



PLANNING & ZONING BOARD MEETING AGENDA
TUESDAY, DECEMBER 16, 2025 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF THE AGENDA

A. Approval of the December 16, 2025 Planning & Zoning Board Agenda.

4. MEETING MINUTES

PUBLIC HEARING

Any member of the public may address the Planning and Zoning Board, during the time allotted for public hearing. Each attendee will be allowed 3 minutes. If your public comment contains a series of questions, please provide those questions to staff in writing on the Public Comment Card (Staff) prior to the meeting. This will facilitate follow-up by the Board or Staff. The Planning and Zoning Board desires to allow an opportunity for public comment; however, the business of the Board must proceed in an orderly and timely manner.

5. PRESENTATIONS

6. OLD BUSINESS

A. Proposed text amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article II to amend the written notice to adjacent and nearby property owners requirements.

7. NEW BUSINESS

A. Review of the 2026 Planning & Zoning Board meeting calendar.

8. ADJOURNMENT

STAFF ANALYSIS AND REPORT

To: City of Clarkston Planning & Zoning Board

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article II to amend the written notice to adjacent and nearby property owners requirements.

Date: December 16, 2025

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A. Article II* to amend the written notice to adjacent and nearby property owner requirements. . The Planning Commission is requested to provide a recommendation at their public hearing on November 18, 2025, which will be forwarded to the City Council for further consideration at their public hearing scheduled for November 25, 2025.

Background:

This text amendment is intended to amend the written public notice requirement to only require a USPS mailing, as opposed to the current certified mail return receipt requested requirement for the Planning and Zoning Board and City Council notices.

Analysis:

This text amendment is proposing to only require a USPS mailing, as opposed to the current certified mail return receipt requested requirement for the Planning and Zoning Board and City Council notices. Further, it would also extend the mailing period from 15 days to 20 days.

The cost of certified mail return receipt requested is \$8.12 (\$5.30 for certified mail + \$4.40 for return receipt) per letter. Over the past year, the notice requirements have included an average of 30 adjacent and neighboring properties, which would be \$243.60 for each mailing notice period (\$487.20). This is on top of the existing application and public notice signage fees.

Sec. 205. Common procedures.

- (a) *City manager review.* Upon receipt of an application for a rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or upon notice from two (2) or more mayor and city council members of a proposed text amendment, and within thirty (30) days of receipt of the formal application and all required information, the city manager shall review the application (or proposed text amendment) and prepare a written analysis of the application (or proposed text amendment), which shall be provided to the planning and zoning board as well as the mayor and city council.
- (b) *Planning and zoning board review.*
- (1) All applications for rezoning, future land use map amendment, variance, conditional use permit, planned unit development, and all proposed amendments to the text of the zoning ordinance shall be submitted to the planning and zoning board for review. Such review shall be conducted based upon the standards set forth in the appropriate section of this zoning ordinance, depending on the type(s) of the applications. When a complete application is received, the planning and zoning board shall consider the application at its next regularly scheduled meeting, unless deferred pursuant to this section.
 - (2) The city clerk shall cause notice of the time, place, and purpose of the public meeting and a copy of the Planning and Economic Development Director's report on the application to be published on the city's website at least seven (7) days prior to the public hearing.
 - (3) The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to the public meeting that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use; date and time; and
 - c. Location of the public hearing.
 - iii. Be maintained by the applicant to prevent removal from the property or destruction.
 - (4) Written notice to adjacent and nearby property owners. The applicant shall give written notice by USPS certified mail return receipt requested to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed ~~such that they are received~~ a minimum of ~~fifteen (15)~~twenty (20) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. The ~~return~~ receipts shall be provided to the city manager within one (1) week of receipt.
 - (5) Upon motion, the planning and zoning board may defer any application which it deems to be incomplete. The fact that a required community open house meeting has not yet been held shall cause the application to be deemed incomplete and necessitate a deferral. A complete application may be deferred on only one (1) occasion.
 - (6) The planning and zoning board shall make a recommendation to the mayor and city council with respect to its findings. The recommendations shall be a part of the permanent record of the application and shall be reported at any meeting of the mayor and city council which considers the application. In addition, the city clerk shall cause the planning and zoning board's recommendation to be posted on

the city's website from the time that it is available until a final decision on the application is made by the mayor and city council.

(7) Failure to act.

- i. Failure by the planning and zoning board to act upon any application shall not cause a delay of process unless such failure is due to incomplete data or information in an application. Should the planning and zoning board fail to act upon any complete application, it shall pass to the mayor and city council with a notation thereon that the planning and zoning board has reviewed but failed to act upon the application.
- ii. If the planning and zoning board fails to submit a report within thirty (30) days of its first meeting after it has considered an application that is complete in all respects, it shall be deemed to have recommended approval of the proposed amendment. However, the planning and zoning board and the applicant for an amendment may jointly agree to postpone action for a thirty (30) day period.

(8) The mayor and city council shall hear the application at their next meeting which complies with O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.

(9) Provisions for application withdrawal shall be as established in Sec. 207.

(c) *Mayor and city council.*

(1) Before the mayor and city council shall approve or deny any rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or text amendment they shall hold a public hearing thereon, to be conducted pursuant to procedures outlined in this zoning ordinance and those provided in O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.

