



**CITY COUNCIL WORK SESSION MEETING AGENDA**  
**TUESDAY, MARCH 31, 2026 - 7:00 PM**  
**736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021**  
**(404) 296-6489 ♦ [WWW.CLARKSTONGA.GOV](http://WWW.CLARKSTONGA.GOV)**

Beverly H. Burks  
Mayor

ChaQuias Miller-Thornton  
City Manager

Debra Johnson

Sharifa Adde

Yterenickia Bell

Lynn Bayonne

Dean Moore

Mark Perkins

Vice Mayor

Council  
Member

Council  
Member

Council  
Member

Council  
Member

Council  
Member

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC HEARINGS**

- A. To receive public comments on a request for a Conditional Use Permit (CUP) for a community center in the RC zoning district to be located at 3688 West Hill Street (Parcel ID: 18 119 01 017).

**4. PRESENTATION/ ADMINISTRATIVE BUSINESS**

**5. PUBLIC COMMENTS**

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

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- A. To discuss the consideration of Sydney Jakes to the Downtown Development Authority for a term that expires on December 31, 2026.

- B.** To review and discuss a request for a Conditional Use Permit (CUP) for a community center in the RC zoning district to be located at 3688 West Hill Street (Parcel ID: 18 119 01 017).
- C.** To present and discuss SS4A Safety Action Planning Project
- D.** To present and discuss the status of the Greenway Trail Phase I Concept Design
- E.** To present and discuss an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime.
- F.** To present and discuss an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime.
- G.** To discuss a Resolution to adopt the City of Clarkston Classification and Compensation Plan

## **8. ADJOURNMENT**

### **PUBLIC PARTICIPATION BY VIDEO CONFERENCE**

**The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 PM. on Tuesday, March 31, 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/dmFWPO1ZR0SBNb0xOSaeSg>**

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

## STAFF ANALYSIS AND REPORT

**APPLICANT:** Berhanu “Ben” Nune

**LOCATION:** 3688 W Smith Street  
(Parcel ID: 18 119 01 017)

**CASE #:** CUP2026-001

**ZONING:** RC: Residential Commercial

**REQUEST:** Conditional Use Permit to allow a 204 seat community center in the RC zoning district.

**ZONING/ADJACENT LAND USE:**

North	NR-3: Vacant residential
South	NR-3 & NC-2: Single-family homes & Dashen Insurance Office
West	NR-3: Single-family homes
East	RC: Esubalew Tax Office and a vacant commercial building

**MEETING INFORMATION:**

Planning & Zoning Commission:	02/17/2026 – 7:00 P.M
Mayor & City Council Work Session:	03/31/2026 – 7:00 P.M.
Mayor & City Council Public Hearing:	04/07/2026 – 7:00 P.M.

**PUBLIC NOTICE INFORMATION:**

Legal Ad in DeKalb Champion:	03/12/2026
Mailed Public Notice Letters:	03/03/2026
Public Notice Sign Posted:	03/03/2026

**RECOMMENDATION:**

Staff recommends approval with conditions.

## **BACKGROUND:**

This property is 1.38 acres and is currently vacant and wooded. The applicant is requesting a conditional use permit (CUP) to construct a community center with an assembly area consisting of 204 seats. This would be a private center that the owner could use or rent out for parties, events, or meeting spaces.

The proposed development would require a minimum of 51 parking spaces with a minimum of two (2) handicap spaces. The applicant's site plan shows 51 total park spaces with four (4) handicap spaces. The applicant owns 4312 and 4320 East Ponce de Leon Avenue and their site plan shows inter-parcel connections with an additional 15 spaces that may be utilized after business hours.

Based on conversations with the applicant, the proposed community center would be utilized mostly during weekday evenings and on weekends. These times are predominantly outside of peak traffic hours.

The applicant is also proposing to install a deceleration lane to assist with traffic congestion issues along West Smith Street, as required by code. They will also be required to install a 5-foot sidewalk along the entire frontage of the property that would connect to the existing sidewalk along the frontage of 4320 W Smith Street.

During the Planning & Zoning Board meetings, there were concerns expressed about a stream being located on the site. However, there is no evidence of a stream being located on this parcel. The City Engineer, Larry Kaiser, and the applicant's surveyor identified this as a drainage ditch that only holds water during rain events.

**Analysis:** Pursuant to Section 219(d) of the City of Clarkston Zoning Ordinance, Staff has reviewed the conditional use permit request in accordance with the required review criteria, which are as follows:

**1. Would the conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood?**

The proposed use would not diminish nor impair property values with the surrounding neighborhood. The proposed development would increase traffic along West Smith Street but the required deceleration lane, inter-parcel connectivity, proposed zoning conditions would help to mitigate the effects to neighboring properties.

**2. Would the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?**

The proposed use would not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties.

**3. Would the establishment of the conditional use impede the normal and orderly development of surrounding property for uses predominant in the area?**

Staff does not anticipate this use impeding the normal and orderly development of surrounding properties. There are three (3) commercial office buildings to the east and south of the proposed development. The remaining five (5) properties along West Smith Street are existing single-family homes. The properties to the north are vacant, residentially zoned lots but this proposed development would not impede the future development of those lots.

**4. Would the location and character of the proposed conditional use be consistent with a desirable pattern of development for the locality in general?**

The subject property is located along a corridor characterized by a mix of commercial and residential uses. In terms of scale and function, the proposed community center is most comparable to the commercial uses located near the intersection of W. Smith Street and E. Ponce de Leon Avenue.

The Future Land Use Map in the Comprehensive Plan designates W. Smith Street as Mixed-Use, with the exception of 1210 and 3664 W. Smith Street, which are designated for Traditional Neighborhood Development. The proposed community center is consistent with the Mixed-Use Future Land Use designation, which envisions a mix of residential, commercial, and urban-compatible industrial uses.

**Recommendation:**

Pursuant to Article II, Division 6 of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the conditional use permit for a community center at 3688 W Smith Street with the following conditions:

1. The development shall be substantially similar to the site plan dated October 23, 2025.
2. The architectural elevations shall be substantially similar to the plans dated October 23, 2025.
3. The community center shall be limited to 204 seats.
4. A 6-foot wooden fence shall be installed along the property lines abutting 3664 W Smith Street and 4324 E Ponce de Leon Avenue to prevent light spillage from vehicles onto residential properties.
5. The developer shall install a minimum 3-foot, continuous row of evergreen shrubs along the parking spaces facing W Smith Street to prevent light spillage from vehicles onto residential properties.
6. The hours of operation shall be limited to 7am to 9pm Sunday through Thursday and 7am to 11pm on Friday and Saturdays.
7. There shall be no on-street parking along West Smith Street.

The Planning and Zoning Board voted to recommend **DENIAL** of this request due to the applicant not wanting to conduct an Environmental Impact Assessment prior to the board's recommendation to City Council.

Aerial of the site



Zoning Map



Future Land Use Map





Date Received: 10-23-2025

APPLICANT INFORMATION

APPLICANT NAME: BERHANU NUNE  
ADDRESS: [REDACTED], Stone Mountain, GA 300  
PHONE: [REDACTED] CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: [REDACTED]

OWNER INFORMATION (If different from Applicant)

OWNER NAME: Same  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

PROPERTY INFORMATION (attach legal description)

ADDRESS: 3688 W Smith Street, CLARKSTON, GA 3002  
PARCEL ID#: 1811901017 LAND LOT: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: RC CURRENT LAND USE: RC  
PROPOSED LAND USE: RC

DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.): Community ce  
small employee about 10 people.

CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: 3688 W. Smith Street, Clarkston, GA 3014

BERHANU NUNE  
Type or Print Owner's Name

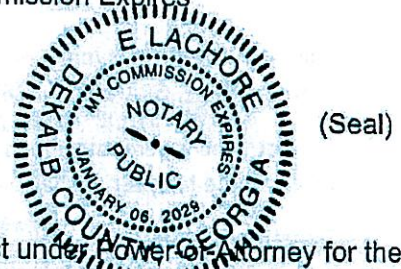
[Signature]  
Owner's Signature

11/14/2025  
Date

Sworn and subscribed before me this, 14<sup>th</sup> day of November, 2025

[Signature]  
Notary Public

01/06/2029  
Commission Expires



POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power of Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

\_\_\_\_\_  
Type or Print Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

(Seal)

\_\_\_\_\_  
Type or Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Real Estate Transfer Tax \$0.00

Filed and Recorded:  
12/10/2021 3:13:29 PM  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia

WHEN RECORDED, MAIL TO  
4312 E ponce de leon ave  
Clarkston, GA 30021

DOCUMENT PREPARED BY: BERHANU NUNE  
4312 E PONCE DE LOAN AVE, CLARKSTON, 30021

Property tax parcel id number: 18 119 01 017

Quit Claim Deed  
Dated: 12/10/2021

This quitclaim deed is made on 10<sup>th</sup> day of December, 2021 between Amssale Denbel, Grantors, and Berhanu Nune, GRANTEE, of 3688 W Smith St, Clarkston, GA 30021. *Exhibit "A"*

*P. AMSSALE DENBEL (BN)*  
Subject to all easements, rights of way, protective covenants, and mineral reservations of record, if any taxes for the tax year of shall be prorated between the Grantor and Grantee as of this deed.

Signature of Grantor *Amssale*  
Name of Grantor AMSSALE DENBEL

Emebet Denbel

EMEBET DENBEL

Signature of witness *Theresa Hailegnaw*  
Signature of witness *Theresa Hailegnaw*

Printed name of witness Theresa Hailegnaw  
Printed name of witness Theresa Hailegnaw

State of Georgia county of DeKalb on 12/10/2021, the Grantor, Amssale Denbel, personally came before me and, being duly sworn, did state and prove that both are the person described in the above document and that they signed the above document in my presence.

*[Signature]*

Notary Signature

Notary Public,

In and for the county of DeKalb state of Georgia

My commission expires: Feb 2, 2025 Seal

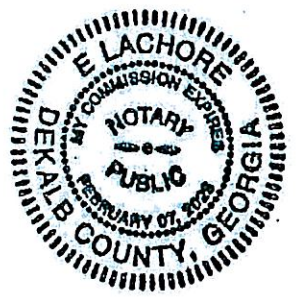


Exhibit "A"

DEED BOOK 23549 Pg 733  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia

Legal Description

All that tract or parcel of land lying and being in Land Lot 119 of the 18<sup>th</sup> District of DeKalb County, Georgia, and as shown on Survey by Ambit Technical Services, dated March 4, 2010, and Labeled as 3688 W Smith St, Clarkston Georgia.

BEGINNING at an Iron pin located on the northeasterly right-of-way of West Smith Road, and the northwesterly right-of-way of East Ponce De Leon Avenue; Running thence, N52°19'55"W, a distance of 185.88' to an Iron pin set and the POINT OF BEGINNING; thence, N52°17'09"W, a distance of 264.66' to an Iron pin set; thence, N39°22'52"E, a distance of 205.63' to an Iron pin found; thence S52°15'57"E, a distance of 258.75' to an Iron pin set; thence, S37°44'03"W, a distance of 205.24' to an Iron pin set and the POINT OF BEGINNING.

Said tract or parcel contains 53,752 Sq. Ft. or 1.23 Acres.

DEED BOOK 29967 Pg 690  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia



**Letter of Intent**

**Response to Preliminary Conditional Use Permit (CUP) Meeting – 3688 West Smith Road, Clarkston, GA (Parcel #1811901017)**

**Date:** December 5, 2025

Richard Edwards  
Director of Planning and Economic Development  
City of Clarkston  
1055 Rowland St, Clarkston, GA 30021  
REdwards@cityofclarkston.com | 404-296-6489

Dear Mr. Edwards,

Thank you for the opportunity to participate in the preliminary CUP meeting for the proposed project at 3688 West Smith Road. I appreciate your feedback, Mr. Larry Kaiser, and the City staff.

Please find below clarifications regarding the site analysis and proposed development:

**1. Zoning, Site Area & Floor Area Ratio (FAR):**

- The existing zoning is RC.
- The owners also own the property on the northeast side of the site (4320 East Ponce DeLeon-Clarkston, Georgia). They will adjust the eastern property line, adding 6,665 sq ft and increasing the total site area to 60,113 sq ft, and allow the 50-foot building setback on the east side of the proposed building to be achieved.
- The Floor Area Ratio is 7.32%. The proposed building footprint is 4,400 sq ft. The proposed square footage (4,400 sq ft.) divided by the total lot square footage (60,113 sq ft.) equals (7.32% lot coverage), well below the maximum allowed.

1

**2. Impervious Surface Ratio (ISR):**

- ISR is the total impervious surface area (29,916sq ft) divided by the total lot square footage (60,113 sq ft.), which equals 49.7%. The total allowable coverage percentage is 50%.
- The actual impervious lot coverage is 68.2%. The final design will include pervious pavers to meet the 50% requirements. See the site plan.

**3. Parking**

- A total of 90 parking spaces are shown on the drawings, including 75 new spaces and 15 existing spaces. 86 parking spaces are required. Seven of the existing parking spaces are shared with the adjacent buildings on the east side of the site.





- The property's owners own these buildings (4320 and 4312 East Ponce DeLeon, Clarkston, Georgia). The property owners request approval of a shared parking agreement in accordance with city requirements. See the drawings for additional information.

#### 4. Requests:

- Please clarify the setback requirements and permitted uses for the RC district for this parcel.
- We request consideration for reducing or eliminating the 20-foot buffer along the northern property line, as the adjacent property is unbuildable.
- Advise if additional documentation or studies are required for the formal CUP application.

We look forward to collaborating with the city to ensure the project aligns with zoning standards and community objectives. Please let us know about the next steps or if you need any more information.

Thank you for your attention.

Sincerely,

  
Charles E. Bythwood, RA, AIA  
President, CEB Architects Plus  
982 Chapman Lane  
Stone Mountain, GA 30088  
404-849-1411



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We look forward to collaborating with the city to ensure the project aligns with zoning standards and community objectives. Please let us know about the next steps or if you need any more information.

Thank you for your attention.

Sincerely,

A handwritten signature in blue ink that reads "Charles E. Bythwood". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles E. Bythwood, RA, AIA  
President, CEB Architects Plus  
982 Chapman Lane  
Stone Mountain, GA 30088  
404-849-1411



# COMMUNITY CENTER

## 3688 WEST SMITH STREET, GA 30021

### City of Clarkston Development in Dekalb County

# PROPOSED SITE CONDITIONAL USE PERMIT

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

COVER SHEET

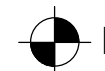


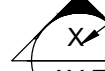




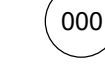
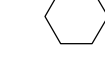
**project contacts**    **drawing index**    **symbols**    **vicinity map**

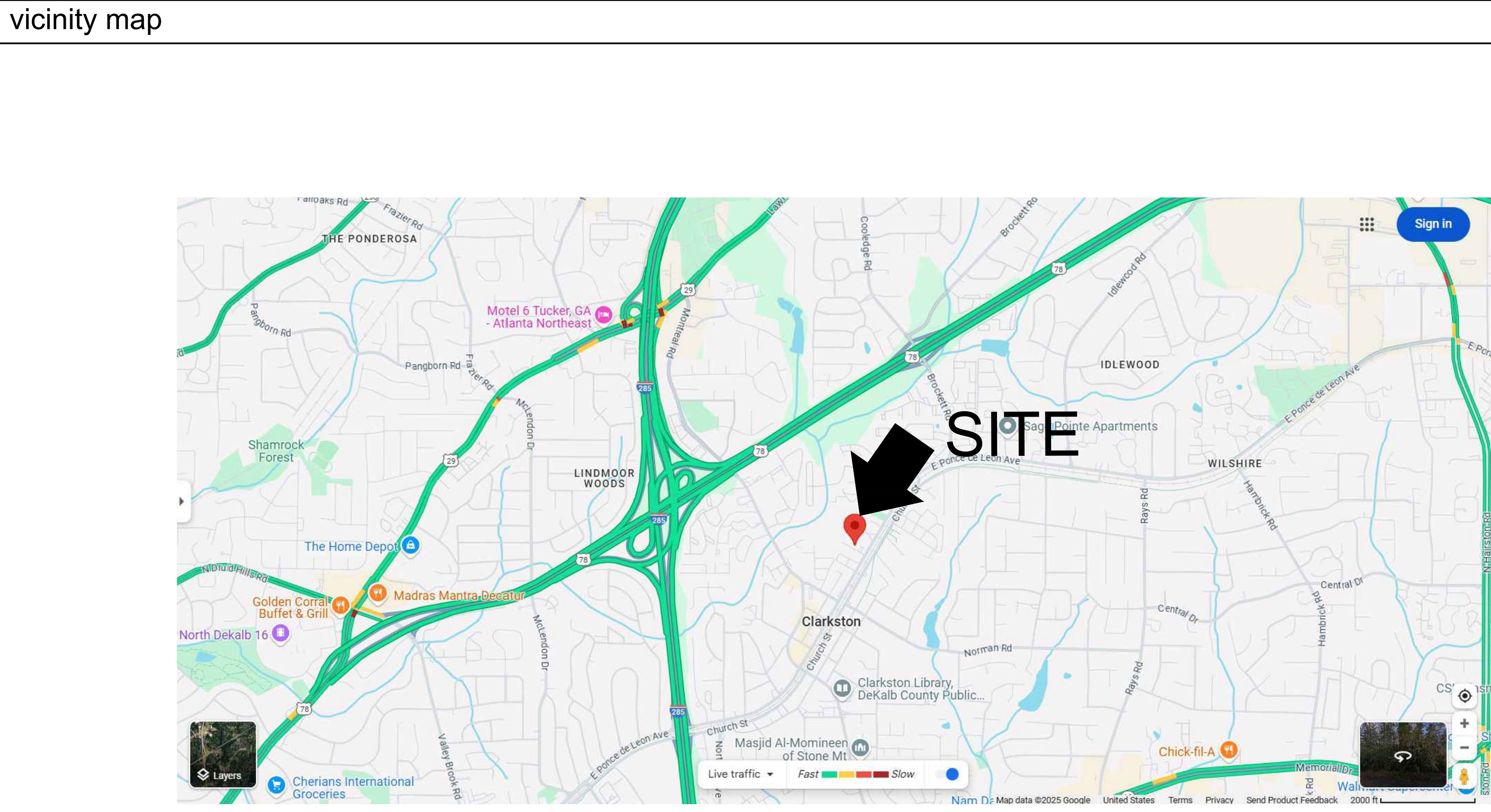
**Owner:**  
 Ben Nune  
 4320 East Ponce de Leon Avenue  
 Clarkston, GA 30021  
 Phone: 678.887.4848  
 Email: ben360homes@gmail.com

**Architect RA, AIA:**  
 Charles E. Bythwood  
 CEB Architect +  
 3590 Covington Hwy.  
 Decatur, GA 30032  
 Phone: 404.849.1411  
 Email: bythwood@aol.com

**United Land Surveying:**  
 Cullen Preston Hardee  
 1258 Concord Road, Suite #103  
 Smyrna, GA 30080  
 Phone: 678.293.5232

- A0.0 Cover Sheet
- C0.0 Existing Site Survey
- SP.1 Proposed Site Conditional Use Plan
- SP.2 Proposed Tree Removal Plan
- A1.0 Proposed Floor Plan - Fixed Seating
- A1.1 Proposed Floor Plan - Table Seating
- A2.0 Proposed Elevations - Option 1
- A2.1 Proposed Elevations - Option 1
- A2.2 Proposed Elevations - Option 2
- A2.3 Proposed Elevations - Option 2
- A3.0 Building Section - Option 1
- A3.1 Building Section - Option 2

- ELEVATION MARK**
-  ELEV 0'
- SECTION REFERENCE**
-  DRAWING NUMBER  
 SHEET NUMBER
- ELEVATION REFERENCE**
-  DRAWING NUMBER  
 SHEET NUMBER
- DETAIL REFERENCE**
-  DRAWING NUMBER  
 SHEET NUMBER
- WALL TYPE**
- 
- DOOR LABEL**
-  000
- NOTE LABEL**
- 



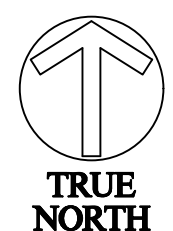
No.	Description	Date

THIS DRAWING AND ASSOCIATED DOCUMENTS ARE THE EXCLUSIVE PROPERTY OF CEB ARCHITECTS AND ARE NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART, EXCEPT AS REQUIRED FOR THE STATED PROJECT. THEY ARE ONLY TO BE USED FOR THIS PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN AND ARE NOT TO BE USED ON ANY OTHER PROJECT WITHOUT WRITTEN CONSENT OF CEB ARCHITECTS. SCALES AS NOTED ON THIS DRAWING ARE VALID ON THE ORIGINAL DRAWING ONLY. THE DIMENSIONS OF WHICH ARE 24 x 36 INCHES.

Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

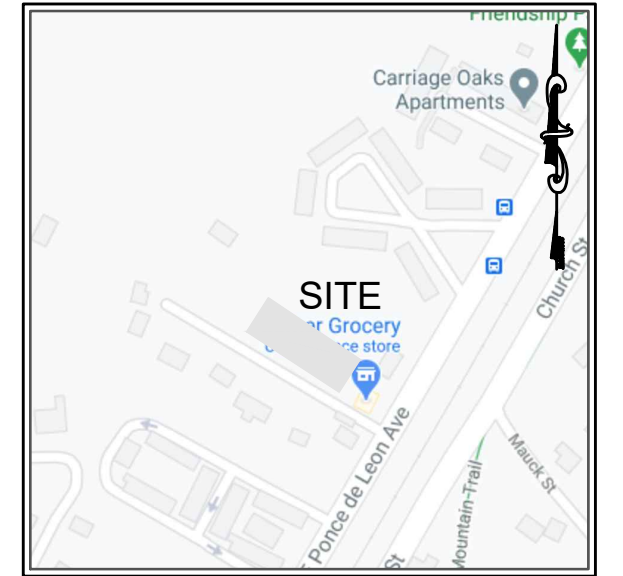
A0.0

Scale As indicated



BOUNDARY & TOPOGRAPHIC SURVEY PREPARED FOR:  
**BEN NUNE**  
 LAND LOTS 119 18TH DISTRICT DEKALB COUNTY

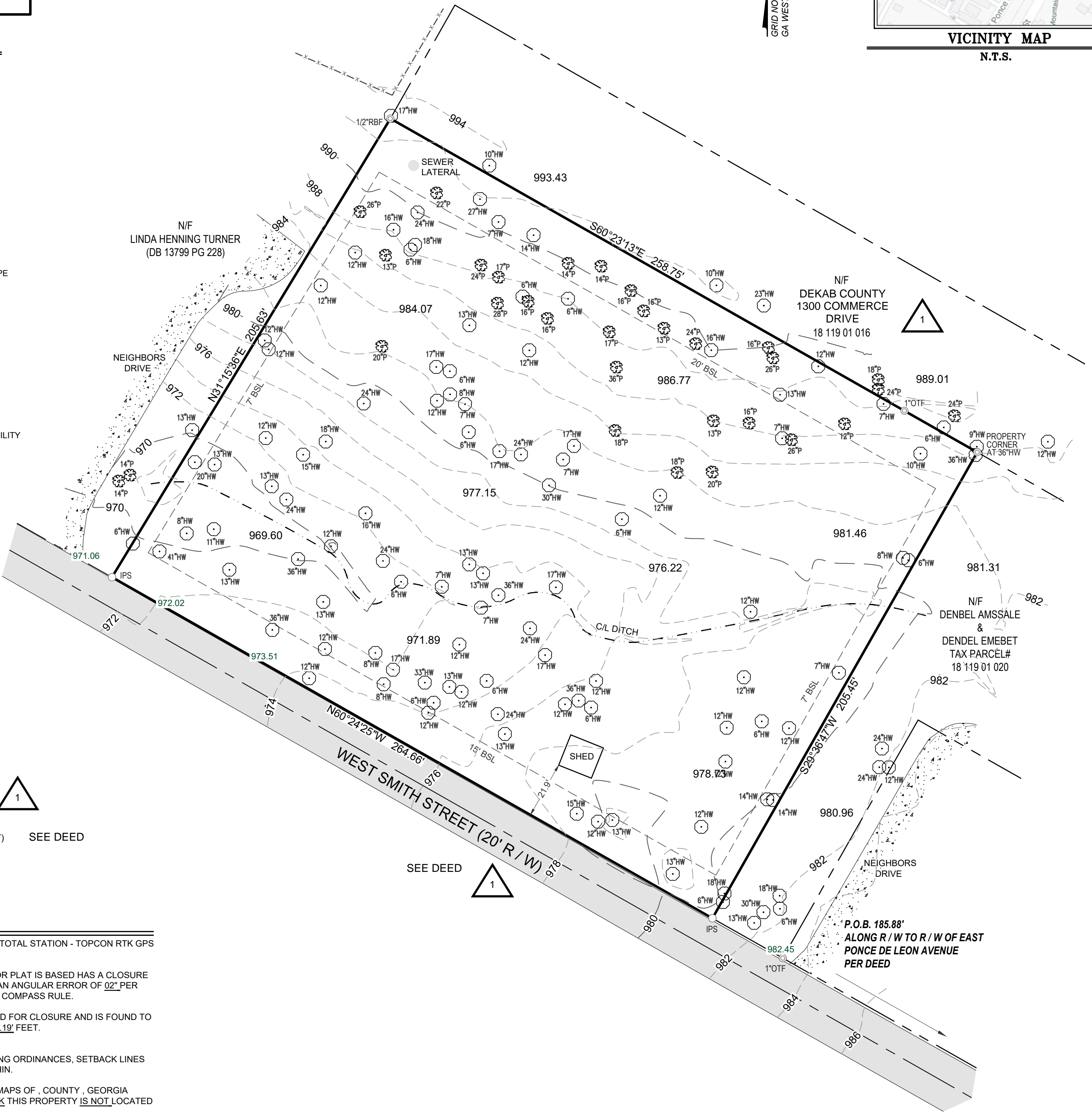
AREA  
 53,779.94 sq.ft.  
 1.23 acres



RESERVED FOR CLERK OF COURT

**LEGEND**

DB	DEED BOOK
PB	PLAT BOOK
PG	PAGE
LL	LAND LOT
OTP	OPEN TOP PIPE
RB	REBAR
IPF	IRON PIN FOUND
IPS	1/2" REBAR W/C FDC 000995
CTP	CRIMP TOP PIPE
C&G	CURB & GUTTER
R/W	RIGHT OF WAY
N/F	NOW OR FORMERLY
-E-	OVERHEAD POWER LINE
sq ft	SQUARE FOOT
REF	REFERENCE
TBM	TEMPORARY BENCHMARK
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
RCP	REINFORCED CONCRETE PIPE
DIP	DUCTILE IRON PIPE
PVC	POLYVINYL CHLORIDE PIPE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
CMP	CORRUGATED METAL PIPE
R	PROPERTY LINE
C	CENTERLINE
ID	IDENTIFICATION
B.S.L.	BUILDING SETBACK LINE
BOC	BACK OF CURB
C	CURVE LABEL
CI	CURB INLET
DE	DRAINAGE EASEMENT
EOP	EDGE OF PAVEMENT
FH	FIRE HYDRANT
L	LINE LABEL
PKS	PK NAIL SET
SSE	SANITARY SEWER EASEMENT
UE	UTILITY EASEMENT
SWMF	STORMWATER MANAGEMENT FACILITY
C/O	SEWER CLEAN OUT
IPF	IRON PIN FOUND
IPF	IRON PIN SET
IPF	CALCULATED POINT
IPF	POWER POLE
IPF	FIRE HYDRANT
IPF	WATER VALVE
IPF	WATER METER
IPF	JUNCTION BOX
IPF	SANITARY SEWER MANHOLE
IPF	DROP INLET
IPF	RAW OR CONC. MONUMENT
IPF	SINGLE WING CATCH BASIN
IPF	DOUBLE WING CATCH BASIN
IPF	CURB INLET
IPF	HEADWALL
IPF	FLARED END SECTION
IPF	GAS METER
IPF	GAS VALVE
IPF	ELECTRIC TRANSFORMER
IPF	TELEPHONE PEDESTAL
IPF	LIGHT POST
IPF	ASPHALT
IPF	CONCRETE



**CURRENT ZONING**  
 ZONED: R-C (CITY OF CLARKSTON DISTRICT) SEE DEED  
 MIN. YARD ADJACENT TO PUBLIC STREET  
 FRONT YARD: 15 FEET  
 SIDE YARD: 7 FEET  
 REAR YARD: 20 FEET

- SURVEY NOTES**
- EQUIPMENT USED : TOPCON ROBOTIC D2 TOTAL STATION - TOPCON RTK GPS ROVER.
  - THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 10,000 FEET AN ANGULAR ERROR OF 02" PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE.
  - THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 46489.19 FEET.
  - THIS PROPERTY IS SUBJECT TO ALL ZONING ORDINANCES, SETBACK LINES AND EASEMENTS OF RECORD LYING WITHIN.
  - AS SHOWN ON FLOOD INSURANCE RATE MAPS OF , COUNTY , GEORGIA COMMUNITY PANEL NUMBER 13067C0078.K THIS PROPERTY IS NOT LOCATED WITHIN A 100 YEAR FLOOD ZONE.

**SURVEYORS CERTIFICATION**

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

*Cullen Preston Hardee*  
 CULLEN PRESTON HARDEE 3/11/2021  
 REGISTERED LAND SURVEYOR #3144, LSF 001321 DATE

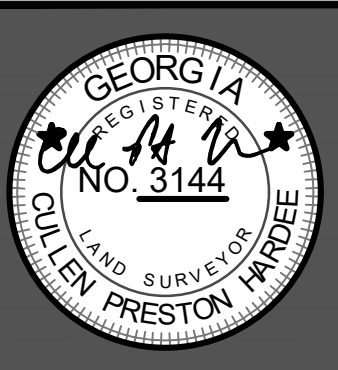
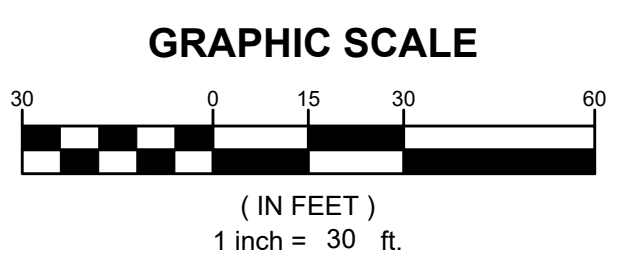
**PLAT CERTIFICATION NOTICE**

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS.

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW OF THE STATE OF GEORGIA.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-6, 43-15-19, 43-15-22.

CERTIFICATE OF AUTHORIZATION  
 NO. LSF001321



ABOVE THE GROUND AS BUILT SURVEY PREPARED FOR:

**BEN NUNE**

SCALE: 1" = 30'	LAND LOT: 119	DISTRICT: 18TH	SECTION: N/A	UNIT: N/A
DATE: 3/11/2021	SUBDIVISION:	LOT:		
FIELD DATE: 3/1/2021	COUNTY: DEKALB	GEORGIA		
LEGAL REFERENCES:	JOB REF: #21-053	UTILITIES PROTECTION CENTER 1-800-282-7411   770-392-0111   GEORGIA OR DIAL 811		
DEEDS: DB 23549 PG 733				
PLATS: PB -- PG --				

**UNITED LAND SURVEYING**

PHONE: 678-293-5232  
 1258 CONCORD ROAD SUITE #103  
 SMYRNA, GEORGIA 30080

RESIDENTIAL & COMMERCIAL  
 CERTIFICATE OF AUTHORIZATION  
 NO. LSF001321

**REVISIONS**

1.	
2.	
3.	
4.	

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATE HEREON. SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVYOR NAMING SAID PERSON.

