



Meeting Minutes

Planning & Zoning Board
March 18, 2025 at 7:00 P.M.
1055 Rowland Street, Clarkston, GA 30021

CALL TO ORDER

Meeting called to order at 7:00pm by Vice Chair Felicia Weinert.

DETERMINATION OF QUORUM

Present: Felicia Weinert, Birendra Dhakal, Lisa Williams, and Amy Medford

Absent: Chuck McFarland

APPROVAL OF THE AGENDA

Amy Medford moved to approve the agenda as presented; seconded by Birendra Dhakal.

Vote: Approved Unanimously 4-0.

APPROVAL OF MEETING MINUTES

1. December 17, 2024
2. February 18, 2025

Amy Medford moved to recommend approval of meeting minutes from December 17, 2024 and February 18, 2025; seconded by Birendra Dhakal.

Vote: Motion Passed; 4-0.

PRESENTATIONS – None.

OLD BUSINESS

1. **Update on adding parks and green space to the Zoning Map.**

Richard Edwards presented on his findings from other municipalities.

Lisa Williams spoke in favor of examining adding a zoning district for greater protection of parks. Further, she mentioned that this may be a good topic for the Parks and Recreation Master Plan discussion and recommendations.

Amy Medford asked if it would be possible to add a park layer on top of the existing online mapping. Further, she mentioned

that in addition to the Parks and Recreation Master Plan the city is working on the Comprehensive Plan and Greenway Plan too.

Birendra Dhakal supported calling parks and green spaces out on the zoning map.

The board unanimously recommended adding a green space layer to the online mapping software and for further review and recommendations from the Parks and Recreation Master Plan.

NEW BUSINESS

- 1. CUP2025-001 – proposed conditional use permit to allow a drive-thru eating establishment at 4540 East Ponce de Leon Avenue (parcel ID: 18 142 01 089).**

Richard Edwards presented the staff analysis to the board.

Matt Coggins, applicant, presented his case to the board.

Dean Moore spoke in favor of the proposal.

**Amy Medford moved to recommend approval of the conditional use permit; seconded by Lisa Williams.
Vote: Motion Passed; 4-0.**

- 2. VAR2025-002 – proposed variance request from Section 540(a) of the zoning ordinance to not require a 5-foot sidewalk along a local street at 3679 West Smith Street (18 119 05 017).**

Richard Edwards presented the text amendment to the board.

Michael Reinsel, applicant, presented his case to the board.

Dean Moore spoke in opposition to the request.

Lisa Williams asked the applicant for further explanation of their hardship. Further, she asked for clarification on staff's recommendation.

Amy Medford stated that she agreed with the intent of the ordinance but recommended the city examine starting a "sidewalk bank" like the tree bank that the city enforces. She stated that the funds received could be distributed for future city projects to construct sidewalks with demonstrated benefits to the city and residents.

Birendra Dhakal spoke in favor of the city council considering a sidewalk bank program.

Amy Medford moved to recommend approval of the variance with the applicant paying 2/3 of the cost of installing the sidewalk to the city for future sidewalk expansions. No seconds on this motion so it failed.

**Birendra Dhakal moved to recommend approval of the variance; seconded by Amy Medford.
Vote: Motion Passed; 4-0**

- 3. Discussion on proposed Architectural Design Requirements and Guidelines.**

Richard Edwards presented the text amendment to the board stating that the only items not currently in the zoning code are residential garage and carport requirements and anti-monotony architectural requirements for residential homes.

Lisa Williams spoke in favor of adding the anti-monotony architectural requirements for residential homes.

Amy Medford stated that she was not in favor of additional architectural requirements for single-family homes.

Amy Medford moved to not move forward with the Architectural Design Requirements and Guidelines; seconded by Birendra Dhakal.

Vote: Motion Passed; 3-1 (Lisa Willaims voting in opposition).

ADJOURNMENT

Amy Medford moved to adjourn the meeting at 7:53p.m.; seconded by Birendra Dhakal.

Vote: Approved Unanimously 4-0.

Felicia Weinert, Vice-Chair

Richard Edwards, Secretary