	January 2028	1/1/2028	\$19,964
5	Year 5 Cost	January 2029	1/1/2029	\$19,964
6	Year 6 Cost	January 2030	1/1/2030	\$19,964

Table 6	6 Year Costs				
Year	Phase 1: SagesGov Licensing and Code Enforcement Annual Software Subscription -3 License Staff, Permit Staff, 1 Code Enforcement Officer - GIS & Authorize.NET integration	Phase 1: One Time Setup, Configuration & Onboarding Costs	Phase 2: SagesGov Permitting and Mobile Inspections Annual Software Subscription - 4 licenses	Phase 2: Prorated One Time Setup, Configuration & Onboarding Costs	Total / Year

				**	
Year 1	\$11,922 \$4,968	\$8,050			\$13,018
Year 2	\$11,922		\$6,912	\$1,130	\$19,964
Year 3	\$11,922		\$6,912	\$1,130	\$19,964
Year 4	\$11,922		\$6,912	\$1,130	\$19,964
Year 5	\$11,922		\$6,912	\$1,130	\$19,964
Year 6	\$11,922		\$6,912	\$1,130	\$19,964

Table 7	Optional Services			
1	Additional Professional Services Hours 5-50 hours additional professional services - \$225 / hour 51-100 hours additional professional services - \$200 / hour 101-150 hours additional professional services - \$175 / hour 151+ hours and above - \$150 / hour			
2	Staff user license: SagesGov Electronic Plan Review, Permitting & Mobile Inspections Software Subscription	1	\$2880 / user / year	

2. Workmanship and Quality of Services

All work performed under this AGREEMENT shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the City, and shall conform to all prevailing industry and professional standards.

3. Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

City of Clarkston, GA
Attn: ChaQuias Miller Thronton
Telephone: 404-296-6489
736 Park North Blvd, Ste 120
Clarkston, GA 30021

Sages Networks Inc.
Harish Krishna
Telephone 678-471-7392
100 North Point Center, Suite #125
Atlanta, GA 30303

Requests for Payment:
City of Clarkston, GA
Attn: Richard Edwards, AICP 736
Park North Blvd, Ste 120
Clarkston, GA 30021

Attn: Accounts Payable
ap@cityofclarkston.com

4. Non-discrimination

In consideration of the signing of this AGREEMENT, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this AGREEMENT.

5. Applicable Law

All matters relating to this AGREEMENT shall be governed by the laws of the State of Georgia , without regard to its choice of law provisions, and venue for any action relating to this AGREEMENT shall be the State and Superior Courts of DeKalb County GA or the United States District Court, Northern District of Georgia.

6. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to City, exposed to City, or prepared or assembled under these Terms of Agreement shall be kept as confidential proprietary information of Sages and not divulged or made available to any individual or organization without the prior written approval of Sages. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of Sages and not the City.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this AGREEMENT shall be the property of Sages.

Sages owns all rights, title, and interest in and to all intellectual property rights for the SagesGov Application. Accordingly, any suggestions, enhancements requests, feedback or recommendations provided by the City or any of its users to Sages related to the SagesGov Application shall be kept as confidential information of Sages. No right of ownership, expressed or implied, is granted under this Agreement.

Sages recognizes that the City is subject to the Georgia Open Records Act, which may alter obligations as to documents and the production thereof under this Section 6.

7. Licenses

Sages grants to City, and City accepts, a non-exclusive, non-transferable, non-sub-licensable right and use of SagesGov Application User Subscription Licenses for the SagesGov application, without the right to sublicense to others, to make, use, sell, offer to sell, or import the Licensed Products and Licensed Services in the Licensed Territory.

1. A user subscription license that is granted to City will allow the city to only use or perform the software during the period the license is active.
2. The city is not allowed to transfer the user subscription license to any other company, organization or individual other than who is specified herein.
3. The user subscription license grants use of the SagesGov application only for the period that the city maintains an active license. Each active license is meant for one designated person. A user subscription license cannot be shared among individuals.
4. The user subscription license does NOT grant any rights to download, view, use, modify or sell the underlying source code or object code of the SagesGov Application. The underlying source code and object code used to build and offer the SagesGov Application

is the property of Sages Networks Inc and nothing in this agreement grants any rights (implied or otherwise) to the City.

5. Since the underlying source code and object code of the SagesGov application is the property of Sages, Sages Networks Inc is the only company that is authorized to provide the SagesGov Application Software as a Service. Nothing in this document shall allow the City to host the SagesGov Application or make the SagesGov Application available for a fee or otherwise. The ability to offer the SagesGov Application service lies solely with Sages Networks Inc.

8. Warranties and Disclaimer

Except as expressly provided herein, Sages does not make any warranty of any kind, whether express, implied, statutory or otherwise. Sages specifically disclaims all implied warranties, including any implied warranty of merchantability, fitness for a particular purpose or non-infringement, to the maximum extent permitted by applicable law. Sages disclaims all liability and indemnification obligations for any harm or damages caused by any third-party hosting provider.

Sages is not responsible for any third-party claims that arise out of any public content displayed by the SagesGov Application. The City acknowledges that the display of this content is in the City's full control and accepts full responsibility for the accuracy and appropriateness of publicly displayed information.

9. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this AGREEMENT, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the AGREEMENT must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this AGREEMENT by this provision.

10. Integration with 3rd Party Non-SagesGov Applications

The SagesGov Application contains features that have been designed and developed to operate with 3rd party Non-SagesGov Applications. To use such features, the City agrees to obtain access to such Non-SagesGov applications from their providers. If the 3rd party Non-SagesGov application provider ceases to make the Non-SagesGov application available for operation and / or integration with the SagesGov application, we may cease providing such a feature without entitling the City to a refund, credit or other compensation.

11. Term and Termination of SagesGov Application SaaS Subscription

- (a) This Agreement shall commence on the date first written above, and the initial term shall terminate one (1) year after the "Go-Live" date referenced in Section 1.2 above. At the conclusion of the initial one (1) year term, this Agreement shall renew as needed by the City.
- (b) Termination for Convenience. The City or Sages may terminate this AGREEMENT at any time following the initial term by providing Thirty (30) days written notice. In the event of early termination, Sages shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City.

- (c) Refund of Payment. Upon termination by the City for cause, Sages will refund the City any prepaid fees covering the remainder of the term of the SagesGov application subscription after the effective date of termination. Upon any termination by Sages for cause, the City will pay any unpaid fees covering the remainder of term after the effective date of termination.
- (d) Return of Data. Within 30 days after the effective date of the SagesGov Application Termination and upon request by the City, Sages will make available to the City for download a file of the City's Data. After such a 30-day period, Sages will have no obligation to maintain or provide any of the City's Data and will thereafter, unless legally prohibited, delete all of City Data in Our systems or otherwise in Our possession or under Our control. Transition Services upon Termination and requested by the City will be billable as "Professional Services". Since these transition services are non-deterministic at this time (i.e., neither party knows the level of effort to transition to a new system), these services will be billed at our company's standard Additional Professional Services rate.
- (e) Data Ownership - the City owns the data stored and processed by Sages and Sages will take commercially reasonable measures to ensure the protection and confidentiality of the data Subject to the limited rights granted by the City hereunder. Sages acquires no right, title or interest from the City or to the City's Data, including any intellectual property rights therein. the city grants to Sages a non-exclusive license to use the City Data for the purposes of performing Sages obligations under this Agreement.
- (f) Protection of City's Data. Sages receives no ownership rights in the City's Data. Sages will maintain commercially reasonable physical, administrative and technical safeguards for protection of the confidentiality, security and integrity of City Data. We will not (a) modify City Data, (b) disclose City Data except as expressly permitted in writing by the City, or (c) access City Data except to provide the SagesGov Application SaaS Subscription or Professional Services and prevent or address service or technical problems, or except at the City's request in connection with customer support matters.
- (g) ADA Compliance for City's content in SagesGov Application including but not limited to City's Application Forms, Data Forms, Announcements and Links to Documents - the city will be responsible for ensuring and maintaining ADA Compliance for all City content developed by the City or by Sages for the City using tools in SagesGov Application.

12. Laws/Safety Standards

Sages shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

13. Incorporation of Documents/Complete Agreement

This AGREEMENT, and any documents incorporated below represent the entire AGREEMENT between the parties and suspend all prior oral or written statements, agreements or AGREEMENT(S).

[The Remainder of this page intentionally left blank; Signature Page Follows]

IN WITNESS WHEREOF, Sages has executed the foregoing with the signature(s) of its duly authorized officer(s), and the city has executed with the signature of its Administrator attested by its (Assistant/Deputy) Clerk-Treasurer, with the official seal affixed, the day and year first above written.

SAGES NETWORKS:

By:



Harish Krishna / President
Printed Name/Title

City of Clarkston, GA

(SEAL)

By:

City Manager

Attest:

By: _____
City Clerk

THIS INSTRUMENT APPROVED
AS TO FORM:

City Attorney



CITY OF CLARKSTON

ITEM NO: 8A

CITY COUNCIL WORK SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To consider for approval the City of Clarkston 2026 Employee Health Benefits for Plan Year 2026

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Dr. Dwight L. Baker
PHONE NUMBER: 404.824.8135

Agenda Item Request: To consider for approval the City of Clarkston 2026 Employee Health Benefits for Plan Year 2026

Purpose:

To present the City of Clarkston 2026 Employee Benefits Plan Options – Alliant, Presenter

Need/Impact:

The City currently procures employee medical, dental, vision, and life insurance coverage through GMA. Effective January 1, 2026, the cost of medical insurance is scheduled to increase by 8%, or \$64,476.

To address this increase, the City's employee benefits broker, Alliant, conducted a comprehensive market review for alternative benefit options. Through this process, a competitive proposal for medical insurance was secured from Curative. This plan provides no deductible, coinsurance, or copays for members who complete a telephonic health visit. In addition, the proposal generates significant savings, reducing City costs by \$20,294 and employee costs by \$70,524 for health insurance.

For dental, vision, and life insurance coverage, a competitive proposal was also secured from The Standard. This option offers enhanced benefits and savings for many employees.

Recommendation:

Recommendation is to move medical insurance from GMA to Curative effective January 1, 2026.

Recommendation is to move dental, vision, and life insurance from GMA to The Standard effective January 1, 2026.

These recommendations are submitted to the Mayor and Council's consideration of the associated resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA ADOPTING THE CITY OF CLARKSTON EMPLOYEES HEALTH BENEFITS PLAN FOR THE CITY FOR THE 2026 BENEFITS PLAN YEAR.

* * * * *

WHEREAS, the City of Clarkston seeks to employ and to retain individuals capable of outstanding performance in public service; and

WHEREAS, employee benefits are an aid in the recruitment and retention of highly skilled workers; and

WHEREAS, medical, dental and vision benefit plans are commonly used by municipalities to attract highly skilled workers;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Clarkston, Georgia as follows:

1. that the medical insurance plan known as the Curative-Single Option Plan is the official, base medical benefits plan for the City of Clarkston effective January 1, 2026;
2. that the City will pay one hundred percent (100%) of the base plan premium for eligible employees electing to participate in the official, base medical benefits plan;
3. that eligible dependents of the employee may participate in the medical benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
4. that the dental insurance plan provided by Standard Insurance Company and known as the Standard \$50/\$150 Plan is the official dental benefits plan for the City of Clarkston;
5. that the City will pay one hundred percent (100%) of the official dental plan premium for eligible employees electing to participate in the official dental plan;
6. that eligible dependents of the employee in the plan may participate in the dental benefits plan provided that one hundred percent (100%) of the premium is paid by the employee in the plan;
7. that the vision insurance plan provided by Standard Insurance Company and known as the Standard EyeMed Insight Plan is the official vision benefits plan for the City of Clarkston;
8. that the City will pay one hundred percent (100%) of the official vision plan premium for eligible employees electing to participate in the official vision plan;

9. that eligible dependents of the employee in the plan may participate in the vision benefits plan provided that one hundred percent (100%) of the premium is paid by the employee in the plan;
10. that employees who experience an event qualifying for COBRA continuation coverage and their eligible dependents may participate in the medical, dental and/or vision plan for a period of eighteen months in accordance with federal law following the month of termination provided that one hundred percent (100%) of the premium is paid by the COBRA participant; and
11. that the life and accidental death and dismemberment (AD&D) insurance policy provided by Standard is the official life and AD&D insurance policy for the City of Clarkston.

