



CITY COUNCIL WORK SESSION MEETING AGENDA
TUESDAY, FEBRUARY 24, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Lynn Bayonne
Council
Member

Yterenickia Bell
Council
Member

Dean Moore
Council
Member

Mark Perkins
Council
Member

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Parks & Recreation — Context Analysis & Needs and Priorities Assessment

4. PUBLIC COMMENTS

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

5. OLD BUSINESS

6. NEW BUSINESS

A. To discuss a resolution to deny the claims for damages asserted by claimants Charles Junior (a/k/a Zayin Bey) and Debra Hedgeman.

B. To discuss a proclamation designating March as Women's History Month and recognize a Clarkston citizen.

1. Women History Month

- C.** To discuss the appointment of Ganaro Makor to the Downtown Development Authority for a term that expires on December 31, 2030.
- D.** To discuss the appointment of Marci Healy to the Downtown Development Authority for a term set to expire on December 31, 2026.
- E.** To discuss a resolution establishing regulatory fees for sign permits.
- F.** To discuss a resolution establishing regulatory fees for land development permits.
- G.** To discuss a resolution supporting a Community Development Assistance Program (CDAP) application to the Atlanta Regional Commission (ARC) for a housing assessment in the amount of \$7,500.
- H.** To discuss approval of a contract Yeargan and Kurt, LLC (Julie A. Kurt) to perform all functions and duties of the prosecuting attorney of the Clarkston Municipal Court (i.e., serve as City Solicitor) and to perform such other legally permissible and proper duties and functions as said position shall require.

7. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 PM. on Tuesday, February 24, 2026. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_REXvQG7SQnOZ7piwhvoCyQ

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



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	3.A.	Presentation/ Administrative Business	

SUBJECT: Parks & Recreation — Context Analysis & Needs and Priorities Assessment

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Parks and Recreation

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

CLARKSTON

PATHWAYS TO PLAY

REIMAGINING PARKS, PLAY, AND POSSIBILITY

FOR ALL OUR PARKS. OUR PEOPLE. OUR POSSIBILITY.



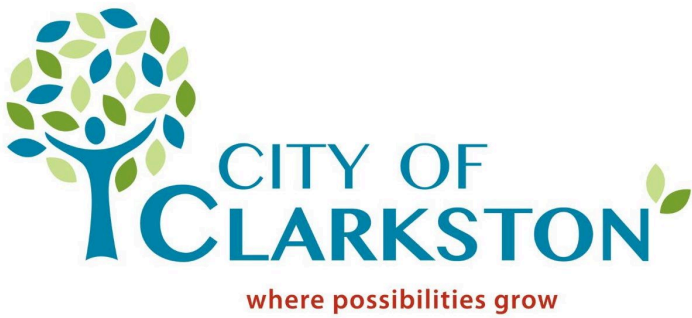


City of
Clarkston

Parks and Recreation
System Master Plan

**Context Analysis and Needs + Priorities
Assessment**

Council Work Session | February 24, 2026



What We Are Up To Today

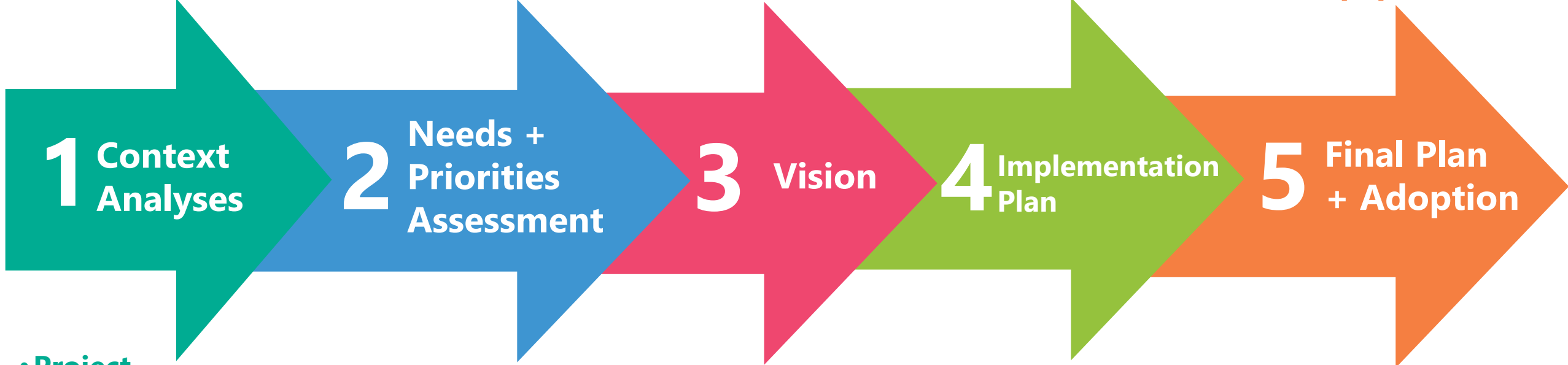
- Overview of Project Purpose
- Overview of Project Approach + Schedule
- Findings to Date
- Next Steps
- Discussion

Purpose

- Guiding document for future development and redevelopment of the community's parks and recreation system over the next 10-years.
- Road map for ensuring equitable proximity and connections to parks and recreation system, now and into the future.
- System-wide approach to develop goals, policies, and guidelines.
- Prioritize strategies based on current and future funding scenarios.



Our Approach



- **Project Coordination**
- **Planning Context**
- **Demographic Context**
- **Park System Context**
- **Context Summary Document**

- **Primary Qualitative Data**
- **Primary Quantitative Data**
- **Secondary Data**

• **Summary Document**

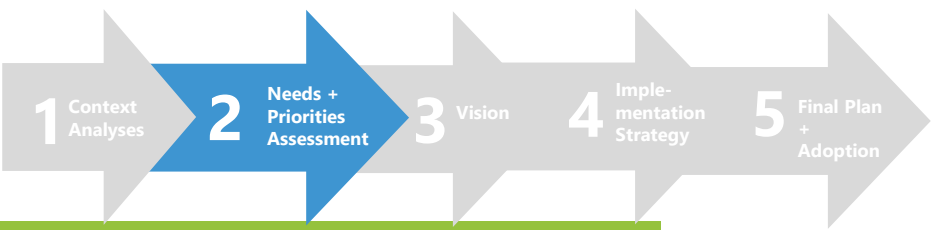
- **Long-Range Vision Workshop**
- **Capital + O&M Costs**

• **Parks Vision Summary Document**

- **Funding Alternatives**
- **Prioritization**

• **Implementation Strategy Summary Document**

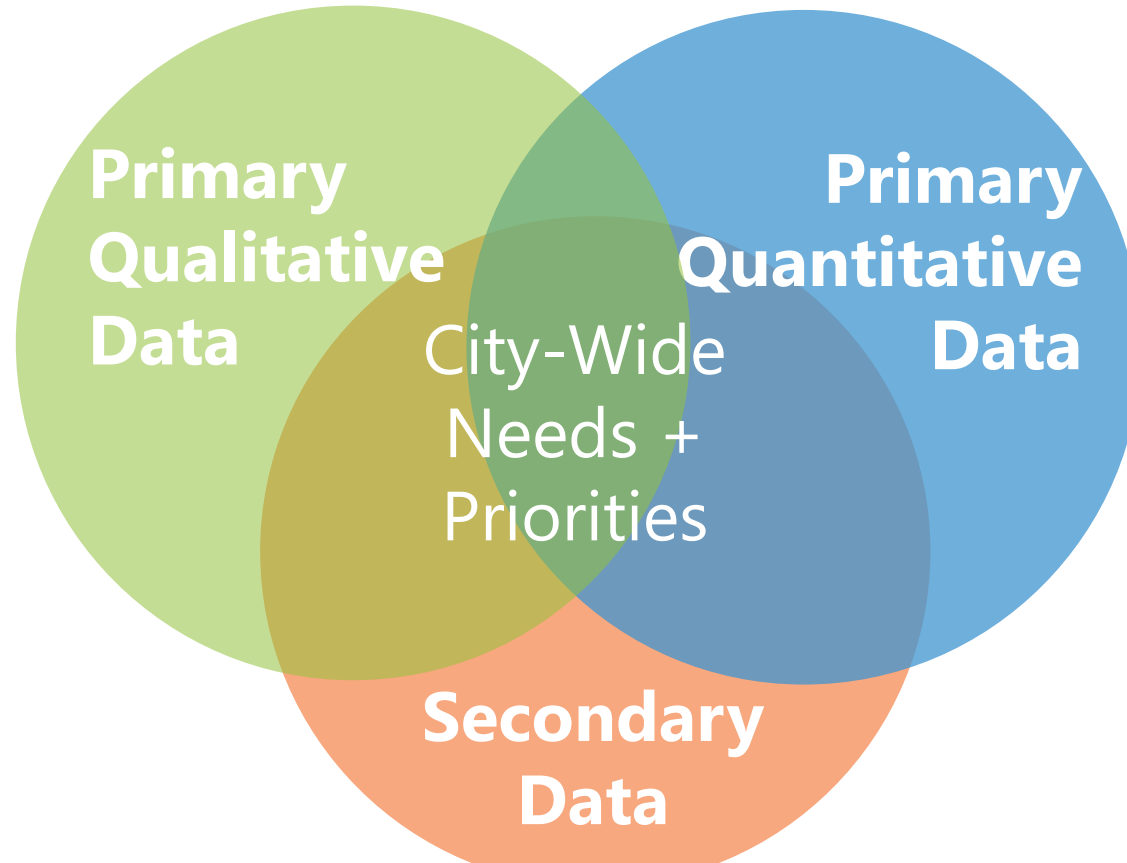
- **Draft Final Master Plan**
- **Final Master Plan**



Needs + Priorities Assessment

Primary Qualitative Techniques

- Special Events Input
- Elected Official Interviews
- Staff Interviews
- Focus Group Interviews
- Intercept Interviews



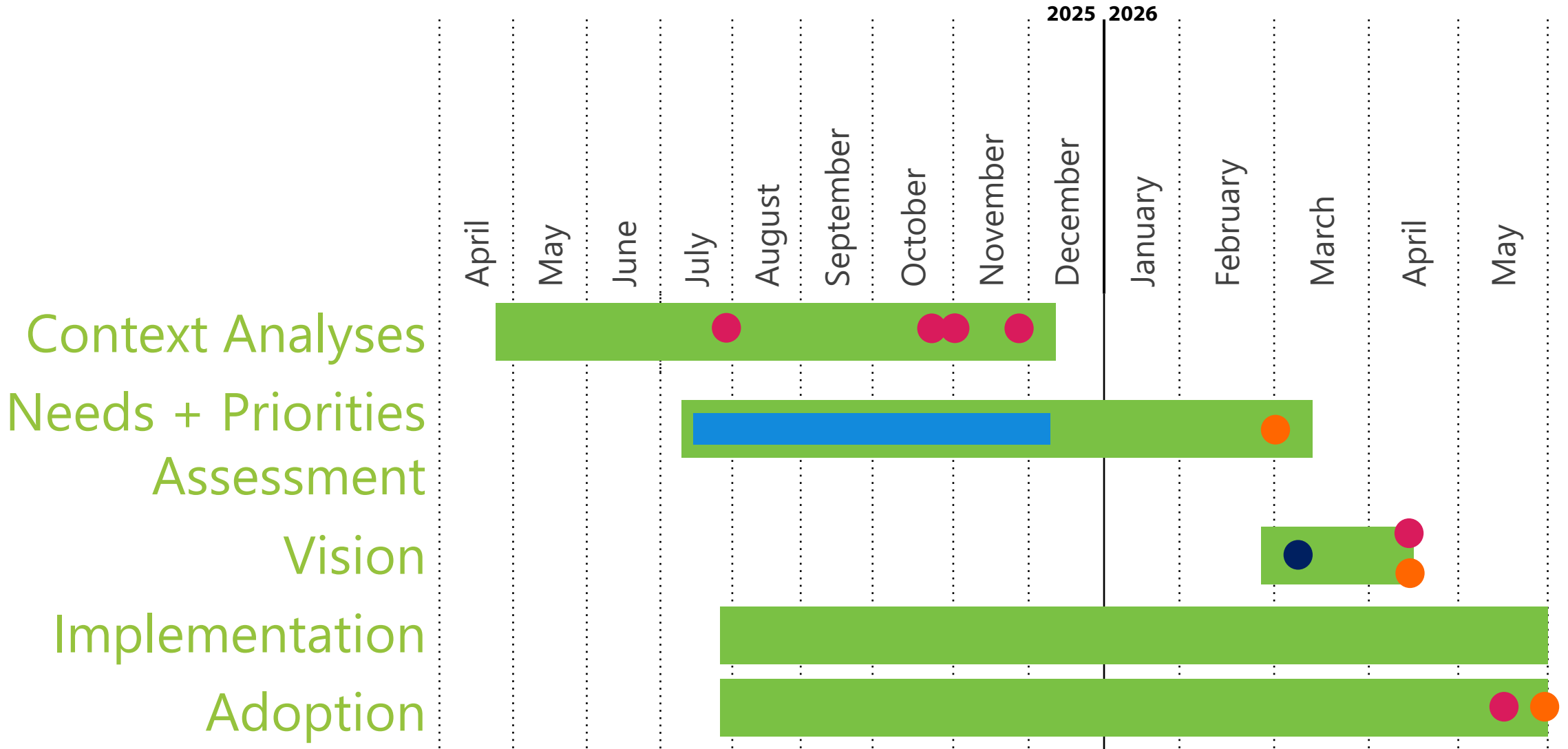
Secondary Data

- Benchmark | Review of Best Practices | Review of Plans + Documents | Demographic + Trends Analysis

Quantitative Techniques

- Statistically-Valid Survey
- Acreage Level-Of Service
- Indoor Square Footage Level of Service
- Access Level of Service
- Capacity Level of Services
- Quality Level of Services

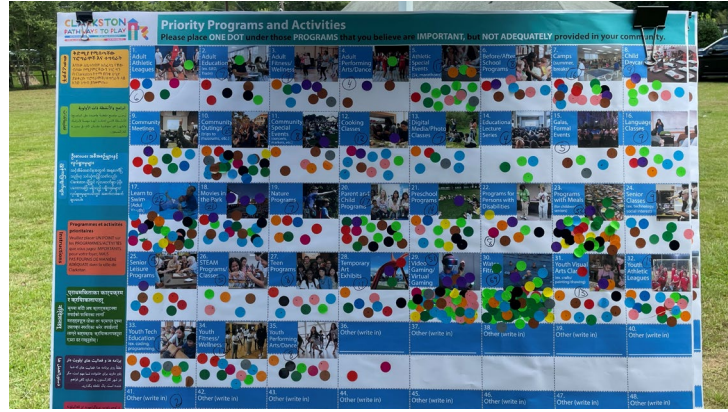
Project Schedule



Schedule Legend

- Task
- Public Engagement
- Public Event/Focus Group Meeting
- Council Briefings / Presentation
- Visioning Workshop

Public Engagement Highlights to Date



280+
Statistically Valid Survey Responses

2
Public Events/Meetings



9,000+
Question Responses

1,200+
Opinion Dots

3
Focus Group Meetings

What We Are Up To Today

- Overview of Project Purpose
- Overview of Project Approach + Schedule
- Findings to Date
- Next Steps
- Discussion

Summary Concepts



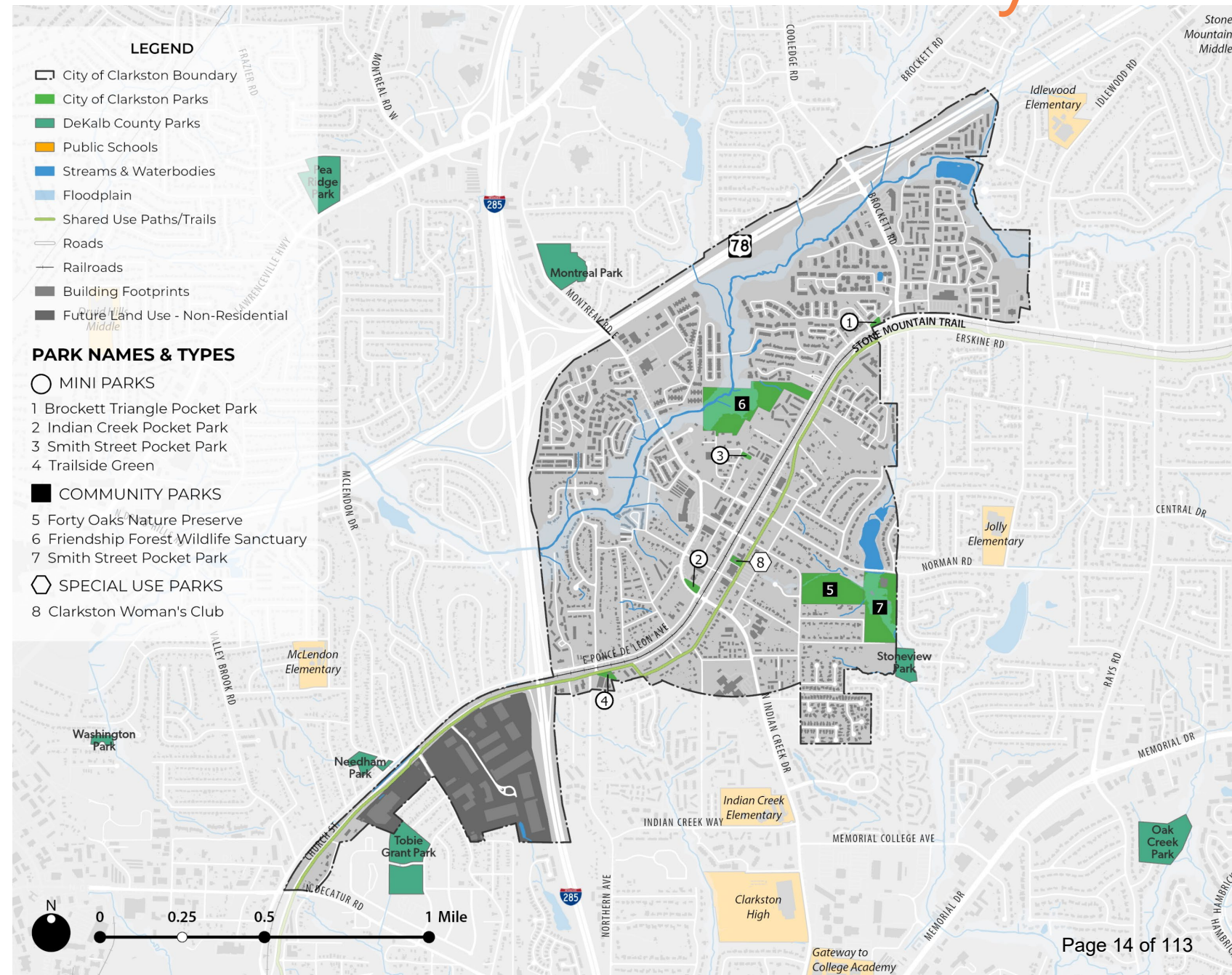
- Upgrade
- Expand
- Connect

- **8 Parks**

- 43.3 total parkland acres
- 3 Community Parks
- 4 Mini Parks
- 1 Special Use Park

- **1 Historic Community Center**

- 2,000 total SF



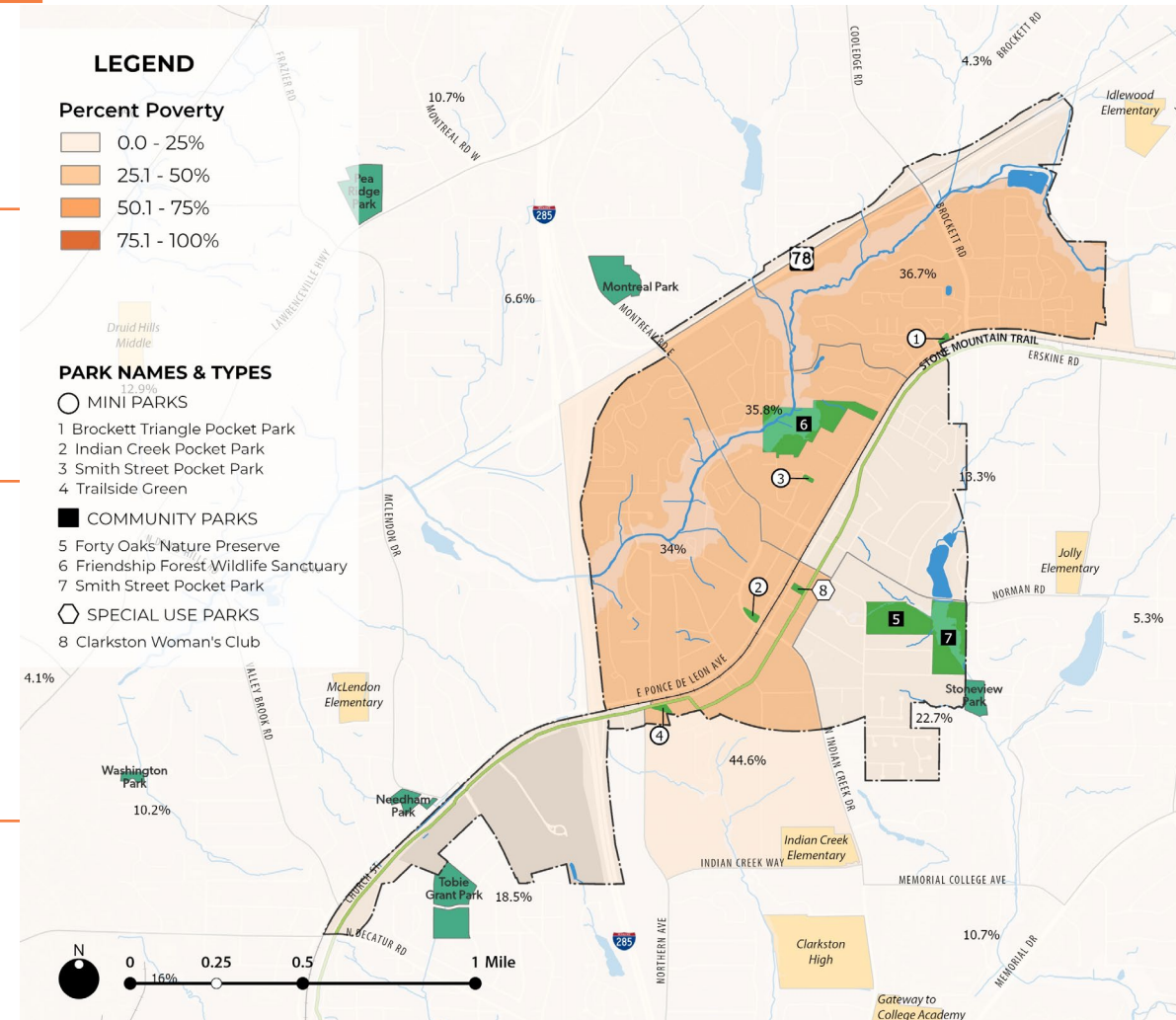
Clarkston in 2025 | Demographic Context

Findings:

