



PLANNING & ZONING BOARD MEETING AGENDA
TUESDAY, MAY 19, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF THE AGENDA

4. MEETING MINUTES

A. February 17, 2026 Meeting Minutes

B. April 21, 2026 Meeting Minutes

PUBLIC HEARING

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

5. PRESENTATIONS

6. OLD BUSINESS

7. NEW BUSINESS

A. CUP2026-002: Conditional Use Permit (CUP) to allow for a self-service laundry facility at 3635 Church Street, Unit B (Parcel ID: 18 066 01 013).

B. Proposed Text Amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish mobile food vending regulations.

C. Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish accessory food truck standards.

- D. Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to amend the Use Table to add allowances for Mobile Food Vending and Accessory Food Trucks.

8. ADJOURNMENT

MINUTES OF
THE PLANNING & ZONING BOARD OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, FEBRUARY 17, 2026

On Tuesday, February 17, 2026 at 7:01 PM, the Planning & Zoning Commission of Clarkston, Georgia met in a Work Session in-person in the City of Clarkston. Chairman Charles McFarland called the meeting to order. The following members of the Planning & Zoning Commission were present: Vice Chair Amy Medford, Lisa Williams, and Birendra Dhakal. Absent: Felicia Weinert. The following City staff were present: Richard Edwards (Planning and Economic Development Director).

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

Chairperson Chuck McFarland called the meeting to order at 7:01p.m.

2. ROLL CALL

The following members of the Planning & Zoning Commission were present: Birendra Dhakal, Lisa Williams, and Amy Medford. The following staff members were present, Richard Edwards (Planning and Economic Development Director).

3. APPROVAL OF THE AGENDA

Amy Medford motioned to change the order of the agenda. Moving new business Item B. Review and recommendation of CUP2026-001, a Conditional Use Permit (CUP) for a community center at 3688 West Smith Street (Parcel ID: 18 119 01 017) to Item A. Moving new business item A. Review and consideration of PLAT2026-001 , a sketch plat for 13 single-family homes at 905, 911, 917, 929, & 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, and 050). to item B.

Motion seconded by Lisa Williams. Motion passed (4-0).

4. ELECTION OF OFFICERS

A. Chairperson

Lisa Williams motioned to nominate Chuck McFarland as chairperson. Motion seconded by Birendra Dhakal. Motion passed (4-0)

B. Vice-Chairperson

Chairperson Chuck McFarland motioned to nominate Amy Medford as Vice Chairperson. Motion seconded by Birendra Dhakal. Motion passed (4-0).

5. MEETING MINUTES

A. Approval of the November 18, 2025 Planning & Zoning Board meeting minutes.

Amy Medford motioned to approve the November 18, 2025 Planning & Zoning Board meeting minutes. Motion seconded by Lisa Williams. Motion passed (4-0).

B. Approval of the December 16, 2025 Planning & Zoning Board meeting minutes.

Amy Medford motioned to approve the December 16, 2025 Planning & Zoning Board meeting minutes. Motion seconded by Lisa Williams. Motioned passed (4-0).

PUBLIC HEARING

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

6. PRESENTATIONS

None

7. OLD BUSINESS

8. NEW BUSINESS

A. Review and consideration of PLAT2026-001 , a sketch plat for 13 single-family homes at 905, 911, 917, 929, & 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, and 050).

Richard Edwards presented the item.

Lisa Williams asked if there would be a H.O.A.

Amy Medford asked staff if the board could request 6 feet side walks from the applicant.

Public Comments Opened

There were no residents present in favor of the development.

Byron Delgado - Spoke in opposition to the development.

Public Comments Closed

Amy Medford asked for clarification of the parking impact study.

Chairperson McFarland motioned to approve PLAT2026-001 , a sketch plat for 13 single-family homes at 905, 911, 917, 929, & 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, and 050). The motion was seconded by Briendra Dhakal. Motion passed (4-0)

- B.** Review and recommendation of CUP2026-001, a Conditional Use Permit (CUP) for a community center at 3688 West Smith Street (Parcel ID: 18 119 01 017).

Richard Edwards presented the item, and recommended approval of the CUP for a community center at 3688 West Smith Street with the following conditions: (1) The development shall be substantially similar to the site plan dated October 23, 2025. (2) The architectural elevation shall be substantially similar to the plan dated October 23, 2025. (3) A 6'1 fence shall be installed along the property line abutting 3664 West Smith St and 4324 E Ponce de Leon Avenue to prevent light spillage from vehicles into residential properties. (4) The developer shall install a minimum 3-foot continuous row of evergreen shrubs along the parking spaces facing West Smith Street to prevent light spillage from vehicles into residential properties. (5) The hours of operation shall be limited to 7:00 a.m - 9: 00 p.m Sunday-Thursday and 7:00 a.m - 11:00p.m on Fridays and Saturdays.

Lisa Williams asked questions to have a better understanding of the proposed property line, proposed parking situations, and parcel modification clarifications.

Amy Medford sought clarification on the creek that is on property, and prefers an environmentalist to review the area and provide an updated report that addresses the creek that runs along the front edge of the property.

Chairperson McFarland agreed with Amy Medford, and recommended a report that addresses the creek that runs along the front edge of the property.

The applicant asked the board questions related to how the proposed development would impact environmental aspects of the area.

Lisa Williams asked the board if the applicant could not move forward with the recommended study from the Planning and Zoning Commission, and take the

development proposal directly to city council.

PUBLIC COMMENTS

Amssale Denbel— Owns an adjacent property, and has dreamed of new development to be in the area, and in favor of the development.

Widdi Turner — Expressed concerns about traffic impacts and compatibility with the surrounding residential street, and requested a requirement a peak traffic evaluation from the developer, and to consider compatibility before determining if the use is appropriate for the location. The resident is not in favor of the development.

Michele Maserjian — Expressed concern about the economic benefit of the proposed enterprise. The resident is not in favor of the development.

Mitchell Hudson — Shared how the creek that is near his property does retain large amounts of water periodically after it rains, and would like to see an environmental study. The resident is not in favor of the development.

End of public comments.

Amy Medford asked the applicant if the customers were going to travel by foot or vehicle to the property.

Lisa Williams asked the applicant for clarification about how the community center would operate. Specifically, what types of events are expected to occur.

Amy Medford motioned to deny the application. Motion was seconded by Lisa Williams. Motion passed (4-0).