BE IT FURTHER RESOLVED, a copy of the 2026 Employee Benefits Plan Summary Document is attached hereto as "Exhibit A" and is incorporated herein for all purposes.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



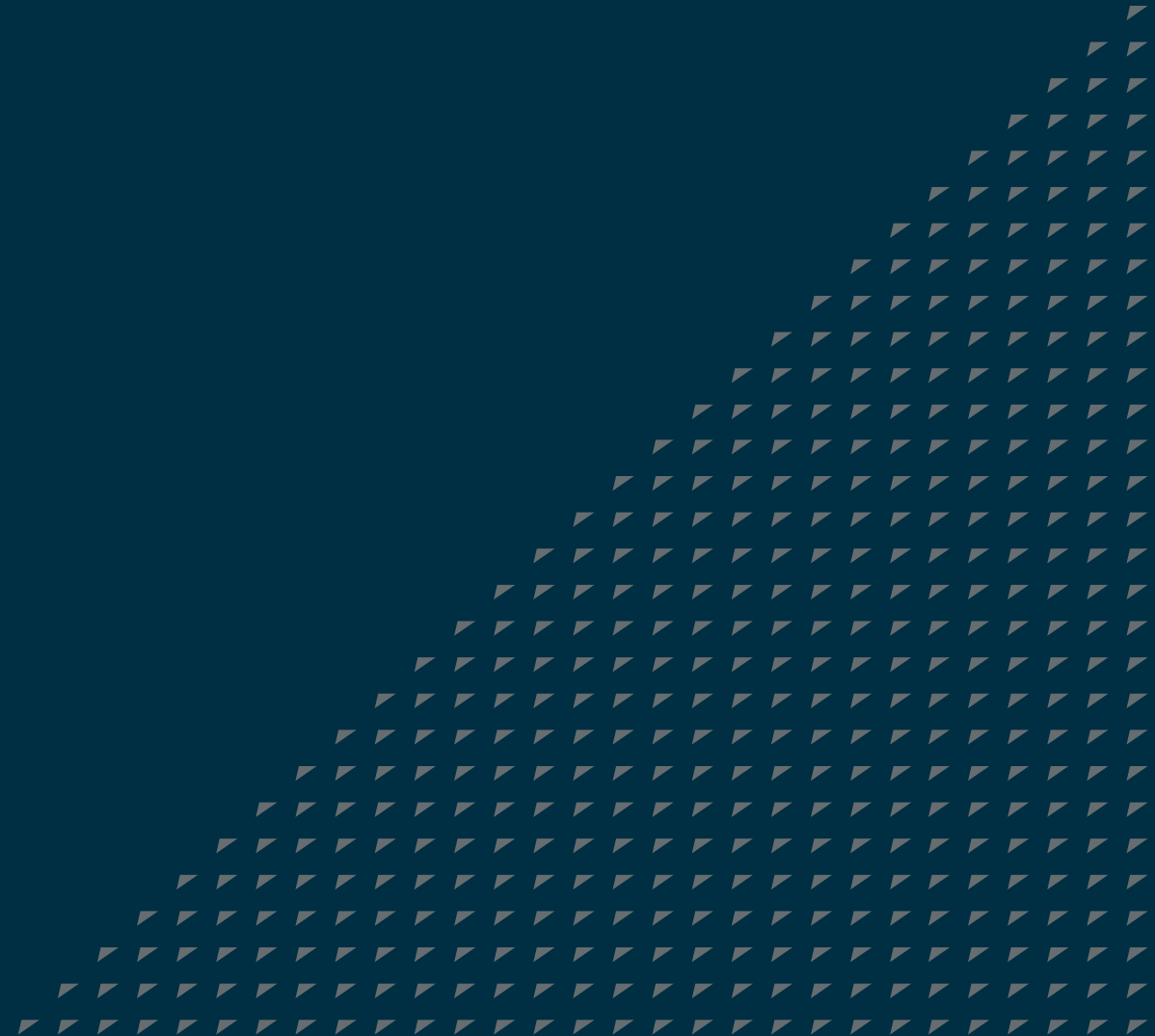
City of Clarkston

2026 Benefit Recommendations

August 22, 2025

Tammi Starkey, SVP
Vanessa Stephens, Account Executive

2026 Benefit Program Recommendations





2026 Benefit Program Market Analysis

- ▶ Medical, Dental, Vision, Life coverages are provided through the GMA benefit program
- ▶ GMA medical plan renewal +8%, +\$64,476 annually
- ▶ GMA no change on dental, vision, life
- ▶ Requested proposals from all viable carrier options
- ▶ Secured competitive medical plan proposal from Curative
- ▶ Secured competitive dental, vision, life proposals from The Standard



Curative

Benefits Summary

PPO Plan Coverage	Curative In-Network (Copay deductible, copay insurance when compliant with Baseline Visit)	Curative In-Network (Copay deductible, copay insurance when non-compliant with Baseline Visit)	Curative Out-of-Network (Providers may balance bill for charges above allowable rates)
Annual Deductible	\$0	\$5,000/person and \$10,000/family	\$10,000/person and \$20,000/family
Coinsurance Percentage	0%	20% Medical 25% Pharmacy	40%
Annual Out-of-Pocket Maximum (Medical)	\$0	\$7,500/person and \$15,000/family	\$15,000/person and \$30,000/family
Lifetime Maximum Benefit	No Limit	No Limit	No Limit
Office/Virtual Visit - Family Practice, Internal Medicine, OB/GYN, Pediatrics, Chiropractic	\$0	\$25 copay after deductible	\$50 copay after deductible
Specialist Office/Virtual Visit	\$0	\$50 copay after deductible	\$100 copay after deductible
Telemedicine - Urgent Care with a 24/7/365 On Demand Doctor Visit	\$0	\$0 copay	40% coinsurance after deductible
Preferred Drugs - Includes certain Generic, Brand Name, & Specialty drugs	\$0	\$50 copay after deductible	40% coinsurance after deductible
Non-preferred Drugs	\$50 brand and generic \$250 specialty	\$100 copay after deductible for brand & generic 25% coinsurance after deductible for specialty drugs	40% coinsurance after deductible



Baseline Visit

The Baseline Visit welcomes members back to **healthcare**.



Baseline Visits help identify member needs early and get them covered support.

Step 1: Kickoff with a Curative clinician

Step 2

Step 3



Pre-meeting form

Ahead of the visit, members complete a simple Q&A to make sure the clinician has information going into it.



Optional bloodwork

Members have the choice of getting bloodwork before or after.



A non-rushed visit with a clinician

Discuss individual family health history, as well as health challenges and goals, allowing ample time for questions. We also make sure medications are adherent and in formulary.



Customized health roadmap

The clinician will recommend additional tests or programs covered by Curative. Next steps provided if an undiagnosed or potentially preventable disease is found.



Potential to meet with a primary care physician

Curative Primary Care is currently only available in Texas with the intent to expand to other states in the future.



Baseline Visit

The Baseline Visit welcomes members back to **healthcare**.



Baseline Visits help identify member needs early and get them covered support.

Step 1

Step 2: Meet the Care Navigator

Step 3

1

Assigned a Care Navigator

Members get assigned a Care Navigator from day one of the plan. Emails are sent to onboard members.

4

Ensure connection to in-network pharmacy

Covers pharmacy options and provides closest in-network pharmacy.

2

Orientation to the health plan

Care Navigators help members understand their insurance and benefits at the Baseline Visit.

5

Set ongoing relationship

Members are provided an email and personal phone number to call or text. Care Navigators check-in with members based on their preference.


3

Ensure PCP and doctors are in-network

Every member walks away knowing an in-network PCP and closest emergency room, urgent cares, and telehealth.

Baseline Visit

The Baseline Visit welcomes members back to **healthcare**.


 Baseline Visits help identify member needs early and get them covered support.



Coverage	Curative In-Network (when compliant with Baseline Visit)	Curative In-Network (when non-compliant with Baseline Visit)	Curative Out-of-Network
Annual Deductible Out-of-pocket costs for your covered health care before your plan begins to pay.	\$0	\$5,000/person \$10,000/family	\$10,000/person \$20,000/family
Coinsurance Percentage A covered service after your deductible is met.	\$0	20% Medical; 25% Pharmacy (with \$25/mo cap on insulin)	50%
Annual Out-of-Pocket Maximum (Medical) Medical care that is not reimbursed by insurance.	\$0	\$7,500/person \$15,000/family	\$15,000/person \$30,000/family
Lifetime Maximum Benefit The dollar limit that an insurance company will pay in benefits for the lifetime of the plan.	No limit	No limit	No limit

2026 Employee Health Plan Contributions- Curative

4 tier enrollment option

	Current State		Future State		
		Employee Contribution		Employee Contribution	
	Current # Enrolled	Monthly Contrib	Future # Enrolled	Monthly Contrib	Monthly \$ Change from Current
HMO			Curative		
EE Only	11	\$0.00	11	\$0.00	\$0.00
EE+Spouse	0	\$0.00	0	\$978.54	-\$335.46
EE+Child(ren)	0	\$0.00	0	\$622.71	-\$691.29
EE+Family	1	\$1,314.00	1	\$1,314.00	\$0.00
Monthly Subtotal	12	\$1,314	12	\$1,314	\$0
PPO 80			Curative		
EE Only	1	\$21.00	1	\$0.00	-\$21.00
EE+Spouse	0	\$0.00	0	\$978.54	-\$374.46
EE+Child(ren)	0	\$0.00	0	\$622.71	-\$730.29
EE+Family	1	\$1,353.00	1	\$1,314.00	-\$39.00
Monthly Subtotal	2	\$1,374	2	\$1,314	-\$60
PPO 90			Curative		
EE Only	28	\$71.00	28	\$0.00	-\$71.00
EE+Spouse	0	\$0.00	3	\$978.54	-\$495.46
EE+Child(ren)	0	\$0.00	2	\$622.71	-\$851.29
EE+Family	9	\$1,474.00	4	\$1,314.00	-\$160.00
Monthly Subtotal	37	\$15,254	37	\$9,437	-\$5,817
Monthly Medical Total	51	\$17,942	51	\$12,065	-\$5,877
Annual Medical Total	65	\$215,304	65	\$144,780	-\$70,524

	Total Cost	Employee Cost	City Cost
Monthly Total	\$59,691	\$12,065	\$47,626
Annual Total	\$716,291	\$144,780	\$571,510
\$ Change (Annual)	-\$90,817	-\$70,524	-\$20,294
% Change	-11.3%	-32.8%	-3.4%

City of Clarkston Benefit Summary

- Enhancements:
- Preventive services do not count toward annual maximum benefit
 - Higher reimbursement for out of network services
 - 4 tier election option

The Standard Dental

Summary of Benefits	The Standard Dental Plan	
	Network	Non-Network
Deductible	Individual: \$50 Family: Max of 3 x Individual Deductible	
Benefit Year Maximum	\$1,500 Preventive services do not count toward annual max	
Coverage for Dental Services		
Coverage A: Preventive	100%	
Coverage B: Basic	80%	
Coverage C: Major	50%	
Coverage D: Orthodontia	\$1,000 Lifetime Maximum 50%	
Out of Network Reimbursement	90 th UCR	

Tier	Monthly Employee Cost	Monthly Change from Current
Employee	\$0.00	\$0.00
Employee + Spouse	\$27.66	-\$23.34
Employee + Child(ren)	\$42.14	-\$8.86
Employee + Family	\$70.65	\$19.65

	Total Cost	Employee Cost	City Cost
Monthly Total	\$2,692	\$1,156	\$1,537
Annual Total	\$32,305	\$13,866	\$18,439
\$ Change (Annual)	\$4,465	\$1,626	\$2,839
% Change	16.0%	13.3%	18.2%

City of Clarkston Benefit Summary

- Enhancements:
- Higher reimbursements for out of network benefits

The Standard Vision

Summary of Benefits	The Standard Vision Plan	
	Network	Non-Network
Routine Eye Exam	\$10 copay	Up to \$35
Frames	\$180 allowance; 20% discount off balance	Up to \$90
Lenses <ul style="list-style-type: none">Single Vision LensesBifocal LensesTrifocal LensesLenticular Lenses	\$10 copay \$10 copay \$10 copay \$10 copay	Up to \$25 Up to \$40 Up to \$55 Up to \$55
Contact Lenses <ul style="list-style-type: none">ElectiveMedically Necessary	\$180 allowance; 15% discount off balance (non-disposable only) Covered in full	Up to \$144 Up to \$200
Frequency <ul style="list-style-type: none">Eye ExamFramesContact Lenses/Lenses	Once every calendar year Once every calendar year Once every calendar year	

Tier	Monthly Employee Cost	Monthly Change from Current
Employee	\$0.00	\$0.00
Employee + Spouse	\$10.52	\$2.42
Employee + Child(ren)	\$7.92	-\$0.59
Employee + Family	\$18.44	\$1.83

	Total Cost	Employee Cost	City Cost
Monthly Total	\$682	\$290	\$392
Annual Total	\$8,180	\$3,477	\$4,703
\$ Change (Annual)	\$621	\$395	\$226
% Change	8.2%	12.8%	5.1%

City Paid
Life
Insurance

The Standard

Basic Life and AD&D Benefit Summary	
Department Heads/Council/Elected Officials	\$10,000
All Other Employees	\$6,000
Age Reductions	To 65% at age 70 To 55% at age 75

The Standard Dependent Life

Dependent Life and AD&D Benefit Summary	
Spouse Life Amount	\$1,000 (coverage ends when spouse turns 70)
Dependent Child Amount	\$1,000 (15 days up to age 26)

Annual Savings
-\$1,207

Voluntary Term Life

Standard


Benefits	
Employee Benefit	\$10,000 increments to \$500,000
Spouse Benefit	\$5,000 increments to \$250,000 or 100% of Ee Amt
Child Benefit	\$10,000
Employee Guarantee Issue	\$150,000
Spouse Guarantee Issue	\$15,000
Age Reduction Schedule	To 65% @ 70 To 55% at 75
Life & AD&D Election Match	Yes
Waiver of Premium	Included (Ees)
Accelerated Death Benefit	Included
Portability	Included
Conversion	Included
Participation Requirement	Greater of 20% or 10 lives



Open Enrollment

- ▶ Open Enrollment Education
 - Enrollment Guide
 - Communication Campaigns
 - On-site Education
 - Enrollment Assistance
- ▶ Employees are able to complete their benefit elections online, in-person or over the phone