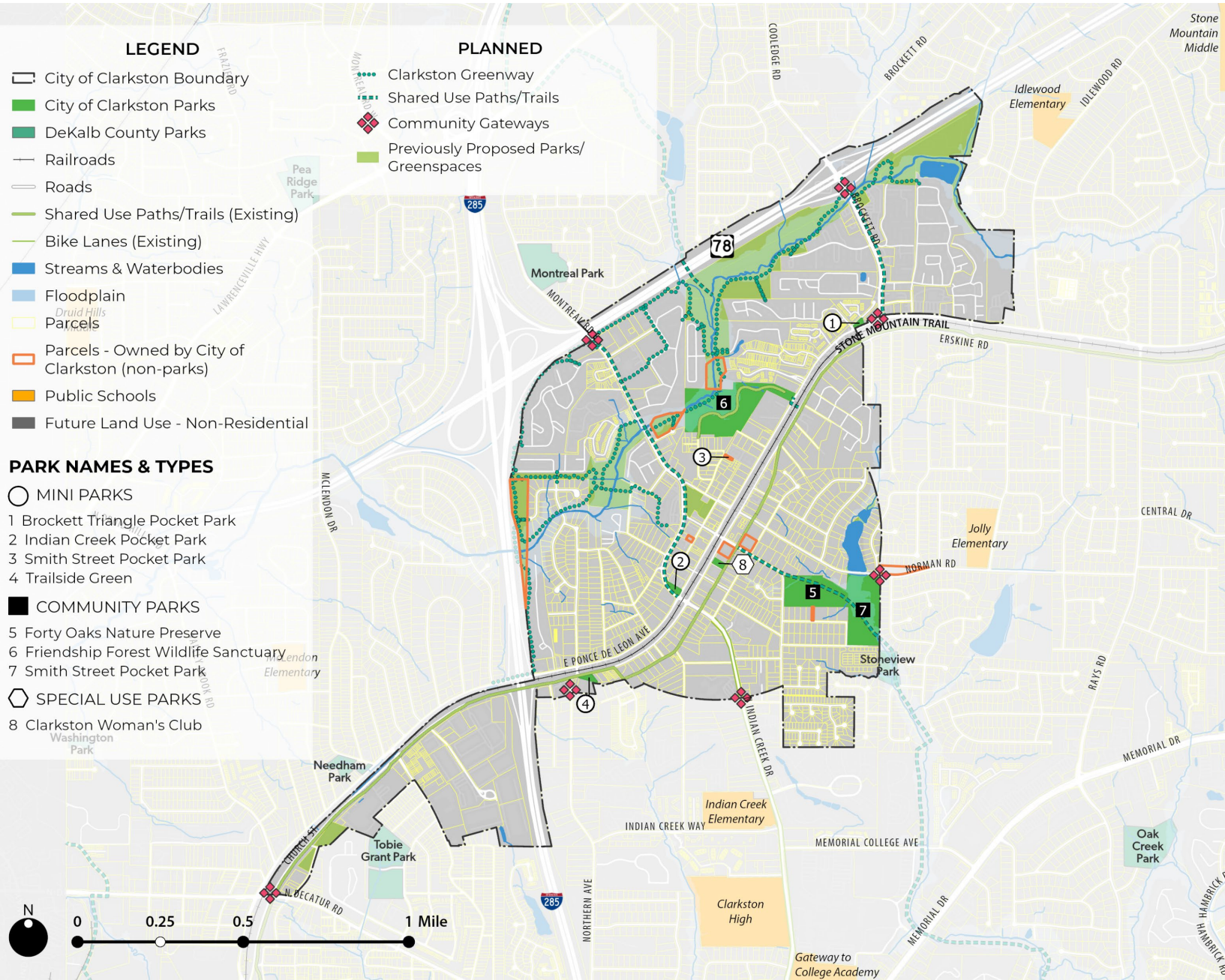
- **Population Growth:**
+2,567 from 2015-2025 (+21%)
-199 from 2020-2025
- **Race and Ethnicity:**
9 in 10 people = BIPOC
32% foreign born/ 50% speak foreign language at home
- **Age Distribution:**
1 in 6 persons (15%) = <5
1 in 3+ persons (38%) = <18
1 in 4 persons = 35-59
1 in 25 persons (4%) = 65+
- **Poverty:**
34% under poverty line
51% under 18 years
- **Housing:**
82% renter-occupied
73% multi-unit structures

Relevance:

- Potentially a need for more _____.
- Ensure access, educate, strengthen community and provide multilingual resources
- Young population, youth focus. Multi-purpose, multi-generational spaces and activities.
- Pricing and support for very low incomes.
- Limited at-home opportunities for recreation.



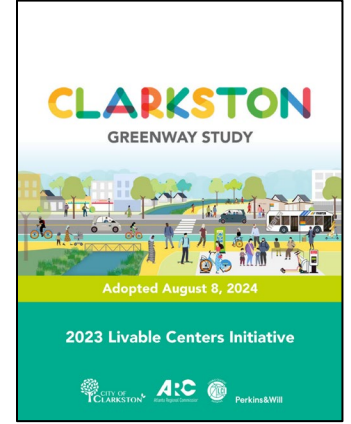
Recent Plans for Clarkston | Planning Context



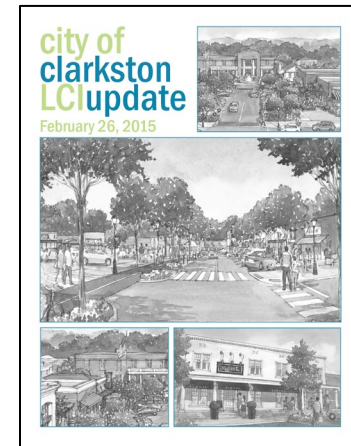
- **City Agriculture Plan (2025)**



- **Clarkston 2040 Comp Plan (2016, updated 2021)**



- **Greenway Study (2024)**



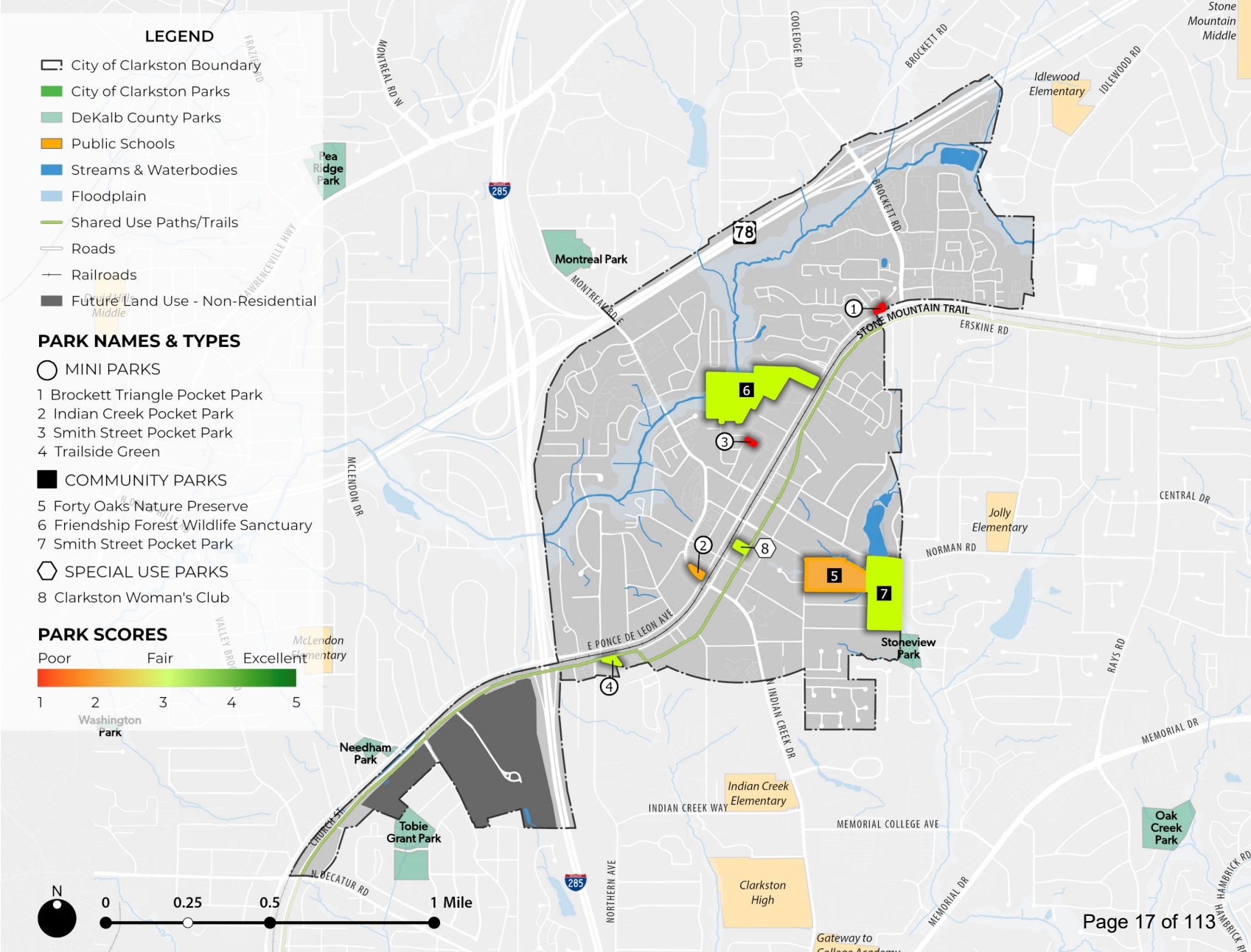
- **LCI update (2015)**

Park Site Evaluations | Summary Findings

Analyzed Parks based on 5 Categories, 23 Sub-categories

- Site Amenities
- Access
- Comfort
- Uses
- Structures

Overall System Score – 2.9 | Fair



Park Site Evaluations| Summary Findings

- **Strengths**

- Ease in walking to parks
- Feeling of safety
- Ability of facilities to effectively support current organized programming

- **Opportunities**

- Clarity of information and signage
- ADA compliance
- Lighting
- Protection from bad weather
- Branding
- Marketing/ promotional efforts for facilities and activities



Public Engagement Highlights

Statistically Valid Survey

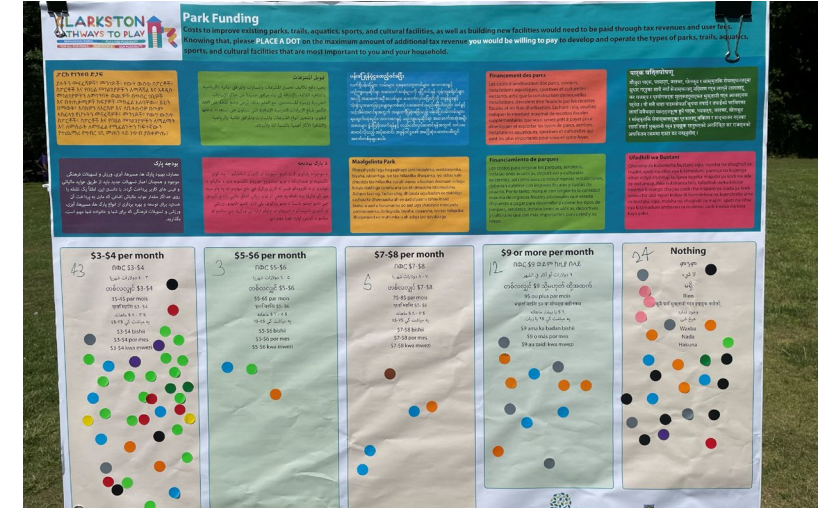
- 20% completed in foreign language
 - Top languages: Persian, Somali, Swahili, Nepali, Burmese, French, Spanish, Arabic, Pashto

Lakeshore Residents Focus Group

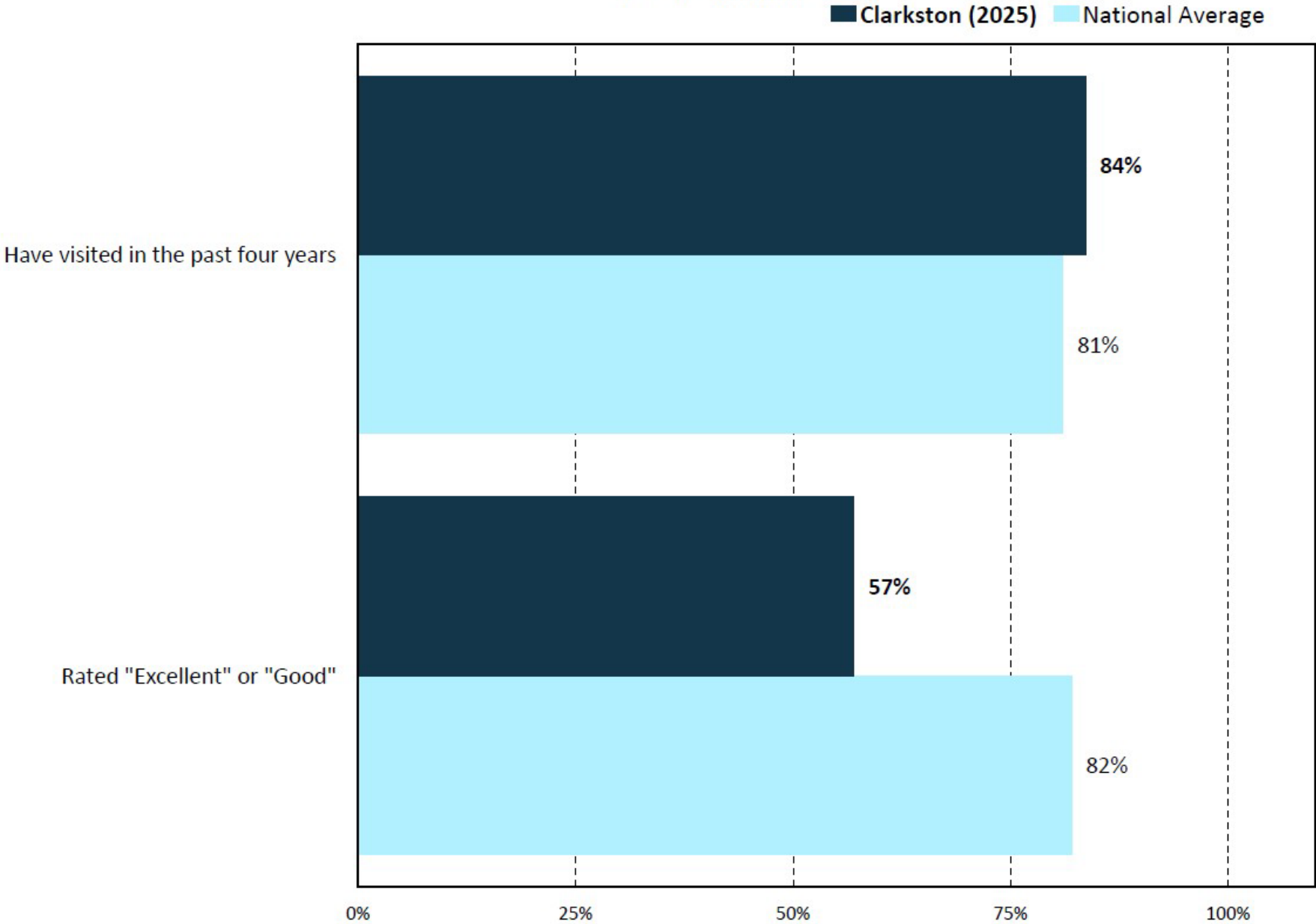
- Support for public access and limited amenities (path, benches, picnic tables, overlook) along Norman Road
- Interest in environmental improvements to lake ecology
- Interest in programmed activities (fishing, birdwatching)

Focus Groups

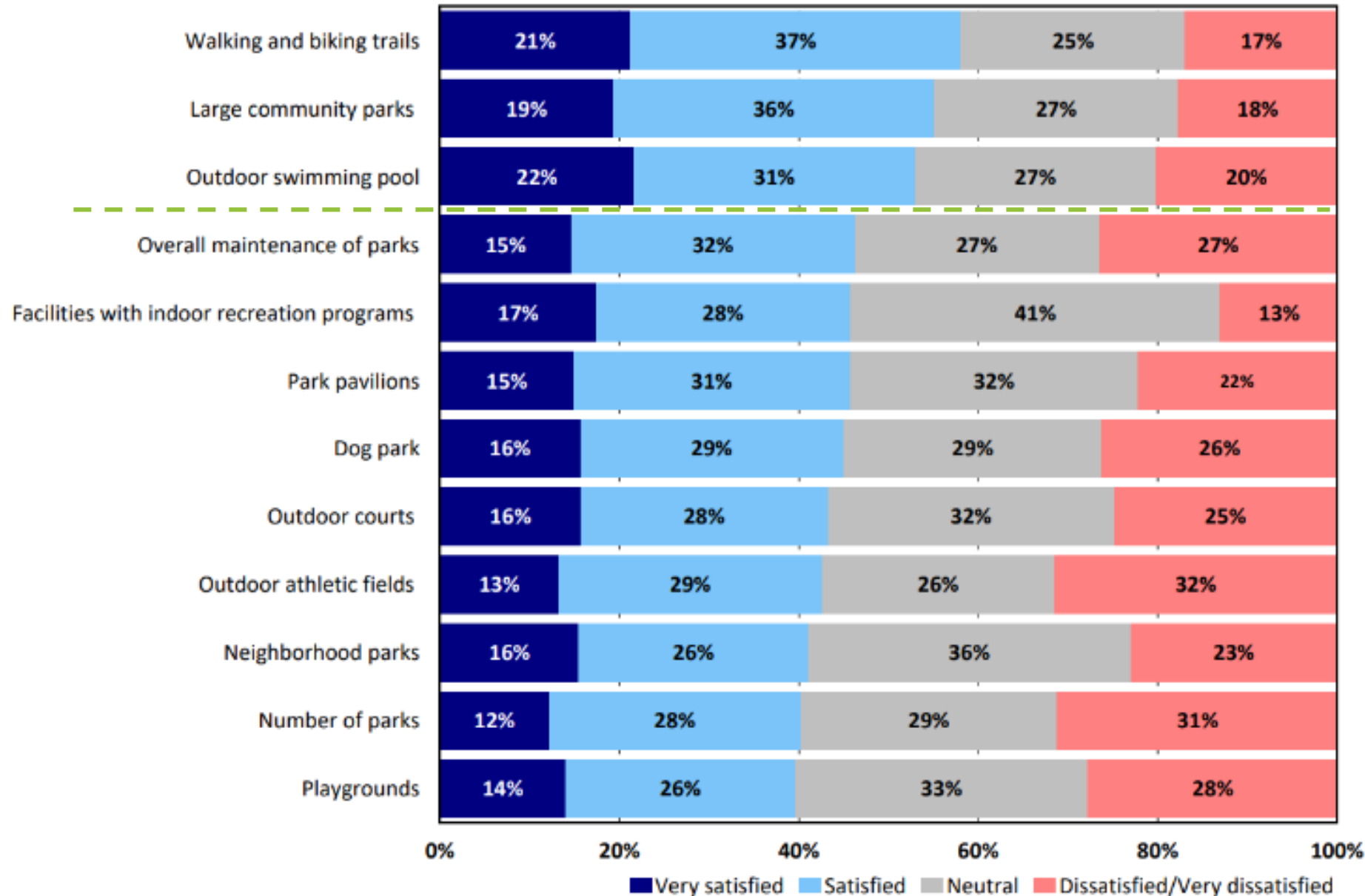
- Common themes emerged:
 - Preserve remaining greenspace/forested areas.
 - Better connect neighborhoods through greenways/paths.
 - Increase programming, especially for youth and seniors. Bring back former popular programs.
 - Lots of demand for field sports (soccer, cricket, etc.)



