



CLARKSTON CITY HALL
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 WORK SESSION AGENDA

TUESDAY, MAY 27, 2025 - 7:00PM
IN-PERSON/ HYBRID

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

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

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

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

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

5. OLD BUSINESS

6. NEW BUSINESS

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

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

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

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

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

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

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

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

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



7. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 p.m. on Tuesday, May 27, 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_DOTuzONoTL-nG457NCcN_Q

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



CITY OF CLARKSTON

ITEM NO: 4A

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: May 27, 2025

SUBJECT: Review and discuss a proclamation announcing June as Caribbean American Heritage month in the City of Clarkston.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

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

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

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

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

Caribbean American Heritage Month

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

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

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

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

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

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

Mayor Signature

City Clerk



CITY OF CLARKSTON

ITEM NO: 4B

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: May 27, 2025

SUBJECT: Review and discuss a proclamation announcing June as Pride month in the City of Clarkston.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

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

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

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

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

Pride Month Resolution June 2025

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

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

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

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

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

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

Mayor Signature

City Clerk



CITY OF CLARKSTON

ITEM NO: XX

CITY COUNCIL WORK SESSION / MEETING

MEETING TYPE:

Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Review and Consent

MEETING DATE: May 27, 2025

SUBJECT: To discuss the 2025 Preliminary Ad valorem Tax Digest and to Consider the Tentative 2025 Millage Rate for Advertising Purposes.

DEPARTMENT: Administration Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES:

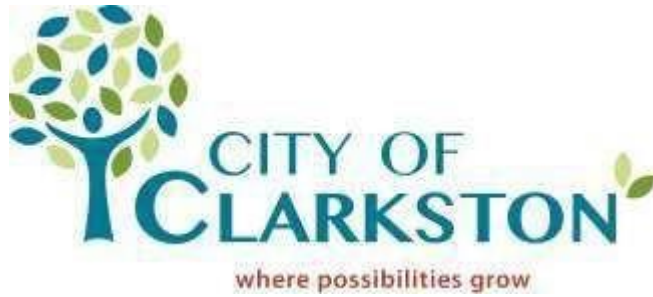
PRESENTER CONTACT INFO: ChaQuias Miller-Thornton, City Manager

PHONE NUMBER:

PURPOSE: To review the 2025 preliminary digest. To consider the tentative 2025 millage rate for advertising purposes. To discuss digest versus fiscal year 2025 budget comparison.

NEED/IMPACT: The City of Clarkston received revised Consolidation and Revaluation Report from DeKalb County Tax Assessors Office in preparation for the Fiscal Year (FY) 2025 millage (tax) adoption process on May 16, 2025. Based on computation of the millage rate using relative digest data the City Manager's (Administration) Office has prepared the attached presentation.

RECOMMENDATION: Staff recommends consent/consideration of the proposed **tentative** 2025 millage rate for advertising purposes only. See attached.



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Manager

Date: May 22, 2025

Re: Ad Valorem Tax/Millage Rate 2025 – Preliminary Digest Review and Tentative Millage Rate Adoption for Advertising Purposes Only

NOTE: **ADMINISTRATIVE SUMMARY AND RECOMMENDATION shown on page 6.**

On May 16, 2025, Dekalb County Tax Assessors Office released preliminary Consolidation and Revaluation Reports to the DeKalb cities as of 05/15/2025. Based on computation of the millage rate using relative digest data, the City Manager's (Administration) Office makes the following presentation:

The Revaluation Report submitted by the County as of 05/15/2025 represents a 3.22% increase in real property value and a 7.46% increase in personal property value for 2025. These percentages represent a change in real property tax digest of \$12,197,908, from \$377,656,644 in 2024 to \$389,854,552 in 2025, and a change in personal property digest of \$1,060,395, from \$14,205,456 in 2024 to \$15,265,853 in 2025.

In 2024 Clarkston adopted a mil rate of 13.890. The mil rate that will render the same amount of "as billed" revenue in 2025 as billed in 2024, based on current year's valuation of property, is calculated at **13.664 mils**. This rate is known as the **roll back rate**. Please note that this rate is lower than the most recent adopted rate of 13.890. Tables 1.1 and 1.2 shown on page 2 provide the estimated revenue versus budget scenario based on the 05/15/2025 consolidated values at:

- the current mil of 13.890, and
- the roll back rate of 13.664

NOTE: The scenarios on pages 2 and 3 do not include consideration of an appeals differential value of 5.8%. Appeals differential (% loss in value due to appeals) is considered on pages 4 and 5.

[SEE NEXT PAGE]

Memo - Page 1

Table 1.1

Description	5/15/2025					
Taxable Real Property	389,854,552					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	-					
Real Property Digest	389,854,552					
Taxable Public Utility	6,028,866					
Taxable Motor Vehicle	464,550					
Taxable Personal Property Value	15,265,853					
Estimated Adjustments	-					
Adjusted Value	15,265,853					
		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	389,854,552	5,415,080	4,440,365	5,326,973	4,368,118	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	15,265,853	212,043	209,456	208,593	206,048	158,720
Estimated Adjustments	(7,235,986)	(100,508)	(82,416)	(98,858)	(81,064)	
Adjusted Value - Gross Digest	404,377,835	5,830,028	4,870,818	5,738,652	4,795,045	6,303,379
RE Property Rev over/under Budget		(473,351)	(1,432,561)	(564,727)	(1,508,334)	

During adoption of the 2025 budget, total tax revenue for ad valorem style taxes (current year) was budgeted at \$6,303,379. Estimated collection of revenue **as billed** at the current mil assessment of 13.890 is \$5,830,028 (**\$473,351 less** than budgeted). Estimated collection of revenue **as billed** at the roll back rate of 13.664 mils is \$5,738,652 (**\$546,727 less** than budgeted). **Note:** These calculations are “as billed” expectations and do not represent the percentage of billed revenue that, on average, remains uncollected at year-end.

