



CITY COUNCIL WORK SESSION MEETING AGENDA
TUESDAY, JUNE 23, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Lynn Bayonne
Council
Member

Dean Moore
Council
Member

Mark Perkins
Council
Member

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC HEARINGS

- A. Public Hearing to hear public input on a Conditional Use Permit (CUP2026-002) to establish a coin operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Rivers Alive 2026
- B. Parks and Recreation Proclamation
- C. Clarkston Downtown Development Authority Logo Presentation
- D. Presentation of Facilities Master Plan Status Update and Schedule

5. PUBLIC COMMENTS

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

6. OLD BUSINESS

7. NEW BUSINESS

- A.** To discuss Resolution No. 2026-014 of City Council to Amend the FY2025 General Fund Budget.
- B.** Discussion of the Civil Engineering Technical and Fee Proposal for the development of concept plans and set of biddable construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.
- C.** Discussion of a Conditional Use Permit (CUP2026-002) to establish a coin-operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

8. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 PM. on Tuesday, June 23, 2026. 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_ZgmX_QEVSYSIjSTAErR8SQ

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



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	3A	Action Item	YES

SUBJECT: Public Hearing to hear public input on a Conditional Use Permit (CUP2026-002) to establish a coin operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

STAFF ANALYSIS AND REPORT

APPLICANT: Sayeed Imran – SKM Partners, LLC

LOCATION: 3635 Church Street, Unit B
(Parcel ID: 18 066 01 013)

CASE #: CUP2026-002

ZONING: NC-1: Low-Density Neighborhood Commercial

REQUEST: Conditional Use Permit to allow for a self-service laundry facility.

ZONING/ADJACENT LAND USE:

North	CSX right-of-way & Stone Mountain Trail
South	R-75: Single-family residential (unincorporated DeKalb County)
West	NC-1: Auto repair shop
East	NC-2: U-Haul self-storage

MEETING INFORMATION:

Planning & Zoning Commission:	05/19/2026 – 7:00 P.M
Mayor & City Council Work Session:	06/30/2026 – 7:00 P.M.
Mayor & City Council Public Hearing:	07/07/2026 – 7:00 P.M.

PUBLIC NOTICE INFORMATION:

PNZ Public Notice Sign Posted:	05/04/2026
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RECOMMENDATION:
Staff recommends approval.

BACKGROUND:

This property is 1.382 acres with two existing buildings. The first building contains a convenient store with fuel pumps and the former Clarkston Coin Laundry. The second building contains a restaurant and a hair salon with two vacant commercial spaces. The applicant is requesting a Conditional Use Permit (CUP) to re-open the self-service laundry facility in the existing space.

The existing space is 2,500 square feet of floor area with 42 washing machines and 18 dryers. The applicant is not proposing any increase in square footage nor additional equipment within the commercial space.

There is approximately 7,004 square feet of commercial floor area located on this site, which requires a minimum of 36 parking spaces. The site has 48 existing parking spaces so no additional parking spaces would be required with this proposal.

The former Clarkston Coin Laundry received a 2025 business license but it appears that the business closed sometime in October of 2025. Based on the business being closed for longer than six (6) months, the zoning code would no longer consider this use non-conforming and requires a conditional use permit for self-service laundry facilities in the NC-1 zoning district.

Analysis: Pursuant to Section 219(d) of the City of Clarkston Zoning Ordinance, Staff has reviewed the conditional use permit request in accordance with the required review criteria, which are as follows:

1. Would the conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood?

The proposed use would not diminish nor impair property values with the surrounding neighborhood. This space was previously utilized as a self-service laundry facility. There is a 6-foot wooden fence adjacent to the neighboring residential properties that are in unincorporated DeKalb County.

2. Would the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?

The proposed use would not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties.

3. Would the establishment of the conditional use impede the normal and orderly development of surrounding property for uses predominant in the area?

Staff does not anticipate this use impeding the normal and orderly development of surrounding properties. The proposed self-service laundry facility is with an existing business space that was previously utilized as a self-service laundry facility.

4. Would the location and character of the proposed conditional use be consistent with a desirable pattern of development for the locality in general?

The subject property is an existing commercial center with 7,004 square feet of space between two buildings. There is not any new development being proposed with this request. This request is to reactivate a use that previously operated within this space. Staff does believe that this proposal is aligned with the pattern of development in this area.

The Future Land Use Map in the Comprehensive Plan designates this area as Mixed-Use. The proposed self-service laundry facility is consistent with the Mixed-Use Future Land Use designation, which envisions a mix of residential, commercial, and urban-compatible industrial uses.