City of Clarkston
January 1, 2026 Contribution Analysis

	Current State							Future State						
		Total (Gross) Cost	Employee Contribution		Employer (Net) Cost				Total (Gross) Cost	Employee Contribution		Employer (Net) Cost		
	Current # Enrolled	Monthly Rates	Monthly Contrib	% of Total Cost	Monthly Cost	% of Total Cost		Future # Enrolled	Monthly Rates	Monthly Contrib	Monthly \$ Change from Current	% of Total Cost	Monthly Cost	% of Total Cost
HMO								Curative						
EE Only	11	\$967.00	\$0.00	0%	\$967.00	100%		11	\$889.58	\$0.00	\$0.00	0%	\$889.58	100%
EE+Spouse	0	\$0.00	\$0.00	0%	\$0.00	0%		0	\$1,868.12	\$978.54	-\$335.46	52%	\$889.58	48%
EE+Child(ren)	0	\$0.00	\$0.00	0%	\$0.00	0%		0	\$1,512.29	\$622.71	-\$691.29	41%	\$889.58	59%
EE+Family	1	\$2,281.00	\$1,314.00	58%	\$967.00	42%		1	\$2,579.79	\$1,314.00	\$0.00	51%	\$1,265.79	49%
Monthly Subtotal	12	\$12,918	\$1,314	10%	\$11,604	90%		12	\$12,365	\$1,314	\$0	11%	\$11,051	89%
PPO 80								Curative						
EE Only	1	\$988.00	\$21.00	2%	\$967.00	98%		1	\$889.58	\$0.00	-\$21.00	0%	\$889.58	100%
EE+Spouse	0	\$0.00	\$0.00	0%	\$0.00	0%		0	\$1,868.12	\$978.54	-\$374.46	52%	\$889.58	48%
EE+Child(ren)	0	\$0.00	\$0.00	0%	\$0.00	0%		0	\$1,512.29	\$622.71	-\$730.29	41%	\$889.58	59%
EE+Family	1	\$2,320.00	\$1,353.00	58%	\$967.00	42%		1	\$2,579.79	\$1,314.00	-\$39.00	51%	\$1,265.79	49%
Monthly Subtotal	2	\$3,308	\$1,374	42%	\$1,934	58%		2	\$3,469	\$1,314	-\$60	38%	\$2,155	62%
PPO 90								Curative						
EE Only	28	\$1,038.00	\$71.00	7%	\$967.00	93%		28	\$889.58	\$0.00	-\$71.00	0%	\$889.58	100%
EE+Spouse	0	\$0.00	\$0.00	0%	\$0.00	0%		3	\$1,868.12	\$978.54	-\$495.46	52%	\$889.58	48%
EE+Child(ren)	0	\$0.00	\$0.00	0%	\$0.00	0%		2	\$1,512.29	\$622.71	-\$851.29	41%	\$889.58	59%
EE+Family	9	\$2,441.00	\$1,474.00	60%	\$967.00	40%		4	\$2,579.79	\$1,314.00	-\$160.00	51%	\$1,265.79	49%
Monthly Subtotal	37	\$51,033	\$15,254	30%	\$35,779	70%		37	\$43,856	\$9,437	-\$5,817	22%	\$34,419	78%
Monthly Medical Total	51	\$67,259	\$17,942	27%	\$49,317	73%		51	\$59,691	\$12,065	-\$5,877	20%	\$47,626	80%
Annual Medical Total	65	\$807,108	\$215,304	27%	\$591,804	73%		65	\$716,291	\$144,780	-\$70,524	20%	\$571,510	80%

Total Cost

Employee Cost

Employer Cost

Monthly Total

\$67,259

\$17,942

\$49,317

Annual Total

\$807,108

\$215,304

\$591,804

Total Cost

Employee Cost

Employer Cost

Monthly Total

\$59,691

\$12,065

\$47,626

Annual Total

\$716,291

\$144,780

\$571,510

\$ Change (Annual)

-\$90,817

-\$70,524

-\$20,294

% Change

-11.3%

-32.8%

-3.4%

City of Clarkston

Dental

Plan Year January 2026 - December 2026

GMA - Current/Renewal				Beam		Standard		Sun Life	
Benefits	IN	OUT		IN	OUT	IN	OUT	IN	OUT
Deductible (Individual / Family)	\$50 / \$150			\$50 / \$150		\$50 / \$150		\$50 / \$150	
Deductible Period									
Annual Maximum	\$1,500			\$1,500		\$1,500		\$1,500	
Preventive & Diagnostic	100%			100%		100%		100%	
Basic	80%			80%		80%		80%	
Major	50%			50%		50%		50%	
Endo / Perio	80%			80%		80%		80%	
Orthodontia	50%			50%		50%		50%	
Orthodontia Lifetime Maximum	\$1,000			\$1,000		\$1,000		\$1,000	
Ortho Coverage Adult & Child?	Adult & Child			Adult & Child		Adult & Child		Adult & Child	
Implants	Included			Endosteal only		Included		Included	
Composite vs. Amalgam Fillings	Unknown			Anterior and posterior		Anterior and posterior		Composite posterior only	
Waiting Period	None			None		None		6 mo. basic restorations, 12 mo. other Type B, 12 mo. Type C	
Late Entrant Penalty	None			None		None		12 months ortho	
Annual Open Enrollment	Included			Included		Included		Included	
Out-of-Network Reimbursement	MAC			MAC		90th		MAC	
Additional Benefits	NA			No missing tooth exclusion		Preventive excluded from annual max		Preventive Rewards	
Employer Paid or Voluntary	Employer Paid			Employer Paid		Employer Paid		Employer Paid	
Participation Requirement	NA			Assumes current		All eligible employees		93%	
Rate Guarantee	1 year			1 year		1 year		1 year	
Rates	Enrollment	Current	Renewal	Beam		Standard		Sun Life	
EE Only	32	\$25.00	\$25.00	\$26.03		\$29.55		\$28.70	
EE + Spouse	4	\$76.00	\$76.00	\$52.06		\$70.64		\$57.21	
EE + Child(ren)	3	\$76.00	\$76.00	\$70.83		\$78.88		\$71.69	
EE + Family	13	\$76.00	\$76.00	\$96.86		\$90.55		\$100.20	
Premium	52								
Monthly Premium		\$2,320	\$2,320	\$2,513		\$2,642		\$2,665	
Annual Premium		\$27,840	\$27,840	\$30,154		\$31,703		\$31,979	
\$ Change Over Current			\$0	\$2,314		\$3,863		\$4,139	
% Change Over Current			0.0%	8.3%		13.9%		14.9%	

4-tier enrollment is estimated based on employer census.

Sun Life Preventive Rewards allows members to get up to \$1,250 added to the annual maximum for the next year based on their paid claims for preventive services for the prior year.

Rates are preliminary based on employer census. Final rates are dependent on final enrollment.



CITY OF CLARKSTON

ITEM NO: 8B

CITY COUNCIL WORK SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: September 2, 2025

SUBJECT: FY2025 Budget Amendment

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: City Manager Thornton
EMAIL: cmthornton@cityofclarkston.com

Agenda Item Request:

Purpose:

A proposed FY2025 Budget Amendment as related to:

- 2025 Millage Rate Adoption (15.800 mils) and Final Certified Ad Valorem Tax Digest for the City of Clarkston
- Purchase of Sages Networks, Inc. - Software for Licensing, Maintenance and Support

Need/Impact:

Reduction of appropriations. At any time during the fiscal year it may appear probable to the city manager that the revenues available will be insufficient to meet the amount appropriated. The city manager shall report to city council, indicating the estimated amount of the deficit, any remedial action taken by the city manager and recommendations as to any other steps to be taken. The city council shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by ordinance reduce one or more appropriations.

Transfer of appropriations. At any time during the fiscal year the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the city manager the city council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

The City's Manager's Office has identified a need for the reduction and transfer of appropriations based on:

- Analysis of FY2025 Budget (as adopted) versus 2025 Tax Digest (as certified). Please see the attached memorandum for details regarding.
- 1st year setup, implementation, and software costs for Sages Network, Inc. Software for licensing, maintenance, and support. Please see the attached memorandum for details regarding.

Recommendation:

City Manager Miller-Thornton recommends approval of the proposed FY2025 Budget Amendment as presented.

**CITY OF CLARKSTON
FY2025 BUDGET AMENDMENTS**

NAME: Proposed FY25 Amendment
FUND: 100

Presentation Date: 08/26/25
Approval Date: _____

Amendment Number 25-001

Revenues:

Dept.	Account Number	Account Name	Original Budget	Net Change	Amended Budget
	311110	Public Utility R/E Current	\$ 97,375.00	\$ (7,605.00)	\$ 89,770.00
	311190	Real Property-Current	\$ 5,776,884.00	\$ (853,590.00)	\$ 4,923,294.00
	311310	Motor Vehicle Current	\$ 270,400.00	\$ (49,840.00)	\$ 220,560.00
	311390	Personal Property-Current	\$ 158,720.00	\$ 80,851.00	\$ 239,571.00
	391100	General Fund Reserve		\$ 265,668.00	\$ 265,668.00
	113100	Due From ARPA		\$ 159,556.00	\$ 159,556.00
				\$ (404,960.00)	

Expenses:

Dept.	Account Number	Account Name	Original Budget	Net Change	Amended Budget
1500	10-511100	Salaries & Wages	\$ 1,076,542.00	\$ (249,104.00)	
1500	10-511100	Salaries & Wages		\$ (13,018.00)	\$ 814,420.00
1500	10-512200	FICA Contributions	\$ 157,248.00	\$ (15,444.00)	\$ 141,804.00
1500	10-512300	Medicare Contributions	\$ 66,746.00	\$ (3,612.00)	\$ 63,134.00
2650	20-511100	Salaries & Wages	\$ 188,848.00	\$ 5,948.00	\$ 194,796.00
2650	20-512200	FICA Contributions	\$ 11,833.00	\$ 369.00	\$ 12,202.00
2650	20-512300	Medicare Contributions	\$ 2,767.00	\$ 86.00	\$ 2,853.00
3200	30-511100	Salaries & Wages	\$ 1,663,637.00	\$ (2,255.00)	\$ 1,661,382.00
3200	30-512300	FICA Contributions	\$ 109,017.00	\$ (140.00)	\$ 108,877.00
3200	30-512300	Medicare Contributions	\$ 25,496.00	\$ (33.00)	\$ 25,463.00
4000	40-511100	Salaries & Wages	\$ 541,268.00	\$ (74,805.00)	\$ 466,463.00
4000	40-512400	FICA Contributions	\$ 35,332.00	\$ (4,638.00)	\$ 30,694.00
4000	40-512400	Medicare Contributions	\$ 8,263.00	\$ (1,085.00)	\$ 7,178.00
6200	60-511100	Salaries & Wages	\$ 153,950.00	\$ (33,331.00)	\$ 120,619.00
6200	60-512600	FICA Contributions	\$ 9,731.00	\$ (2,067.00)	\$ 7,664.00
6200	60-512600	Medicare Contributions	\$ 2,276.00	\$ (483.00)	\$ 1,793.00
7400	70-511100	Salaries & Wages	\$ 363,320.00	\$ (22,635.00)	\$ 340,685.00
7400	70-512700	FICA Contributions	\$ 22,526.00	\$ (1,403.00)	\$ 21,123.00
7400	70-512700	Medicare Contributions	\$ 5,268.00	\$ (328.00)	\$ 4,940.00
1500	10-521300	Computer/Hardware Services	\$ 109,200.00	\$ 13,018.00	\$ 122,218.00
				\$ (404,960.00)	

JUSTIFICATION:

City Manager	Finance Director	City Council Approval		City Council
Recommend Approval: Yes / No	Recommend Approval: Yes / No	Yes / No		Meeting Date: 08/26/2025
Date: 08/26/2025	Date: 08/26/2025	Date:		Action: City Clerk:



TO: Mayor and Council

FROM: ChaQuias Miller-Thornton, City Manager

DATE: August 18, 2025

RE: FY2025 Budget Amendment
FY2025 Budget vs 2025 Certified Digest
Purchase of Sages Network, Inc. Software

FY2025 Budget vs 2025 Certified Digest

On July 26th, 2025 Mayor and Council adopted a 15.800 mil rate for assessment of 2025 ad valorem taxes for the City. On Monday, August 11, 2025 the DeKalb County Tax Commissioner's Office released the 2025 Certified Consolidation and Evaluation Digest for the City. The following Table 1 provides preliminary digest values considered at millage rate adoption versus final digest values as certified by the State Department of Revenue.

Table 1

	2025 Digest		
	Preliminary	Final	Increase/Decrease
Real Property	389,854,552	389,423,232	(431,320)
Public Utility	6,028,866	6,028,866	-
Motor Vehicle	464,550	464,550	-
Personal Property	15,265,853	15,349,972	84,119
Net Increase/Decrease in Value*			(347,201)

*Before Loss Due to Appeals

The following Table 2 is used to analyze 2025 budgeted revenue expectations versus expectations of revenue to be collected based on final certified digest values.