SHEET NUMBER:  
**C0.0**  
**1 OF 1**

**COMMUNITY CENTER**  
**3688 WEST SMITH STREET**  
**CLARKSTON, GA 30021**

**PROPOSED SITE CONDITIONAL USE PLAN**

**COMMUNITY CENTER**  
 OCCUPANCY: IBC SECTION 303.3 ASSEMBLY A-2 (BANQUET HALL)

CURRENT ZONING: RC - RESIDENTIAL COMMERCIAL

TOTAL SEATING OF ASSEMBLY AREA: 204 SEATS

REQUIRED PARKING:  
 1 SPACE PER 4 SEATS  
 204 SEATS/4 SQ. FT. = 51 REQUIRED SPACES  
 TOTAL PARKING PROVIDED: 51 SPACES

REQUIRED ADA PARKING: 2 SPACES  
 PROVIDED ADA PARKING SPACES: 4 SPACES

THIS PROPERTY IS NOT IN A FEMA DESIGNATED FLOODPLAIN PER FEMA MAP PANEL 13089C 0078K EFF. DATED: 08/15/2019

THERE ARE NO STATE WATERS ON PROPERTY

THERE ARE NO WETLANDS ON THIS PROPERTY

PROPOSED PARKING SPACES = 51 SPACES  
 TOTAL SPACES = 51 SPACES

**LOT COVERAGE RATIO CALCULATION**  
 Building Lot Coverage: 4,400/ 60,113 sq ft: 7.32 %  
 Impervious Lot Coverage: 29,058/ 60,113 sq ft: 48.32 %  
 Permeable Lot Coverage: 4,672/ 60,113 sq ft: 7.78% (Pervious Pavers)  
 Allowable Lot Coverage: 50%  
 Actual Lot Coverage: 56.1% (Gross) - 7.78% (Permeable) = 48.32 %

N/F  
 DEKALB COUNTY  
 1300 COMMERCE DRIVE  
 18 119 01 016

N/F  
 DENBEL AMSSALE &  
 DENDEL EMEBET  
 TAX PARCEL #  
 18 119 01 020

4320 E PONCE DE LEON AVE.  
 CLARKSTON, GA 30021

1-STORY BRICK & FRAME BUILDING

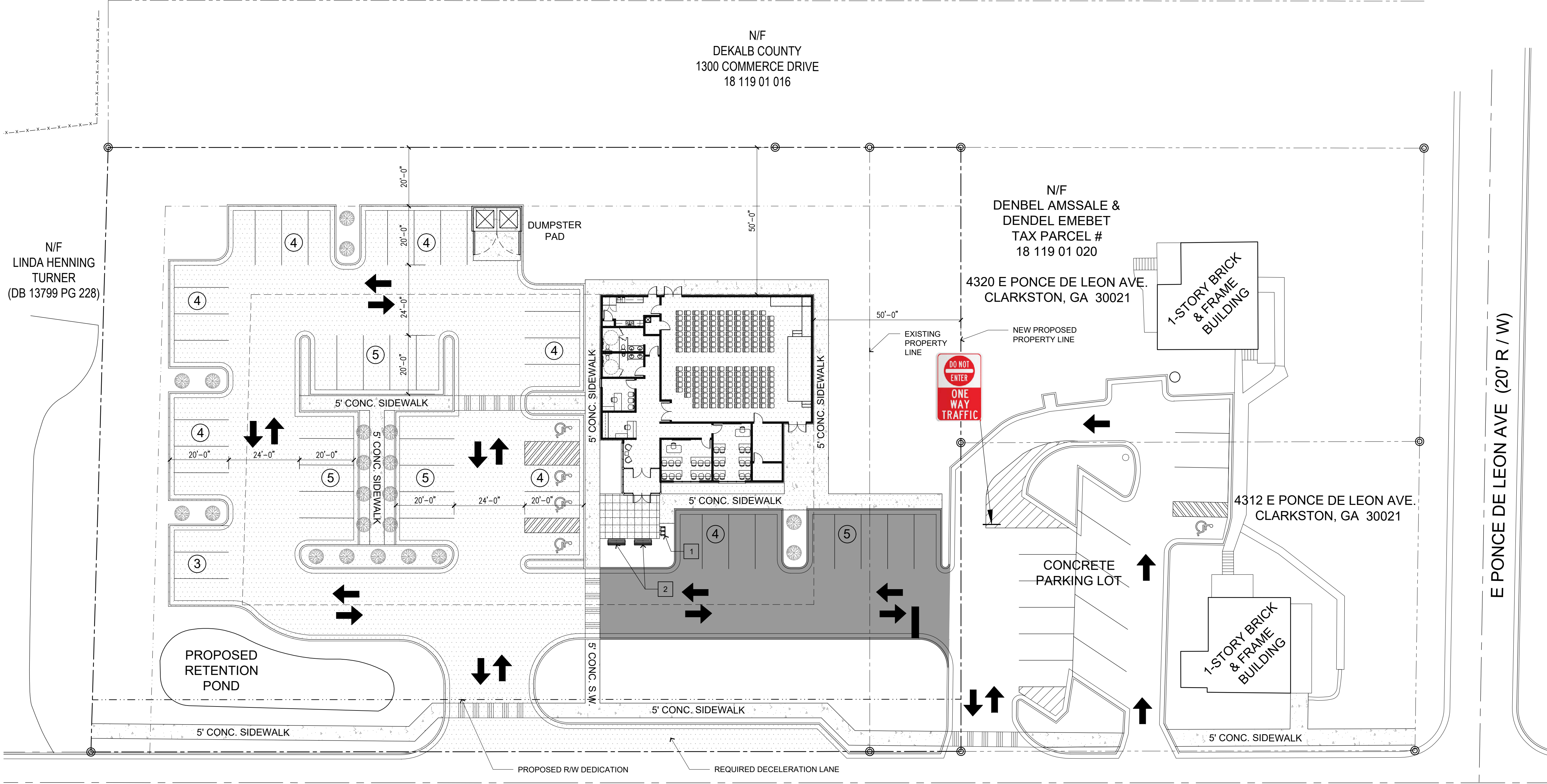
4312 E PONCE DE LEON AVE.  
 CLARKSTON, GA 30021

1-STORY BRICK & FRAME BUILDING

E PONCE DE LEON AVE (20' R / W)

WEST SMITH ROAD (20' R / W)

N/F  
 LINDA HENNING  
 TURNER  
 (DB 13799 PG 228)



**KEYNOTES**

- BIKE RACK LOCATION
- BENCHES

**LEGEND**

- IMPERVIOUS LOT COVERAGE: 48.32%
- PERVIOUS PAVERS: 7.78%

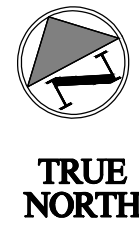
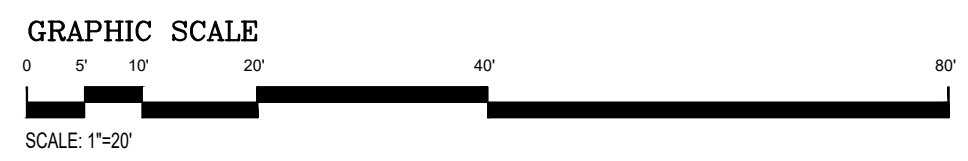
No.	Description	Date

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Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

**SP1.1**

Scale As indicated

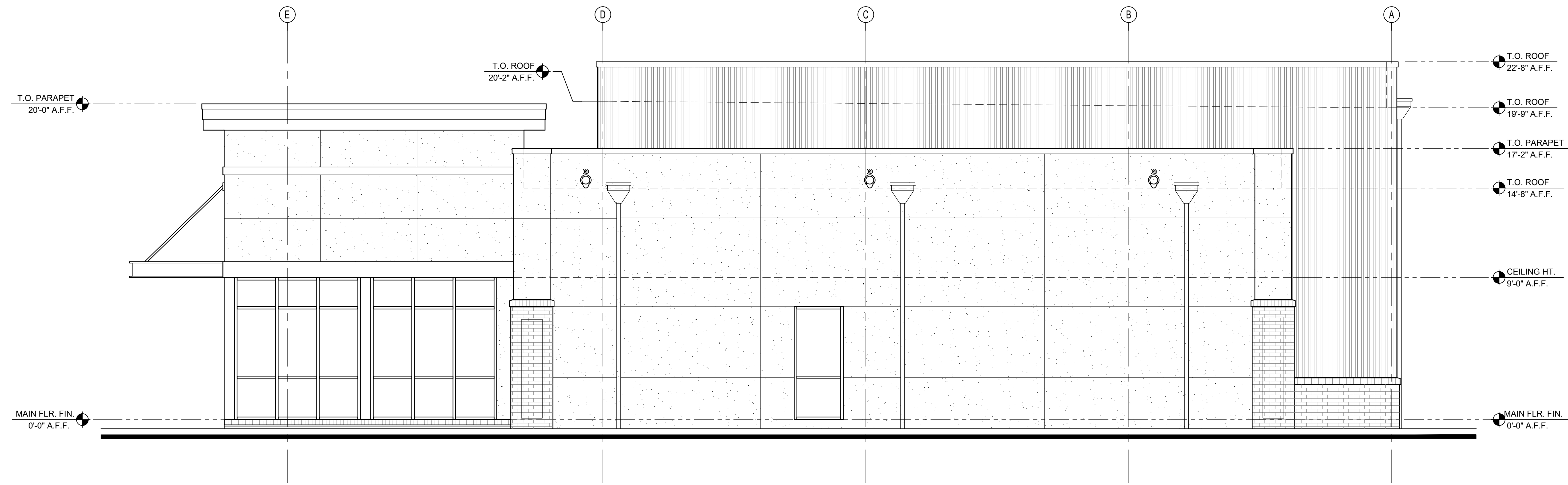


**PROPOSED SITE CONDITIONAL USE PLAN**

SCALE	1
1"= 20'-0"	

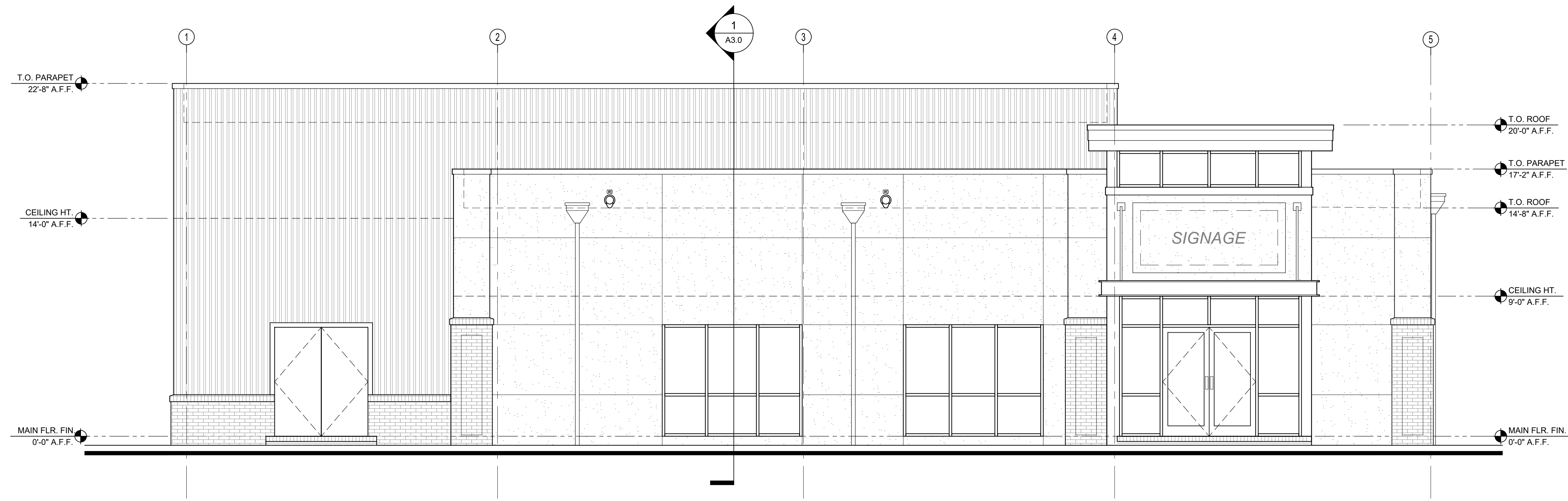






RIGHT SIDE ELEVATION - OPTION 1

SCALE	2
1/4" = 1'-0"	



FRONT ELEVATIONS - OPTION 1

SCALE	1
1/4" = 1'-0"	

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS - OPTION 1

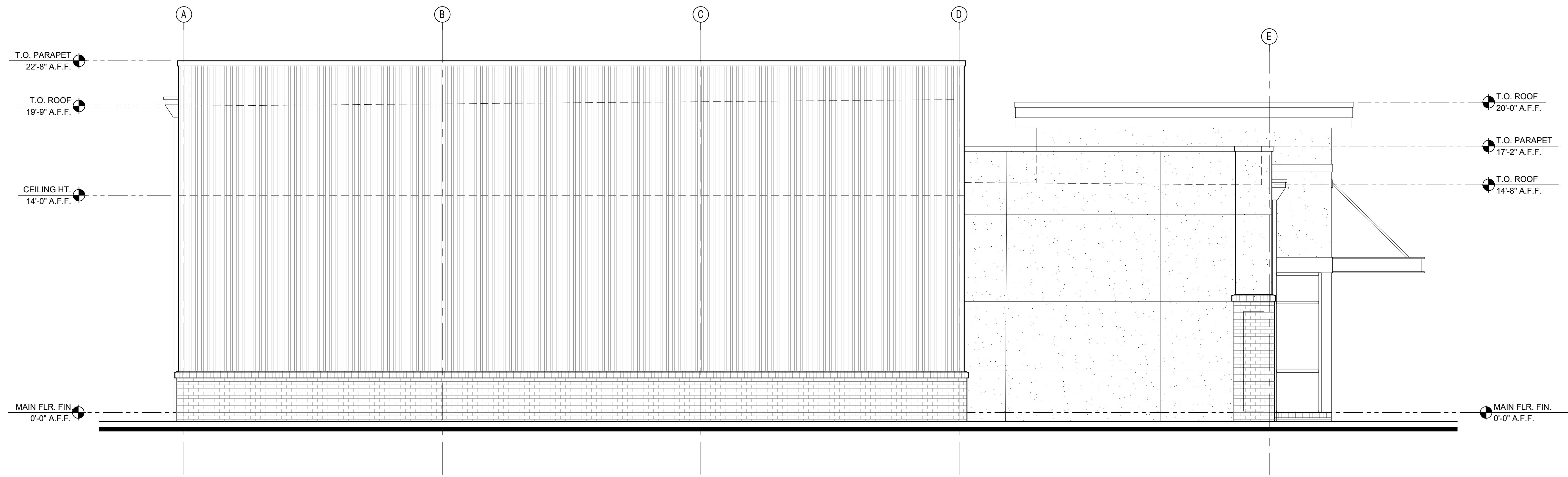
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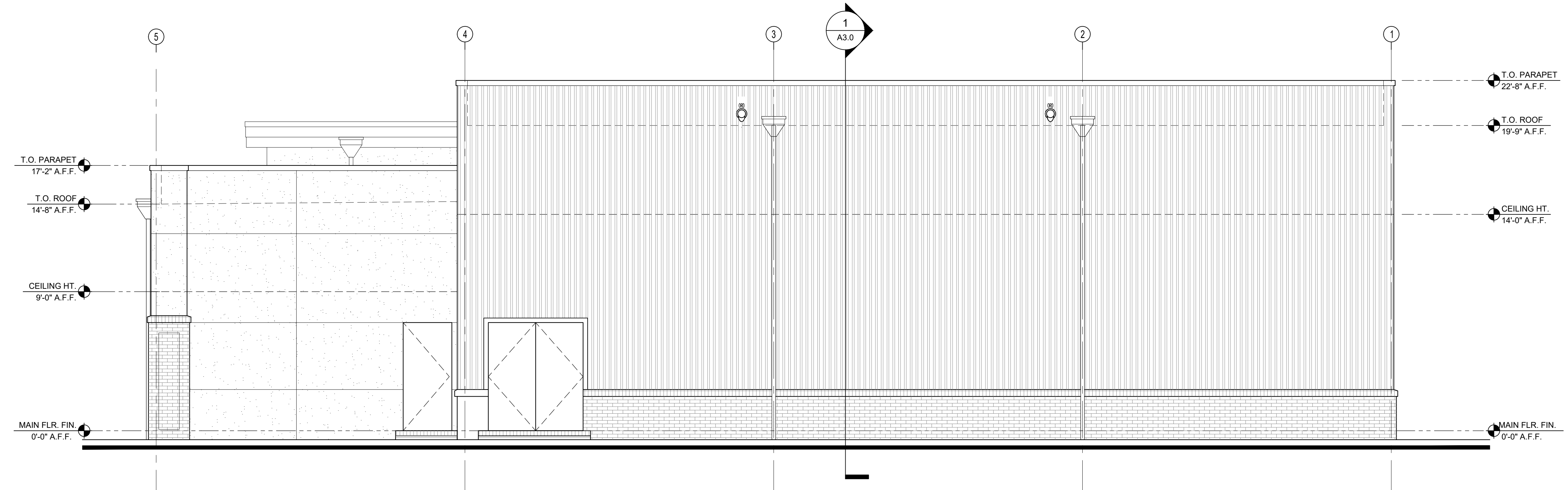
**A2.0**

Scale As indicated



LEFT SIDE ELEVATION - OPTION 1

SCALE	2
1/4" = 1'-0"	



REAR ELEVATION - OPTION 1

SCALE	1
1/4" = 1'-0"	

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS OPTION 1

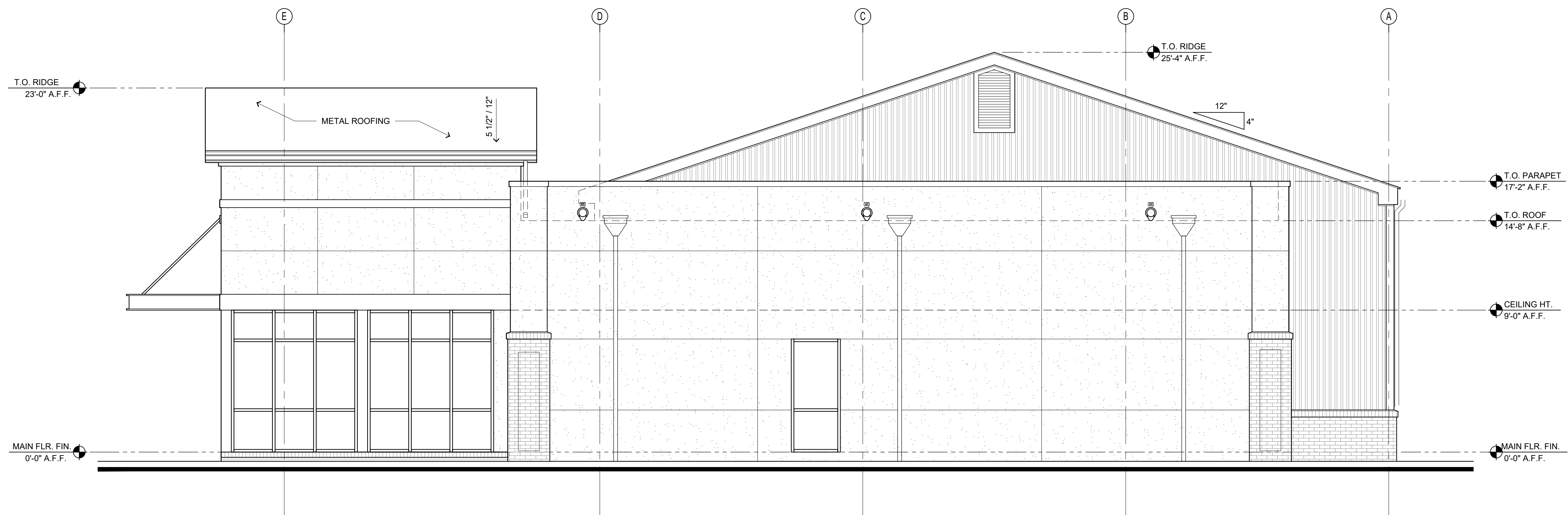
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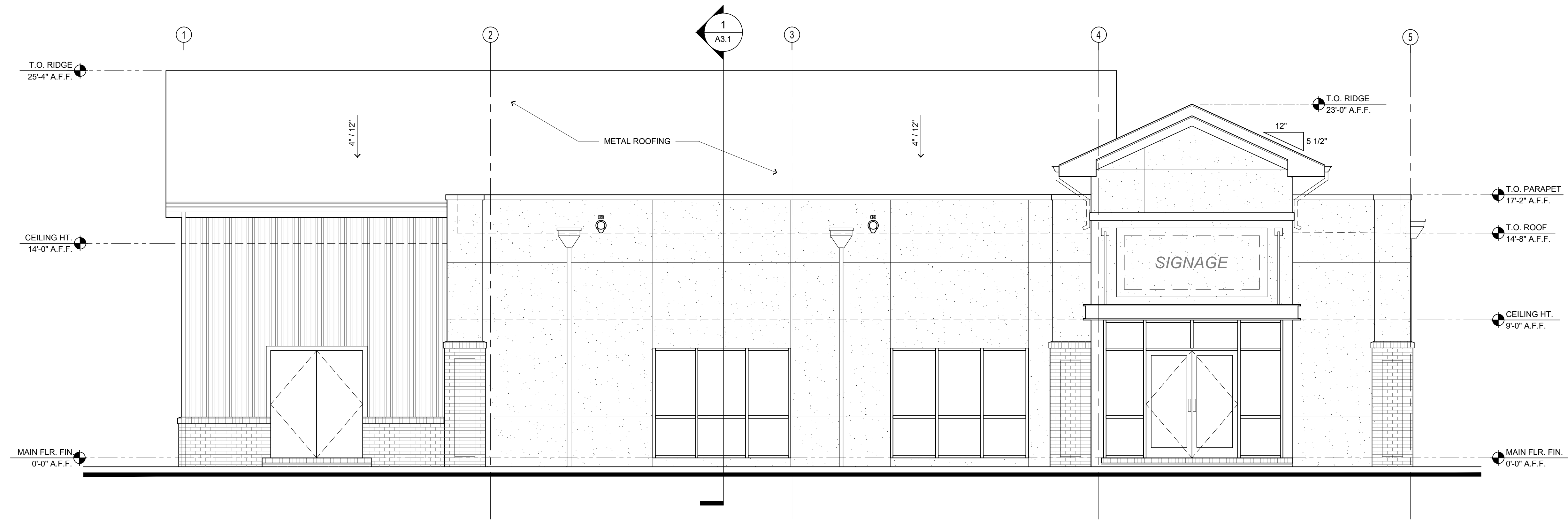
A2.1

Scale As indicated



RIGHT SIDE ELEVATION - OPTION 2

SCALE	2
1/4" = 1'-0"	



FRONT ELEVATIONS - OPTION 2

SCALE	1
1/4" = 1'-0"	

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021  
 PROPOSED BUILDING ELEVATIONS - OPTION 2

No.	Description	Date

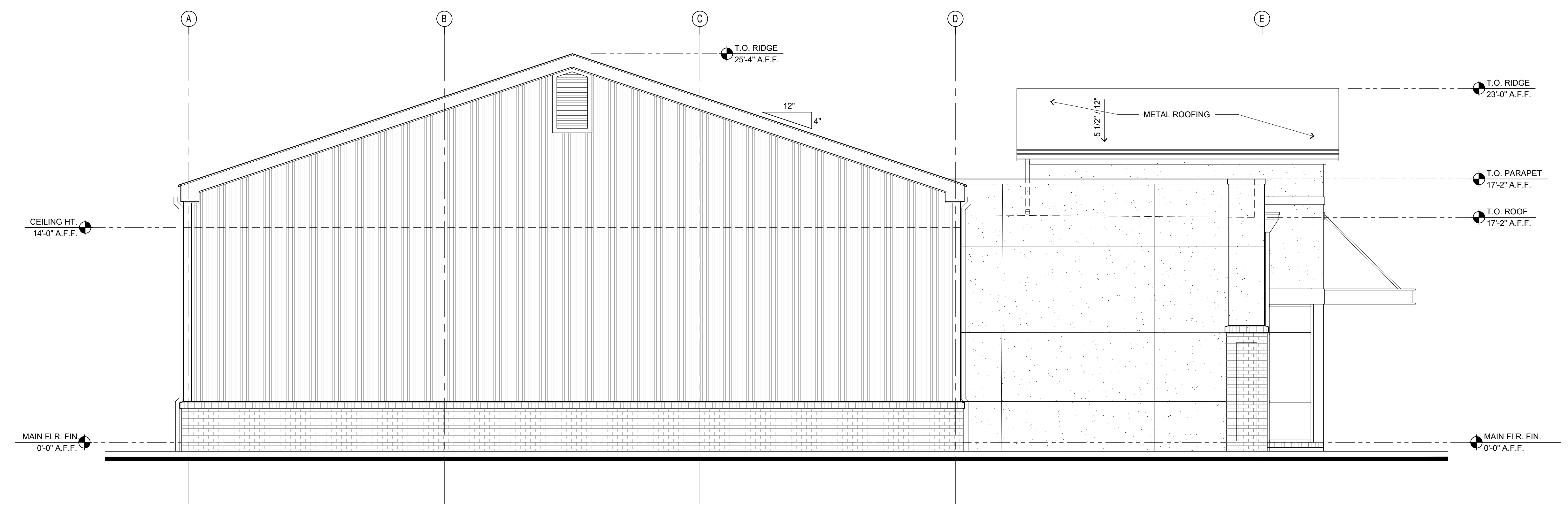
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Project Number	
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Drawn By	BAR
Checked By	CEB

**A2.2**  
 Scale As indicated

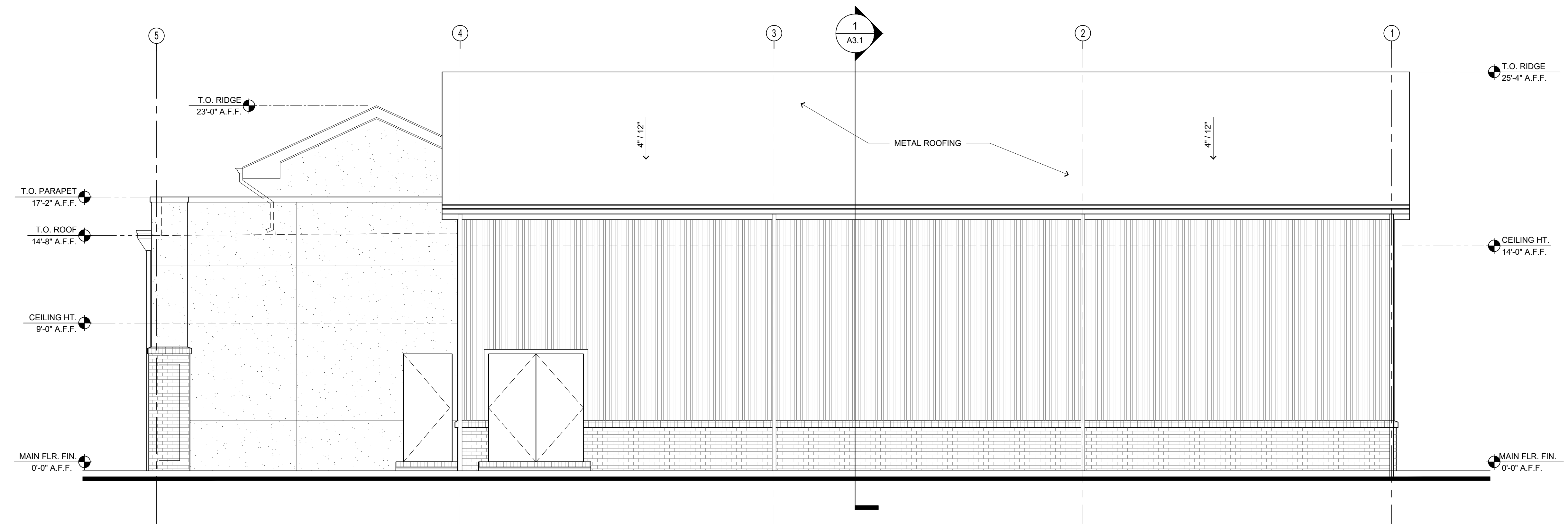
COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS - OPTION 2



LEFT SIDE ELEVATION - OPTION 2

SCALE	2
1/4" = 1'-0"	



REAR ELEVATION - OPTION 2

SCALE	1
1/4" = 1'-0"	

No.	Description	Date

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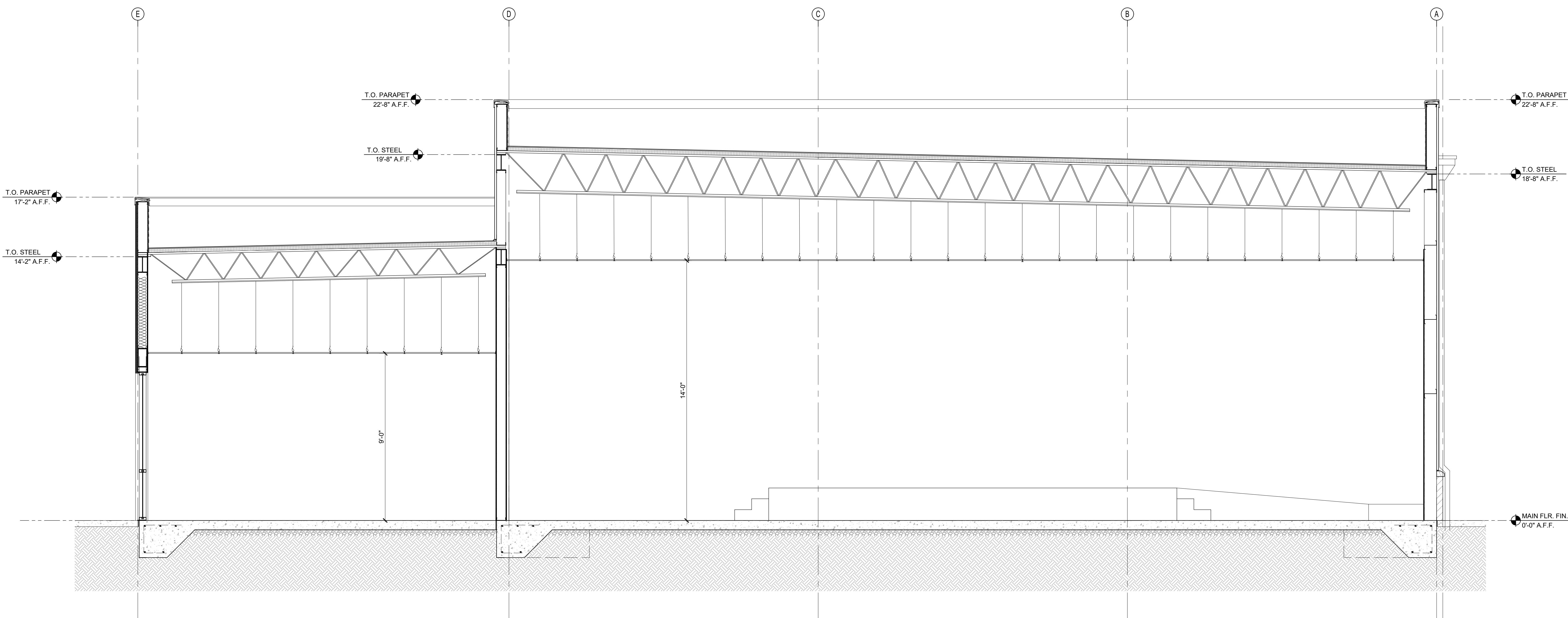
Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

**A2.3**

Scale As indicated

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING SECTION - OPTION 1



No.	Description	Date

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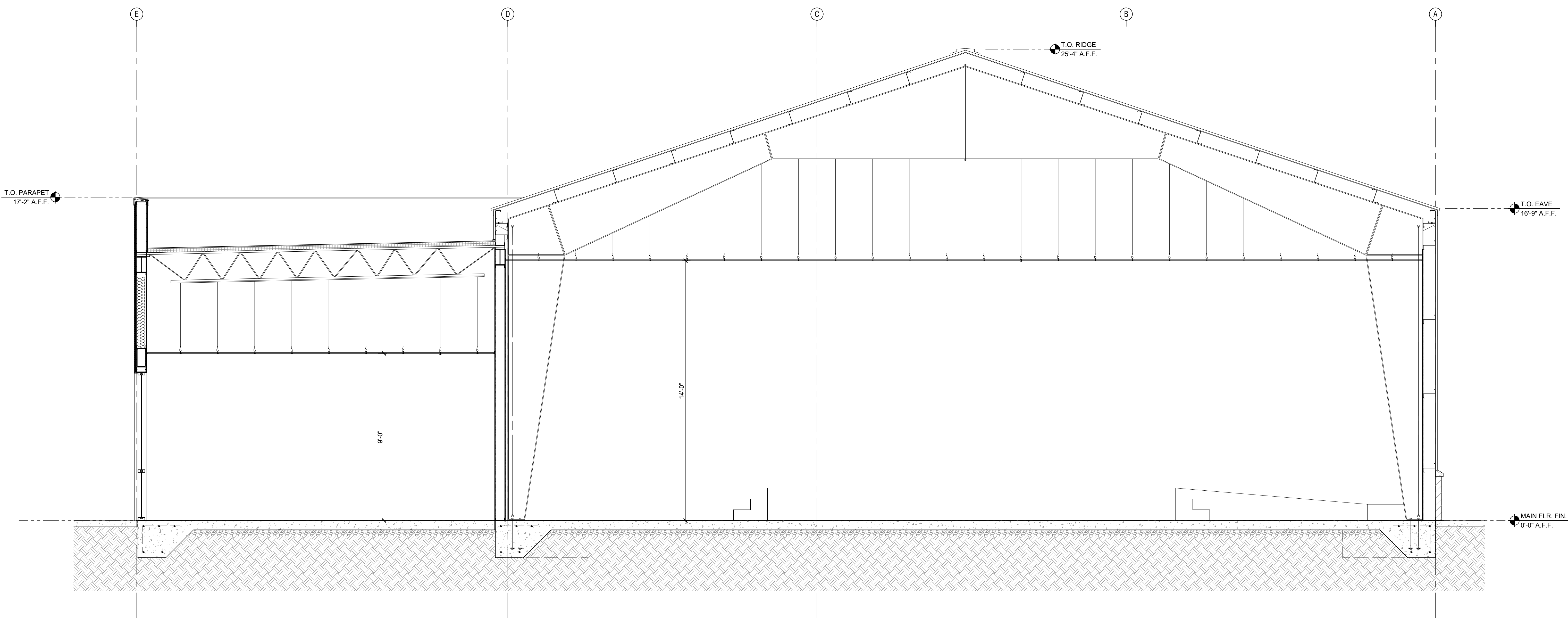
Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

**A3.0**

Scale As indicated

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING SECTION - OPTION 2



No.	Description	Date

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Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

**A3.1**  
 Scale As indicated

**Sec. 403. Use Table.**

The uses highlighted in yellow are by-right uses in the RC zoning district and the uses in green require special approval from City Council.