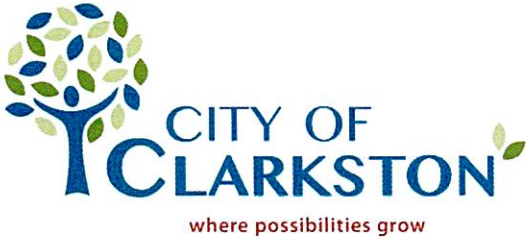
Recommendation:

Pursuant to Article II, Division 6 of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the conditional use permit for a self-service laundry facility at 3635 Church Street, Unit B with the following condition:

1. The self-service laundry facility use shall be limited to 2,500 square feet and shall only be located with Unit B.

Aerial of the site





CITY OF CLARKSTON
CONDITIONAL USE PERMIT APPLICATION

Date Received: 4/30/2026

APPLICANT INFORMATION

APPLICANT NAME: SAYEED IMRAN (SKM PARTNERS LLC)
ADDRESS: 8430 ABINGDON LANE, DULUTH, GA 30097
PHONE: 678-201-7855 CELL: _____ FAX: 678-805-1285
EMAIL ADDRESS: SAYEED@ELEGANTSTAFFING.NET

OWNER INFORMATION (If different from Applicant)

OWNER NAME: PRIME STAR MANAGEMENT
ADDRESS: 375 ROCKBRIDGE RD, SUITE 172-170, LILBURN, GA 30360
PHONE: 404-428-5115 CELL: _____ FAX: _____
EMAIL ADDRESS: PRIMESTARMANAGEMENT@GMAIL.COM

PROPERTY INFORMATION (attach legal description)

ADDRESS: 3635 CHURCH ST. SUITE B, CLARKSTON, GA 30021
PARCEL ID#: 18 066 01 013 LAND LOT: 66 DISTRICT: 18

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: NC-1 CURRENT LAND USE: Vacant retail
PROPOSED LAND USE: Coin operated laundry facility
DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.): _____

CERTIFICATION OF OWNERSHIP

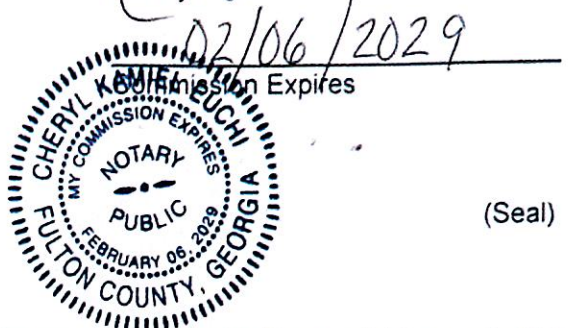
I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: 3635 Church St, Suite B Clarkston, GA 30097

SHEHNOOR SAWJA
Type or Print Owner's Name

[Signature]
Owner's Signature

APRIL 29th 2026
Date

Sworn and subscribed before me this
29th day of April, 2026
[Signature]
Notary Public



POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power-of-Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

Type or Print Owner's Name

Owner's Signature

Date

Sworn and subscribed before me this
____ day of _____, _____

Notary Public

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date

ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we Sayeed Imran am/are the owner(s) of the subject property, which is the subject matter of this application. I/we authorize the City of Clarkston to inspect the premises, which is the subject of this request for a Conditional Use Permit.

SAYEED IMRAN
Type or Print Owner's Name

Sayeed
Owner's Signature

4/30/26
Date

LETTER OF INTENT

April 30, 2026

Richard Edwards, AICP
Planning and Economic Development Director
City of Clarkston

Subject: Letter of Intent for Use of Facility at 3635 Church Street, Suite B, Clarkston, GA 30021

Dear Mr. Edwards,

I am writing to formally express my intent to utilize the property located at 3635 Church Street, Suite B, Clarkston, GA 30021, as a self-service coin laundry facility.

This location has a well-established history as a coin-operated laundry, having served the community continuously for over 30 years. Although the facility was recently closed for approximately six months due to a change in ownership and minor interior repairs.

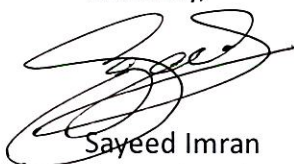
During the closure period, no equipment was replaced or added, and no structural modifications were made to the building. The existing layout and infrastructure remain intact, making the facility suitable for resuming its prior use as a self-service laundromat with minimal disruption.

My intention is to reopen and operate the business in a manner that continues to meet the needs of the local community while maintaining the established purpose of the property. I am committed to ensuring that the facility is properly maintained, fully operational, and compliant with all applicable regulations and standards.

Please consider this letter as a formal statement of my interest and intent regarding the use of this property. I welcome the opportunity to discuss this matter further and provide any additional information you may require.

Thank you for your time and consideration. I look forward to your response.

Sincerely,



Sayeed Imran
8430 Abingdon Ln, Duluth, GA 30097

54'6"

QUICKCLEAN COIN LAUNDRY

3635 Church Street
Clarkston, GA 30021

utility
space
Total Space 2500 sq ft.