Based on previous year’s collection summary (unaudited) the City’s real property collection rate is 82%.

Estimated revenue at the **collection rate** of 82% at the current mil assessment of 13.890 is \$4,870,818 (**\$1,432,561 less** than budgeted). Estimated revenue at the **collection rate** of 82% at the roll back rate of 13.664 mils is \$4,795,045 (**\$1,508,334 less** than budgeted).

Summary of the above analysis is shown below.

Table 1.2

Mil Rate	Collections	Estimated Revenue	FY2025 Budget	Over/ Under
13.89	As Billed (100%)	\$ 5,830,028	\$ 6,303,379	\$ (473,351)
	Est. Collection (82%)	4,870,818	6,303,379	(1,432,561)
13.664	As Billed (100%)	\$ 5,738,652	\$ 6,303,379	\$ (564,727)
	Est. Collection (82%)	4,795,045	6,303,379	(1,508,334)

Adoption of a 13.890 mil rate will result in a 1.65% property tax increase.

As shown in Tables 2.1 and 2.2 below, a mil rate of 15.061 is needed to maintain approximate current year ad valorem tax revenue as budgeted, at the “as billed” rate. This rate does not consider the rate of collections as estimated at 82%. At a mil rate of 15.061, revenue estimated to be collected is **\$1,039,902 less** than budgeted for the 2025 fiscal year.

Table 2.1

		To meet budget at the "as billed" rate - 100 percent as billed		
		Rev As Billed 15.061	Revenue at Collection Rate	Adopted Budget
Estimated Taxable RE Digest	389,854,552	5,871,599	4,814,712	5,776,884
Taxable Public Utility	6,028,866	90,801	90,801	97,375
Taxable Motor Vehicle	464,550	220,216	220,216	270,400
Taxable PP Value	15,265,853	229,919	227,114	158,720
Estimated Adj. - Exemptions M&O	(7,235,986)	(108,981)	(89,365)	
Adjusted Value - Gross Digest	404,377,835	6,303,554	5,263,477	6,303,379
RE Property Rev over/under Budget		175	(1,039,902)	

Table 2.2

Mil Rate	Collections	Estimated Revenue	FY2025 Budget	Over/ Under
15.061	As Billed (100%)	\$ 6,303,554	\$ 6,303,379	\$ 175
	Est. Collection (82%)	5,263,477	6,303,379	(1,039,902)

A 15.061 mil rate will result in a 10.22% property tax increase.

As shown in tables 3.1 and 3.2 exhibited below, a mil rate of 18.214 is required to maintain approximate current year ad valorem tax revenue as budgeted at the “collection rate” of 82%.

Table 3.1

		To meet budget at the "collection rate" 82 percent collected		
		Rev As Billed 18.214	Revenue at Collection Rate	Adopted Budget
Estimated Taxable RE Digest	389,854,552	7,100,811	5,822,665	5,776,884
Taxable Public Utility	6,028,866	109,810	93,496	97,375
Taxable Motor Vehicle	464,550	220,726	220,726	270,400
Taxable PP Value	15,265,853	278,052	274,660	158,720
Estimated Adj. - Exemptions M&O	(7,235,986)	(131,883)	(108,144)	
Adjusted Value - Gross Digest	404,377,835	7,577,516	6,303,402	6,303,379
RE Property Rev over/under Budget		1,274,137	23	

Table 3.2

Mil Rate	Collections	Estimated Revenue	FY2025 Budget	Over/ Under
18.214	As Billed (100%)	\$ 7,577,516	\$ 6,303,379	\$ 1,274,137
	Est. Collection (82%)	6,303,402	6,303,379	23

Adoption of a 18.214 mil rate will result in a 33.30% property tax increase.

NOTE: Mil rate adopted at less than 18.214 mils will result in a shortfall in revenues expectancy for the 2025 fiscal year. Any substantial shortfall will warrant extreme budget cuts and/or consideration of increase in General Fund Balance allocation to balance the budget.

Please also note that the current FY2025 budget only accounts for revenues, expenditures and special projects considered at budget adoption. The budget does not include average contingencies (7%) for shortfalls in revenue, unplanned increase in expenditures, or unexpected projects.

CONSIDERATION OF COLLECTION RATE AND LOSS IN VALUE DUE TO APPEALS

Loss in values due to appeals - 2022-2024:

2022 \$ 16,067,752 (6%)

2023 \$ 27,195,246 (7.6%)

2024 \$ 7,652,336 (26 property appeals are still pending - est. 5.8% avg loss)

Table 4.1

Description	5/15/2025					
Taxable Real Property	389,854,552					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	(22,611,564)					
Real Property Digest	367,242,988					
Taxable Public Utility	6,028,866					
Taxable Motor Vehicle	464,550					
Taxable Personal Property Value	15,265,853					
Estimated Adjustments	-					
Adjusted Value	15,265,853					
		CURRENT RATE		ROLLBACK RATE		
		Rev As Billed	Revenue	Rev As Billed	Revenue	Adopted
Taxable Digest		13.890	at Collection Rate	13.664 mils	at Collection Rate	Budget
Estimated Taxable RE Digest	367,242,988	5,101,005	4,182,824	5,018,008	4,114,767	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	15,265,853	212,043	209,456	208,593	206,048	158,720
Estimated Adjustments	(7,235,986)	(100,508)	(82,416)	(98,858)	(81,064)	
Adjusted Value - Gross Digest	381,766,271	5,515,953	4,613,277	5,429,686	4,541,694	6,303,379
RE Property Rev over/under Budget		(787,426)	(1,690,102)	(873,693)	(1,761,685)	

Estimated appeals differential value of \$22,611,564 – reducing the taxable digest from \$404,377,835 to \$381,766,271.

At the current mil rate of 13.890 estimated revenue “as billed” is \$787,426 less than budgeted.

At the roll back mil rate of 13.664 estimated revenue “as billed” is \$873,693 less than budgeted.

[Millage Rate scenarios to consider loss in value to due appeals and estimated revenue at collection rate are shown in table 4.2 on the next page.]

Table 4.2

		To meet budget at the "as billed" rate - 100 percent as billed		
		Rev As Billed 15.953	Revenue at Collection Rate	Adopted Budget
Estimated Taxable RE Digest	367,242,988	5,858,627	4,804,074	5,776,884
Taxable Public Utility	6,028,866	96,178	90,801	97,375
Taxable Motor Vehicle	464,550	220,630	220,630	270,400
Taxable PP Value	15,265,853	243,536	240,565	158,720
Estimated Adj. - Exemptions M&O	(7,235,986)	(115,436)	(94,657)	
Adjusted Value - Gross Digest	381,766,271	6,303,535	5,261,413	6,303,379
RE Property Rev over/under Budget		156	(1,041,966)	
		To meet budget at the "collection rate" 82 percent collected		
		Rev As Billed 19.298	Revenue at Collection Rate	Adopted Budget
Estimated Taxable RE Digest	367,242,988	7,087,055	5,811,385	5,776,884
Taxable Public Utility	6,028,866	116,345	93,496	97,375
Taxable Motor Vehicle	464,550	222,184	222,184	270,400
Taxable PP Value	15,265,853	294,600	291,006	158,720
Estimated Adj. - Exemptions M&O	(7,235,986)	(139,640)	(114,505)	
Adjusted Value - Gross Digest	381,766,271	7,580,544	6,303,566	6,303,379
RE Property Rev over/under Budget		1,277,165	187	

During adoption of the 2025 budget, total tax revenue for ad valorem style taxes (current year) was budgeted at \$6,303,379. Considering an appeals differential of 5.8%, estimated collection of revenue **as billed** at the mil assessment of **15.953** is required to meet budgeted revenue. Adoption of a 15.953 mil rate would result in a 16.75% property tax increase.

Mil Rate	Collections	Estimated Revenue	FY2025 Budget	Over/Under
15.953	As Billed (100%)	\$ 6,303,535	\$ 6,303,379	\$ 156
	Est. Collection (82%)	5,261,413	6,303,379	(1,041,966)

Estimated revenue to be collected at the collection rate of 82% at the mil assessment of **19.298** is required to meet budgeted revenue at the collection rate of 82%. Adoption of a 19.298 mil rate would result in a 41.23% property tax increase.

Mil Rate	Collections	Estimated Revenue	FY2025 Budget	Over/Under
19.298	As Billed (100%)	\$ 7,580,544	\$ 6,303,379	\$ 1,277,165
	Est. Collection (82%)	6,303,566	6,303,379	187

Reference Notes:

As reference, the following represents the Clarkston millage rate history back to Fiscal Year (FY) 2014:

FY	MILLAGE
2014	21.11
2015	17.11
2016	15.89
2017	15.89
2018	15.89
2019	15.89
2020	15.89
2021	14.89
2022	14.89
2023	13.89
2024	13.89

Value of 1 mil: 2024 - \$391,768

Value of 1 mil: 2025 - \$404,378

Value of 1 mil with estimated 5.8% appeals differential: 2025 - \$381,766

[ADMINISTRATIVE SUMMARY AND RECOMMENDATIONS – NEXT PAGE]

ADMINISTRATIVE SUMMARY AND RECOMMENDATIONS

Millage Rate Advertising – Tentative Rate

Any rate advertised at an amount more than the roll back rate of 13.664 mils must be advertised as a tax increase. Computation of Millage Rate Rollback and Percentage Increase in Property Tax form for the 13.664 roll back rate is attached.

The Administration is requesting Council consideration of the rate at which the City will advertise as its **tentative (preliminary)** mil rate for the 2025 tax year. **The final rate is not set to be adopted until June 26th, 2025.** **NOTE:** The final rate adopted **cannot** exceed the rate advertised.

The Administration make the following recommendation:

Tentative adoption of a rate of 19.298 results in revenue that meets current budget expectations as adopted. Council is advised not to issues a mil rate any less than 15.953 mils – while noting that the 15.953 mil rate will not result in adequate revenue to fund the FY2025 budget as adopted in December 2025. Again, this tentatively approved rate is **NOT the final adopted rate. This rate is adopted for initial advertising purposes only. A rate equal to or lower than the millage rate advertised must be adopted. The recommendation provides for the following:**

- Continued review of property tax data presented by the DeKalb County Assessors and Tax Commissioners Offices
 - Questions are raised about percentage growth and increases in personal property value and further analysis of appeals values.
- Reduction in deficit of revenue as collected. At the current mil rate of **13.890**, revenue at the estimated collection rate of 82% is **\$1,690,102** under budget. At **15.953** mils, revenue at the estimated collection rate is **\$1,041,966** under budget – which results in an approximate \$675,136 reduction in the revenue deficit. At **19.298** mils, revenue at the estimated collection rate is approximately \$187 over budget and results in adequate funding for projected expenditures.
- Increased number of required public hearings (3 hearings required) to give official and public opportunity for Mayor and Council to receive stakeholder input.
- **Additional opportunity for the administration to complete analysis of the FY2025 budget to identify potential adjustments that will reduce the current budget deficit.**
- At minimum, if the tentative rate is ultimately adopted as the final rate, expected tax revenue at the “as billed” rate will meet budgeted revenue expectations adopted at the time of FY2025 budget adoption.

NOTE: The Administration understands the importance of balancing the administrative and operational needs of the City with consideration for the tax burden that is placed on its real and personal property taxpayers. Please know that during the time between consent of a tentative millage rate for advertising purposes and final adoption of millage rate on June 26th, 2025, the Administration will work to provide recommendation of the most favorable taxing scenario.

Please see the tentative timeline for adoption of the 2025 millage rate attached.

Please do not hesitate to contact me if you should have questions or concerns regarding the information that is provided within this memorandum.

Thank you,
CMThornton

CONSOLIDATION AND EVALUATION OF DIGEST 2025

COUNTY NAME: DeKalb				COUNTY NO: 44				Sheet # 40 - CITY OF CLARKSTON (34, 34A)				Total Parcel Count: 1,575							
RESIDENTIAL				FOREST LAND CONSERVATION USE				EXEMPT PROPERTY				SUMMARY							
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	40% Value		PROPERTY CLASS	COUNT	ACRES	ASSESSED VALUE				
R1	1,191		100,481,099	J3	0	0.00	0	E0	0	0		Residential Real	1,317	330.29	129,285,084				
R3	1,284	279.24	28,594,905	J4	0	0.00	0	E1	38	21,115,880		Residential Personal	0		0				
R4	7	8.52	209,080	J5	0	0.00	0	E2	26	4,275,280		Residential Total	1,317	330.29	129,285,084				
R5	0	0.00	0	J6	0	0	0	E3	7	1,175,040		Residential Trans.	0	0.00	0				
R6	0		0	FLPA FAIR MARKET ASMT				E4	0	0		Historic	0	0.00	0				
R9	26	42.53	0	Code	Count	Acres	40% Value	E5	0	0		Agricultural Real	0	0.00	0				
RA	0		0	F3	0	0.00	0	E6	4	2,367,320		Agricultural Personal	0		0				
RB	0		0	F4	0	0.00	0	E7	0	0		Agricultural Total	0	0.00	0				
RF	0		0	F5	0	0.00	0	E8	0	0		Preferential	0	0.00	0				
RI	0		0	F6	0	0	0	E9	1	6,895,880		Conservation Use	0	0.00	0				
RZ	0		0	Total		0	0	TOTAL	76	35,829,400		Environmentally Sen	0	0.00	0				
RESIDENTIALTRANSITIONAL				ENVIRONMENTALLY SENSITIVE				HOMESTEAD & PROPERTY EXEMPTIONS				Commercial Real	157	409.65	225,693,774				
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	M&O AMOUNT	BOND AMOUNT	Commercial Personal	264		9,897,641				
T1	0		0	W3	0	0.00	0	S1	0	0	0	Commercial Total	421	409.65	235,591,415				
T3	0	0.00	0	W4	0	0.00	0	SC	0	0	0	Industrial Real	25	81.29	34,875,694				
T4	0	0.00	0	W5	0	0.00	0	S3	0	0	0	Industrial Personal	5		5,368,212				
HISTORIC				COMMERCIAL				S4	0	0	0	Industrial Total	30	81.29	40,243,906				
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	S5	1	121,812	0	Forest Lnd Con Use	0	0.00	0				
H1	0		0	C1	133		192,208,211	SD	2	239,172	0	Brownfield Property	0	0.00	0				
H3	0	0.00	0	C3	137	88.02	9,801,895	SS	0	0	0	Qualified Timberland	0	0.00	0				
AGRICULTURAL				C4	15	235.07	17,202,160	SE	0	0	0	Real Total	1,499	821.23	389,854,552				
Code	Count	Acres	40% Value	C5	4	86.56	6,481,508	SG	0	0	0	Personal Total	269		15,265,853				
A1	0		0	C9	1	0.00	0	S6	0	0	0	Digest Total	1,768	821.23	405,120,405				
A3	0	0.00	0	CA	0		0	S8	0	0	0								
A4	0	0.00	0	CB	0		0	S9	0	0	0	Public Utility	9	0.00	6,028,866				
A5	0	0.00	0	CF	152		2,904,502	SF	5	4,311,626	0	Motor Vehicle	345		464,550				
A6	0		0	CI	109		6,484,528	SA	0	0	0	Mobile Home							
A9	0	0.00	0	CP	3		508,611	SB	0	0	0	Timber - 100%	0	0.00	0				
AA	0		0	CZ	0		0	SP	69	123,376	123,376	Heavy Duty Equip.							
AB	0		0	INDUSTRIAL				SH	0	0	0								
AF	0		0	Code	Count	Acres	40% Value	ST	0	0	0	Gross Digest Total	2,122	821.23	411,613,821				
AI	0		0	I1	21		27,921,432	SV	0	0	0	Exemptions-Bonds			123,376				
AZ	0		0	I3	19	31.24	2,782,503	SJ	0	0	0	Net Bond Digest			411,490,445				
PREFERENTIAL				I4	6	50.05	4,171,759	SX	0	0	0								
Code	Count	Acres	40% Value	I5	0	0.00	0	SN	0	0	0	Gross Digest Total	2,122	821.23	411,613,821				
P3	0	0.00	0	I9	0	0.00	0	DO NOT USE L1 THRU L9 CODES ON STATE SHEET				Exemptions-M & O			7,235,986				
P4	0	0.00	0	IA	0		0	L1	0	0	0	Net M & O Digest			404,377,835				
P5	0	0.00	0	IB	0		0	L2	122	2,440,000	0								
P6	0		0	IF	2		1,485,000	L3	0	0	0	TYPE	MILLAGE	ASSESSED	TAX				
CONSERVATION USE				II	1		80,197	L4	0	0	0								
Code	Count	Acres	40% Value	IP	2		3,803,015	L5	0	0	0	M & O	0.013890	404,377,835	5,616,808				
V3	0	0.00	0	IZ	0		0	L6	0	0	0	BOND		411,490,445					
V4	0	0.00	0	PUBLIC UTILITY				L7	0	0	0	I, Irvin J. Johnson, receiver of tax returns in and for said county, do hereby certify that the above and foregoing is a true and correct consolidation of all the tax returns received from the taxpayer (or assessed against defaulters) in said county of DeKalb for the year 2025, and duplicate digests have been made and delivered to the county governing authority and tax collector of said county as required by law. Witness my hand and official signature, this 25th day of July 2025. R.T.R. Tax Commissioner							
V5	0	0.00	0	Code	Count	Acres	40% Value	L8	0	0	0								
V6	0		0	U1	0		0	L9	0	0	0								
BROWNFIELD PROPERTY				U2	9	0.00	6,028,866	L10	0	0	0								
Code	Count	Acres	40% Value	U3	0	0.00	0	L11	0	0	0								
B1	0		0	U4	0	0.00	0	L12	0	0	0								
B3	0	0.00	0	U5	0	0.00	0	L13	0	0	0								
B4	0	0.00	0	U9	0	0.00	0	L14	0	0	0								
B5	0	0.00	0	UA	0		0	L15	0	0	0								
B6	0		0	UB	0		0	L16	0	0	0								
Qualified Timberland				UF	0		0	TOTAL	199	7,235,986	123,376								
Code	Count	Acres	40% Value	UZ	0		0												
Q4	0	0.00	0																
Q5	0	0.00	0																

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2025

COUNTY: 002-DEKALB

TAXING JURISDICTION: CLARKSTON

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2024 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2025 DIGEST
REAL	377,656,644	6,567,588	5,630,320	389,854,552
PERSONAL	19,551,133		1,743,586	21,294,719
MOTOR VEHICLES	537,610		(73,060)	464,550
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	397,745,387	6,567,588	7,300,846	411,613,821
EXEMPTIONS	6,209,458		1,026,528	7,235,986
NET DIGEST	391,535,929	6,567,588	6,274,318	404,377,835
	(PYD)	(RVA)	(NAG)	(CYD)
2024 MILLAGE RATE:	13.890		2025 MILLAGE RATE:	13.664

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2024 Net Digest	PYD	391,535,929	
Net Value Added-Reassessment of Existing Real Property	RVA	6,567,588	
Other Net Changes to Taxable Digest	NAG	6,274,318	
2025 Net Digest	CYD	404,377,835	(PYD+RVA+NAG)
2024 Millage Rate	PYM	13.890	PYM
Millage Equivalent of Reassessed Value Added	ME	0.226	(RVA/CYD) * PYM
Rollback Millage Rate for 2025	RR - ROLLBACK RATE	13.664	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2025 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)

Rollback Millage Rate	13.664
2025 Millage Rate	13.664
Percentage Tax Increase	0.00%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are a true and accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2025 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2025 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2025 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2025 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party Title Date

NOTICE

The City of Clarkston does hereby announce that the millage rate will be set at a meeting to be held at the
(Place of Meeting) on **(Date of Meeting)** at **(Time of Meeting)** and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the
 following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2025 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

CITY AREA	CITY WIDE		2020	2021	2022	2023	2024	2025
	V A L U E	Real & Personal	224,331,692	255,708,668	267,399,571	354,451,791	397,207,777	411,149,271
		Motor Vehicles	703,880	596,540	521,900	555,340	537,610	464,550
		Mobile Homes	0	0	0	0	0	0
		Timber - 100%	0	0	0	0	0	0
		Heavy Duty Equipment	0	0	0	0	0	0
		Gross Digest	225,035,572	256,305,208	267,921,471	355,007,131	397,745,387	411,613,821
		Less Exemptions	4,509,094	4,134,482	4,457,987	5,885,665	6,209,458	7,235,986
		NET DIGEST VALUE	220,526,478	252,170,726	263,463,484	349,121,466	391,535,929	404,377,835
	R A T E	Gross Maintenance & Operation Millage	15.8900	14.8900	14.8900	13.8900	13.8900	19.2980
		Less Rollback (Local Option Sales Tax)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
		NET M&O MILLAGE RATE	15.8900	14.8900	14.8900	13.8900	13.8900	19.2980
TAX	TOTAL M&O TAXES LEVIED		\$3,504,166	\$3,754,822	\$3,922,971	\$4,849,297	\$5,438,434	\$7,803,683
	Net Tax \$ Increase		\$183,069	\$250,656	\$168,149	\$926,326	\$589,137	\$2,365,249
	Net Tax % Increase		5.51%	7.15%	4.48%	23.61%	12.15%	43.49%

NOTICE

The City of Clarkston does hereby announce that the millage rate will be set at a meeting to be held at the
(Place of Meeting) on **(Date of Meeting)** at **(Time of Meeting)** and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the
 following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2025 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

CITY AREA	CITY WIDE		2020	2021	2022	2023	2024	2025
	V A L U E	Real & Personal	224,331,692	255,708,668	267,399,571	354,451,791	397,207,777	411,149,271
		Motor Vehicles	703,880	596,540	521,900	555,340	537,610	464,550
		Mobile Homes	0	0	0	0	0	0
		Timber - 100%	0	0	0	0	0	0
		Heavy Duty Equipment	0	0	0	0	0	0
		Gross Digest	225,035,572	256,305,208	267,921,471	355,007,131	397,745,387	411,613,821
		Less Exemptions	4,509,094	4,134,482	4,457,987	5,885,665	6,209,458	7,235,986
		NET DIGEST VALUE	220,526,478	252,170,726	263,463,484	349,121,466	391,535,929	404,377,835
	R A T E	Gross Maintenance & Operation Millage	15.8900	14.8900	14.8900	13.8900	13.8900	15.9530
		Less Rollback (Local Option Sales Tax)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
		NET M&O MILLAGE RATE	15.8900	14.8900	14.8900	13.8900	13.8900	15.9530
TAX	TOTAL M&O TAXES LEVIED		\$3,504,166	\$3,754,822	\$3,922,971	\$4,849,297	\$5,438,434	\$6,451,040
	Net Tax \$ Increase		\$183,069	\$250,656	\$168,149	\$926,326	\$589,137	\$1,012,606
	Net Tax % Increase		5.51%	7.15%	4.48%	23.61%	12.15%	18.62%

MILLAGE RATE PUBLIC HEARINGS AND ADOPTION SCHEDULE 2025

MAY 28, 2025	9:00AM	Submit 1st Notice of Property Tax Increase to Champion Newspaper for Millage Rate Public Hearings on: • June 18th at 10:00AM • June 18th at 6:30PM • June 26th at 6:00PM
MAY 28, 2025	9:00AM	Submit 5-Year History of Levy to Champion Newspaper
JUNE 5, 2025	-	1st Notice of Property Tax Increase published in Champion Newspaper for all (3) three Millage Rate Public Hearings & Post 1st Notice of Property Tax Increase on city website
JUNE 5, 2025	-	5-Year History of Levy published in Champion Newspaper & Post on city website
JUNE 5, 2025	8:30AM	Press Release must be issued (<i>emailed</i>) to local media at the same time of the 1st Notice of Property Tax Increase is published in Champion Newspaper
JUNE 11, 2025	9:00AM	Submit 2nd Notice of Property Tax Increase to Champion Newspaper for Millage Rate Public Hearing & Adoption on: • June 26th at 6:00PM
JUNE 11, 2025	9:00AM	Submit Current Tax Digest and 5-Year History of Levy to Champion Newspaper
JUNE 18, 2025	10:00AM	SPECIAL CALLED CITY COUNCIL MEETING / PUBLIC HEARING MILLAGE RATE PUBLIC HEARING AT 10:00AM
JUNE 18, 2025	6:30PM	SPECIAL CALLED CITY COUNCIL MEETING / PUBLIC HEARING MILLAGE RATE PUBLIC HEARING AT 6:30PM
JUNE 19, 2025	-	2nd Notice of Property Tax Increase published in Champion Newspaper for June 26th Millage Rate Public Hearing & Adoption
JUNE 19, 2025	-	Current Tax Digest and 5-Year History of Levy published in Champion Newspaper & Post on city website
JUNE 26, 2025	6:00PM	SPECIAL CALLED CITY COUNCIL MEETING/ PUBLIC HEARING & ADOPTION MILLAGE RATE PUBLIC HEARING AND ADOPTION AT 6:00PM



CITY OF CLARKSTON

ITEM NO: 6B

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 4

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

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

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

RECOMMENDATION: Staff is recommending approval of this text amendment.

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this ____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen Quinn, City Attorney

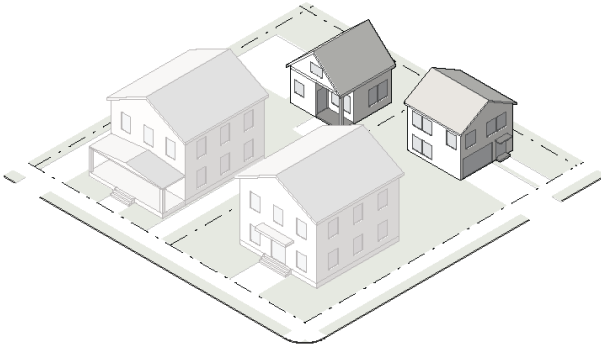
EXHIBIT A

Sec. 308.1. Residential housing typologies

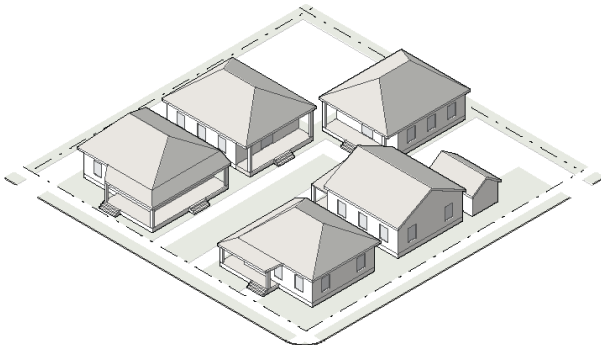
- (a) Purpose and intent. The residential housing typologies are to provide a general description of the allowed residential housing types.
- (b) Single-family detached dwelling. A building type designed to accommodate one dwelling unit on an individual lot.



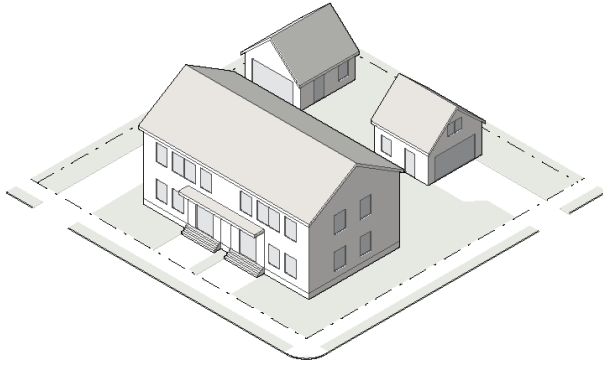
- (c) Accessory dwelling unit. A building type designed to accommodate a small, self-contained dwelling unit that is physically separated from the primary structure but located on the same lot.



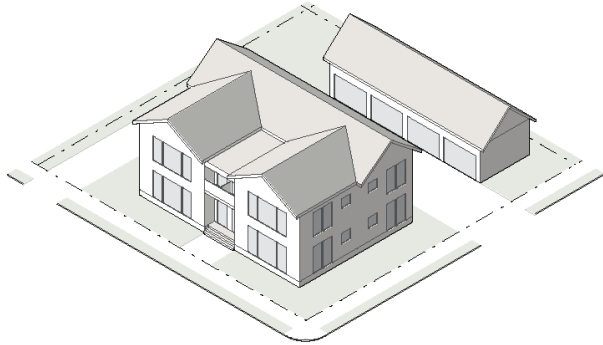
- (d) Cottage housing development. A building type designed to accommodate detached dwelling units organized around a shared, internal courtyard. Units cannot be vertically mixed.



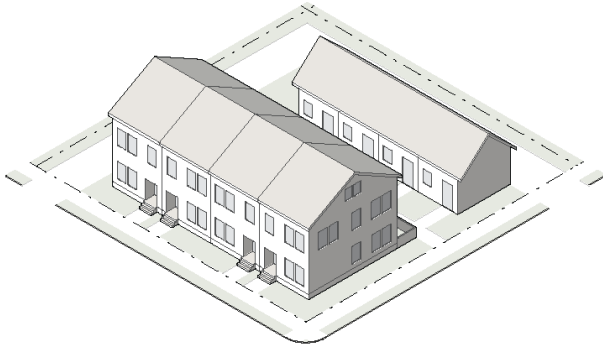
- (e) Duplex. A building type designed to accommodate two principal dwelling units, vertically or horizontally integrated, that share a common wall, floor, or ceiling on an individual lot.



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



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





CITY OF CLARKSTON

ITEM NO: 6C

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 7

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

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

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

RECOMMENDATION: Staff is recommending 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 AMEND THE DEFINITION OF CONVENIENCE STORE; AND TO ADD DEFINITIONS FOR GROCERY STORE, FITNESS CENTER, AND SMALL FOOD RETAIL TO THE DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

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

Date: May 27, 2025

Purpose:

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

Background:

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

Analysis:

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

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

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

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

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

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

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

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

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

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



CITY OF CLARKSTON

ITEM NO: 6D

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 4

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

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

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

RECOMMENDATION: Staff is recommending approval of these text amendments.

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this ____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

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

Date: May 27, 2025

Purpose:

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

Background:

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

Analysis:

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

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

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

(e) Residential garage and carports.

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

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

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



(photo: thegazette.com)

This style of residential home would be allowed.



(photo: mojohomes.com.au)



CITY OF CLARKSTON

ITEM NO: 6E

CITY COUNCIL REGULAR SESSION

MEETING TYPE:
Council Meeting

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

MEETING DATE: May 27, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 5

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

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

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

RECOMMENDATION: Staff is recommending approval of these text amendments.

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

(e) Land use mix.

- (1) A Town Center development consisting of a land area 21,780 square feet (1/2 acre) or greater shall contain at least three types of land uses and densities as identified in the table below. The intent is to create a node of neighborhood-oriented retail, commercial, and residential services that work together to provide community needs. Non-residential developments must be of a scale and type that is compatible with the residential component of the development and the surrounding areas.

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

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

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

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

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

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

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

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

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

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

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

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

STAFF ANALYSIS AND REPORT

To: City of Clarkston Mayor & City Council

From: Richard Edwards, AICP

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

Date: May 27, 2025

Purpose:

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

Background:

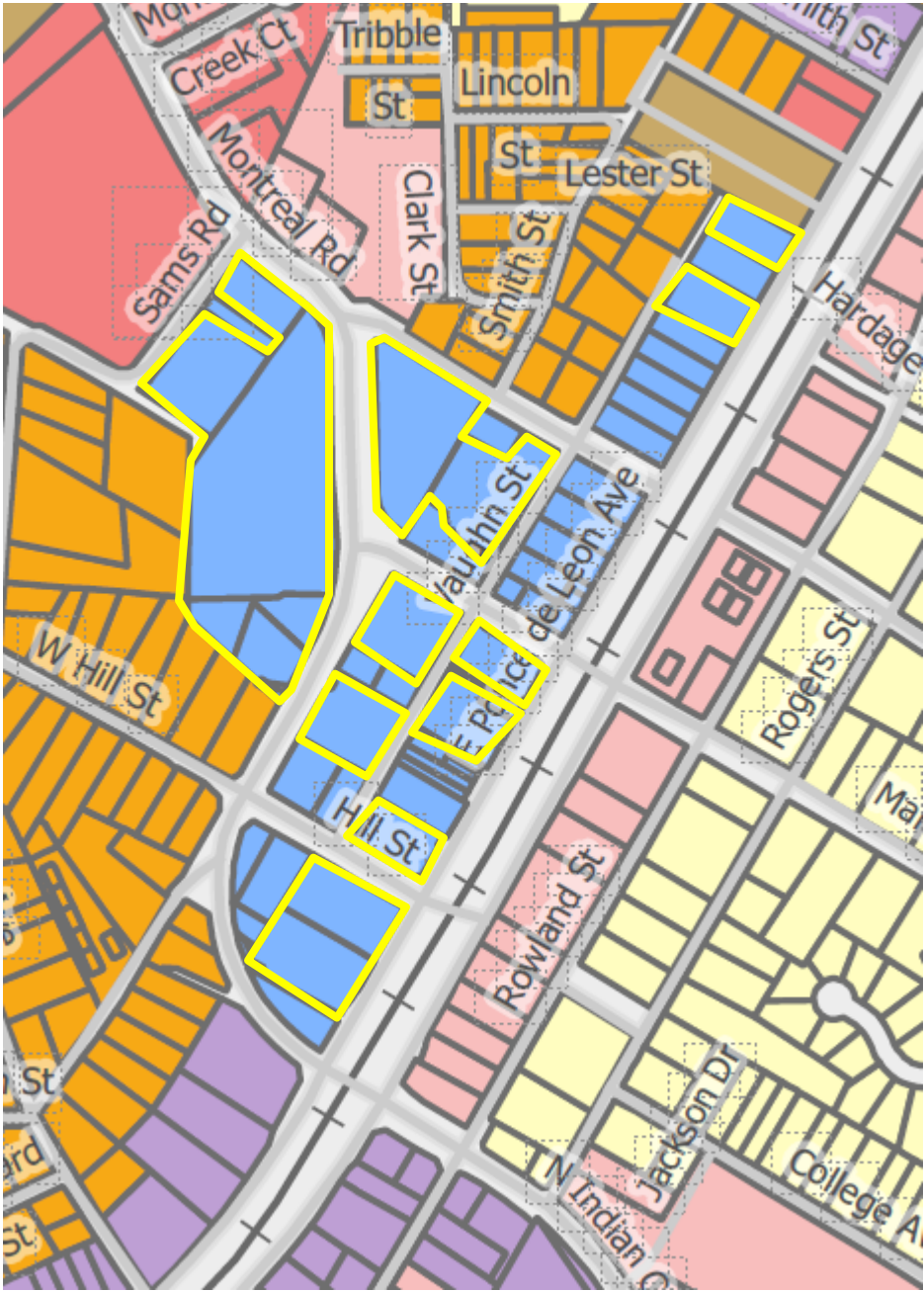
The TC, town center district's purpose and intent is to promote a mix of residential, business, commercial, office, institutional, cultural and entertainment activities for workers, visitors, and residents. Staff has frequently heard about the desire for a larger mix of uses, particularly in the city's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

Analysis:

There are sixteen (16) parcels that are zoned TC and have a minimum of one-half (1/2) acre or 21,780 square feet in size. If these parcels were to be developed or have a major redevelopment, they would have to include at least three (3) of the four (4) land use mix options. The land use mix options are as follows:

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

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





CITY OF CLARKSTON

ITEM NO: 6F

CITY COUNCIL REGULAR SESSION

MEETING TYPE:

Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

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

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

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

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

RECOMMENDATION: Staff is recommending approval of this text amendment.

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney



Historic Preservation Commission

MEMBER ROSTER

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

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

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

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

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

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

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

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CITY COUNCIL

ITEM NO: 6G

WORK SESSION/ CITY COUNCIL MEETING

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: MAY 27, 2025

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

DEPARTMENT: Administration Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

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

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

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

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

ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED, this ____ day of _____, 2025.

SO ORDAINED, this ____ day of _____, 2025.

ATTEST:

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

Tomika Mitchell, City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney



CITY OF CLARKSTON

ITEM NO: 6H

CITY COUNCIL WORK SESSION / MEETING

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: Parks & Recreation Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES:

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

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

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

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

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

Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

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



Purchase Agreement

Date: May 19, 2025

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Project #: 201286

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

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

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

With Controls

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

Built to the following specifications:

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

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

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

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

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

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

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



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Project #: 201286

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

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

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

Monthly progress invoicing and payments will apply.

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

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

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

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

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

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

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

☐ Taxable

☒ Non-Taxable

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



Purchase Agreement

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Project #: 201286

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

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

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

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

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

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



Purchase Agreement

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

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

Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

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

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

25. CONDITIONS OF AGREEMENT

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

CITY OF CLARKSTON

MUSCO SPORTS LIGHTING, LLC

Acceptance

Acceptance

Date

Date

Signature

Signature

Name and Title

Name and Title

Approved as to form:

Stephen Quinn
Stephen G. Quinn
City Attorney

Please return all pages of this agreement.



Purchase Agreement

Date: May 19, 2025

Project Name: Milam Park Soccer

Project #: 201286

EXHIBIT A.

Milam Park Soccer Field Clarkston, GA Turnkey Scope of Work

Customer Responsibilities:

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

Musco Responsibilities:

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

Subcontractor Responsibilities

General:

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



Purchase Agreement

Date: May 19, 2025

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

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

Foundations, Poles, and Luminaires:

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

Electrical:

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

Control-Link® Control and Monitoring:

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





CITY OF CLARKSTON

ITEM NO: 61

CITY COUNCIL WORK SESSION / MEETING

MEETING TYPE:

Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Discussion

MEETING DATE: May 27, 2025

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

DEPARTMENT: Parks & Recreation Department

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☒ NO

PAGES:

PRESENTER CONTACT INFO: Michael N. Duncan,
Parks & Recreation Director

PHONE NUMBER: 404-725-8466

PURPOSE: To discuss approval for the Parks & Recreation Department to utilize the Council Chambers/Court Room as a temporary Park & Recreation Center.

NEED/ IMPACT: The Parks & Recreation Department is requesting the City Council to approve the department to utilize the Council Chambers/Court Room as the temporary location for the Parks and Recreation Center. Currently, the Parks & Recreation does not have a dedicated location to hold classes, meetings, programs, and events. As the Parks & Recreation Department completes its Master Plan, and identifies possible permanent locations, we are requesting to temporarily use this space located at 3921 Church Street, Clarkston, GA 30021.

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