[SEE THE NEXT PAGE]

Table 2

Description	7/31/2025					
Taxable Real Property	389,423,232					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	(19,860,585)					
Real Property Digest	369,562,647					
Taxable Public Utility	6,028,866					
Taxable Motor Vehicle	464,550					
Taxable Personal Property Value	15,349,972					
Estimated Adjustments	-					
Adjusted Value	15,349,972					
			CURRENT RATE		ROLLBACK RATE	
		Rev As Billed	Revenue	Rev As Billed	Revenue	Adopted
		13.890	at Collection Rate	13.664 mils	at Collection Rate	Budget
Taxable Digest						
Estimated Taxable RE Digest	369,562,647	5,133,225	4,414,574	5,049,704	4,342,745	5,776,884
Taxable Public Utility	6,028,866	83,741	83,741	82,378	82,378	97,375
Taxable Motor Vehicle	464,550	219,672	219,672	219,565	219,565	270,400
Taxable PP Value	15,349,972	213,211	210,610	209,742	207,183	158,720
Estimated Adjustments	(7,235,986)	(100,508)	(86,437)	(98,858)	(85,018)	
Adjusted Value - Gross Digest	384,170,049	5,549,341	4,842,161	5,462,531	4,766,854	6,303,379
RE Property Rev over/under Budget		(754,038)	(1,461,218)	(840,848)	(1,536,525)	
		Rev As Billed	Revenue	Adopted	Net Revenue	
		15.800	at Collection Rate	Budget	Budget vs Estimated Collections	
Estimated Taxable RE Digest	369,562,647	5,839,090	5,021,617	5,776,884	(755,267)	
Taxable Public Utility	6,028,866	95,256	89,770	97,375	(7,605)	
Taxable Motor Vehicle	464,550	220,560	220,560	270,400	(49,840)	
Taxable PP Value	15,349,972	242,530	239,571	158,720	80,851	
Estimated Adj. - Exemptions M&O	(7,235,986)	(114,329)	(98,323)		(98,323)	
Adjusted Value - Gross Digest	384,170,049	6,283,107	5,473,195	6,303,379	(830,184)	
RE Property Rev over/under Budget		(20,272)	(830,184)			

Net Real Property budgeted vs estimated collection (\$755,267)
 Net Public Utility budgeted vs estimated collection (7,605)
 Net Motor Vehicle budgeted vs estimated collection (49,840)
 Net Personal Property budgeted vs estimated collection 80,851
 Net Exemptions at the Collection Rate of 86% (98,323)
 Net loss in revenue (budgeted vs est. collection) (830,184)

During the Millage Rate adoption processes, the City Administration estimated loss in revenue and subsequently identified \$564,516 in expenditures reductions to offset estimated loss in revenue.

Estimated loss is revenue (budgeted versus estimated collection) (\$830,184)
 Reduction in General Fund Expenditures \$564,516 *
 Net Revenue/Expenditures (\$265,668)
 Net Rev/Expenditures of \$(265,668) is offset by an increase in the assignment of General Fund Reserve Fund Balance in the amount of \$265,668 to balance 2025 budget appropriations.

Purchase of Sages Network, Inc. Software - \$13,018

- 1st year setup, implementation, and software costs for Sages Network, Inc. Software for licensing, maintenance, and support. Please see the attached memorandum for details regarding.
 - In order to improve external service delivery to citizens, businesses, and customers it necessary to implement the use of licensing, maintenance and support software to aid in the permitting and licensing functions of the City. In addition to the goal of enhancing service delivery, the software will provide efficiency of internal service functions - improving workflow and productivity.
 - As provided within the narrative for discussion of the contract between the City of Clarkston and Sages Network, Inc. 1st year (2025) cost is \$13,018. The proposed budget amendment provides for a transfer of appropriations from the General Fund Salaries and Wages expenditure line item of \$13,018 to the General Fund Administration Computer Hardware/Software line item of \$13,018.

	Increase	Decrease
General Admin – Salaries and Wages		\$ 13,018
General Admin – Computer Hardware/Software	\$ 13,018	
Total Net Increase/Decrease - \$0		

NOTE: Total decrease in General Fund Revenue of \$404,960 is offset by a total decrease in General Fund Expenditures of \$404,960. Net change is \$0.

ARPA Fund Transfer

As related to the FY2025 Budget, Mayor and Council obligated \$159,556 in American Rescue Plan Act dollars to offset Salaries and Wages Expenditures for the DE&I Officer and a Code Compliance Officer. The attached budget amendment represents the record of transfer from the ARPA Fund to the General Fund for the offset of salaries and wages expensed from the General Fund.

	Increase	Decrease
Revenue		
ARPA Fund Reserve	\$ 159,556	
Expenditure		
ARPA Transfer to General Fund (Due To)	\$ 159,556	
Total Net Rev/Exp – ARPA - \$0		

The City Manager's Office recommends approval of the attached Ordinance, as presented, to amend the FY2025 Budget.

**CITY OF CLARKSTON
FY2025 BUDGET AMENDMENTS -ARPA**

NAME: Proposed FY25 Amendment
FUND: 260

DATE: 08/26/25

Amendment Number 25-001

Revenues:

Dept.	Account Number	Account Name	Original Budget	Net Change	Budget
	121900	Due to General Fund		\$ (159,556.00)	\$ (159,556.00)
	134220	ARPA Fund Reserve		\$ 159,556.00	\$ 159,556.00
					\$ -

Expenses:

Dept.	Account Number	Account Name	Original Budget	Net Change	Budget
					\$ -

JUSTIFICATION:

City Manager	Finance Department	City Council Approval	City Council Discussion Date: 08/26/2025
Recommended Approval: Yes / No	Recommend Approval: Yes / No	Yes / No	Action Date:
Date: 08/26/2025	Date: 08/26/2025	Date:	City Clerk:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE FISCAL YEAR 2025 GENERAL FUND BUDGET FOR THE CITY OF CLARKSTON, GEORGIA, APPROPRIATING THE AMOUNTS IN THE EXPENDITURES/EXPENSES AS AMENDED, ADOPTING THE ITEMS OF REVENUE ANTICIPATIONS AS AMENDED AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE, AND FOR OTHER PURPOSES.

WHEREAS, sound governmental operations require a budget in order to plan the financing of services for the residents of the City of Clarkston; and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's fiscal year, which runs from January 1st to December 31st of each year; and

WHEREAS, the Mayor and City Council of the City of Clarkston have approved the FY 2025 General Fund budget on November 7, 2024; and

WHEREAS, it is necessary from time to time to amend the FY 2025 General Fund budget for supplemental appropriations; and

WHEREAS, any amendment to the budget must still result in a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses; and

WHEREAS, the Mayor and City Council by ordinance may make supplemental appropriations for the year; and

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Clarkston, Georgia, as follows:

Section 1. The attached Exhibit A, entitled FY2025 Budget Amendments by General Ledger Code, attached hereto and incorporated herein by reference is hereby adopted as amendment to the General Fund Budget for the City of Clarkston, Georgia for Fiscal Year 2025, which began January 1, 2025 and ends on December 31, 2025.

Section 2. The item(s) of revenue, other financial resources, and sources of cash shown within the attached are hereby adopted, as line-item amendments , and the amount(s) shown as expenditures or expenses, and uses of cash are hereby adopted as line-item amendments to the appropriate General Fund department(s), as named.

Section 3. The “legal level of control” as defined in OCGA §36-81 is set at the department level, meaning that the City Manager is authorized to move appropriations from one line item to another within a fund, but under no circumstances may expenditures or expenses exceed the amount appropriated for a fund without a further budget amendment approved by the City Council.

Section 4. All appropriations shall lapse at the end of the fiscal year.

Section 5. This Ordinance shall be and remain in full force and effect from and after its date of adoption.

SO ORDAINED this ____ day of _____ 2025.

CLARKSTON CITY COUNCIL

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell
City Clerk

Approved as to Form:

Stephen Quinn
Stephen G. Quinn
City Attorney



CITY OF CLARKSTON

ITEM NO: 8C

CITY COUNCIL WORK SESSION/ COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To consider for approval an alcohol license application for on-premises consumption at Addis Grocery, LLC d/b/a Addis Ababa Grocery & Cafe located at 4144 E. Ponce De Leon Ave., Clarkston, GA 30021.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO:

City Clerk, Tomika R. Mitchell

PHONE NUMBER: (404) 296-6489

PURPOSE: The Alcohol Review Committee (ARC) has reviewed a new application submitted by Addis Grocery, LLC for an alcohol license at Addis Ababa Grocery & Café, located at 4144 E. Ponce De Leon Avenue, Clarkston, GA 30021. The application requests approval for on-premises consumption of beer, wine, and malt beverages.

NEED/ IMPACT: The Alcohol Review Committee (ARC) reviewed the new alcohol license application, confirmed the business license was issued, inspections and measurements completed, background checks passed, and zoning compliance verified.

RECOMMENDATION: The ARC has determined that the application complies with all requirements and recommends approval for issuance of the new alcohol license.

Case # 6550

New Alcohol Beverage License Application

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.

☒ New☐ AmendmentDate: 04/23/25Contact Name: Fredrick ASSEFA Phone: [REDACTED]Business/Trade Name: ADDIS Grocery LLCD/B/A: ADDIS Ababa Grocery & CafeBusiness Address: 4144 E Ponce de Leon Ave Clarkston GAEmergency Contact Name: Henok Demer Phone: [REDACTED]**TYPE OF BUSINESS**

- ☐ Convenience Store
☒ Grocery Store
☐ Package Store
☐ Manufacturer
☐ Specialty Beverage Store
☒ Restaurant
☐ Wholesale
☐ Other: _____

Completed application
 received 5/22/2025
 JKH

TYPE OF LICENSE AND FEESRetail Dealers On-Premise Consumption/Retail Dealers Package

- ☐ Beer/Malt Beverages: \$862
☐ Wine: \$862
☒ Beer/Wine/Malt Beverages: \$1,150
☐ Distilled Spirits: \$2,875
☐ Retail Dealer - Wholesale Wine/Beer/Malt Beverages: \$405
☐ Retail Dealer - Wholesale Wine/Beer/Malt Beverages/ Distilled Spirits: \$3,278
☐ Wholesale Beer/Wine/Malt Beverages: \$520
☐ Wholesale Distilled Spirits (City): \$5,750; No location in City: \$450
☒ Administrative (Investigative Application); Fee (applicable to all Licenses): \$260.00
 Employee Work Permit Initial/Renewal: \$50.00 (per employee); To apply, please contact the Clarkston Municipal Court Office at (404) 292-9465.

RECEIVED

'APR 29 2025

CITY OF CLARKSTON

FOR OFFICE USE ONLY

Department	Date	Approve/Deny	Comments
City Clerk			
Planning & Economic Development		Deny	approximately 20 yards from church property. 20 yards required.
Police Department			
Quality of Life Officer	08/12/25	Approved	DH
City Manager			

APPLICANT INFORMATION

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

Full Name: Frehiwot Assefa Date of Birth: 1977

Current Address: [REDACTED]

Name of Agent or Representative (if different from Applicant): Antionette Coates

Phone: [REDACTED]

Address: [REDACTED]

Address of Applicant (if different for the past 5 years):

M/A

Have you ever been arrested? ☐ Yes ☒ No (If yes, explain) _____

BUSINESS INFORMATION

Type of business entity: ☒ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Other

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.)

Federal Tax ID Number: 92-2613447 State Tax ID Number: 20284556126

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.) [REDACTED]

Adam Jack

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

Full Name	Position	Social Security Number	Address	% of Interest
Frehiwot Assefa	CEO	[REDACTED]	[REDACTED]	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

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
N/A				
	N/A			

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: 151 Yards School: 1760 Yards
 Library: 714 Yards Public Recreation: N/A

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.

Frehiwot Assefa
 Signature of Applicant or Agent

Frehiwot Assefa

Print or Type Name

I certify that Frehiwot Assefa (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 15th day of April, 2025.

Antionette Coates
 Notary Public

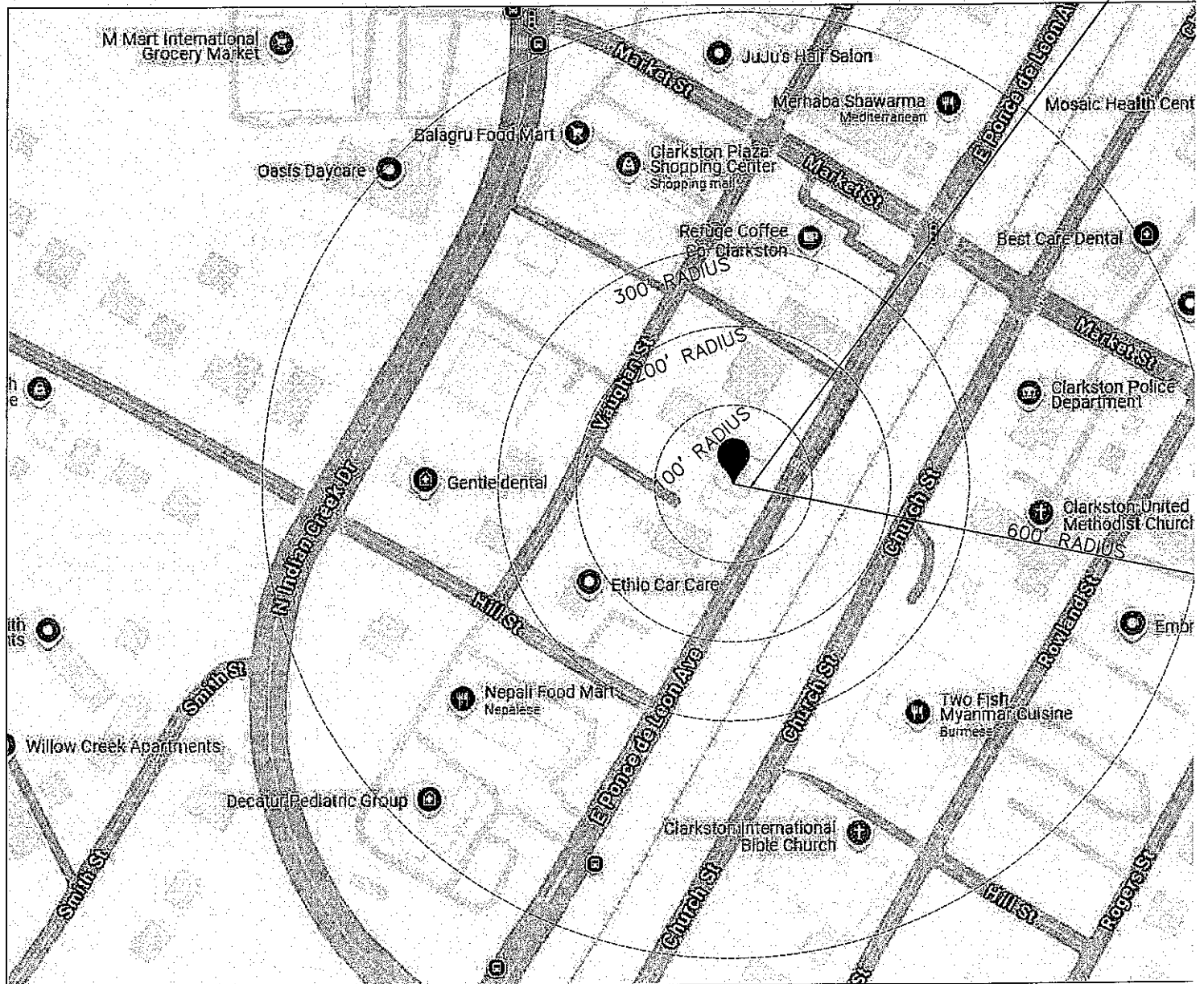
My commission expires on: 12/20/2026

Antionette Coates
NOTARY PUBLIC
 DeKalb County, GEORGIA
 My Commission Expires 12/20/2026



