



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

Beverly H. Burks Mayor			ChaQuias Miller-Thornton City Manager		
Debra Johnson	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. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A.** Employee of the Month - March 2026
- B.** Business of the Month - March 2026
- C.** To approve the following meeting minutes:
 - 1. February 24, 2026 - City Council Work Session
 - 2. March 3, 2026 - City Council Meeting
 - 3. March 5, 2026 - Special Called City Council Meeting
 - 4. March 31, 2026 - City Council Work Session

4. REPORTS

- A.** City Manager's Report
- B.** City Attorney's Report
- C.** City Council Reports
- D.** Mayor's Report

5. PUBLIC COMMENTS

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

6. OLD BUSINESS

7. CONSENT AGENDA

8. NEW BUSINESS

- A.** To consider the appointment of Sydney Jakes to the Downtown Development Authority for a term that expires on December 31, 2026.
- B.** To consider 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 consider options for the SS4A Safety Action Planning Project
- D.** To consider a Resolution to adopt the City of Clarkston Classification and Compensation Plan

9. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, April 7, 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/81bp3nGySYO1ufcewkA5nQ>

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



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

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

SUBJECT: Employee of the Month - March 2026

PRESENTER CONTACT: Dwight Baker

PHONE NUMBER: 404-824-8135

DEPARTMENT: Human Resources

PURPOSE:

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

IMPACT:

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

FUNDING SOURCE:

RECOMMENDATION:

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

The Employee of the Month will:

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



CITY OF CLARKSTON

ITEM NO: XX

CITY COUNCIL WORK SESSION

MEETING TYPE:
Regular Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Presentation

MEETING DATE: April 7, 2026

SUBJECT: Employee of the Month – March 2026

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES:

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

PURPOSE:

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

NEED/IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
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RECOMMENDATION:

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CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

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

SUBJECT: Business of the Month - March 2026

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

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

SUBJECT: To approve the following meeting minutes:

1. February 24, 2026 - City Council Work Session
2. March 3, 2026 - City Council Meeting
3. March 5, 2026 - Special Called City Council Meeting
4. March 31, 2026 - City Council Work Session

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF WORK SESSION
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, FEBRUARY 24, 2026

On Tuesday, February 24, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Mayor Burks and Councilmembers Sharifa Adde (via teleconference); Lynn Bayonne; Yterenickia Bell; Dean Moore; and Mark Perkins. Absent: Vice Mayor Debra Johnson. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Cynthia Hanson (Interim City Clerk); Yolanda McGhee (Equity, Diversity, and Inclusion Officer); Xavier Todd (Assistant Police Chief); Richard Edwards (Planning and Economic Development Director); Lillian Triplett (Chief Court Clerk); Keisha Clark (Special Project Manager and Executive Assistant to the City Manager); Michael Duncan (Parks and Recreation Director); and Stephen Quinn (City Attorney).

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

1. CALL TO ORDER

Mayor Burks called the meeting to order at 7:02 p.m.

2. ROLL CALL

Vice Mayor Debra Johnson was absent, and Councilmember Adde attended by teleconference. All other members were present.

Councilmember Perkins made a motion to remove item 6D, to discuss the appointment of Marci Healy to the Dountown Development Authority for a term set to expire on December 31, 2026, from the agenda. Councilmember Bell duly seconded the motion. The Mayor called for the vote and declared the motion approved (4-0, Councilmember Moore abstained).

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A.** Parks & Recreation — Context Analysis & Needs and Priorities Assessment, Perez Planning and Designing, Inc.

Nick Stevens of Perez Planning and Designing, Inc. delivered a presentation regarding

a study analyzing the service level of the City's parks and recreation facilities and programs. The study highlighted existing strengths within the system and identified areas of need to help guide future planning and improvements.

4. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 20 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

The following citizens provided public comment: Julie Oinonen, Deborah Herberger, Scott Damon, Ganaro Makor, Jennifer Townes, Tiffany Pomares, Angela Kaylor.

5. OLD BUSINESS

There were no Old Business items to discuss.

6. NEW BUSINESS

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

Stephen Quinn, City Attorney, gave a brief history of the claims and the circumstances of the traffic stop.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

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

- 1.** Women History Month

Yolanda McGee, Equity, Diversity and Inclusion Officer, read the proclamation to declare March as Women in History Month in the City of Clarkston. In recognition of Women in History Month, the city recognized citizen Krista Durant for her work with local housing and women in the community, and ChaQuias Miller-Thornton for her work with the City of Clarkston.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

- C.** To discuss the appointment of Ganaro Makor to the Downtown Development

Authority for a term that expires on December 31, 2030.

Richard Edwards, Planning and Zoning Director, presented the application and resume for Ganaro Makor as a nomination for appointment to the Downtown Development Authority. Mr. Makor briefly addressed the Council regarding his application.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

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

Item removed during agenda approval.

- E.** To discuss a resolution establishing regulatory fees for sign permits.

Richard Edwards, Planning and Zoning Director, presented the proposed schedule for sign permits, adding a fee for sign refacing.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

- F.** To discuss a resolution establishing regulatory fees for land development permits.

Richard Edwards, Planning and Zoning Director, presented the fee schedule for land development permits, breaking each fee out into individual line items. Councilmember Moore noted a typo at the top of page 68 regarding stormwater vault inspections, which will be corrected.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

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

Richard Edwards, Planning and Zoning Director, presented the CDAP application to Atlanta Regional Commission in the amount of \$7,500 to complete a full housing assessment. The \$7,500 would be the city's required contribution. Mr. McKinley Jeter will be leading the efforts as the Economic Mobility Manager.

Mr. Edwards also announced that the City of Clarkston has been accepted into the Enterprise World Housing Academy to work with cities across the country on ways to best develop housing within the city, and thanked Mr. Jeter for his efforts in leading the process.

The CDAP application was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

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

ChaQuias Miller-Thornton, City Manager, presented the contract with Yeargan and Kurt, LLC, addressing that the cost has increased from the present \$2,000 per month to \$2,500 per month. The increase has already been budgeted within the city's fiscal year 2026 budget.

This matter was discussed by the Council.

This item will be placed on the Consent Agenda on the next City Council Meeting agenda.

7. ADJOURNMENT

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

The meeting was adjourned at 8:17 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor

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

On Tuesday, March 3, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Mayor Burks; Vice Mayor Debra Johnson; Councilmembers Sharifa Adde (via teleconference); Yterenickia Bell; Lynn Bayonne; Dean Moore; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Cynthia Hanson (Interim City Clerk); O Scott Hamilton (Interim Police Chief); Xavier Todd (Asst. Police Chief); Susie Keys (Records Clerk, Court); Jacob Bouie (Economic Development Coordinator); Dwight Baker (Director of Human Resources and Risk Management); Keisha Dixon (Special Project Manager and Executive Assistant to the City Manager); Christin Taylor (Communications and Technology Manager); and Stephen Quinn (City Attorney - via teleconference).

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

1. CALL TO ORDER

Mayor Burks called the meeting to order at 7:01 p.m.

2. ROLL CALL

All members were present. Councilmember Adde attended via teleconference.

The agenda was approved by common consent.

3. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Employee of the Month

Director of Human Resources and Risk Management, Dr. Dwight Baker presented the December 2025 Employee of the Month to Carlos Amaya-Mercado, Laborer, Public Works. Dr. Baker also presented the February 2026 Employee of the Month to Marla Hale, Recreation and Aquatics Program Coordinator, Parks and Recreation.

B. Business of the Month — February 2026

Economic Development Coordinator, Jacob Bouie presented the February 2026 Business of the Month to Great Image Hair Salon located at 3657 Market St, Clarkston

GA 30021.

C. To approve the following meeting minutes:

1. February 3, 2026 - City Council Meeting

Vice Mayor Johnson made a motion to approve the minutes. Councilmember Bell seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

A. City Manager's Report

City Manager, ChaQuias Miller-Thornton began the report by welcoming new employees Christin Taylor as the Communications and Technology Manager, and Orin Scott Hamilton as the Interim Police Chief. The report was a brief report and update covering all departments and city events, as well as tracked legislative bills that may affect the city.

B. City Council Reports

The Councilmembers provided brief updates on the meeting and events they attended, as well as projects they are working on.

C. Mayor's Report

Mayor Burks provided a brief overview of meetings and events she attended and other news of the city.

5. PUBLIC COMMENTS

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

No public comments

6. OLD BUSINESS

No old business

7. CONSENT AGENDA

Councilmember Bayonne made a motion to approve the Consent Agenda, Items A through G. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- A.** To approve the appointment of Ganaro Makor to the Downtown Development Authority for a term that expires on December 31, 2030.
- B.** To approve a resolution establishing regulatory fees for sign permits.
- C.** To approve a resolution establishing regulatory fees for land development permits.
- D.** To approve a resolution supporting a Community Development Assistance Program (CDAP) application to the Atlanta Regional Commission (ARC) for a housing assessment in the amount of \$7,500.
- E.** To approve a resolution to deny the claims for damages asserted by claimants Charles Junior (a/k/a Zayin Bey) and Debra Hedgeman.
- F.** To approve a proclamation designating March as Women's History Month and recognize a Clarkston citizen.
- G.** Approval of a contract Yeargan and Kurt, LLC (Julie A. Kurt) to perform all functions and duties of the prosecuting attorney of the Clarkston Municipal Court (i.e., serve as City Solicitor) and to perform such other legally permissible and proper duties and functions as said position shall require.