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

Car washes					C		C				
Child day care, adult day care				C	P	P			P		Sec. 406
Convenient store w/o fuel pumps					P		P				Sec. 411.1
Convenient store w/ fuel pumps					P		P				Sec. 411.1
Dry cleaner (except drive thru)				P	P						
Eating and drinking establishment, excluding drive-thru/drive-in establishments				P	P	P	P		P	P	
Eating and drinking establishment, including drive-thru/drive-in establishments					C						
Electronics and appliance store						P					
Entertainment venues (non-adult oriented)							P				
Florist				P	P	P			P	P	
Funeral home (no on-site crematory services)							P				
Furniture and home furnishings						P					
Greenhouses and horticultural nurseries				P	P				P	P	
Grocery store					P	C			C		
Fitness Center 5,000 sq. ft or less					P	P	P		P	P	
Fitness Center 5,000 sq. ft or greater					P		P		C		
Hookah/Vape Store											
Hospital							P				
Hotel						C					
Jewelry store				P	P	P			P	P	
Laundry, self-service				C	C		C				
Massage establishment							C				
Microbrewery				P	P	P	P		C		
Movie Theater (non-adult oriented)						P	P				
Non-automotive repair services (cameras, jewelry, shoes)				P	P	P	P				
Parking structure				Pa	Pa	Pa	Pa	Pa	Pa		
Personal service establishment (barber shop, hair salon, nail salon)				P	P	P			P	P	
Pet boarding/breeding kennel							P				
Pet grooming and supply shop				P	P	P					
Pharmacy or Drug store				P	P						
Recycling collection				Pa	Pa	Pa	Pa			Pa	
Recycling collection/drop off centers									Pa		
Research and experimental testing laboratories							C				
Retail, 2,500 - 5,000 s.f.					P	P			P	C	
Retail, 2,500 s.f. or less				P	P				P	P	

Retail, over 5,000 s.f.						P	P					
Shoe store				P	P	P						
Small food retail					P	P			P			Sec. 411.2
Sporting goods store				P	P	P						
Tattoo parlor and piercing studio					P	P	P					
Title loan businesses, pawn shops								C				
Toy store				P	P	P						
<b>Office, Institutional, and Cultural</b>												
Library, Public				C	C	C	C	C	C	C	C	
Pre-schools and similar establishments				P	P	P			P	P		
Office (Professional)				P	P	P	P				P	
Office (Medical)				P	P	P	P				P	
Office (Veterinary without boarding)				P	P	P	P				P	
Parks/Green Space	P	P	P	P	P	P	P	P	P	P	P	
Places of assembly, including religious institutions	C	C	C	C	C		P			C	C	Sec. 411
Tutoring Establishments				P	P	P	P			P	P	
<b>Industrial and Manufacturing</b>												
Automobile, truck, motorcycle and heavy equipment sales/service/rental/parts/repair establishments						C		P				
Building and equipment supply/repair services (no outdoor storage)								P				
Commercial dry-cleaning plants								C				
Communications towers (cellular)								C				
Crematories								C				
Manufacturing and assembly, provided no gas, fumes or odors are emitted as a result of the activity								P				
Outdoor storage, commercial												
Trade shops (locksmith, gunsmith, sheet metal, upholstery, furniture, appliance, electrical, carpentry)								P				
Wholesaling and warehousing (entirely indoors)								P				
<b>Temporary Uses</b>												
Farmer's market				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Festival				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Food truck				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Seasonal activities and sales				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Storage of construction equipment				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Tent sale/sale of goods from temporary location				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
* When approved by City Council												

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(Ord. No. 480, § 1, 6-6-23; Ord. No. 512, § 1 Exh. A, 3-4-25; Ord. No. 525, § 1, 9-2-25)

---

(Supp. No. 14)

Created: 2026-03-02 13:27:13 [EST]

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE CITY OF CLARKSTON APPROVING A CONDITIONAL USE PERMIT TO ALLOW A COMMUNITY CENTER AT 3688 WEST SMITH STREET, PARCEL ID NO. 18 119 01 017.**

**WHEREAS**, Georgia Constitution, Art. IX, § 2, Paragraph 4 and O.C.G.A. §§ 36-66-1 *et seq.*, authorize the governing authority of each municipality to exercise the power of zoning within its territorial boundaries, including but not limited to, the power to hear and render decisions on applications for variances and special uses of property; and

**WHEREAS**, Berhanu Nune, owner of real property located at 3866 West Smith Street in the City of Clarkston, submitted an application requesting a conditional use permit to allow for a community center on a vacant parcel in the RC, Residential/Commercial Zoning District; and

**WHEREAS**, the Planning and Economic Development Department has reviewed the subject application for conditional use permit and recommended approval with conditions based on staff's analysis that the requested conditional use permit meets the City's criteria; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Clarkston finds that the request meets the criteria for granting a conditional use permit per Zoning Ordinance Sec. 219(d).

**BE IT FURTHER RESOLVED** that the requested conditional use permit is hereby approved, subject to the following conditions:

1. The development shall be substantially similar to the site plan dated October 23, 2025, a copy of which is attached hereto as Exhibit "A".
2. The architectural elevations shall be substantially similar to the plans dated October 23, 2025, copies of which are attached hereto as Exhibit "B".
3. The community center shall be limited to 204 seats.
4. A six-foot wooden fence shall be installed and maintained along the property lines abutting 3664 W Smith Street and 4324 E Ponce de Leon Avenue to prevent light spillage from vehicles onto residential properties.
5. The developer shall install and maintain a minimum three-foot, continuous row of evergreen shrubs along the parking spaces facing W Smith Street to prevent light spillage from vehicles onto residential properties.
6. The hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. Sunday through Thursday and 7:00 a.m. to 11:00 p.m. on Friday and Saturdays.
7. There shall be no on-street parking along West Smith Street.

**BE IT FURTHER RESOLVED**, that the official zoning map shall be amended to reflect this approval.

**SO RESOLVED**, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY COUNCIL  
CITY OF CLARKSTON, GEORGIA**

\_\_\_\_\_  
Beverly H. Burks, Mayor

**ATTEST:**

\_\_\_\_\_  
Cynthia Hanson, City Clerk

Approved as to Form:

\_\_\_\_\_  
Stephen G. Quinn, City Attorney



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE: MARCH 31, 2026**

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7A	New Business Items	

**SUBJECT:** To discuss the consideration of Sydney Jakes to the Downtown Development Authority for a term that expires on December 31, 2026.

**PRESENTER CONTACT:**

**PHONE NUMBER:**

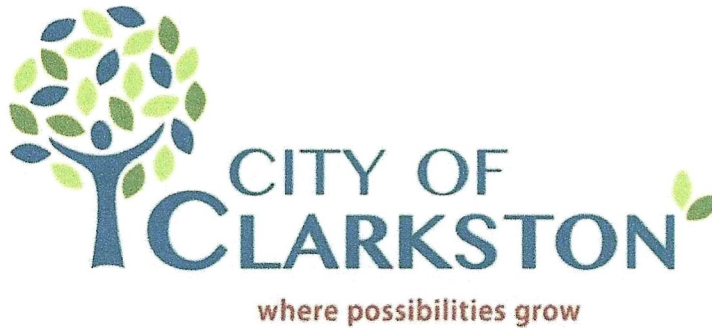
**DEPARTMENT:** Planning and Economic Development

**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.

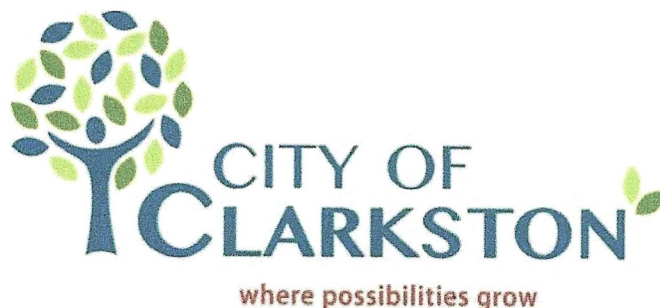
The Mayor will appoint 2 members and the City Council will appoint the other 2 members. Terms will be for Four (4) years.

### 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](mailto:REdwards@cityofclarkston.com)  
Phone: 404-536-1120



### DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

<b>First Name:</b> Sydney		<b>Last Name:</b> Jakes	
<b>Home Address:</b> 831 Lost Creek Circle, Stone Mountain, GA 30088			<b>Years in Clarkston:</b> 19
<b>Phone Number:</b> 770-490-6857	<b>Cell</b> <input checked="" type="checkbox"/>	<b>Home</b> <input type="checkbox"/>	<b>E-mail:</b> sydney.jakeslaw@gmail.com
<b>Work (if applicable) Company:</b> The Law Office of Samuel Jakes, Jr., LLC.		<b>Title:</b> Attorney	
<b>Work Phone Number:</b> 404-296-1211		<b>E-mail:</b> sydney.jakeslaw@gmail.com	
<b>Business Name (If applying as Business Owner in Downtown Area):</b> The Law Office of Samuel Jakes, Jr., LLC.			<b>Owner:</b> Samuel Jakes, Jr.
<b>Business Address</b> 989 Montreal Rd., Clarkston, GA 30021			<b>Issued License Number:</b>

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

Attorney- 15 years

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

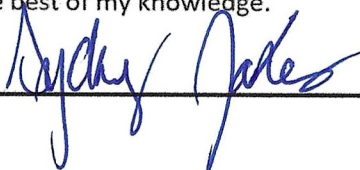
I am interested in serving on the Downtown Development Authority because I care deeply about the long-term vitality, equity, and economic health of our downtown community. I am motivated to contribute my time and skills to ensure development decisions are thoughtful, inclusive, and aligned with the needs of both current residents and future generations. My professional experience has equipped me with a strong understanding of governance, policy, and strategic decision-making. In addition to my professional experience, I have been actively engaged in community service and civic involvement. Through volunteerism and participation in community-focused organizations, I have worked to advance initiatives related to advocacy, education, and community well-being.

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: 2/8/2026

*Admitted to the Georgia Bar 2011*  
*Admitted to the Georgia Court of Appeals 2015*  
*Admitted to the Supreme Court of Georgia 2015*

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**PROFESSIONAL EXPERIENCE**

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**Law Office of Samuel Jakes, Jr.**  
**Senior Attorney & Operational Leader**

**Clarkston, GA**  
**March 2020 - present**

- Represents plaintiffs in all aspects of personal injury claims resulting in restitution for injuries.
- Represents claimants in all aspects of social security disability claims.
- Interprets regulations, rules and laws for individuals regarding tort based claims.
- Evaluates findings and develops strategies and arguments in preparation for court appearances.
- Represents clients in court, mediation or administrative hearings.
- Responsible for creating and maintaining community relationships.

**John Foy & Associates**  
**Associate Attorney**

**Atlanta, GA**  
**May 2016 – March 2020**

- Participates in all aspects of Pre-Litigation, Personal Injury Litigation, and Premise Liability Litigation, including drafting demands, pleadings, motions, and discovery.
- Conducts initial client consultations.
- Conducts medical bill negotiations, settlement negotiations, mediations, trials and attends court hearings.

**Law Offices of Kathleen Flynn**  
**Associate Attorney**

**Decatur, GA**  
**February 2013 – April 2016**

- Participates in all aspects of high volume Social Security Disability Cases.
- Research, analyze, and interpret evidence, laws, policies and precedent decisions to persuade Administrative Law Judges of client's eligibility for Social Security Benefits.
- Writes pre-hearing and post-hearing briefs to further persuade the Administrative Law Judge of client's eligibility of Social Security benefits.
- Cross-examination of vocational and medical experts in Social Disability Hearings.
- Extensive knowledge of medical terminology as it relates to functional limitations.

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**EDUCATION**

---

**LOUISIANA STATE LAW CENTER**, Baton Rouge, LA  
*JD, Diploma in Comparative Law, May 2011*

**ALABAMA A&M UNIVERSITY**, Normal, AL  
*BS, Cum Laude, MIS, May 2008*

*Honors:*

*Honors:*

*Chancellor's List Spring 2010*

*Scholar Athlete*

*CALI Award: Civil Rights, Fall 2009 and Law and Economics, Spring 2011*

*Varsity Woman Soccer Player*

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**COMMUNITY INVOLVEMENT**

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- Member, Junior League of Atlanta , 2014
- Member, Alpha Kappa Alpha, Sorority Incorporated , 2006
- Member, The Twenty Pearls Foundation, 2013
- Vice President, The Twenty Pearls Foundation, 2024-2025
- Leadership Fellow, Alpha Kappa Alpha Sorority, Inc., 2006
- Member, American Bar Association, 2011

- Member, Georgia State Bar, 2011
- Member, Georgia Trial Lawyers Association (GTLA), 2016
- Member, National Organization of Social Security Representatives (NOSSCR), 2020
- United Way Volunteer Involvement Program (VIP), 2021



## **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: MARCH 31, 2026**

<b>Meeting Type</b>	<b>Item No.</b>	<b>Action Type</b>	<b>Public Hearing</b>
City Council	7B	New Business Items	NO

**SUBJECT:** To review and discuss a request for a Conditional Use Permit (CUP) for a community center in the RC zoning district to be located at 3688 West Hill Street (Parcel ID: 18 119 01 017).

**PRESENTER CONTACT:**

**PHONE NUMBER:**

**DEPARTMENT:** Planning and Economic Development

**PURPOSE:** To review and discuss a request for a Conditional Use Permit (CUP) for a 204 seat community center in the RC zoning district to be located at 3688 West Hill Street.

**IMPACT:**

**FUNDING SOURCE:** NA

**RECOMMENDATION:** Staff recommends approval with conditions.

## STAFF ANALYSIS AND REPORT

**APPLICANT:** Berhanu “Ben” Nune

**LOCATION:** 3688 W Smith Street  
(Parcel ID: 18 119 01 017)

**CASE #:** CUP2026-001

**ZONING:** RC: Residential Commercial

**REQUEST:** Conditional Use Permit to allow a 204 seat community center in the RC zoning district.

**ZONING/ADJACENT LAND USE:**

North	NR-3: Vacant residential
South	NR-3 & NC-2: Single-family homes & Dashen Insurance Office
West	NR-3: Single-family homes
East	RC: Esubalew Tax Office and a vacant commercial building

**MEETING INFORMATION:**

Planning & Zoning Commission:	02/17/2026 – 7:00 P.M
Mayor & City Council Work Session:	03/31/2026 – 7:00 P.M.
Mayor & City Council Public Hearing:	04/07/2026 – 7:00 P.M.

**PUBLIC NOTICE INFORMATION:**

Legal Ad in DeKalb Champion:	03/12/2026
Mailed Public Notice Letters:	03/03/2026
Public Notice Sign Posted:	03/03/2026

**RECOMMENDATION:**

Staff recommends approval with conditions.

## **BACKGROUND:**

This property is 1.38 acres and is currently vacant and wooded. The applicant is requesting a conditional use permit (CUP) to construct a community center with an assembly area consisting of 204 seats. This would be a private center that the owner could use or rent out for parties, events, or meeting spaces.

The proposed development would require a minimum of 51 parking spaces with a minimum of two (2) handicap spaces. The applicant's site plan shows 51 total park spaces with four (4) handicap spaces. The applicant owns 4312 and 4320 East Ponce de Leon Avenue and their site plan shows inter-parcel connections with an additional 15 spaces that may be utilized after business hours.

Based on conversations with the applicant, the proposed community center would be utilized mostly during weekday evenings and on weekends. These times are predominantly outside of peak traffic hours.

The applicant is also proposing to install a deceleration lane to assist with traffic congestion issues along West Smith Street, as required by code. They will also be required to install a 5-foot sidewalk along the entire frontage of the property that would connect to the existing sidewalk along the frontage of 4320 W Smith Street.

During the Planning & Zoning Board meetings, there were concerns expressed about a stream being located on the site. However, there is no evidence of a stream being located on this parcel. The City Engineer, Larry Kaiser, and the applicant's surveyor identified this as a drainage ditch that only holds water during rain events.

**Analysis:** Pursuant to Section 219(d) of the City of Clarkston Zoning Ordinance, Staff has reviewed the conditional use permit request in accordance with the required review criteria, which are as follows:

**1. Would the conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood?**

The proposed use would not diminish nor impair property values with the surrounding neighborhood. The proposed development would increase traffic along West Smith Street but the required deceleration lane, inter-parcel connectivity, proposed zoning conditions would help to mitigate the effects to neighboring properties.

**2. Would the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?**

The proposed use would not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties.

**3. Would the establishment of the conditional use impede the normal and orderly development of surrounding property for uses predominant in the area?**

Staff does not anticipate this use impeding the normal and orderly development of surrounding properties. There are three (3) commercial office buildings to the east and south of the proposed development. The remaining five (5) properties along West Smith Street are existing single-family homes. The properties to the north are vacant, residentially zoned lots but this proposed development would not impede the future development of those lots.

**4. Would the location and character of the proposed conditional use be consistent with a desirable pattern of development for the locality in general?**

The subject property is located along a corridor characterized by a mix of commercial and residential uses. In terms of scale and function, the proposed community center is most comparable to the commercial uses located near the intersection of W. Smith Street and E. Ponce de Leon Avenue.

The Future Land Use Map in the Comprehensive Plan designates W. Smith Street as Mixed-Use, with the exception of 1210 and 3664 W. Smith Street, which are designated for Traditional Neighborhood Development. The proposed community center is consistent with the Mixed-Use Future Land Use designation, which envisions a mix of residential, commercial, and urban-compatible industrial uses.

**Recommendation:**

Pursuant to Article II, Division 6 of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the conditional use permit for a community center at 3688 W Smith Street with the following conditions:

1. The development shall be substantially similar to the site plan dated October 23, 2025.
2. The architectural elevations shall be substantially similar to the plans dated October 23, 2025.
3. The community center shall be limited to 204 seats.
4. A 6-foot wooden fence shall be installed along the property lines abutting 3664 W Smith Street and 4324 E Ponce de Leon Avenue to prevent light spillage from vehicles onto residential properties.
5. The developer shall install a minimum 3-foot, continuous row of evergreen shrubs along the parking spaces facing W Smith Street to prevent light spillage from vehicles onto residential properties.
6. The hours of operation shall be limited to 7am to 9pm Sunday through Thursday and 7am to 11pm on Friday and Saturdays.
7. There shall be no on-street parking along West Smith Street.

The Planning and Zoning Board voted to recommend **DENIAL** of this request due to the applicant not wanting to conduct an Environmental Impact Assessment prior to the board's recommendation to City Council.

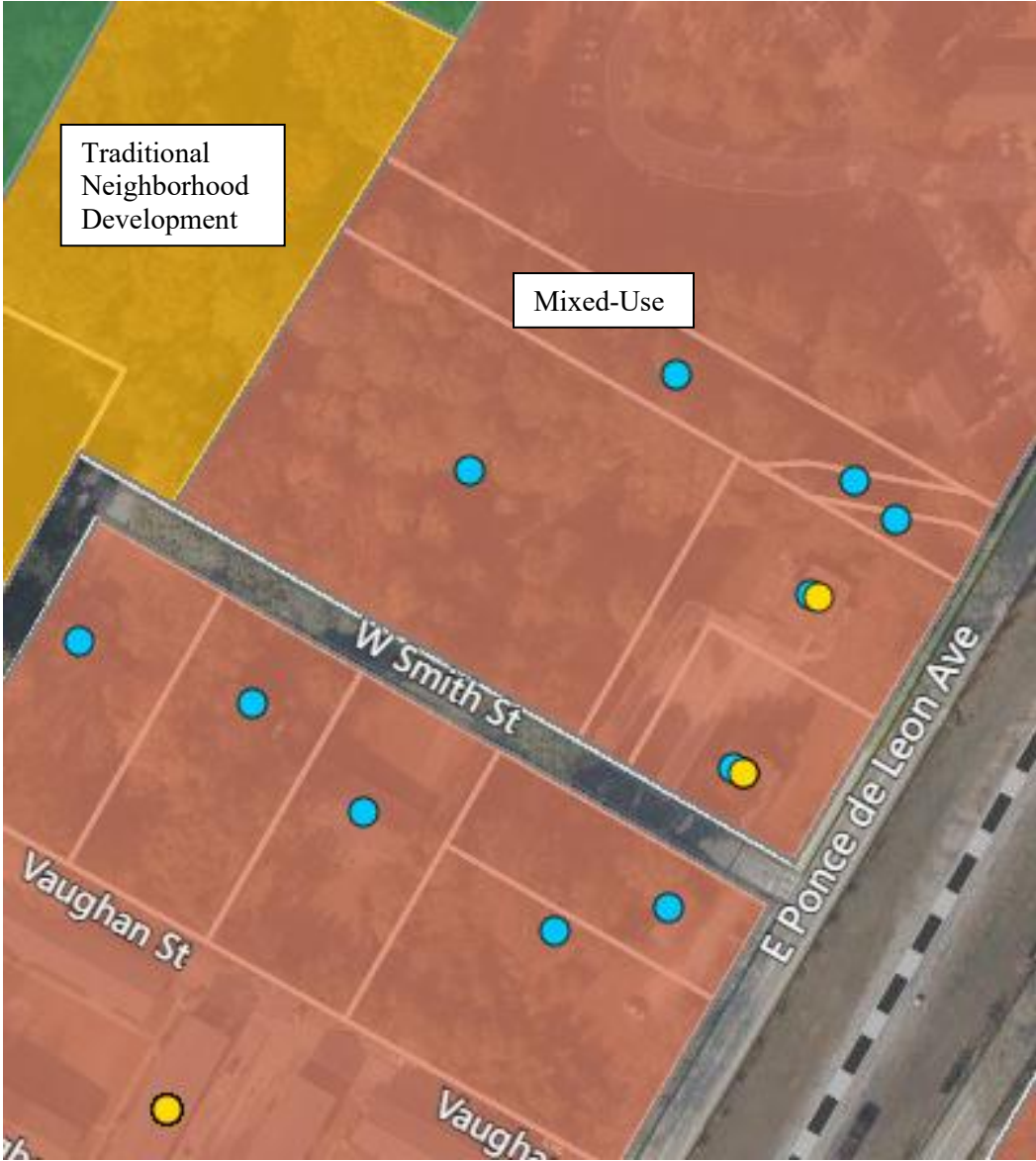
Aerial of the site



# Zoning Map



Future Land Use Map





Date Received: 10-23-2025

APPLICANT INFORMATION

APPLICANT NAME: BERHANU NUNE  
ADDRESS: [REDACTED], Stone Mountain, GA 300  
PHONE: [REDACTED] CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: [REDACTED]

OWNER INFORMATION (If different from Applicant)

OWNER NAME: Same  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

PROPERTY INFORMATION (attach legal description)

ADDRESS: 3688 W Smith Street, CLARKSTON, GA 3002  
PARCEL ID#: 1811901017 LAND LOT: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: RC CURRENT LAND USE: RC  
PROPOSED LAND USE: RC

DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.): small employee about 10 people. Community ce

CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: 3688 W. Smith Street, Clarkston, GA 3014

BERHANU NUNE  
Type or Print Owner's Name

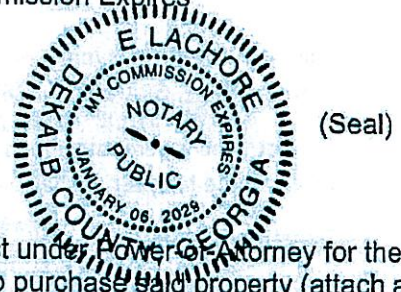
[Signature]  
Owner's Signature

11/14/2025  
Date

Sworn and subscribed before me this,  
14<sup>th</sup> day of November, 2025

[Signature]  
Notary Public

01/06/2029  
Commission Expires



POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power of Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

\_\_\_\_\_  
Type or Print Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

(Seal)

\_\_\_\_\_  
Type or Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Real Estate Transfer Tax \$0.00

Filed and Recorded:  
12/10/2021 3:13:29 PM  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia

WHEN RECORDED, MAIL TO  
4312 E ponce de leon ave  
Clarkston, GA 30021

DOCUMENT PREPARED BY: BERHANU NUNE  
4312 E PONCE DE LOAN AVE, CLARKSTON, 30021

Property tax parcel id number: 18 119 01 017

Quit Claim Deed  
Dated: 12/10/2021

This quitclaim deed is made on 10<sup>th</sup> day of December, 2021 between Amssale Denbel, Grantors, and Berhanu Nune, GRANTEE, of 3688 W Smith St, Clarkston, GA 30021. *Exhibit "A"*

*P. AMSSALE DENBEL (BN)*  
Subject to all easements, rights of way, protective covenants, and mineral reservations of record, if any taxes for the tax year of shall be prorated between the Grantor and Grantee as of this deed.

Signature of Grantor *Amssale*  
Name of Grantor AMSSALE DENBEL

Emebet Denbel

EMEBET DENBEL

Signature of witness *Theresa Hailegum*  
Signature of witness

Printed name of witness Theresa Hailegum  
Printed name of witness

State of Georgia county of DeKalb on 12/10/2021, the Grantor, Amssale Denbel, personally came before me and, being duly sworn, did state and prove that both are the person described in the above document and that they signed the above document in my presence.

*[Signature]*

Notary Signature

Notary Public,

In and for the county of DeKalb state of Georgia

My commission expires: Feb 2, 2025 Seal



Exhibit "A"

DEED BOOK 23549 Pg 733  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia

Legal Description

All that tract or parcel of land lying and being in Land Lot 119 of the 18<sup>th</sup> District of DeKalb County, Georgia, and as shown on Survey by Ambit Technical Services, dated March 4, 2010, and Labeled as 3688 W Smith St, Clarkston Georgia.

BEGINNING at an Iron pin located on the northeasterly right-of-way of West Smith Road, and the northwesterly right-of-way of East Ponce De Leon Avenue; Running thence, N52°19'55"W, a distance of 185.88' to an Iron pin set and the POINT OF BEGINNING; thence, N52°17'09"W, a distance of 264.66' to an Iron pin set; thence, N39°22'52"E, a distance of 205.63' to an Iron pin found; thence S52°15'57"E, a distance of 258.75' to an Iron pin set; thence, S37°44'03"W, a distance of 205.24' to an Iron pin set and the POINT OF BEGINNING.

Said tract or parcel contains 53,752 Sq. Ft. or 1.23 Acres.

DEED BOOK 29967 Pg 690  
Debra DeBerry  
Clerk of Superior Court  
DeKalb County, Georgia



**Letter of Intent**

**Response to Preliminary Conditional Use Permit (CUP) Meeting – 3688 West Smith Road, Clarkston, GA (Parcel #1811901017)**

**Date:** December 5, 2025

Richard Edwards  
Director of Planning and Economic Development  
City of Clarkston  
1055 Rowland St, Clarkston, GA 30021  
REdwards@cityofclarkston.com | 404-296-6489

Dear Mr. Edwards,

Thank you for the opportunity to participate in the preliminary CUP meeting for the proposed project at 3688 West Smith Road. I appreciate your feedback, Mr. Larry Kaiser, and the City staff.

Please find below clarifications regarding the site analysis and proposed development:

**1. Zoning, Site Area & Floor Area Ratio (FAR):**

- The existing zoning is RC.
- The owners also own the property on the northeast side of the site (4320 East Ponce DeLeon-Clarkston, Georgia). They will adjust the eastern property line, adding 6,665 sq ft and increasing the total site area to 60,113 sq ft, and allow the 50-foot building setback on the east side of the proposed building to be achieved.
- The Floor Area Ratio is 7.32%. The proposed building footprint is 4,400 sq ft. The proposed square footage (4,400 sq ft.) divided by the total lot square footage (60,113 sq ft.) equals (7.32% lot coverage), well below the maximum allowed.

1

**2. Impervious Surface Ratio (ISR):**

- ISR is the total impervious surface area (29,916sq ft) divided by the total lot square footage (60,113 sq ft.), which equals 49.7%. The total allowable coverage percentage is 50%.
- The actual impervious lot coverage is 68.2%. The final design will include pervious pavers to meet the 50% requirements. See the site plan.

**3. Parking**

- A total of 90 parking spaces are shown on the drawings, including 75 new spaces and 15 existing spaces. 86 parking spaces are required. Seven of the existing parking spaces are shared with the adjacent buildings on the east side of the site.





- The property's owners own these buildings (4320 and 4312 East Ponce DeLeon, Clarkston, Georgia). The property owners request approval of a shared parking agreement in accordance with city requirements. See the drawings for additional information.

**4. Requests:**

- Please clarify the setback requirements and permitted uses for the RC district for this parcel.
- We request consideration for reducing or eliminating the 20-foot buffer along the northern property line, as the adjacent property is unbuildable.
- Advise if additional documentation or studies are required for the formal CUP application.

We look forward to collaborating with the city to ensure the project aligns with zoning standards and community objectives. Please let us know about the next steps or if you need any more information.

Thank you for your attention.

Sincerely,

  
Charles E. Bythwood, RA, AIA  
President, CEB Architects Plus  
982 Chapman Lane  
Stone Mountain, GA 30088  
404-849-1411



## Legal Description

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Said tract or parcel contains 53,752 Sq. Ft. or 1.23 Acres.

**Letter of Intent**

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**Date:** December 5, 2025

Richard Edwards  
Director of Planning and Economic Development  
City of Clarkston  
1055 Rowland St, Clarkston, GA 30021  
REdwards@cityofclarkston.com | 404-296-6489

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- The property's owners own these buildings (4320 and 4312 East Ponce DeLeon, Clarkston, Georgia). The property owners request approval of a shared parking agreement in accordance with city requirements. See the drawings for additional information.

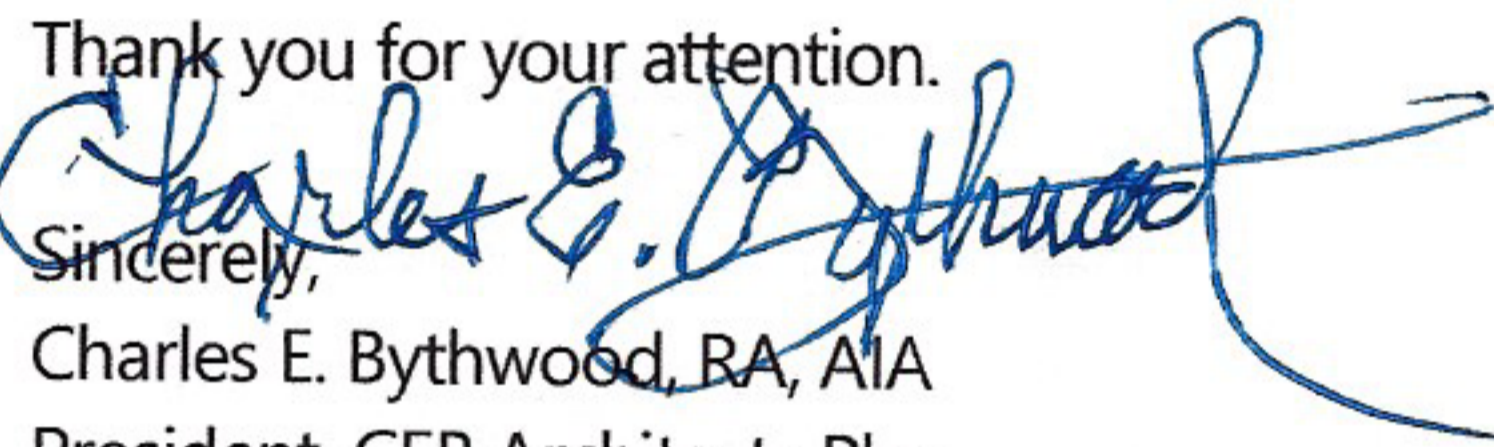
#### 4. Requests:

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- Advise if additional documentation or studies are required for the formal CUP application.