NOTE: DISTANCES ARE MEASURED IN A STRAIGHT LINE FOLLOWING STANDARD MEANS OF TRAVEL, FROM FRONT DOOR OF ESTABLISHMENT TO FRONT DOOR OR PROPERTY LINE OF RELEVANT BUSINESSES

FRO
4144
SUIT
CLAF
UNIT



NEAREST:

CLOSEST SCHOOL: MILES 1.0 = 1760 YARDS
INDIAN CREEK ELEMENTARY SCHOOL
724 N. INDIAN CREEK DR. CLARKSTON GA. 30021

CLOSEST CHURCH: MILES 0.0029 = 50.33 YARDS = 151 FEET
CHRIST COMMUNITY AME CHURCH
4154 E. PONCE DE LEON AVE. 30021

CLOSEST LIBRARY: MILES 0.4 = 704 YARDS
CLARKSTON LIBRARY
951 N. INDIAN CREEK DR. CLARKSTON GA. 30021

BACKGROUND CHECKS & ALCOHOL SERVER PERMITS

An Alcohol License Application must include a background check for all owners, partners and managers.

Fingerprint-based Background Checks and Alcohol Server Permits are conducted at the City of Clarkston, Police Department located at 3921 Church St., Clarkston, GA 30021 on Tuesday's and Thursday's between 9:00a.m. and 2:00p.m., by appointment only.

Fingerprint-based Background Check Fee: \$65.00.

Alcohol Server Permits Fee: \$85.00.

Form of Payment: Cash or Credit Card

Name: Frehiwo ASSEFA Date: 08/14/25

Business: Addis Ababa Grocery & Cafe Title: Owner

Are you an Owner or Manager? ☐ Manager ☒ Owner ☐ Partner

If you are an Owner/ Manager have you obtained Personnel Statement from City Hall? ☒ Yes ☐ No

Do you consent to the Clarkston Police Department checking your criminal history? ☒ Yes ☐ No

Have you ever 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. ☐ Yes, Please Explain ☒ No

Are you currently serving probation? ☐ Yes, Please Explain ☒ No

For Official Use Only

City Hall:

Authorized By: _____ Date: _____ ID Paid: ☐ Yes ☐ No

Police Department:

Criminal History Record Checked? ☐ Yes ☐ No

Applicant is able to obtain Permit? ☐ Yes ☐ No, If no, please state reason for denial.

Permit No. _____

Signed By: _____ Date: _____

Name: _____
Please Print Name

ALCOHOLIC BEVERAGE PERSONNEL STATEMENT
OWNERS/MANAGERS/ASSISTANT MANAGERS

For Official Use Only

Type of License: _____

Business: _____

Address: _____

Telephone: _____

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. Frehiwot Assefa _____
Full Name of Applicant and Address

2. Social Security Number

3. Driver's License Number:

4. Date of Birth: 1977 Place of Birth: Ethiopia

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: 02/12/2008

Place: Baltimore, MD

Court: _____

Petition Number: _____ Certificate Number:

Derived Parent Certificate Number(s) _____

Alien Registration Number:

Native Country: Ethiopia Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? 9 Years 8 Months

7. Marital Status ☐ Single ☐ Married ☐ Widowed ☒ Divorced ☐ Separated

8. If married, give spouse's full name N/A

9. Physical Description of Applicant Black Race F Sex 5'4 Height 147 Weight
48 Age Black Hair Color Brown Eyes

10. Education and training specific to restaurant/alcohol field. Safe Serv

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. _____
N/A

13. Are you registered to vote in the state of Georgia ☒ yes ☐ No
County Registered GWINNETT Number of years registered 5

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

15. For the last calendar year, did you file and pay any City property tax () Yes (x) 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.					
b.	9/16	3/20	Hyatt Regency	Cocktail Server	Covid-19 (Business Shutdown)
c.	8/22	5/23	Noha Mart	Owner	Sold Business
d.	03/23	Current	Addis Grocery LLC	Owner	Currently Employed
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.				
b.	5/18 - Current			
c.	8/16-5/18			
d.				
e.				

18. Military Service () Yes (x) 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 _____ X _____ No

20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.

21. Position of applicant in dealer's business. _____

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

State annual salary of applicant or the estimated annual profit or compensation derived from this business.

2024 Annual Profit - \$15089

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 (x) 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 (x) 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 (x) No If yes, explain _____

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? () Yes (x) No if yes, explain _____

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 (x) No If yes, explain _____

28. Have you ever been denied a bond by a commercial surety company? () Yes (x) 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 (x) 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 Rawda Ahmed
Residence _____
Business Address _____
Telephone Number _____ Number of years known ⁹ _____

Name Almaz Tesfa
Residence _____
Business Address _____
Telephone Number _____ Number of years known ³⁰ _____

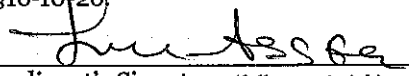
Name Tigist Ayele
Residence _____
Business Address _____
Telephone Number _____ Number of years known ⁹ _____

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. _____

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. _____

Verification

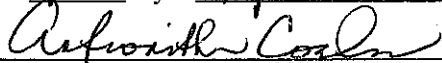
I, Frehiwot Assefa, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false 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.


Applicant's Signature (full name in ink)

Frehiwot Assefa
Applicant's Name (Print or Type)

I certify that Frehiwot Assefa (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 15th day of April, 2025.


Notary Public

Seal:

Antionette Coates
NOTARY PUBLIC
DeKalb County, GEORGIA
My Commission Expires 12/20/2026

**REGISTERED AGENT CONSENT AND INFORMATION FORM
CITY OF CLARKSTON OFFICE OF THE CITY CLERK**

Sec. 3-6(l) All licensed establishments must have and continuously maintain in DeKalb County a registered agent upon whom any process, notice or demand required or permitted by law or under this chapter to be served upon the licensee or owner may be served. This person must be a resident of DeKalb County. The licensee shall file the name of such agent, along with the written consent of such agent with the city.

I, Antionette Coates, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors thereof and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the city of Clarkston, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served. I understand that the Registered Agent must be a citizen of the United States and a resident of DeKalb County Georgia. I hereby authorize the Clarkston Police Department to obtain and review copies of any criminal and/or driver's histories in my name or any alias used by me in the past or at the present. I understand that this information may be used against me during the course of the Clarkston Police Department's investigation. I further certify that I will notify the City of Clarkston Office of the City Clerk of any changes effecting my status and/or position with this company.

This 31st day of May, 2025

Antionette Coates
Signature of Agent

[REDACTED]
Email Address

Antionette Coates
Type or Print Name of Agent

[REDACTED]
Type or Print Agent's Home Address

[REDACTED]
Type or Print City, State and Zip Code

2/1/2025
Type or Print Date Moved into the Above Address

[REDACTED]
Type or Print Social Security Number

[REDACTED]
Type or Print Driver's License Number

[REDACTED] 1971
Type or Print Date of Birth

[REDACTED]
Type or Print Area Code and Phone Number

Revised 12/2023

By executing this affidavit under oath, as an applicant for: (Check all that apply)

- My Commission Expires 12/20/2026**

Alcohol Inspection Report

Date of Inspection: August 18, 2025

Inspector: Code Compliance Officer Darion Hammonds

Business Name: Addis Ababa Grocery & Café

Business Address: 4144 East Ponce De Leon Ave

- Distance measurements confirm there are no school grounds within 100 yards of the business.
- There are no libraries or public parks within 200 yards of the business.
- There are no single-family residences within 50 yards of the business.
- There are no Adult Entertainment establishments within 166 yards of the business.
- There are no existing establishments licensed for the retail sale of beer within 200 yards. The closest entrance to an existing establishment licensed for the retail sale of beer is located 284 yards away from the business.



FINGERPRINTS NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.


APPLICANT SIGNATURE

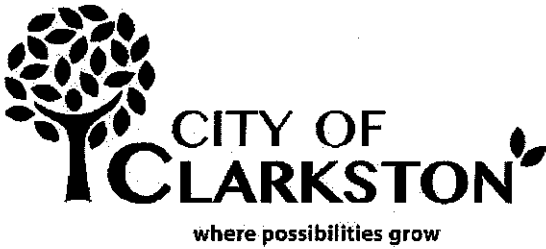
04/15/25
DATE


NOTARY SIGNATURE

4/15/2025
DATE

SEAL

Antionette Coates
NOTARY PUBLIC
DeKalb County, GEORGIA
My Commission Expires 12/20/2026



I hereby authorize the Clarkston Police Department to conduct a fingerprint-based criminal history record check as part of my Alcoholic Beverage License application.

I understand that the Clarkston Police Department will use the Georgia Crime Information Center to search its criminal history files, as well as the Federal Bureau of Investigation for a federal record check, if authorized.

I acknowledge that the results of this fingerprint check will be electronically transmitted to the Clarkston Police Department, who will review them to assess my suitability for the position I have applied for. I further understand that the Clarkston Police Department will not retain a copy of my criminal record and complies with all confidentiality and security protocols for handling and disseminating state and federal criminal history information.

Fingerprint-based criminal history record checks are available for a fee of \$65.00 and are conducted by the Clarkston Police Department on Tuesdays and Thursdays, by appointment only. You must present a valid photo ID (e.g., driver's license or U.S. Passport) and a signed and notarized Non-Criminal Justice Applicant's Privacy Rights form. The Clarkston Police Department is located at 3921 Church St., Clarkston, GA 30021.

Name: FRENIWOT ASSEPA

Signature: [Handwritten Signature]

Date: 08/14/25

Quick Lunch

Hot Chicken
\$16.99

Hot Chicken
\$16.99

Hot Chicken
\$16.99

Hot Chicken
\$16.99

Hot Chicken
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Hot Chicken
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TO GO

Price Less Than Dining

Hot Chicken
\$16.99

STREET PARKING AVAILABLE AS WELL AS CHURCH PARKING
LOT RIGHT NEXT TO OUR STORE

BREAKFAST

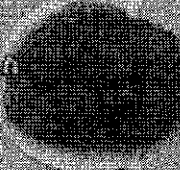
2 Eggs
\$4.99

2 Eggs & Bacon
\$12.99

2 Eggs
\$11.99

2 Eggs & Bacon
\$17.99

2 Eggs
\$13.99



STEAK

10oz
\$17.99

(404) 748-1342

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OUR FOOD MAY CONTAIN PEANUT. PLEASE ASK THE CLERK IF YOU HAVE ANY ALLERGIES.



CITY COUNCIL

ITEM NO: 8D

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
City Council

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: SEPTEMBER 2, 2025

SUBJECT: To consider for approval a resolution to appoint Safe Streets for All (SS4A) Steering Committee members.

PRESENTER CONTACT: City Manager,
ChaQuias Miller-Thornton

PUBLIC HEARING: ☐ YES ☐ NO

DEPARTMENT: Administration

PURPOSE: To appoint Safe Streets for All (SS4A) Steering Committee members.

NEED/ IMPACT: The Steering Committee will serve in an advisory capacity, working with City staff and the Consultant to (i) establish tasks and review strategies, (ii) recommend and prioritize projects, (iii) monitor progress, milestones, and performance data, (iv) advocate for roadway safety initiatives and robust community engagement, and (v) ensure the plan addresses the needs of all transportation users, particularly underserved populations.

FUNDING SOURCE: In 2023, the City of Clarkston was awarded a \$1,250,000 Bipartisan Infrastructure Law “Safe Streets for All” (SS4A) Planning Grant, the largest planning grant awarded to a local government in Georgia at that time.

RECOMMENDATION: Appoint Safe Streets for All (SS4A) Steering Committee members.



Mayor
Beverly H. Burks

City Council
Debra Johnson, Vice Mayor
Yterenickia Bell
Jamie Carroll
Sharifa Adde
Susan Hood
Mark Perkins

To: *Potential Steering Committee Member*

Subject: Steering Committee Member Invitation
Safe Streets for All (SS4A) Traffic Safety Planning Grant

From: City Manager Miller Thornton

Date: 08/12/2025

The City of Clarkston cordially extends an invitation to become a member of the Safe Streets for All (SS4A) Steering Committee. As a business owner, resident, non-profit agency or a leader within the religious or educational community, the City believes your participation is vital to the success of the SS4A Grant recently awarded to the City.