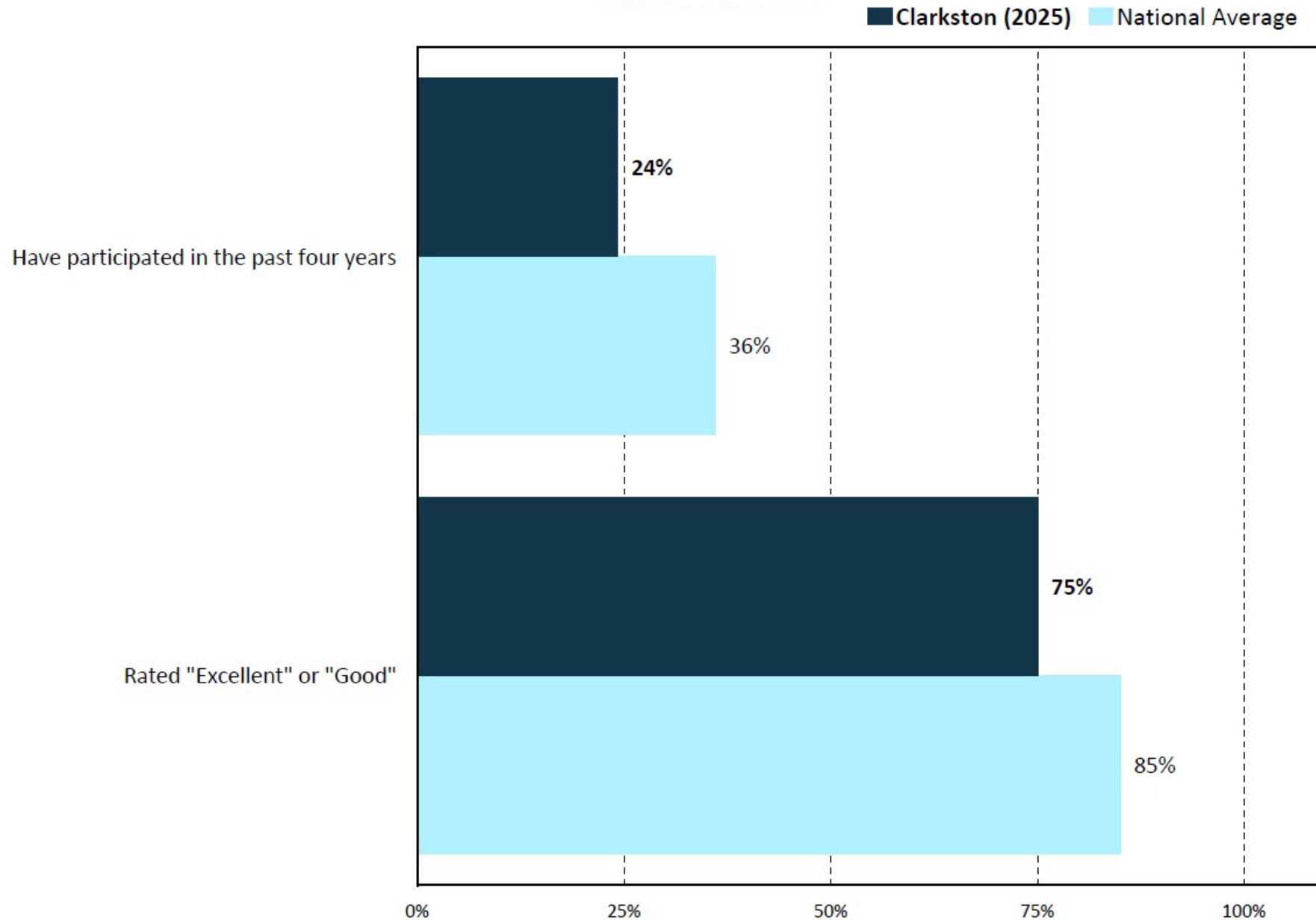
Park Use & Quality | Summary Findings



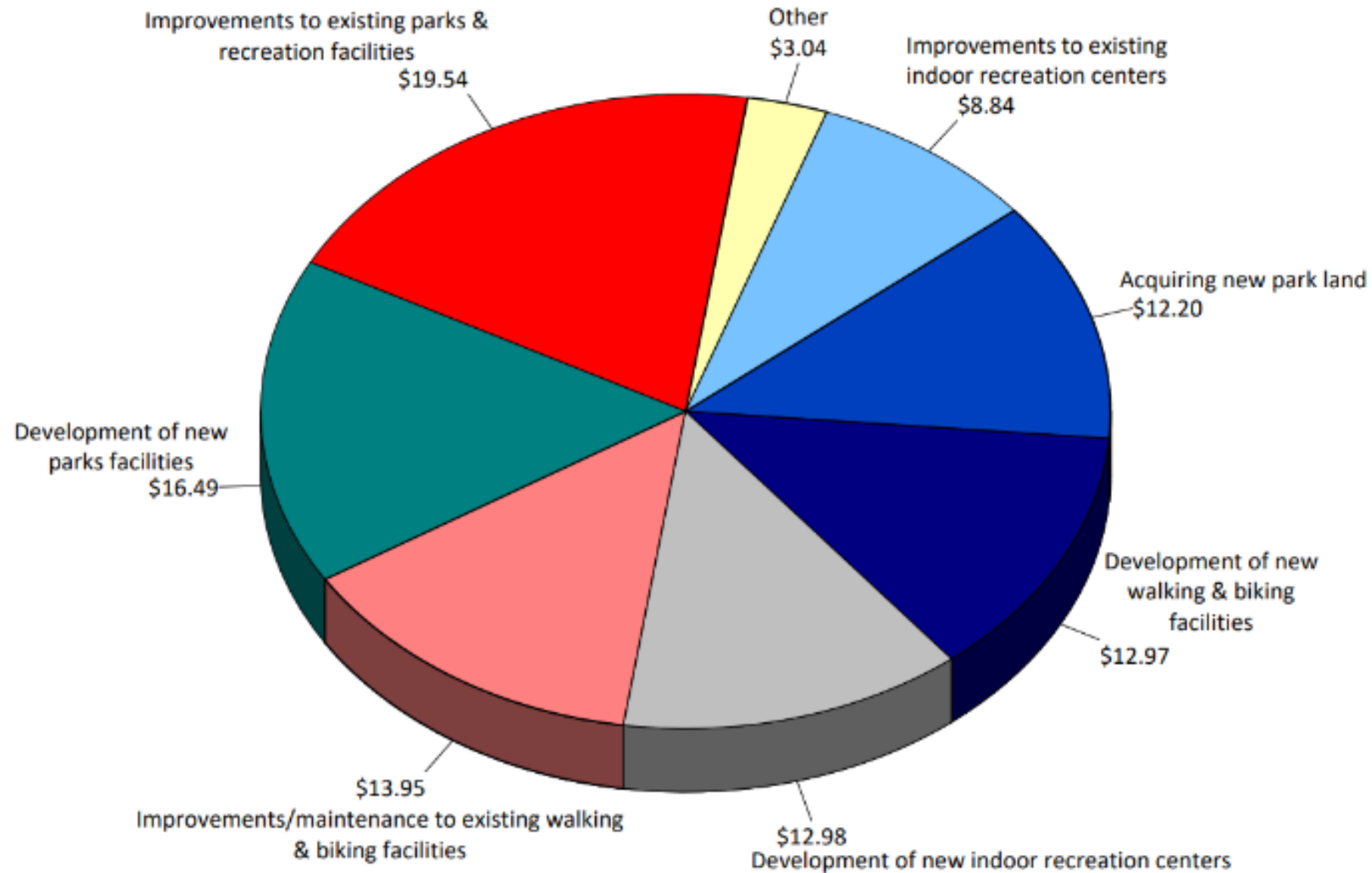
Satisfaction with Facilities | Summary Findings



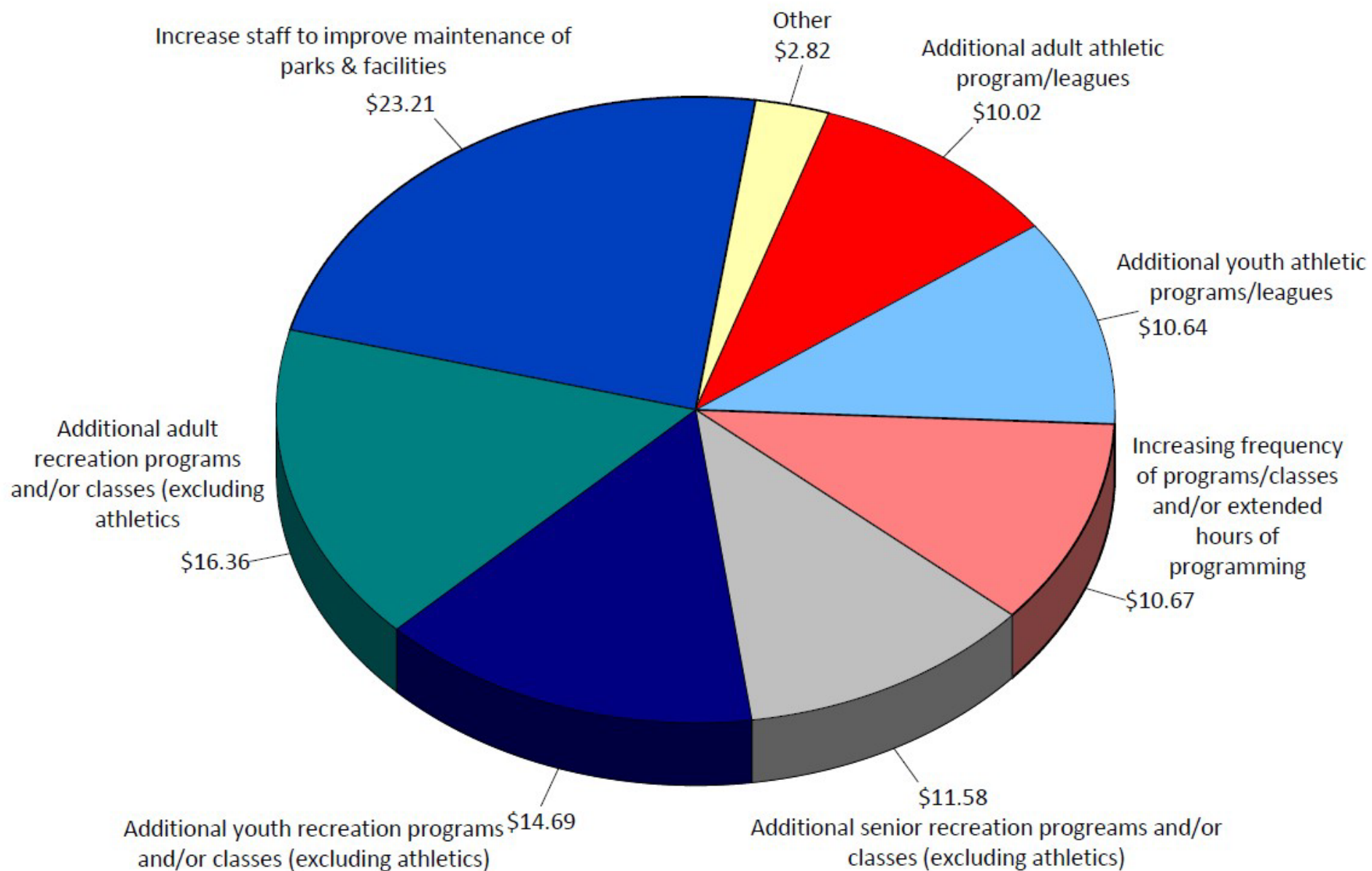
Participation and Quality of Programs | Summary Findings



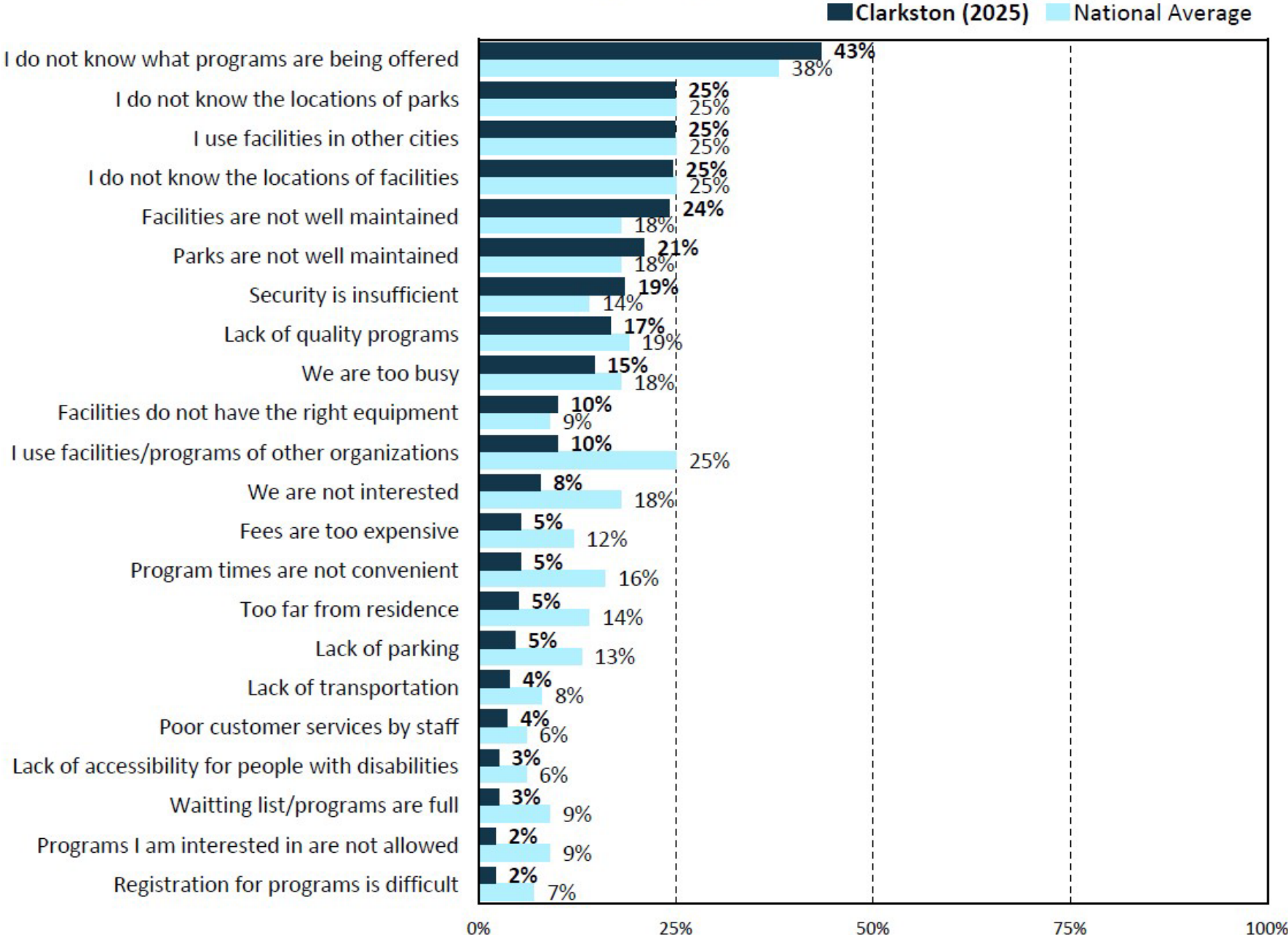
Allocation of \$100 for Facilities/ Capital Improvements | Summary Findings



Allocation of \$100 for Program/ Operation Improvements | Summary Findings



Barriers to Facility and Program Use | Summary Findings



Facilities/Amenities Priority Ranking

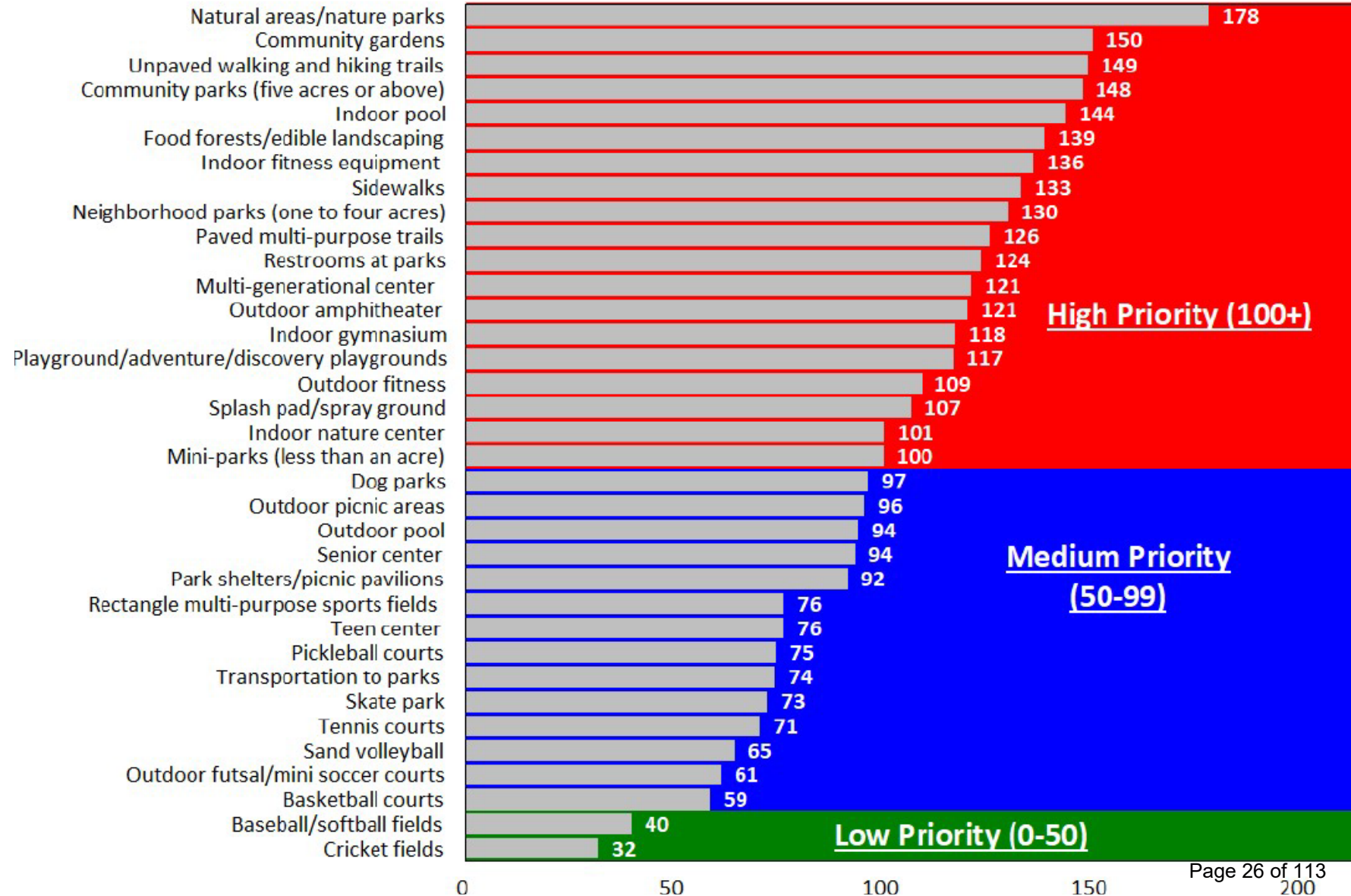
Needs Summary Methodology

Statistically Valid Survey Priority Investment Ranking Questions:

How well are your
needs met?

- Fully Met
- Mostly Met
- Partly Met
- Not Met

Which
(Facility/Amenity) are
most important to you?
(Top 4 Choices)



Programs/Activities Priority Ranking

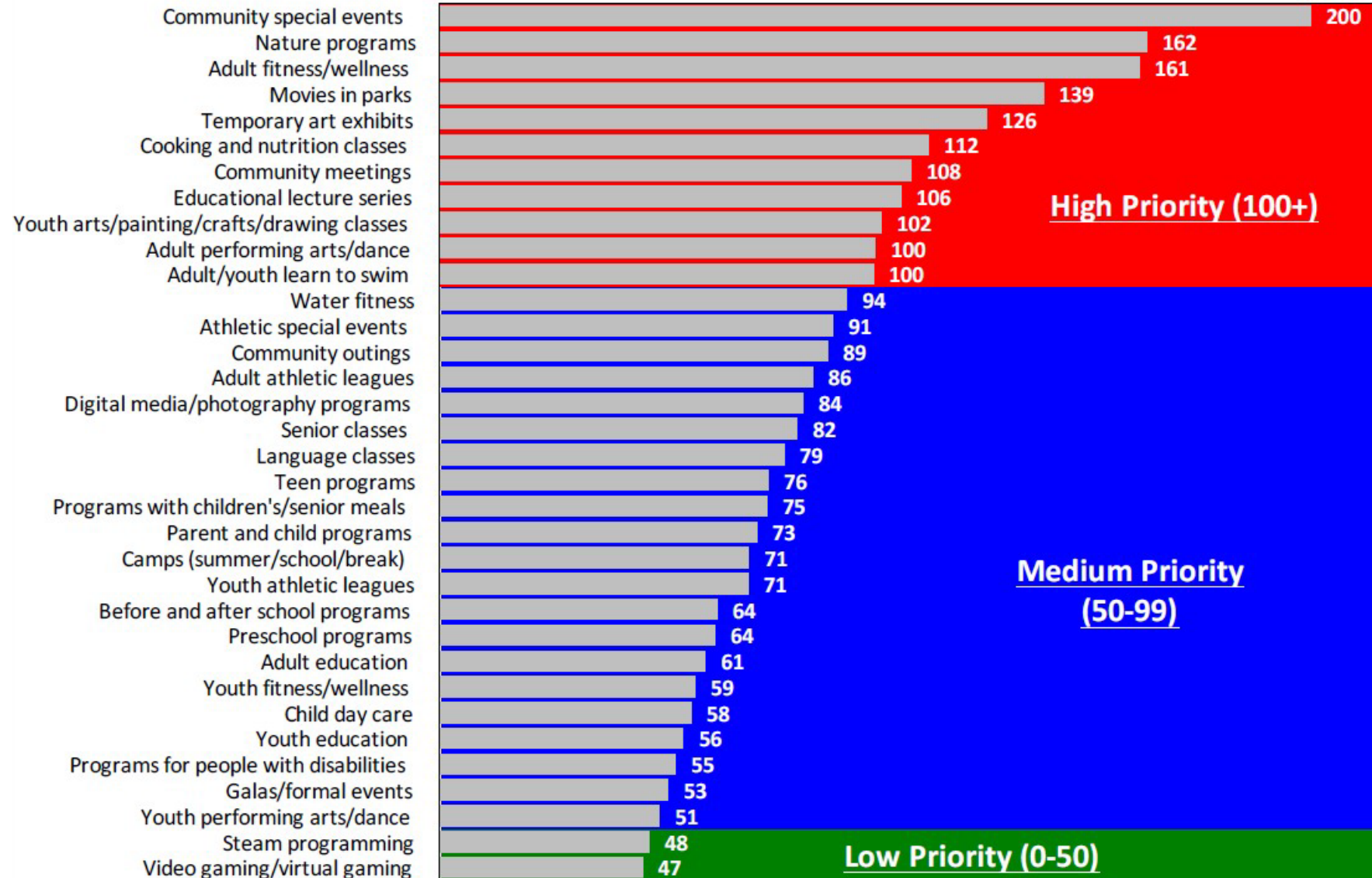
Needs Summary Methodology

Statistically Valid Survey Priority Investment Ranking Questions:

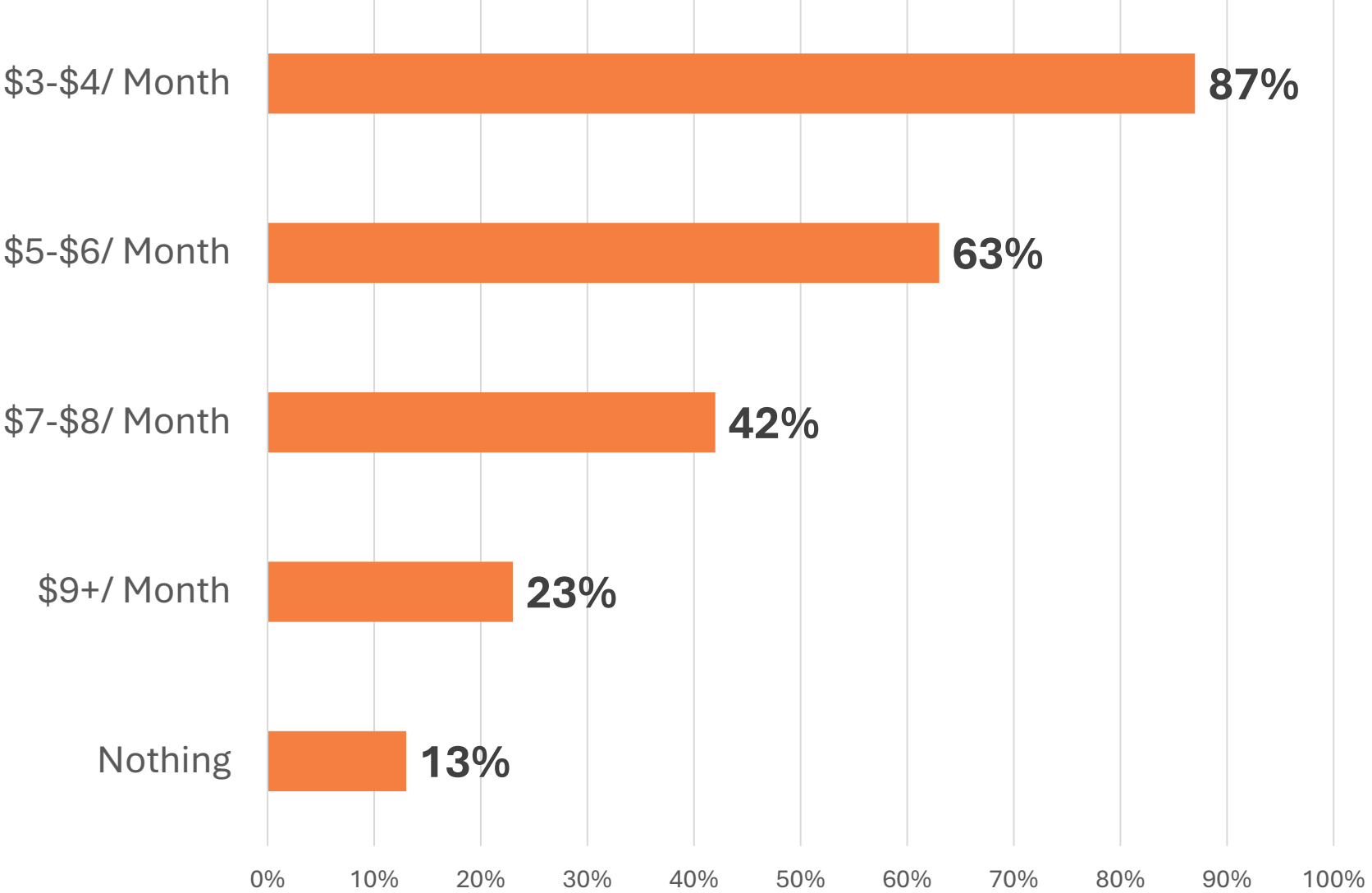
How well are your
needs met?

- Fully Met
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- Partly Met
- Not Met

Which
(Programs/Activities)
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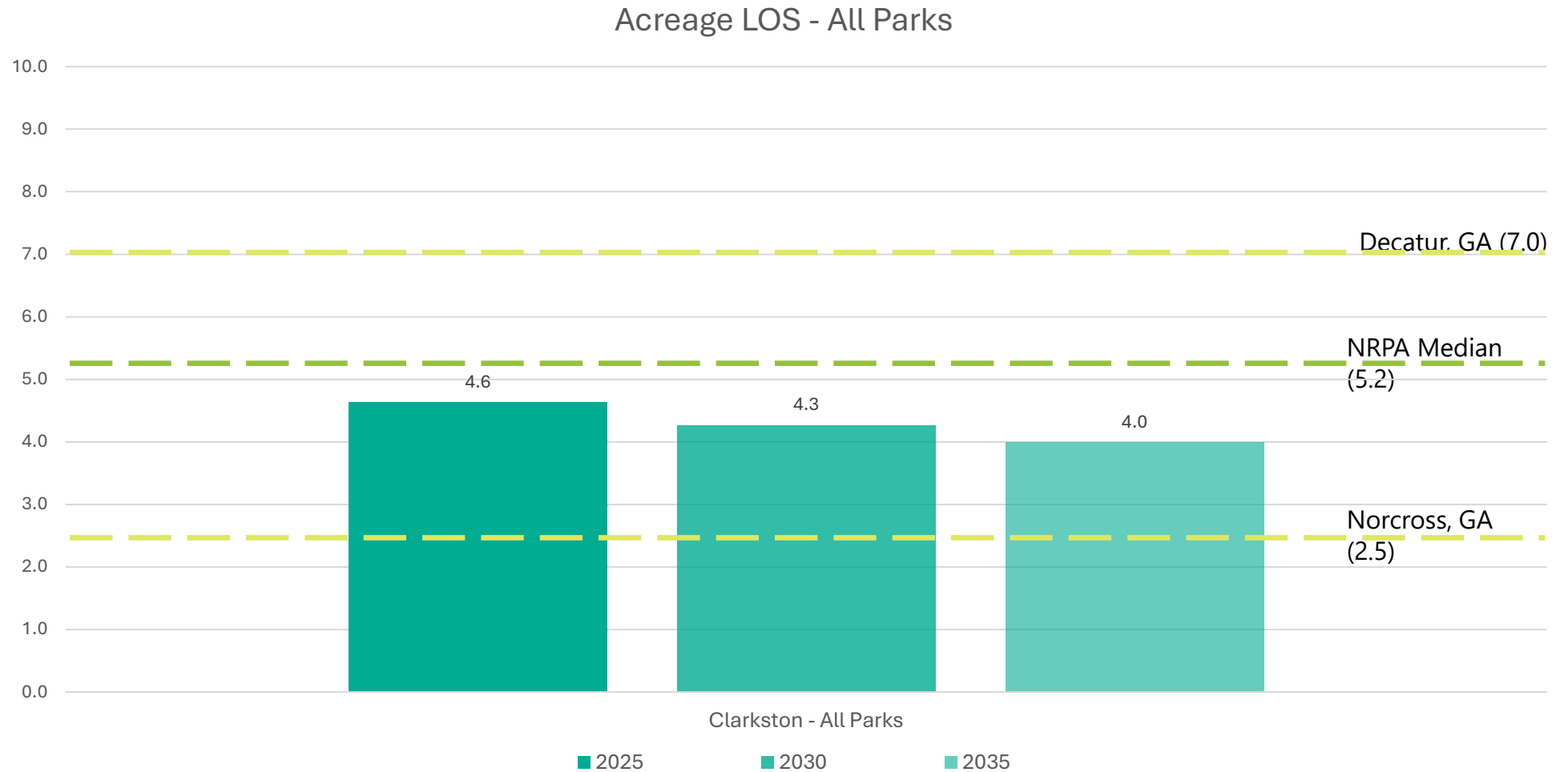
Willingness to Pay Additional Taxes to Improve the Parks and Recreation System



Level-of-Service (LOS) Analysis | Needs Assessment

- Acreage LOS
- Access LOS
- Indoor Square Footage LOS
- Facilities LOS

Acreage Level-of-Service Analysis | Needs Assessment



All Parks

Access Level-of-Service Analysis Needs Assessment 10-Minute Walk Park Access

City Parks

% of Population with Access

36%

City + County Parks

% of Population with Access

47%

LEGEND

- City of Clarkston Boundary
- City of Clarkston Parks
- DeKalb County Parks
- Public Schools
- Streams & Waterbodies
- Floodplain
- Shared Use Paths/Trails
- Roads
- Future Land Use - Non-Residential

PARK NAMES & TYPES

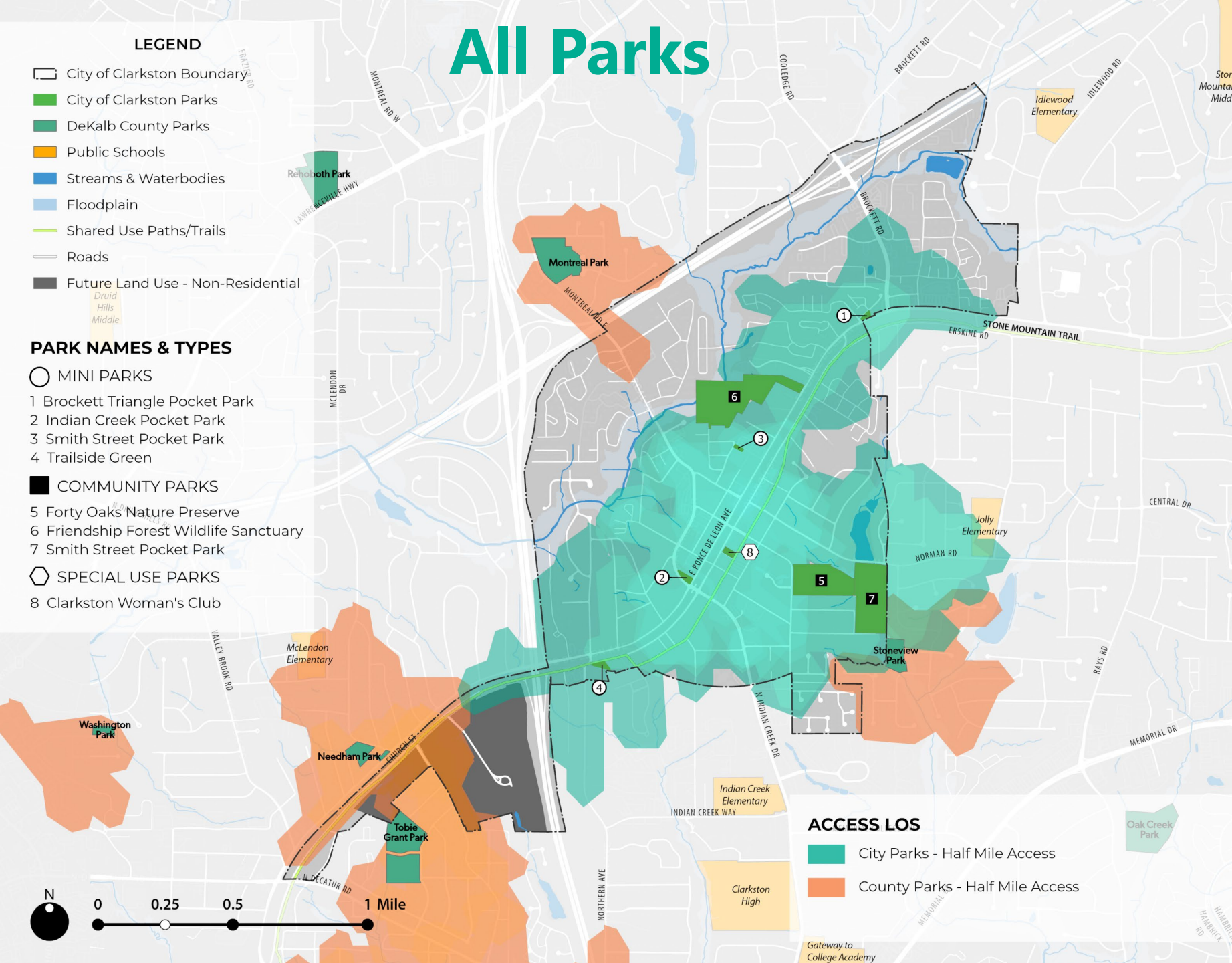
- MINI PARKS
- 1 Brockett Triangle Pocket Park
- 2 Indian Creek Pocket Park
- 3 Smith Street Pocket Park
- 4 Trailside Green

- COMMUNITY PARKS
- 5 Forty Oaks Nature Preserve
- 6 Friendship Forest Wildlife Sanctuary
- 7 Smith Street Pocket Park

- SPECIAL USE PARKS
- 8 Clarkston Woman's Club

ACCESS LOS

- City Parks - Half Mile Access
- County Parks - Half Mile Access



Community Parks

Access Level-of-Service Analysis Needs Assessment 20-Minute Walk/ 10-Minute Bike Park Access

City Parks

% of Population with Access

77%

City + County Parks

% of Population with Access

81%

LEGEND

- City of Clarkston Boundary
- City of Clarkston Parks
- DeKalb County Parks
- Public Schools
- Streams & Waterbodies
- Floodplain
- Shared Use Paths/Trails
- Roads
- Future Land Use - Non-Residential

PARK NAMES & TYPES

○ MINI PARKS

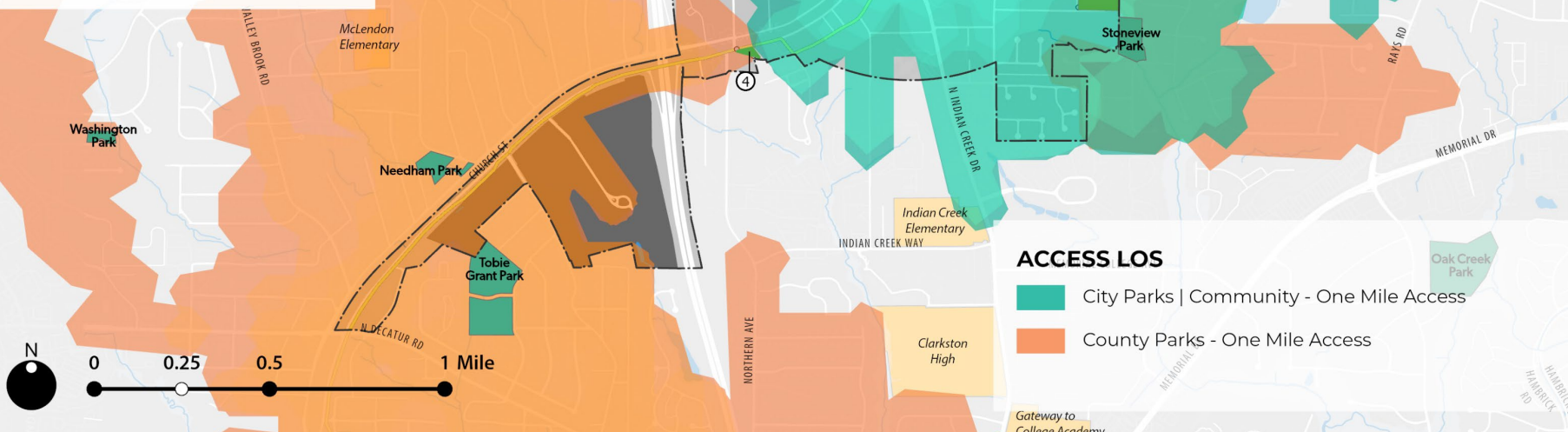
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■ COMMUNITY PARKS

- 5 Forty Oaks Nature Preserve
- 6 Friendship Forest Wildlife Sanctuary
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◻ SPECIAL USE PARKS

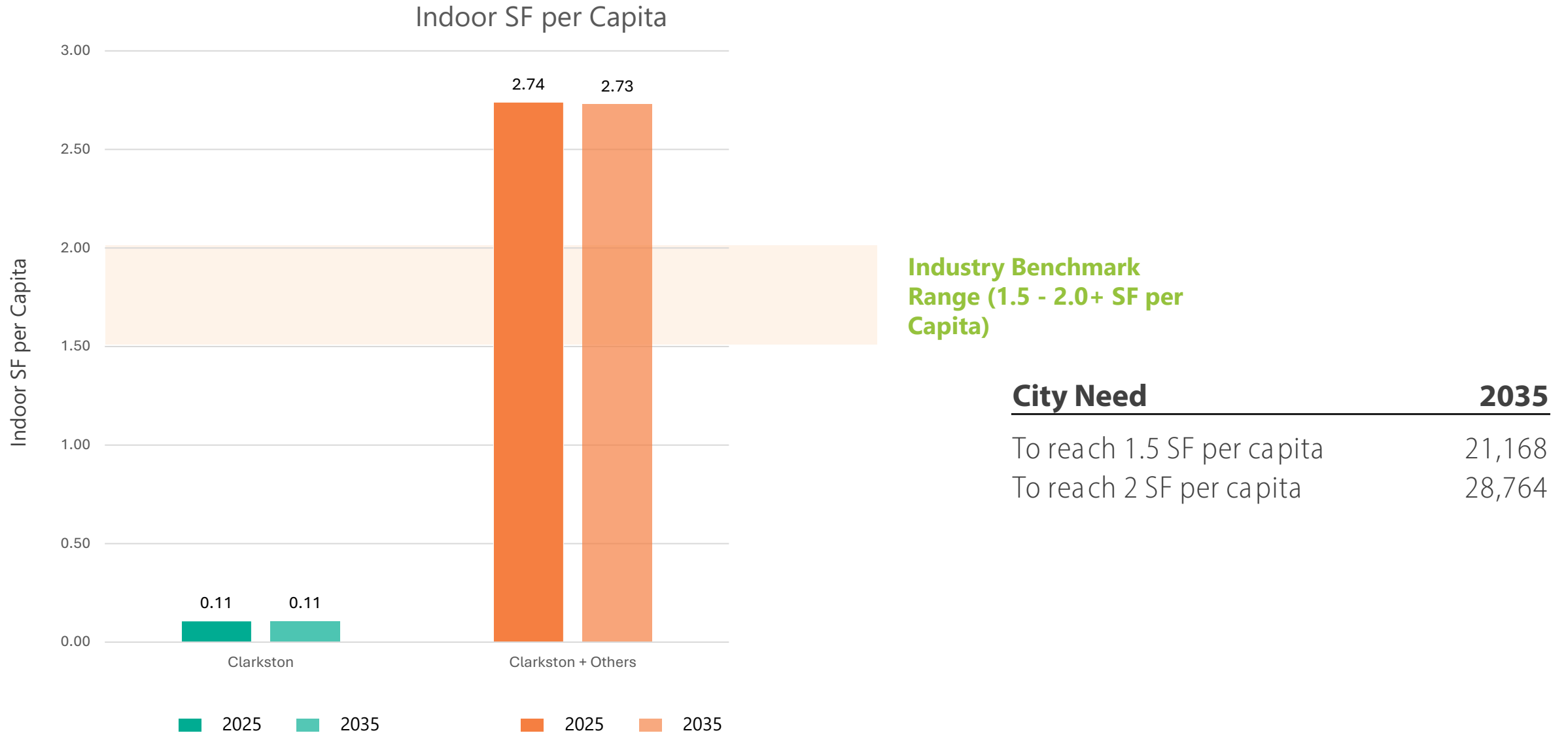
- 8 Clarkston Woman's Club



ACCESS LOS

- City Parks | Community - One Mile Access
- County Parks - One Mile Access

Indoor Square Footage Level-of-Service Analysis | Needs Assessment



Facilities Level-of-Service Analysis | Needs Assessment

	Facilities	City of Clarkston			Peer Cities				NRPA Park Metrics			Need/Surplus
					Decatur, GA		Norcross, GA		Aggregated Benchmarks (Pop. 10k-25k; Dens. 5,000-10,000/sq mi.)			Based on NRPA Median Benchmark
		Inventory	2025	2030	Inventory	LOS	Inventory	LOS	25th	Median	75th	2030
Indoor Facilities	Recreation Centers	0	-	-	3	9,337			11,000	17,000	20,787	-1
	Community Centers	1	15,192	15,224			2	9,136	13,500	17,000	20,787	1
	Senior Centers	0	-	-					-	-	-	-
	Nature Centers	1	15,192	15,224					-	-	-	-
Outdoor Facilities	Playgrounds	1	15,192	15,224	8	3,502	4	4,568	5,248	5,290	6,548	-2
	Totlots	0	-	-			2	9,136	4,735	6,346	7,450	-3
	Fitness Zones/Exercise Stations	0	-	-					5,875	6,750	7,625	-3
	Community gardens	1	15,192	15,224	1	28,012	1	18,272	11,750	13,500	15,250	-1
	Skate park	0	-	-	1	28,012			18,894	20,787	22,681	-1
	Dog park	1	15,192	15,224	3	9,337			13,644	17,287	20,931	1
	Basketball courts	0	-	-	6	4,669	1	18,272	3,003	3,172	3,341	-5
	Multiuse courts - basketball, volleyball	0	-	-					8,500	8,500	8,500	-2
	Diamond fields: Total	1	15,192	15,224			3	6,091	2,782	2,833	6,417	-5
	Rectangular fields: multi-purpose (natural turf)	1	15,192	15,224	4	7,003			-	-	-	-
	Rectangular fields: Multipurpose (synthetic turf)	0	-	-	1	28,012	1	18,272	24,574	24,574	24,574	-1
	Rectangular fields: Total	1	15,192	15,224	5	5,602	2	18,272	5,040	8,191	9,096	-1
	Restrooms (Permanent & Semi-permanent)	2	7,596	7,612					5,083	8,500	10,394	1
	Splash Pad/Sprayground	0	-	-			1	18,272	29,241	50,250	66,792	-1
	Walking Loops/Running Tracks	0	-	-	2	14,006			11,750	13,500	15,250	-2
Trail Miles Maintained	2	7,596	7,596	3		2					-	
Golf	Regulation 18-hole courses	0	-	-					-	-	-	-
	Regulation 9-hole courses	0	-	-					17,000	17,000	17,000	-1
Swimming /Aquatics	Swimming pools (outdoor only)	1	-	-	3	7,003	1	18,272	17,000	17,000	17,000	1
	Indoor competitive swimming pools	0	-	-	1	28,012			24,574	24,574	24,574	-1
	Indoor pool designated exclusively for leisure (i.e. non-competitive)	0	-	-					-	-	-	-
Racquet Sports	Tennis courts (outdoor only)	1	15,192	15,224	9	3,112	17		2,276	2,428	2,579	-6
	Pickleball (outdoor)	4	3,798	3,806	2	14,006			3,661	4,488	5,316	1
	Multiuse courts - Tennis, Pickleball (outdoor)	0	-	-					2,875	4,750	6,625	-4
	Multiuse courts - Tennis, Pickleball (indoor)	0	-	-					4,625	5,917	7,208	-3

Summary Concepts



- Upgrade
- Expand
- Connect

What We Are Up To Today



- Overview of Project Purpose
- Overview of Project Approach + Schedule
- Findings to Date
- **Next Steps**
- **Discussion**

Project Schedule



Schedule Legend

- Task
- Public Engagement
- Public Event/Focus Group Meeting
- Council Briefings / Presentation
- Visioning Workshop

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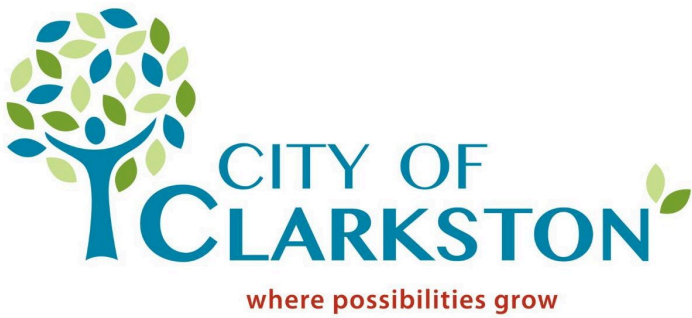


City of Clarkston

Parks and Recreation System Master Plan

**Context Analysis and Needs + Priorities
Assessment**

Council Work Session | February 24, 2026

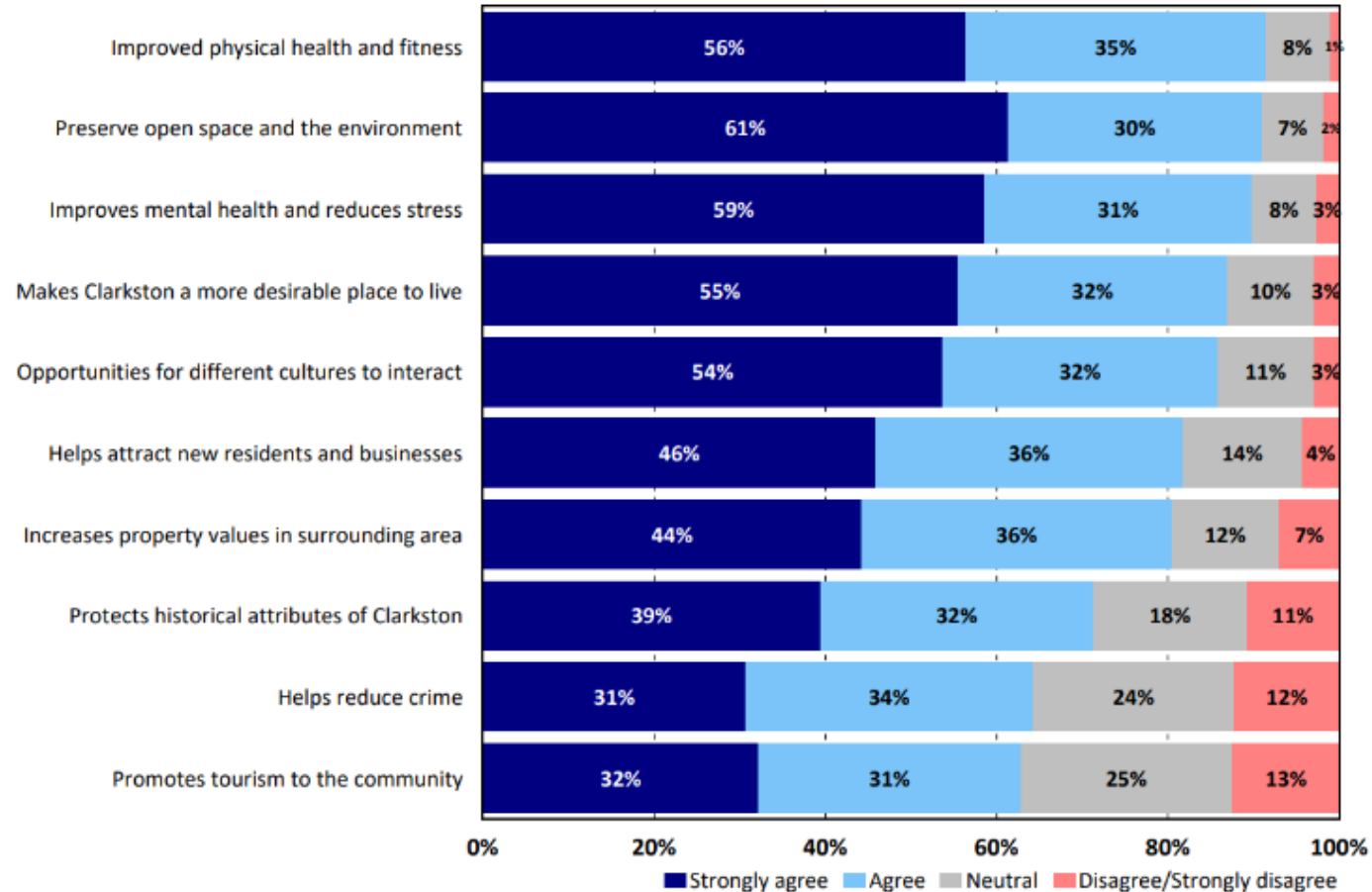


Importance of Parks | Summary Findings

Community Benefits of Parks & Recreation

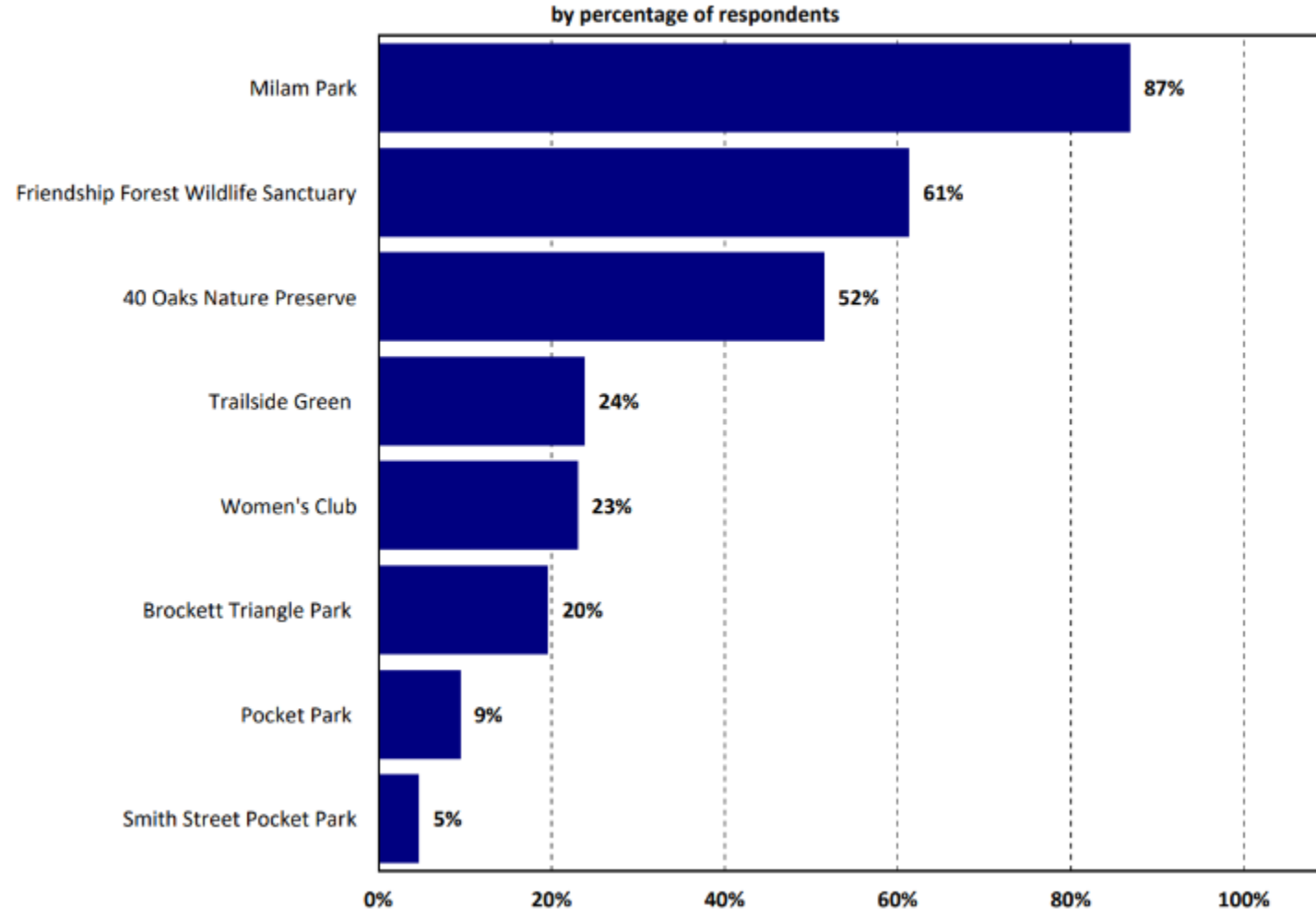
Q7. Please indicate your level of agreement with each of the following benefits

by percentage of respondents (excluding "don't know")



Resident Park Participation | Summary Findings

Q1a. Please check ALL the following parks and recreation facilities that you and members of your household have visited during the past four years.

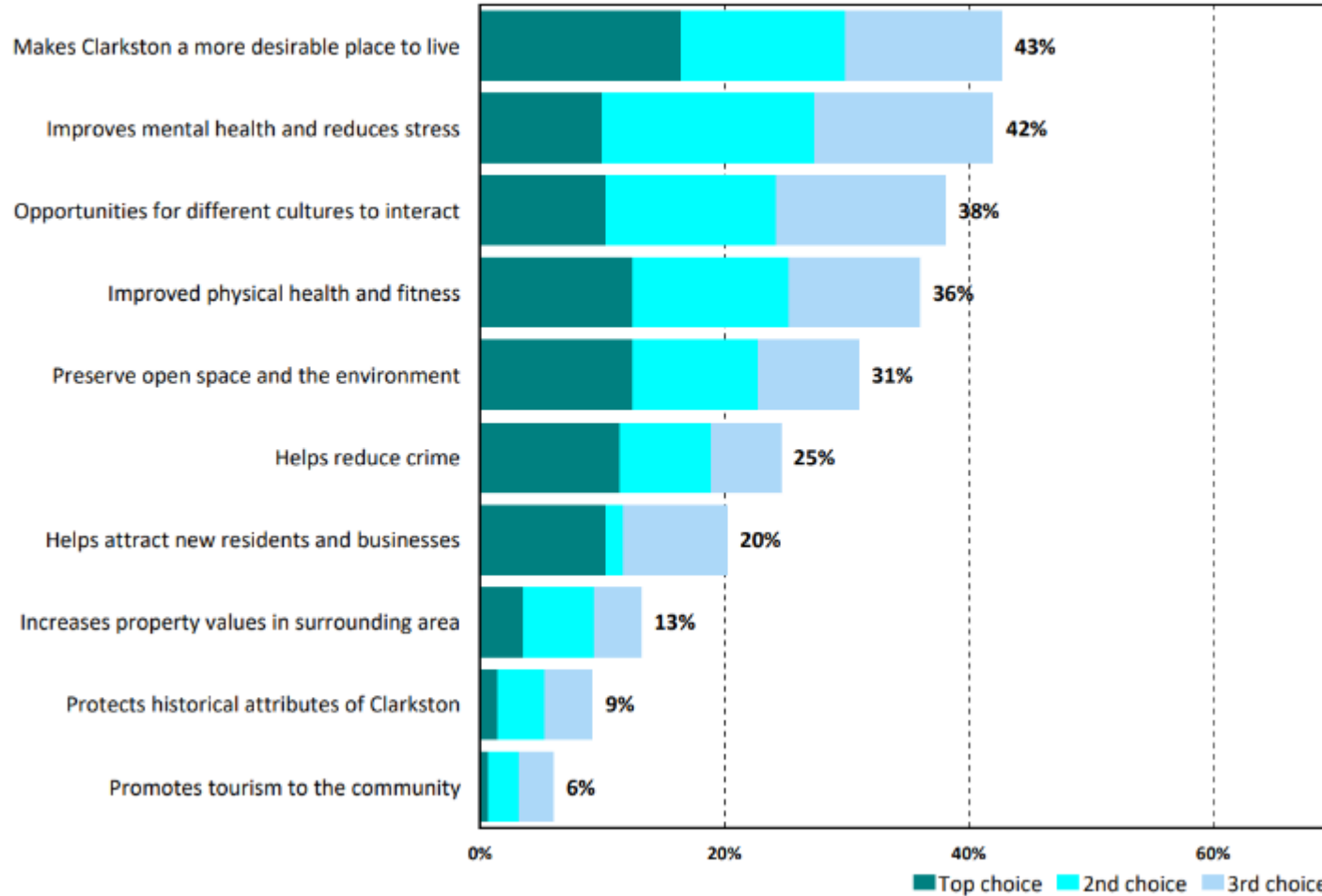


Importance of Parks | Summary Findings

Benefits Residents Value Most

Q8. Which THREE of the potential benefits listed in Question 7 are MOST IMPORTANT to the future of the Clarkston community?

by percentage of respondents who selected the items as one of their top three choices





CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.A.	New Business Items	NO

SUBJECT: To discuss a resolution to deny the claims for damages asserted by claimants Charles Junior (a/k/a Zayin Bey) and Debra Hedgeman.

PRESENTER CONTACT: Attorney, Stephen Quinn

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE: N/A

RECOMMENDATION:

RESOLUTION NO. 2026-__

A RESOLUTION BY THE CITY OF CLARKSTON TO DENY THE CLAIMS FOR DAMAGES ASSERTED BY CLAIMANTS CHARLES JUNIOR (A/K/A ZAYIN BEY) AND DEBRA HEDGEMAN

WHEREAS, the City of Clarkston received an ante litem notice of claim for damages from Charles Junior (a/k/a Zayin Bey) and Debra Hedgeman ("Claimants") dated October 1, 2025; and

WHEREAS, Claimants allege that Clarkston PD used excessive force during a traffic stop that occurred on August 25, 2025; and

WHEREAS, the City has thoroughly investigated the allegations made by Claimants and has determined that Clarkston PD officers were fully justified in using only the minimum force necessary after Mr. Junior, who was driving an unregistered vehicle, refused to comply with lawful orders and resisted arrest.

NOW, THEREFORE, BE IT RESOLVED by the Clarkston City Council that the City of Clarkston hereby formally denies Claimants' claims for damages pursuant to O.C.G.A. Section 36-33-5.

BE IT FURTHER RESOLVED that the City Attorney is hereby directed to communicate with Claimants to inform them of this denial.

SO RESOLVED, this ____ day of March, 2026.

CLARKSTON CITY COUNCIL

BEVERLY H. BURKS, Mayor

ATTEST:

Tomika Mitchell
City Clerk



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.B.	New Business Items	NO

SUBJECT: To discuss a proclamation designating March as Women's History Month and recognize a Clarkston citizen.

PRESENTER CONTACT: Yolanda McGee

PHONE NUMBER: 404-754-6960

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

City of Clarkston, Georgia

Women’s History Month Observance — March 2026

Women’s History Month is a national celebration recognizing and honoring the vital role women have played in shaping history, culture, and society. Since 1987, the month of March has been designated across the United States as a time to reflect on and elevate the contributions, achievements, and lasting impact of women—past and present.

The observance began in 1980 when President **Jimmy Carter** issued the first presidential proclamation declaring the week of March 8 as **National Women’s History Week**, acknowledging women’s historic strides and the continued pursuit of equality and opportunity. The following year, the **U.S. Congress** passed a bipartisan resolution establishing a national celebration to commemorate women’s contributions to the nation.

In 1986, the **National Women’s History Project** (now the **National Women’s History Alliance**) successfully petitioned Congress to expand the observance from a week to a full month. In 1987, Congress officially designated March as **Women’s History Month**, ensuring annual national recognition of women’s transformative influence across all sectors of American life.

As one of the most **diverse and globally connected cities in the nation**, the City of Clarkston proudly celebrates the resilience, leadership, and cultural impact of women within our community—including immigrant and refugee women whose stories and contributions enrich our city’s identity and strengthen our collective future.

Throughout March 2026, we reaffirm our commitment to uplifting women’s voices, advancing equity, and honoring the legacy of women who continue to lead, innovate, and inspire here in Clarkston and beyond.

Mayor

City Clerk



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.B.1.	New Business Items	

SUBJECT: Women History Month

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

Women History Month Summary

Women’s History Month, celebrated each March since 1987, honors the significant contributions women have made to history, culture, and society. The observance began in 1980 with a presidential proclamation recognizing National Women’s History Week and was later expanded by Congress to a full month of national recognition.

The City of Clarkston proudly joins this celebration by recognizing the resilience, leadership, and cultural impact of women in our diverse community—especially immigrant and refugee women whose contributions strengthen our city. Throughout March 2026, we reaffirm our commitment to uplifting women’s voices, advancing equity, and honoring the women who continue to inspire progress locally and beyond.



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.C.	New Business Items	

SUBJECT: To discuss the appointment of Ganaro Makor to the Downtown Development Authority for a term that expires on December 31, 2030.

PRESENTER CONTACT:

PHONE NUMBER:

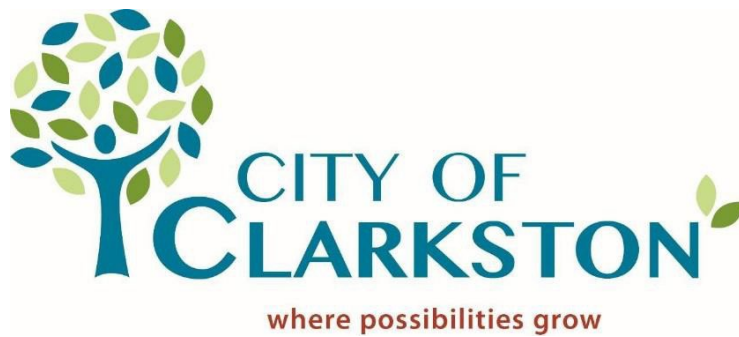
DEPARTMENT: Planning and Economic Development

PURPOSE: To review the qualifications of an applicant for a position on the Downtown Development Authority to fill the vacated term of Johnny Garcia.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

APPLICATION CRITERIA:

The DDA shall exercise various powers to further downtown redevelopment and development, including: make/execute contracts, agreements or other for construction, leases of projects, contracts for sale of projects, agreements for loans to finance projects; acquire by purchase, lease, or other real and personal property; finance via loan, grant, lease, or other, demolish, erect, assemble, rehabilitate, improve, etc., projects and to pay the cost of said projects from proceeds of revenue bonds, notes, or other obligation or funds of the DDA; borrow money; issue revenue bonds; obtain other governmental grants, loans, or other arrangements; contract with other governments to use facilities or services for a period of up to 50 years; extend credit or make loans for project costs; receive and use tax proceeds for project costs; appoint, select, employ various professionals including engineers, architects, urban/city planners, etc.

The Authority shall be comprised of seven (7) Members as follows:

- A. Two (2) Members shall either be a taxpayer residing in the City of Clarkston or a taxpayer residing in DeKalb County who owns or operates a business located within the City' downtown development area.
- B. Two (2) members shall be taxpayers residing in DeKalb County who possess specific knowledge or professional expertise in the field of banking, finance, real estate development, community development or another area of expertise related to economic development.
- C. Three (3) members shall be members of the governing authority of Clarkston.

The Mayor will appoint 2 members and the City Council will appoint the other 2 members. Terms will be for Four (4) years.

APPLICATION SUBMISSION:

Mail or e-mail completed application to:

Downtown Development Authority Application
City of Clarkston
736 Park North Blvd. Suite 120,
Clarkston, Georgia 30021

Email application to the Planning
and Economic Development
Director: Richard Edwards,
REdwards@cityofclarkston.com
Phone: 404-536-1120



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

First Name: Ganaro		Last Name: Makor	
Home Address: 788 Glynn Oaks Dr, Clarkston, GA 30021			Years in Clarkston: going on 6 years
Phone Number: 404-784-4412	Cell <input checked="" type="checkbox"/>	Home <input type="checkbox"/>	E-mail: gmakor@ctrpartners.com
Work (if applicable) Company: CTR Partners, Inc.		Title: Advisor	
Work Phone Number:		E-mail:	
Business Name (If applying as Business Owner in Downtown Area):			Owner:
Business Address			Issued License Number:

List your Background, Experience, and number of years (Planning Professional – 4yr, Architecture – 2 yr, Finance – 2 yr, etc):

I graduated with a degree in Global Studies. I worked in the nonprofit and ministry world for a couple of years.

After that, I worked for Amplio Recruiting for about 2 years, and my most recent position is an Advisor in commercial real estate. I've been working in this role for about 2 years and 8 months.

Please explain why you are, interested in serving on the Downtown Development Authority. Be sure to include any pertinent professional and/or community experience.

I am interested in serving on the DDA because I have a heart to see Clarkston grow and flourish. My family and I came to this country in 2003. After living in Clarkston for about 8 years or so, we moved to the Gwinnett County area. Even though my family lived in the Gwinnett County area, I was still involved in Clarkston, as I worked for Friends of Refugees, and led summer camps at my church, CIBC. After I graduated from college in 2021, I decided to move back to Clarkston, and my first job out of school was with Amplio Recruiting, helping those in our community to find stable work and empowers them. It would be a joy to get to help our community thrive and become a place where everyone wants to come.

Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?

Yes No

****Please attach your resume with this application. ****

I understand that I am applying for appointment to a Commission office for the City of Clarkston; that the appointing authority may require an interview prior to consideration for appointment; that if appointed, I will be required to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Applicant's Signature: Ganaro Makor **Date:** 02/03/2026

Ganaro Makor

(404) 784-4412 | makorganaro09@gmail.com | Atlanta, Ga

EXPERIENCE

CTR Partners, Inc.

Advisor

Atlanta, Ga

June 2023- Present

- Represent businesses in leasing, renewal, expansion, relocation, and building purchase transactions, aligning real estate strategy with operational and growth needs.
- Analyze market conditions and property options, preparing surveys, financial comparisons, and scenario analyses (including lease vs. own) to support informed decisions.
- Lead site tours and coordinate among tenants, landlords, brokers, attorneys, lenders, and project professionals to drive smooth transactions and build-out processes.
- Negotiate key business terms and lease language, manage timelines and critical dates, and provide ongoing advisory support to strengthen long-term client relationships.

Amplio Recruiting

Community Engagement Coordinator

Atlanta, GA

June 2021 – November 2022

- Managed partnership with employee care partners to create social and engaging events/context for employees.
- Managed strategic accounts by serving as lead contact for growth opportunities.
- Developed and maintained relationships with community members, organizations, non-profits, businesses, churches, recipients, donors, and vendors.
- Sourced recruitment event opportunities like job fairs and sporting events for Amplio to drive additional candidates/revenue.
- Identified and qualified leads to build a robust pipeline of potential candidates.

Georgia State University, Department of Public Health

Research Assistant/Student Assistant

Atlanta, GA

Aug 2019 – May 2021

- Provided administrative and front desk support to the Clarkston Center for Community Engagement and the Study Abroad office; greet visitors; take and deliver messages; on-site event support including registration of guests, set-up, and clean up.
- Assisted with recruitment, informed consent, interviewing, and data collection for a series of public health research projects focusing on health disparities in the refugee community of Clarkston; reported to the co-PI for Community Engagement of the CDC-funded GSU Prevention Research Center
- Provided assistance, mentoring, and guidance to refugee and immigrant students seeking admission to college
- Supported professor teaching undergraduate course Perspectives in Global Migration; posted lessons; lead discussions; managed attendance
- Completed Published Work- Lyons, M. J., O'Connor, M. H., Feinberg, I. Z., Whitaker, D., Eriksen, M., Owen-Smith, A., Jivani, S., Tamer, M., Kim, E., Makor, G. (In review) Comparing the health and welfare of refugees and non-refugees at the outset of the Covid-19 pandemic: the results of a community needs assessment. The Journal of Refugee and Global Health. In press <https://doi.org/10.3928/24748307-20201109-01>

The Refuge/CIBC

Program Director- Summer Camp Encounter/After School Program

Clarkston, GA

Jun 2018 – June 2021

- Meet and collaborate with agency personnel, community organizations, and other professional personnel to plan balanced recreational programs for 120 participants a week.
- Recruit, interview, and sign up volunteers. Train them in working with intercultural communities. Direct activities and programs for the volunteers.
- Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.

- Provide direct service and support to students and parents, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints.

Friends of Refugees

Clarkston, GA

Recruitment Specialist/Middle School Director

Jun 2017 - May 2018

- Identify and recruit potential volunteer workers.
- Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.
- Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation.
- Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Complete and maintain time and attendance forms and inventory lists.
- Meet and collaborate with agency personnel, community organizations, and other professional personnel to plan balanced recreational programs for participants.

EDUCATION

GEORGIA STATE UNIVERSITY

Atlanta, GA

Bachelor of Interdisciplinary Studies Global Studies Candidate

Summer 2021

CERTIFICATES

GEORGIA REAL ESTATE COMMISSION

Atlanta, GA

Real Estate Salesperson License

March 2023

ADDITIONAL SKILLS

- Arabic-Bilingual Proficiency
- Microsoft Office Word, PowerPoint, Outlook for PC/MAC

REFERENCES

- Tim Nieman – (678) 230. 453
- Mary Helen O’Connor – (404) 697. 8509
- John Grimaldi – (678) 416. 3668



DOWNTOWN DEVELOPMENT AUTHORITY

DIRECTORS ROSTER 2026

Rezwan Shareef Ahmad, 6 years – 2024 (2030)

Vacant, 6 years – 2024 (2030) vacated by Johnny Garcia

Beverly Burks, Mayor – 2 years 2024 (2026)

Adria Marshall, 4 years – 2024 (2028)

Michel Maserjin, 4 years – 2024 (2028)

Akber Lassi, 6 years – 2024 (2030)

Vacant, 2 years – 2024 (2026) – vacated by Nebiyu Ermiyas



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.D.	New Business Items	

SUBJECT: To discuss the appointment of Marci Healy to the Downtown Development Authority for a term set to expire on December 31, 2026.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE: To review the qualifications of an applicant for a position on the Downtown Development Authority to fill the vacated term of Nebiyu Ermiyas.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

APPLICATION CRITERIA:

The DDA shall exercise various powers to further downtown redevelopment and development, including: make/execute contracts, agreements or other for construction, leases of projects, contracts for sale of projects, agreements for loans to finance projects; acquire by purchase, lease, or other real and personal property; finance via loan, grant, lease, or other, demolish, erect, assemble, rehabilitate, improve, etc., projects and to pay the cost of said projects from proceeds of revenue bonds, notes, or other obligation or funds of the DDA; borrow money; issue revenue bonds; obtain other governmental grants, loans, or other arrangements; contract with other governments to use facilities or services for a period of up to 50 years; extend credit or make loans for project costs; receive and use tax proceeds for project costs; appoint, select, employ various professionals including engineers, architects, urban/city planners, etc.

The Authority shall be comprised of seven (7) Members as follows:

- A. Two (2) Members shall either be a taxpayer residing in the City of Clarkston or a taxpayer residing in DeKalb County who owns or operates a business located within the City' downtown development area.
- B. Two (2) members shall be taxpayers residing in DeKalb County who possess specific knowledge or professional expertise in the field of banking, finance, real estate development, community development or another area of expertise related to economic development.
- C. Three (3) members shall be members of the governing authority of Clarkston.

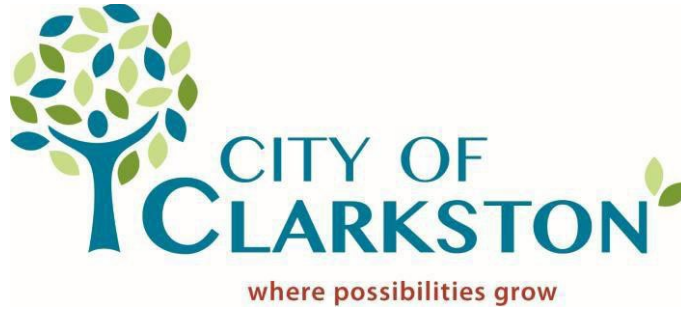
The Mayor will appoint 2 members and the City Council will appoint the other 2 members. Terms will be for Four (4) years.

APPLICATION SUBMISSION:

Mail or e-mail completed application to:

Downtown Development Authority Application
City of Clarkston
736 Park North Blvd. Suite 120,
Clarkston, Georgia 30021

Email application to the Planning
and Economic Development
Director: Richard Edwards,
REdwards@cityofclarkston.com
Phone: 404-536-1120



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

First Name: Marci		Last Name: Healy	
Home Address: 3239 Oakbrook LN			Years in Clarkston: 13
Phone Number: 404-272-4916	Cell <input checked="" type="checkbox"/>	Home <input type="checkbox"/>	E-mail: mjoyhealy@gmail.com
Work (if applicable) Company: Georgia Center for Child Advocacy		Title: Grants Manager	
Work Phone Number:		E-mail:	
Business Name (If applying as Business Owner in Downtown Area):			Owner:
Business Address			Issued License Number:

List your Background, Experience, and number of years (Planning Professional – 4yr, Architecture – 2 yr, Finance – 2 yr, etc):

Non-profit professional with over 15+ years of experience in fundraising and development services. Grant Manager of federal, state and local government grants and contracts. Helped manage a Capital Campaign in 2019 to support my organization's relocation. Through this work, developed an understanding of trauma-informed design and thoughtful community engagement. Experience managing multi-year projects and grants. Through my role, I understand how strategic, strong partnerships are key to a successful initiative. Lastly, I have a basic understanding of land surveying due to my spouse being a registered professional land surveyor.

Please explain why you are, interested in serving on the Downtown Development Authority. Be sure to include any pertinent professional and/or community experience.

As a resident of 13 years, I want to become more involved in civic matters and help support Clarkston as it engages in new initiatives. I want to use my skills in finance and budget management to serve the Clarkston Downtown Development Authority. I have volunteered at several park cleanups over the years, as well as my neighborhood cleanups of Peachtree Creek. With my role at the GCCA, I serve as co-chair of our A-Team- leading multiple strategic efforts to uplift family voices in our community. I am interested in learning more about the DDA and its plans to promote community growth.

Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?

Yes No

****Please attach your resume with this application. ****

I understand that I am applying for appointment to a Commission office for the City of Clarkston; that the appointing authority may require an interview prior to consideration for appointment; that if appointed, I will be required to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Applicant's Signature:  **Date:** 2/2/2026

Marci J. Healy

mjoyhealy@gmail.com | 404.272.4916 | Atlanta, GA | LinkedIn: www.linkedin.com/in/marci-j-healy

PROFESSIONAL SUMMARY

Nonprofit professional with 15+ years of experience in fundraising and development services. Experience managing \$1.8M+ in annual government and foundation funding. Proven ability to support and lead cross-departmental teams and projects, maintain compliance with federal regulations, and secure sustainable funding streams for mission-driven organizations.

CORE COMPETENCIES

Grant Writing & Reporting | Government & Foundation Grants | Budget Development & Management
Federal Compliance | Fundraising Strategy | Financial Oversight | Site Reviews & Audits | Prospect Management

PROFESSIONAL EXPERIENCE

Grants Manager

Georgia Center for Child Advocacy [March 2017 – Present]

- Manage 10-15 government grants and 30 foundation grants annually, totaling \$1.8M in funding.
- Lead grant writing, compliance, reporting, and budget tracking to support a \$3.7M operating budget.
- Use Grants.gov, Bid Direct, and Listservs to identify funding opportunities aligned with agency capacity.
- Maintain communication with CEO and Directors to align proposals with strategic goals.
- Develop grant budgets and ensure allowable expenses; support yearly single audit process with accountant.
- Serve as primary administrator of JustGrants, ensuring all registrations and certifications (SAM) are current. Maintain local victim service organization certifications.
- Coordinate meetings with foundation staff and donors to report on project progress and strengthen relationships.

Development Services Coordinator

Skyland Trail (Georgia West Mental Health Foundation) [May 2017-May 2011]

- Supported grant tracking and donor database management through Raiser's Edge
- Assisted in the creation and submission of grant proposals and reports.
- Collaborated with program staff to gather impact metrics and develop case statements.
- Helped develop email solicitations and annual giving campaigns

Development Assistant/Intern

Chattahoochee Riverkeeper [April 2011 – May 2010]

- Provided administrative support for fundraising events and campaigns.
 - Maintained donor records and assisted with communication.
 - Supported annual membership drive
-

EDUCATION

Bachelor of Science in Sociology

Organizational and Social Change

Kennesaw State University [2006-2010]

ASSOCIATIONS, TOOLS & PLATFORMS

Grant Professionals Association, Member

Find Help Georgia, Certification

Collaborate Client Database

Canva, Tableau, Mailchimp, Microsoft Office Suite

Salsa/Bonterra & Blackbaud Donor Databases



DOWNTOWN DEVELOPMENT AUTHORITY

DIRECTORS ROSTER 2026

Rezwan Shareef Ahmad, 6 years – 2024 (2030)

Vacant, 6 years – 2024 (2030) vacated by Johnny Garcia

Beverly Burks, Mayor – 2 years 2024 (2026)

Adria Marshall, 4 years – 2024 (2028)

Michel Maserjin, 4 years – 2024 (2028)

Akber Lassi, 6 years – 2024 (2030)

Vacant, 2 years – 2024 (2026) – vacated by Nebiyu Ermiyas



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.E.	New Business Items	

SUBJECT: To discuss a resolution establishing regulatory fees for sign permits.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE: TO discuss a resolution establishing official fees for sign permits.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Staff recommends approval.

RESOLUTION NO. 2026-_____

**A RESOLUTION BY THE CLARKSTON CITY COUNCIL TO ESTABLISH
REGULATORY FEES IN CONNECTION WITH SIGN PERMITS.**

WHEREAS, the City ensures compliance with its sign regulations through the processing of applications and inspection of signs within the City in order to protect the public health, safety and welfare as well as the aesthetics of the City; and

WHEREAS, the City incurs actual costs in enforcing these regulations; and

WHEREAS, the City is authorized by O.C.G.A. § 48-13-9 to recover said costs by charging regulatory fees, in the form of flat fees or a percentage of the value of a sign, that approximate the actual cost of enforcing sign regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the document attached hereto, being one page and entitled "SIGN PERMIT FEES," shall reflect the fees required to be paid in connection with the listed activities within the City of Clarkston.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon signature of the Mayor and remain in effect until further action by the City Council.

SO RESOLVED, this _____ day of _____, 2026.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

BEVERLY H. BURKS, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen Quinn
Stephen G. Quinn
City Attorney

SIGN PERMIT FEES

TEMPORARY SIGNS
(Banner, Flag, Etc.)

\$50 flat fee

WALL SIGN

10% of the total value of the sign, maximum of \$500

GROUND SIGN

10% of the total value of the sign, maximum of \$500

REFACING PERMANENT SIGN
*(Panel replacement without
structural modification)*

\$50 flat fee



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.F.	New Business Items	

SUBJECT: To discuss a resolution establishing regulatory fees for land development permits.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE: To discuss a resolution establishing and updating land development permit fees.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Staff recommends approval.

RESOLUTION NO. 2026-_____

A RESOLUITON BY THE CLARKSTON CITY COUNCIL TO ESTABLISH REGULATORY FEES IN CONNECTION WITH LAND DEVELOPMENT ACTIVITY.

WHEREAS, the City ensures compliance with subdivision, land disturbance, demolition, tree removal and similar land development regulations through the processing of applications and inspection of work relating to the development of property within the City in order to protect the public health, safety and welfare as well as the natural environment; and

WHEREAS, the City incurs actual costs in enforcing these regulations; and

WHEREAS, the City is authorized by O.C.G.A. § 48-13-9 to recover said costs by charging regulatory fees, in the form of flat fees that approximate the actual cost of enforcing land development regulations, to be paid by property developers.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the document attached hereto, being two pages and entitled “DEVELOPMENT PERMIT FEES,” shall reflect the fees required to be paid in connection with the listed activities within the City of Clarkston.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon signature of the Mayor and remain in effect until further action by the City Council.

SO RESOLVED, this _____ day of _____, 2026.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

BEVERLY H. BURKS, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Stephen Quinn

Stephen G. Quinn
City Attorney

DEVELOPMENT PERMIT FEES

Plats	
FINAL/PRELIMINARY PLAT	\$1300
LOT SPLIT/COMBINATION/ RECONFIGURATION/ADDRESS PLAT	\$500
RESUBMITTAL – PLATS <i>(2nd and subsequent resubmittals)</i>	50% of original fee
Land Disturbance Plan Review	
Permit Type	Flat Fee
SINGLE-FAMILY RESIDENTIAL - 1 LOT	\$750
COMMERCIAL/MULTI-FAMILY/OTHER <50,000 SF OF BUILDING	\$1500
COMMERCIAL/MULTI-FAMILY/OTHER >50,000 SF OF BUILDING	\$2500
MINOR SITE WORK - SINGLE-FAMILY (Driveways, Patios, Retaining Walls <4', Minor Grading, Hardscape, Etc.)	\$100
MINOR SITE WORK - COMMERCIAL/MULTI-FAMILY/OTHER (Driveways, Patios, Retaining Walls <4', Minor Grading, Hardscape, Etc.)	\$250
DEMOLITION <5 ACRES	\$775
DEMOLITION >5 ACRES	\$1500
STAND-ALONE DETENTION POND WALLS/VAULTS	\$350
STAND-ALONE RETAINING WALLS >4'	\$350
LANDSCAPE PLAN REVIEW	\$300
RESUBMITTAL – LDP <i>(2nd and subsequent resubmittals)</i>	50% of original fee
Land Disturbance Permits	
Permit Type	Flat Fee
SINGLE FAMILY DETACHED < 1 acres	\$250
SINGLE FAMILY DETACHED > 1 acres	\$300
MULTI-FAMILY/COMMERCIAL/OTHER	\$600
CITY E&SC PERMIT FEE	\$40/acre (or fraction thereof)
STATE E&SC PERMIT FEE	\$40/acre (or fraction thereof)
STORMWATER AGREEMENT DEVELOPMENT	\$250

STORMWATER VAULT INSPECTIONS	100 per visit
E&SC INSPECTIONS (REPORTING/STORMWATER/GRADING/CLEARING)	\$85 per visit
ENGINEERING SITE INSPECTION	\$125 per visit
E&SC BOND	Up to \$3,000 per acre or fraction thereof
PERFORMANCE BOND	110% of the estimated construction cost of improvements on city right-of-way
Arborist/Environmental	
TREE REMOVAL <12" DIA	\$50
TREE REMOVAL 12" > 36" DIA	\$100
TREE REMOVAL >36" DIA & SPECIMENT TREES	\$150
LANDSCAPE PLAN REVIEW	\$300
LANDSCAPE INSPECTION	\$85 per visit



CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.G.	New Business Items	

SUBJECT: To discuss a resolution supporting a Community Development Assistance Program (CDAP) application to the Atlanta Regional Commission (ARC) for a housing assessment in the amount of \$7,500.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE: This will allow staff to proceed with a CDAP application for a housing assessment with ARC.

IMPACT: This housing assessment would provide the city with a comprehensive assessment on the existing condition of housing in the city. This assessment would help the city to set actionable steps to address housing affordability and stability.

FUNDING SOURCE: Planning & Development Budget - Purchased/Contracted Services 100-7400-74-521215.

RECOMMENDATION: Staff recommends approval of this item.



C
D
A
P

Community Development
Assistance Program



COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM

Application Guidebook | Updated 01/15/25



TABLE OF CONTENTS

CDAP OVERVIEW	2
Types of Assistance	3
Priority Issue Areas	4
ARC Staff Assistance Offerings	11
Staff Project Example	12
Extreme Weather & Climate Change Vulnerability Assessment	13
CDAP Partners	14
The Focus On Equity & Resiliency	24
Community-Based Organizations	25
CDAP Across the Years	26
APPLICATION PROCESS	27
ARC Staff Local Contribution	28
Partner Fee & Timeline	29
Application Checklist	30
Evaluation Criteria	31
FREQUENTLY ASKED QUESTIONS	32
CONTACT INFORMATION	37



CDAP OVERVIEW

The Community Development Assistance Program (CDAP) provides planning assistance to local governments, CIDs, & non-profits across the 11-county metropolitan region to undertake local planning activities that advance the goals of ARC's regional planning initiatives.

ARC's regional planning initiatives are known as ARC's Vision: One Great Region & can be found [here](#).

CDAP PROGRAM GOALS



TYPES OF ASSISTANCE

ARC ASSISTANCE

- Community must dedicate local contribution per contribution chart on page 28.
- Amongst the ARC Staff, there are a range of talents.

An Amazing Completed Project

PARTNER ASSISTANCE

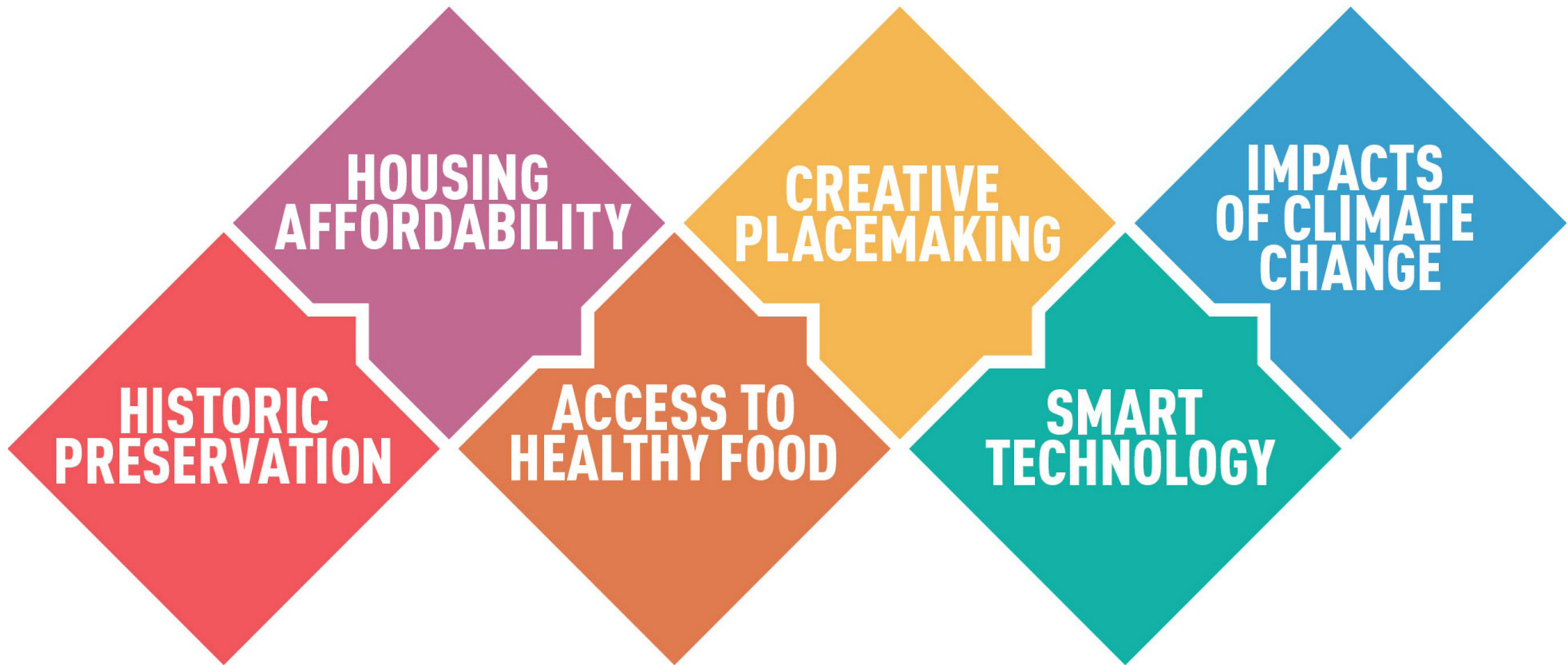
- Partner descriptions are provided on pages 14 - 23.
- Fee structures & timelines may differ (page 29).
- Partners may require scope change &/or an additional application. For example, ULI requires a separate application & review process for their TAPS program.

GRANT ASSISTANCE

- Grant money comes from LCI.
- A local match of 20% minimum is required, similar to LCI.
- Few CDAP grants are awarded annually.
- Project requires a strong transportation element.
- Unlike staff & partner assistance, non-profits are not eligible.

PRIORITY ISSUE AREAS

ARC is looking for projects that address one to two of the six regional priority issue areas shown in the graphic below. ARC identified these priority issue areas through a series of stakeholder & committee meetings, workshops, & community surveys. Projects do not need to address all of these priorities, but applications should explain in detail how & why they are looking to address each identified priority issue area.



HISTORIC PRESERVATION



Photo Information:
This photo was taken in Downtown Marietta.

The preservation of our region's rich historic resources is crucial to our understanding of each community's unique story & to the development of a more just & equitable future. Historic preservation's catalytic impact on economic development, particularly in historic town centers, strengthens communities.



HOUSING AFFORDABILITY

Communities need to understand detailed information about their housing markets & set actionable steps to address housing affordability & stability. A healthy housing stock has a mix of housing types, housing that is preserved in good condition, that serves all ages & income levels, & offers housing for local jobs.



Photo Information:

This photo was taken at the Decatur East Mixed-Use Housing Development which includes market rate apartments & senior affordable housing units. Photo was taken by Columbia Residential.

ACCESS TO HEALTHY FOOD



Photo Information:

This photo was taken at the Little Ones Learning Center in Forest Park, GA. Image provided by Food Well Alliance.

Access to fresh, healthy food is not equitably distributed in the Atlanta region. Land use policies supporting community agriculture, local food production, & access to healthy food retail opportunities are critical to creating both an equitable & resilient region.



CREATIVE PLACEMAKING

Creative placemaking is the intentional integration of arts, culture, & community-engaged strategies into the process of equitable community planning & development. Working with local governments, artists engage the community to identify issues, set priorities, facilitate processes, &/or develop solutions.

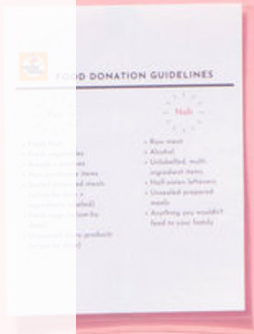


Photo Information:
This photo was taken at the community fridge at Atlanta's Hodgepodge Coffeehouse. Free99Fridge not only addresses food insecurity but calls on artists to work with the community to design community fridges & their shelters. Image provided by Latisha Springer.

SMART TECHNOLOGY



Photo Information:

This photo is of the Hopper, an autonomous shuttle pilot, that is part of Cumberland CID's Cumberland Sweep project. The image is from cumberlandsweep.org.

Incorporating Smart City Technology allows communities to develop solutions in a new way that address issues related to mobility and other community challenges. It is important for communities to develop equitable methods of implementing new advances in technology that can improve the sustainability of our region.

IMPACTS OF CLIMATE CHANGE

Our region will experience climate shocks and stresses with increasing frequency. Resilient urban design and land use policies can incorporate innovative stormwater management and urban canopy considerations to improve health, protect natural resources, and adapt to extreme weather events.



Photo Information:

This photo was taken at the North Woods Rain Gardens in Avondale Estates which won a 2024 Regional Excellence Award as an Honorable Mention.

ARC STAFF ASSISTANCE OFFERINGS

Community Development

Long Range Planning

Housing & Economic Development

Community Engagement & Culture

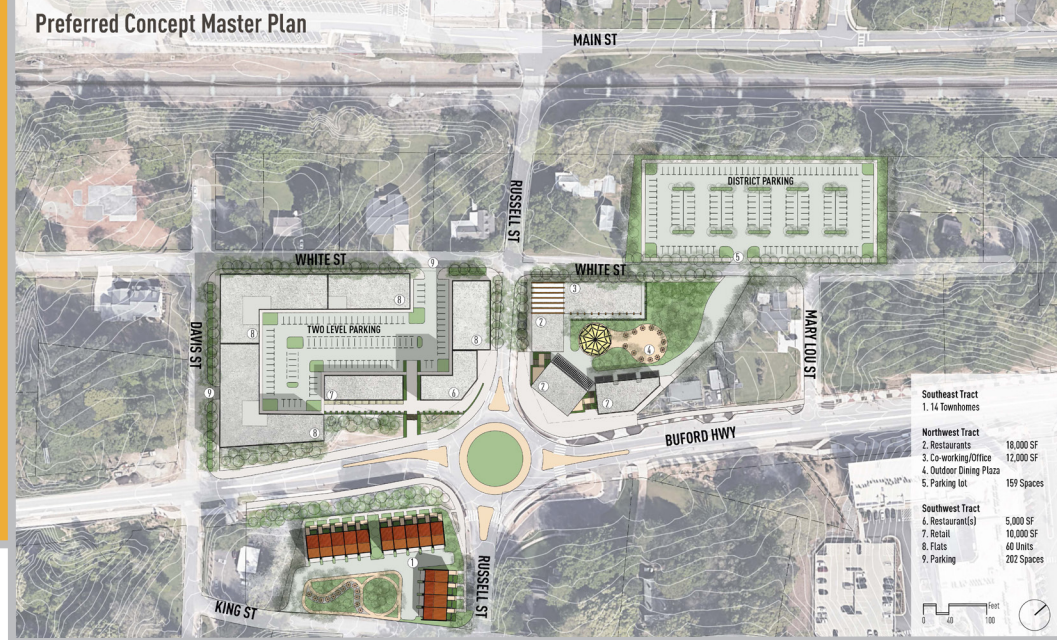
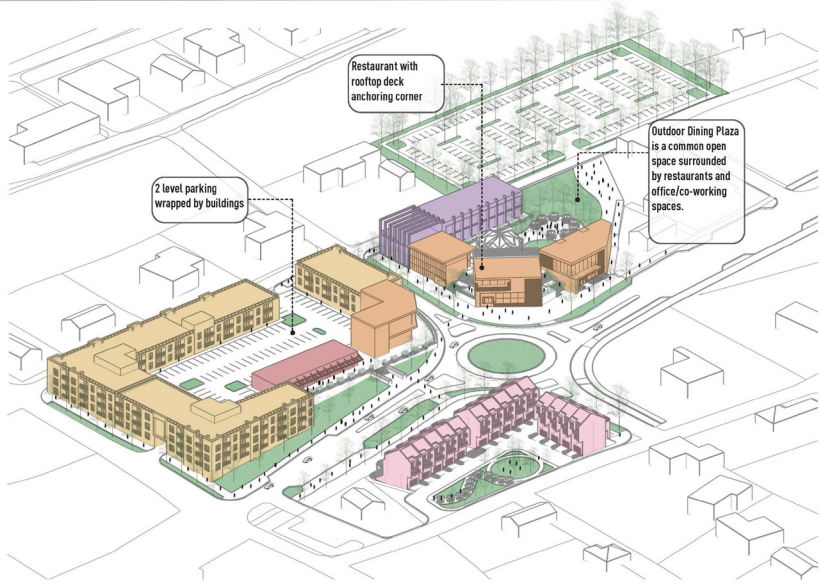
Skillsets:

- Urban design (i.e., with programs such as AutoCAD, Sketch Up, InScape, Photoshop, & InDesign),
- Report development (i.e., with programs such as InDesign, Illustrator, & Photoshop),
- Mapping (i.e., with ArcGIS Pro)
- Thorough research & data analysis
- Unique & comprehensive community engagement
- Regional housing experts
- Board & appointed officials facilitation and training capacity
- Creative placemaking experts
- And much more available through other departments!*

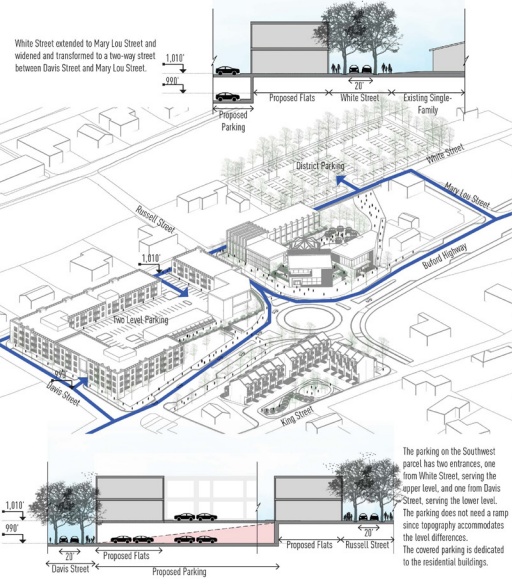
***Note:** This program is housed in the Community Development department. There is potential for cross-departmental collaboration with other departments like Natural Resources & Transportation. Please reach out to discuss the potential of utilizing these networks.

STAFF PROJECT EXAMPLE: SUWANEE ROUNDBOUT MASTER PLAN

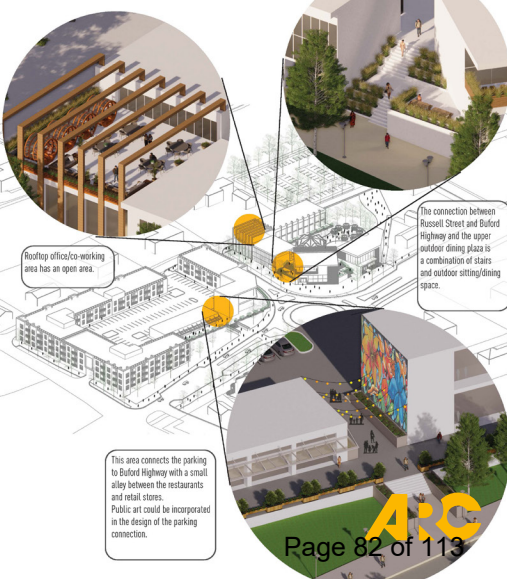
Awarded: 2023; Completed: 2024



Parking



Placemaking Ideas



ONE great REGION

EXTREME WEATHER & CLIMATE CHANGE VULNERABILITY ASSESSMENT

In an effort towards addressing climate change, ARC is offering an Extreme Weather & Climate Change Vulnerability Assessment through CDAP.

This assessment is an in-depth analysis of various factors (i.e., physical, socio-economic dimensions) to identify potential vulnerabilities & assess their magnitude. It helps in understanding how climate change may exacerbate existing vulnerabilities or create new ones, thereby enabling policymakers, researchers, & stakeholders to develop effective adaptation strategies & mitigation measures.¹

1. Definition taken from: Dalson Twecan, Weiguang Wang, Junzeng Xu, Alnail Mohammed, Climate change vulnerability, adaptation measures, and risk perceptions at households level in Acholi sub-region, Northern Uganda, Land Use Policy, Volume 115, 2022, 106011, ISSN 0264-8377, <https://doi.org/10.1016/j.landusepol.2022.106011>

The assessment is not about **why you should care and act** on the repercussions of climate change but about how it is **physically occurring** in your community & how you are **feeling them**.

We want to answer questions like:

- What is the community vulnerable to?
- How can the weather exacerbate those vulnerabilities?
- What implications do these vulnerabilities have for various city/county departments?

What you could get out of it:

- Data-centered research (i.e., baselines conditions, future conditions, patterns, etc.)
- Workshops/capacity building sessions
- Short report with next steps (i.e., grants, department changes, etc.)



CDAP PARTNERS: GEORGIA CONSERVANCY



PROGRAM OVERVIEW: Georgia Conservancy's **Sustainable Growth Program** has advanced thoughtful community planning & urban design services for 25 years, focusing on reducing disturbances to nature while simultaneously improving quality of life across Georgia's diverse communities.

FOCUS AREA(S):

- Growth & development (housing infill & redevelopment, asset-based economic development, etc.).
- Urban design and placemaking.
- Variety of jurisdictions (e.g., towns under 500 people, neighborhoods within large cities, etc.).

SKILLSETS:

- Community engagement
- Data analysis
- GIS & spatial analysis
- Site design/renderings/mock-ups
- Case studies
- Zoning & code review
- Policy & implementation strategy research

PROJECT TEAM:

- Michaela Master, Community Planning Lead
- Luben Raytchev, Community Design Lead
- Additional staff or partners as needed

POTENTIAL PROJECTS TYPES:

- Housing studies & reports
- Neighborhood/NPU/small area master plans
- Community placemaking & good urbanism studies
- County comprehensive planning efforts
- Conservation & growth strategy
- Small town revitalization strategy

Want to learn more about the Sustainable Growth Program & opportunities?

You can find more information on their [website](#).

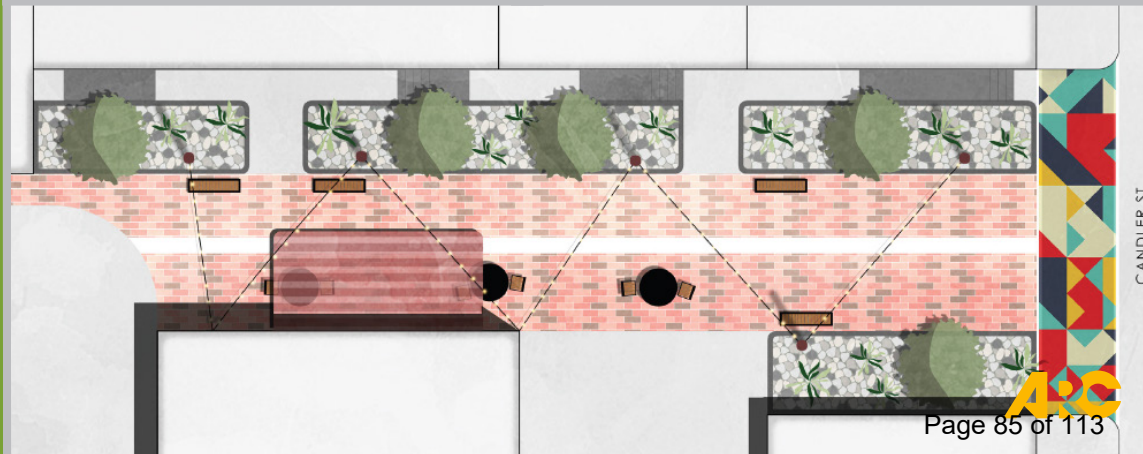
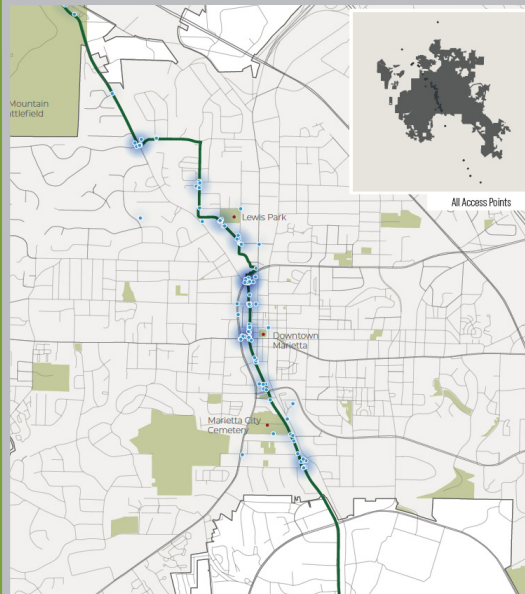
GEORGIA CONSERVANCY PROJECT EXAMPLES

CDAP PROJECT(S):

- Decatur NOAH Preservation Study
- Marietta M2R Trail Activation & Placemaking
- Villa Rica Placemaking & Alleyway Activation Plan

OTHER PROJECT(S):

- Senoia Conservation Strategy
- Brunswick Norwich Street Blueprints Studio
- Multiple County-Wide & City-Wide Housing Studies
- Piedmont Heights Neighborhood Master Plan Update



CDAP PARTNERS: GEORGIA STATE UNIVERSITY



PROGRAM OVERVIEW: The Andrew Young School of Policy Studies at Georgia State University (GSU) undertakes short-term consulting projects for public & nonprofit organizations. The **Graduate Capstone Projects** address challenges in organizations that don't have the capacity to tackle them internally.

FOCUS AREA(S):

- The program focuses on tax & expenditure policies, education, human services, housing policies, urban development, transportation, & crime.

SKILLSETS:

- Program evaluation
- Survey design
- Data analysis & mapping
- Financial analysis
- Policy analysis
- Environmental scans

PROJECT TEAM:

- GSU professor or research associate
- 3 - 5 GSU students
- Additional staff or partners as needed

POTENTIAL PROJECTS TYPES:

- Mobility assessments (i.e., bus routes & stops, service gaps, etc.)
- Best practice identification & analysis
- Service delivery or expansion assessment
- Internal process improvement
- Financial feasibility analysis

Want to learn more about the Graduate Capstone Projects & opportunities?

You can find more information on their [website](#).

GEORGIA STATE UNIVERSITY PROJECT EXAMPLES

CDAP PROJECT(S):

- South Fulton District 4 Resiliency Program

OTHER PROJECT(S):

- Reducing Student Mobility Through Housing Stability in Clayton County
- Atlanta's Night Time Economy: Service Gaps & Challenges
- City of Chamblee Redevelopment & Zoning Analysis
- Aging in Place: A Solution for Gwinnett County
- Smart Parking: An Assessment of On-Street Parking in Atlanta
- Addressing Homelessness in Georgia's Hub Cities
- Crafting a More Climate Resilient Georgia
- ATL District 1 Assessment of Bus Stop Distribution, Safety, & Equity



What Can We Do?

Extreme Heat Info Sites

Add a resource page to your municipal website to share information regarding safety measures and preparations for emergency situations

Simple - Human Resources \$\$\$ Investment

Case Study

Augusta, GA Heat Response
One-stop for heat relief programs and social services
<https://www.augustaga.gov/1903/Extreme-Heat>



Cool Pavement Initiatives

Apply approved coatings to pavements and blacktop to increase reflectivity, prevent cracking due to heat, and reduce heat absorption

Challenging - Human Resources \$\$ Investment

Case Study

Mableton Schools
Funding for green initiatives within school buildings/grounds
<https://tinyurl.com/coolpavementga>



Increase Tree Canopy

Increase tree coverage in your community along streets and pavement, to reduce heat absorption and improve air quality

Challenging - Human Resources \$\$\$ Investment

Case Study

Georgia ReLeaf Project
Funding for state-wide tree planting projects
gaforestcouncil.org



Community Cooling Centers

Designate a publicly accessible building in the community as a safe space for individuals to escape the heat during extreme heat events

Challenging - Human Resources \$\$\$ Investment

Case Study

Albany "Operation Safe Place"
Cool town center for heat relief and distribution of aid
<https://tinyurl.com/albanySAFEplace>



Other Impacts?



Power Outages due to systems malfunctions



Limited operations hours of high energy sites



Increased Livestock mortality & changing pollinator seasons



Widespread agricultural losses



Cracking of concrete, asphalt, and infrastructure



Source: Anthony Bordanaro, WALB 10 (2023)

Increased Heat



Scan to learn more!

CDAP PARTNERS: GEORGIA TECH



PROGRAM OVERVIEW: Graduate Studio Projects in Georgia Tech's School of City & Regional Planning, College of Design, welcomes opportunities to engage graduate students with real communities to propose real design & policy solutions for them to become more just, sustainable, & prosperous.

FOCUS AREA(S):

- Redevelopment & revitalization of suburban areas into new mixed-use centers & neighborhoods.
- Revitalization of downtown or town centers.
- Traffic calming & bike-ped master planning.
- Equitable ecological infrastructure to reduce flooding, improve water quality, & attract investment.
- Missing middle housing, affordable housing, & attainable housing strategies.
- Community-building programs, public spaces, & policies.

SKILLSETS:

- Urban design
- GIS mapping
- Land use planning
- Zoning & development codes
- Transportation/Bike-ped planning
- Environmental/Parks & open space planning
- Public engagement
- Affordable housing

PROJECT TEAM:

- GA Tech Adjunct Professor/Canvas Planning Group
- 4 - 8 GA Tech Masters of City Planning grad students
- Additional staff or partners as needed

POTENTIAL PROJECTS TYPES:

- Neighborhood plans/Parks & open space plans
- Downtown/Town center plans
- Traffic calming plans/Bike-ped plans
- Corridor/Transit oriented development (TOD) plans
- Transportation/connectivity plans
- Housing/Affordable housing plans

Want to learn more about the Graduate Studio Projects & opportunities?

You can find more information on their [website](#).

GEORGIA TECH PROJECT EXAMPLES

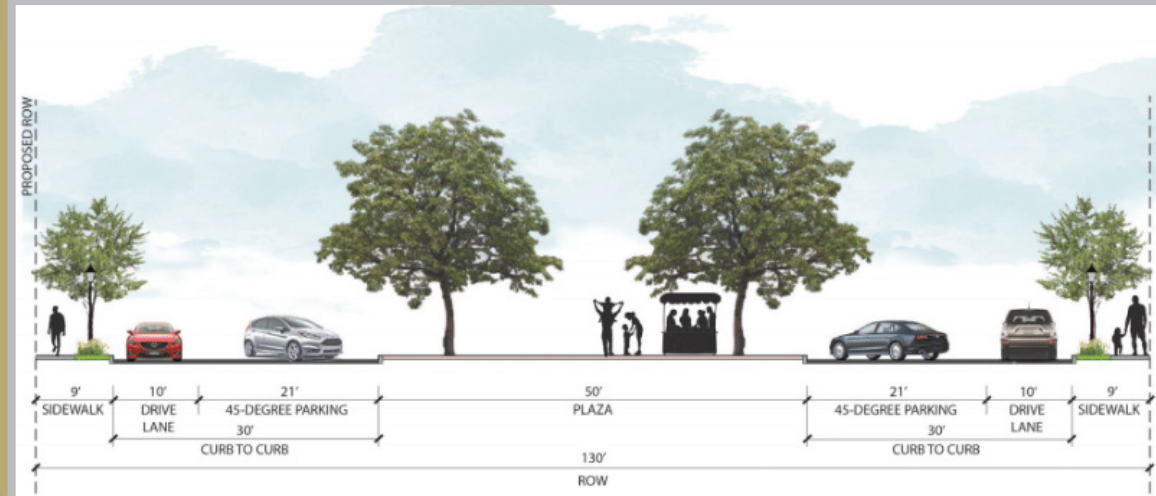
CDAP PROJECT(S):

- Powder Springs: Corridor & Connectivity Plan
- Henry County Housing Assessment

PROJECTS DONE:

- Thomasville Heights Mixed-Income Housing Development Plan
- Habersham County Growth Management & Conservation Plan
- Georgia Tech Climate Vulnerability Assessment
- Midtown (Atlanta) Public Activation Plan
- Covington (GA) Corridors & Downtown Plan
- Rome (GA) Land Bank Infill Housing Plan
- Atlanta Faith Based Affordable Housing Plan
- Home Park (Atlanta) Neighborhood Master Plan

View GA Tech's comprehensive list of projects & reports at the [GA Tech Studio webpage](#) & [here](#).



CDAP PARTNERS: FLOURISHING COMMUNITIES



PROGRAM OVERVIEW: A combination of design, technology, research, & entrepreneurship, **Flourishing Communities Collaborative (FC2)** is a replicable curricular model housed in Georgia Tech's School of Architecture that builds relationships between students, faculty, practitioners, & the community in applied design thinking & problem solving for under-served communities. Projects include semester-long graduate & undergraduate architecture studios, focused applied research & design efforts, faculty & advanced graduate student research.

FOCUS AREA(S):

- Expanding access to all communities with design professionals, faculty, & students in alignment with the belief that good design should be available to all.
- Championing innovation by crafting community-specific initiatives that prioritize equity, community-ownership, & resident empowerment.
- Leading by example by strengthening a respectful, open relationship between the School of Architecture & its Atlanta neighbors.

SKILLSETS:

- Spatial, cultural, & environmental analysis
- Architectural design: schematic to conceptual studies (with programs such as Rhino, Grasshopper, Photoshop, Illustrator, & InDesign)
- Physical modeling (with 3D printing, CNC, laser cutting, & basic woodshop tools)
- Graphic & verbal communication skills

PROJECT TEAM:

- GA Tech professor
- 1 - 4 GA Tech students (dependent on scope)
- Additional staff or partners as needed

POTENTIAL PROJECT TYPES:

- Site, programming, & precedent analysis studies
- Placemaking studies
- Environmental & social analysis
- Neighborhood design studies
- Pre-design studies

Want to learn more about the FC2 projects & opportunities?

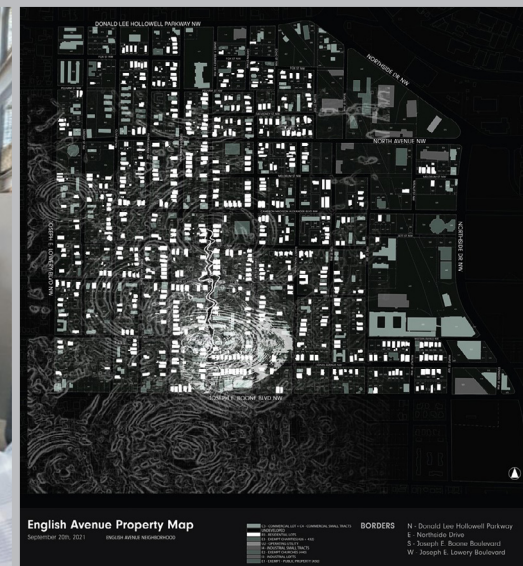
You can find more information on the their [website](#).

FLOURISHING COMMUNITIES COLLABORATIVE PROJECT EXAMPLES

PROJECTS DONE:

- MAX(imum)/MIN(imum) - The Power of Placemaking
- Thomasville Heights - Building Strategies for Energy Efficiency Retrofits
- Social Resilience: Community Center/Post-Disaster Neighborhood Support

View FC2's comprehensive list of projects & reports [here](#).



CDAP PARTNERS: ULI ATLANTA



PROGRAM OVERVIEW: ULI Atlanta's **Technical Assistance Panels (TAPs)** seek to advance the organization's global mission by assisting cities, public agencies, & non-profit organizations with complex land use challenges. TAPs enhance community leadership, clarify community needs & assets, & help inform land use policies.

FOCUS AREA(S):

- Redevelopment or reinvestment planning.
- Responsible use of land (i.e. sustainable use of natural resources, sufficient provision of public services, equitable supply of housing, employment, transportation & preservation).
- Collaboration & leadership capacity.
- Affordable & workforce housing.
- Town center placemaking.

SKILLSETS:

- GIS mapping
- Urban design
- Architectural recommendations
- CRE professionals

PROJECT TEAM:

- ULI staff
- Industry experts from an array of relevant disciplines including but not limited to planners, architects, CRE professionals, traffic engineers, financial experts, government/civic leaders, & economic developers

POTENTIAL PROJECT TYPES:

- Downtown re-development overviews
- Corridor activations
- Affordable housing overviews

WHAT TAP IS NOT:

- Not meant to be a comprehensive plan
- Not meant to be in lieu of hyper focused studies
- Many communities use a TAP as a 1st step

Want to learn more about the Technical Assistance Panels & opportunities?

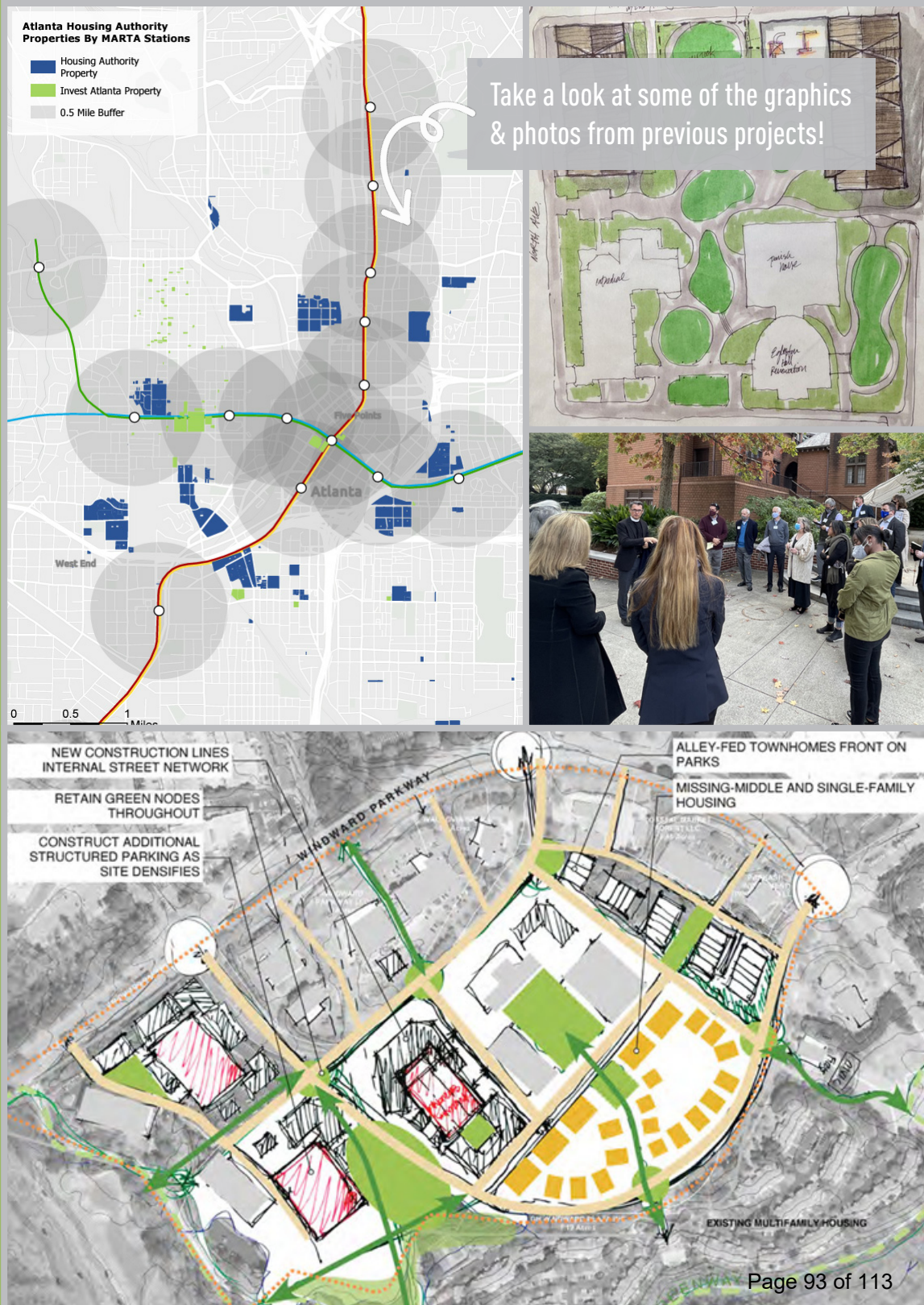
You can find more information on their [website](#).

ULI ATLANTA PROJECT EXAMPLES

PROJECTS DONE:

- City of Doraville Downtown Redevelopment
- City of Alpharetta Windward Parkway Corridor
- Atlanta Housing ULI Advisory Services Panel
- Fulton County Executive Airport: Building a World-Class Industrial District
- Creating Sacred Oasis for All Saints' Episcopal Church

View ULI Atlanta's comprehensive list of projects & TAPs reports [here](#).



THE FOCUS ON EQUITY & RESILIENCY

ARC's Community Development Department is working diligently to put social equity & community resiliency at the forefront of our work. As a result, this is a significant component of CDAP. We want our partners to not only acknowledge equity & resiliency but to also be willing to work with us to address the outcomes of past policies & decisions that have negatively affected or ignored minority & immigrant communities. Below are the definitions we use for equity & resiliency & it will be in the application.

SOCIAL EQUITY



The just & fair inclusion into society in which all can participate, prosper, & reach their full potential. Equitable policies & programs address the harm from past planning outcomes & eliminate present & future harm to people of color, minority communities, seniors, disabled-persons, the LGBTQ community, etc.¹

1. Definition taken in part from the American Planning Association

COMMUNITY RESILIENCY



The capacity for individuals, communities, institutions, businesses, & systems to survive, adapt, & grow no matter what kinds of chronic stresses & acute shocks they experience.²

Without equity, there is no resilience.

2. Definition & quote from the Resilient Cities Network

COMMUNITY-BASED ORGANIZATIONS

Photo Information:

This photo was taken at the Village Skate Park as part of ARC's Community Development Culture & Community Design Program. A shining example of community-centered work. Learn more about the project [here](#).



What are Community-Based Organizations?

A CBO is an organization with a mission to improve the environmental, economic, social, cultural &/or quality of life conditions of a common community of interest.

The term “organization” should be broadly interpreted & can encompass groups with formal legal status & unregistered groups, such as block clubs, or other groups that may not have a legal designation yet are still organized to work on collective efforts to benefit their community.¹

1. Definition taken from Metro (Los Angeles County Metropolitan Transportation Authority)

Why do Community-Based Organizations matter?

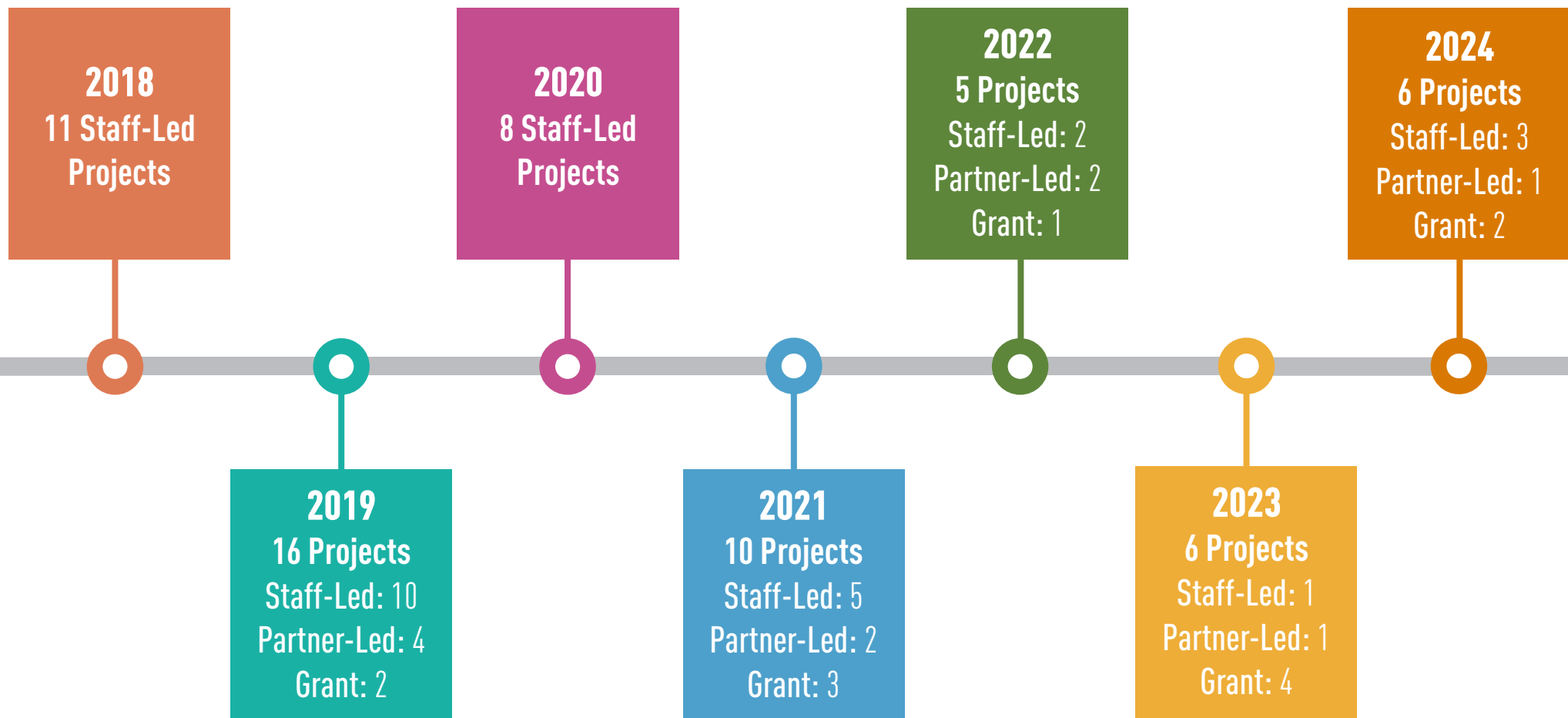
As part of ARC's ongoing efforts to create outcomes that benefit disproportionately & negatively impacted communities, ARC will continue to prioritize assistance to applications that demonstrate an active partnership between the local government & CBO. This partnership should not be isolated to the application or specific project, but an evolving relationship.

The Community Development Department has a running list of regional cultural assets. If you are having trouble identifying potential CBO partnerships, you can find the list [here](#).*

*If you find an error or a defunct organization, please let us know so we may update the list.

CDAP ACROSS THE YEARS

CDAP has offered assistance on 62 total projects over the past seven years. A list of these projects & links to the completed reports can be found on the Community Development Assistance Program [webpage](#).



APPLICATION PROCESS

The graphic to the right depicts the typical timeline for ARC staff assistance. Before every application cycle, ARC hosts two pre-submittal meetings: the LCI/CDAP Ideas Exchange & the Call for Projects. This is an opportunity for potential applicants to work with staff on project ideas & application responses. These meetings are held in early-December & mid-January respectively.

On the day of the LCI/CDAP Call for Projects, the application opens & closes the last day of February. In March, an external & internal committee convenes to score the submittals. If further conversations are needed with applicants, those will typically happen late March or in the month of April. The awarded projects will be announced at the May ARC Board meeting.

Once the awardees are announced, there will be a pre-kickoff/ sponsor orientation meeting in early June. From there, the scoping process will begin with projects typically starting in August & lasting 9 - 10 months (depending on project type & needs). ARC prides itself in producing functional deliverables that meet the needs of our constituents, so there is some flexibility in the project timeline.

Timelines for partner assistance can vary, more information on their respective schedules on page 29.

2024

DECEMBER 4

LCI/CDAP Ideas Exchange at LUCC

2025

JANUARY 15

LCI/CDAP Call for Projects at LUCC & Application Window Opens

FEBRUARY

21st - Last day to for application assistance

28th - Applications Due!

MAY

Awardees Announced at the ARC Board Meeting

AUGUST

Projects Begin

2026

MAY

Project Completion

ARC STAFF LOCAL CONTRIBUTION

The chart below outlines the REQUIRED local contribution for ARC assistance. Fees for partner assistance can be found on the next page.

PROJECT TYPE	LOCAL CONTRIBUTION
RETREAT FACILITATION: For a City council, advisory boards, committees, etc.	\$500/day
TRAINING FOR PLANNING OFFICIALS	\$500 - 1,000
SPECIAL STUDIES*: Assessments & Data Analysis: Focused on one priority issue with no public engagement, limited stakeholder engagement, & data/GIS/research focused.	\$2,500 - 5,000
STRATEGIC INITIATIVES: A short, action-oriented, primarily stakeholder engagement driven study to assist in prioritization. Study requires little public engagement, & the deliverable is a short report.	\$3,000
ZONING AUDITS: For a sub-area or specific topic (i.e. ADU, parking, urban agriculture, etc.) only.	\$5,000
LAND USE & DEVELOPMENT PLANS- MINOR: Single jurisdiction studies with maximum 3 steering committee meetings, maximum 1 public meeting, & an approximate time frame of 6 months.	\$5,000
HOUSING ASSESSMENTS: Technical/Data Analysis & limited stakeholder engagement (i.e., 1-2 steering committee meetings, 1-2 public meetings OR a combination determined during the scoping process).	Small Community (15,000 & under): \$7,500 Large Community (15,001 & over): \$10,000
LAND USE & DEVELOPMENT PLANS- MAJOR: Multi-jurisdiction studies with multiple steering committee meetings, minimum 2 public meetings, time frame longer than 6 months, & potential consultant support. May use grant funds.	\$10,000
CLIMATE CHANGE VULNERABILITY ASSESSMENT: Includes data analysis, stakeholder engagement, & public engagement.	\$10,000
* Special studies include but are not limited to: Municipal Fiscal Analysis, Economic Development Initiatives, Economic Impact Analyses, Housing Infill Development, & Historic Resource Surveys (small area or modified).	

PARTNER FEE & TIMELINE

The chart below outlines the individual project fees & timelines for partner assistance. Additional information about our partners can be found on pages 14 - 23.

PARTNER	FEE	TIMELINE
Georgia Conservancy (Sustainable Growth Program)	\$5,000 - 25,000	Same as ARC Assistance.
Georgia State University (Graduate Capstone Projects)	\$1,000 - 5,000	Proposals reviewed in August & December. Work conducted in Fall & Spring semesters (10-week period).
Georgia Institute of Technology (Graduate Studio Projects)	\$5,000 - 25,000	Reviewed & approved 1-2 months prior to the Fall 2025 (August-November) or Spring 2026 (January-April) semester.
Georgia Institute of Technology & Flourishing Communities Collaborative (FC2)	\$5,000 - 25,000 *Fee & project type same as ARC*	Reviewed & approved 1-2 months prior to the Fall 2025 (August-November), Summer 2025 (May-July) or Spring 2026 (January-April) semester.
ULI Atlanta (Technical Assistance Panels)	\$15,000 - 20,000	April - December of every year

APPLICATION CHECKLIST

- Review of the CDAP Guidebook.
- Applicant is a representative from a local government, CID, or non-profit.
 - *Reminder: Non-profits are not eligible for grant assistance.*
- The potential project aligns with any priority issue area described on pages 4 - 10.
- Completed CDAP application submitted by end of February.
 - Inclusion of a CBO(s) during the application development & project completion.
 - Description of how the proposed project advances social equity as described on page 24.
 - Description of how the proposed project advances community resiliency as described on page 24.
 - Focus on engaging historically under-represented groups.
- Attached project extent/boundaries as supplemental information.
- Signed letters of support from elected officials & relevant parties.
- Understanding of the local contribution required on pages 28 - 29.

EVALUATION CRITERIA

Criteria	Project A	Project B	Project C
Overall quality of the proposed project.			
How well does the proposal address social equity &/or community resiliency?			
How well does the proposal engage a Community-Based Organization during the application development?			
Does the proposal commit to an inclusive & equitable community engagement approach for residents & CBOs?			
How well does the proposal articulate how one or more CDAP priority issue areas will be addressed?			
Does the proposal have support from required party(ies) (i.e., elected officials, leadership, community, etc.)?			

*This is a sample of what is looked at when evaluating proposals. Evaluation of the proposals is not limited to the criteria listed above. ARC makes an effort to consider the geographic diversity & environmental justice score of the proposed project boundary. Also, selection is dependent on ARC & partner resources & time available.

F

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Q

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Q Will I still be able to request assistance from ARC's Community Development group outside the CDAP application cycle?

A Yes, ARC is still a resource for local governments at all times of the year. The annual call for projects will be the primary way to source technical assistance from the Community Development Group. However, communities should reach out to ARC with questions or ideas anytime. Staff capacity & resources will determine the ability to respond to any specific request.

Q I may not be able to obtain a letter of commitment from my Chief Elected Official. Is a letter still required?

A A letter of commitment from your chief elected official is a requirement. The letter must also acknowledge a commitment of funding from your local government.

Q Do requests for local comprehensive plans need to go through this application?

A No, ARC provides assistance to local governments with the update of a basic comprehensive plan through its contract with the Georgia Department of Community Affairs. There is a separate process by which that request is submitted.

Q My Qualified Local Government (QLG) status has lapsed, & we have not completed our needed update. Are we still eligible?

A No, unless you have already submitted your update to ARC to be approved by DCA.

Q How many projects will be selected?

A There is no set number of projects that will be selected. Once all requests have been received, staff capacity, & resources will determine the final number of projects. In 2024, six projects were selected.

Q Will there be a scoring matrix for applications?

A Yes, there will be a scoring process completed by an internal & external review committee.

Q Does my project have to fit all of the priority issue areas?

A No, projects do not have to address all of the six priority issue areas. The project should address at least one of the issue areas.

Q Who can apply?

A Applicants must be a local government, CID, or non-profit within the 11-county region. Those communities with a Livable Center Initiative (LCI) outside the region but within the Metropolitan Planning Organization (MPO) may apply for ARC assistance **ONLY** if the project advances the goals of their LCI study. Communities within the MPO with a project idea that does not advance the goals of an LCI may apply for partner assistance.

Q Can we apply for both CDAP & the Livable Centers Initiative (LCI)?

A Technically, yes, you can apply to both programs at the same time. However, we try to ensure the selected projects are not concentrated in one part of the region. If you submit for CDAP & LCI within the same cycle, you should not expect to receive both.

Q How do we come up with potential CDAP projects?

A We recommend that local governments look at their current comprehensive plans, small-area plans, LCI studies/plans, & other reports that have tasks that they may need help in visioning/ implementing. CIDs & non-profits should look to their objectives/goals & think of ideas that fit into CDAP's priority issue areas.



C
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P

Community Development
Assistance Program



Atlanta Regional Commission

Have more questions? Contact:

Jillian Willis

Senior Planner & CDAP Manager

(e) jwillis@atlantaregional.org





CITY COUNCIL

CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY SHEET

MEETING DATE: FEBRUARY 24, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	6.H.	New Business Items	NO

SUBJECT: To discuss approval of a contract Yeargan and Kurt, LLC (Julie A. Kurt) to perform all functions and duties of the prosecuting attorney of the Clarkston Municipal Court (i.e., serve as City Solicitor) and to perform such other legally permissible and proper duties and functions as said position shall require.

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: City Clerk's Office

PURPOSE: The purpose of this item is to provide prosecuting attorney (solicitor) services for the City of Clarkston Municipal Court.

IMPACT: It is necessary for a representative of the City legal expertise and qualifications (employed or contracted) to prosecute cases within the jurisdiction of the City Charter, Ordinances, and Georgia State Statutes that are within the original jurisdiction of the Clarkston Municipal Court. It is also necessary for this contractor to perform advanced professional legal work involving the prosecution of defendants in misdemeanor criminal cases and to perform other duties as are required.

FUNDING SOURCE:

RECOMMENDATION: Approval of the CONTRACT TO PROVIDE MUNICIPAL COURT

SOLICITOR SERVICE(s) CLARKSTON MUNICIPAL COURT.

**STATE OF GEORGIA
COUNTY OF DEKALB**

**CONTRACT TO PROVIDE MUNICIPAL COURT SOLICITOR SERVICE(s)
CLARKSTON MUNICIPAL COURT**

This Agreement is made and entered into this ____ day of _____, 2026 , between the CITY OF CLARKSTON ("City"), a municipal corporation, and Yeargan & Kert, LLC ("Contractor").

WITNESSETH:

WHEREAS, the City previously engaged the services of Attorney Julie Kert, who is a member of Yeargan & Kert, LLC, as the City Solicitor pursuant to O.C.G.A Section 15-18-91; and

WHEREAS, Julie Kert is qualified to continue serving as prosecuting attorney of the Clarkston Municipal Court pursuant to O.C.G.A. § 15-18-92(a) and desires to continue serving in said capacity as an independent contractor, rather than as an employee of the City; and

WHEREAS, it is the desire of both parties hereto to establish and set forth their mutual responsibilities to one another by means of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is hereby agreed as follows:

1. Duties. The City hereby contracts with Contractor to perform all functions and duties of the prosecuting attorney of the Clarkston Municipal Court (i.e., serve as City Solicitor) and to perform such other legally permissible and proper duties and functions as said position shall require. These duties shall include, but are not limited to, the following:
 - a. Prosecute cases within the jurisdiction of the City Charter, Ordinances, and Georgia State Statutes that are within the original jurisdiction of the Clarkston Municipal Court.
 - b. Perform advanced professional legal work involving the prosecution of defendants in misdemeanor criminal cases.
 - c. Participate in administrative and research functions in civil areas when so directed by the City Manager.
 - d. Report to the City Manager as requested regarding the functions of the Municipal Court system.
 - e. Collaborate with the Municipal Court Judge to develop and carry out policies for trial procedures.
 - f. Coordinate with the Municipal Court Judge, Public Defender, and Court Clerk to reduce or eliminate backlog of pending cases.
 - g. Annually review data gathered by the City regarding cases generated by the Clarkston Police Department and filed in the Municipal Court;
 - h. Prepare an annual report concerning Municipal Court operations and results and

personally present that report to the City Council.

- i. Annually review and recommend changes to the Clarkston Municipal Code which relate to Municipal Court; and
 - j. Make recommendations to the City to improve the financial or other operating conditions of the Court.
2. Independent Contractor. In performing the duties of the City Solicitor, Contractor shall serve as an independent contractor and not as an employee of the City. The City shall have no right or responsibility to control or influence the manner in which Julie Kert carries out her prosecutorial responsibilities, save and except that the City Solicitor agrees to carry out his or her duties in a timely, consistent, fair and effective manner.
3. Term and Termination. This Agreement shall commence upon its mutual execution by the parties and shall continue indefinitely, until and unless terminated by either party or modified by the mutual agreement of the parties. Either party may terminate this Agreement for convenience by giving sixty (60) days' written notice to the other party.

No rights, responsibilities, salary, or other benefits shall extend beyond the term of this Agreement and nothing in this Agreement shall be deemed to vest in the City Solicitor any property interest in the duties, responsibilities, or compensation provided in this contract or any right to the continuation thereof.
4. Compensation. The compensation shall be Two Thousand, Five Hundred Dollars (\$2,500.00) monthly. Payment shall be made on or before the last working day of each month this Agreement remains in effect.
5. Hours of Work. It is recognized that the hours devoted by the Contractor in the performance of his or her responsibilities may vary with the caseload of the Court. The Contractor shall report to the City Manager upon request the amount of time she is devoting to his or her duties as the Solicitor.
6. Periodic Review. The City Council may review the performance and compensation of the Contractor by such method and at such times as the Council shall deem appropriate.
7. Dues and Subscriptions. The Contractor shall maintain membership in an appropriate statewide organization for City Solicitors and all fees required for such membership shall be paid by the City. In addition, the City encourages the Contractor to participate in national, regional, and state and local associations and organizations necessary and desired for her continued professional growth and advancement and to improve his or her performance as City Solicitor. Should the Contractor desire to incur any expenditure for any of the proposed activities outlined above, she may obtain prior consent from the City Manager of the City of Clarkston, in which event the City shall be obligated to reimburse for such pre-authorized expenses.
8. Professional Development. The City agrees to reimburse the Contractor for registration, travel, and subsistence expenses for professional and office travel, meetings, and occasions

deemed necessary or desirable to continue the professional development of the City Solicitor. The procedures for reimbursement referred to in Paragraph 7 above shall apply to expenses incurred pursuant to this paragraph as well.

9. Pro Tempore Services. While it is agreed that Julie Kert shall personally serve as Solicitor and shall be available to fill the duties of that office generally not less than eighty percent of the time, it is anticipated that ethical conflicts, scheduling conflicts, vacations, illness, etc., will occasionally require the appointment of pro tempore Solicitor. It is understood that it is in the interest of both parties to utilize a pro tempore solicitor when Julie Kert is unable to appear in the Municipal Court so that the Court's important work will not be interrupted when Ms. Kert must be absent from that position. Therefore:
 - a. Contractor shall annually submit to the City Council the names of those persons whom it wishes to nominate as pro tempore solicitors for that calendar year. These persons shall all be members of the State Bar of Georgia, in good standing, and otherwise qualified to serve as prosecuting attorney of a municipal court pursuant to O.C.G.A. § 15-18-92(a). Upon receiving such list of proposed pro tempore solicitors, the City Council shall, at its next regularly scheduled meeting, or as soon thereafter as may be convenient, review the list of persons nominated by the Contractor and approve or deny their appointment as pro tempore solicitors. Contractor is encouraged to nominate qualified members of its firm as pro tempore solicitors.
 - b. Any pro tempore solicitor shall be in all respects subject to all of the terms and conditions of this Agreement.
 - c. The Contractor shall compensate all pro tempore solicitors at its own expense and upon such terms as he and they may agree. Contractor will be compensated according to Section 4 of this Agreement.
 - d. The Contractor shall make a reasonable effort to maintain a pool of at least two pro tempore solicitors and shall endeavor to rotate pro tempore services evenly among the approved pro tempore pool so that all will be reasonably familiar with municipal court procedures should their service be necessary.
 - e. The Contractor shall instruct all pro tempore solicitors concerning procedures and customary sentences in order to promote uniformity to the greatest extent possible.
10. General Provisions. This Agreement shall constitute the entire agreement between the parties and supersedes any previous agreements or understandings. If any provisions or a portion thereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. No other benefits,

consideration, or compensation of any kind shall be due from City to the Contractor other than as set forth herein.

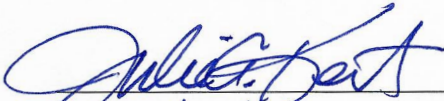
Executed on behalf of:

CITY OF CLARKSTON, GEORGIA

BY: _____
Beverly H. Burks, Mayor

DATE: _____

CONTRACTOR: Yeargan & Kert, LLC

SIGNATURE: 

DATE: 2/19/2026

Pro Tempore Solicitors:
Karla Brown Dolby
Andrea Clark
LeRoya Chester Jennings

ATTEST (sign here): _____
City Clerk

DATE: _____

Approved as to form:

Stephen G. Quinn
City Attorney