We look forward to collaborating with the city to ensure the project aligns with zoning standards and community objectives. Please let us know about the next steps or if you need any more information.

Thank you for your attention.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Charles E. Bythwood', is written over the typed name.

Charles E. Bythwood, RA, AIA  
President, CEB Architects Plus  
982 Chapman Lane  
Stone Mountain, GA 30088  
404-849-1411

# COMMUNITY CENTER


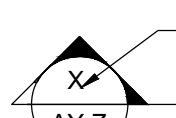
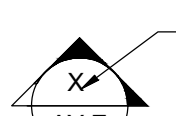
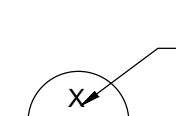

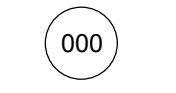
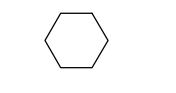
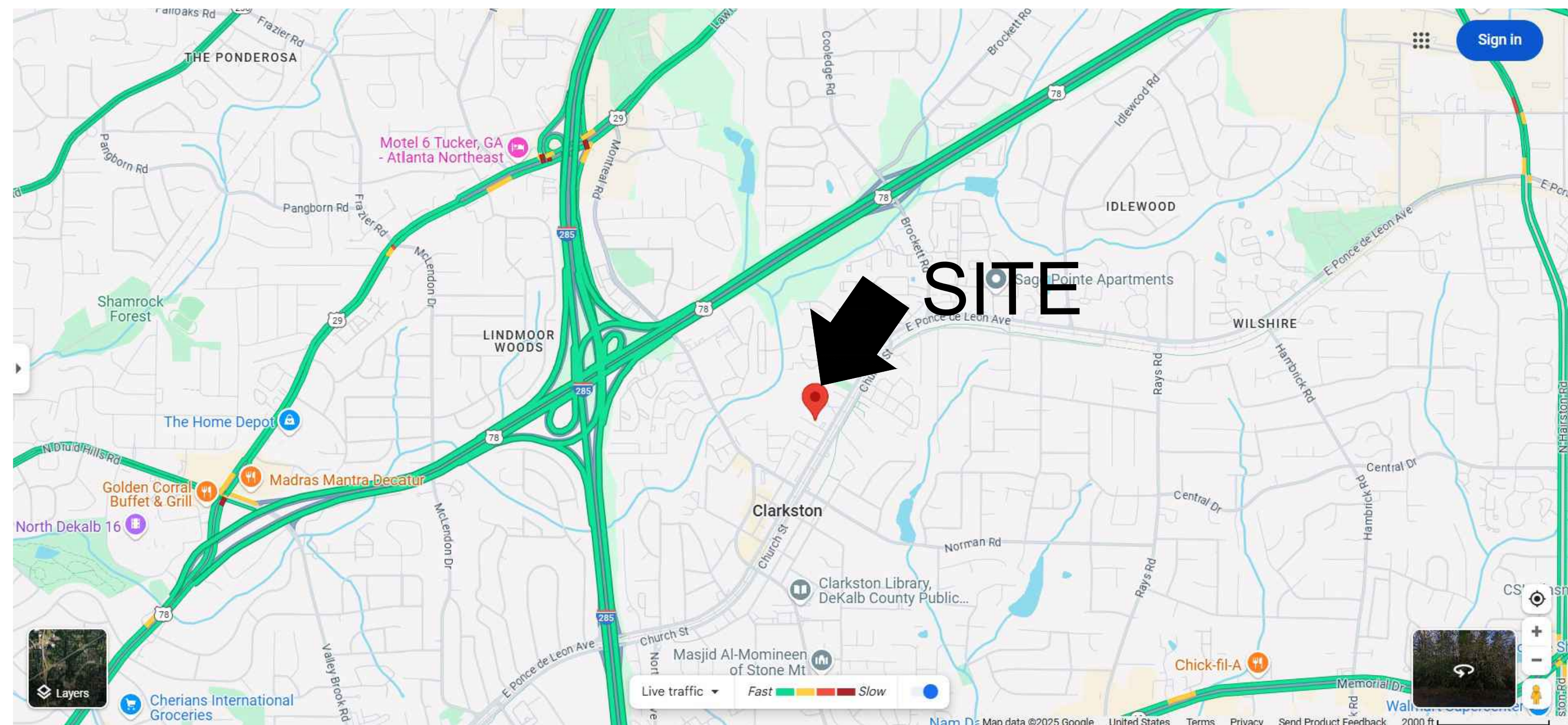
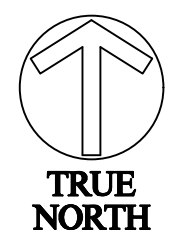
## 3688 WEST SMITH STREET, GA 30021

### City of Clarkston Development in Dekalb County

# PROPOSED SITE CONDITIONAL USE PERMIT

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

COVER SHEET

project contacts	drawing index	symbols	vicinity map
<p>Owner: Ben Nune 4320 East Ponce de Leon Avenue Clarkston, GA 30021 Phone: 678.887.4848 Email: ben360homes@gmail.com</p> <p>Architect RA, AIA: Charles E. Bythwood CEB Architect + 3590 Covington Hwy. Decatur, GA 30032 Phone: 404.849.1411 Email: bythwood@aol.com</p> <p>United Land Surveying: Cullen Preston Hardee 1258 Concord Road, Suite #103 Smyrna, GA 30080 Phone: 678.293.5232</p>	<p>A0.0 Cover Sheet</p> <p>C0.0 Existing Site Survey</p> <p>SP.1 Proposed Site Conditional Use Plan</p> <p>SP.2 Proposed Tree Removal Plan</p> <p>A1.0 Proposed Floor Plan - Fixed Seating</p> <p>A1.1 Proposed Floor Plan - Table Seating</p> <p>A2.0 Proposed Elevations - Option 1</p> <p>A2.1 Proposed Elevations - Option 1</p> <p>A2.2 Proposed Elevations - Option 2</p> <p>A2.3 Proposed Elevations - Option 2</p> <p>A3.0 Building Section - Option 1</p> <p>A3.1 Building Section - Option 2</p>	<p>ELEVATION MARK</p> <p> ELEV 0'</p> <p>SECTION REFERENCE</p> <p> DRAWING NUMBER AY Z SHEET NUMBER</p> <p>ELEVATION REFERENCE</p> <p> DRAWING NUMBER AY Z SHEET NUMBER</p> <p>DETAIL REFERENCE</p> <p> DRAWING NUMBER AY Z SHEET NUMBER</p> <p>WALL TYPE</p> <p></p> <p>DOOR LABEL</p> <p> 000</p> <p>NOTE LABEL</p> <p></p>	
			

No.	Description	Date

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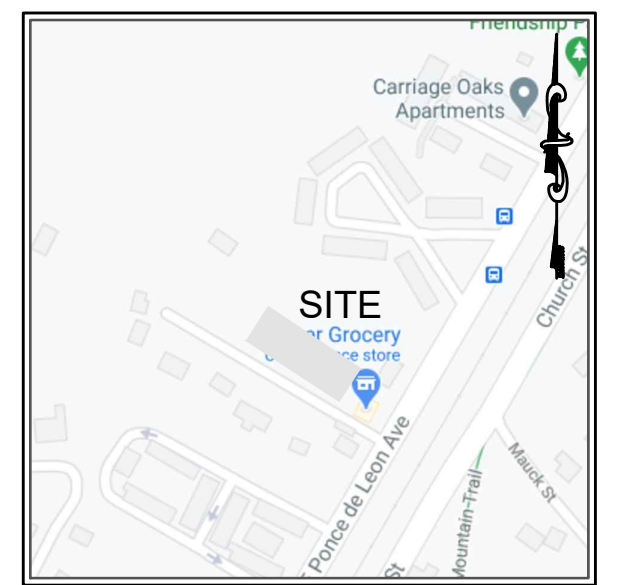
Project Number	
Date	10/23/2025
Drawn By	BAR
Checked By	CEB

A0.0

Scale As indicated

BOUNDARY & TOPOGRAPHIC SURVEY PREPARED FOR:  
**BEN NUNE**  
 LAND LOTS 119 18TH DISTRICT DEKALB COUNTY

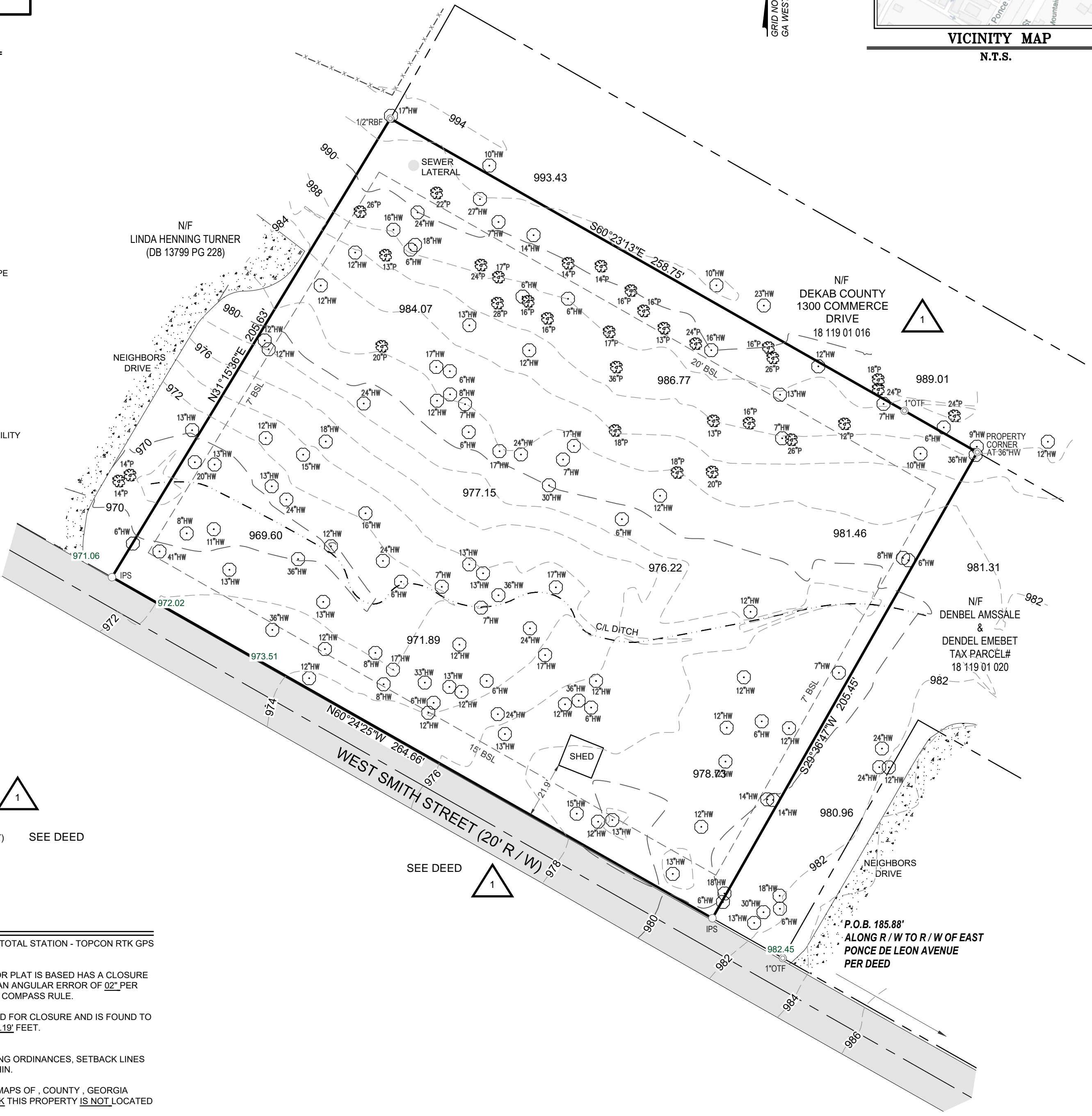
AREA  
 53,779.94 sq. ft.  
 1.23 acres



RESERVED FOR CLERK OF COURT

**LEGEND**

DB	DEED BOOK
PB	PLAT BOOK
PG	PAGE
LL	LAND LOT
OTP	OPEN TOP PIPE
RB	REBAR
IPF	IRON PIN FOUND
IPS	1/2" REBAR W/ C FDC 000995
CTP	CRIMP TOP PIPE
C&G	CURB & GUTTER
R/W	RIGHT OF WAY
N/F	NOW OR FORMERLY
-E-	OVERHEAD POWER LINE
sq ft	SQUARE FOOT
REF	REFERENCE
TBM	TEMPORARY BENCHMARK
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
RCP	REINFORCED CONCRETE PIPE
DIP	DUCTILE IRON PIPE
PVC	POLYVINYL CHLORIDE PIPE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
CMP	CORRUGATED METAL PIPE
R	PROPERTY LINE
C	CENTERLINE
ID	IDENTIFICATION
B.S.L.	BUILDING SETBACK LINE
BOC	BACK OF CURB
C	CURVE LABEL
CI	CURB INLET
DE	DRAINAGE EASEMENT
EOP	EDGE OF PAVEMENT
FH	FIRE HYDRANT
L	LINE LABEL
PKS	PK NAIL SET
SSE	SANITARY SEWER EASEMENT
UE	UTILITY EASEMENT
SWMF	STORMWATER MANAGEMENT FACILITY
C/O	SEWER CLEAN OUT
IPF	IRON PIN FOUND
IPF	IRON PIN SET
IPF	CALCULATED POINT
IPF	POWER POLE
IPF	FIRE HYDRANT
IPF	WATER VALVE
IPF	WATER METER
IPF	JUNCTION BOX
IPF	SANITARY SEWER MANHOLE
IPF	DROP INLET
IPF	RAW OR CONC. MONUMENT
IPF	SINGLE WING CATCH BASIN
IPF	DOUBLE WING CATCH BASIN
IPF	CURB INLET
IPF	HEADWALL
IPF	FLARED END SECTION
IPF	GAS METER
IPF	GAS VALVE
IPF	ELECTRIC TRANSFORMER
IPF	TELEPHONE PEDESTAL
IPF	LIGHT POST
IPF	ASPHALT
IPF	CONCRETE



**CURRENT ZONING**  
 ZONED: R-C (CITY OF CLARKSTON DISTRICT) SEE DEED  
 MIN. YARD ADJACENT TO PUBLIC STREET  
 FRONT YARD: 15 FEET  
 SIDE YARD: 7 FEET  
 REAR YARD: 20 FEET

- SURVEY NOTES**
- EQUIPMENT USED : TOPCON ROBOTIC D2 TOTAL STATION - TOPCON RTK GPS ROVER.
  - THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 10,000 FEET AN ANGULAR ERROR OF 02" PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE.
  - THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 46489.19 FEET.
  - THIS PROPERTY IS SUBJECT TO ALL ZONING ORDINANCES, SETBACK LINES AND EASEMENTS OF RECORD LYING WITHIN.
  - AS SHOWN ON FLOOD INSURANCE RATE MAPS OF , COUNTY , GEORGIA COMMUNITY PANEL NUMBER 13067C0078.K THIS PROPERTY IS NOT LOCATED WITHIN A 100 YEAR FLOOD ZONE.

**SURVEYORS CERTIFICATION**

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

*Cullen Preston Hardee*  
 CULLEN PRESTON HARDEE 3/11/2021  
 REGISTERED LAND SURVEYOR #3144, LSF 001321 DATE

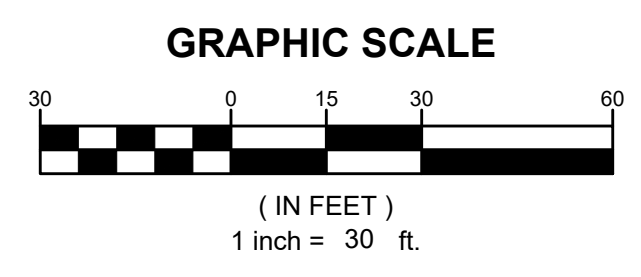
**PLAT CERTIFICATION NOTICE**

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS.

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW OF THE STATE OF GEORGIA.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-6, 43-15-19, 43-15-22.

CERTIFICATE OF AUTHORIZATION  
 NO. LSF001321



ABOVE THE GROUND AS BUILT SURVEY PREPARED FOR:

**BEN NUNE**

SCALE: 1" = 30'	LAND LOT: 119	DISTRICT: 18TH	SECTION: N/A	UNIT: N/A
DATE: 3/11/2021	SUBDIVISION:	LOT:		
FIELD DATE: 3/1/2021	COUNTY: DEKALB	GEORGIA		
LEGAL REFERENCES: DEEDS: DB 23549 PG 733	JOB REF: #21-053	UTILITIES PROTECTION CENTER 1-800-282-7411   770-392-0111   GEORGIA OR DIAL 811		
PLATS: PB -- PG --				

**UNITED LAND SURVEYING**

PHONE: 678-293-5232  
 1258 CONCORD ROAD SUITE #103  
 SMYRNA, GEORGIA 30080

RESIDENTIAL & COMMERCIAL  
 CERTIFICATE OF AUTHORIZATION  
 NO. LSF001321

**REVISIONS**

1.	
2.	
3.	
4.	

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATE HEREON. SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVYOR NAMING SAID PERSON.

SHEET NUMBER:  
**C0.0**  
**1 OF 1**

**COMMUNITY CENTER**  
 OCCUPANCY: IBC SECTION 303.3 ASSEMBLY A-2 (BANQUET HALL)  
 CURRENT ZONING: RC - RESIDENTIAL COMMERCIAL  
 TOTAL SEATING OF ASSEMBLY AREA: 204 SEATS

REQUIRED PARKING:  
 1 SPACE PER 4 SEATS  
 204 SEATS/4 SQ. FT. = 51 REQUIRED SPACES  
 TOTAL PARKING PROVIDED: 51 SPACES

REQUIRED ADA PARKING: 2 SPACES  
 PROVIDED ADA PARKING SPACES: 4 SPACES

THIS PROPERTY IS NOT IN A FEMA DESIGNATED FLOODPLAIN PER FEMA MAP PANEL 13089C 0078K EFF. DATED: 08/15/2019

THERE ARE NO STATE WATERS ON PROPERTY

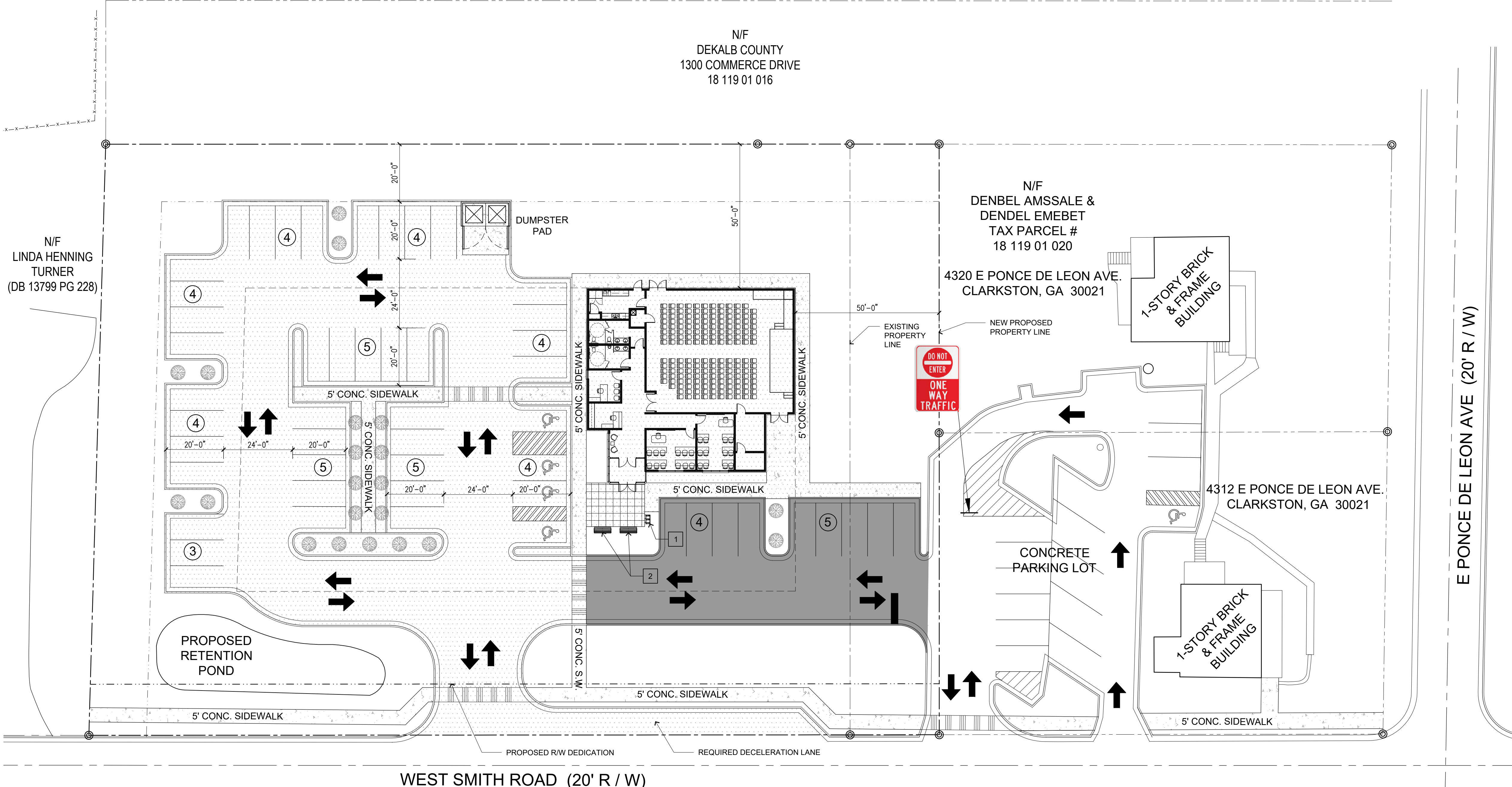
THERE ARE NO WETLANDS ON THIS PROPERTY

PROPOSED PARKING SPACES = 51 SPACES  
 TOTAL SPACES = 51 SPACES

**LOT COVERAGE RATIO CALCULATION**  
 Building Lot Coverage: 4,400/ 60,113 sq ft: 7.32 %  
 Impervious Lot Coverage: 29,058/ 60,113 sq ft: 48.32 %  
 Permeable Lot Coverage: 4,672/ 60,113 sq ft: 7.78% (Pervious Pavers)  
 Allowable Lot Coverage: 50%  
 Actual Lot Coverage: 56.1% (Gross) - 7.78% (Permeable) = 48.32 %

**COMMUNITY CENTER**  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

**PROPOSED SITE CONDITIONAL USE PLAN**



- KEYNOTES**
- BIKE RACK LOCATION
  - BENCHES
- LEGEND**
- IMPERVIOUS LOT COVERAGE: 48.32%
  - PERVIOUS PAVERS: 7.78%

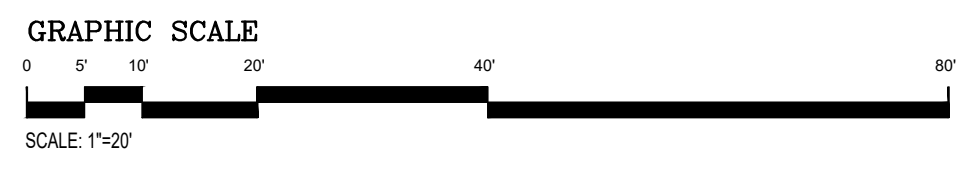
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Drawn By	BAR
Checked By	CEB

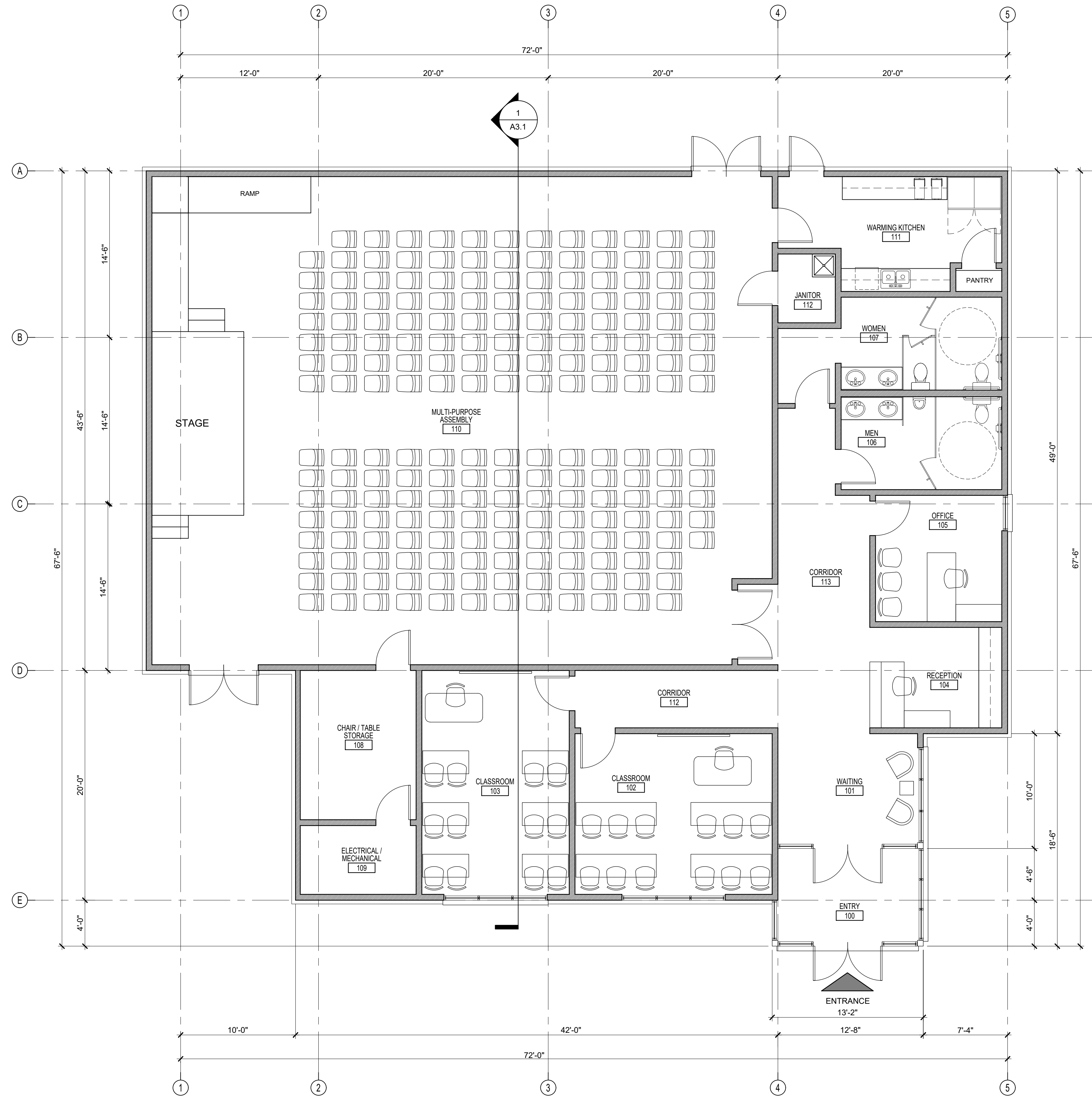
**SP1.1**

Scale As indicated



COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED FLOOR PLAN - FIXED SEATING



No.	Description	Date

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Drawn By	BAR
Checked By	CEB

**A1.0**  
 Scale As indicated

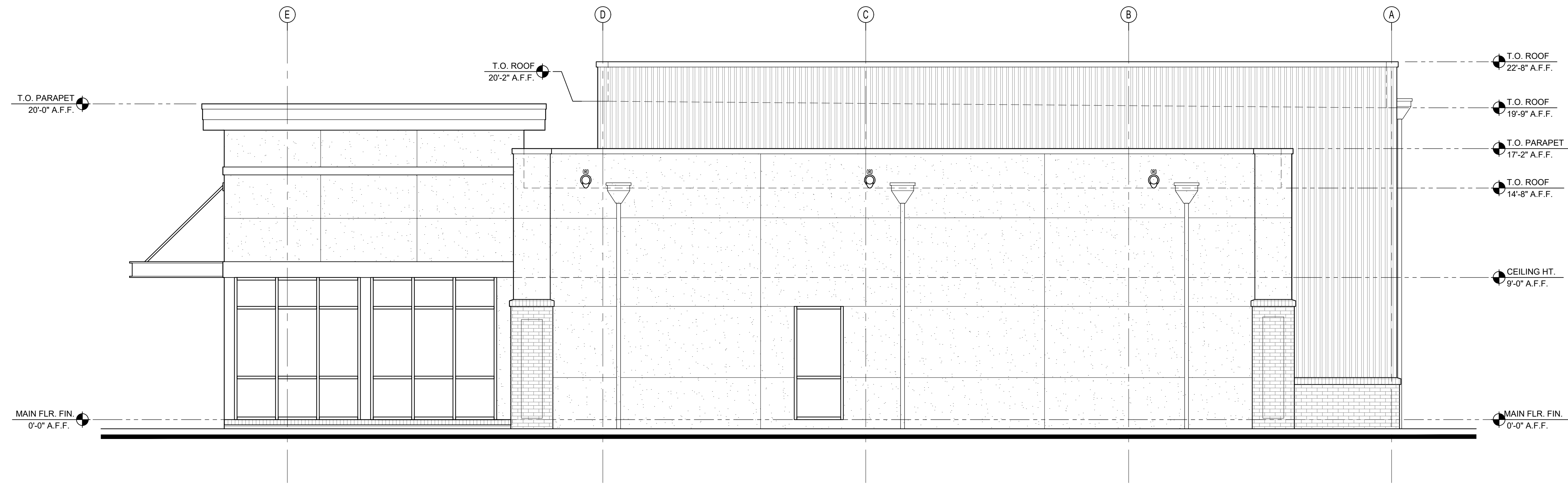
PROJECT INFORMATION  
 BUILDING SQUARE FOOTAGE = 4,400 S.F.  
 SEATING TOTAL = 204 SEATS

PROPOSED FLOOR PLAN - FIXED SEATING

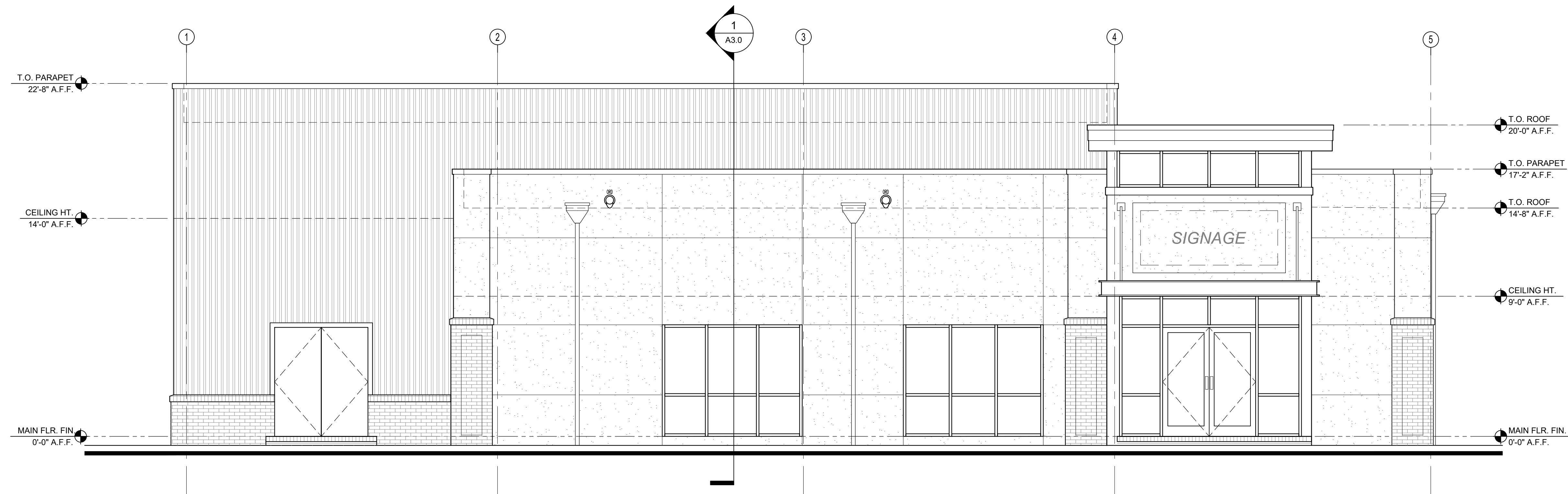
SCALE  
 3/16" = 1'-0"