The paragraphs below offers a brief introduction to the SS4A Traffic Safety and Planning Grant; including the goals and purpose of implementing this safety planning grant and your role as a Committee Member.

In 2023, the City of Clarkston was awarded a \$1,250,000 Bipartisan Infrastructure Law planning grant with the goal of reducing pedestrian and traffic serious injuries and fatalities citywide. This highly competitive nationwide grant application process resulted in the City receiving the largest planning grant awarded to a local government in Georgia at that time.

Over a planning duration of 15 months, the City staff and contracted consultant; Kimley-Horn, will develop a Comprehensive Safety Action Plan that will identify existing conditions and historical trends to provide a baseline level of crashes involving fatalities and serious injuries including an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, pedestrians and bicyclists, transit users, etc.). The Safety Action Plan will also recommend a comprehensive set of projects and strategies, create a prioritization framework for future project implementation countermeasures, including new policies, guidelines, and/or standards.

The City and their Transportation Planning consultants intend to engage in extensive community involvement and outreach that will lead to an implementable a Comprehensive Safety Action Plan that will be adopted by the City Council and Mayor by September 2026.

Page 1 – SS4A Steering Committee Member Invitation

The Safety Action Plan's goals will be a goal of a 50% reduction in vehicular, cyclist and pedestrian injuries and crashes by 2035 and a 2040 goal of zero deaths within the city limits.

The primary **Responsibilities and Purpose** of the SS4A Steering Committee will be as follows:

- ✓ Work with the City staff and Consultant to establish clear and achievable tasks in order to meet or exceed the City Council and Mayors goals for reducing vehicular, cyclist and pedestrian injuries and crashes and elimination of fatalities
- ✓ Offer recommendations for projects and initiatives that will lead to the goals set forth in the Community's Safety Action Plan
- ✓ Review and offer suggestions on the city's strategic direction for projects and initiatives
- ✓ Monitor progress, review and present suggestions for achieving project milestones, performance data, and safety analyses as developed by the City and Consultant
- ✓ Regularly review City and Consultant decisions regarding project scope, budget, and timelines, so that any adjustments align with the strategic objectives of the SS4A Safety Action Plan
- ✓ Assist with facilitating open and transparent communication between the project team, community members, leadership, and other relevant stakeholders, ensuring all voices are heard and considered
- ✓ Advocate for Safety Initiatives within the committee and the community; highlighting their importance and encouraging continued support for safety efforts.
- ✓ Advocate for robust community engagement and that the Safety Action Plan addresses the needs and concerns of diverse populations, especially those historically underserved or disproportionately affected by crashes
- ✓ Assist City staff and the Consultant identifying and prioritizing projects with the goal of improving roadway safety outcomes for all users of the transportation network

The anticipated **Time Commitment** of the Steering Committee Members will be approximately one meeting per month (12 meetings total) with each meeting to be one (1) hour in duration. Six (6) of the meetings will be in-person and the remaining six will be virtual.

The City Council, Mayor and I hope that you will accept this invitation and we look forward to hearing from you. I can be reached at 404-296-6489.

CMThornton

Page 2 – SS4A Steering Committee Member Invitation

736 Park North Boulevard, Suite 120 ♦ Clarkston, GA 30021
Phone: (404) 296-6489 ♦ Fax (404) 296-6480

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA TO APPOINT MEMBERS TO THE SAFE STREETS FOR ALL (SS4A) STEERING COMMITTEE IN SUPPORT OF THE CITY'S COMPREHENSIVE SAFETY ACTION PLAN.

* * * * *

WHEREAS, in 2023 the City of Clarkston was awarded a \$1,250,000 Bipartisan Infrastructure Law "Safe Streets for All" (SS4A) Planning Grant, the largest planning grant awarded to a local government in Georgia at that time; and

WHEREAS, the purpose of the SS4A Planning Grant is to develop a Comprehensive Safety Action Plan that reduces pedestrian, cyclist, and vehicular injuries and fatalities, with a goal of reducing crashes by 50% by 2035 and achieving zero fatalities by 2040; and

WHEREAS, the City Council recognizes the importance of community involvement and has established a Steering Committee comprised of business owners, residents, non-profits, and community leaders; and

WHEREAS, the Steering Committee will serve in an advisory capacity, working with City staff and the Consultant to (i) establish tasks and review strategies, (ii) recommend and prioritize projects, (iii) monitor progress, milestones, and performance data, (iv) advocate for roadway safety initiatives and robust community engagement, and (v) ensure the plan addresses the needs of all transportation users, particularly underserved populations; and

WHEREAS, Steering Committee members are expected to meet approximately once per month for one hour, with six meetings held in person and six held virtually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston, Georgia, as follows:

Section 1. The individuals listed in *Exhibit A* are hereby appointed as members of the City of Clarkston's Safe Streets for All (SS4A) Steering Committee.

Section 2. The Steering Committee shall support the Comprehensive Safety Action Plan as an advisory body to the City Council, Mayor, and City staff.

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

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

Safe Streets for All (SS4A) Steering Committee Appointees

[illegible]



CITY COUNCIL

ITEM NO: 8E

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Defer

MEETING DATE: September 2, 2025

SUBJECT: To defer the proposed sidewalk amendments to the Planning and Zoning Commission.

DEPARTMENT: Planning and Zoning

PUBLIC HEARING: ☒ YES ☐ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: James Carroll
PHONE NUMBER: 615-306-5666

PURPOSE: To discuss amended sidewalk ordinance to remove requirement that persons developing or substantially improving a property to build a sidewalk and replace it with a requirement that the owner grant the city an easement/right of way to build a sidewalk there in the future.

NEED/ IMPACT: This would prevent developers from being required to build stranded stretches of sidewalk that increase water runoff and increase costs, while still preserving land for the city to build complete sidewalks in developed areas if desired in the future.

FUNDING SOURCE: N/A

RECOMMENDATION: To defer the proposed sidewalk amendments to the Planning and Zoning Commission.



CITY COUNCIL

ITEM NO: 8F

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: September 2, 2025

SUBJECT: To consider for approval a proposed rezoning from NC-1 to NR-3 at 905 Mell Avenue (Parcel ID: 18 097 10 048).

DEPARTMENT: Planning & Economic Development

PUBLIC HEARING: ☒ YES ☐ NO

ATTACHMENT: ☒ YES ☐
NO PAGES: 16

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

PURPOSE: To consider for approval a proposed rezoning from NC-1 to NR-3 at 905 Mell Avenue (Parcel ID: 18 097 10 048).

NEED/ IMPACT: The property owner is requesting a rezoning from NC-1 to NR-3 to allow for a Planned Unit Development (PUD) submittal for single-family homes on five (5) existing lots along Mell Avenue. The current NC-1 zoning does not allow for any residential development.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff is recommending approval of the rezoning from NC-1 to NR-3 at 905 Mell Avenue.

ORDINANCE NO. _____

AN ORDINANCE TO REZONE CERTAIN PROPERTY KNOWN AS 905 MELL AVENUE (TAX PARCEL ID NO. 18 097 10 048) FROM LOW DENSITY RESIDENTIAL COMMERCIAL, NC-1, TO HIGH DENSITY NEIGHBORHOOD RESIDENTIAL, NR-3.

WHEREAS, Georgia Constitution, Art. IX, § 2, Paragraph 4 and O.C.G.A. §§ 36-66-1 *et seq.*, authorize the governing authority of each municipality to exercise the power of zoning within its territorial boundaries; and

WHEREAS, Denise Rainey, owner of real property located at 905 Mell Avenue in the City of Clarkston, submitted an application for rezoning from Low Density Residential Commercial, NC-1, to High Density Neighborhood Residential, NR-3, to allow for residential development; and

WHEREAS, the Planning and Economic Development Department has reviewed the subject application for rezoning and recommended approval based on staff analysis that the requested rezoning meets the City's criteria; and

WHEREAS, the City Council of the City of Clarkston finds that the request meets the criteria for granting a rezoning per Zoning Ordinance Sec. 212(c).

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

SECTION 1. The application for rezoning is hereby approved and the property known as 905 Mell Avenue is hereby rezoned to the NR-3, High Density Neighborhood Residential, zoning designation by the City of Clarkston.

SECTION 2. The official zoning map shall be amended to reflect this approval.

Notice Published in DeKalb Champion: July 31, 2025
Public Hearing Held by City Council: August 26, 2025

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Ordinance No. _____

Approved as to Form:

Stephen G. Quinn, City Attorney



STAFF ANALYSIS AND REPORT

APPLICANT: Denise Rainey

CASE: REZ2025-01

LOCATION: 905 Mell Avenue (Parcel ID: 18 097 10 048)

ZONING: NC-1: Low Density Neighborhood Commercial

REQUEST: Rezoning from NC-1 to NR-3 to allow for residential development.

ZONING/ADJACENT LAND USE:

North	NR-3: Vacant Residential
South	NC-1: Vacant Residential Structure
West	NR-1: Single-family Residential
East	NR-1: Single-family Residential

MEETING INFORMATION:

Planning & Zoning Commission:	08/19/2025 – 7:00 P.M
Mayor & City Council Public Hearing:	08/26/2025 – 7:00 P.M.
Mayor & City Council Regular Meeting:	09/02/2025 – 7:00 P.M.

RECOMMENDATION:

Staff recommends **APPROVAL** of the rezoning from NC-1 to NR-3.

BACKGROUND:

On November 7, 2024, the City Council approved a rezoning from NR-1 to NR-3 for 911, 917, 929, and 935 Mell Avenue. Four (4) of the five (5) lots are currently vacant, undeveloped lots and the remaining lot at 929 Mell Avenue would require a demolition of an existing single-family home.

905 Mell Avenue is zoned NC-1 and would require a rezoning to NR-3 before a residential development plan encompassing all five (5) lots could be accepted by the city.

The applicant is under contract for the sale of this property and four others with Altair Home ATL, LLC. They have expressed interest in developing single-family homes along these five (5) lots. However, they are waiting for a determination on the rezoning of this property to submit development plans.

The applicant held a community open house meeting on August 10, 2025 at 905 Mell Avenue. Letters were delivered to all properties within 300 feet of 905 Mell Avenue, based on the list received from staff. Further, they delivered letters to approximately 30 residents outside of the 300 feet radius but within the neighborhood.

The applicant provided a sign-in sheet from the meeting that showed that four (4) people attended the meeting. The meeting summary stated that all attendees were in favor of single-family homes over townhomes and that no opposition was received from the attendees.

Analysis: Pursuant to Article II of the City of Clarkston Zoning Ordinance, Staff has reviewed the application for rezoning in accordance with the required review criteria.

1. The effect upon the health, safety, or general welfare of the public compared to any hardship imposed upon the individual property owner seeking rezoning should rezoning be denied.

There are not any anticipated effects on the health, safety, or general welfare of the public with this request.

2. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.

The adjacent properties are all residential in nature and this rezoning would permit new residential development.

3. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

This proposed rezoning would increase traffic along Mell Avenue but the proposed rezoning is a lower density than the existing NC-1 zoning. It is not anticipated that this proposal would adversely affect the existing use or usability of adjacent or nearby properties.

4. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.

The property as currently zoned has a higher economic value as a commercial property than the proposed residential zoning.

5. Whether the zoning proposal will result in a use that may cause an excessive or burdensome use of existing transportation facilities and other infrastructure, such as schools, water, and sewer

It is not anticipated that the proposed rezoning would cause excessive or burdensome use of existing transportation facilities nor other infrastructure, such as schools, water, and sewer.

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

Staff is unaware of other existing or changing conditions affecting the use and development of this property, which may give supporting grounds for disapproval. The applicant is down zoning the property and citizens in the community have spoken more in favor of residential development here rather than commercial development.

7. **Whether the zoning proposal is compatible with the principles of the city's comprehensive plan.**
The 2040 Comprehensive Plan proposed a Mixed Use designation for future land use. This designation calls for multi-family housing, commercial, office, and compatible industrial uses. The NR-3 zoning district allows for triplexes, quadplexes, and townhomes. This zoning designation would also allow

for Planned Unit Development (PUD) submittals for Cottage Housing Developments and Planned Residential Development, which require an additional review and approval from City Council.

This request is compatible with the Comprehensive Plan, as it is the densest residential development and allows for PUD submittals that provide benefits from better land utilization, economy in the provision of roads and utilities and flexibility in design. The city gains the advantages of variety in building types, compatibility of uses and optimum community development.

8. **Whether the zoning proposal is compatible with the most current adopted version of the future land use map of the comprehensive plan.**

Staff has found that this request is compatible with the most current, adopted version of the future land use map in the Comprehensive Plan.

Recommendation:

Pursuant to Article II of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the rezoning request from NC-1 to NR-3 for 905 Mell Avenue.



REZONING APPLICATION

Form # 200-RZ

This page must be completed by the Applicant. Please see Applicant Instructions for full requirements.