9. ADJOURNMENT

Amy Medford motioned to adjourn the meeting at 8:17 p.m. Motion seconded by Lisa Williams. Motion passed (4-0)

MINUTES OF
THE PLANNING & ZONING BOARD OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, APRIL 21, 2026

On Tuesday, April 21, 2026 at 7:03 PM, the Planning & Zoning Commission of Clarkston, Georgia met in a Work Session in-person in the City of Clarkston. Chairman Charles McFarland called the meeting to order. The following members of the Planning & Zoning Commission were present: Vice Chair Amy Medford, Lisa Williams, and Birendra Dhakal. Absent: Felicia Weinert. The following City staff were present: Richard Edwards (Planning and Economic Development Director).

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

Chairman Charles McFarland called the meeting to order at 7:03 P.M.

2. ROLL CALL

3. APPROVAL OF THE 04/21/2026 AGENDA

Amy Medford moved to approve the April 21, 2026 Planning & Zoning Board Agenda; seconded by Lisa Williams. This motion passed unanimously (4-0).

4. MEETING MINUTES

PUBLIC HEARING

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

5. PRESENTATIONS

A. Planning & Zoning Board Training Session

Planning & Economic Development Director, Richard Edwards, presented the 2026 Planning & Zoning Board training materials.

6. OLD BUSINESS

7. NEW BUSINESS

8. ADJOURNMENT

Amy Medford motioned to adjourn the meeting at 7:51 P.M.; seconded by Birendra Dhakal. This motion passed unanimously (4-0).

STAFF ANALYSIS AND REPORT

APPLICANT: Sayeed Imran – SKM Partners, LLC

LOCATION: 3635 Church Street, Unit B
(Parcel ID: 18 066 01 013)

CASE #: CUP2026-002

ZONING: NC-1: Low-Density Neighborhood Commercial

REQUEST: Conditional Use Permit to allow for a self-service laundry facility.

ZONING/ADJACENT LAND USE:

North	CSX right-of-way & Stone Mountain Trail
South	R-75: Single-family residential (unincorporated DeKalb County)
West	NC-1: Auto repair shop
East	NC-2: U-Haul self-storage

MEETING INFORMATION:

Planning & Zoning Commission:	05/19/2026 – 7:00 P.M
Mayor & City Council Work Session:	06/30/2026 – 7:00 P.M.
Mayor & City Council Public Hearing:	07/07/2026 – 7:00 P.M.

PUBLIC NOTICE INFORMATION:

PNZ Public Notice Sign Posted:	05/04/2026
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RECOMMENDATION:
Staff recommends approval.

BACKGROUND:

This property is 1.382 acres with two existing buildings. The first building contains a convenient store with fuel pumps and the former Clarkston Coin Laundry. The second building contains a restaurant and a hair salon with two vacant commercial spaces. The applicant is requesting a Conditional Use Permit (CUP) to re-open the self-service laundry facility in the existing space.

The existing space is 2,500 square feet of floor area with 42 washing machines and 18 dryers. The applicant is not proposing any increase in square footage nor additional equipment within the commercial space.

There is approximately 7,004 square feet of commercial floor area located on this site, which requires a minimum of 36 parking spaces. The site has 48 existing parking spaces so no additional parking spaces would be required with this proposal.

The former Clarkston Coin Laundry received a 2025 business license but it appears that the business closed sometime in October of 2025. Based on the business being closed for longer than six (6) months, the zoning code would no longer consider this use non-conforming and requires a conditional use permit for self-service laundry facilities in the NC-1 zoning district.

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. This space was previously utilized as a self-service laundry facility. There is a 6-foot wooden fence adjacent to the neighboring residential properties that are in unincorporated DeKalb County.

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. The proposed self-service laundry facility is with an existing business space that was previously utilized as a self-service laundry facility.

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 an existing commercial center with 7,004 square feet of space between two buildings. There is not any new development being proposed with this request. This request is to reactivate a use that previously operated within this space. Staff does believe that this proposal is aligned with the pattern of development in this area.

The Future Land Use Map in the Comprehensive Plan designates this area as Mixed-Use. The proposed self-service laundry facility is consistent with the Mixed-Use Future Land Use designation, which envisions a mix of residential, commercial, and urban-compatible industrial uses.

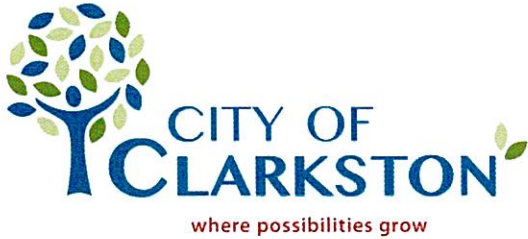
Recommendation:

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 self-service laundry facility at 3635 Church Street, Unit B with the following condition:

1. The self-service laundry facility use shall be limited to 2,500 square feet and shall only be located with Unit B.

Aerial of the site





CITY OF CLARKSTON
CONDITIONAL USE PERMIT APPLICATION

Date Received: 4/30/2026

APPLICANT INFORMATION

APPLICANT NAME: SAYEED IMRAN (SKM PARTNERS LLC)
ADDRESS: 8430 ABINGDON LANE, DULUTH, GA 30097
PHONE: 678-201-7855 CELL: _____ FAX: 678-805-1285
EMAIL ADDRESS: SAYEED@ELEGANTSTAFFING.NET

OWNER INFORMATION (If different from Applicant)

OWNER NAME: PRIME STAR MANAGEMENT
ADDRESS: 375 ROCKBRIDGE RD, SUITE 172-170, LILBURN, GA 30360
PHONE: 404-428-5115 CELL: _____ FAX: _____
EMAIL ADDRESS: PRIMESTARMANAGEMENT@GMAIL.COM

PROPERTY INFORMATION (attach legal description)

ADDRESS: 3635 CHURCH ST. SUITE B, CLARKSTON, GA 30021
PARCEL ID#: 18 066 01 013 LAND LOT: 66 DISTRICT: 18

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: NC-1 CURRENT LAND USE: Vacant retail
PROPOSED LAND USE: Coin operated laundry facility
DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.): _____

CERTIFICATION OF OWNERSHIP

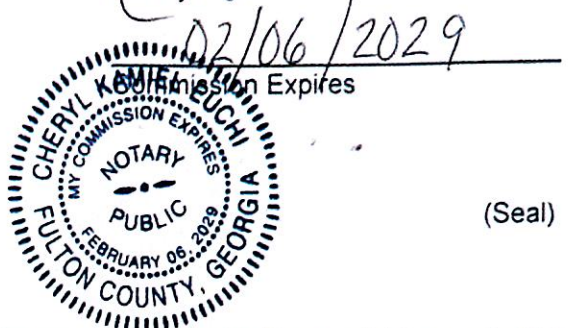
I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: 3635 Church St, Suite B Clarkston, GA 30091

SHEHNOOR SAWJA
Type or Print Owner's Name

[Signature]
Owner's Signature

APRIL 29th 2026
Date

Sworn and subscribed before me this
29th day of April, 2026
[Signature]
Notary Public



POWER OF ATTORNEY (if owner is not the applicant)

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

Type or Print Owner's Name

Owner's Signature

Date

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

Notary Public

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date

ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we Sayeed Imran am/are the owner(s) of the subject property, which is the subject matter of this application. I/we authorize the City of Clarkston to inspect the premises, which is the subject of this request for a Conditional Use Permit.