1





RIGHT SIDE ELEVATION - OPTION 1  
 SCALE 1/4" = 1'-0" 2



FRONT ELEVATIONS - OPTION 1  
 SCALE 1/4" = 1'-0" 1

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS - OPTION 1

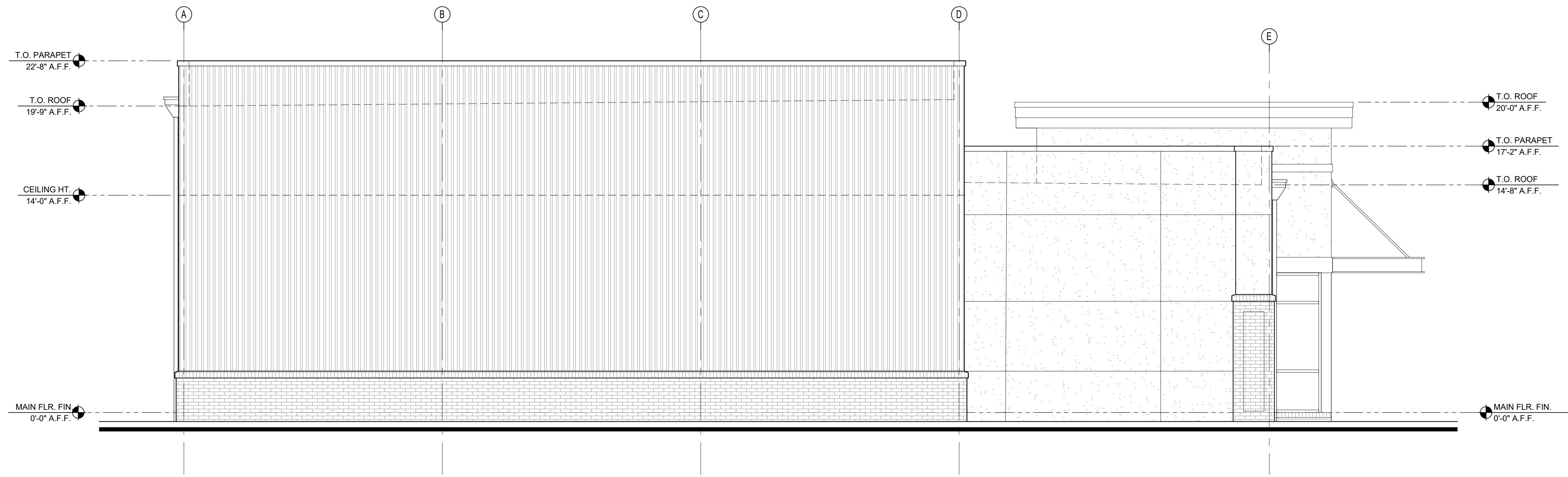
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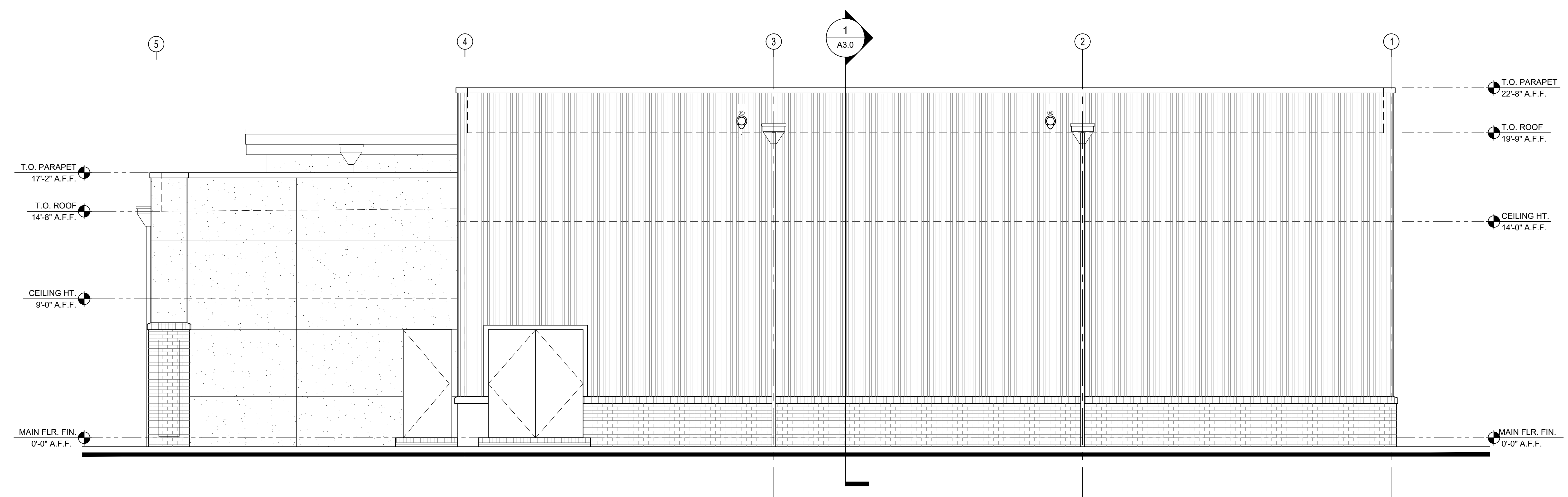
**A2.0**

Scale As indicated



LEFT SIDE ELEVATION - OPTION 1

SCALE  
 1/4" = 1'-0" 2



REAR ELEVATION - OPTION 1

SCALE  
 1/4" = 1'-0" 1

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS OPTION 1

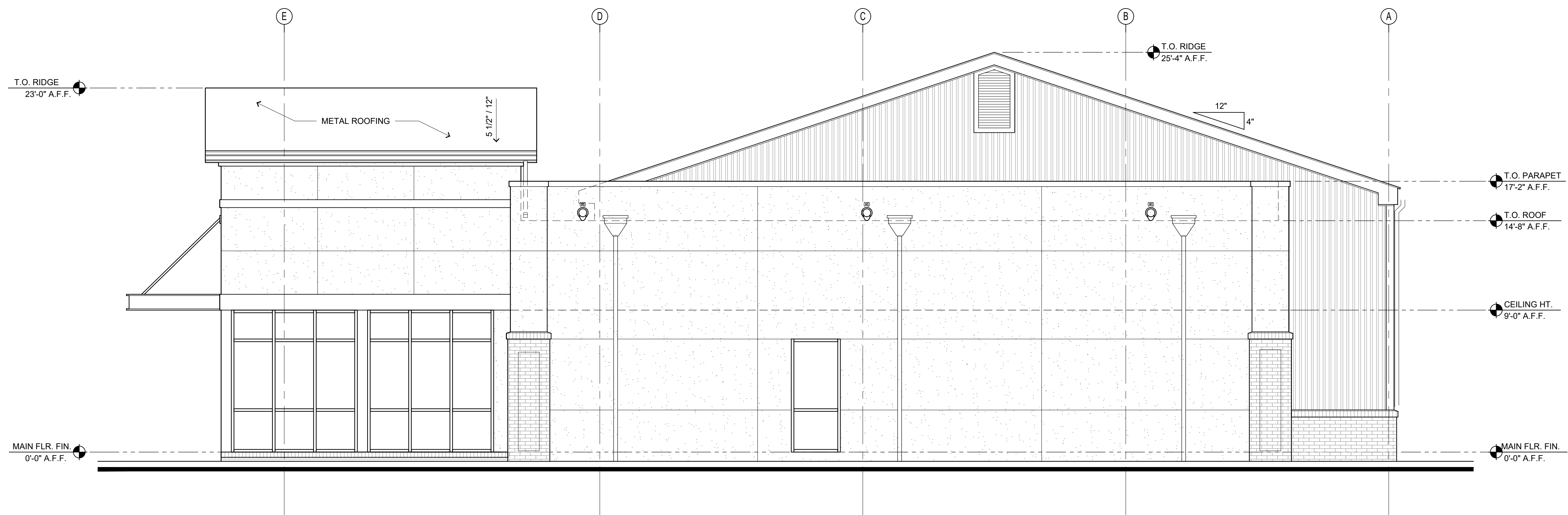
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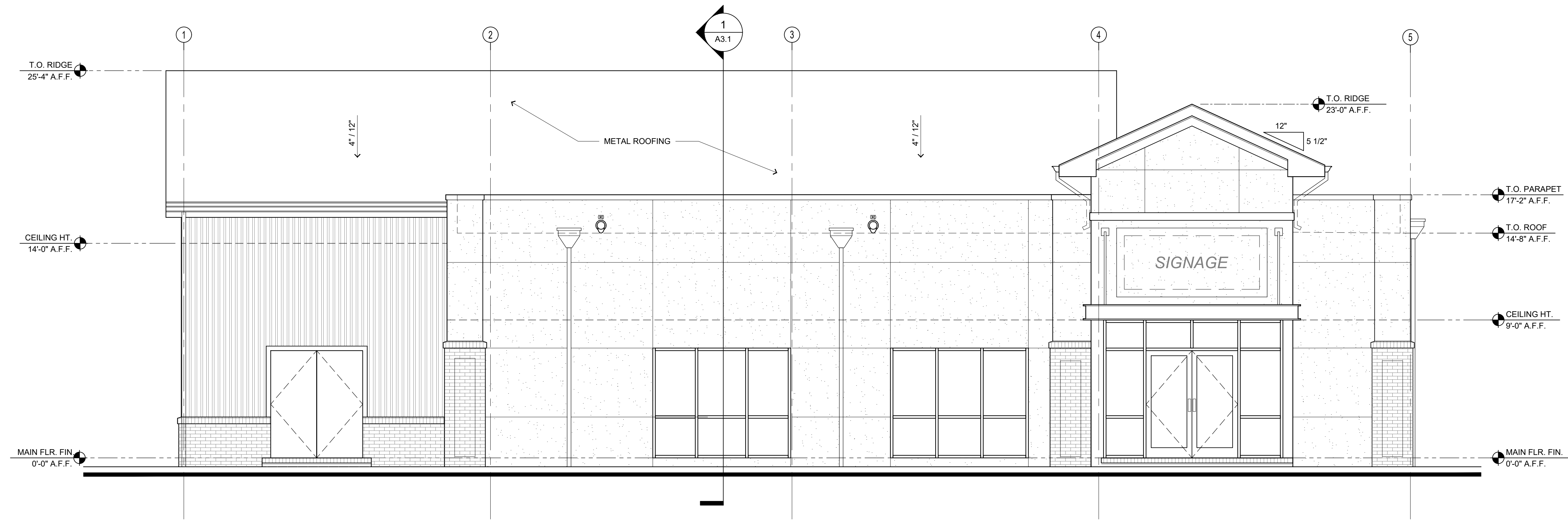
A2.1

Scale As indicated



RIGHT SIDE ELEVATION - OPTION 2

SCALE	2
1/4" = 1'-0"	



FRONT ELEVATIONS - OPTION 2

SCALE	1
1/4" = 1'-0"	

COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021  
 PROPOSED BUILDING ELEVATIONS - OPTION 2

No.	Description	Date

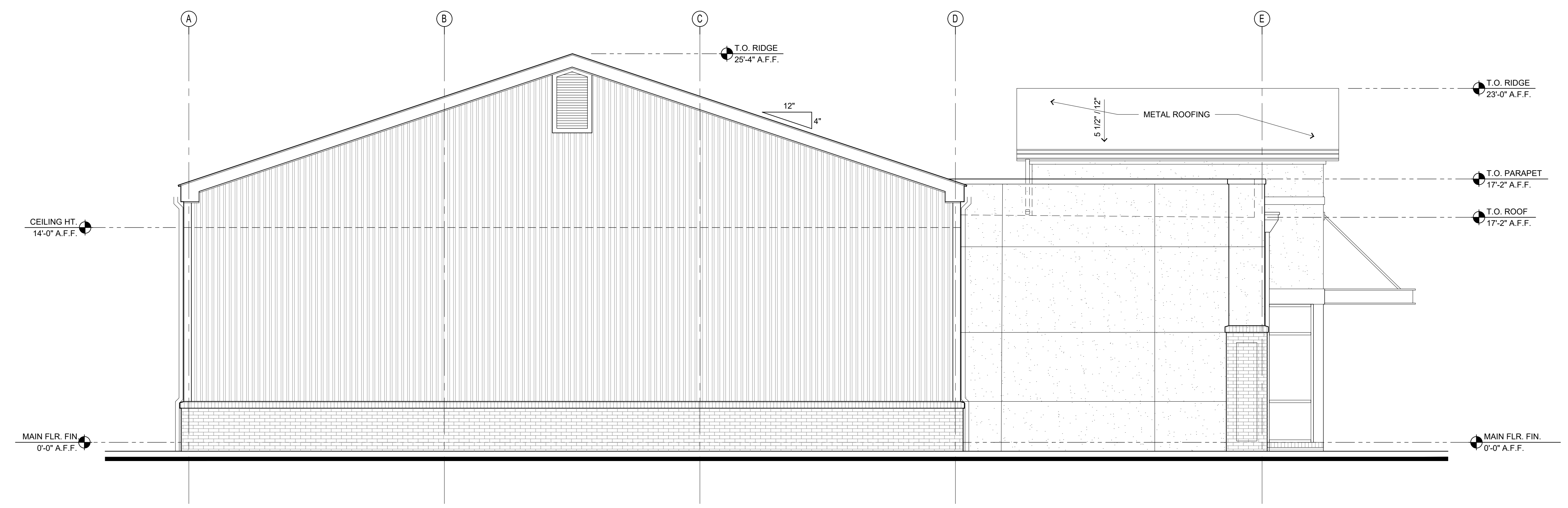
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**A2.2**  
 Scale As indicated

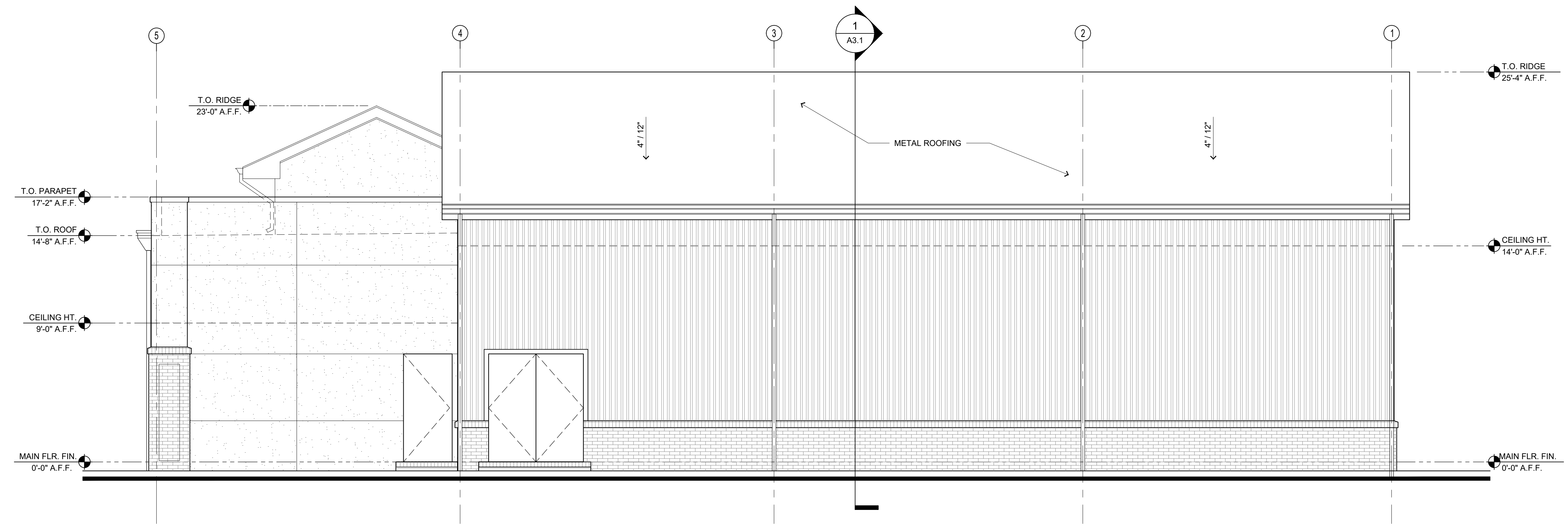
COMMUNITY CENTER  
 3688 WEST SMITH STREET  
 CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS - OPTION 2



LEFT SIDE ELEVATION - OPTION 2

SCALE  
 1/4" = 1'-0" 2



REAR ELEVATION - OPTION 2

SCALE  
 1/4" = 1'-0" 1

No.	Description	Date

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 Checked By CEB

**A2.3**  
 Scale As indicated





**Sec. 403. Use Table.**

The uses highlighted in yellow are by-right uses in the RC zoning district and the uses in green require special approval from City Council.

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

Car washes					C		C				
Child day care, adult day care				C	P	P			P		Sec. 406
Convenient store w/o fuel pumps					P		P				Sec. 411.1
Convenient store w/ fuel pumps					P		P				Sec. 411.1
Dry cleaner (except drive thru)				P	P						
Eating and drinking establishment, excluding drive-thru/drive-in establishments				P	P	P	P		P	P	
Eating and drinking establishment, including drive-thru/drive-in establishments					C						
Electronics and appliance store						P					
Entertainment venues (non-adult oriented)							P				
Florist				P	P	P			P	P	
Funeral home (no on-site crematory services)							P				
Furniture and home furnishings						P					
Greenhouses and horticultural nurseries				P	P				P	P	
Grocery store					P	C			C		
Fitness Center 5,000 sq. ft or less					P	P	P		P	P	
Fitness Center 5,000 sq. ft or greater					P		P		C		
Hookah/Vape Store											
Hospital							P				
Hotel						C					
Jewelry store				P	P	P			P	P	
Laundry, self-service				C	C		C				
Massage establishment							C				
Microbrewery				P	P	P	P		C		
Movie Theater (non-adult oriented)						P	P				
Non-automotive repair services (cameras, jewelry, shoes)				P	P	P	P				
Parking structure				Pa	Pa	Pa	Pa	Pa	Pa		
Personal service establishment (barber shop, hair salon, nail salon)				P	P	P			P	P	
Pet boarding/breeding kennel							P				
Pet grooming and supply shop				P	P	P					
Pharmacy or Drug store				P	P						
Recycling collection				Pa	Pa	Pa	Pa				Pa
Recycling collection/drop off centers									Pa		
Research and experimental testing laboratories							C				
Retail, 2,500 - 5,000 s.f.					P	P			P	C	
Retail, 2,500 s.f. or less				P	P				P	P	

Retail, over 5,000 s.f.						P	P					
Shoe store				P	P	P						
Small food retail					P	P			P			Sec. 411.2
Sporting goods store				P	P	P						
Tattoo parlor and piercing studio					P	P	P					
Title loan businesses, pawn shops								C				
Toy store				P	P	P						
<b>Office, Institutional, and Cultural</b>												
Library, Public				C	C	C	C	C	C	C	C	
Pre-schools and similar establishments				P	P	P			P	P		
Office (Professional)				P	P	P	P				P	
Office (Medical)				P	P	P	P				P	
Office (Veterinary without boarding)				P	P	P	P				P	
Parks/Green Space	P	P	P	P	P	P	P	P	P	P	P	
Places of assembly, including religious institutions	C	C	C	C	C		P			C	C	Sec. 411
Tutoring Establishments				P	P	P	P			P	P	
<b>Industrial and Manufacturing</b>												
Automobile, truck, motorcycle and heavy equipment sales/service/rental/parts/repair establishments						C		P				
Building and equipment supply/repair services (no outdoor storage)								P				
Commercial dry-cleaning plants								C				
Communications towers (cellular)								C				
Crematories								C				
Manufacturing and assembly, provided no gas, fumes or odors are emitted as a result of the activity								P				
Outdoor storage, commercial												
Trade shops (locksmith, gunsmith, sheet metal, upholstery, furniture, appliance, electrical, carpentry)								P				
Wholesaling and warehousing (entirely indoors)								P				
<b>Temporary Uses</b>												
Farmer's market				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Festival				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Food truck				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Seasonal activities and sales				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Storage of construction equipment				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Tent sale/sale of goods from temporary location				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
* When approved by City Council												

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(Ord. No. 480, § 1, 6-6-23; Ord. No. 512, § 1 Exh. A, 3-4-25; Ord. No. 525, § 1, 9-2-25)

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(Supp. No. 14)

Created: 2026-03-02 13:27:13 [EST]

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE CITY OF CLARKSTON APPROVING A CONDITIONAL  
USE PERMIT TO ALLOW A COMMUNITY CENTER AT 3688 WEST SMITH  
STREET, PARCEL ID NO. 18 119 01 017.**

**WHEREAS**, Georgia Constitution, Art. IX, § 2, Paragraph 4 and O.C.G.A. §§ 36-66-1 *et seq.*, authorize the governing authority of each municipality to exercise the power of zoning within its territorial boundaries, including but not limited to, the power to hear and render decisions on applications for variances and special uses of property; and

**WHEREAS**, Berhanu Nune, owner of real property located at 3866 West Smith Street in the City of Clarkston, submitted an application requesting a conditional use permit to allow for a community center on a vacant parcel in the RC, Residential/Commercial Zoning District; and

**WHEREAS**, the Planning and Economic Development Department has reviewed the subject application for conditional use permit and recommended approval with conditions based on staff's analysis that the requested conditional use permit meets the City's criteria; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Clarkston finds that the request meets the criteria for granting a conditional use permit per Zoning Ordinance Sec. 219(d).

**BE IT FURTHER RESOLVED** that the requested conditional use permit is hereby approved, subject to the following conditions:

1. The development shall be substantially similar to the site plan dated October 23, 2025, a copy of which is attached hereto as Exhibit "A".
2. The architectural elevations shall be substantially similar to the plans dated October 23, 2025, copies of which are attached hereto as Exhibit "B".
3. The community center shall be limited to 204 seats.
4. A six-foot wooden fence shall be installed and maintained along the property lines abutting 3664 W Smith Street and 4324 E Ponce de Leon Avenue to prevent light spillage from vehicles onto residential properties.
5. The developer shall install and maintain a minimum three-foot, continuous row of evergreen shrubs along the parking spaces facing W Smith Street to prevent light spillage from vehicles onto residential properties.
6. The hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. Sunday through Thursday and 7:00 a.m. to 11:00 p.m. on Friday and Saturdays.
7. There shall be no on-street parking along West Smith Street.

**BE IT FURTHER RESOLVED**, that the official zoning map shall be amended to reflect this approval.

**SO RESOLVED**, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY COUNCIL  
CITY OF CLARKSTON, GEORGIA**

\_\_\_\_\_  
Beverly H. Burks, Mayor

**ATTEST:**

\_\_\_\_\_  
Cynthia Hanson, City Clerk

Approved as to Form:

\_\_\_\_\_  
Stephen G. Quinn, City Attorney



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE:** MARCH 31, 2026

<b>Meeting Type</b>	<b>Item No.</b>	<b>Action Type</b>	<b>Public Hearing</b>
City Council	7C	Presentation/ Administrative Business	NO

**SUBJECT:** To present and discuss SS4A Safety Action Planning Project

**PRESENTER CONTACT:** Larry Kaiser

**PHONE NUMBER:**

**DEPARTMENT:** Public Works

**PURPOSE:** Present the proposed Indian Creek/Montreal Road Corridor alternative cross sections, “near-miss” site sections on the corridor and non-corridor city-wide safety counter measures.

**IMPACT:** No impact at the planning stage

**FUNDING SOURCE:** \$1,000,000 from the Bi-Partisan Infrastructure Law, with \$250,000 match from the City for the Planning Grant that is on-going

**RECOMMENDATION:** The City Engineer and the Kimley-Horn consultant staff have undertaken several site walks, performed statistical analysis and developed conceptual design tasks; including the guidance from the Steering Committee, to prepare several recommendations to council on the following three (3) SS4A tasks:

- Indian Creek/Montreal Rd Corridor alternative cross sections and site specific improvements

- “Near-Miss” locations on the corridor
- City-wide Safety Counter Measures

### **The North Indian Creek/Montreal Road Corridor**

The maps tonight identify three potential cross sections.

The pro’s and con’s for each one will also be presented tonight. The primary differences between all three are; (a) separate bike lanes, (b) shared multi-use paths, and/or (c) multi-use pathways on one or both sides of the corridor.

All typical sections include numerous protected crosswalks utilizing Rectangular Rapid Flashing Beacons, street level lighting including pedestrian lighting, utility pole relocations primarily on the west side of the corridor, street trees, new traffic signal installations, vulnerable user technology for those that are physically impaired, and use of “license plate reader technology that will used to send “friendly letters” to those that are traveling in excess of the posted speed limit. Other technology is being considered as counter-measures on the corridor.

The conceptual costs, exclusive of the cost of utility relocations and right-of-way acquisition, ranges from \$31M to \$47M, for the three cross sections. The “pro’s and con’s” are included in the work session package. Implementation of any of these alternatives will require a significant outlay of funding from DeKalb County and the City. If funding is pursued from the Atlanta Regional Commission in the next TIP solicitation in the fall of 2026/spring 2027, the TIP application will require a 20% local match on federal construction award, with the local governments funding 100% of the design, surveying, right-of-acquisition and utility relocation. The local commitment would need to be confirmed when the application is submitted. The local match would be on the order of \$15-20M. Given this funding is unavailable currently, the pursuit of federal funding should be timed with a future SPLOST initiative with each government allocating its share of the costs within the SPLOST program.

### **“Near-Miss” Locations on the Corridor**

The map of the locations are presented tonight.

Cameras will be placed at various 11 locations on the corridor for purposes of proactively identifying safety hazards by collecting data on driver and pedestrian movements allowing for the prediction of potential crash locations with the overall goal of minimizing or eliminating serious injuries or fatalities BEFORE they occur.

This approach does not rely on reactive measures nor historical crash reports.

“Near-miss” data collection will provide high volume real-time data sets that essentially acts as an early-warning system that allows engineers to intersection or corridor specific section traffic safety weaknesses.

The “Near-Miss” locations will be presented at the April 18<sup>th</sup> Spring Event.

### **City-Wide Safety Counter Measures**

Approximately 40 counter measures will be identified for final report preparation and submittal to FHWA. The counter-measures were not included on the Corridor given the corridor will include its corridor-specific “hot spot” improvements.

City Engineer and Kimley Horn have asked the Steering Committee to weigh-in on their suggested counter-measure locations. Statistical analysis was utilized to prioritize all intersections and/or road segments in the City. A total of 336 locations were analyzed. The statistical analysis utilized crash and pedestrian incident data, pedestrian prediction volume counts, roadway section, bus stops (school or MARTA) and routes, ADT (average daily traffic) counts and steering committee input. This analysis is on-going.

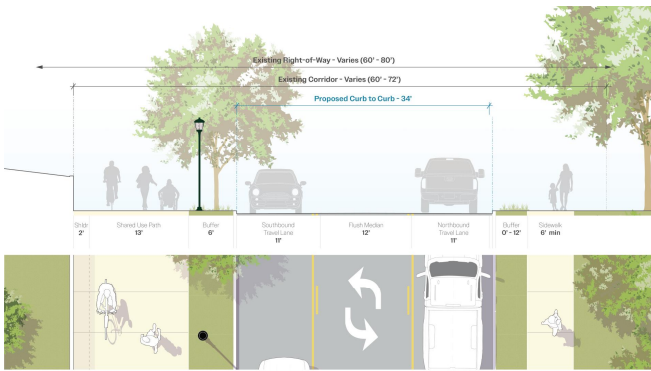
### **Next Steps**

Staff would ask City Council and Mayor to identify the preferred cross-section for purposes of presentation at the April 18 City Spring Event. The Steering Committee has generally indicated that Alternative A would be preferable with Option B as a potential selection if A did not move forward.

If the final round of Bipartisan Infrastructure Law funding for SS4A comes to fruition in 2026, the City Engineer will recommend that a number of counter-measures will be submitted for implementation funding. A NOFO has not been issued as of 3/13/2026. If funding exists and if the application is approved by the US DOT, the city would need to fund 20% local match, 100% of the design costs and complete all work within 24 months of receiving an award for counter-measure construction projects.

# North Indian Creek Drive/Montreal Road Alternative Comparison

## Alternative 1 – West Side Shared Use Path



Alternative 1: 13' Shared Use Path with Landscape Buffer (A-A)  
Clarkston Safety Action Plan | North Indian Creek Drive | Typical Sections  
Kimley-Horn |alta

### Advantages

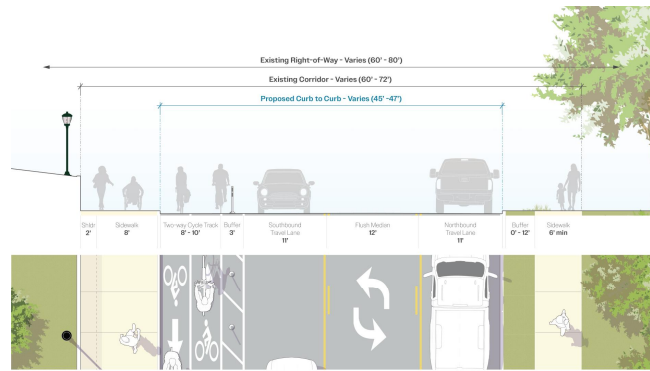
- Prioritizes pedestrian space and mobility
- Minimal right-of-way and utility impacts
- Streamlines improvements to west shoulder.
  - Similar corridor use to existing
- Provides for buffer space for trees and lights

### Considerations

- Pedestrians and cyclists share space
- Experienced cyclists may prefer to remain in the vehicular travel way

\$38.0 million

## Alternative 2 – Cycle Track



Alternative 2: Sidewalk with Two-way Cycle Track (A-A)  
Clarkston Safety Action Plan | North Indian Creek Drive | Typical Sections  
Kimley-Horn |alta

### Advantages

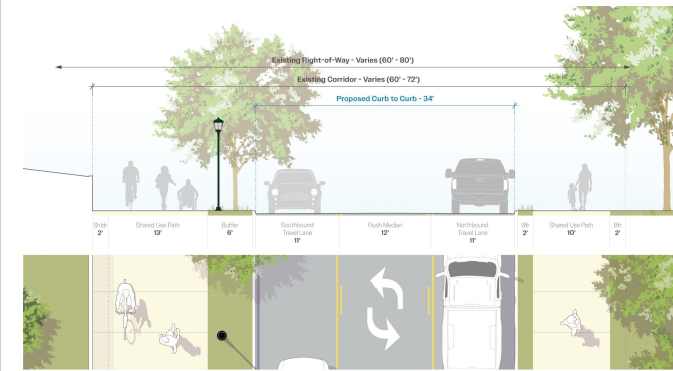
- Simplest construction
- Pedestrians remain separated on sidewalks
- Generally fits within existing roadway footprint

### Considerations

- Potential to confuse inexperienced drivers
- Limited space for amenities, trees, lighting, etc.
- Delivery driver and parent drop-off compliance and curb management concerns
- Maintenance concerns for buffer

\$31.6 million

## Alternative 3 – Dual Sided Improvements



Alternative 3: Shared Use Path on Both Sides (A-A)  
Clarkston Safety Action Plan | North Indian Creek Drive | Typical Sections  
Kimley-Horn |alta

### Advantages

- Flexibility for pedestrians and cyclists
- Separation from vehicular traffic on both sides of the road
  - Supports future pedestrian and bicycle demand

### Considerations

- Highest construction cost
- Greater right-of-way needs and timelines
- Heavy utility relocation and drainage impacts.

\$46.9 million

*\*\*Alternatives shown are typical treatments. Proposed improvements can be modified based on the demands at specific locations throughout the corridor*



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE: MARCH 31, 2026**

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7D	Presentation/ Administrative Business	NO

**SUBJECT:** To present and discuss the status of the Greenway Trail Phase I Concept Design

**PRESENTER CONTACT:** Larry Kaiser

**PHONE NUMBER:**

**DEPARTMENT:** Public Works

**PURPOSE:** Present to City Council and Mayor the five (5) trail alignment options inclusive of the Trails Steering Committee’s recommended two (2) options

**IMPACT:** Option identified will determine the scope of work for the final design plan fees and if grants to compensate for the construction funding shortfalls.