SUBMITTAL CHECKLIST

☒ Letter of Intent to Re-zone

Your application must include the following items, or it will not be considered complete:

☐ Conceptual Site Plans to scale (see checklist for requirements) (survey boundary required component of conceptual plans)

☒ Written Legal Description of Property

☒ Property Deed

☒ Recorded Plat of Property (seven (7) copies)

☐ Campaign Contribution Disclosure Form

☐ Filing Fee (payable to The City of Clarkston)

☐ Check here if applicant seeks to annex the listed property into the City limits *N/A*

FOR OFFICE USE/DETERMINATION

Review determination and fee: Review fee (payable to The City of Clarkston) depends on type of review(s). (See Fee Schedule):

____ Rezoning (type(s))

____ (Fee)

APPLICANT INFORMATION

Garry Rainey
Applicant Name

N/A
Company

299 Sixth St.
Mailing Address

NE Atlanta, Ga. 30308
Suite/Apt. # City, State Zip Code

404-597-7757
Primary Phone #

404-317-0582
Alternate Phone #

(Denise Rainey - ORR)
Fax #

Garry Garryrainey@32@gmail.com
Email Address

PROJECT SUMMARY

905 Rainey Property - Mell Ave Clarkston, Ga. 30021
Name of Project

905
Detailed Project Description (Include proposed use(s) and square footage of floor area for each use):

We are Just Rezoning From C-3 -to NR-3

To Align with 935, 929, 917, 911 Mell Avenue these 4 lots were rezoned in 2024.

Total Number of Parcels Involved: _____

Total Project Acreage: _____

Total Number of Buildings: _____

Total Estimated Cost of Planned Improvements: _____

☐ Development of Regional Impact (see table for thresholds that trigger DRI review)

☐ Project Submittal Checklist and all documents, plans, written analysis, and fees required therein accompany this application form.

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Pre-Application Date: _____

City Planr/Engr Project

Rev. 05/01/12

Case # _____

Page 1 of 3



REZONING APPLICATION

Form # 200-RZ

Applicant Signature

☒ Property Owner

☐ Owner's Agent

Date

7/17/25

Area
8990

Area
8990

Area
8990

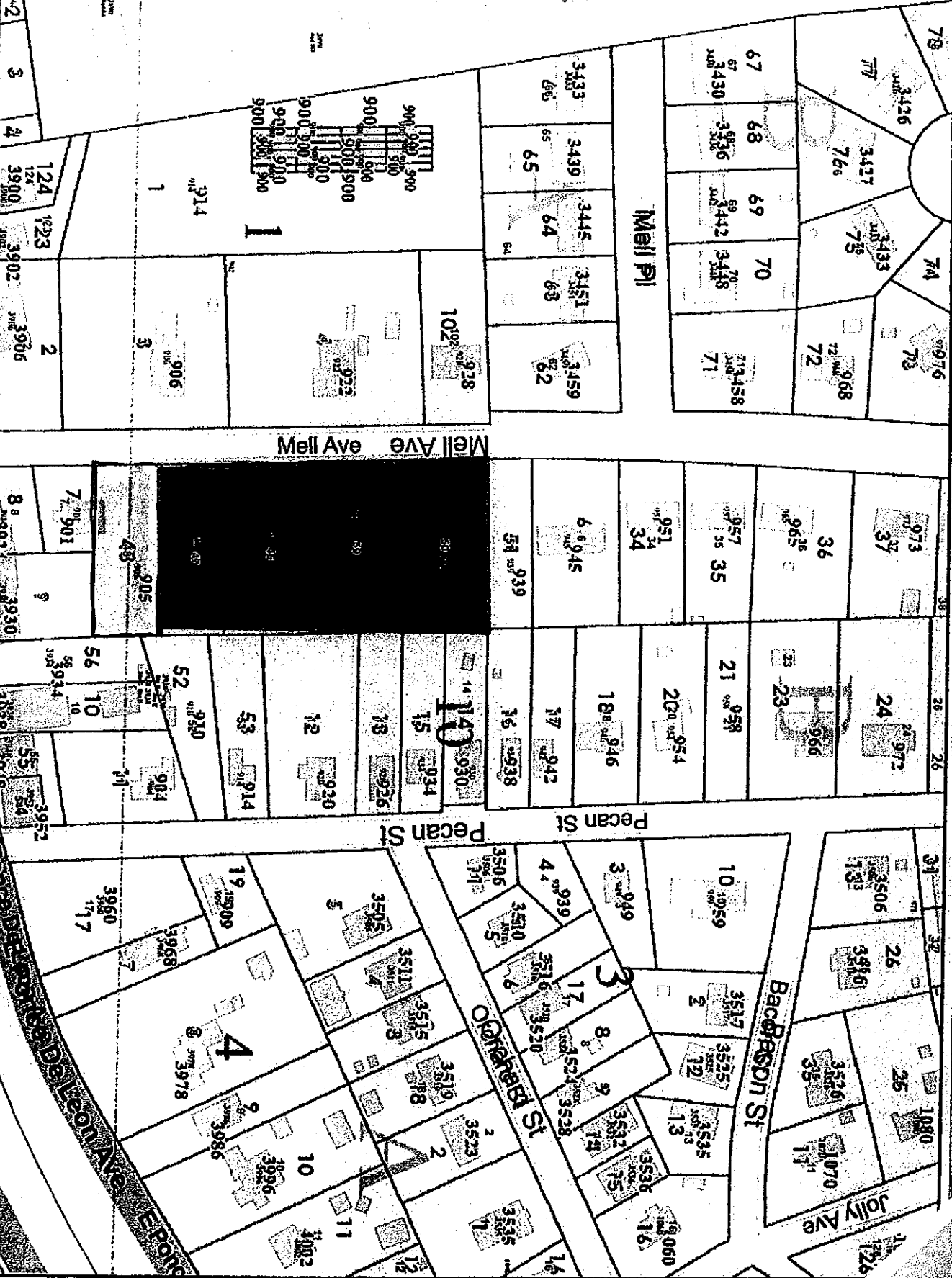
Area
8990

Area
8990



Dallas County Parcel Map

Date Printed: 10/18/2024



LETTER OF INTENT TO REZONE

This letter of intent to rezone 905 Mell Avenue for purpose of Rezoning 1 lot currently zoned C-3 Commercial.

Our Family is requesting to Rezone to NR-3 Residential High to match zoning of 935,929,917,911.

These 5 lots are currently under contract with ALTAIR HOME ATL. LLC.

Your committee has approved their building plan pending rezoning of 905 Mell Avenue from Commercial C3 to again NR-3 Residential High.

Equal Owners:

Grace Denise Rainey-Orr

Brunson Garry Rainey

John Barry Rainey

Victor Dwight Rainey

All owners are in agreement.

Again This one lot is currently zoned commercial C-3.

Our request is to rezone from Commercial C-3 to NR-3 to align with 935,929,917,911 Mell Avenue.

Thank you in advance.

Denise Rainey-Orr

IRON PIN FOUND	POWER POLE	SEWAGE SINK
IRON PIN SET	GUY WIRE	SANITARY SEWER PIPING
P.K. NAIL FOUND	LIGHT POLE	SANITARY MANHOLE
P.K. NAIL SET	STREET LIGHT POLE	CLEAN OUT
FIND X MARK / SCRIBE	AIR CONDITIONER	STORM DRAIN PIPING
SET X MARK / SCRIBE	BE-SUBURSED ELECTRIC	STORM INLET
R.R. SPIKE FOUND	USE-UNDERGROUND ELECTRIC	CURB INLET
R.R. SPIKE SET	ELEC. MANHOLE	DROP INLET
BENCHMARK	ELECTRIC METER	PAY PHONE
CONC. I/VN MARKER	WATER LINE	TELEPHONE BOX
RECORD DATA	WATER MANHOLE	TELEPHONE POLE
MEASURED DATA	WATER VALVE	UNDERGROUND TELEPHONE LINE
CALCULATED DATA	WATER METER	OVERHEAD TELEPHONE LINE
CONC. I/VN SET	FIRE HYDRANT	CABLE TELEVISION LINE
CONC. I/VN LINE	WATER PREVENTOR	CABLE BOX
CONC. I/VN PIPE	GAS VALVE	TRAFFIC SIGNAL
CONC. I/VN PIPE	GAS METER	TRAFFIC MANHOLE
CONC. I/VN PIPE	MONITORING WELL	TRAFFIC SIGNAL BOX
CONC. I/VN PIPE	UNKNOWN MANHOLE	STOP SIGN
CONC. I/VN PIPE	POWER BOX	ROLLAND
CONC. I/VN PIPE	SEWER VALVE	EDGE OF CONCRETE
CONC. I/VN PIPE	TRANSVERSE POINT	PROPERTY LINE
CONC. I/VN PIPE	PIPE LINE A	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE B	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE C	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE D	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE E	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE F	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE G	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE H	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE I	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE J	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE K	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE L	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE M	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE N	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE O	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE P	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE Q	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE R	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE S	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE T	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE U	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE V	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE W	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE X	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE Y	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE Z	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AA	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AB	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AC	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AD	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AE	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AF	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AG	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AH	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AI	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AJ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AK	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AL	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AM	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AN	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AO	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AP	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AQ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AR	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AS	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AT	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AU	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AV	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AW	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AX	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AY	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE AZ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BA	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BB	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BC	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BD	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BE	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BF	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BG	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BH	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BI	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BJ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BK	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BL	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BM	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BN	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BO	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BP	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BQ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BR	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BS	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BT	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BU	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BV	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BW	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BX	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BY	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE BZ	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE CA	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE CB	UNDERGROUND EASEMENT
CONC. I/VN PIPE	PIPE LINE CC	UNDERGROUND EASEMENT

1. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED IS CLASSIFIED AS A "SECONDARY SURVEY," AND COMPLETED ON 09/11/2018 UTILIZING A TOPCON GS ROBOTIC TOTAL STATION AND/OR AN AUTOCAD HEIPER Vx GPS NETWORK RPT (REAL TIME KINEMATIC) NETWORK, CORRECTED IN REAL-TIME VIA THE eGPS GPS NETWORK.
2. THE FIELD DATA UPON WHICH THIS SURVEY, MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED EXCEEDS THE 95% CONFIDENCE LEVEL AND EXCEEDS THE MAXIMUM ALLOWABLE RELATIVE POSITIONAL ACCURACY, AS SET FORTH BY THE ALTAIRNRS STANDARDS, SPECIFICATION AND REQUIREMENTS OF 0.01"-50 PPM.
3. THE FIELD CLOSURE UPON WHICH THIS MAP OR PLAT IS BASED HAS A FIELD CLOSURE OF ONE FOOT IN 35,547 FEET, AND WAS NOT ADJUSTED.
4. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD-HAZARD AREA BASED ON THE FLOOD INSURANCE RATE MAP FOR THIS AREA. THE MAP NUMBER FOR THIS AREA IS (3806088), CONTAINING A LATEST DATE OF 05/14/2018. THIS PLAT IS THE POSITION OF THE SITE ON SAID FLOOD INSURANCE RATE MAP. THE LOCATION OF THE SITE ON SAID FEDERAL FLOOD INSURANCE RATE MAP AND THE SITE OF HEREIN NOTED.

THIS PLAT IS A RETEASEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT
SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY
BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER
INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS IS STATED HEREIN.

Furthermore, the undersigned surveyor certifies that :
 IN MY OPINION, THIS DRAWING WAS PREPARED IN CONFORMITY WITH THE
 MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS
 SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF
 REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS
 SET FORTH IN D.C.G.A. 15-6-67.

PRESENTED BEFORE ME THIS 25 DAY OF JUNE IN THE YEAR OF 2018.

John H. Ryland, Jr.



1. THIS MAP OR PLAT HAS BEEN CALLED FOR AND THE SURVEY
FINDING TO BE ACCURATE WITH ONE FOOT IN 500.50 FEET.
2. ALL DISTANCES SHOWN HEREIN ARE HORIZONTAL, GROUND
DISTANCES.
3. UNLESS OTHERWISE NOTED ON THIS MAP OR PLAT, THE SURVEY
ORIGINALLY MADE, AND ALL PROPERTY CORNERS REFERRED AS SET
ARE SET WITH A SURVEYOR (H-4-BEAR) BEARING A PLAT CAP
STAMPED WITH THE PREPARER'S REGISTRATION / LICENSE NUMBER.
4. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS A
HORIZONTAL DATUM OF GEORGIA STATE PLANNES, WEST ZONE (NAD83).
5. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS BEEN
PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR
ENTITY(IES) NAMED HEREON. NO WARRANTIES, EITHER
CERTIFICATION, SURVEYOR MAKES NO WARRANTIES, EITHER
EXPRESSED OR IMPLIED, WITH RESPECT TO THE INFORMATION
SHOWN HEREIN, EXTENDED BEYOND THOSE NAMED DIRECTLY.
6. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS BEEN
PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE, ITEMS
PERTAINING TO TITLE SUCH AS EASEMENTS, ZONING, ZONING
RECORD, HOWEVER, THIS MAP OR PLAT MAY NOT BE SHOWN OR REPRODUCED
WITHOUT THE WRITTEN PERMISSION OF THE SURVEYOR.

1. THE UTILITIES SHOWN HEREIN ARE BASED ON VISIBLE OBSERVATIONS.
2. THE SURVEYOR DOES NOT WARRANT, GUARANTEE OR CERTIFY THAT THE UTILITIES SHOWN ARE COMPLETE, ACCURATE, OR UP-TO-DATE. UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE ABOVE EGRESS AND UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. UNDERGROUND UTILITIES OBSERVED OR LOCATED MAY EXIST ON THIS SITE THAT ARE NOT SHOWN OR DEPICTED, AND MAY BE FOUND UPON FURTHER INVESTIGATION. THE SURVEYOR DOES NOT WARRANT, GUARANTEE OR CERTIFY THAT THE UTILITIES SHOWN OR DEPICTED ARE IN THE EXACT LOCATION AS INDICATED. HOWEVER, THE SURVEYOR DOES CERTIFY THAT THE INFORMATION LOCATED HEREIN IS THE BEST OF THE SURVEYOR'S ABILITY.
3. AT VARIOUS SANITARY OR STORM OR SEWER STRUCTURES SHOWN ENTAILING ORIENTING THE STRUCTURE THAT MAY NOT BE IDENTIFIED.