SAYEED IMRAN
Type or Print Owner's Name

Sayeed
Owner's Signature

4/30/26
Date

LETTER OF INTENT

April 30, 2026

Richard Edwards, AICP
Planning and Economic Development Director
City of Clarkston

Subject: Letter of Intent for Use of Facility at 3635 Church Street, Suite B, Clarkston, GA 30021

Dear Mr. Edwards,

I am writing to formally express my intent to utilize the property located at 3635 Church Street, Suite B, Clarkston, GA 30021, as a self-service coin laundry facility.

This location has a well-established history as a coin-operated laundry, having served the community continuously for over 30 years. Although the facility was recently closed for approximately six months due to a change in ownership and minor interior repairs.

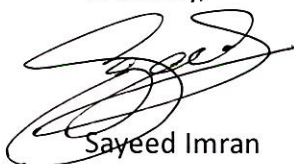
During the closure period, no equipment was replaced or added, and no structural modifications were made to the building. The existing layout and infrastructure remain intact, making the facility suitable for resuming its prior use as a self-service laundromat with minimal disruption.

My intention is to reopen and operate the business in a manner that continues to meet the needs of the local community while maintaining the established purpose of the property. I am committed to ensuring that the facility is properly maintained, fully operational, and compliant with all applicable regulations and standards.

Please consider this letter as a formal statement of my interest and intent regarding the use of this property. I welcome the opportunity to discuss this matter further and provide any additional information you may require.

Thank you for your time and consideration. I look forward to your response.

Sincerely,



Sayeed Imran
8430 Abingdon Ln, Duluth, GA 30097

54'6"

QUICKCLEAN COIN LAUNDRY

3635 Church Street
Clarkston, GA 30021

utility
space

Total Space 2500 sq ft.

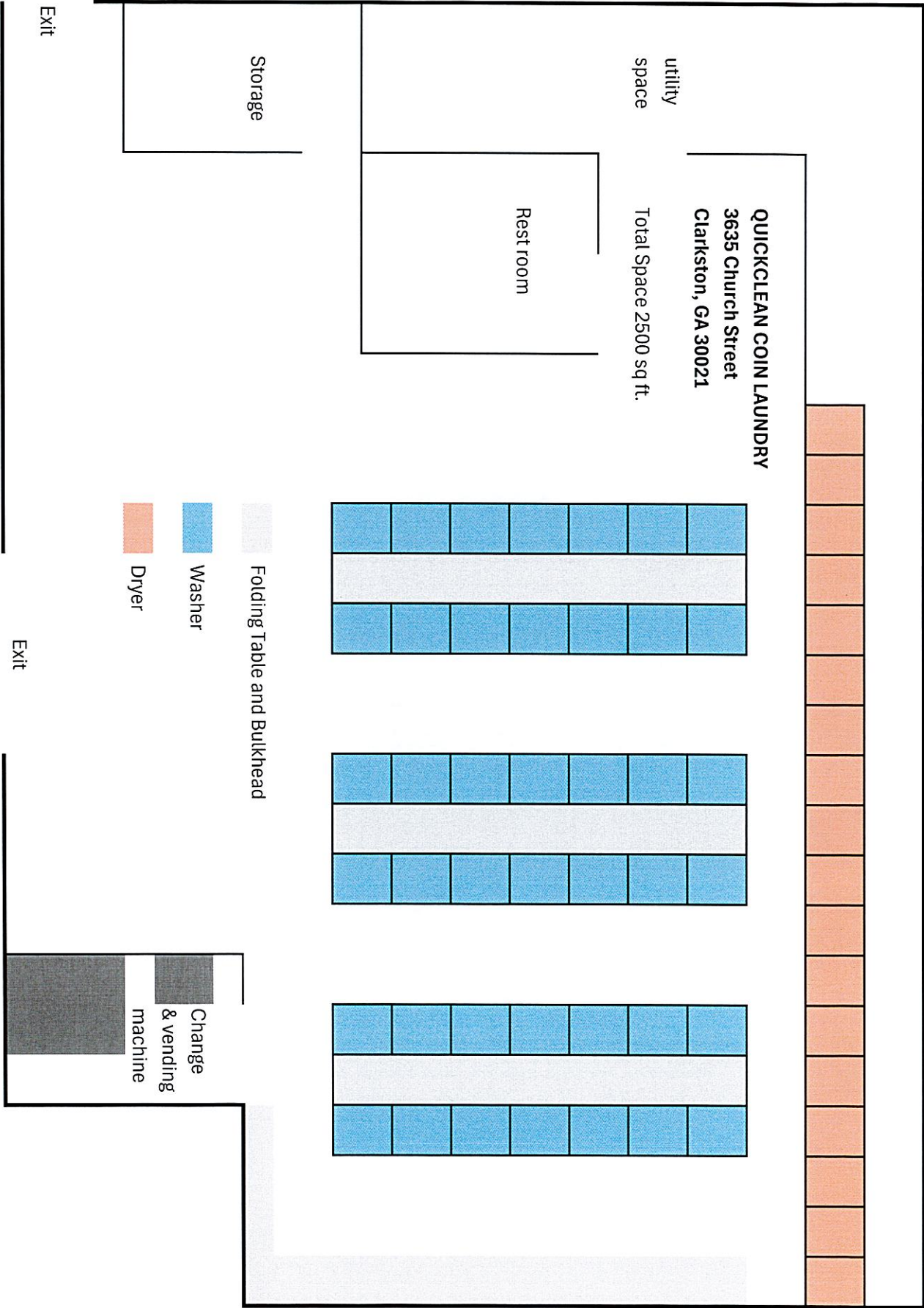
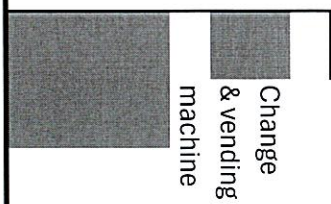
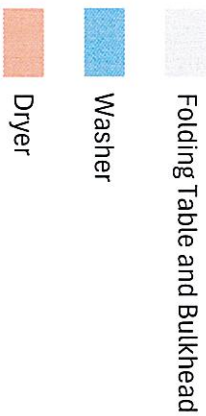
Rest room