**FUNDING SOURCE:**

All Options will require additional funding to construct. Funding details are as follows:

Option	SPLOST II Allocation (1)	Grant(s) Awarded (2)	Design Fees (existing contract + proposed contract) (3)	Est. R/W Acq. (assume mostly donations) (4)	Est. Const. Cost (5)	Box Culvert Replacement (6)	Current Funding Shortfall [1+2] – [3+4+5+6]	ARC 7 Solicita Applica Fundi Reques Submit FY 26
A	\$2,500,000	\$2,000,000	\$1,200,000	\$100,000	\$6,325,271	\$1,653,638	<4,778,909>	\$3,000,000

A-1	2,500,000	2,000,000	1,200,000	100,000	\$5,209,186	1,653,638	<3,662,824>	3,000,
B	2,500,000	2,000,000	1,200,000	100,000	5,150,237	1,653,638	<3,603,875>	3,000,
C	2,500,000	2,000,000	1,200,000	100,000	\$4,336,944	1,653,638	<2,790,582>	3,000,
C-1	2,500,000	2,000,000	1,200,000	100,000	\$5,650,216	1,653,638	<4,103,854>	3,000,

**RECOMMENDATION:** Consultant AtkinsRealis presented four potential trail alignments for City Council and Mayors consideration on February 3<sup>rd</sup>. Those 4 options were presented to the Steering Committee on January 29. Subsequent to these two presentations, staff and consultant prepared two additional trail alignments including the replacement of the existing box culvert on Montreal Road which will provide for a “no rise” flood condition (existing culvert currently undersized resulting in increased flood elevations upstream).

The committee unanimously selected Options A and B as their recommended alignments.

The most significant differences between the two are the following:

- Option A – 3 stream crossings with most of the trail on the north side and 1 of the crossings with direct access into Friendship Forest Wildlife Sanctuary
- Option B – most of the trail on the north side with 1 stream crossing located between Friendship Forest Wildlife Sanctuary and Wild Ct. No direct access to Friendship Forest Wildlife Sanctuary

Trailheads for Option A & B would be located on the north side near the intersection of Clarkston Station Apartments driveway entrance and Montreal Road

The remaining Options, A-1, B, C & C-1 are either on the south side of the creek with direct access to Friendship Forest Wildlife Sanctuary and/or with the trailhead south of the creek at Montreal Rd.

All Options have side spur trail connections to Clarkston Station and Wildcreek Apartments.

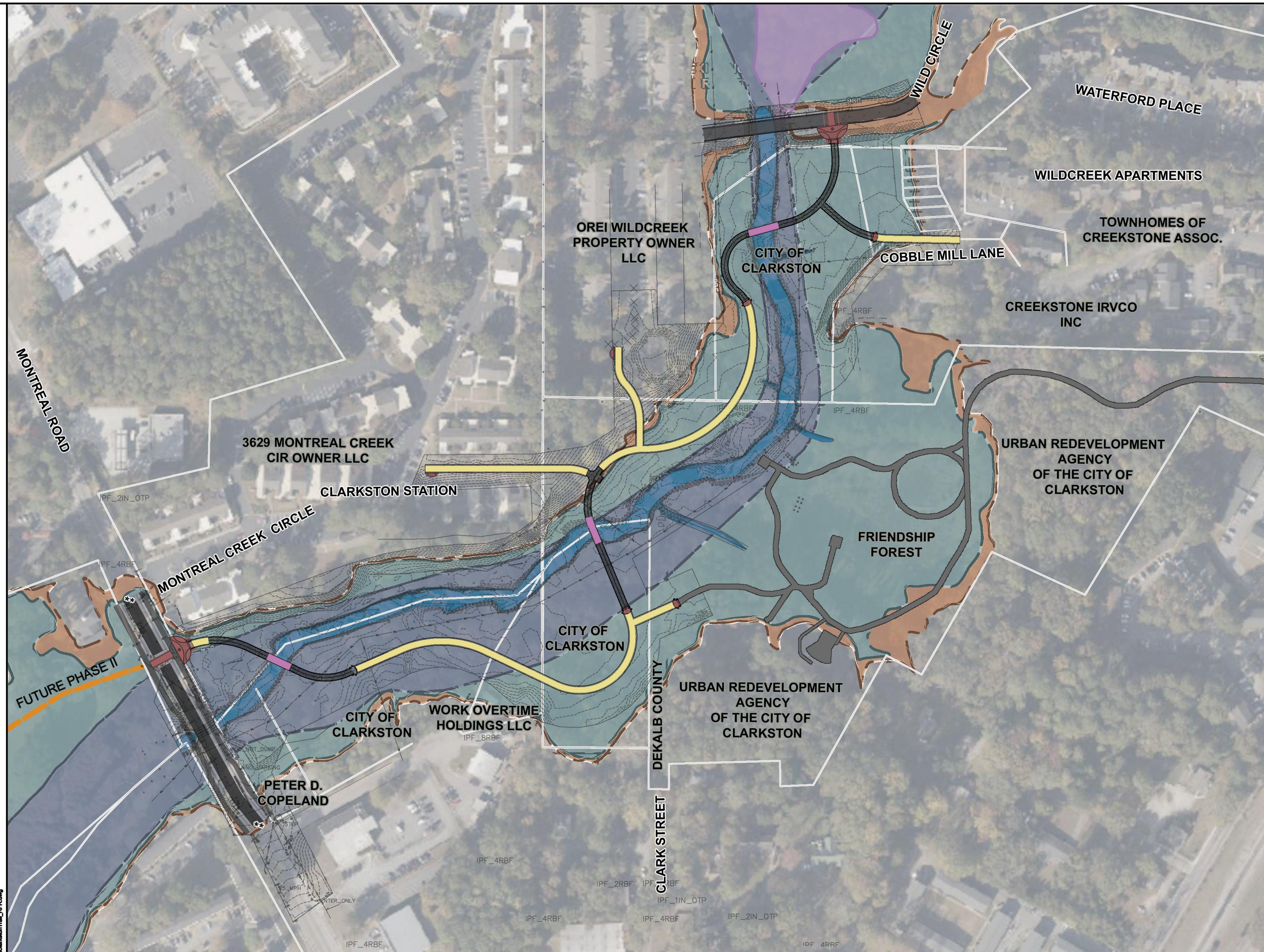
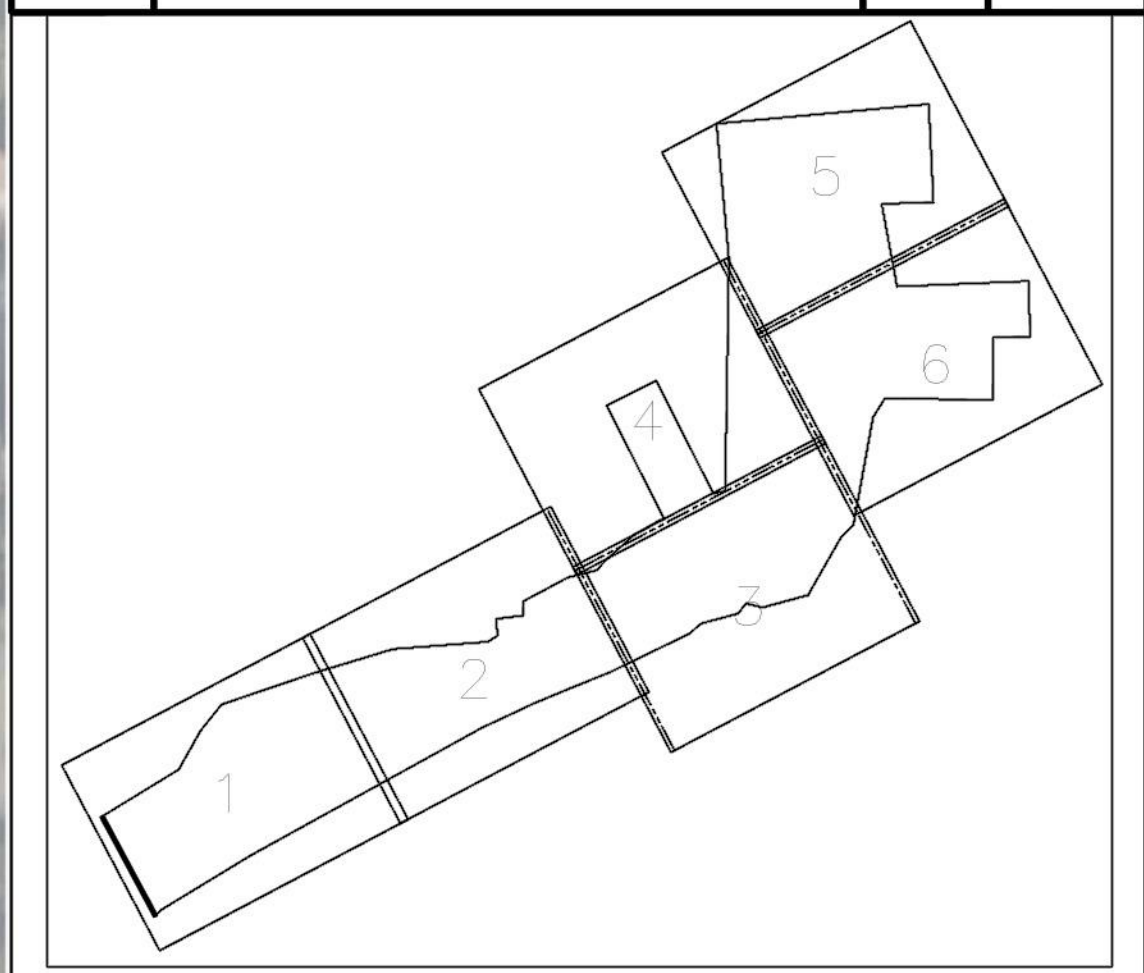
The conceptual cost estimates/details/comments for each Option are attached including the additional details of the box culvert replacement.

### **Next Steps**

City Council and Mayor to identify a preferred Option. Staff will present to Steering Committee. Staff will present the top 2 Options or all Options at the April 18 Spring Event.

Attachments: Project Maps (5 Options)  
Cost Estimate Details

ST	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA	100122843		xx



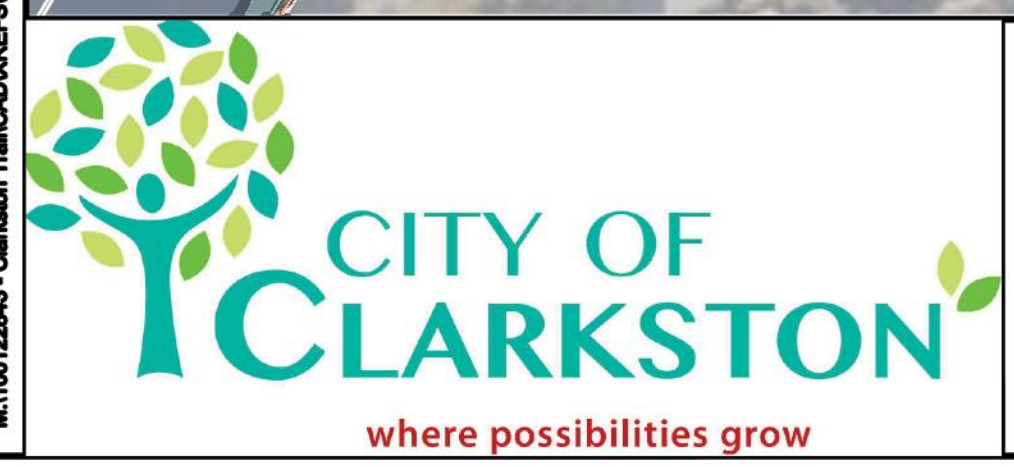
**LEGEND**

- Without Base Flood Elevation (AE)
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard
- Wetland Area
- South Fork Peachtree Creek
- Proposed Trail
- Friendship Forest Wildlife Sanctuary Trail
- Bridge Crossing
- Board Walk
- 2' Contours
- Parcels

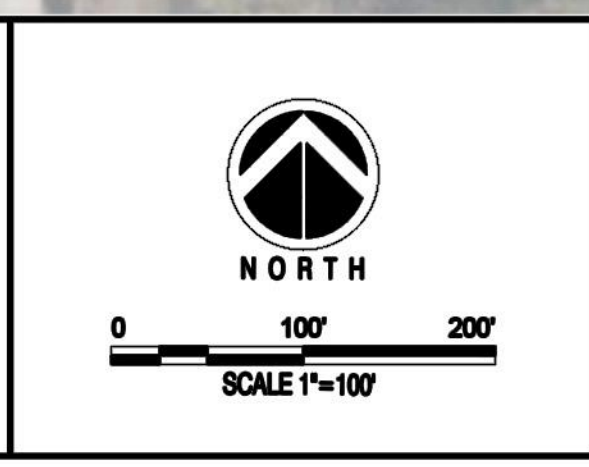
**PARCEL OWNERS**

**ROAD NAMES**

ID RW/Easement required from Montreal Creek Circle, Work Overtime Holdings, Orei Wildcreek, Townhomes of Creekstone



Trail - 2065'  
 Bridge - 165'  
 Board Walk - 1020'  
**Total Approx. - 3250 LF**



**AtkinsRéalis**  
 AtkinsRéalis North America

Atkins North America, Inc.  
 1600 RiverEdge Parkway NW, Ste. 700  
 Atlanta, GA 30328  
 Tel: (770)933-0280

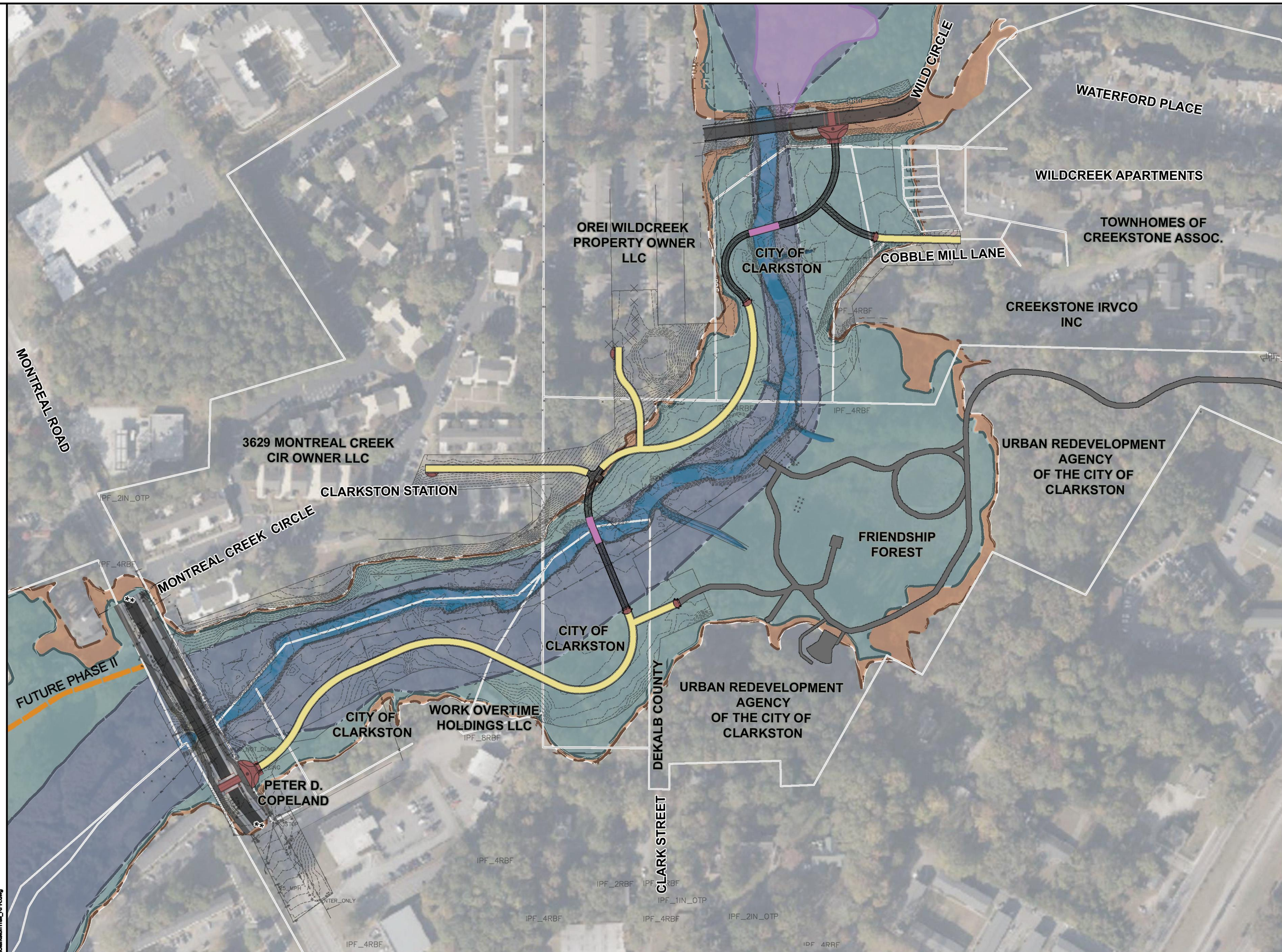
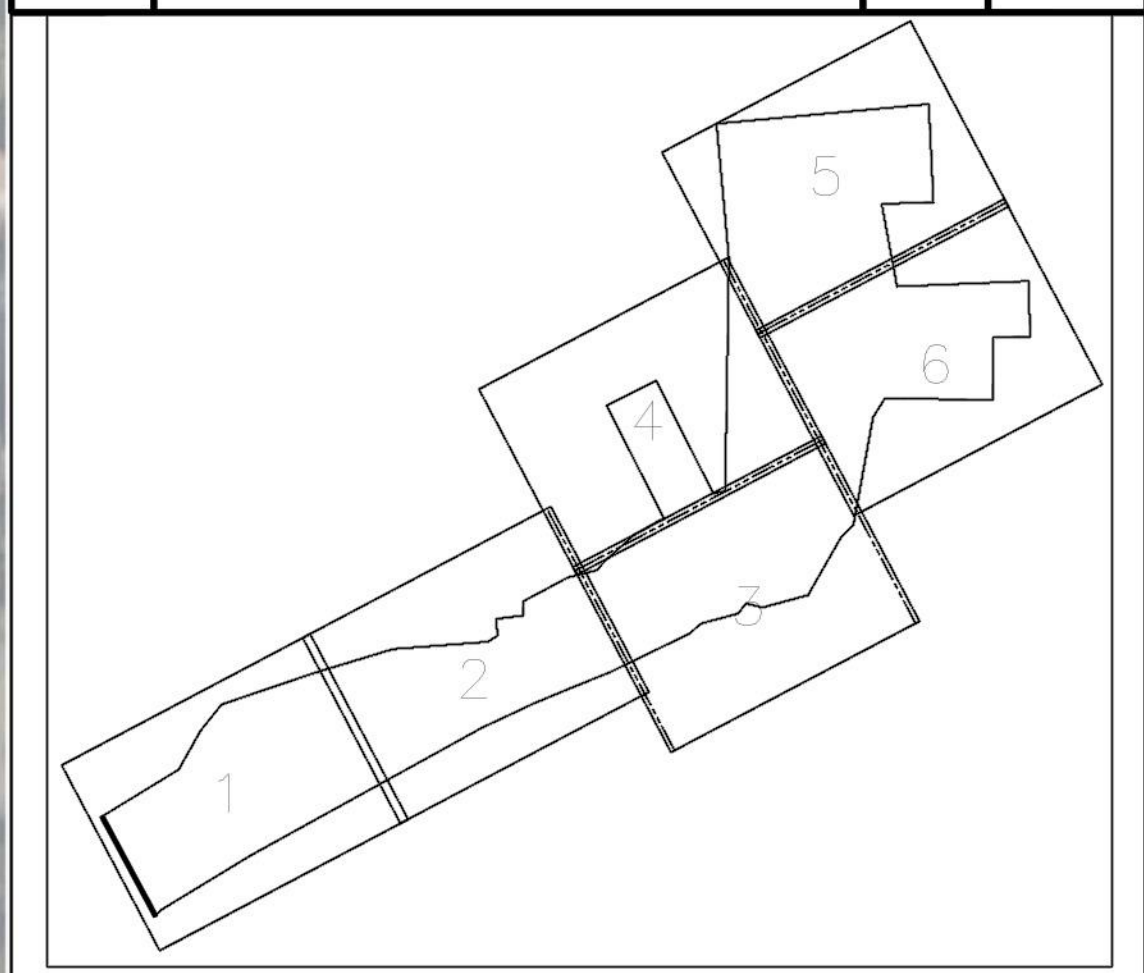
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REVISION DATES	

CLARKSTON TRAILS		
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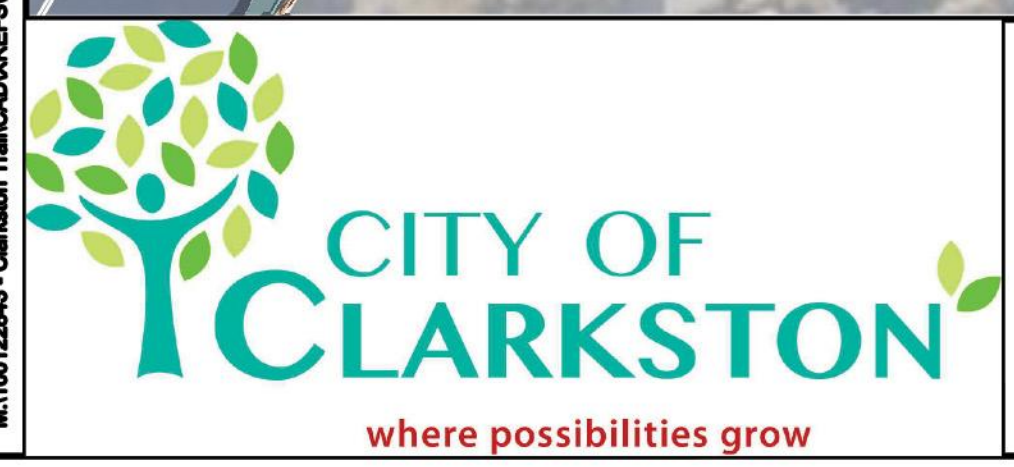
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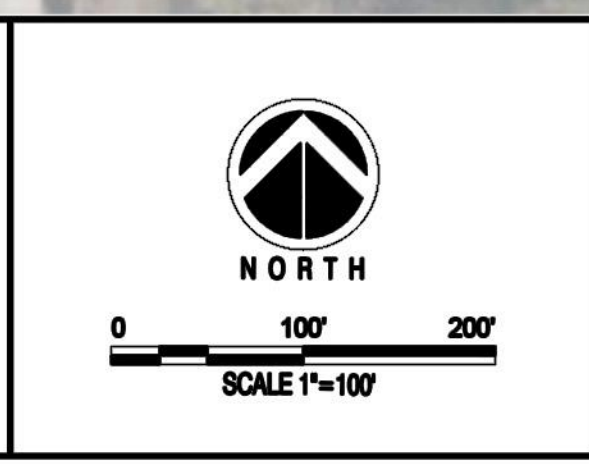
**PARCEL OWNERS**

**ROAD NAMES**

ID RW/Easement required from Montreal Creek Circle, Peter D. Copeland, Work Overtime Holdings, Orei Wildcreek, Townhomes of Creekstone



Trail - 2290'  
 Bridge - 115'  
 Board Walk - 780'  
**Total Approx. - 3185 LF**



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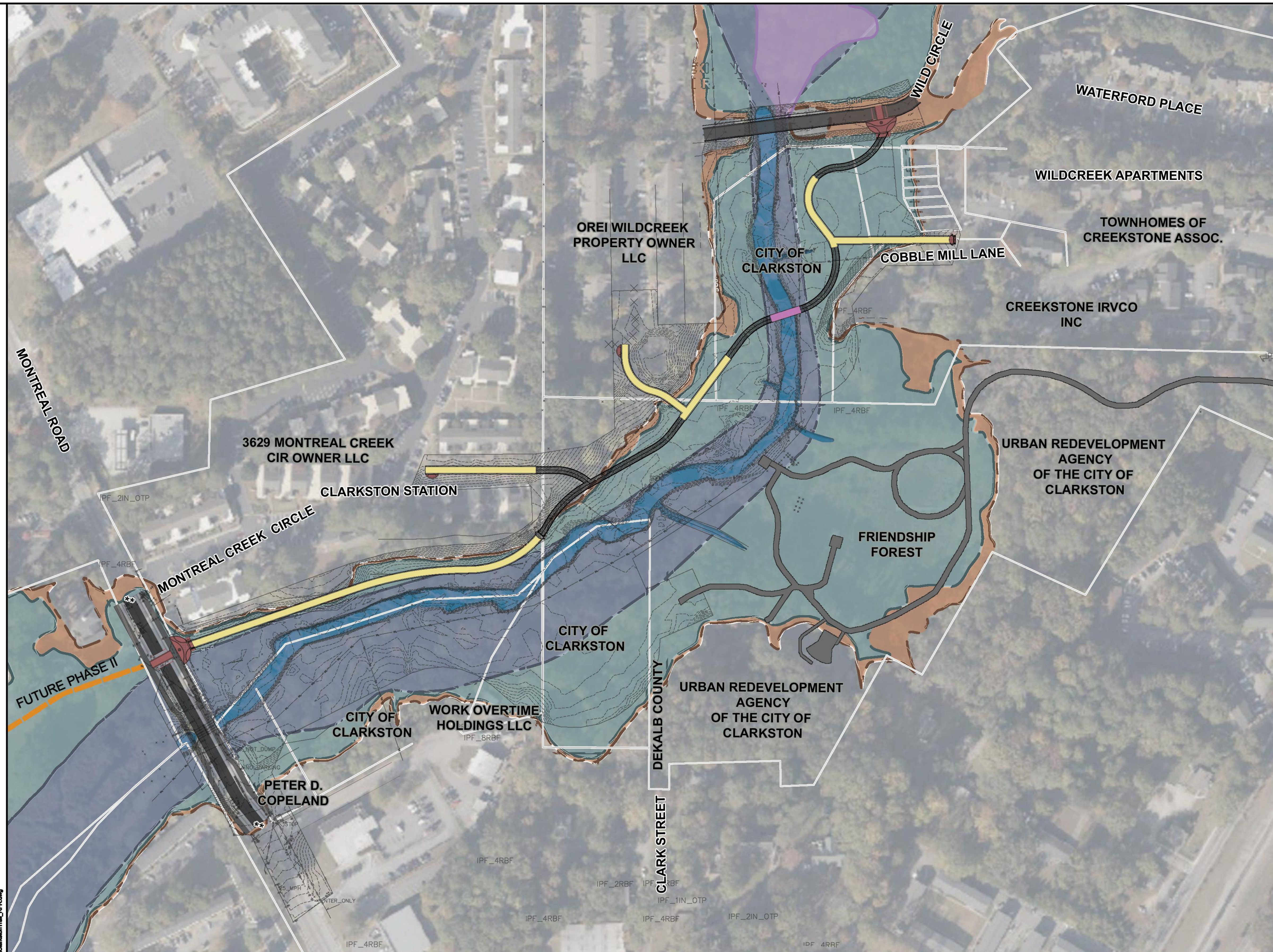
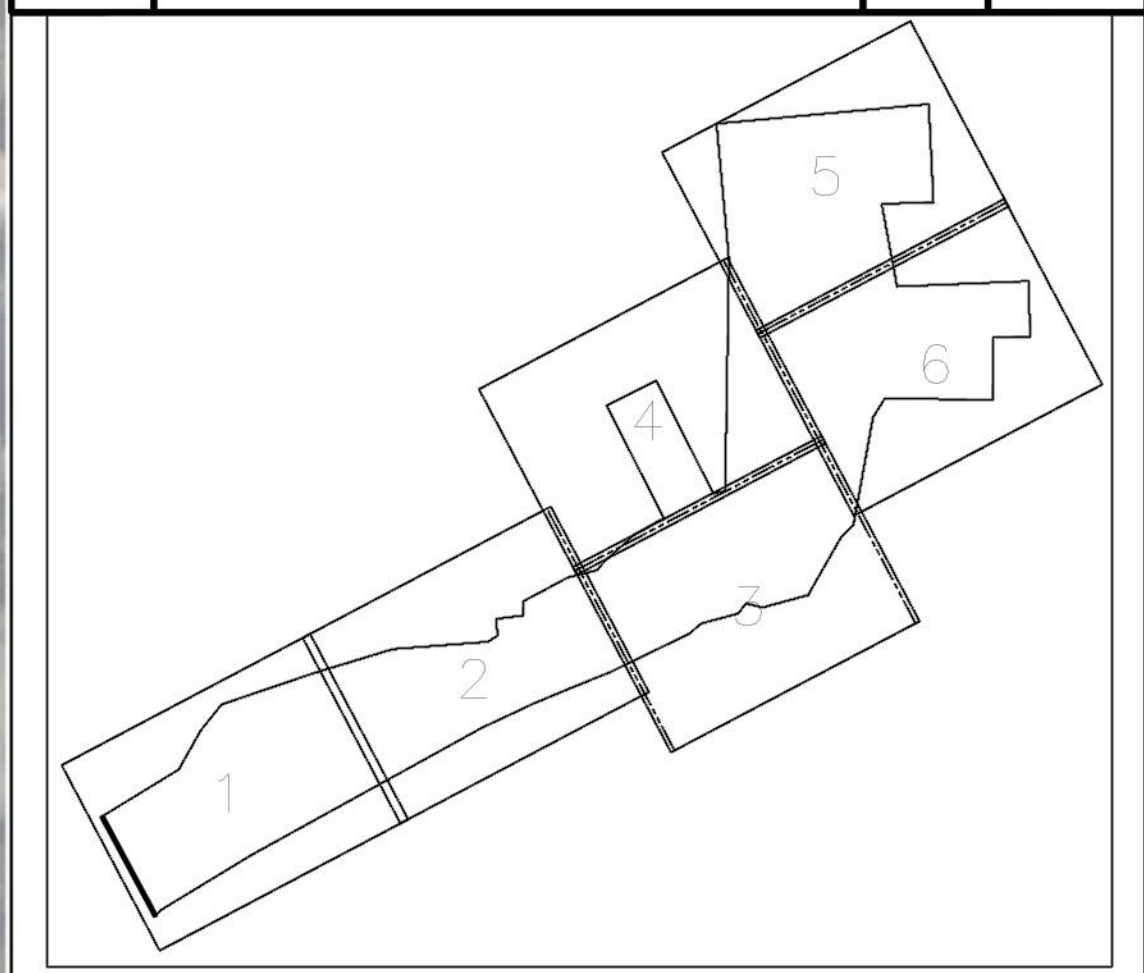
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**LEGEND**

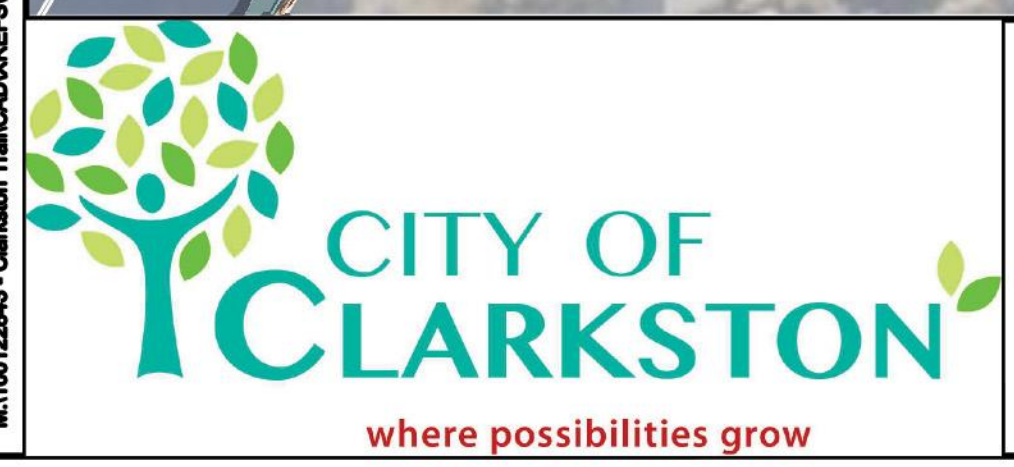
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**PARCEL OWNERS**

**ROAD NAMES**

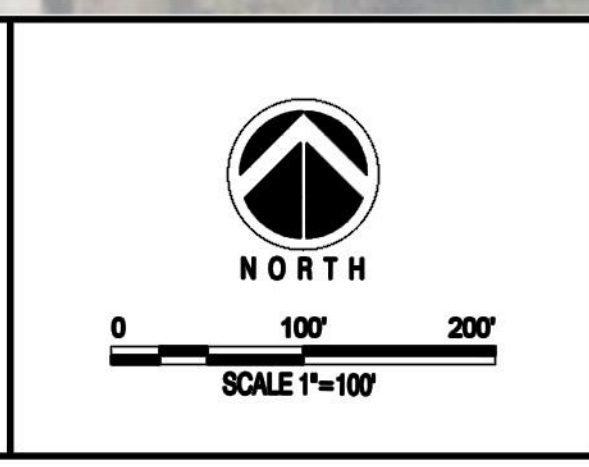
ID RW/Easement required from Montreal Creek Circle, Orei Wildcreek, Townhomes of Creekstone