(2) Notwithstanding any other provisions of this chapter to the contrary, when a proposed zoning decision relates to an amendment of the zoning ordinance to revise one (1) or more zoning classifications or definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning, or rezoning of property from single-family residential to a category that allows multifamily uses if the rezoning is initiated by the City rather than the property owner, then such zoning decision must be adopted in the following manner:

- i. The zoning decision shall be adopted at two (2) regular meetings of the local government making the zoning decision, during a period of not less than twenty-one (21) days apart.
- ii. Prior to the first meeting provided for in subparagraph (i) of this paragraph, at least two (2) public hearings shall be held on the proposed action. Such public hearings shall be held at least three (3) months and not more than nine (9) months prior to the date of final action on the zoning decision. Furthermore, at least one (1) of the public hearings must be held between the hours of 5:00 P.M. and 8:00 P.M. The hearings required by this paragraph shall be in addition to any hearing required under subsection (i) of this Code section.
- iii. Notice requirements for such hearings are in subsection (d).

(3) Final action.

- i. The mayor and city council shall approve, approve with conditions, or deny the request. Such final zoning action may occur at the time of the public hearing or at the next regularly scheduled mayor and city council meeting.

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- ii. The mayor and city council shall not be bound by but shall consider the recommendations of the planning and zoning board in its deliberations on the application.
- (4) Provisions for application withdrawal shall be as established in Sec. 207.
- (d) *Public notice of public hearings.*
- (1) Legal notice. Notice of a hearing pursuant to this ordinance shall be published in the legal organ of the city in which the legal advertisements of the city are published. Where the proposed action includes any combination of zoning decisions under subparagraphs (C), (E), or (F) of paragraph (4) of O.C.G.A. § 36-66-3 for the same property, the local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing at least fifteen (15) but not more than forty-five (45) days prior to the date of the hearing. The notice shall state the time, place, and purpose of the hearing. Notices announcing public hearing for considering an application to rezone property or an application for a special use shall also include the location of the property, and the present and proposed zoning classification or the proposed special use of the property, as appropriate.
- (2) Property posting. The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to a public hearing that shall comply with the following requirements:
- i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
- ii. Clearly indicate the following information
- a. Present zoning classification of the property;
- b. Proposed zoning classification or special use; date and time; and
- c. Location of the public hearing.
- iii. Be maintained by applicant to prevent removal from the property or destruction for the period commencing on the date the public notice appears in the newspaper through the date of the public hearing.
- (3) Written notice to adjacent and nearby property owners. The applicant shall give written notice by USPS certified mail return receipt requested to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed ~~such that they are received~~ a minimum of twenty (20) fifteen (15) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. The ~~return~~ receipts shall be provided to the city manager within one (1) week of receipt.
- (4) A quasi-judicial officer, board, or agency shall provide for a hearing on each proposed action. Notice of such hearing shall be provided at least 30 days prior to the quasi-judicial hearing, with such notice being made as provided for in subsection (1) of this Code section and with additional notice being mailed to the owner of the property that is the subject of the proposed action.
- (5) The local government shall give notice of such hearings outlined in subsection (d) by:
- i. Posting notice on each affected premises in the manner prescribed by subsection (b) of this Code section; provided, however, that when more than five hundred (500) parcels are affected, in which case posting notice is required every five hundred (500) feet in the affected area; and

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- ii. Publishing in a newspaper of general circulation within the territorial boundaries of the local government a notice of each hearing at least fifteen (15) days and not more than forty-five (45) days prior to the date of the hearing.
 - iii. Both the posted notice and the published notice shall include a prominent statement that the proposed zoning decision relates to or will authorize multifamily uses or give blanket permission to the property owner to deviate from the zoning requirements of a single-family residential zoning of property in classification previously relating to single-family residential uses. The published notice shall be at least nine (9) column inches in size and shall not be located in the classified advertising section of the newspaper. The notice shall state that a copy of the proposed amendment is on file in the office of the clerk or the recording officer of the local government and in the office of the clerk of the superior court of the county of the legal situs of the local government for the purpose of examination and inspection by the public. The local government shall furnish anyone, upon written request, a copy of the proposed amendment, at no cost.
- (6) The provisions of paragraph (5) of this section shall also apply to any zoning decisions that provide for the abolition of all single-family residential zoning classifications within the territorial boundaries of a local government or zoning decisions that result in the rezoning of all property zoned for single-family residential uses within the territorial boundaries of a local government to multifamily residential uses of property.
 - (7) Posting of property associated with an amendment to the official zoning map initiated by the City of Clarkston shall not be required.
 - (8) All hearings of any quasi-judicial officer, board or agency and city council shall be open to the public and shall comply with the Georgia Open Meetings Act.

(Ord. No. 480, § 1, 6-6-23)



CITY OF CLARKSTON PLANNING & ZONING BOARD 2026 MEETINGS SCHEDULE

MEETING DATES	MEETING TYPE
JANUARY 20, 2026	REGULAR MEETING
FEBRUARY 17, 2026	REGULAR MEETING
MARCH 17, 2026	REGULAR MEETING (St Patrick's Day)
APRIL 21, 2026	REGULAR MEETING
MAY 19, 2026	REGULAR MEETING
JUNE 16, 2026	REGULAR MEETING
JULY 21, 2026	REGULAR MEETING
AUGUST 18, 2026	REGULAR MEETING
SEPTEMBER 15, 2026	REGULAR MEETING
OCTOBER 20, 2026	REGULAR MEETING
NOVEMBER 17, 2026	REGULAR MEETING
DECEMBER 15, 2026	REGULAR MEETING

NOTE****

* The Clarkston Planning & Zoning Board public meetings are held the 3rd Tuesday of each month at 7:00pm at the Clarkston City Hall located at 736 Park North Blvd, Ste 120 (unless notified differently).