Storage

45'

Exit

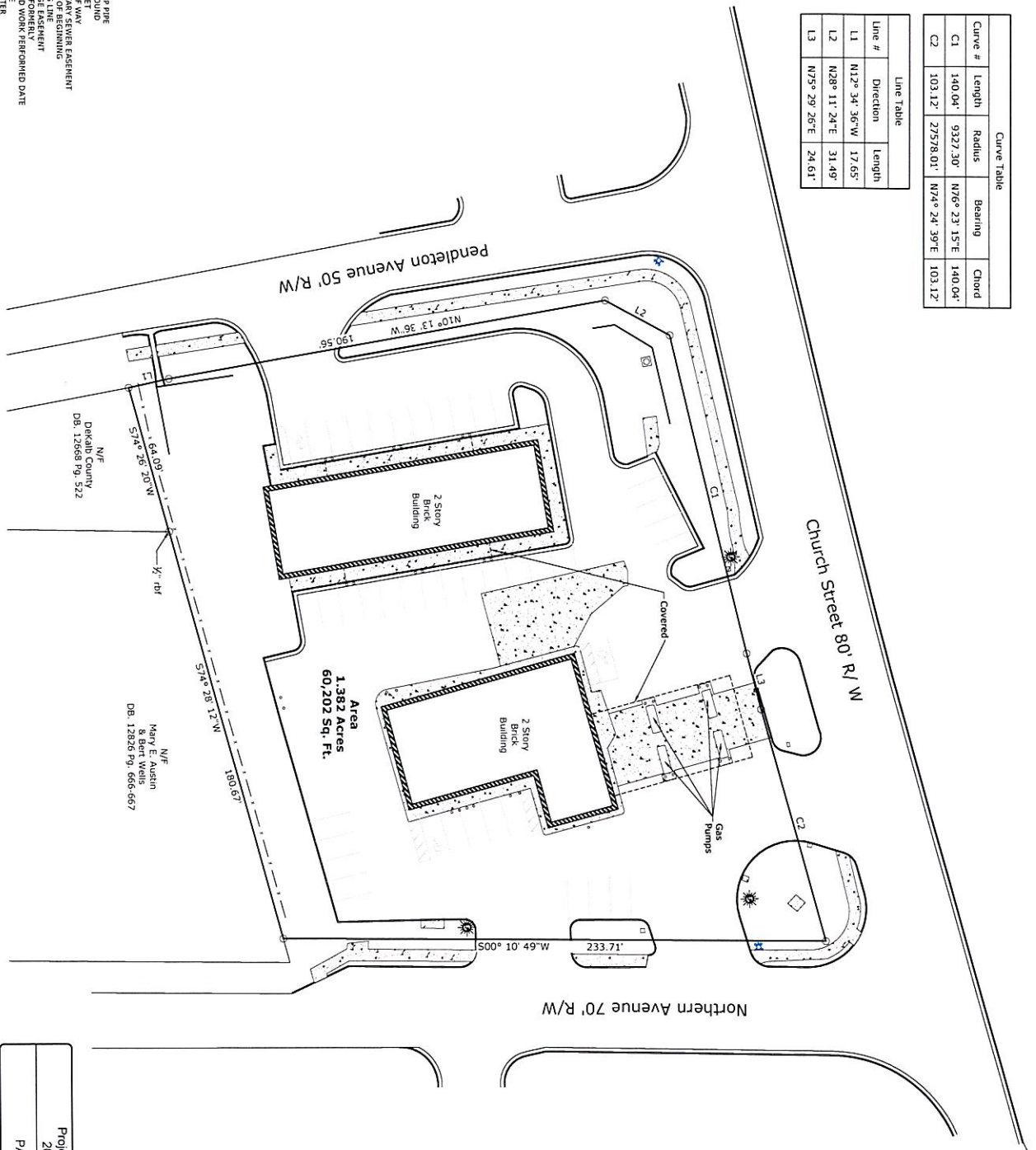
Exit





Curve Table			
Curve #	Length	Radius	Bearing
C1	140.04'	9327.30'	N76° 23' 15"E 140.04'
C2	103.12'	27578.01'	N74° 24' 39"E 103.12'

Line Table		
Line #	Direction	Length
L1	N12° 34' 36"W	17.65'
L2	N28° 11' 24"E	31.49'
L3	N29° 29' 25"E	24.61'



- LEGEND**
- OT - OPEN TOP PIPE
 - RP - REBAR PIPE
 - RS - REBAR SET
 - R/W - RIGHT OF WAY
 - P.O.B. - POINT OF BEGINNING
 - B.L. - BUILDING LINE
 - D.L. - DRAINAGE CASSEMENT
 - D.E. - DRAINAGE EASEMENT
 - F.W.P.D. - FIELD WORK PERFORMED DATE
 - G.V. - GAS VALVE
 - W.M. - WATER METER
 - U.P. - UTILITY POLE
 - D.I.P. - DRAINAGE INLET
 - R.H. - RIBBON HOUSING
 - S.F. - SLOPE
 - X - FENCE
 - DM - DRAINAGE MANHOLE

Pendleton Avenue 50' R/W

Church Street 80' R/W

Northern Avenue 70' R/W

Area
1.382 Acres
60,202 Sq. Ft.

2 Story
Brick
Building

2 Story
Brick
Building

Gas
Pumps

Covered

N/E
DeKalb County
DB. 12568 Pg. 522

N/E
Mary E. Austin
& Bert Wells
DB. 12526 Pg. 666-667

Project Name:
20-205 Alta

PAGE 2



GRAPHIC SCALE 1" = 30'

0 15 30 60

Prime Star Management LLC

Land Lot 66 of the 18th District DeKalb County, Georgia

JOB NUMBER: 20-205 Alta

DATE: 06/11/2020 DRAWN BY: JCB SCALE: 1" = 30'

REVISION	DATE:	DESCRIPTION:
Revised		

FOUR CORNERS SURVEYING

P.O. BOX 15 Tyrone, GA 30290 770-560-3910 & 770-823-9377

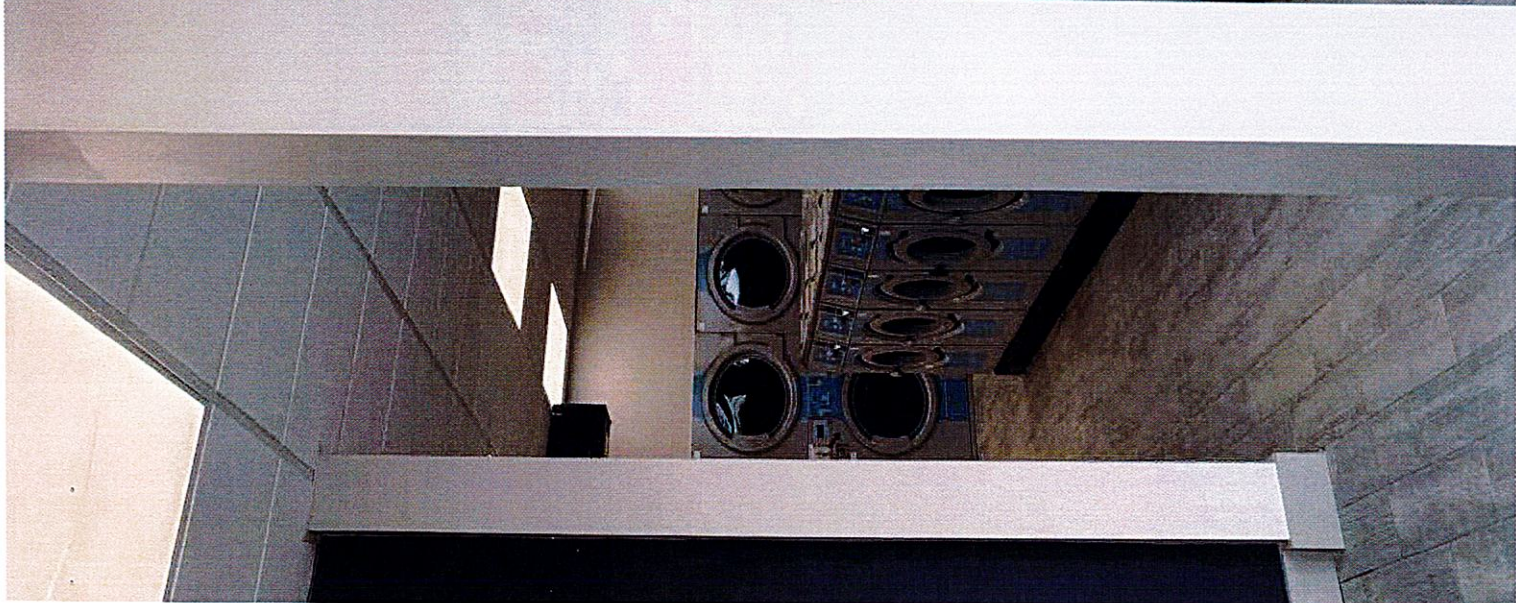
FOUR_CORNERS@BELLSOUTH.NET

SHEET
2 OF 2

















STAFF REPORT

To: City of Clarkston Planning & Zoning Board

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish mobile food vending regulations.

Date: May 19, 2026

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A. Article IV, Divisions 5 and 6* to amend section 414 to eliminate food truck requirements as a temporary use and introduce section 415 as a stand-alone mobile food vending code section.

Summary:

This text amendment is intended to amend to provide clear definitions, licensing requirements, and prohibited activities for mobile vendors that wish to serve food and/or beverages to citizens in Clarkston. Currently, the code only allows for food trucks through the temporary use permit process, but the proposed amendment would allow for food trucks, ice cream trucks, push carts, and temporary food establishments through a mobile vendor licensing process.

The proposed text amendment includes the following definitions:

Food truck vendor shall mean a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.

Ice cream truck shall mean a motor vehicle in which ice cream, popsicles, ice sherbets, or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city.

Pushcart shall mean a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food, unless the equipment is commercially designed and approved to handle food preparation and service. Pushcarts shall not be required to comply with mobile vehicular safety requirements.

Temporary food establishment shall mean a retail food establishment, other than a licensed food truck vendor or pushcart, that is not intended to be permanent and that operates at a fixed location in conjunction with a single event or celebration.

Mobile food vending will be classified as temporary uses. In addition, the proposed text amendment establishes standards for parking, setbacks, licensing, signage, and hours of operation.

Mobile food vending would be allowed in NC-1, NC-2, TC, I, R-OS, NR-CD, and RC zoning districts with the conditional requirements found in the proposed regulations in this proposed text amendment.

DIVISION 5. TEMPORARY USES

Sec. 414. Temporary uses.

- (a) Temporary uses are only permitted with the advance written approval of the city manager within fifteen (15)—thirty (30) days prior to the temporary use of the property. No permit for a temporary use shall be issued unless:
 - (1) Written permission of the property owner is presented.
 - (2) The temporary use is not located within twenty-five (25) feet of any public right-of-way.
 - (3) Adequate parking, ingress and egress are provided on site.
 - (4) All applicable provisions within this code are met.
- (b) No temporary use may last more than forty-five (45) consecutive days.
- (c) No more than two (2) temporary use permits may be obtained per parcel per year.
- (d) Temporary uses include festivals, farmer's markets, storage of construction equipment, tent sales or the sale of goods from any temporary location, including but not limited to, holiday sales, fireworks sales or Christmas tree sales, as well as other special events of community interest, and other uses that the city manager determines to fit within the intent and purpose of this section.
- ~~(e) Food truck means a mobile conveyance equipped with facilities necessary to safely store and/or prepare food and/or drink for consumption, from which customers may directly purchase food and/or drink.
 - ~~(1) Temporary use permits issued by the city manager or his/her designee for a temporary food truck use shall not count toward the limit of two (2) temporary use permits per parcel per year as set out in this section. Food trucks approved by the city manager or his/her designee may be located within twenty-five (25) feet of a public right of way if approved for such location by the city manager or his/her designee.~~~~
- (f) Temporary structures and storage of construction equipment.
 - (1) A temporary structure(s) or sign(s) for use in connection with a construction project or land subdivision development shall be permitted on the land of the project during the construction period if there is an active permit for the site.
 - (2) Storage of construction equipment is permitted if there is an active permit for the site.

(Ord. No. 480, § 1, 6-6-23)

DIVISION 6. MOBILE FOOD VENDING

Sec. 415. Mobile Food Vending.

- (a) Purpose and intent.

(1) The general purpose of this article is to promote the health, safety, and general welfare of the citizens of Clarkston Georgia by requiring that new and existing mobile and temporary food establishments provide residents and customers with a consistent level of cleanliness, quality and safety.

(2) It is also the intent of this article to establish reasonable guidelines and restrictions for mobile and temporary food establishments in relationship to established restaurant businesses and ensure the safe and convenient use of the public rights-of-way.

(b) Definitions.

(1) Mobile food vendor shall mean any vending unit, truck, trailer, temporary establishment or pushcart that is not a permanent restaurant that serves food or drink to the public. For the purpose of licensing, mobile food vendors shall be defined as one of the following:

(i) Food truck vendor shall mean a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.

(ii) Ice cream truck shall mean a motor vehicle in which ice cream, popsicles, ice sherbets, or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city.

(iii) Pushcart shall mean a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food, unless the equipment is commercially designed and approved to handle food preparation and service. Pushcarts shall not be required to comply with mobile vehicular safety requirements.

(iv) Temporary food establishment shall mean a retail food establishment, other than a licensed food truck vendor or pushcart, that is not intended to be permanent and that operates at a fixed location in conjunction with a single event or celebration.

(2) Commissary shall mean an approved catering establishment, restaurant, or other location approved by the governing body of the jurisdiction in which it is located in which food, containers or supplies are kept, handled, prepared, packaged or stored as related to a mobile food vending unit.

(3) Vending site shall mean a mobile retail food establishment location at which a mobile food vendor is permitted to offer food for sale. Vending site shall not refer to the commissary or place at which the mobile food vendor unit is approved to be stored when not in use.

(c) License required.

(1) It shall be unlawful for any person or business to sell, or offer for sale, food of any type from a food truck, ice cream truck, pushcart or temporary food establishment without a license first having been granted under this section, except when a permit is not required in accordance with the department of public health.

(2) The license requirements herein may be waived by the City of Clarkston for an event hosted by the City of Clarkston. Any permits that shall be required by the department of public health will still be required.

(3) An application for a license hereunder shall be submitted to the City of Clarkston setting forth all information required hereunder and in compliance with this ordinance. The City of Clarkston shall develop a form of application for the purpose of compliance with this article.

(4) When applicable, the following information shall be provided with each application for a mobile food vendor license:

-
- (i) Name of the mobile food vendor;
 - (ii) Type, make, model, and license plate number of vending unit;
 - (iii) Description of how the waste and emissions will be managed;
 - (iv) Owner's contact information;
 - (v) Operator's contact information;
 - (vi) Copy of approval to vend from the Department of Public Health;
 - (vii) Copy of approved permit from Georgia Department of Agriculture (for ice cream trucks only);
 - (viii) Copy of the operator's liability insurance policy;
 - (ix) List of proposed operating locations and times the mobile food vendor will be in operation;
 - (x) Signatures from property owners indicating consent for the use of their property;
 - (xi) Signature of applicant indicating agreement to comply with the requirements listed in this ordinance; and
 - (xii) A site plan demonstrating that all applicable regulations are being met.

(d) Prohibited conduct and requirements.

- (1) The mobile food vendor shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all licenses required by any other health, organization or governmental organization having jurisdiction over this subject matter.
- (2) The license under which the mobile food vendor is operating must be firmly attached and visible on the mobile food vending unit or structure at all times.
- (3) Food service licenses issued under this ordinance do not allow for alcohol. Mobile food vendors dispensing alcohol will be required to obtain any applicable alcohol licenses from The City of Clarkston and the State of Georgia.
- (4) Food vending shall only be conducted from the vending unit or structure and customer seating shall not be provided by the mobile food vendor.
- (5) A mobile food vendor shall maintain a \$1,000,000.00 liability insurance policy. Proof of current liability insurance, issued by an insurance company licensed to do business in Georgia, protecting the food truck vendor, the public and the city from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days advanced written notice to the city.
- (6) A mobile food vendor shall not make sounds or announcements to call attention to the vending unit either while traveling on the public rights-of-way or when stationary. At all times said mobile food vendor shall be in compliance with the City of Clarkston noise ordinance.
- (7) Except as may be allowed as part of a city-hosted special event, vending structures shall not be left unattended or stored at any time on the open vending site when vending is not taking place or during restricted hours of operation.
- (8) No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile food vendor unless each side of the vehicle is marked, in letters and numbers at least three inches in height, with the name and address of the food truck vendor licensee.

(9) The following safety regulations shall apply to any and all vehicles operating as vending units under this article:

- (i) Every vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
- (ii) Every vehicle shall be equipped with two rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle.

(10) Food truck vendors:

- (i) Any driver of a food truck vendor motorized vehicle must possess a valid driver's license.
- (ii) Except as otherwise allowed and described within this article, a food truck must operate from a motorized, wheeled vehicle that may lawfully be driven upon streets and roadways within the state.

(11) Vending locations:

- (i) Except in participation with a city hosted special event or private event not open to the public, mobile food vendors shall only be permitted to operate in the NC-1, NC-2, I, NR-CD, and TC zoning districts.
- (iii) A mobile food vendor shall not operate on any private property without the written consent of the owner, a copy of which shall be maintained in the mobile food vending units or structure.
- (iv) Except as may be allowed as part of a city hosted special event, mobile retail food establishments are permitted on a given property no more than two consecutive days and no more than ten days in any calendar month. A minimum of two calendar days must transpire between operating periods on any given property.
- (v) Except as may be allowed as part of a city hosted special event, operating a mobile retail food establishment may occupy no more than ten percent of the designated parking spaces on a given property.
- (vi) The placement of the mobile retail food establishment shall not impede the flow of traffic, or cause any potential safety hazards to pedestrians or vehicles. The City of Springfield and Police Department reserve the right to limit proximity to street intersections, pedestrian crosswalks, and/or access driveways in efforts to avoid potential safety concern for mobile food vendors and their patrons, vehicular traffic, and pedestrians.
- (vii) Mobile food vendors shall always orient themselves in such a way that the service window is not adjacent to any portion of an active public right-of-way. Under no circumstances should vending lines be formed, or patrons be expected to be in a public right-of-way, upon a public sidewalk, or in travel lanes of open parking areas while patronizing a mobile food vendor.
- (viii) Except as may be allowed as part of a city-approved special event, mobile food vendors shall not be located within 200 feet of the nearest corner of any existing food service establishment during its hours of operation without prior written permission from the food service establishment a copy of which shall be maintained in the mobile food vending units or structure.
- (ix) Mobile food vendors shall not be located within 200 feet of any city hosted or sanctioned special event, unless the mobile food vendor is licensed by the city to operate at such an event.

(e) Signage. One A-Frame sign no larger than six (6) square feet shall be allowed within five (5) feet of the accessory food truck with the following requirements:

(1) the sign shall not impede vehicular or pedestrian circulation; and

(2) the sign shall not be placed in a tree island or landscape strip.

(f) Indemnity. As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the City of Springfield, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.

(g) Revocation and suspension. The city shall have the right to revoke or suspend any license granted hereunder if the mobile food vendor is found in violation of this ordinance, or any other city ordinance or regulation, or if the mobile food vendor is found to be creating a danger to public health.

(h) Fees. The fee for every application for license under this section shall be set by the city council.



Mobile Food Vending License Application

Planning & Economic Development Department

736 Park North Blvd, Ste 120

Clarkston, GA 30021

Vending Unit Name: _____

Owner Name: _____

Owner Mailing Address: _____

Contact Phone Number: _____ Email Address: _____

Type of Vending Unit (select only one per application):

A. Food Truck Vendor

A retail food establishment that is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.

C. Pushcart

A non-self-propelled vehicle limited to serving pre-prepared or prepackaged food and non-potentially hazardous food.

B. Ice cream truck

A motor vehicle in which ice cream, popsicles, ice sherbets, or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city.

D. Temporary food establishment

A retail food establishment, other than a licensed food truck vendor or pushcart that operates at a fixed location in conjunction with a single event or celebration.

Brief Description of vending unit, including type, make, model dimensions:

License Plate Number of Food Truck or Trailer: _____

Please attach the following:

1. List of vending unit operators names and phone numbers
2. Copy of approved permit from Department of Public Health or Department of Agriculture
3. List of proposed operating locations and times
4. Property owner consent for all proposed locations
5. Site plan

As the responsible party for the above listed Mobile Food Vending Unit I have read and understand all aspects of City of Clarkston Mobile Food Vending, Section 415, and I understand my food vending license may be revoked for failure to follow any and all regulations there in.

Applicants Signature

Date

To be completed by Administration:

Approval: _____ Date: _____ Fee: _____

Payment Received: _____ Amount: _____ () Cash () Card () Check # _____

STAFF REPORT

To: City of Clarkston Planning & Zoning Board

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish accessory food truck standards.

Date: May 19, 2026

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A. Article IV* to amend Sec. 412. Accessory structures and uses to include accessory food truck uses.

Summary:

This text amendment is intended to allow, on a limited basis, food trucks to operate as accessory structures. The proposed definition for an accessory food truck is as follows: A self-contained, mobile restaurant without seating, located on the same property as an active restaurant that has a current business license.

The accessory food truck will be classified as an accessory structure. In addition, the proposed text amendment establishes standards for parking, setbacks, licensing, signage, and hours of operation.

Accessory food trucks would be allowed in NC-1, NC-2, TC, I, NR-CD, and RC zoning districts with the conditional requirements found in the proposed regulations in this proposed text amendment.

Sec. 412. Accessory structures and uses.

Accessory buildings, structures and uses determined by the city manager or his/her designee to be normally incidental to one (1) or more permitted primary uses are hereby permitted as follows:

- (a) Residential districts.
 - (1) Accessory structures allowed in all residential districts may include, but are not limited to garages, storage sheds, and personal recreational facilities such as swimming pools and tennis courts.
 - (2) Residential sheds, workshops, greenhouses or other such accessory buildings shall be located in a rear yard, are limited to one (1) story and shall not exceed one hundred and twenty (120) square feet in size.
 - (3) All such structures shall be located on the same lot as and to the side or rear of the primary building. Accessory structures shall be located at least ten (10) feet from side or rear lot lines, or within the side- or rear-yard setback, whichever is greater. In cases of corner lots, the accessory structure may not be closer to any right-of-way than the primary building.
 - (4) Garages and other accessory buildings shall meet the dimensional standard requirements of the zoning district where they are to be located.
 - (5) When an accessory structure is attached to the primary building in any manner, it shall be deemed part of the primary structure and subject to all primary structure requirements.
 - (6) No accessory structure shall be constructed upon a lot before the primary building.
 - (7) The area of the accessory building's footprint may not exceed fifty (50) percent of the primary structure's footprint.
 - (8) Swimming pools must be enclosed by a fence not less than six (6) feet in height with a self-closing, self-latching gate and must comply with all applicable safety and health ordinances.
 - (9) Heating and air conditioning units may encroach five (5) feet into the required rear or side setback.
- (b) Non-residential and mixed-use districts.
 - (1) Such structures and uses shall be located on the same lot as the primary building to which they are accessory.
 - (2) No accessory structure shall be constructed upon a lot before the primary building.
 - (3) Such structures and uses shall not be permitted in a required front or side yard.
 - (4) Accessory uses and structures such as garages, greenhouses or workshops, shall not be rented or occupied for gain.
 - (5) Where a corner lot adjoins in the rear a lot in a residential district, no accessory building shall be located closer to the side street right-of-way line than the primary building or closer than twenty-five (25) feet to the rear property line.
 - (6) When an accessory building is attached to the primary building by breezeway, passageway or similar means, it shall comply with the yard requirements of the primary building to which it is accessory.
- (c) Pools.

-
- (1) Accessory use swimming pools having a minimum depth of two (2) feet:
 - (i) Shall be permitted only upon written approval of the county health department to indicate compliance with applicable health department swimming pool regulations.
 - (ii) Shall be located a minimum of ten (10) feet from any property line.
 - (iii) Shall be completely enclosed with an adequate protective fence of not less than six (6) feet in height and with an appropriate closure.

(d) Accessory Food Truck

- (1) An accessory food truck shall be defined as a self-contained, mobile restaurant without seating located on the same property with an active restaurant that has a current occupational tax certificate.
 - (2) Such uses are allowed as an accessory use on any property that allows and includes an active restaurant with a current occupational tax certificate operating within a permanent structure.
 - (3) No additional parking is required for an accessory food truck and may occupy a maximum of three (3) existing parking spaces.
 - (4) An accessory food truck may be located anywhere on the property with the following exceptions:
 - (i) in front of the primary building, unless permission is granted by the business located immediately behind the accessory food truck;
 - (ii) in a location that blocks visibility or access to vehicular traffic; or
 - (ii) within 250 feet of a residential structure.
 - (5) An operator of an accessory food truck business must obtain an administrative permit, a city business license, alcohol license (if applicable), health department approval, and any other licensing or certification required of a mobile food vendor.
 - (6) The operator must submit the following documents with their administrative permit application:
 - (i) a copy of all required county and state licenses and approvals;
 - (ii) a letter identifying the name of the business, hours of operations, a description of how waste and emissions will be managed; and
 - (iii) a site plan demonstrating that all applicable regulations are being met.
 - (7) One A-Frame sign no larger than six (6) square feet shall be allowed within five (5) feet of the accessory food truck with the following requirements:
 - (i) the sign shall not impede vehicular or pedestrian circulation;
 - (ii) the sign shall not be placed in a tree island or landscape strip.
 - (8) Hours of operation shall be limited to 7AM to 10PM, daily; and
 - (9) Accessory food trucks shall be limited to one (1) per lot.
- ~~(de)~~ In all zoning districts, no accessory use shall be permitted in public rights-of-way except mailboxes, sidewalks, driveways, light posts, and decorative landscaping with the permission of the public works director.
- ~~(ef)~~ Accessory structures may not be used for residential purposes, except for accessory dwellings in conformance with Sec. 414 of this article.

(Ord. No. 480, § 1, 6-6-23)

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(Supp. No. 14)

STAFF REPORT

To: City of Clarkston Planning & Zoning Board

From: Richard Edwards, AICP

Subject: Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to amend the Use Table to add allowances for Mobile Food Vending and Accessory Food Trucks.

Date: May 19, 2026

Purpose:

The purpose of this staff report and analysis is to present the proposed text amendments to *Appendix A, Article IV* to amend the Use Table to add allowances for Mobile Food Vending and Accessory Food Trucks.

Summary:

This text amendment is intended to amend the Use Table to reflect the amendments to add the allowances of mobile food vending and accessory food trucks.

Mobile food vending would be allowed in NC-1, NC-2, TC, I, R-OS, NR-CD, and RC zoning districts with the conditional requirements found in the newly created Sec. 415.

Accessory food trucks would be allowed in NC-1, NC-2, TC, I, NR-CD, and RC zoning districts with the conditional requirements found in Sec. 412.

Sec. 403. Use Table.

Table 4.1 indicates the permitted uses within the city zoning districts. Additional use restrictions or conditions may apply to permitted or conditional uses as set forth in the supplemental standards found in this Article.

- (a) The uses listed in table 4.1 shall be permitted only within the zoning districts identified, and no use shall be established, and no structure associated with such use shall be erected, structurally altered or enlarged unless the use is permitted as:
 - (1) A permitted use (P);
 - (2) A conditional use (C) subject to the conditional use permit application procedures specified in article II of this chapter;
 - (3) An administratively approved use (AP);
 - (4) An accessory use (Pa) as regulated by Article IV of this chapter. Table 4.1 does not list all accessory uses but clarifies uses acceptable as accessory, though not typically considered primary uses for the zoning classification;
 - (5) Uses lawfully established prior to the effective date of the ordinance from which this chapter is derived.
- (b) Any use not listed in Table 4.1 or interpreted to be allowed by the city manager pursuant to subsection d in this section is prohibited.
- (c) If there is a conflict between table 4.1 and the text of this chapter, the text shall prevail.
- (d) Interpretation of unlisted uses:
 - (1) Where a particular use is not specifically listed in table 4.1, the city manager shall have the authority to permit the use if the use is similar to uses permitted by this article. The city manager shall give due consideration to the purpose and intent statements contained in this zoning ordinance concerning the base zoning districts involved, the character of the uses specifically identified and the character of the uses in question.

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		
Car washes					C		C				
Child day care, adult day care				C	P	P			P		Sec. 406
Convenient store w/o fuel pumps					P		P				Sec. 411.1
Convenient store w/ fuel pumps					P		P				Sec. 411.1
Dry cleaner (except drive thru)				P	P						
Eating and drinking establishment, excluding drive-thru/drive-in establishments				P	P	P	P		P	P	
Eating and drinking establishment, including drive-thru/drive-in establishments					C						
Electronics and appliance store						P					
Entertainment venues (non-adult oriented)							P				
Florist				P	P	P			P	P	
Funeral home (no on-site crematory services)							P				
Furniture and home furnishings						P					
Greenhouses and horticultural nurseries				P	P				P	P	

Grocery store					P	C			C		
Fitness Center 5,000 sq. ft or less					P	P	P		P	P	
Fitness Center 5,000 sq. ft or greater					P		P		C		
Hookah/Vape Store											
Hospital							P				
Hotel						C					
Jewelry store				P	P	P			P	P	
Laundry, self-service				C	C		C				
Massage establishment							C				
Microbrewery				P	P	P	P		C		
Movie Theater (non-adult oriented)						P	P				
Non-automotive repair services (cameras, jewelry, shoes)				P	P	P	P				
Parking structure				Pa	Pa	Pa	Pa	Pa	Pa		
Personal service establishment (barber shop, hair salon, nail salon)				P	P	P			P	P	
Pet boarding/breeding kennel							P				
Pet grooming and supply shop				P	P	P					
Pharmacy or Drug store				P	P						
Recycling collection				Pa	Pa	Pa	Pa			Pa	
Recycling collection/drop off centers									Pa		
Research and experimental testing laboratories							C				
Retail, 2,500 - 5,000 s.f.					P	P			P	C	
Retail, 2,500 s.f. or less				P	P				P	P	
Retail, over 5,000 s.f.						P	P				
Shoe store				P	P	P					
Small food retail					P	P			P		Sec. 411.2
Sporting goods store				P	P	P					
Tattoo parlor and piercing studio					P	P	P				
Title loan businesses, pawn shops							C				
Toy store				P	P	P					
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					C		P				

sales/service/rental/parts/repair establishments												
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	AP	Sec. 414
Festival				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
<u>Mobile Food Vending, Food truck</u>				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 415 414
<u>Accessory Food Truck</u>				<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>		<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>Sec. 412</u>
Seasonal activities and sales				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Storage of construction equipment				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
Tent sale/sale of goods from temporary location				AP	AP	AP	AP	AP	AP	AP	AP	Sec. 414
* When approved by City Council												

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