8. NEW BUSINESS

No new business

9. ADJOURNMENT

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

The meeting was adjourned at 7:40 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor

MINUTES OF SPECIAL CALLED
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON
IN SAID CITY ON THURSDAY, MARCH 5, 2026

On Thursday, March 5, 2026 at 5:30 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell; Lynn Bayonne; Dean Moore; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager).

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

1. CALL TO ORDER

Mayor Beverly Burks called the meeting to order at 5:30 p.m.

2. ROLL CALL

Council members present were:

Mayor Beverly Burks
Councilmember Bell
Councilmember Bayonne
Councilmember Adde
Councilmember Moore
Councilmember Perkins

3. EXECUTIVE SESSION

Councilmember Perkins motioned to enter into Executive Session at 5:31pm. Motion was duly seconded by Councilmember Bell and passed with a unanimous vote (6-0).

Vice Mayor Deborah Johnson entered the meeting at 5:35pm.

A. To discuss a personnel matter.

Discussion was held regarding a personnel matter.

Councilmember Perkins motioned to exit Executive Session and to reconvene the Special Called Council Meeting at 6:09 p.m. Councilmember Moore duly seconded the

motion. The motion passed unanimously (6-0).

There was no action to take out of Executive Session.

4. ADJOURNMENT

Councilmember Bell motioned to adjourn the Special Called Meeting at 6:09 p.m. Councilmember Moore duly seconded the motion. The motion passed unanimously (6-0).

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor

MINUTES OF WORK SESSION
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, MARCH 31, 2026

On Tuesday, March 31, 2026 at 7:00 PM, the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Vice Mayor Debra Johnson called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell (via teleconference); Lynn Bayonne; Dean Moore; and Mark Perkins. Mayor Beverly Burks came in at 7:37 p.m. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Cynthia Hanson (Interim City Clerk); Xavier Todd (Assistant Police Chief); Susie Keys (Deputy Court Clerk); Richard Edwards (Planning and Economic Development Director); Keisha Dixon (Special Projects Coordinator and Executive Assistant to the City Manager); Christin Taylor (Communications Director); and Stephen Quinn (City Attorney).

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

1. CALL TO ORDER

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

2. ROLL CALL

Vice Mayor Johnson, and Councilmembers Moore, Adde, Perkins, and Bayonne were in attendance. Councilmember Bell attended by teleconference. Mayor Burks arrived at 7:37 p.m.

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).

The applicant, Berhanu Nune, presented his plans to open a community center at the proposed location, showing site plans and architectural drawings. There were no other public comments in favor of the application. Public comments opposed to the application were given by Mitchell Halzen, Widdi Turner, Hilary Cheeseman, Susan Hood, and Michelle Maserjian.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

None

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.

Public comments were allowed after each item was heard.

6. OLD BUSINESS

None

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.

Planning and Zoning Director, Richard Edwards presented the application for Sydney Jakes for consideration for appointment to the Downtown Development Authority. Ms. Jakes addressed the Council via teleconference. The item was placed under New Business for the April 7, 2026 Council Meeting.

- 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).

Planning and Zoning Director, Richard Edwards presented the staff report regarding the Conditional Use Permit application, and asked City Engineer, Larry Kaiser to address concerns of the citizens regarding a possible stream or drainage ditch on the property. Staff recommended 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.

After discussion Council added this item to New Business on the April 7, 2026 Council Meeting agenda.

C. To present and discuss SS4A Safety Action Planning Project

City Engineer, Larry Kaiser presented three options for the SS4A Safety Action Planning Project, asking Council to decide which two (2) options they preferred. After discussion, options one (1) and two (2) were chosen as possibilities to present during public information meetings.

Public comment by Michelle Maserjian.

D. To present and discuss the status of the Greenway Trail Phase I Concept Design

City Engineer, Larry Kaiser presented several options for Phase 1 of the Greenway Trail along South Fork Peachtree Creek. He asked that the Council review each option to decide at a later date which option is preferable.

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.

Vice Mayor Johnson and City Attorney, Stephen Quinn presented the proposed ordinance draft. After discussion, the consensus was to carry the item over to the April 28, 2026 Work Session.

Public comment from Michelle Maserjian.

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.

Vice Mayor Johnson and City Attorney, Stephen Quinn presented the proposed ordinance draft. After discussion, the consensus was to carry the item over to the April 28, 2026 Work Session.

G. To discuss a Resolution to adopt the City of Clarkston Classification and Compensation Plan

City Manager, ChaQuias Miller-Thornton presented the resolution to establish pay grades and ranges to each position. The item will be added to New Business on the April 7, 2026 Council Meeting agenda.

8. ADJOURNMENT

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

The meeting was adjourned at 9:57 p.m.

ATTEST:

Cynthia Hanson
Interim City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4A	Presentation/ Administrative Business	NO

SUBJECT: City Manager's Report

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: City Manager's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4B	Presentation/ Administrative Business	NO

SUBJECT: City Attorney's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4C	Presentation/ Administrative Business	NO

SUBJECT: City Council Reports

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4D	Presentation/ Administrative Business	NO

SUBJECT: Mayor's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8A	New Business Items	NO

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

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

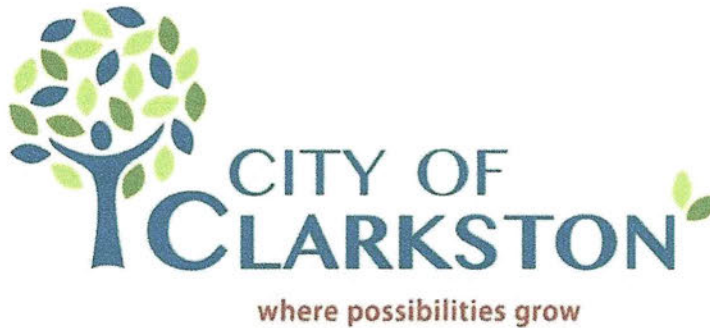
DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

APPLICATION CRITERIA:

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

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

A. Two (2) Members shall either be a taxpayer residing in the City of Clarkston or a taxpayer residing in DeKalb County who owns or operates a business located within the City' downtown development area.

B. Two (2) members shall be taxpayers residing in DeKalb County who possess specific knowledge or professional expertise in the field of banking, finance, real estate development, community development or another area of expertise related to economic development.

C. Three (3) members shall be members of the governing authority of Clarkston.

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

APPLICATION SUBMISSION:

Mail or e-mail completed application to:

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

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



DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION

First Name: Sydney		Last Name: Jakes	
Home Address: [REDACTED]			Years in Clarkston: 19
Phone Number: [REDACTED]	Cell ☒	Home ☐	E-mail: [REDACTED]
Work (if applicable) Company: The Law Office of Samuel Jakes, Jr., LLC.		Title: Attorney	
Work Phone Number: [REDACTED]		E-mail: [REDACTED]	
Business Name (If applying as Business Owner in Downtown Area): The Law Office of Samuel Jakes, Jr., LLC.			Owner: Samuel Jakes, Jr.
Business Address 989 Montreal Rd., Clarkston, GA 30021			Issued License Number:

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: _____

SYDNEY JAKES, ESQ

Stone Mountain, GA 30088 ■ ■ ■

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

PROFESSIONAL EXPERIENCE

**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.

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

COMMUNITY INVOLVEMENT

- 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

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8B	New Business Items	NO

SUBJECT: To consider 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: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

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



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

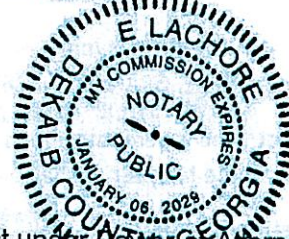
[Signature]
Owner's Signature

11/14/2025
Date

Sworn and subscribed before me this,
14th day of November, 2025

[Signature]
Notary Public

01/06/2029
Commission Expires



(Seal)

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

Sworn and subscribed before me this
____ day of _____, _____

Owner's Signature

Notary Public

Date

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date

2021200811

DEED BOOK

29967 Pg 689

WHEN RECORDED, MAIL TO



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

Clarkston, GA 30021

DOCUMENT PREPARED BY: BERHANU NUNE

Property tax parcel id number: 18 119 01 017

Quit Claim Deed

Dated: 12/10/2021

This quitclaim deed is made on 10th day of December, 2021 between Amssale Denbel, Grantors, and Berhanu Nune, GRANTEE, of 3688 W Smith St, Clarkston, GA 30021.

P. AMSSALE DENBEL (BN)

Exhibit "A"

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

Name of Grantor

AMSSALE DENBEL

Emebet Denbel

EMEBET DENBEL

Signature of witness

Printed name of witness

Signature of witness

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.

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 18th 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.

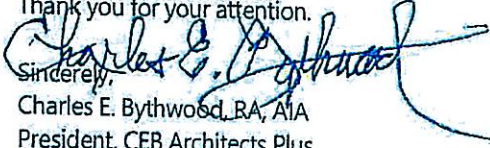
4. Requests:

- 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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Letter of Intent

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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

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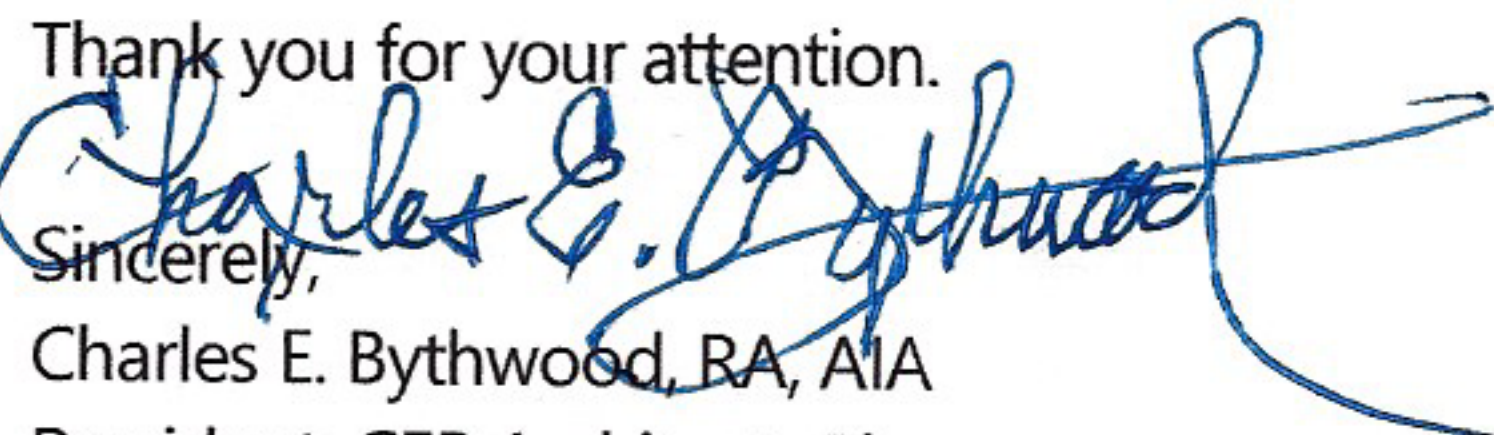
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Thank you for your attention.

Sincerely,



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

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

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

drawing index

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

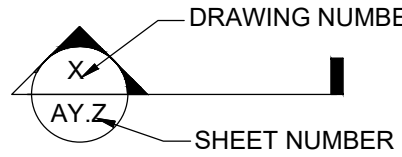
A3.1 Building Section - Option 2

symbols

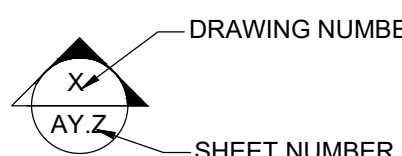
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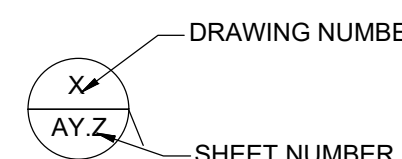
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 DRAWING NUMBER
SHEET NUMBER

ELEVATION REFERENCE

 DRAWING NUMBER
SHEET NUMBER

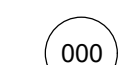
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 DRAWING NUMBER
SHEET NUMBER

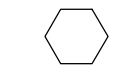
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 WALL TYPE

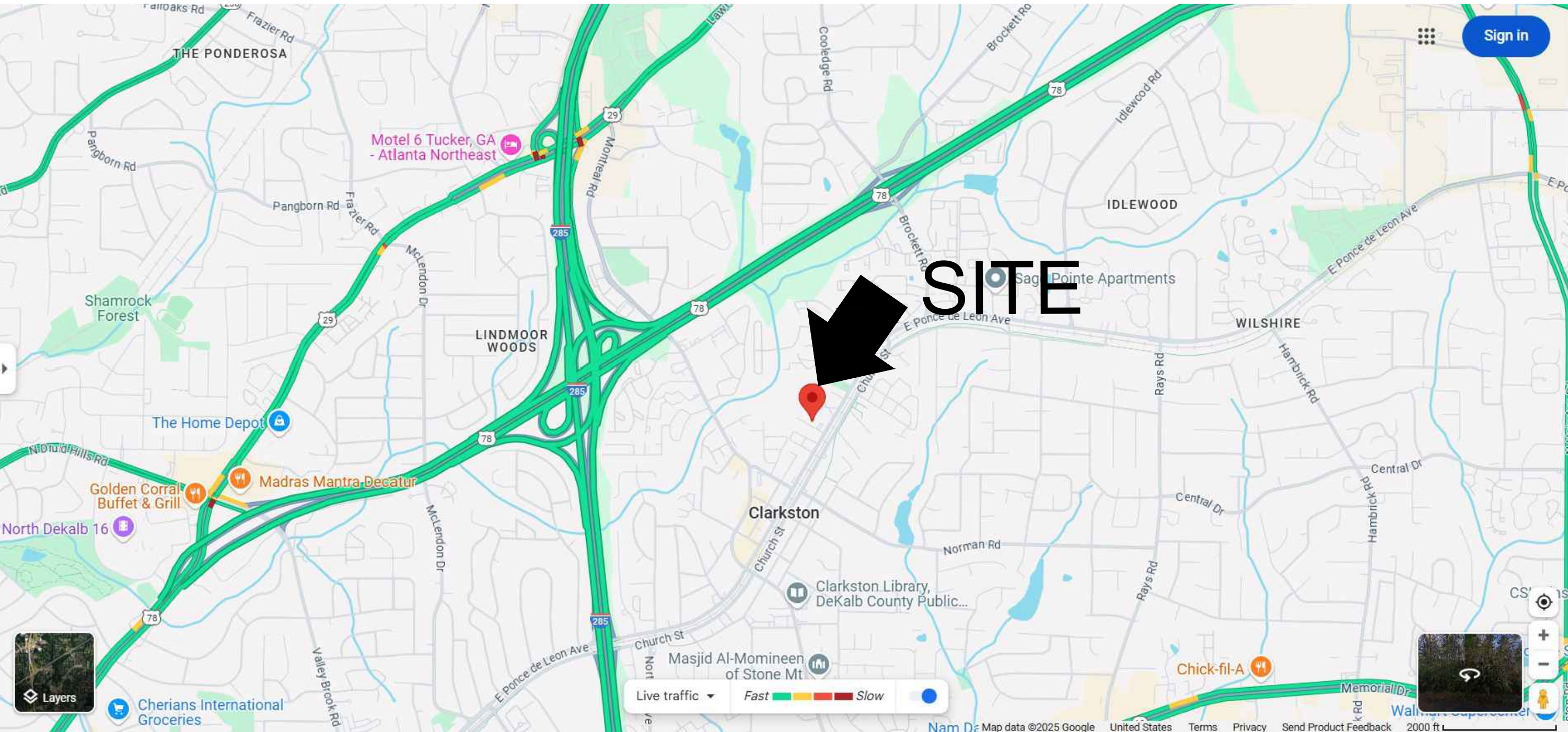
DOOR LABEL

 DOOR LABEL

NOTE LABEL

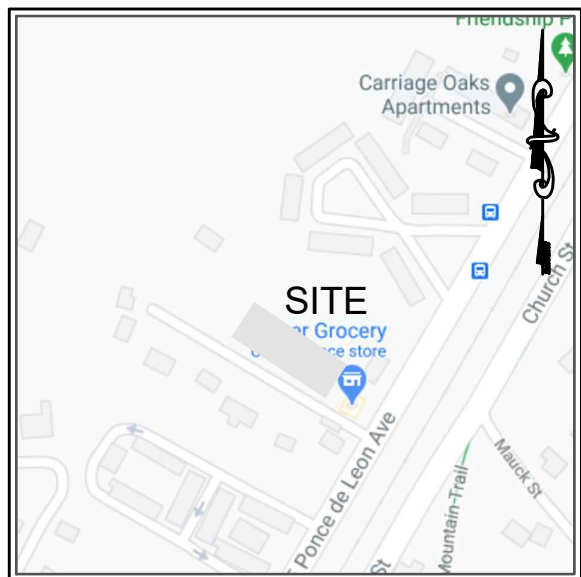
 NOTE LABEL

vicinity map



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

AREA
53,779.94 sq.ft.
1.23 acres



VICINITY MAP
N.T.S.

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	R/W 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
REGISTERED LAND SURVEYOR #3144, LSF 001321
3/11/2021
DATE

PLAT CERTIFICATION NOTICE

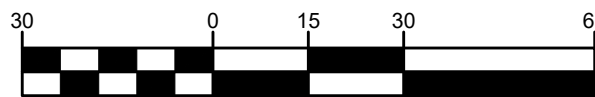
THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS,

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

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

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



UNITED LAND SURVEYING

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

RESIDENTIAL & COMMERCIAL
CERTIFICATE OF AUTHORIZATION
NO. LSF001321

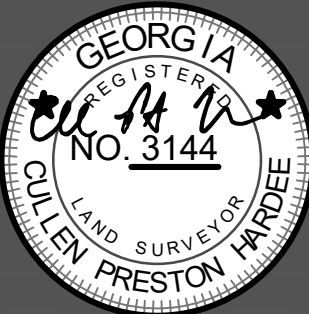
REVISIONS

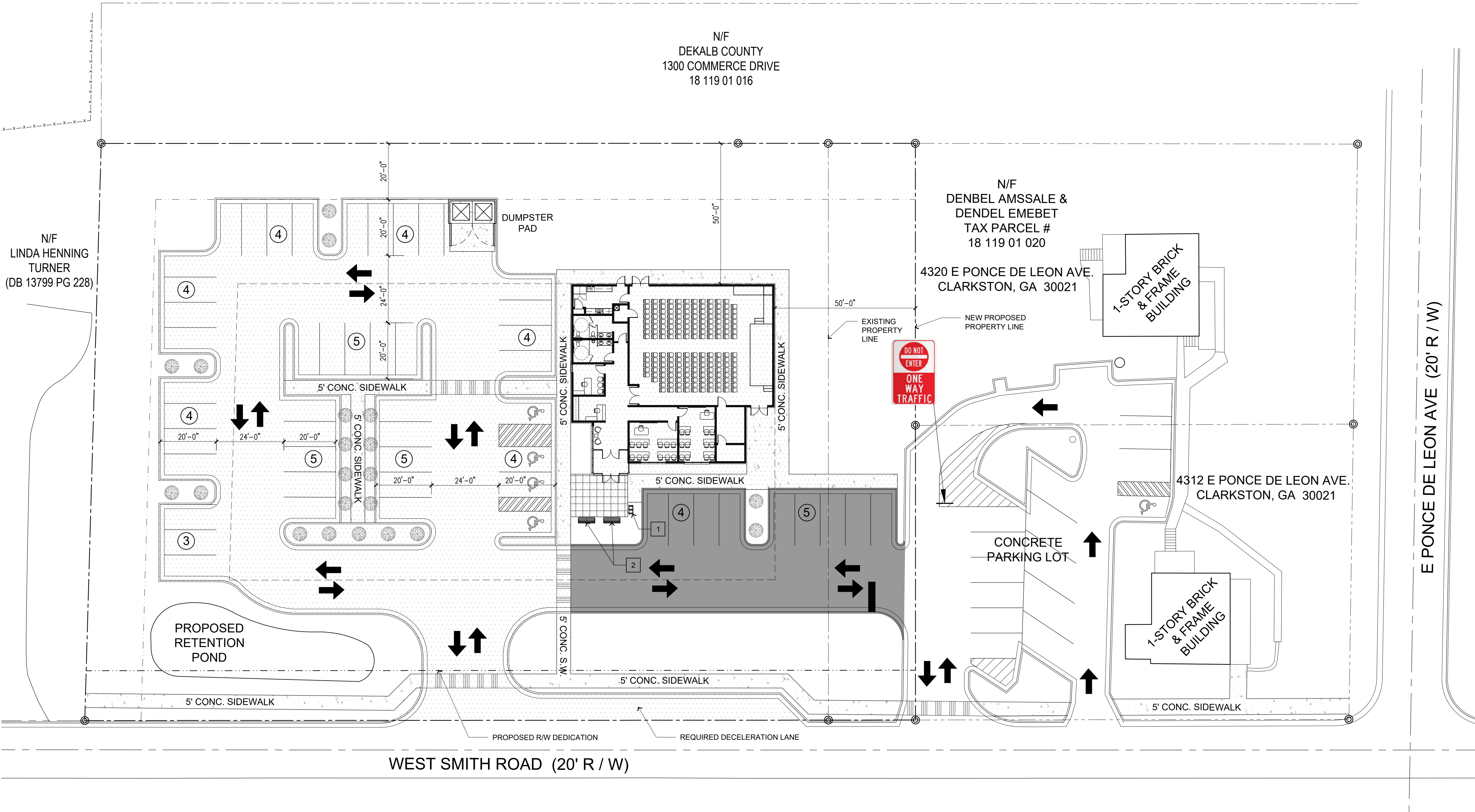
1.	
2.	
3.	
4.	

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
NEW 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 %**

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

CEB ARCHITECTS

3590 Casington Way
Doraville, GA 30092
404.522.3800
404.522.3802
bythwood@aia.com

CHARLES E. BYTHWOOD, AIA
Principal

Architects • Planners • Managers

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CLARKSTON, GA 30021

PROPOSED SITE CONDITIONAL USE PLAN

No.	Description	Date

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Project Number

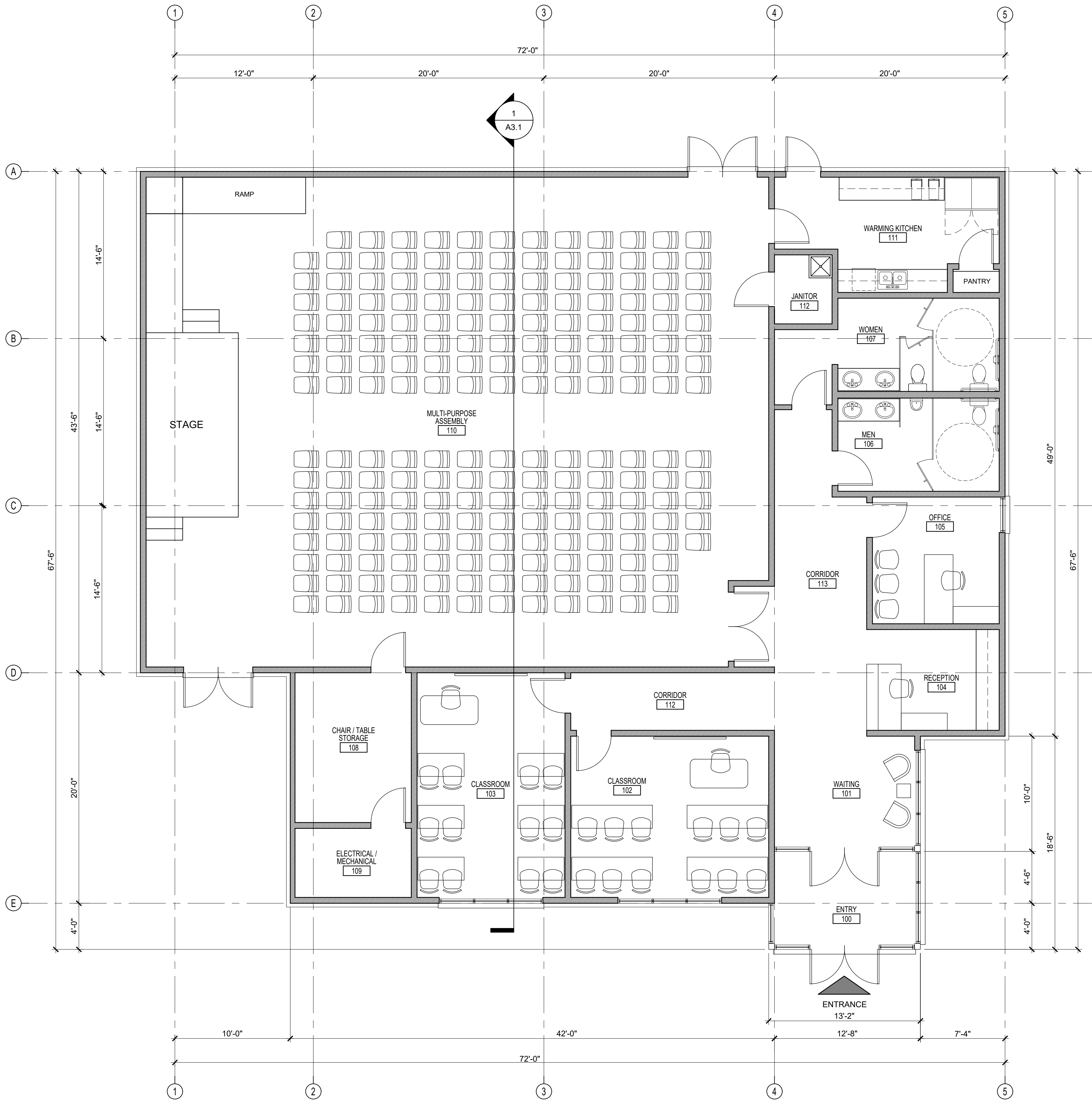
Date10/23/2025

Drawn ByBAR

Checked ByCEB

SP1.1

ScaleAs 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

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PROPOSED FLOOR PLAN - FIXED SEATING

No.	Description	Date

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

A1.0
Scale As indicated

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PROPOSED FLOOR PLAN - TABLE SEATING

[illegible]

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Project Number

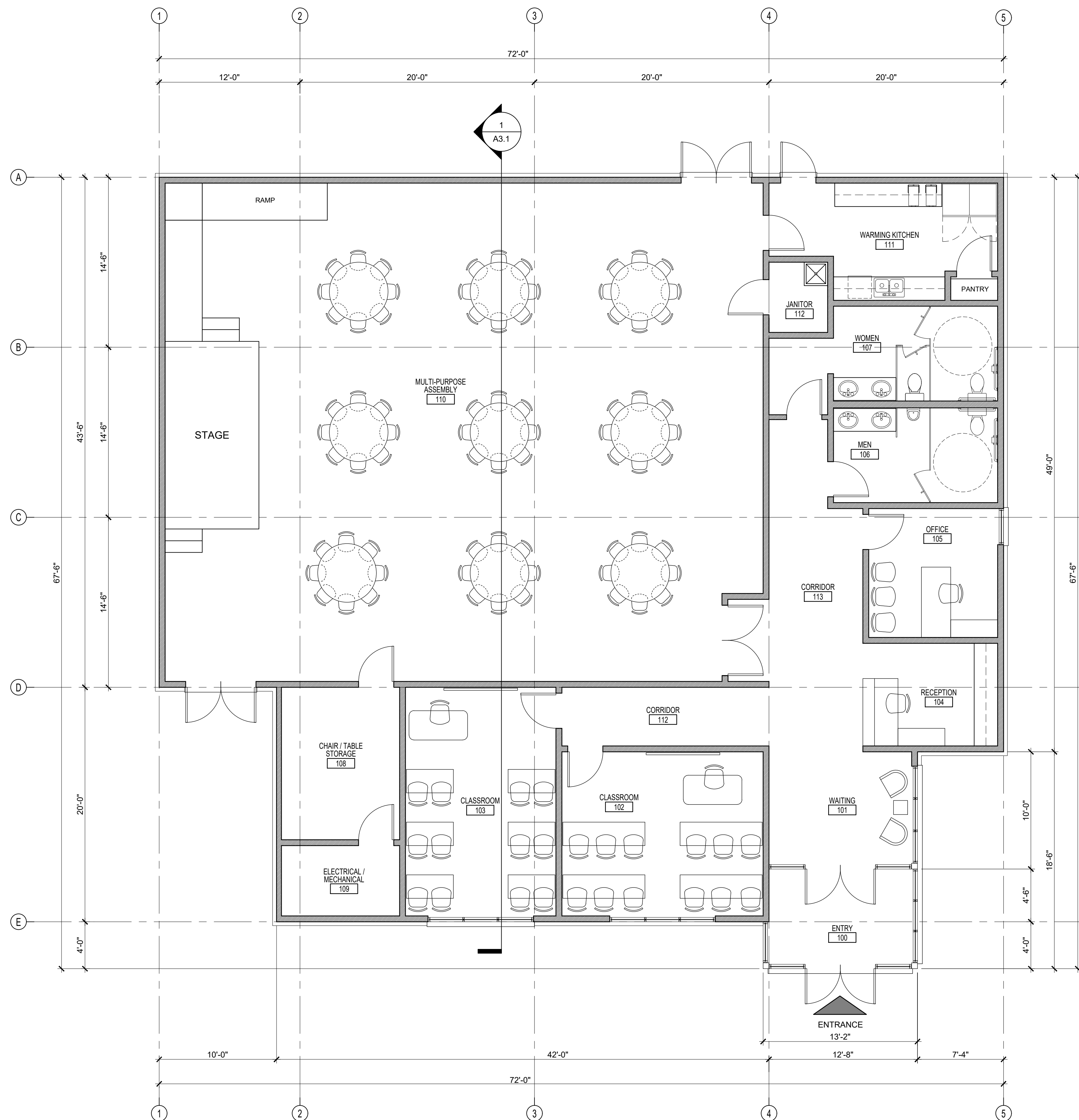
Date	10/23/2025
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Drawn By	BAR
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Checked By	CEB
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A1.1

Scale	As indicated
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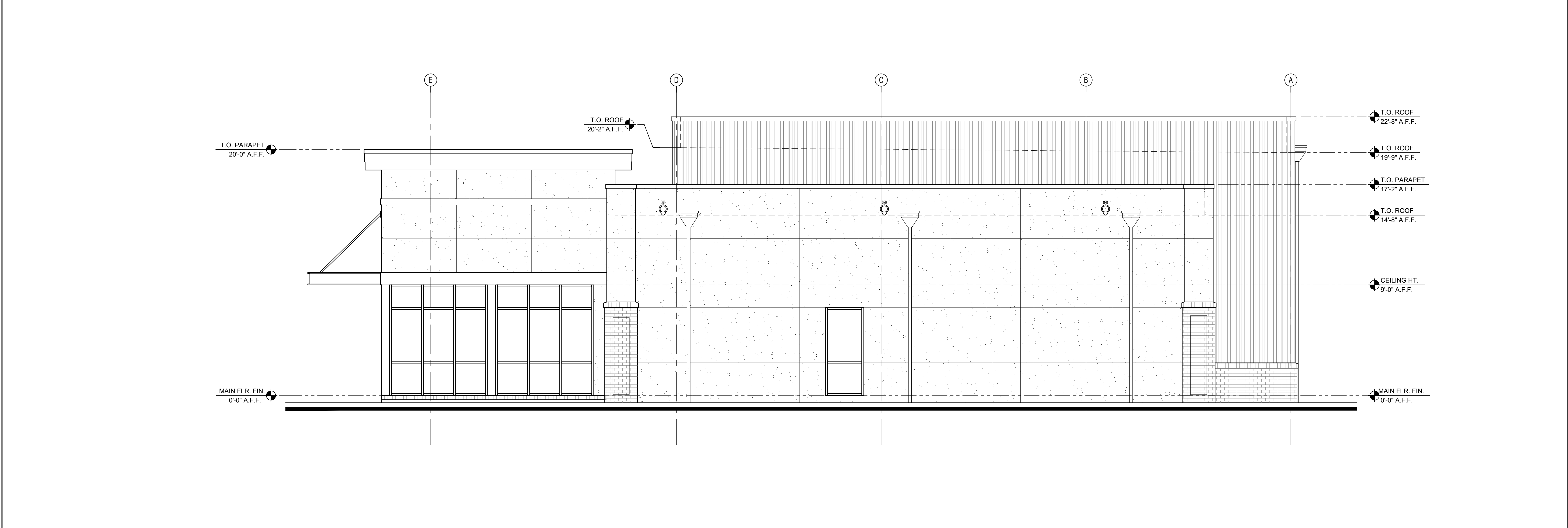
PROJECT INFORMATION

BUILDING SQUARE FOOTAGE = 4,400 S.F.
SEATING TOTAL = 72 SEATS

PROPOSED FLOOR PLAN - TABLE SEATING

SCALE
3/16"= 1'-0"

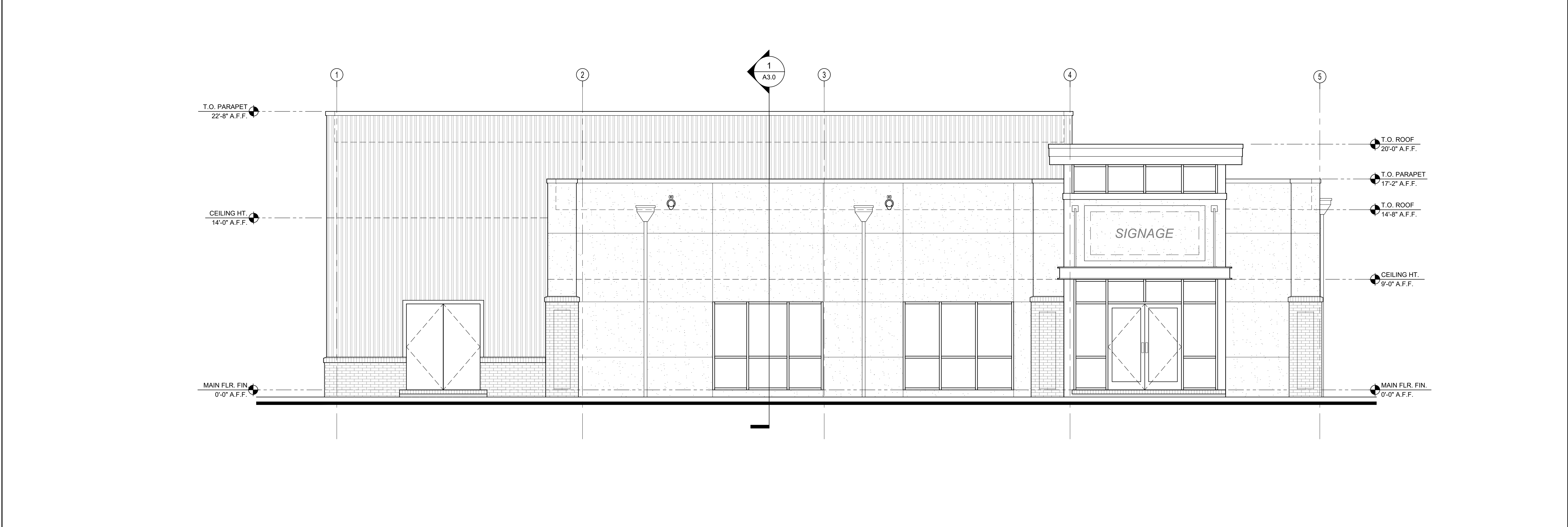
1



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

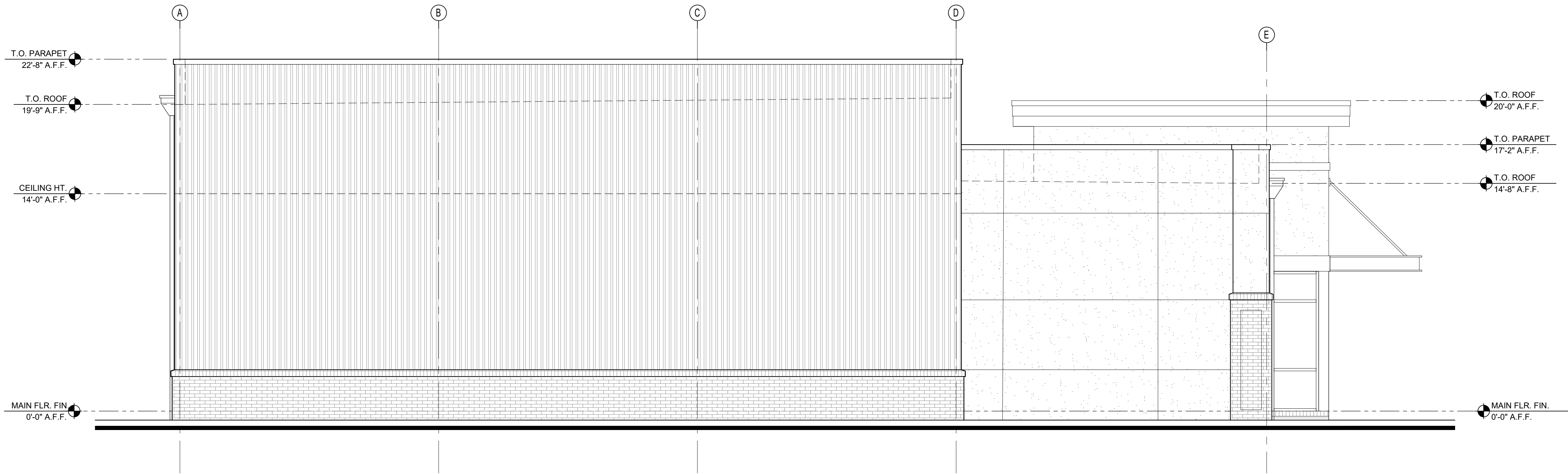
PROPOSED BUILDING ELEVATIONS - OPTION 1

No.	Description	Date

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Project Number
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Drawn By BAR
Checked By CEB

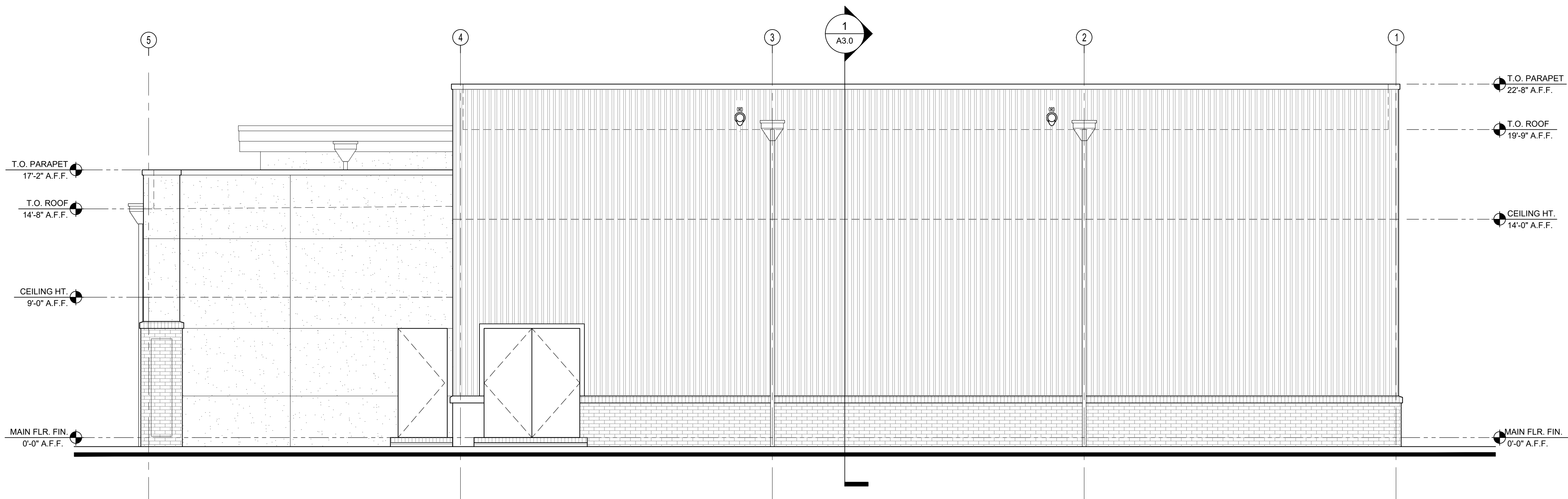
A2.0
Scale As indicated



LEFT SIDE ELEVATION - OPTION 1

SCALE
1/4"= 1'-0"

2



REAR ELEVATION - OPTION 1

SCALE
1/4"= 1'-0"

1

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3688 WEST SMITH STREET
CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS OPTION 1

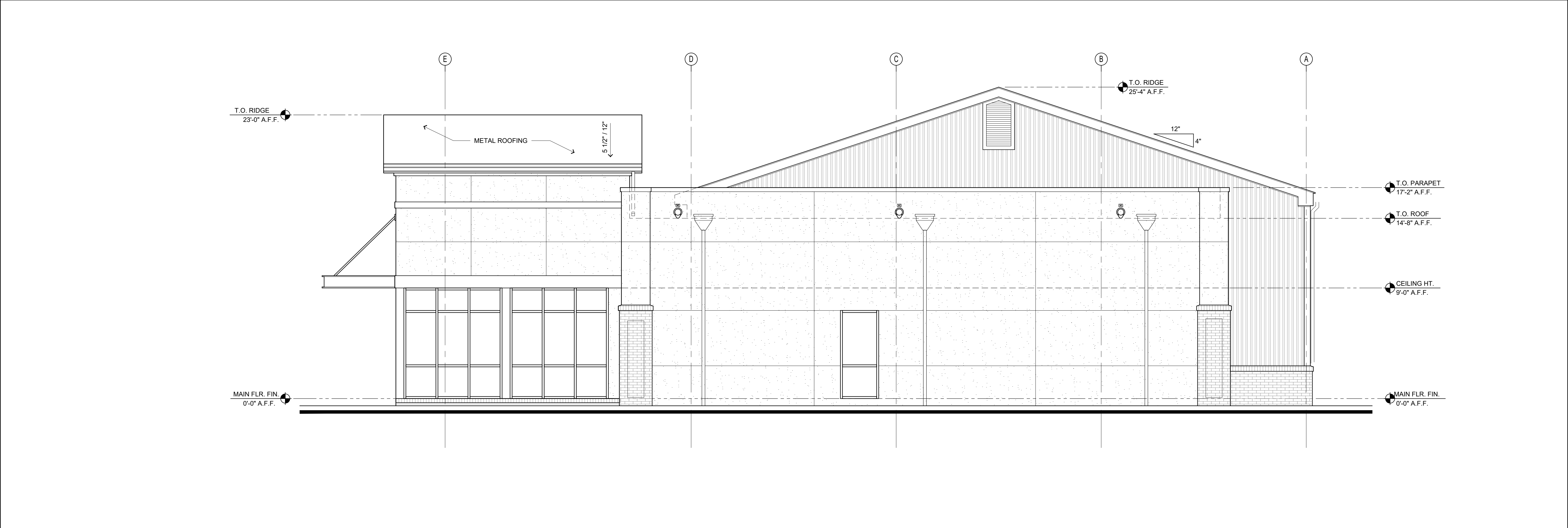
No.	Description	Date

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

A2.1

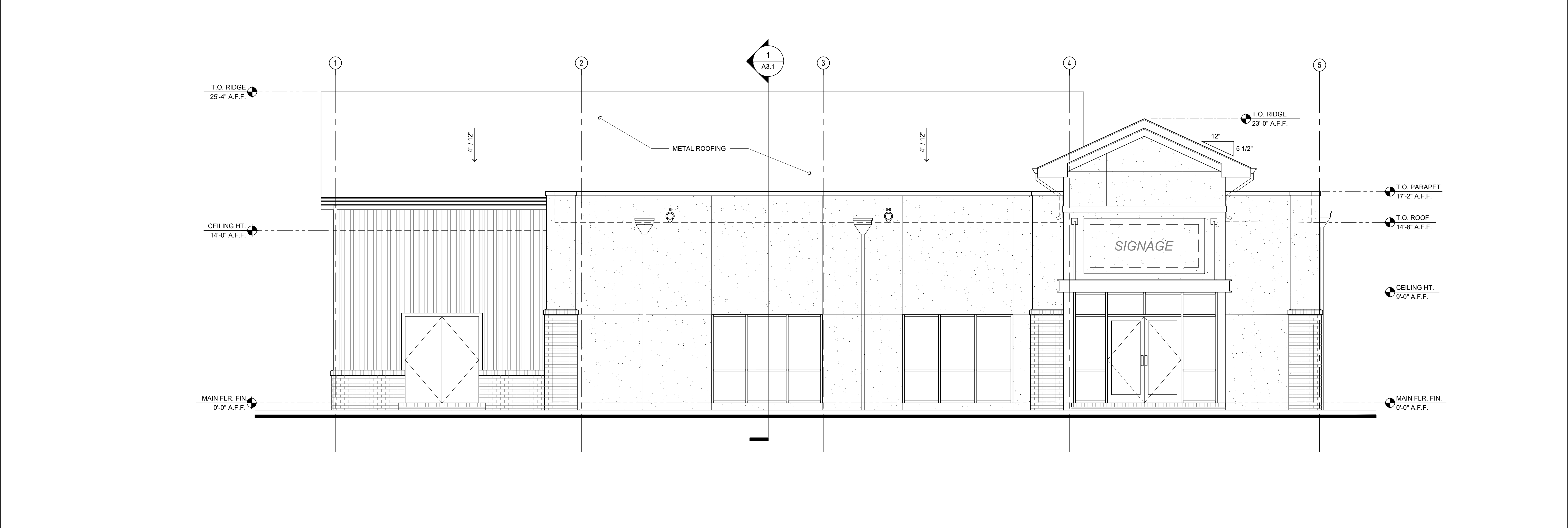
Scale As indicated



RIGHT SIDE ELEVATION - OPTION 2

SCALE
1/4"= 1'-0"

2

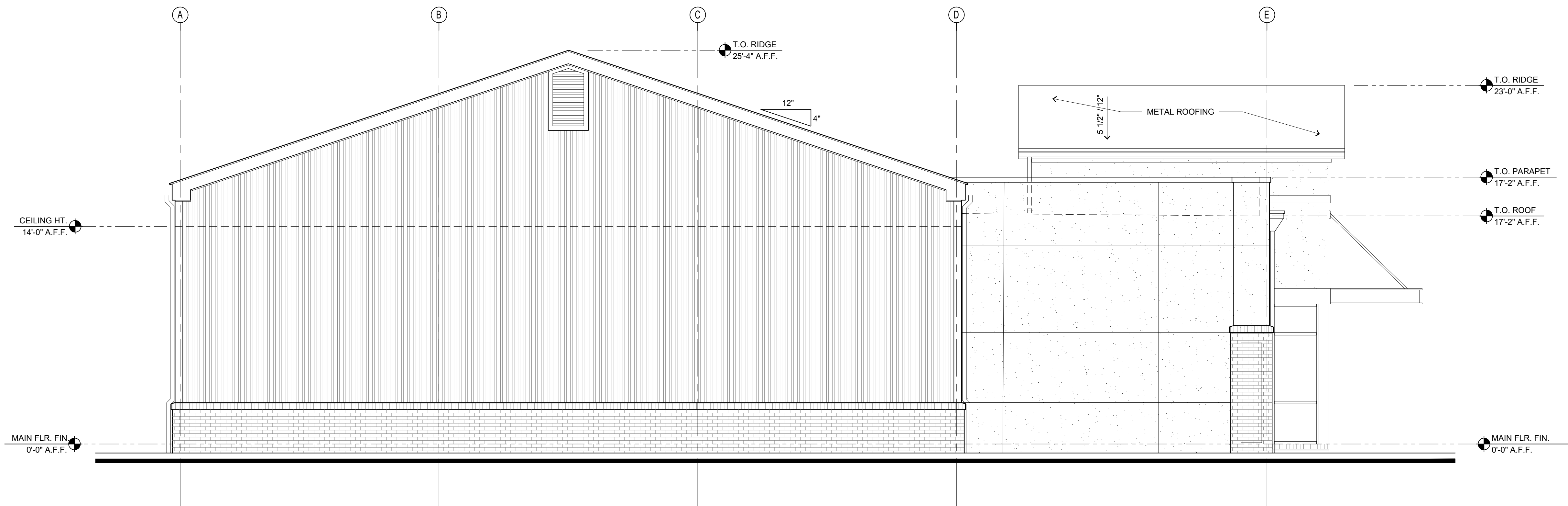


FRONT ELEVATIONS - OPTION 2

SCALE
1/4"= 1'-0"

1

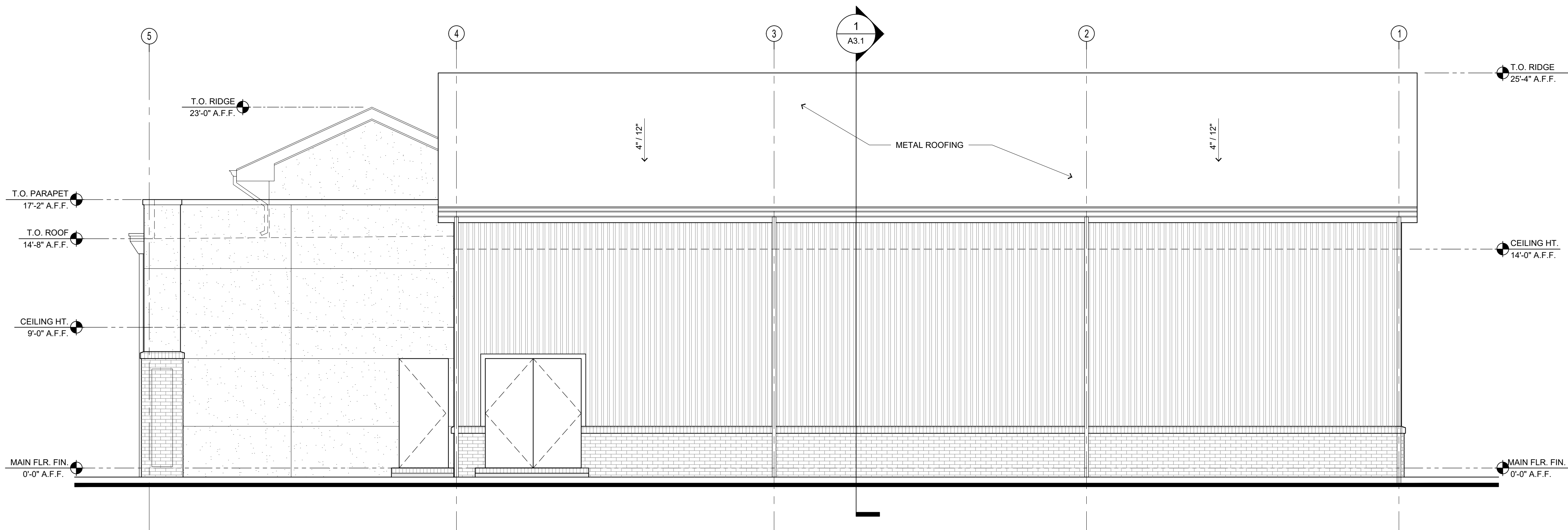
No.	Description	Date



LEFT SIDE ELEVATION - OPTION 2

SCALE
1/4"= 1'-0"

2



REAR ELEVATION - OPTION 2

SCALE
1/4"= 1'-0"

1

COMMUNITY CENTER
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CLARKSTON, GA 30021

PROPOSED BUILDING ELEVATIONS - OPTION 2

No.	Description	Date

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

A2.3
Scale As indicated

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3688 WEST SMITH STREET
CLARKSTON, GA 30021

PROPOSED BUILDING SECTION - OPTION 1

[illegible]

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Project Number

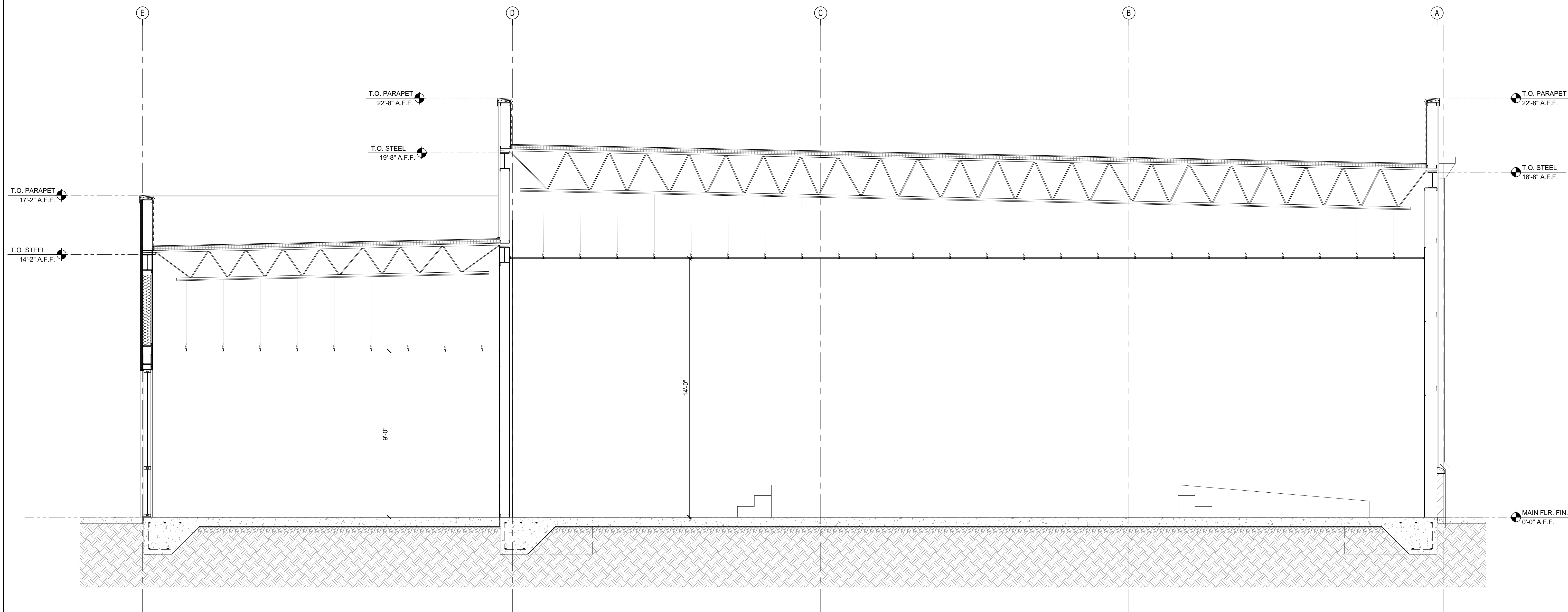
Date	10/23/2025
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Drawn By	BAR
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Checked By CEB

A3.0

Scale	As indicated
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BUILDING SECTION - OPTION 1

SCALE
3/8"= 1'-0"

1

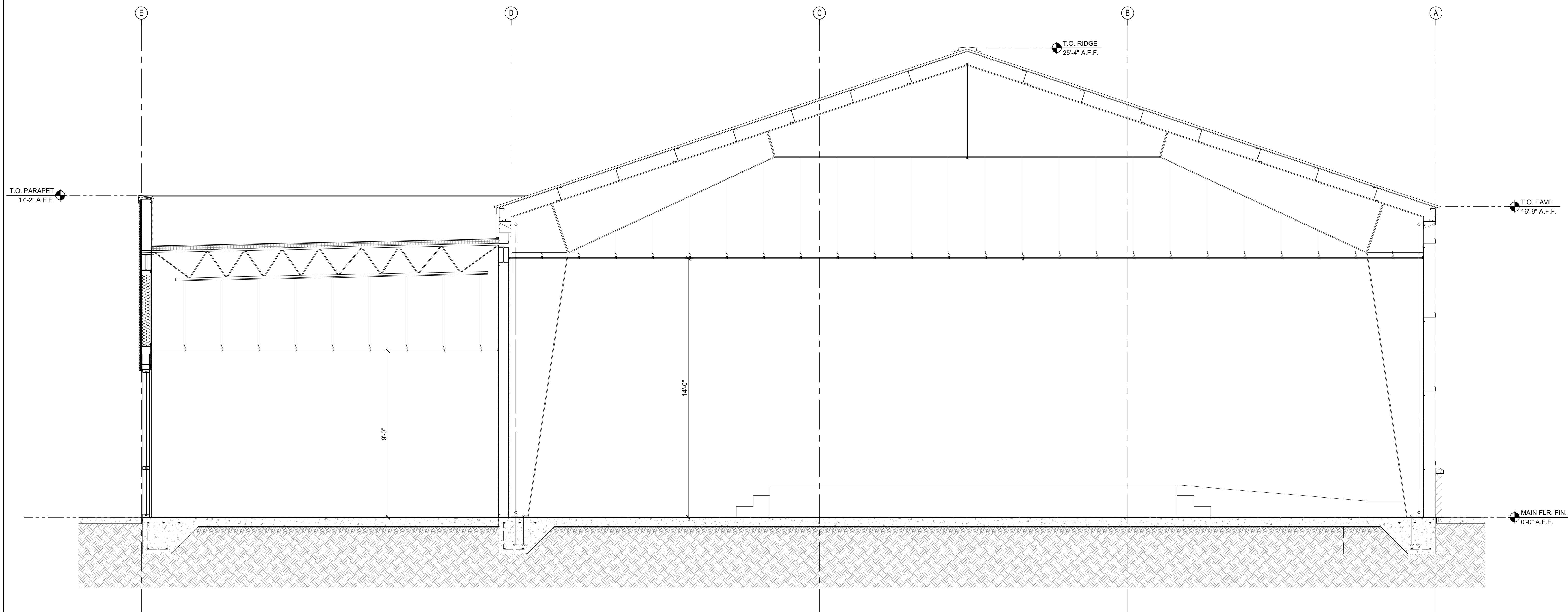


CHARLES E. BYTHWOOD, AIA
Principal

Architects • Planners • Managers

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PROPOSED BUILDING SECTION- OPTION 2

[illegible]

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Project Number

Date	10/23/2025
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Drawn By	BAR
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Checked By	CEB
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A3.1

Scale	As indicated
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BUILDING SECTION - OPTION 2

SCALE
3/8"= 1'-0"

1

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.

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

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

(Supp. No. 14)

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	

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

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

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

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 OF CLARKSTON

WORK SESSION/ CITY COUNCIL MEETING

ITEM NO: XX

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: March 31, 2026

SUBJECT: Present to City Council the status of the SS4A Safety Action Planning Project

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages: 6

INFORMATION CONTACT: Larry Kaiser, PE
PHONE NUMBER: 404-909-5619

PURPOSE: Present the proposed Indian Creek/Montreal Road Corridor alternative cross sections, “near-miss” site sections on the corridor, the non-corridor city-wide safety counter measures including City Council and Mayor Identification of one roadway cross section for purposes of the final SS4A report preparation.

NEED/ IMPACT: No impact at the planning stage

PROJECT DETAILS: 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 (with council/mayor identification of the preferred cross section for final report documentation purposes)
- ❖ “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 cons 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 18th 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 and for final SS4A report documentation. 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.

Funding Update as of April 1, 2026

NOFO has been issued. In prior years the application date for Implementation Grant funding request has been July. The 2026 NOFO has moved the date to May 26, 2026. Staff has read through the NOFO guidelines and offers the following for council/mayor consideration for potential Implementation Funding:

- Request construction funding for a number of counter-measures whereby USDOT would fund 80% of the construction costs and the city responsibility would be the 20% local match and 100% of the design plan development; alternatively
- Request Implementation funding for 80% of the engineering and construction plan development for the council/mayor selected cross section whereby the design fee for complete plan development. The design fee would range from \$8M to \$9M depending on the selected cross-section. The City and County would need to concur on the cost share with the city taking the lead on the application. If approved, the time

frame to construct this project would be reduced by over 50% - essentially construction funding would be more readily available from ARC or other sources once the design and ROW acquisition has been completed. Questions regarding the local commitment for design services would need to be resolved prior to May 26, 2026. Meetings with county administration, staff and CEO would need to occur expeditiously including the city's ability to fund the local share.

Either Implementation Funding scenario selected will require placement on the April work session for discussion and May council meeting for a vote.

Attachments: Project Maps

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

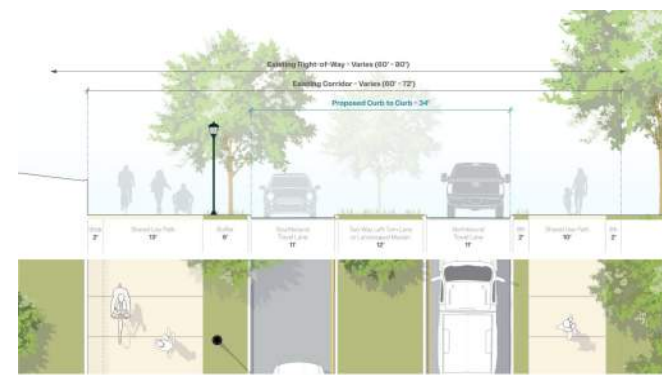
- Simplest construction
- Pedestrians remain separated on sidewalks
- Generally fits within existing roadway footprint

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

AGENDA ITEM SUMMARY SHEET

MEETING DATE: APRIL 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8D	New Business Items	NO

SUBJECT: To consider 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:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

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:

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 GRADE CATEGORY BY POSITION

REVISED

GENERAL EMPLOYEES	GRADE
Maintenance Worker I	101
Administrative Assistant I	102
Equipment Operator II	102
Police Records Clerk	102
Deputy Court Clerk I	103
Parks and Aquatics Manager	103
Equipment Operator III	103
Permits Technician	103
Crew Leader	104
Code Enforcement Officer	105
Accountant Specialist	106
Deputy Court Clerk II	106
Economic Development Coordinator	106
Records Clerk/TAC	106
Executive Assistant/Special Projects Manager	107
Court Administrator	109
Assistant Director of Public Works	109
Director of Recreation and Parks	109
Director of Public Works	110
Technology and Communications Officer	111
Director of Equity, Diversity and Inclusion	111
City Clerk	113
Director of Human Resources and Risk Management	113
Director of Finance	114
Director of Planning and Economic Development	114

POLICE	GRADE
Police Officer	301
Detective	302
Sergeant	303
Lieutenant	304
Captain	305
Assistant Chief of Police	306
Police Chief	307

Proposed Effective Date: 4/13/2026