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Trail - 1700'  
 Bridge - 60'  
 Board Walk - 910'

**Total Approx. - 2670 LF**



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 AtkinsRéalis North America

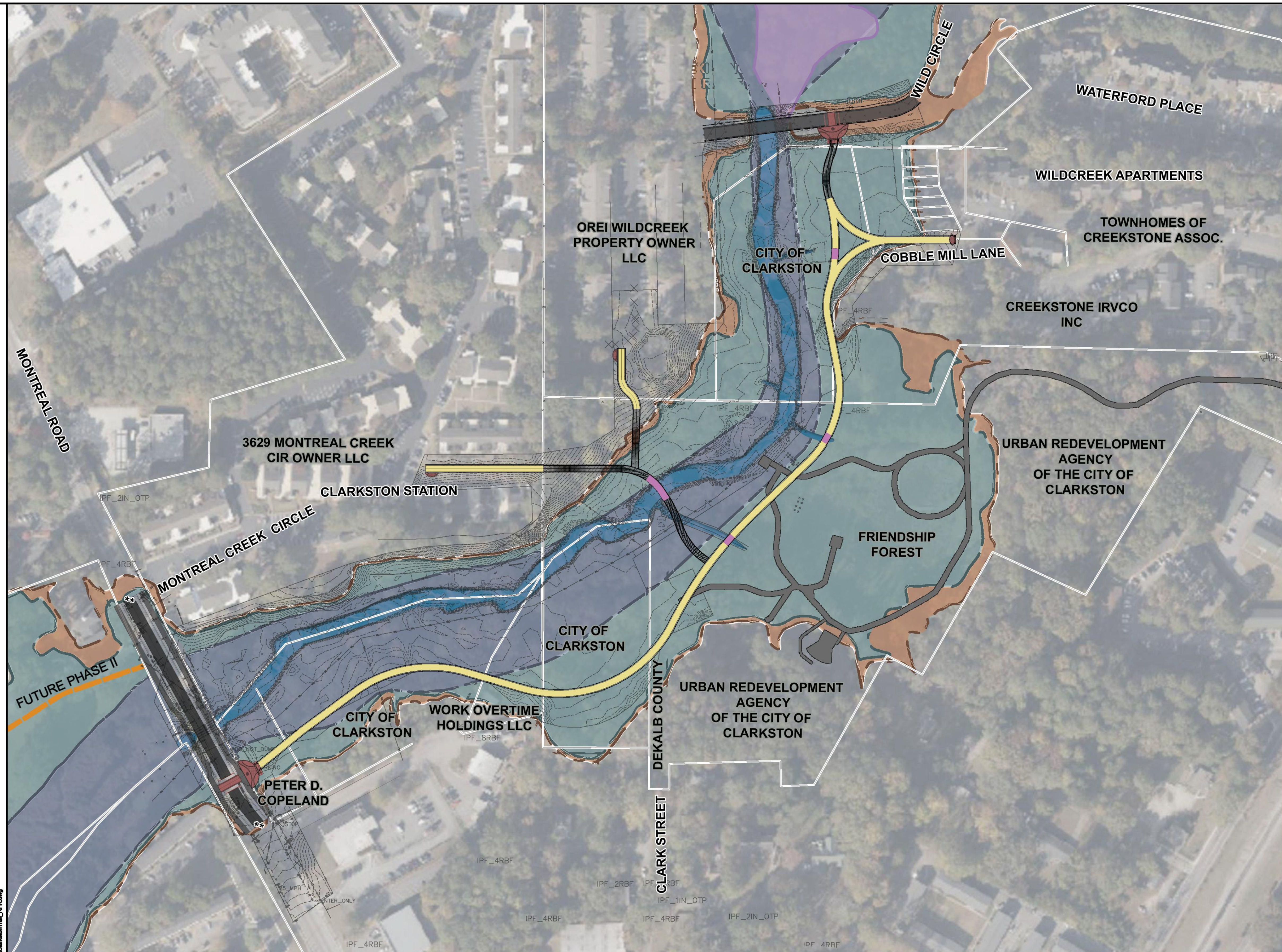
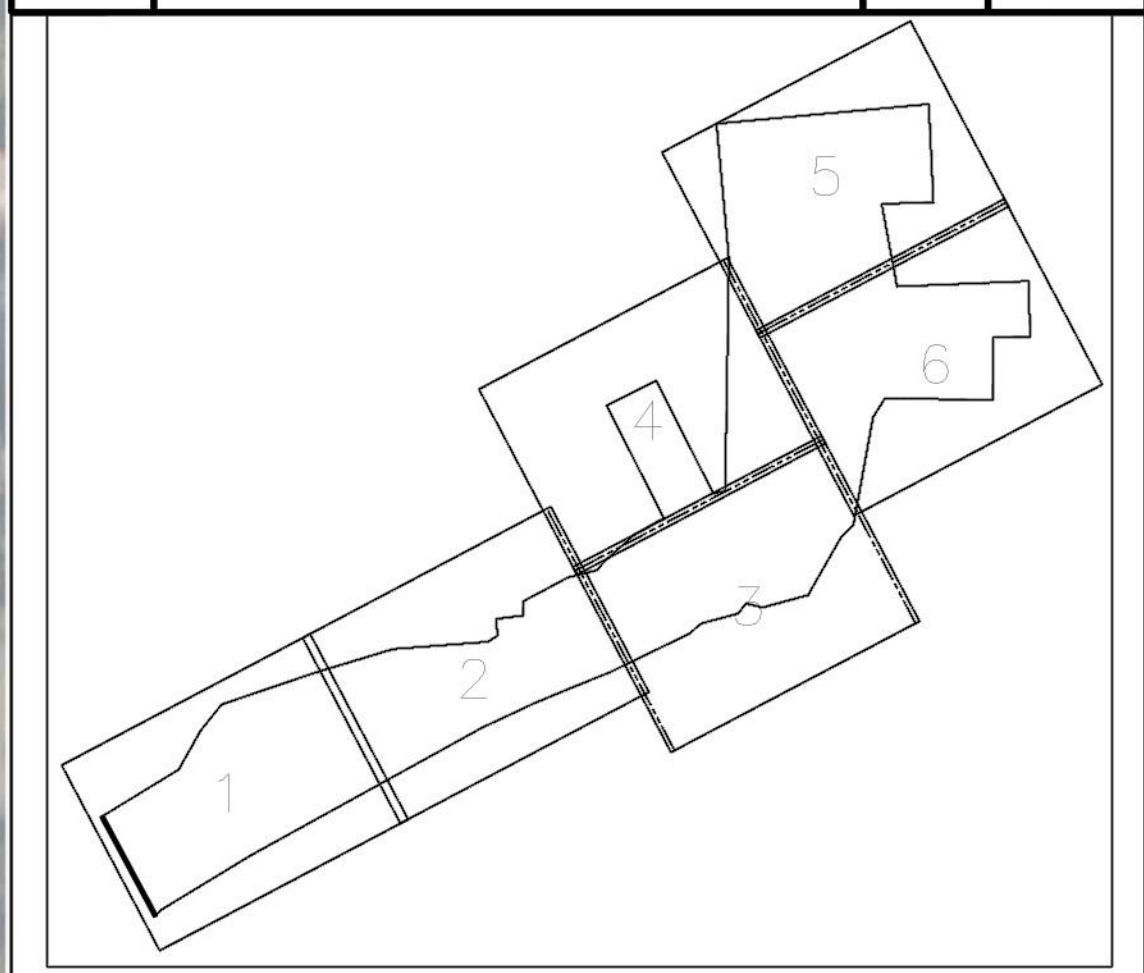
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REVISION DATES	

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**LEGEND**

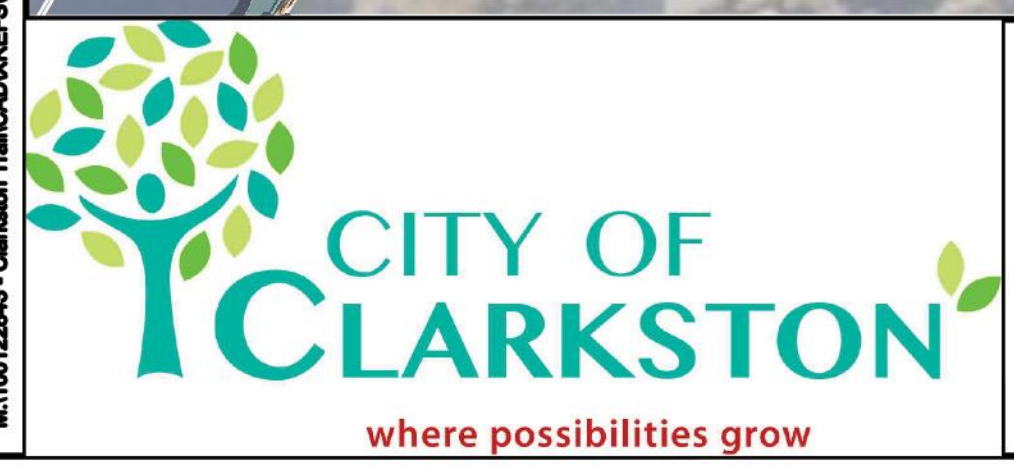
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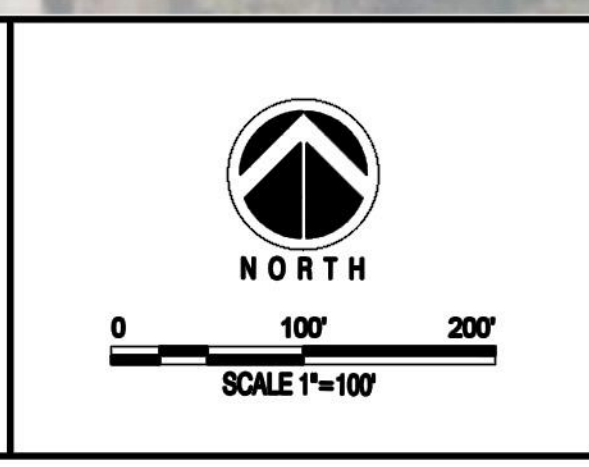
ID RW/Easement required from Peter Copeland, Montreal Creek Circle, Work Overtime Holdings, Orei Wildcreek, Townhomes of Creekstone

Mar 12/2026 - 12:51pm  
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Trail - 2645'  
 Bridge - 115'  
 Board Walk - 605'

**Total Approx. - 3365 LF**



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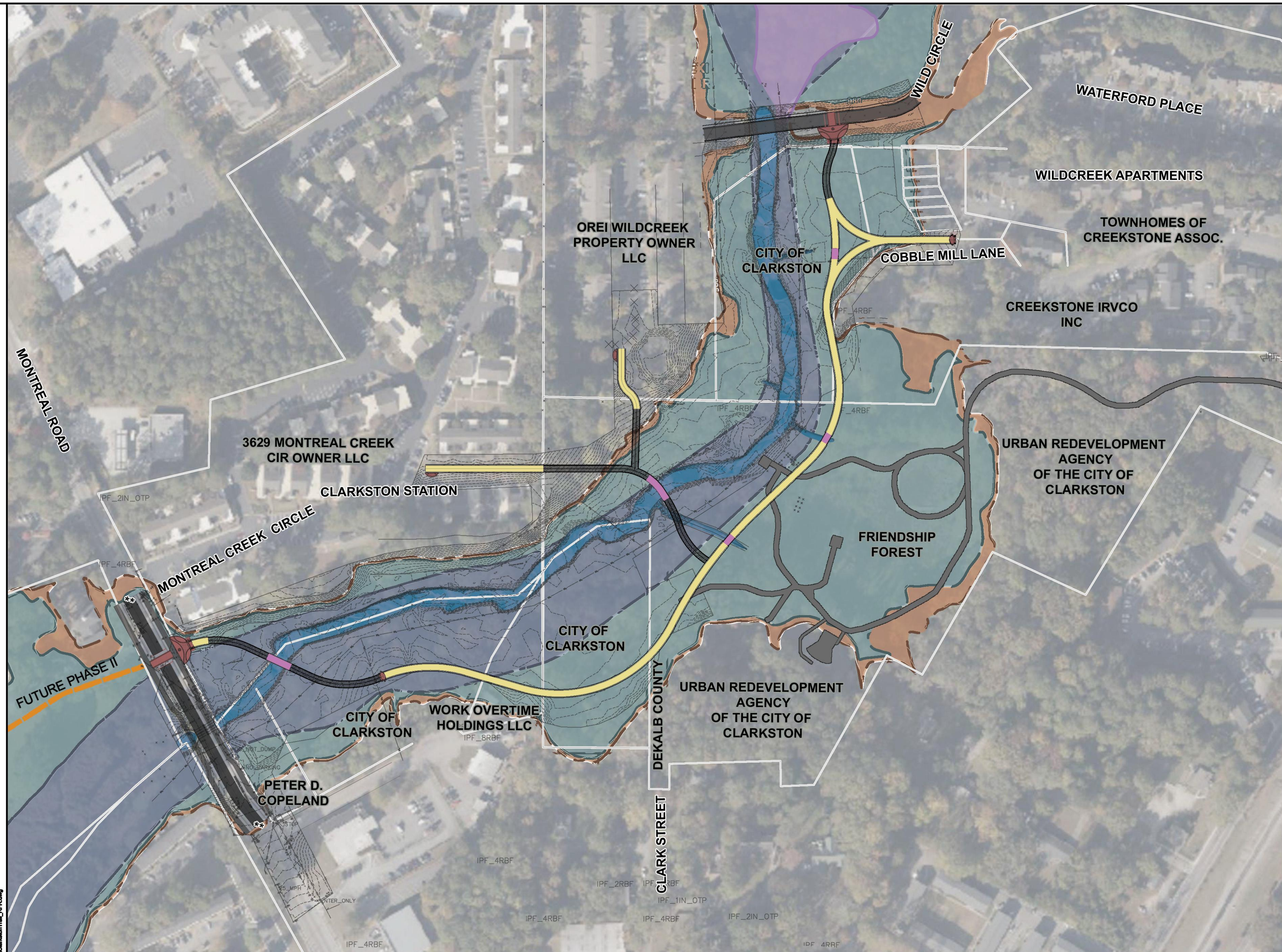
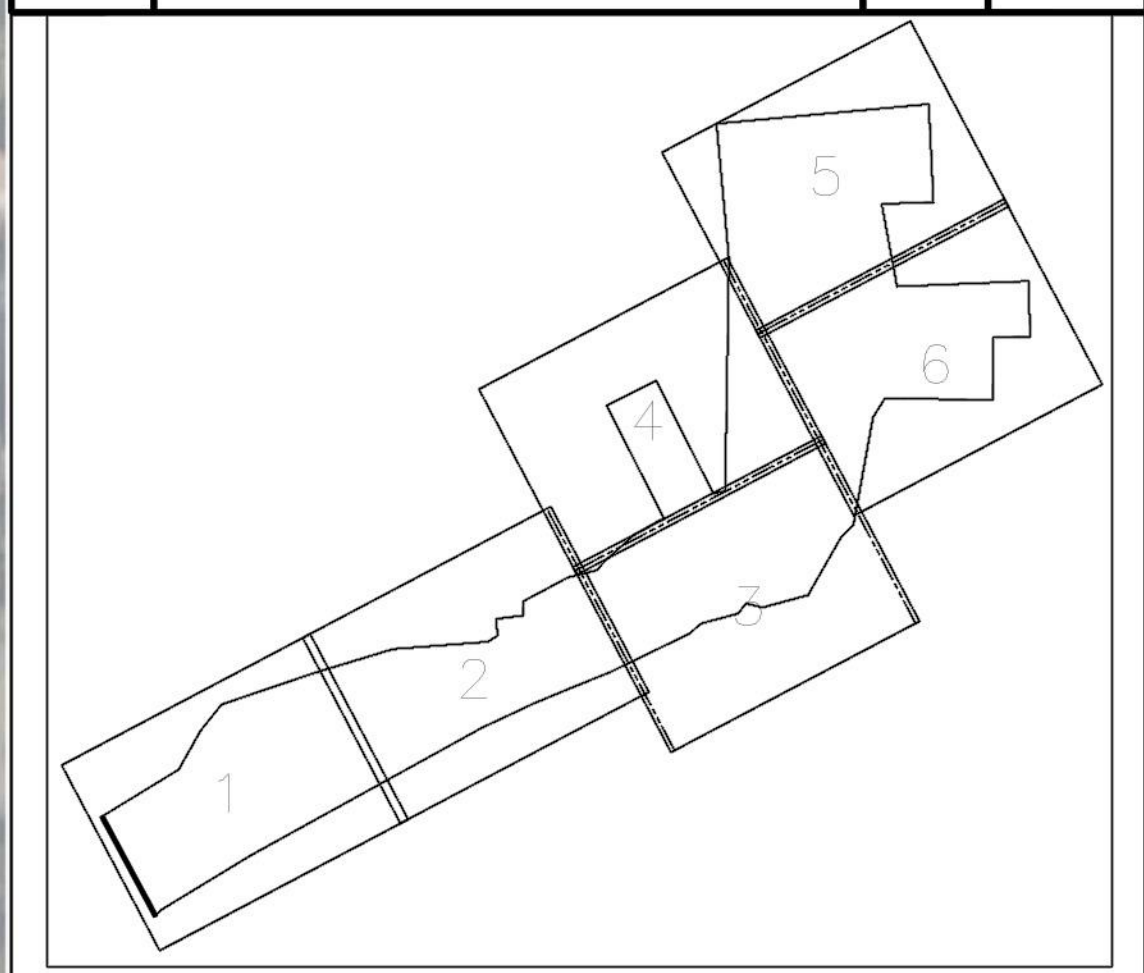
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REVISION DATES	

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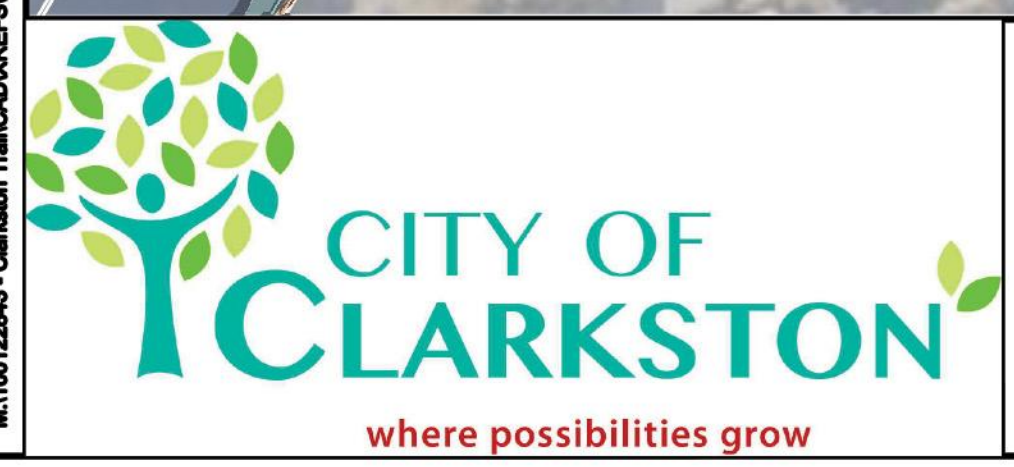
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  - Bridge Crossing
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**PARCEL OWNERS**

**ROAD NAMES**

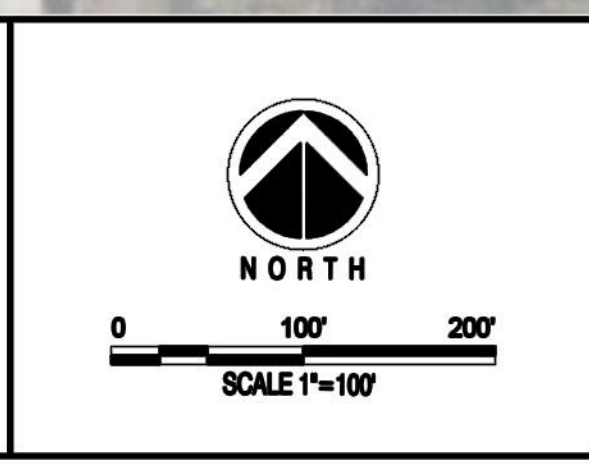
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Mar 12/2026 - 12:51pm  
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Trail - 2385'  
 Bridge - 165'  
 Board Walk - 910'

**Total Approx. - 3460 LF**



**AtkinsRéalis**  
 AtkinsRéalis North America

Atkins North America, Inc.  
 1600 RiverEdge Parkway NW, Ste. 700  
 Atlanta, GA 30329  
 Tel: (770)933-0280

Certificate of Authorization #PEF000802  
 Expiration Date 03/30/2025

REVISION DATES	

CLARKSTON TRAILS		
PRELIMINARY CONCEPT DESIGN		
ALIGNMENT C1		
CHECKED:	DATE:	DATE:
BACKCHECKED:	DATE:	DATE:
CORRECTED:	DATE:	DATE:
VERIFIED:	DATE:	DATE:
		<b>3/13/2026</b>

**CONCEPTUAL COST ESTIMATE**

**SUMMARY OF TRAIL ALTERNATIVES AND MONTREAL ROAD IMPROVEMENTS CITY OF CLARKSTON, GEORGIA**

Prepared by: AtkinsRéalis Including Modifications by City Engineer

Date 3-12-2026

PROJECT / TRAIL ALTERNATIVE	DESCRIPTION OF PROJECT	COMMENTS	CONCEPTUAL COST ESTIMATE
ALTERNATIVE A-	MONTREAL RD. ACCESS NORTH OF STREAM APPROX. 3,250 LF+- 3 BRIDGES- 164 LF+- CONCRETE TRAIL- 2,066 LF+- BOARDWALK- 1,020 LF+-	TRAIL ALIGNS WITH FUTURE PHASE III TRAIL. TRAIL PROVIDES ACCESS TO FRIENDSHIP FOREST WILDLIFE SANCTUARY	\$6,325,271.09
ALTERNATIVE A1-	MONTREAL RD. ACCESS SOUTH OF STREAM- APPROX. 3,185 LF+- 2 BRIDGES- 114 LF +- CONCRETE TRAIL- 2,297 LF+- BOARDWALK- 774 LF+-	TRAIL PROVIDES ACCESS TO FRIENDSHIP FOREST	\$5,209,186.89
ALTERNATIVE B-	MONTREAL RD. ACCESS NORTH OF STREAM APPROX. 2,670 LF+- 1 BRIDGE- 60 LF +- CONCRETE TRAIL- 1,700 LF+- BOARDWALK- 910 LF+-	TRAIL ALIGNS WITH FUTURE PHASE III TRAIL. TRAIL DOES NOT PROVIDE ACCESS TO FRIENDSHIP FOREST	\$5,150,237.89
ALTERNATIVE C-	MONTREAL RD. ACCESS SOUTH OF STREAM APPROX. 3,365 LF+- 1 BRIDGE- 66 LF +- CONCRETE TRAIL- 2,695 LF+- BOARDWALK- 604 LF+-	TRAIL PROVIDES ACCESS TO FRIENDSHIP FOREST	\$4,336,944.09
ALTERNATIVE C1-	MONTREAL RD. ACCESS NORTH OF STREAM- APPROX. 3,460 LF 1 BRIDGE- 66 LF +- CONCRETE TRAIL- 2,484 LF+- BOARDWALK- 910 LF+-	TRAIL ALIGNS WITH FUTURE PHASE III TRAIL. TRAIL PROVIDES ACCESS TO FRIENDSHIP FOREST	\$5,650,216.49
MONTREAL ROAD ESTIMATE	RECONSTRUCT MONTREAL ROAD AND STREAM CROSSING, REMOVE ACCEL LANE FROM MONTREAL CREEK CT. ON TO MONTREAL RD. PROPOSED- 2-11' LANES, C&G, 10' SIDEPATH AND BARRIER WALL, NEW STORM DRAINAGE MID-BLOCK CROSSING,		\$1,653,638.30

**COST ESTIMATE IS BASED ON CONCEPTUAL PLANS, GDOT MEANS PRICING SUMMARY REPORT, & RECENT BIDS THROUGHOUT METRO ATLANTA AREA.**



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE: MARCH 31, 2026**

<b>Meeting Type</b>	<b>Item No.</b>	<b>Action Type</b>	<b>Public Hearing</b>
City Council	7E	New Business Items	NO

**SUBJECT:** To present and discuss an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime.

**PRESENTER CONTACT:**

**PHONE NUMBER:**

**DEPARTMENT:** Administration

**PURPOSE:** To approve an ordinance to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime. If the owner/manager of the property does not perform the corrective action, the City would have two avenues of enforcement. At an administrative level, the City could deny/revoke/suspend any permits (for example alcohol or business) associated with the property. At a legal level, the City could sue the property in municipal court and potentially obtain an order to do the corrective action work itself, which would result in a lien to cover the cost.

**IMPACT:**

**FUNDING SOURCE:**

**RECOMMENDATION:** Council review of the draft ordinance for discussion. It is anticipated that no action will be taken on this item during the regular session meeting of Council on April 7<sup>th</sup>, 2026. Therefore, the item would not return to the April 7<sup>th</sup> agenda but would instead return during the April 28<sup>th</sup> work session agenda for additional discussion and consideration.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 5 OF THE CITY CODE REGARDING BUILDINGS, CONSTRUCTION AND RELATED MATTERS; TO ADOPT NEW ARTICLE IX OF SAID CHAPTER TO ESTABLISH A CRIMINAL NUISANCE PROPERTY PROGRAM; TO PROVIDE FOR DEFINITIONS, OBJECTIVE DESIGNATION CRITERIA, CORRECTIVE ACTION PLANS, INSPECTION AUTHORITY, ADMINISTRATIVE ENFORCEMENT MECHANISMS, AND TENANT AND VICTIM PROTECTIONS; TO PROVIDE FOR IN REM PROCEEDINGS IN MUNICIPAL COURT TO ABATE CRIMINAL NUISANCES; TO PROVIDE FOR LIENS UPON CRIMINAL NUISANCE PROPERTIES WHEN THE CITY EXPENDS FUNDS TO ABATE A CRIMINAL NUISANCE; TO PROVIDE FOR APPEALS; TO PROVIDE STANDARDS FOR PROPERTIES TO BE REMOVED FROM CRIMINAL NUISANCE STATUS UPON REMEDIATION; TO PROVIDE ADMINISTRATIVE REPORTING REQUIREMENTS; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City Council is authorized to define and abate nuisances within the City of Clarkston by its Charter, specifically Section 1.03, subsections (k), (n) and (o); and

**WHEREAS**, the City Council hereby finds that there exist properties within the City that constitute a nuisance because they are operated and maintained in a manner that fosters an environment that leads to incidents of violent crime; and

**WHEREAS**, these criminal nuisance properties constitute threats to public health, safety, and welfare and have required a disproportionate amount of police, fire, and code enforcement resources; and

**WHEREAS**, the City Council seeks, by this ordinance, to establish a formal, legally defined set of criteria to objectively identify criminal nuisance properties; and

**WHEREAS**, the City Council desires to protect tenants residing at criminal nuisance properties and victims of crimes from retaliation that could result from reporting crime and to protect tenants from landlords unfairly passing along the cost of remediating a criminal nuisance upon their property; and

**WHEREAS**, this ordinance establishes a program for the owners/managers of criminal nuisance property to remediate nuisance conditions through execution of a corrective action plan; and

**WHEREAS**, if owners/managers of criminal nuisance properties fail or refuse to remediate nuisance conditions, this ordinance sets forth due process for the City to bring an *in rem* action in municipal court to obtain an order that would allow the City to abate the nuisance if the owner/manager continues to fail or refuse to do so, with the cost of abating such nuisance to become a lien against the subject property.

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

Section 1. New Article IX of Chapter 5 of the Clarkston City Code is hereby enacted and shall read as follows:

**“ARTICLE IX. CRIMINAL NUISANCE PROPERTIES.**

**Sex. 5-501. Purpose and Intent.**

The purpose of this article is to protect public health, safety and welfare by preventing and deterring violent crime at locations where it persists at such high levels as to constitute of nuisance. The article is intended to provide a framework for owners and managers of high-crime properties to take meaningful steps to prevent violent crime on their property and incentivize them to do so. In the absence of appropriate and necessary action by property owners and managers to address a violent crime nuisance on their property, the purpose and intent of this article is to allow the city to abate such nuisance through *in rem* proceedings in municipal court.

**Sec. 5-502. Definitions.**

As used in this article, the following terms shall have the indicated meanings:

*Corrective Action Plan* means a written plan approved by the city manager outlining measures to address criminal activity at a Criminal Nuisance Property.

*Crime Prevention Through Environmental Design (“CPTED”)* means an approach to reducing crime by designing physical environments—such as using, for example, natural surveillance, access control, and territorial reinforcement—to deter criminal behavior and improve quality of life. It focuses on enhancing visibility, defining space ownership, and maintaining properties to eliminate criminal opportunities.

*Criminal Nuisance Property* means a property where any of the following thresholds are met for reported events within the Measurement Period:

1. One (1) homicide;
2. Three (3) or more Violent Incidents; or
3. Ten (10) or more police responses for incidents involving a violation of State criminal law (exclusive of “family violence” incidents as defined by O.C.G.A. § 19-13-1).

*Manager* means any person or entity having managerial responsibility for a property.

*Measurement Period* means a rolling twelve (12) month period immediately preceding the date of review for determining whether a property meets nuisance thresholds. (For reporting purposes, the city will separately compile annual summaries for each calendar year.

*Owner* means any person or entity holding legal title to real property, according to DeKalb County property records.

*Violent Incident* means any of the following events occurring on a subject property or on public property immediately adjacent to the subject property (exclusive of “family violence” incidents as defined by O.C.G.A. § 19-13-1):

1. Homicide;
2. Aggravated assault or aggravated battery;
3. Armed robbery;
4. The discharge of a firearm; or
5. Any “forcible felony” as defined by O.C.G.A. § 16-11-131(e).

**Sec. 5-503. Designation as Criminal Nuisance Property.**

(a) *Monitoring Violent Incidents.* The chief of police shall monitor and track calls for service and inform the city manager if the chief believes that a property qualifies as a Criminal Nuisance Property based on calls for service during the Measurement Period.

(b) *Notice of Designation.* Upon determining that a property qualifies as a Criminal Nuisance Property, the city manager shall issue a written notice of designation to the Owner and the Manager of the property. Such notice shall include, at minimum, the following information:

1. A summary of incidents within the Measurement Period;
2. A statement requiring that the Owner and/or Manager attend a mandatory meeting with the city manager within twenty-one (21) days for the purpose of developing a Corrective Action Plan;
3. Notice of the tenant and victim protections established by this article; and
4. A statement in [insert list of the “top languages” (other than English) spoken in Clarkston] informing the Owner and Manager of the property that translation services will be made available for both written materials and the meeting with the city manager upon request.

(c) *Delivery of Notice.* The city manager shall cause the notice of designation to be delivered to the Owner at the Owner’s address (as registered with the DeKalb County Tax Commissioner) by U.S. Priority Mail and to the Manager (or the person apparently in charge of the property on behalf of the Manager) via hand delivery.

**Sec. 5-504. Corrective Action Plan.**

(a) A Corrective Action Plan shall be developed by the city manager for each Criminal Nuisance Property. The Owner and/or Manager of the property shall have the opportunity to provide input to the city manager regarding the Corrective Action Plan at the mandatory meeting, but the city manager shall have the ultimate authority to approve the final Corrective Action Plan, so long as it meets the criteria in subsection (b) of this section.

(b) The Corrective Action Plan shall be carefully tailored to include measures sufficient to address criminal nuisance activity without being unduly burdensome or expensive to carry out. Appropriate measures to consider for a corrective action plan include, but are not limited to:

1. Installation or repair of lighting systems;
  2. Installation or upgrade of security cameras with minimum 30-day retention;
  3. Hiring of licensed security personnel or off-duty police;
  4. Repair of fencing, gates, or controlled access points;
  5. CPTED improvements to landscaping, visibility, or building layout;
  6. Establishment of on-site management;
  7. Maintenance of an incident log and tenant communication system;
  8. Enforcement of trespass or lease provisions; and/or
  9. Remediation of code or property maintenance violations.
- (c) The Corrective Action Plan shall also include a reasonable timeline for accomplishing its objectives, with specific deadlines for the Owner or Manager of the property to accomplish designated benchmarks to achieve the completion of the Corrective Action Plan in a timely manner.
- (d) The city manager shall cause the approved Corrective Action Plan to be reduced to writing and maintained as a city record. The Owner and Manager of the associated Criminal Nuisance Property shall be provided with a copy of the corrective action plan by the same means of delivery specified in subsection (c) of Section 5-503.