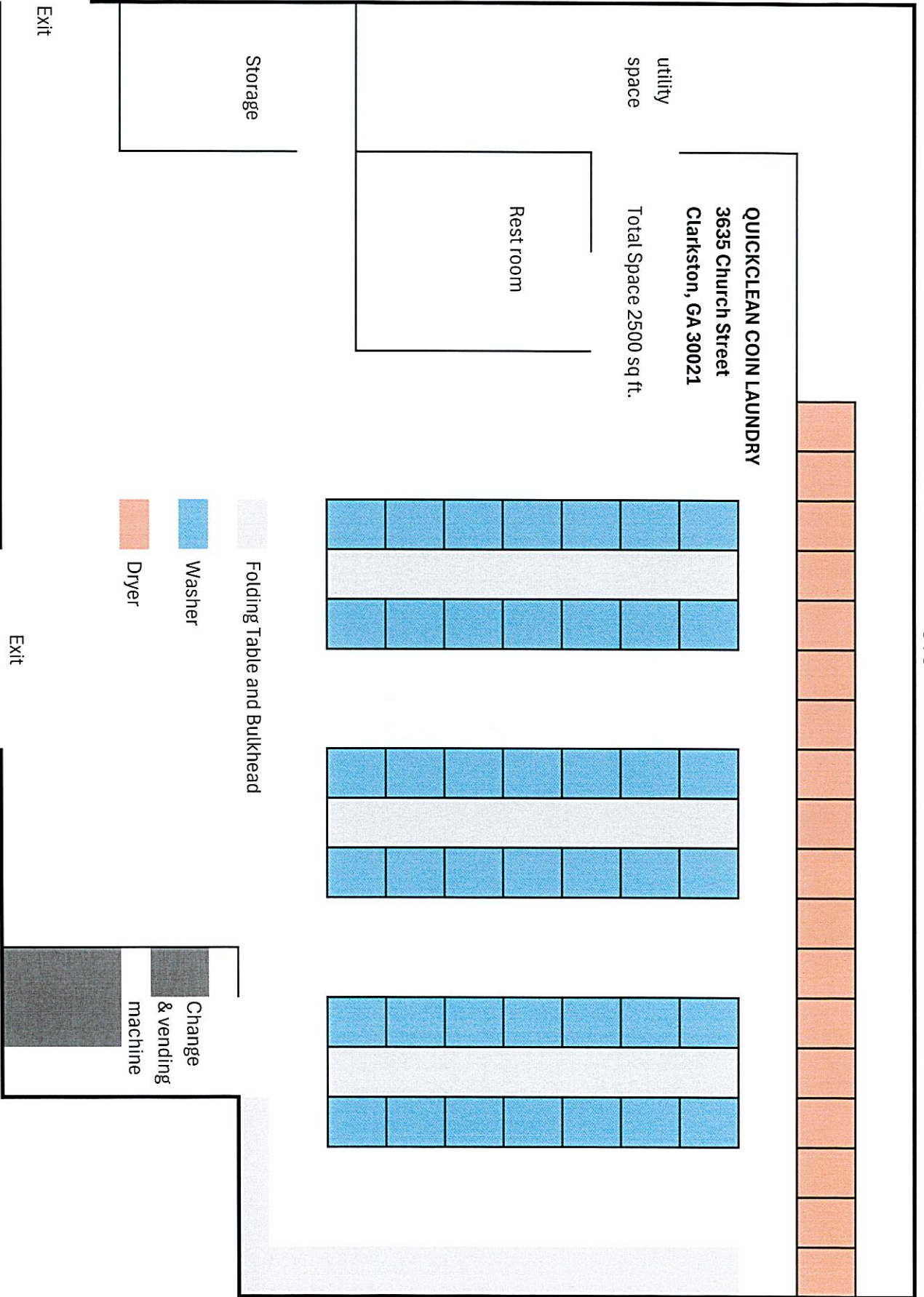
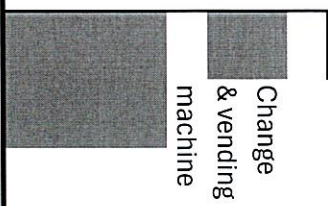
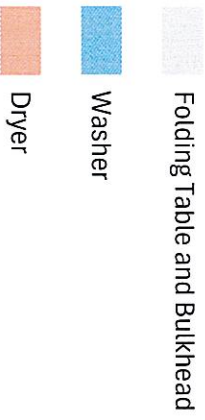
Rest room

Storage

45'

Exit

Exit

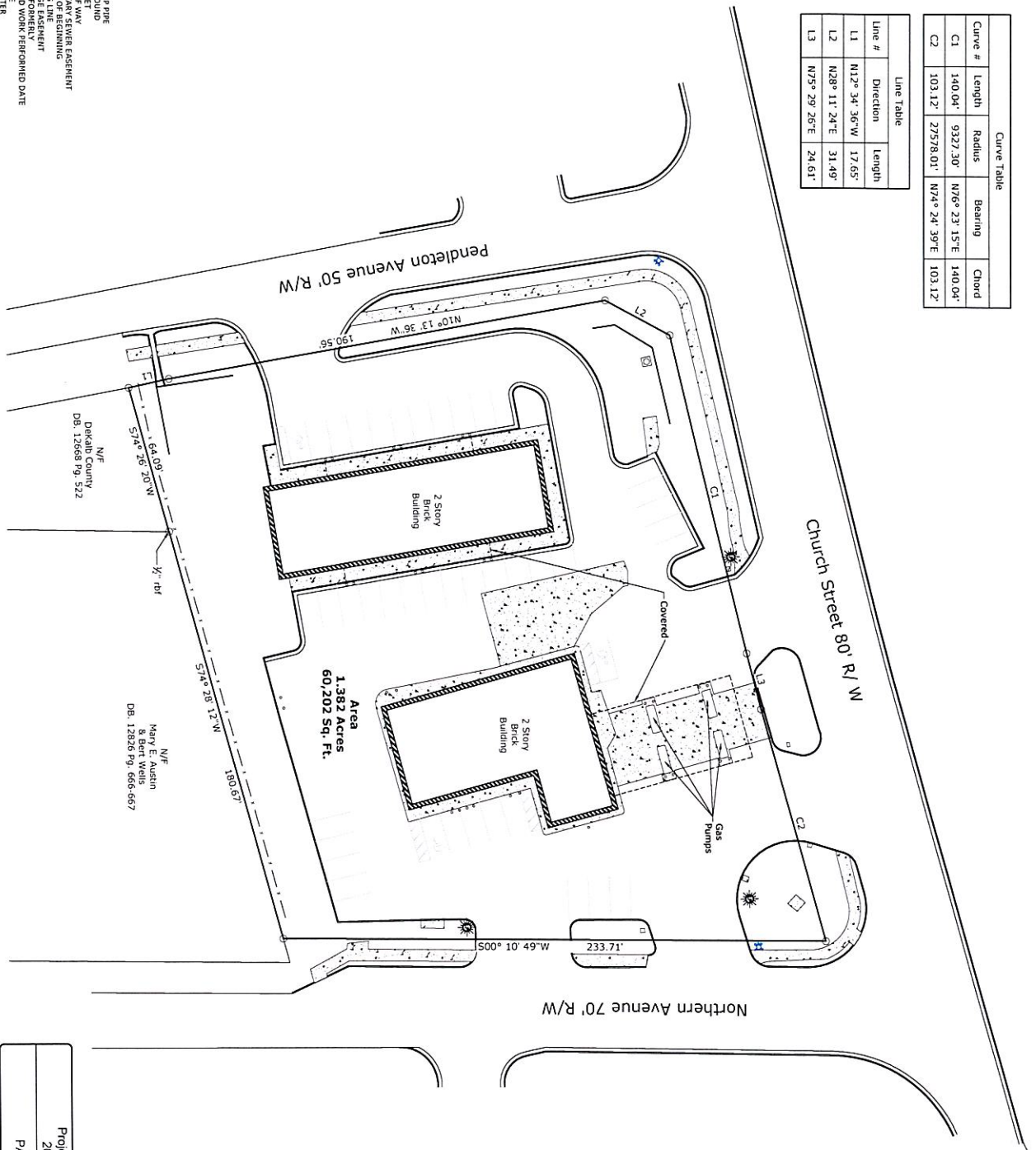


Grid North



Curve Table				
Curve #	Length	Radius	Bearing	Chord
C1	140.04'	9327.30'	N76° 23' 15"E	140.04'
C2	103.12'	27578.01'	N74° 24' 39"E	103.12'

Line Table		
Line #	Direction	Length
L1	N12° 34' 36"W	17.65'
L2	N28° 11' 24"E	31.49'
L3	N75° 29' 25"E	24.61'



- LEGEND**
- OT - OPEN TOP PIPE
 - RP - REBAR PIPE
 - RS - REBAR SET
 - R/W - RIGHT OF WAY
 - P.O.B. - POINT OF BEGINNING
 - B.L. - BUILDING LINE
 - D.L. - DRAINAGE CASSEMENT
 - D.E. - DRAINAGE EASEMENT
 - F.W.P.D. - FIELD WORK PERFORMED DATE
 - G.V. - GAS VALVE
 - G.I. - GAS INLET
 - U.P. - UTILITY POLE
 - W.P. - WATER PIPE
 - W.M. - WATER MAIN
 - X - FENCE
 - DM - DRAINAGE MANHOLE

Pendleton Avenue 50' R/W

Church Street 80' R/W

Northern Avenue 70' R/W

Area
1.382 Acres
60,202 Sq. Ft.

2 Story
Brick
Building

2 Story
Brick
Building

Gas
Pumps

Covered

N/E
DeKalb County
DB: 12568 Pg. 522

N/E
Mary E. Austin
& Bert Wells
DB: 12526 Pg. 666-667

Project Name:
20-205 Alta
PAGE 2



GRAPHIC SCALE 1" = 30'
0 15 30 60

Prime Star Management LLC
Land Lot 66 of the 18th District DeKalb County, Georgia
JOB NUMBER: 20-205 Alta
DATE: 06/11/2020 DRAWN BY: JCB SCALE: 1" = 30'

REVISION	DATE:	DESCRIPTION:
Revised		



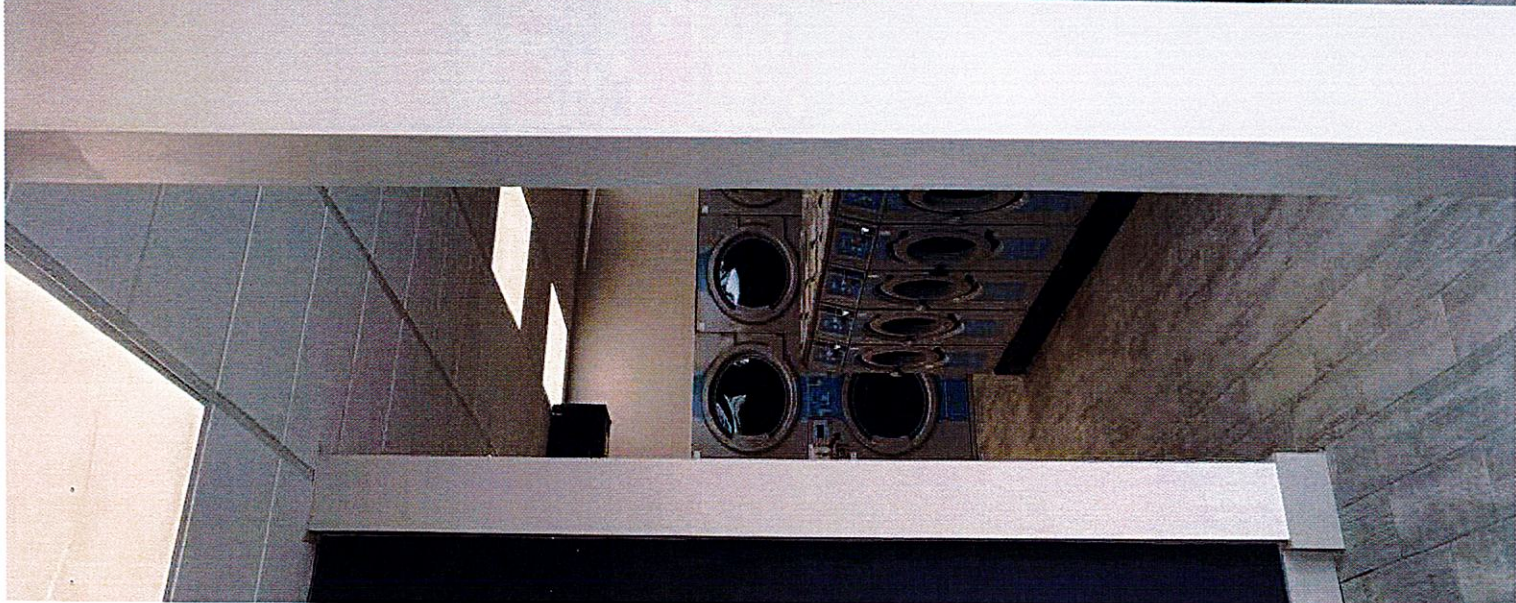
FOUR CORNERS SURVEYING
P.O. BOX 15 Tyrone, GA 30290 770-560-3910 & 770-823-9377
FOUR_CORNERS@BELLSOUTH.NET

SHEET
2 OF 2



















CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4A	Presentation/ Administrative Business	

SUBJECT: Rivers Alive 2026

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Engineer's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



POST EVENT RESULTS

WATERWAY CLEANUP EVENT

March 21, 2026 9:00 AM

FRIENDSHIP FOREST WILDLIFE SANCTUARY

PRESENTED BY:
Valentine Acha; On Site Coordinator



2026 Event Recap

- Great event for the community to get involved, and volunteer time and resources for a worthy and good cause.
- Component of the Public Involvement & Education Requirements of Municipal Separate Stormwater Sewer System (MS4) permit
- The 2026 annual community wide volunteer event to clean up trash / debris from the waterways in Clarkston

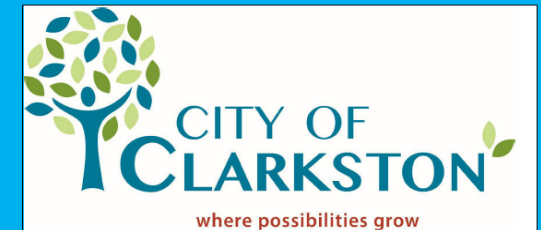
Total number of volunteers in 2024: **35**

Total weight of debris collected in 2024: **500 lbs.**

Total number of volunteers in 2026: **58**

Total weight of debris collected in 2026: **1300 lbs.**

- Promotional material distributed to over 73 locations in the City, including local businesses, churches, community centers.
- 3 large banners installed at major intersections in the city
- Over 95 flyers distributed.



VOLUNTEER WATERWAY CLEANUP EVENT

Location: Friendship Forest Wildlife Sanctuary
(4380 E. Ponce de Leon Ave Clarkston, GA 30021)

Cleanup Date & Time: March 21, 2026
9:00 AM- 12:00 PM

Contact: Valentine Acha
Phone #: (614) 377-2285
Email: achavalv@gmail.com

REFRESHMENTS & DONUTS WILL BE PROVIDED FOR ALL VOLUNTEERING!
BOOTS AND GLOVES WILL BE PROVIDED FOR ALL VOLUNTEERING!

THE CITY OF CLARKSTON THANKS YOU ALL FOR THE COMMITMENT TO KEEPING OUR RIVERS CLEAN!



2026 Attendance and Cleanup Tally

Waterway Cleanup Final Results	
Number of Volunteers	58
Total Volunteer Hours	174
Number of Trash Bags	62
Miscellaneous Trash (tires, bikes, TV)	4
Pounds of Trash/Debris	1300 lbs

Cost Breakdown	
Promotional Material (T-Shirts)	\$1,173.93
Refreshments	\$323.89
Banners, Flyers	\$499.39
Total	\$1997.21











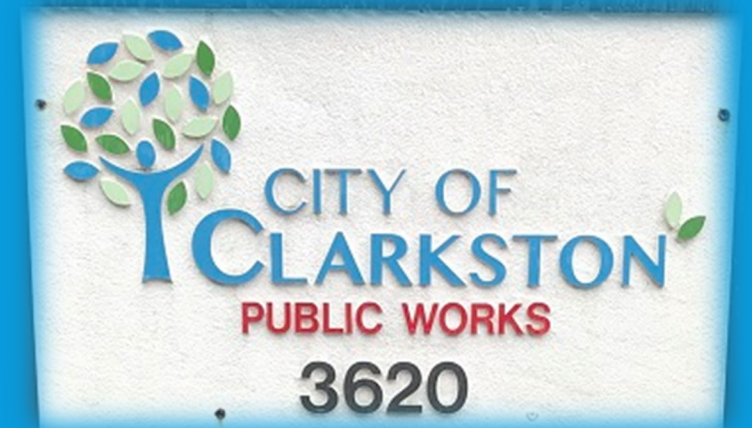






Thank You!

- “BIG THANK YOU” to ALL the volunteers
- Clarkston’s Public Works Department
- Keep DeKalb Beautiful
- All businesses which assisted in promoting the event





CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4B	Proclamation	

SUBJECT: Parks and Recreation Proclamation

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

Parks & Recreation Month

July 2026 is Park and Recreation Month highlighting "The Power Of" Parks and Recreation and the people who make it all possible. Parks and recreation bring us together, strengthen our health and well-being, and build more resilient, connected communities.

Throughout the month, we're celebrating the many ways parks and recreation reveal the power of what connects us:

The Power of Connection: Parks and recreation is where relationships grow, cultures meet and communities' bond.

The Power of Play: From playgrounds to programs to youth sports, play fuels creativity, joy and lifelong learning.

The Power of Community: Public spaces offer room for everyone to gather, celebrate and heal.

The Power of Nature: Nature restores and inspires us, and parks ensure everyone can access its benefits.

The Power of Belonging: Welcoming parks and programs make every person feel valued.

The Power of Well-Being: Parks and recreation advances health, resilience and shared community benefits.

Join us this July to celebrate the transformative power of parks and recreation. The outreach toolkit, graphics and resources to help you celebrate all July long.

Park and Recreation Professionals Day is Friday, July 17, 2026!

As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day on Friday, July 17, 2026. This is a day to celebrate all the dedicated professionals who build strong, vibrant and resilient communities through the power of parks and recreation.

"Many Cultures. One Community. Celebrating Diversity Through Play."

CITY OF CLARKSTON, GEORGIA

PROCLAMATION

Parks and Recreation Month

WHEREAS, parks and recreation services are an integral part of communities throughout the United States, including the City of Clarkston, providing opportunities for residents of all ages, abilities, and backgrounds to enhance their health, wellness, and quality of life; and

WHEREAS, parks, trails, recreational facilities, programs, and open spaces contribute significantly to the physical, social, environmental, and economic well-being of our community; and

WHEREAS, the City of Clarkston Parks and Recreation Department plays a vital role in creating opportunities for active lifestyles, youth development, community engagement, cultural enrichment, environmental stewardship, and lifelong learning; and

WHEREAS, parks and recreation professionals work diligently to provide safe, accessible, and inclusive spaces where residents can gather, play, exercise, learn, and build meaningful connections; and

WHEREAS, the City of Clarkston recognizes the importance of preserving natural resources, enhancing public spaces, and investing in recreational opportunities that contribute to a vibrant and thriving community; and

WHEREAS, the month of July is recognized nationally as **Parks and Recreation Month**, an annual observance established by the National Recreation and Park Association (NRPA) to celebrate the impact of parks and recreation on the lives of individuals, families, and communities;

NOW, THEREFORE, I, [Mayor Beverly Burks , Mayor of the City of Clarkston, Georgia, on behalf of the City Council, do hereby proclaim the month of July 2026 as

PARKS AND RECREATION MONTH

in the City of Clarkston, Georgia, and encourage all residents to recognize and celebrate the invaluable contributions of our parks, recreation programs, facilities, volunteers, and dedicated professionals who help make Clarkston a healthier, stronger, and more connected community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this ____ day of _____, *2026*

Mayor [Name]

City of Clarkston, Georgia

City Clerk



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4C	Presentation/ Administrative Business	

SUBJECT: Clarkston Downtown Development Authority Logo Presentation

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



THE CITY OF
CLARKSTON
DOWNTOWN DEVELOPMENT AUTHORITY

Logo Usage

City Of Clarkston DDA Logo Anatomy

This logo features four hearts coming together to form a blooming flower. Each heart contains multiple colors, symbolizing the diversity that makes Clarkston unique. As the hearts unite, they create a central spark, representing the power that emerges when community members and local businesses come together. The result is a vibrant symbol of connection, collaboration, and shared growth.

Symbolizes different communities coming together



The flower symbolizes developmental growth

The spark represents the power that emerges when community members and business owners come together

THE CITY OF
CLARKSTON
DOWNTOWN DEVELOPMENT AUTHORITY

Gives credibility and ties everything together professionally

City Of Clarkston DDA Logo variations

This logo features four hearts coming together to form a blooming flower. Each heart contains multiple colors, symbolizing the diversity that makes Clarkston unique. As the hearts unite, they create a central spark, representing the power that emerges when community members and local businesses come together. The result is a vibrant symbol of connection, collaboration, and shared growth.



THE CITY OF
CLARKSTON
DOWNTOWN DEVELOPMENT AUTHORITY

Primary Logo



CLARKSTON
**DOWNTOWN DEVELOPMENT
AUTHORITY**

Secondary Logo



Badge Logo



Brand Mark

Primary Logo

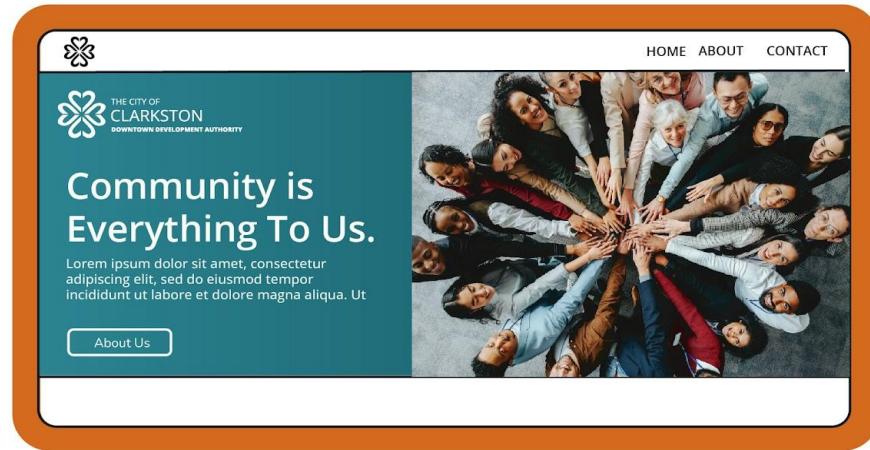
The primary logo for formal communications and primary brand representation.

Best Uses

- * letterheads
- * official documents
- * website headers
- * email signatures
- * presentations
- * signage with horizontal space
- * sponsorship materials
- * press/media usage

Use the Primary Logo when:

- * formal communication is needed
- * maximum readability is important





Secondary Logo

A secondary logo optimized for vertically oriented layouts and community-facing materials.

Best Uses

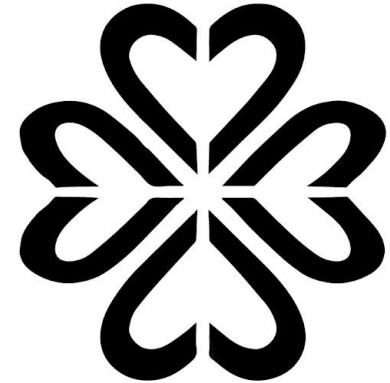
- * posters
- * flyers
- * social graphics
- * banners
- * merchandise
- * vertical layouts
- * community event materials
- * tote bags/apparel

Use the Secondary Logo when:

- * working within vertical compositions
- * designing promotional/community materials



CLARKSTON
DOWNTOWN DEVELOPMENT
AUTHORITY



CLARKSTON
DOWNTOWN DEVELOPMENT
AUTHORITY

Badge Logo

Badge-style variation intended for seals, social icons, promotional applications, and compact brand placements.

Best Uses

- * social profile images
- * stamps/seals
- * stickers
- * certificates
- * branded merchandise
- * website favicon/app icon
- * watermarks
- * official event branding
- * embroidery
- * community initiatives

Use the Badge Logo when:

- * space is limited
- * a seal/emblem feel is desired



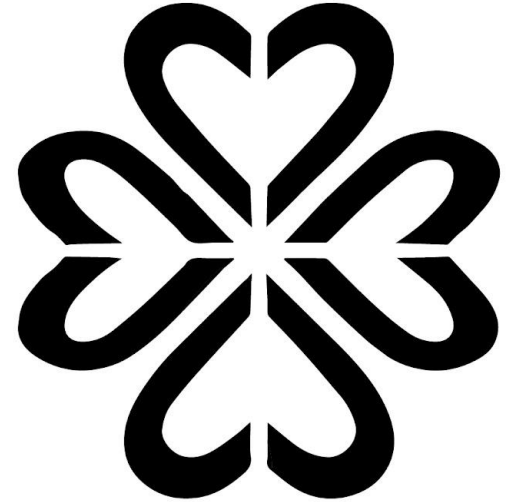
Brand Mark

A simplified brand mark used for decorative, digital, and supporting brand applications.

- * social media posts (Profile picture)
- * branded swag
- * watermarking
- * website elements mobile motif

Use the Brand Mark when:

- * using the identity decoratively or iconically



Colors

Inspired by the diversity and energy of Clarkston, this color palette reflects the spirit of a community shaped by connection, culture, and growth. The grounded teal establishes trust and stability, while the vibrant secondary colors represent creativity, collaboration, and the many voices that make Clarkston unique. Together, the palette creates a visual language that feels welcoming, modern, and deeply connected to the people it represents.

Brand Primary

City Black #000000

Open White #FFFFFF

Clarkston Teal #23717C

Brand Secondary

Market Orange #D2691C

Growth Green #41983E

Community Plum #6E1542

Fonts

Open Sans was selected for its clarity, accessibility, and modern versatility.

Open Sans Bold is used for headings, titles, and key messaging to establish strong visual hierarchy and create clear, impactful communication.

Open Sans Regular is used for body copy and informational text, offering excellent readability across both print and digital platforms. Together, these typefaces create a visual system that feels professional, approachable, and welcoming to the diverse Clarkston community.

Headings: Open Sans Bold

**AaBbCcDEeFfGgHhIijjKkLlMmNn
OoPpQqRrSsTtUuVvWwXxYyZz
0123456789!@#\$%&()[]**

Body: Open Sans Regular

AaBbCcDEeFfGgHhIijjKkLlMmNnO
oPpQqRrSsTtUuVvWwXxYyZz0123
456789!@#\$%&()[]



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4D	New Business Items	NO

SUBJECT: Presentation of Facilities Master Plan Status Update and Schedule

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

Present the Studio RNB Facility Master Plan current schedule and associated deliverables.

IMPACT: SPLOST II funded planning study

FUNDING SOURCE:

RECOMMENDATION:

PROJECT DETAILS: Studio RNB was awarded the contract on May 5 and issued a NTP to begin work on May 19, 2026. There are 5 specific tasks required in the contract. The tasks are as follows:

- Review city policies and ordinances and analyze population and growth projections (work in association with the on-going Annexation Study)

- Assess facilities through site visits to gather current space/building conditions, existing facility inventory, and staffing data and obtain prior construction plans/reports/studies of existing city facilities.
- Identify and develop various facility improvement options & cost estimates including three (3) city hall concepts (line drawings/renderings)
- Prioritize facility needs and recommendations & associated schedule including proposed city hall
- Draft Master Plan that includes phasing and summary of findings
- Final Master Plan Report deliverable
- Various staff coordination meetings
- Two (2) city council meetings; one at the Facility Improvement Options/Draft Concept stage and one at the Final Plan Report stage
- One (1) Public Information Open House (PIOH)

Facility Master Plan duration of 7 months with Final Master Plan delivered in December 2026.

Next Steps

City Manager and staff to continue coordination and project management oversight and guidance to ensure a timely and comprehensive Final Facility Master Plan deliverable.



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7A	New Business Items	

SUBJECT: To discuss Resolution No. 2026-014 of City Council to Amend the FY2025 General Fund I

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: Finance

PURPOSE: The Charter of the City of Clarkston provides for the transfer of unencumbered budget ap department to another requires ordinance of the City Council. The City Administration and Finance De presentation to Council during its Work Session meeting on 06/23/2026. Current review of revenue an anticipated that the draft amendment will be available for public and Council review on 06/23/2026. Th following presentation during the Regular Session of Council on 07/07/2026.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: The Administration will seek Council consideration of FY2025 budget approval



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7B	New Business Items	NO

SUBJECT: Discussion of the Civil Engineering Technical and Fee Proposal for the development of concept plans and set of biddable construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

Present staff recommendation for the selection of the highest ranked civil engineering firm to prepare concept plans and a biddable set of construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

IMPACT:

FUNDING SOURCE:

The cost to perform the planning and engineering tasks is included in the Recreational Project Category of the SPLOST II Program.

RECOMMENDATION:

PROJECT DETAILS: This RFP was advertised previously and presented to council at the May work session. Due to questions regarding the bidding process and RFP format, city administration chose to re-advertise.

This project is identified in the Parks Master Plan Report. The design and construction plan development was identified as a city-funded required task in the CDBG grant (construction phase funding) that was submitted to DeKalb County in April.

The City received technical and fee proposals from the following civil engineering firms:

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The City Manager, Parks & Recreation Director and City Engineer evaluated the technical proposal submittals and ranked the proposals based on the technical criteria set forth in the RFP. The selection process follows the Qualifications-Based Selection (QBS) format that council approved by Resolution in July 2016 and Procurement Policy amended in April 2024. The highest ranked firm was identified as _____. City staff met with _____; the firm with the highest ranked technical proposal based on QBS, to refine the scope of work to align with the intent and goals of the Parks & Recreation Project. The City and _____ agreed to the amended work scope and _____ subsequently submitted a fee proposal to the City. The City assessed the fee and based on reasonable and appropriate rates and hours for the work tasks identified, adjusted the fee accordingly. The negotiated fee and work scope are attached including the draft Agreement.

Next Steps

If Council and Mayor concurs with the administration and staff recommendation, the _____ will be issued a NTP with a deadline to complete all engineering tasks in the contract by November 30, 2026. This date coincides with the deadline provided in the CDBG grant application to ensure that the CDBG grant for the construction phase, if awarded, can be completed by August 2027. Refer to the attached CDBG grant submittal.

- Attachment(s): Draft Contract (requires S. Quinn to approve)
- Highest Ranked technical & fee proposal
- CDBG grant submittal
- Council Adopted Resolution for procurement of Professional Services (QBS)



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JUNE 23, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7C	New Business Items	NO

SUBJECT: Discussion of a Conditional Use Permit (CUP2026-002) to establish a coin-operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Reference staff report under the Public Hearing.