**Know what's below.
Call before you dig.**

Parcel Area Table		
	Area (SQ FT)	Area (ACRES)
#905, #911, #917	49892	1.1477
#929	19897	0.4591
#935	19897	0.4591
TOTAL AREA	89685	2.0658

Survey For Denise Rainey Orr and B. Dwight Rainey,
#905, #911, #917, #929, & #935 Mell Avenue, Clarkston, GA 30021
Lots: 4, 5, 6, 7, 8, 9, 10, 11, 12 of the Jolly Station Subdivision,
Plat Book 2 Page 78
Land Lot(s) 97 & 66 of the 18 Land District
DeKalb County

DATE OF PRINT/PDF:		Sheet / Drawing Scale 1" = 40'	
No. #	DATE BY	GSA Project No.	
No. 1	6/29/18 - MRS	18-05-470	
		Drawn By / Field Crew	
		Crew No. 1	
		MRS 6/11/2018	
		Sheet No. 01 of 01	

BASIS OF HORIZONTAL DATUM
- GEORGIA STATE PLANE -
WEST ZONE (NAD83)



1 inch = 40 feet

After Recording, Return To:
Matthew Bottoms
Boling Rice LLC
207 Pirkle Ferry Road
Cumming, GA. 30040
#82774

Parcel ID: 1809710046; 1809710046; 1809710048; 1809710050; and 1809710059

Address: 905, 911, 917, 929, and 935 Mell Avenue

STATE OF GEORGIA
COUNTY OF FORSYTH

TRUSTEE'S DEED

THIS INDENTURE is made as of the 28 day of April, 2023, between G. Denise Rainey and V. Dwight Rainey, as Co-Trustees of the B.E. Rainey Trust Dated April 16, 2008 (hereinafter referred to as "Grantor") and Grace Denise Rainey, John Barry Rainey, Victor Dwight Rainey, and Brunson Gary Rainey (hereinafter referred to as "Grantee"), ("Grantor" and "Grantee" to include their respective heirs, successors, executors, administrators, legal representatives and assigns where the context requires or permits).

WITNESSETH:

GRANTOR, in consideration of the sum of Ten and No/100 Dollars (\$10. 00) and other valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and does hereby grant, bargain, sell, alien, convey and confirm unto Grantee the following:

See Exhibit "A" attached hereto and incorporated herein by reference.

TO HAVE AND TO HOLD, the Land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of Grantee, forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title of the above described property unto Grantee and Grantee's heirs and assigns against the claims of all persons whomsoever.

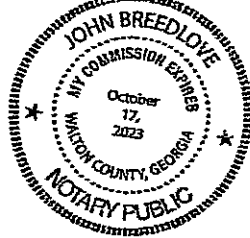
EXECUTED under seal as of the date above.

Signed, sealed and delivered
in the presence of:

[Signature]
Witness

G. Denise Rainey (SEAL)
G. Denise Rainey, as Co-Trustee

[Signature]
Notary Public
(SEAL)



Signed, sealed and delivered
in the presence of:

[Signature]
Witness
[Signature]
Notary Public
(SEAL)

V. Dwight Rainey (SEAL)
V. Dwight Rainey, as Co-Trustee

EXHIBIT "A"**Tract 1:**

All that tract or parcel of land lying and being in Land Lot 66 and Land Lot 97 of the 18th District of DeKalb County, Georgia, and being Lots 4, 5, 6, 7, and 8, according to plat of Jolly Station Subdivision, recorded in Plat Book 2, Page 78, DeKalb County Records, and being more particularly described as follows:

Beginning on the East side of Mell Avenue, formerly Boulevard, at a point located one hundred eighty-five (185) feet north, as measured along the east side of Mell Avenue, from the northern right-of-way line of Georgia Railroad, which point of beginning is at the northwest corner of Lot 3, said plat; thence running north two hundred fifty (250) feet along the east line of Mell Avenue to the south line of Lot 9, said plat; thence running easterly two hundred (200) feet to the southeast corner of said Lot 9; thence running southerly two hundred fifty (250) feet to the northeast corner of said Lot 3; thence running westerly two hundred (200) feet along the northern line of Lot 3 to the eastern side of Mell Avenue and the point of beginning.

Tract 2:

All that tract or parcel of land lying and being in Land Lot 97 of the 18th District of DeKalb County, Georgia, as shown on Site Plan made for B. E. Rainey, dated September 12, 2000 by Robert M. Buhler, R.L.S. 1403. Beginning at the centerline intersection of East Ponce de Leon with the east right-of-way of Mell Avenue following along the east right-of-way in a northerly direction an approximate distance of 440 feet to a point and the TRUE POINT OF BEGINNING. THENCE in a northerly direction along the east right-of-way of Mell Avenue a distance of 100 feet to a point; THENCE in a easterly direction a distance of 195 feet to a point; thence in a southerly direction a distance of 100 feet to a point; THENCE in a westerly direction a distance of 195 feet to a point being the TRUE POINT OF BEGINNING. SAID PROPERTY CONTAINS 0.45 Acre. Being known as 929 Mell Avenue, Clarkston, Georgia 30021 according to the DeKalb County residential numbering system.

Tract 3:

All that tract and parcel of land lying and being in land lot 97 of the 18th District in DeKalb County as shown on Site Plan made for B. E. Rainey, dated September 12, 2000, by Robert M. Buhler, R.L.S. 1403.

Beginning at the centerline intersection of East Ponce de Leon with the east right-of-way of Mell Avenue following along the east right-of-way in northerly direction an approximate distance of 540 feet to a point and the TRUE POINT OF BEGINNING.

THENCE in a northerly direction along the east right-of-way of Mell Avenue a distance of 100 feet to a point; THENCE in a easterly direction a distance of 195 feet to a point; THENCE in a southerly direction a distance of 100 feet to a point; THENCE in a westerly direction a distance of 195 feet to a point; being the TRUE POINT OF BEGINNING.

SAID PROPERTY CONTAINS 0.45 acre.

CERTIFICATE OF TRUST

The undersigned Trustee hereby certifies the following:

1. This Certificate of Trust relates to the B.E. Rainey Trust Dated April 16, 2008, and any amendments thereto (the "Trust") created by trust agreement (the "Trust Agreement") executed by B.E. Rainey as Grantor, and G. Denise Rainey and V. Dwight Rainey, as Co-Trustees.
2. The name of the Grantor is B.E. Rainey.
3. The name of the original trustees are G. Denise Rainey and V. Dwight Rainey.
4. The name of each trustee empowered to act under the Trust Agreement at the time of execution of this Certificate of Trust is:

Primary Co-Trustees: G. Denise Rainey and V. Dwight Rainey
5. Pursuant to Article IV of the Trust, the Trustees have the power to convey real property owned by the Trust.
6. The undersigned hereby represents that the statements contained in this Certificate of Trust are true and correct, and that there are no other provisions in the Trust Agreement or amendments to it that limit the powers of the Trustees to sell, convey, pledge, mortgage, lease, manage, operate, control, transfer title, divide, convert or allot the trust property, including real and personal property, including but not limited to securities of all kinds.
7. The Trustees have not been removed from the office of Trustee, and at the current time is the only person who have the authority to act as Trustees on behalf of the Trust.
8. This trust has not been revoked, modified, or amended in any manner which would cause the representations in this certification of trust to be incorrect.
9. THIS CERTIFICATION made in accordance with and persons relying upon same are entitled to the protections, rights and immunities contained in OCGA § 53-12-280.

So sworn this 28 day of April, 2023.

G. Denise Rainey
G. Denise Rainey, Co-Trustee

V. Dwight Rainey
V. Dwight Rainey, Co-Trustee

State of Georgia
County of Forsyth
Signed, sealed, and delivered
in the presence of:

[Signature]
Notary Public (SEAL)





CITY COUNCIL

ITEM NO: 8G

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Consideration

MEETING DATE: September 2, 2025

SUBJECT: To consider for approval a proposed text amendment to the special events ordinance.

DEPARTMENT: Planning & Economic Development

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 3

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

PURPOSE: To consider for approval a proposed text amendment to the special events ordinance.

NEED/ IMPACT: This text amendment would provide a more detailed definition of a special event. This proposal includes adding notification requirements of all adjacent property owners and establishes required insurance minimums for the host of special events.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff is recommending approval of these amendments.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 16, ARTICLE III OF THE CITY CODE CONCERNING SPECIAL EVENTS; TO CLARIFY THE DEFINITION OF A SPECIAL EVENT; TO SPECIFY APPLICATION REQUIREMENTS, INSURANCE REQUIREMENTS AND SECURITY REQUIREMENTS; AND TO ESTABLISH PENALTIES FOR NONCOMPLIANCE.

WHEREAS, the City of Clarkston seeks to ensure that special events held within the city are managed in a way that protects public health, safety, and welfare; and

WHEREAS, the City Council finds it necessary to amend Chapter 16, Article III to clarify the definition of “special event,” to establish consistent application and notification procedures, to ensure adequate insurance coverage, and to provide meaningful enforcement through penalties for violations.

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

SECTION 1. Chapter 16, Article III, Section 16-32 of the City of Clarkston Code of Ordinances is hereby amended to revise the definition of a “special event” to read as follows:

“Special event or event means any organized for-profit or nonprofit activity having as its purpose entertainment, recreation, and/or education that may reasonably be anticipated to, or actually does, (a) affect the ordinary use of public property including, but not limited to, parks, streets, rights-of-ways, pedestrian paths, or sidewalks, (b) disrupt the flow of traffic on public streets, or (c) includes a use of property or the conduct of an activity that is not otherwise permitted at the event location by this code of ordinance, including but not limited to the sale of alcohol.”

SECTION 2. Chapter 16, Article III, Section 16-33, Subsection (a) of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“(a) Each special event permit application shall be accompanied by a non-refundable administrative fee. If the application is submitted fewer than sixty (60) days before the start of the proposed event, an additional late fee shall be assessed. Fee amounts shall be set by resolution of the city council and maintained as a public document by the city clerk.”

SECTION 3. Chapter 16, Article III, Section 16-33, Subsection (c)(19) of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“(19) Plans to provide notification, in written form, to all adjacent properties, subject to the following provisions:

- (i) For events without a stationary hub, such as parades or processions without festival area, this notification requirement may be modified by the city manager or their designee.*
- (ii) The city manager or their designee may modify the method of notification in the case that written notification would be unreasonable because of a large number of adjacent properties.”*

SECTION 4. Chapter 16, Article III, Section 16-33, Subsection (c)(20), of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“(20) A description of the security proposed for the event to comply with the requirements of Section 16-44 of this article.”

SECTION 5. Chapter 16, Article III, Section 16-33, Subsection (c)(21) of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“(21) Detailed, to scale, site map of the entire event area identifying all items to be used for the execution of the event including, but not limited to, parking, proposed street closings, event routes, stages, tents, concessions, restrooms, structures, electrical items, signage and vendor booth locations. (Note that the DeKalb County fire marshal must approve the use of certain spaces for special events, including enclosed tents in excess of 400 square feet and tents open on all sides in excess of 700 square feet).”

SECTION 6. Chapter 16, Article III, Section 16-33, Subsection (e)(2) of the City of Clarkston Code of Ordinances is hereby amended to read as follows:

“(2) Proof of insurance required by Section 16-55 of this article.”

SECTION 7. Chapter 16, Article III, Section 16-33 of the City of Clarkston Code of Ordinances is hereby amended to add new Subsection (e)(5), which shall read as follows:

“(5) A hold harmless or indemnification agreement relieving the City of Clarkston from all liability for any injury or loss occurring at the special event, in a form satisfactory to the city manager or their designee.”

SECTION 8. Chapter 16, Article III, Section 16-39 of the City of Clarkston Code of Ordinances is hereby amended to add new Subsection (h), which shall read as follows:

“(h) The city shall deny or revoke a special event permit when the DeKalb County fire marshal declines to approve any aspect of the proposed event that is subject to the review jurisdiction of such fire marshal.”

SECTION 9. Chapter 16, Article III, Section 16-44 of the City of Clarkston Code of Ordinances is hereby amended to add new Subsection (e), which shall read as follows:

“(e) For events wherein alcohol will be served, a minimum of one certified law enforcement officer per 100 anticipated attendees (or portion thereof) shall be engaged by the promoter and shall be present for the full duration of the event.”

SECTION 10. Chapter 16, Article III, Section 16-55, Subsection (c) of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“(c) *Type and amount of insurance required*: general liability insurance covering all claims arising from the special event, including personal injury (including death) with minimum coverage of \$300,000.00 per occurrence and with minimum coverage for property damage of \$100,000.00 per occurrence, with a rider covering advertising injury and products coverage.”

SECTION 11. Chapter 16, Article III, Section 16-57 of the City of Clarkston Code of Ordinances is hereby revised to read as follows:

“Sec. 16-57. - Penalties.

A person convicted of violating a provision of this article or a requirement of a special event permit shall be fined in an amount not exceeding \$1,000.00. Violation of any provision of this article or a requirement of a special event permit shall constitute a separate violation for each calendar day in which it occurs. The penal provisions imposed under this section shall not preclude the city from filing suit to enjoin the violation. The city retains all legal rights and remedies available to it pursuant to local, state and federal law.”

SECTION 12. This ordinance shall become effective immediately upon its approval by the City Council and signature of the Mayor and shall apply to special event permit applications received on or after September 3, 2025.

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney