



CITY COUNCIL MEETING AGENDA
TUESDAY, MARCH 3, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Lynn Bayonne
Council
Member

Dean Moore
Council
Member

Mark Perkins
Council
Member

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PRESENTATION/ ADMINISTRATIVE BUSINESS**

- A. Employee of the Month
- B. Business of the Month — February 2026
- C. To approve the following meeting minutes:

1. February 3, 2026 - City Council Meeting

- 4. REPORTS**
- 5. 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.

- 6. OLD BUSINESS**
- 7. CONSENT AGENDA**

- A.** To approve the appointment of Ganaro Makor to the Downtown Development Authority for a term that expires on December 31, 2030.
- B.** To approve a resolution establishing regulatory fees for sign permits.
- C.** To approve a resolution establishing regulatory fees for land development permits.
- D.** To approve 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.
- E.** To approve a resolution to deny the claims for damages asserted by claimants Charles Junior (a/k/a Zayin Bey) and Debra Hedgeman.
- F.** To approve a proclamation designating March as Women's History Month and recognize a Clarkston citizen.
- G.** 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.

8. NEW BUSINESS

9. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, March 3, 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/meeting/register/hZAlfZxQSCazrbACvD8CRA>

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



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

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

SUBJECT: Employee of the Month

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Human Resources

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

FUNDING SOURCE:

RECOMMENDATION:

Announce the Employee of the Month during monthly Council meetings and through internal communications to ensure recognition is well-publicized.

The Employee of the Month will:

- Receive a \$50 gift card.
- Be featured in internal and social media communications.
- Become eligible for nomination as the Employee of the Year.



CITY OF CLARKSTON

ITEM NO: XX

CITY COUNCIL WORK SESSION

ACTION TYPE:
Presentation

MEETING TYPE:
Regular Session

AGENDA ITEM SUMMARY SHEET

MEETING DATE: March 3, 2026

SUBJECT: Employee of the Month – February 2026

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
PAGES:

PRESENTER CONTACT INFO: Dr. Dwight L. Baker
PHONE NUMBER: 404.824.8135

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

NEED/IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

RECOMMENDATION:

Announce the Employee of the Month during monthly Council meetings and through internal communications to ensure recognition is well-publicized.

The Employee of the Month will:

- Receive a \$50 gift card.
- Be featured in internal and social media communications.
- Become eligible for nomination as the Employee of the Year.



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

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

SUBJECT: Business of the Month — February 2026

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

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

SUBJECT: To approve the following meeting minutes:

1. February 3, 2026 - City Council Meeting

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE: To approve the minutes of the February 3, 2026 Council Meeting.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, FEBRUARY 3, 2026

On Tuesday, February 3, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Regular Session of Council in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Mayor Beverly H. Burks, Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Lynn Bayonne; Yterenickia Bell; Dean Moore; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller-Thornton (City Manager); June Davis (Administrative Assistant); Xavier Todd (Assistant Police Chief); Richard Edwards (Planning and Economic Development Director); Jacob Bouie (Economic Development Coordinator); Dwight Baker (Director of Human Resources and Risk Management); Michael Duncan (Parks and Recreation Director); Yolanda McGee (Equity, Diversity, Inclusion Officer); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

The Mayor called the meeting to order at 7:00 p.m.

2. ROLL CALL

Vice Mayor Johnson and Councilmembers Adde, Bayonne, Bell, Moore and Perkins were present.

Vice Mayor Johnson made a motion to add a proclamation to the agenda declaring February 2026 as Black History Month as Item 8.C. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Business of the Month — January 2026

Economic Development Coordinator, Jacob Bouie presented the January 2026 Business of the Month to M-Mart International Grocery.

B. Employee of the Month — December 2025

Director of Human Resources and Risk Management, Dr. Dwight Baker presented the January 2026 Employee of the Month to Donna Black, Records Clerk, Police

Department.

- C. To approve the following meeting minutes:
 1. December 2, 2025 - City Council Meeting
 2. January 6, 2026 - City Council Meeting
 3. January 23, 2026 - Special Called City Council Meeting
 4. January 27, 2026 - City Council Work Session

Vice Mayor Johnson made a motion to approve the minutes of the four meetings as presented, and Councilmember Adde duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

- A. City Manager's Report - 2025 Recap of the City of Clarkston

City Manager, ChaQuias Miller-Thornton provided a report on the achievements, projects, and events of the City during 2025.

- B. City Attorney's Report

No report given by the City Attorney.

- C. City Council Reports

Councilmembers shared brief updates on meetings and events they attended, as well as current projects they are working on.

- D. Mayor's Report

Mayor Burks shared brief updates on meetings and events she attended and other news of the city.

5. 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.

There were no public comments.

6. OLD BUSINESS

None

7. CONSENT AGENDA

Item D was removed from the Consent Agenda due to a change with the appointment of the Interim City Clerk and moved to Item D of New Business.

Councilmember Adde made a motion to approve the February 3, 2026 Consent Agenda, Items A through C. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for a vote and declared the motion approved (6-0).

- A. To approve an ordinance to amend the text of the Clarkston Zoning Ordinance, Appendix A, Article II, administration of the city code; to provide for written notice by the city, at the applicant's expense, to nearby property owners by USPS regular mail; and to require that such notice be mailed at least twenty calendar days prior to the public hearing associated with the proposed zoning decision.
- B. To approve a resolution authorizing the reappointment of the City Auditor, Mauldin & Jenkins for the FY 2025 Audited Financial Statement to be audited during FY 2026 and approve the 2025 Audit Engagement Letter.
- C. To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for governmental finance services, including performance and oversight of the Finance Department services.
- D. To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for Interim City Clerk services and appoint Emmie Niethammer as Interim City Clerk.

8. NEW BUSINESS

- A. To consider an ordinance to amend Chapter 3 of the City Code concerning alcohol; to allow grandfathered licenses for the sale of distilled spirits by the package to be transferred to a new licensee; and to allow such licenses to be transferred to a new location within the city.

Vice Mayor Johnson made a motion to approve an ordinance to amend Chapter 3 of the City Code concerning alcohol; to allow grandfathered licenses for the sale of distilled spirits by the package to be transferred to a new licensee; and to allow such licenses to be transferred to a new location within the city. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0, 1 abstention - Adde).

- B. To consider a bid award and professional services agreement to the most responsive and responsible bidder, Aquatic Management, Inc. for the 2026 Milam Park Pool Management Contract in the amount of \$79,015.

Councilmember Bell made a motion to approve the bid award and professional services agreement to the most responsive and responsible bidder, Aquatic Management, Inc. for the 2026 Milam Park Pool Management Contract in the amount of \$79,015. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- C. Proclamation to declare February 2026 as Black History Month. (Item added during agenda approval)

Equity, Diversity, Inclusion Officer, Yolanda McGee presented the proclamation. Councilmember Bell made a motion to approve the proclamation. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the proclamation approved (6-0).

- D. To approve a resolution authorizing an agreement with Sumter Local Government Consulting Services for Interim City Clerk services and appoint Emmie Niethammer as Interim City Clerk. (Item moved from Consent Agenda)

City Administrator, Chaquias Miller-Thornton stated that the appointment has changed to Cynthia Hanson. Councilmember Moore made a motion to approve the resolution authorizing an agreement with Sumter Local Government Consulting Services and appoint Cynthia Hanson as Interim City Clerk. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the resolution and appointment approved (6-0).

9. EXECUTIVE SESSION

Councilmember Bell made a motion to enter Executive Session to discuss a personnel matter at 8:03 p.m. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- A. To discuss a personnel matter.

Councilmember Moore made a motion to conclude Executive Session. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared Executive Session adjourned (6-0).

Executive Session adjourned at 8:30 p.m.

There was no action taken after Executive Session.

10. ADJOURNMENT

Councilmember Moore made a motion to adjourn the meeting. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:30 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7A	Consent Item	NO

SUBJECT: To approve 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:

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: [REDACTED]			Years in Clarkston: going on 6 years
Phone Number: [REDACTED]	Cell <input checked="" type="checkbox"/>	Home <input type="checkbox"/>	E-mail: [REDACTED]
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

██████████ | Atlanta, Ga

EXPERIENCE

CTR Partners, Inc.

Atlanta, Ga

Advisor

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

Atlanta, GA

Community Engagement Coordinator

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

Atlanta, GA

Research Assistant/Student Assistant

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

Clarkston, GA

Program Director- Summer Camp Encounter/After School Program

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 – [REDACTED]
- Mary Helen O'Connor – [REDACTED]
- John Grimaldi – [REDACTED]





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

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7B	Consent Item	

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

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

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 <i>(Banner, Flag, Etc.)</i>	\$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 <i>(Panel replacement without structural modification)</i>	\$50 flat fee



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7C	Consent Item	NO

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

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

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

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7D	Consent Item	NO

SUBJECT: To approve 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:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

RESOLUTION NO. 2026-_____

**A RESOLUTION BY THE CLARKSTON CITY COUNCIL TO AUTHORIZE
SUBMISSION OF A COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM
(CDAP) APPLICATION TO THE ATLANTA REGIONAL COMMISSION FOR
HOUSING ASSESSMENT PLANNING ASSISTANCE.**

WHEREAS, the Atlanta Regional Commission (ARC), through its Community Development Assistance Program (CDAP), provides planning assistance to local governments, community improvement districts, and non-profit organizations in the Atlanta metro-area to undertake local planning activities that advance the goals of the ARC’s regional planning initiatives and priority issues; and

WHEREAS, the ARC has identified housing affordability as one of the CDAP’s priority issue areas; and

WHEREAS, the City desires to undertake a housing assessment and further desires to submit a CDAP application to the ARC for planning assistance to complete said housing assessment ; and

WHEREAS, the City agrees to provide the required local contribution for ARC staff assistance in the amount of \$7,500, if selected for the program; and

WHEREAS, the City authorizes its Planning and Economic Development staff to submit the official CDAP application to the ARC under the direction of the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the Planning and Economic Development staff shall, under the direction of the City Manager, submit the CDAP application to the ARC for housing assessment planning assistance with the full support of 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



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7E	Consent Item	NO

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

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

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

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7F	Consent Item	NO

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

PRESENTER CONTACT:

PHONE NUMBER:

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

AGENDA ITEM SUMMARY SHEET

MEETING DATE: MARCH 3, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7G	Consent Item	NO

SUBJECT: 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:

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

**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.

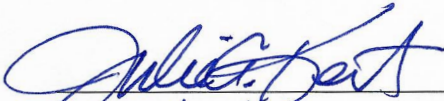
Executed on behalf of:

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