**Sec. 5-505. Inspection authority.**

When a Corrective Action Plan is active, the police department and code enforcement officers are authorized to conduct inspections of the Criminal Nuisance Property in order to determine compliance with the Corrective Action Plan. Such inspections may include:

1. Exterior areas;
2. Common areas;
3. Security systems;
4. Lighting systems;
5. CPTED measures; and
6. Any additional aspect of the work to be performed pursuant to the corrective action plan.

Any inspection of an area where a person has a reasonable expectation of privacy shall comply with constitutional protections and applicable state law.

**Sec. 5-506. Removal from Criminal Nuisance Property status.**

When the city manager finds that the Owner or Manager of a designated Criminal Nuisance Property has complied with all terms of the Corrective Action Plan and the chief of police confirms that the same property does not meet the criteria for a Criminal Nuisance Property during the current Monitoring Period, then the property shall be removed from Criminal Nuisance Property status. Such removal shall not prevent the same property from being designated as a Criminal Nuisance Property again in the future if the criteria specified in this article are met during a future Monitoring Period.

**Sec. 5-507. Administrative enforcement upon non-compliance.**

The city manager may suspend, revoke, or deny renewal of any business, alcohol or other license associated with a Criminal Nuisance Property if the city manager determines that the Owner or Manager is not in compliance with the Corrective Action Plan or has violated the tenant and victim protection provisions of this article. Appeal of any such suspension, revocation or denial shall be pursuant to the terms for appeal established by this code of ordinances for the subject license.

**Sec. 5-508. Nuisance abatement through *in rem* action in municipal court.**

If the Owner and Manager of a designated Criminal Nuisance Property fail to execute the Corrective Action Plan, the city manager may direct the city attorney to initiate a proceeding in municipal court pursuant to this section. Such an action shall proceed as follows:

(a) *In rem complaint.* The city attorney shall file a complaint against the property in the municipal court stating the facts upon which the subject property was designated as a Criminal Nuisance Property and the manner in which the Owner and/or Manager of such property have failed to comply with the Corrective Action Plan.

(b) *Rule Nisi.* Upon filing of the complaint, the judge of municipal court shall schedule, by rule nisi order, a hearing on the matter. Such hearing shall be scheduled for a date that is not less than 45 days and not more than 75 days from the date that the complaint is filed.

(c) *Service.* The city shall cause the complaint and rule nisi order to be personally served upon the Manager or any person appearing to be in charge of the property in the absence of the Manager. The complaint and rule nisi may be personally served by any person over the age of 18, including but not limited to an officer of the city police department or code enforcement officer. The complaint and rule nisi shall also be served by certified mail to the address of the Owner and to any person registered with the city as an agent for any license held in connection with the subject property. A rebuttable presumption of service pursuant to this section shall be established by an affidavit of personal service and certified mail receipt filed with the municipal court.

(d) *Standard for ordering abatement.* If the judge of municipal court finds, by a preponderance of the evidence, that the subject property was properly designated as a Criminal Nuisance Property by the city manager, that the Corrective Action Plan established by the city manager was reasonable, and that the Owner/Manager has failed to complete the Corrective Action Plan or elements thereof by deadlines established in said plan, then the judge may order that the nuisance presented by the subject property be abated by performance of the Corrective Action Plan. Any order for nuisance abatement under this article shall allow the Owner/Manager a

reasonable amount of time to complete the Corrective Action Plan and shall authorize the city, if the Owner/Manager fails to do so, to complete the Corrective Action Plan.

(e) *Appeal*. The Owner of the subject property, or the city, may appeal any final decision of the municipal court made under this section to the Superior Court of DeKalb County pursuant to a petition for review under state general law.

#### **Section 5-509. Liens**

(a) *Lis pendens*. Upon filing a complaint in the municipal court pursuant to this article, the city attorney may cause a lis pendens to be filed in the property records of DeKalb County for the Criminal Nuisance Property to give notice to the public of the proceedings in municipal court and the potential for a lien for the cost of nuisance abatement to be placed upon the subject property.

(b) *Claim of lien*. If the city acts to abate a nuisance pursuant to this article then the city shall be entitled to recover the cost of abating such nuisance, including the cost of labor and materials, legal costs, and any administrative costs, by placing a lien in the amount of such costs upon the subject real property. The city attorney shall cause a claim of lien to be filed in the property records of DeKalb County reflecting the total cost of abatement. Said lien shall be subject to interest and penalties until paid pursuant to state general law.

#### **Sec. 5-510. Tenant and victim protections.**

An Owner or Manager shall not take any of the following actions:

1. Evict, displace, or penalize any tenant due to Criminal Nuisance Property designation.
2. Raise rents or reduce services to offset Corrective Action Plan costs.
3. Retaliate against any tenant or victim of a crime for reporting a crime or nuisance condition.

#### **Sec. 5-511. Reporting and transparency.**

(a) *Quarterly Reports*. The city manager and chief of police shall provide quarterly reports to the city council specifying:

1. Each active designated Criminal Nuisance Property;
2. The status of progress on the Corrective Action Plan for each designated property; and
3. Criminal incidents and calls for police service trends at designated Criminal Nuisance Properties.

(b) *Data Dashboard*. The city manager may maintain an online public dashboard to inform the public regarding criminal activity and its locations.

#### **Sec. 5-512. Remedies cumulative.**

The remedies for Criminal Nuisance Properties set forth in this article are cumulative of all other rights and remedies available to the city under this code of ordinances and state law. No action taken or not taken pursuant to this article in any way prejudices the city's right to enforce its code or to exercise any other available remedy at law or in equity."

Section 2. The provisions of this ordinance are intended to be severable. Should any court of competent jurisdiction declare any aspect or provision of this ordinance to be invalid, the City Council hereby declares that it would have adopted the ordinance without that provision and the remainder of this ordinance shall remain in full force and effect without such invalid provision.

Section 3. This ordinance shall become effective immediately upon its approval by the City Council and signature by the Mayor.

**SO ORDAINED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

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

By \_\_\_\_\_  
Cynthia Hanson, Interim City Clerk

\_\_\_\_\_  
Beverly H. Burks, Mayor

Approved as to Form:

\_\_\_\_\_  
Stephen G. Quinn, City Attorney



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE: MARCH 31, 2026**

<b>Meeting Type</b>	<b>Item No.</b>	<b>Action Type</b>	<b>Public Hearing</b>
City Council	7F	New Business Items	NO

**SUBJECT:** To present and discuss an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime.

**PRESENTER CONTACT:**

**PHONE NUMBER:**

**DEPARTMENT:** Administration

**PURPOSE:** To present and discuss an ordinance to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime. The ordinance would not actually create such a district (that would be a subsequent step). If one or more districts are created, the City Council would then establish a millage rate for the district(s) that would be charged on top of the general millage rate.

**IMPACT:**

**FUNDING SOURCE:**

**RECOMMENDATION:** Council review of the draft ordinance for discussion. It is anticipated that no action will be taken on this item during the regular session meeting

of Council on April 7<sup>th</sup>, 2026.

Therefore, the item would not return to the April 7<sup>th</sup> agenda but would instead return during the April 28<sup>th</sup> work session agenda for additional discussion and consideration.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE BY THE CITY OF CLARKSTON TO ADD NEW ARTICLE IV TO CHAPTER 8 OF THE CITY CODE, REGARDING FINANCE, TAXATION AND PROPERTY; TO ESTABLISH THE CITY OF CLARKSTON PUBLIC SAFETY SPECIAL SERVICE DISTRICT PROGRAM; TO AUTHORIZE THE CREATION OF ONE OR MORE SPECIAL SERVICE DISTRICTS BY RESOLUTION; TO PROVIDE FOR SPECIAL TAXATION FOR ENHANCED PUBLIC SAFETY SERVICES WITHIN DISTRICTS THAT MAY BE DESIGNATED; TO DEFINE PUBLIC SAFETY IMPROVEMENTS; TO PROVIDE FOR ADMINISTRATION OF DISTRICTS, TENANT PROTECTIONS, OVERSIGHT, ACCOUNTABILITY, AND SUNSET REVIEW; AND FOR OTHER PURPOSES.**

**WHEREAS**, Art. IX, Sec. II, Para. VI of the 1983 Georgia Constitution provides that “special districts may be created for the provision of local government services within such districts; and fees, assessments, and taxes may be levied and collected within such districts to pay, wholly or partially, the cost of providing such services therein and to construct and maintain facilities therefor”; and

**WHEREAS**, the City Council finds that there exist within the City certain areas where sustained patterns of elevated crime, violent incidents, disorder, and excessive police call-for-service volumes persist, most notably the **Brockett Road, Montreal Road and N Indian Creek Drive** corridors, as well as other high-activity commercial and multi-family zones; and

**WHEREAS**, properties within these corridors have required a disproportionate level of police, code enforcement, and emergency response services, creating inequitable demands on City resources, including personnel, equipment, and funds; and

**WHEREAS**, environmental conditions including inadequate lighting, lack of surveillance systems, insufficient access control, and deteriorating property conditions contribute to unsafe environments and place burdens on the City’s public safety infrastructure; and

**WHEREAS**, establishing one or more Public Safety Special Service Districts would allow the City to provide targeted, enhanced public safety services—such as dedicated patrols, camera systems, license plate readers (“LPRs”), lighting upgrades, Crime Prevention Through Environmental Design (“CPTED”) improvements, and enhanced code enforcement; and

**WHEREAS**, a special service district approach allows these important public safety improvements to be fairly funded by the property owners that benefit most directly from the extra services.

**NOW THEREFORE, BE IT ORDAINED** as follows:

Section 1. New Article IV of Chapter 8 of the City Code is hereby created and codified. Such Article shall read as follows:

**“ARTICLE IV. PUBLIC SAFETY SPECIAL SERVICE DISTRICT PROGRAM.**

**Sec. 8-41. Purpose and Intent.**

The purpose of this article is to protect the public health, safety and welfare by reducing crime within certain districts determined to be high-crime areas and to fairly assess the costs of additional public safety measures against the properties that will benefit directly from them.

**Sec. 8-42. Establishment of Public Safety Special Service District Program.**

(a) *Program Authorized.* The Public Safety Special Service District Program is hereby established to allow the creation of one or more special districts wherein enhanced public safety services would be provided.

(b) *Creation of Districts by Resolution.* The City Council may, by resolution, establish:

1. The boundaries of each district;
2. The properties included; and
3. The specific services to be provided.

(c) *Initial Priority Corridors.* Due to documented elevated police calls and public safety concerns, the City Council has identified the following areas as priority candidates for potential district creation:

1. Brockett Road Corridor
2. Montreal Road Corridor
3. N. Indian Creek Drive Corridor

This identification does not limit the authority of the City Council to create additional districts elsewhere.

**Sec. 8-43. Annual taxation.**

The City may establish, on an annual basis, a special tax millage rate to be levied within any special district pursuant to the procedures prescribed by general law.

**Sec. 8-44. Segregation of funds and authorized Public Safety Special District expenditures.**

Each special district shall have a dedicated separate fund into which all special district tax revenues collected shall be deposited. Such funds may be used only for district-specific improvements and services specified by the resolution, such as:

1. Police patrols and off-duty security;
2. Real-time camera networks and retention systems;

3. Installation of license plate reader (LPR) systems;
4. Lighting upgrades, wiring, poles, sensors;
5. CPTED improvements—including landscaping, access control, and visibility enhancements;
6. Code enforcement sweeps;
7. Sidewalk, crosswalk, and pedestrian safety enhancements related to public safety;
8. Community violence prevention programs;
9. Maintenance of public safety infrastructure within the district.

**Sec. 8-44. Prohibitions and Tenant Protections.**

Landlords and/or property managers shall not take any of the following actions:

1. charge any portion of the special district tax owed directly to tenants as a surcharge;
2. raise rents or fees for the explicit purpose of passing along special district tax costs;
3. use special district tax costs as grounds for eviction or reduction in tenant services; or
4. retaliation against residents who report unsafe conditions.

**Sec. 8-45. Administration.**

(a) For each active public safety special service district, the city manager shall designate the City department(s) responsible for:

1. Police deployment;
2. Public safety infrastructure installation;
3. Code enforcement coordination;
4. Financial administration; and
5. Reporting and oversight

(b) For each active public safety special service district, the city manager shall prepare and present to the City Council an annual plan including:

1. Budget allocation;
2. Safety priorities;
3. Planned improvements;
4. Deployment schedules; and
5. Progress metrics.

**Sec. 8-47. Public Safety Special District Advisory Committees.**

(a) *Establishment.* For each active district, the City Council may establish an Advisory Committee comprised of:

1. District property owners or representatives;
2. Tenant or resident representatives;
3. Police Department representatives;
4. Code Enforcement;
5. Community Development;
6. City Manager designee.

(b) *Duties.* Each committee shall:

1. Review annual plans and budgets for its district;
2. Provide recommendations on district operations;
3. Evaluate effectiveness and report findings; and
4. Assist in community outreach.

**Sec. 8-48. Accountability and reporting.**

(a) *Financial Reporting.* Each public safety special district fund must be separately maintained and audited annually.

(b) *Quarterly report.* For each active district, the chief of police and the city manager shall provide quarterly reports to the city council, to include:

1. District call-for-service data;
2. Violent incident trends;
3. Public safety improvements installed;
4. Expenditures and fund balance; and
5. Progress metrics.

**Sec. 8-49. Sunset review.**

Every third year after the creation of a district, the city council shall conduct a public review of such district to determine whether the district should be continued, discontinued, modified, or consolidated with another district in order to best serve public safety and welfare.”

Section 2. The provisions of this ordinance are intended to be severable. Should any court of competent jurisdiction declare any aspect or provision of this ordinance to be invalid, the City Council hereby declares that it would have adopted the ordinance without that provision and the remainder of this ordinance shall remain in full force and effect without such invalid provision.

Section 3. This ordinance shall become effective immediately upon its approval by the City Council and signature by the Mayor.

**SO ORDAINED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

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

By \_\_\_\_\_  
Cynthia Hanson, Interim City Clerk

\_\_\_\_\_  
Beverly H. Burks, Mayor

Approved as to Form:

\_\_\_\_\_  
Stephen G. Quinn, City Attorney



**CITY COUNCIL**

**CITY COUNCIL WORK SESSION**

**AGENDA ITEM SUMMARY SHEET**

**MEETING DATE:** MARCH 31, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	7G	New Business Items	NO

**SUBJECT:** To discuss a Resolution to adopt the City of Clarkston Classification and Compensation Plan

**PRESENTER CONTACT:** ChaQuias Miller-Thornton

**PHONE NUMBER:** 404-984-8186

**DEPARTMENT:** Administration

**PURPOSE:** As the personnel director, the city manager shall promulgate an employee handbook and shall distribute the same to every employee of the City of Clarkston. The employee handbook shall set forth the key policies, goals, benefits and expectations of employment with the city. The content of the employee handbook shall be determined by the city manager, so long as it is consistent with the terms of the City Charter and Code of Ordinances, as well as applicable state and federal laws and regulations. (*Ord. No. 363, § 2, 10-4-11*)

The City Manager’s Office is finalizing a draft of the revised employee handbook (human resources manual). The revised manual provides that the purpose of the Classification and Compensation Plan is to provide a systematic way of establishing pay grades and ranges for each position. Pay ranges are based on comparative salary information and internal job evaluation information.

The attached Grade Plan (included within the Classification and Compensation Plan)

**IMPACT:** It is the objective of the City to provide a fair, equitable and consistent method of compensation for all employees. The attached Grade Plan (included as supplement to the Classification and Compensation Plan) is derived based on current salaries with associated minimum, midpoint and maximum pay ranges. Methodology for the Grade Plan was determined during the establishment of the City's first compensation study, as guided by the Human Resource and Risk Management Office. At future consideration of the compensation study, revised grade plan will be presented to Mayor and Council for consideration of compensation study implementation.

**FUNDING SOURCE:**

**RECOMMENDATION:** Council approval of the City of Clarkston Classification and Compensation Plan. When approved by the Mayor & Council, the Classification and Compensation Plan shall constitute the City's classification of all positions covered by the Human Resources and Procedures Manual (employee handbook).

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,  
GEORGIA TO APPROVE THE CITY OF CLARKSTON CLASSIFICATION AND  
COMPENSATION PLAN

\* \* \* \* \*

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

WHEREAS, it is the objective of the City of Clarkston to provide a fair, equitable and consistent method of compensation for all employees; and

WHEREAS, the purpose of the Classification and Compensation Plan is to provide a systematic way of establishing pay grades and ranges for each position; and

WHEREAS, the Classification and Compensation Plan shall constitute the City's classification of all positions covered by the City's Human Resources and Procedures Manual.

NOW THEREFORE BE IT RESOLVED that City Council approves the City of Clarkston Classification and Compensation Plan represented and attached hereto as EXHIBIT A.

PASSED, APPROVED and RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Beverly H. Burks, Mayor

ATTEST:

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Cynthia Hanson  
Interim City Clerk

## **Chapter 5 - Classification and Compensation Plan**

### **General:**

#### **5.0 Classification and Compensation Plan Defined**

The Classification and Compensation Plan is the official and approved system of grouping positions into appropriate pay grades and includes job descriptions, qualifications, and guidelines for administration. All employees shall be paid in accordance with the Classification and Compensation Plan. The Official Classification and Compensation Plan is located on the City's website.

A position is a group of currently assigned duties and responsibilities requiring the regular full-time employment of one person, or the part-time employment of individuals tasked with those responsibilities. A position may be occupied or vacant.

A job/classification title is the official designation or name given to the written description of a position. It shall be used on all official and personnel records.

#### **5.1 Purpose**

The purpose of the Classification and Compensation Plan is to provide a systematic way of establishing pay grades and ranges for each position. Pay ranges are based on comparative salary information and internal job evaluation information. It is the objective of the City to provide a fair, equitable and consistent method of compensation for all employees.

#### **5.2 Official Copy of the Classification and Compensation Plan**

The Office of Human Resources shall be responsible for maintaining an official copy of the Classification and Compensation Plan. A copy of the Classification and Compensation Plan shall be available for inspection by the public and is readily available on the City's website.

#### **5.3 Adoption & Amendment of Classification and Compensation Plan**

When approved by Mayor & Council, the Classification and Compensation Plan shall constitute the City's classification of all positions.

Amendments to the Classification and Compensation Plan require approval of Mayor & Council. Amendments may be approved as Resolutions, as part of the annual budget process or by approved motions at any regular Council meeting. This does not include individual position reclassifications as approved by the City Manager.

#### **5.4 Employees Covered**

When approved by the Mayor & Council, the Classification and Compensation Plan shall constitute the City's classification of all positions covered by this Manual.

## **5.5 Administration of the Classification and Compensation Plan**

The City Manager shall be responsible for administering the Classification and Compensation Plan. The Director of Human Resources and Risk Management will assist the City Manager in this capacity.

## **5.6 Maintenance of the Classification and Compensation Plan**

The Director of Human Resources and Risk Management shall review the Classification and Compensation Plan each fiscal year and recommend any necessary revisions to the City Manager. If The City Manager agrees with the proposed revisions, the recommendations will be forwarded to the Mayor & Council for their consideration. The Mayor & Council shall approve all revisions to the Classification and Compensation Plan. Nothing in this policy precludes individual position reclassifications as approved by the City Manager.

## **5.7 Salary Surveys**

The City will endeavor to have all City employees paid a fair and competitive salary based on survey and analysis of labor market pay rates for comparable jobs. The Director of Human Resources and Risk Management shall periodically conduct such surveys and provide recommendations to the City Manager on adjustments to the Classification and Compensation Plan based on the data collected.

## **Classification:**

### **5.8 New Positions**

It shall be the duty of each Department Head to submit to the Director of Human Resources and Risk Management requests for new position descriptions for all affected positions each time a department or division under their jurisdiction is permanently or substantially reorganized. The Department Head shall prepare new position descriptions and submit allocation recommendations to the Director of Human Resources and Risk Management. The City Manager or his/her designee shall approve all position descriptions.

Human Resources may require departments or employees to submit information for new position descriptions on a periodic basis, or at any time they have reason to believe that there has been a change in the duties and responsibilities of one or more positions.

Each time a new position is classified; a position description shall be written and incorporated in the existing Classification and Compensation Plan. Likewise, an abolished class shall be deleted from the position classification plan.

### **5.9 Allocations of Positions**

Before a new position can be requested, established and approved by the Mayor &

Council, the Department Head involved, assisted by the Director of Human Resources and Risk Management, shall complete a position description covering the duties and responsibilities of each proposed position. The Director of Human Resources and Risk Management shall allocate the position to one of the existing pay grades in the Classification and Compensation Plan with the approval of the City Manager prior to being submitted for budget approval and approval of Mayor & Council.

#### **5.10 Review of Position Allocation**

If an employee has facts that indicate to them that their position is improperly allocated, the employee may request that the Department Head review the allocation of their position. The Department Head will review the employee's request and make a written recommendation to the Director of Human Resources and Risk Management with a copy to the City Manager. The recommendation shall contain a statement of justification. The Director of Human Resources and Risk Management shall review the recommendation with the Department Head within ten (10) calendar days and make a recommendation to the City Manager. The City Manager will approve, deny or request additional information from the Director of Human Resources and Risk Management. If The City Manager issues a decision, the Department Head will be notified who will then notify the employee in writing of the final decision. If additional information is requested, the Director of Human Resources and Risk Management will work with the Department Head to have this additional information submitted to The City Manager for a final decision.

#### **5.11 Interpretation of Position Descriptions and Classifications**

A job description shall be prepared for each regular full-time City position for the purpose of describing the duties and responsibilities of the position and its performance requirements. These job descriptions shall be utilized in determining the pay grade of positions listed in the Classification and Compensation Plan. Position descriptions are intended to be descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality.

#### **5.12 Requesting a Position Description Review**

An employee may request that his job description be reviewed for accuracy. The request must be in writing to his Department Head and should clearly state the reasons for the request for the position description review. The Department Head shall review the request and determine whether there is any basis for the request. The Department Head shall forward his recommendation to the Director of Human Resources and Risk Management and copy the City Manager. The Director of Human Resources and Risk Management shall forward the recommendation to the City Manager, stating whether he concurs or disagrees with the recommendation and the City Manager shall take final action on the matter.

### **5.13 Working Out of Classification**

An employee who is designated by the Department Head, with the approval of the City Manager or his/her designee, as working out of classification at a higher job classification may be compensated at ten (10) percent above their regular rate of pay for each day so designated.

No out of class pay will be paid to employees required to act in a higher classification if the duties of the higher classification are substantially similar to the acting employee's normal duties, unless the employee shall act continually for a period of thirty (30) calendar days or more. Employees who work out of classification for thirty (30) days or more are to be compensated at the minimum rate of the higher class or ten (10) percent above their regular rate of pay, whichever is greater. The employee's compensation will return to his previous salary at the completion of the interim temporary promotion.

#### **Compensation:**

### **5.14 Pay Is Not a Basis for Appeal**

Under no circumstances will any appeal be accepted for review at any level on the basis of pay, except in cases of alleged unlawful discrimination in pay. Compensation is a management decision based on a number of factors, including assessment of the employee's education, experience and performance.

### **5.15 Effective Date**

The effective date of any action which impacts the employee's pay shall be the date of the final decision. Any additional funding or position upgrade deemed to be necessary as a result of a reclassification review is subject to the approval by the City Manager.

### **5.16 General Rules**

- Full-time positions shall be classified with the exception of the City Manager.
- The Director of Human Resources and Risk Management will recommend all changes in salary, except as otherwise stated and the City Manager will approve all changes in salary, except as otherwise stated.
- Pay increases for staff shall be approved by the City Manager.
- Pay increases for the City Manager shall be determined by the Mayor & Council on an annual basis.

### **5.17 Full-Time Employees**

A new full-time employee shall be paid at least the minimum or up to the midpoint of the established salary range for the position to which they have been assigned. The Department Head, with the recommendation to the Director of Human Resources and

Risk Management and approval of the City Manager, may authorize starting salaries up to the midpoint of the salary range. Exceptions may be made for hires due to experience, education, or other relevant factors and may be granted only upon the prior approval of the City Manager and the Director of Human Resources and Risk Management. Salary advances are not permitted under the City of Clarkston pay plan.

#### **5.18 Salary Adjustments for Promotions**

When an employee is promoted, the employee's salary will be increased, at least, to the minimum pay of the new pay grade. If an employee is promoted one (1) pay grade, the pay increase will be the minimum pay of the new pay grade or five percent (5%) more than the employee's previous pay, whichever is greater. If the promotion is two (2) or three (3) pay grades higher, the employee shall receive the minimum pay rate of the higher pay grade or ten percent (10%) more than the employee's previous pay, whichever is greater. If the promotion is four (4) or more pay grades higher, the employee shall receive the minimum pay of the new grade or fifteen percent (15%) more than the employee's previous pay, whichever is greater. City Manager shall approve all promotional increases with recommendation of the amount of the promotional increase by the Director of Human Resources and Risk Management

The Mayor and Council must approve any promotional increase outside the above guidelines.

#### **5.19 Salary Adjustments for Demoted Employees**

Demotion is defined as the assignment of an employee from a position in one class to a position in another class assigned to a lower pay grade. The salary of a demoted employee must fall within the salary range of the new position. Subject to review and approval by the City Manager or his/her designee, the salary of a demoted employee may be reduced by five percent (5%) per pay grade, up to a maximum of fifteen percent (15%) but may not exceed the maximum amount for the pay grade. The City Manager or his/her designee shall determine the salary of the employee demoted because of no fault of the employee. The salary of an employee demoted because of unsatisfactory performance or behavior will be determined by the City Manager or his/her designee in conjunction with the Director of Human Resources and Risk Management and the Department Head.

#### **5.20 Salary of a Transferred Employee**

The employee's status and pay shall remain the same when an employee is transferred to another position within the same pay grade. The transferred employee will begin a new introductory period upon transfer to a new position.

#### **5.21 Position Classification Downgrades**

All job downgrades will be analyzed by the Director of Human Resources and Risk Management and approved by the City Manager. When an employee's current position is reallocated to a lower pay grade and the present salary is above the maximum for the

lower pay grade, the position will be "red flagged" so that the salary is frozen until the salary falls within the specified range of the existing Classification and Compensation Plan. This does not apply to positions in which job duties are redefined and a new position classification is created.

### **5.22 Salary of Employee Reaching the Maximum of Pay Grade**

If an employee has reached the maximum of the approved salary range for his pay grade classification, the salary will be "red flagged" and frozen until the salary range is increased. An employee may not receive pay rate increases past the maximum for his current pay grade classification.

### **5.23 Merit Increase Policy**

It is the policy of the City to reward good job performance by establishing an equitable system of providing pay increases. Salary increases are not automatic. They are based on merit and formal performance evaluations by supervisors and may be granted only when the quality of an employee's work performance is satisfactory or above. Individuals, whose salaries are red-flagged, pursuant to Section 5.22 and 5.23 above, may be considered for performance-based incentives, in lieu of a salary increase. Any such incentive must be reviewed and approved by the City Manager and must be supported by satisfactory performance appraisals.

### **5.24 Eligibility Requirements**

An employee is eligible for a merit review and possible increase the first full payroll period following the passage of twelve (12) months after the date of employment, promotion, transfer or demotion and on an annual basis thereafter. If merit increases are approved in the annual budget, eligible employees may receive a merit increase around the beginning of the fiscal year if they are not in their Introductory Period. Merit increase amounts are based on job performance.

The initial pay increase shall be subject to the completion of a performance review and in accord with the Classification & Compensation Plan as approved by the Mayor & Council and as subsequently amended. The Office of Human Resources shall certify that the performance review has been prepared in writing on the prescribed form. The City Manager, or his/her designee, shall have the authority to grant or deny an initial merit increase after reviewing the performance review. Initial merit increases are directly dependent upon available funds as defined by the approved City budget.

### **5.25 Subsequent Merit Increases**

Subsequent eligibility for pay increases shall be based on satisfactory performance ratings and may be granted in accordance with the City of Clarkston Classification and Compensation Plan, as amended. Subsequent merit raises will be at the recommendation of the Department Head and approval by the Director of Human

Resources and Risk Management and the City Manager - within the guidelines established by the City Manager. Merit increases will not be given to employees on leaves of absence, currently on a performance improvement plan or employees on probation.

**CITY OF CLARKSTON, GEORGIA COMPENSATION GRADE PLAN**

Annual		General Employees		Annual Hours	Hourly			
Grade	Minimum	Midpoint	Maximum		Grade	Minimum	Midpoint	Maximum
101	\$40,170.00	\$52,214.24	\$64,263.68	2080	101	\$ 19.31	\$ 25.10	\$ 30.90
102	\$42,750.26	\$55,347.09	\$68,119.50		102	\$ 20.47	\$ 26.61	\$ 32.75
103	\$45,129.17	\$58,667.92	\$72,206.67		103	\$ 21.70	\$ 28.21	\$ 34.71
104	\$47,836.92	\$62,188.00	\$76,539.07		104	\$ 23.00	\$ 29.90	\$ 36.80
105	\$50,707.13	\$65,919.27	\$81,131.42		105	\$ 24.38	\$ 31.69	\$ 39.01
106	\$52,748.95	\$70,533.62	\$86,810.61		106	\$ 26.08	\$ 33.91	\$ 41.74
107	\$58,054.60	\$75,470.98	\$92,887.36		107	\$ 27.91	\$ 36.28	\$ 44.66
108	\$62,118.42	\$80,753.95	\$99,389.47		108	\$ 29.86	\$ 38.82	\$ 47.78
109	\$67,709.08	\$88,021.80	\$108,334.52		109	\$ 32.55	\$ 42.32	\$ 52.08
110	\$72,097.30	\$95,943.76	\$115,355.67		110	\$ 34.66	\$ 46.13	\$ 55.46
111	\$80,445.16	\$104,578.70	\$128,712.25		111	\$ 38.68	\$ 50.28	\$ 61.88
112	\$87,685.22	\$113,990.79	\$140,296.35		112	\$ 42.16	\$ 54.80	\$ 67.45
113	\$96,453.74	\$125,389.86	\$154,325.99		113	\$ 46.37	\$ 60.28	\$ 74.20
114	\$106,099.12	\$137,928.85	\$169,758.59		114	\$ 51.01	\$ 66.31	\$ 81.61
115	\$116,709.03	\$151,721.74	\$186,734.44		115	\$ 56.11	\$ 72.94	\$ 89.78
UNG	-	-	-		UNG	-	-	-

Police				Annual Hours				
Grade	Minimum	Midpoint	Maximum		Grade	Minimum	Midpoint	Maximum
301	\$ 58,749.60	\$ 74,905.74	\$ 91,061.88	2184	301	\$ 26.90	\$ 34.30	\$ 41.70
302	\$ 62,862.07	\$ 80,149.14	\$ 97,436.21		302	\$ 28.78	\$ 36.70	\$ 44.61
303	\$ 68,519.66	\$ 87,362.56	\$ 106,205.47		303	\$ 31.37	\$ 40.00	\$ 48.63
304	\$ 77,427.21	\$ 98,719.70	\$ 120,012.18		304	\$ 35.45	\$ 45.20	\$ 54.95
305	\$ 85,169.94	\$ 108,591.67	\$ 132,013.40		305	\$ 39.00	\$ 49.72	\$ 60.45
306	\$ 92,835.23	\$ 118,364.92	\$ 143,894.61		306	\$ 42.51	\$ 54.20	\$ 65.89
307	\$ 119,145.93	\$ 152,690.74	\$ 184,676.19		307	\$ 54.55	\$ 69.91	\$ 84.56
UNG	-	-	-		UNG	-	-	-

Proposed Effective Date: 4/13/2026

**CITY OF CLARKSTON POSITION CLASSIFICATION**

<b>General Employees</b>	<b>Grade</b>
Maintenance Worker I	101
Administrative Assistant I	102
Equipment Operator II	102
Police Records Clerk	102
Deputy Court Clerk I	103
Equipment Operator III	103
Permits Technician	103
Crew Leader	104
Code Enforcement Officer	105
Parks and Aquatics Manager	105
Accountant Specialist	106
Deputy Court Clerk II	106
Economic Development Coordinator	106
Records Clerk	106
Executive Assistant/Special Projects Manager	107
Court Administrator	109
Assistant Director of Public Works	109
Director of Communications and Technology	110
Director of Equity, Diversity and Inclusion	110
Director of Public Works	110
Director of Recreation and Parks	110
City Clerk	113
Human Resources and Risk Management	113
Director of Finance	114
Director of Planning and Economic Development	114
Director of Planning and Economic Development	114

<b>Public Safety</b>	<b>Grade</b>
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Police Officer	301
Detective	302
Detective	302
Detective	302
Sergeant	303
Sergeant	303
Sergeant	303
Sergeant	303
Sergeant	303
Lieutenant	304
Captain	305
Assistant Chief of Police	306
Police Chief	307