



PLANNING & ZONING BOARD MEETING AGENDA
TUESDAY, AUGUST 18, 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 8/18/2026 AGENDA**
- 4. APPROVAL OF THE 5/19/2026 MEETING MINUTES**
 - A. 5/19/2026 Meeting Minutes**
- 5. PRESENTATIONS**
- 6. OLD BUSINESS**
 - A.** Discussion of an ordinance by the City of Clarkston to amend Chapter 11 of the City code to add new Article XI to regulate mobile food vendors; to provide for licensing; to provide for minimum insurance coverage; to provide for location restrictions; to establish minimum health and safety standards; and for other purposes.

A public hearing will be held on this item before it is considered by City Council. No votes will take place at tonight's meeting. This item is for informational purposes only.
- 7. NEW BUSINESS**
- 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, MAY 19, 2026

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 7:00p.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: ChaQuias Miller Thonrton, City Manager, Jacob Bouie, Economic Development Coordinator, Dana Spade of CPL, and Gillam Sinharoy of CPL.

3. APPROVAL OF THE AGENDA

Lisa Williams motioned to approve the May 19, 2026 agenda. Motion was seconded by Birendra Dhakal. Motion passed (5-0)

4. MEETING MINUTES

A. February 17, 2026 Meeting Minutes

Lisa W. motioned to approve the February 17, 2026 meeting minutes. Motion was seconded by Felicia W. Motion passed (5-0)

B. April 21, 2026 Meeting Minutes

Amy M. motioned to approve the April 21, 2026, meeting minutes. Motion was seconded by Felicia W. Motion 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.

5. PRESENTATIONS

None

6. OLD BUSINESS

None

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).

The Board considered a conditional use permit request to allow a self-service laundry facility at 3635 Church Street, Unit B. Staff and the consultant team explained that the laundromat had previously operated at the same location but had been closed for a period of time. Due to the lapse in operation and changes related to ownership and interior repairs, the applicant was required to seek conditional use approval before reopening.

Board members asked questions regarding the history of the business, whether ownership had changed, and whether improvements had been made to the facility. The consultant noted that the letter of intent referenced a change in ownership and minor interior repairs, including replacement of equipment, but the applicant was not present to provide additional details.

Chair McFarland opened the item for public comment. No public comments were offered in support or opposition. The public comment portion was closed.

Amy M. motioned to approve the conditional use permit to allow a self-service laundry facility at 3635 Church Street, Unit B, subject to the conditions provided by staff. Motion was seconded by Lisa W. Motion passed (5-0)

- 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.

Because the three proposed text amendments: Proposed Text Amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish mobile food vending regulations, Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish accessory food truck standards, and 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, were related, the Amy M. motioned was to hear the proposed items together. The motion received a second by Lisa W. and passed. (5-0)

The consultant team presented the proposed amendments related to mobile food vending, food truck vendors, ice cream trucks, push carts, temporary food establishments, commissaries, vending sites, licensing requirements, property owner approval, insurance requirements, and Department of Public Health or Department of Agriculture approvals.

The consultant explained that the proposed mobile food vending regulations would remove food trucks from the temporary use framework and establish a separate licensing process for mobile food vendors. The proposed regulations included provisions related to allowable zoning districts, operating periods, distance requirements from existing food service establishments and city-sanctioned special events, signage, and future fee schedule considerations.

Board members discussed whether additional zoning districts, including light industrial areas and park spaces, should be included. The Board also discussed how the proposed language would affect existing businesses, including food truck operations already active in the city. Staff stated that the city had already spoken with existing food truck operators regarding the proposed language and emphasized that the intent was not to negatively impact existing businesses, but to create a clearer process for current and future mobile food operations.

The Board expressed concern that the proposed language needed additional review to ensure it would support small business development and avoid unnecessary barriers. Members discussed the importance of reviewing how neighboring jurisdictions regulate mobile food vending, including jurisdictions such as Stone Mountain, Tucker, and Avondale Estates.

The discussion also included the distinction between temporary mobile food vendors and more permanent or semi-permanent accessory food truck operations. The consultant explained that the proposed language treated mobile food vending as limited to short-term operations, while accessory food trucks would apply to longer-term operations. Board members raised questions about whether the proposed definitions adequately addressed food trucks, trailers, commissary-based vendors, mobile drink vendors, ice cream trucks, mobile farmers markets, and other similar operations.

Additional questions and concerns included:

- Whether the regulations should allow mobile food vendors in more zoning districts.
- Whether food trucks should be allowed in residential areas for special events or block parties.
- How property owner permission would be documented.
- Whether a vendor would need approval for each vending site.
- Whether fees could create a double-charging issue for vendors that already have a business license.
- Whether permanent or semi-permanent food trucks should be treated differently from short-term mobile vendors.

- Whether restroom access, water, gray water disposal, power sources, generators, fire safety, and ADA requirements should be more clearly addressed.
- Whether the application should include information regarding power source, water source, waste disposal, site layout, and designated parking area.
- Whether the ordinance should include more specific standards for trailers, truck dimensions, parking impacts, fire lane clearance, and sight distance safety.

The consultant clarified that special events would be handled separately through the city's special event process and that a special event permit would allow food trucks to participate in events such as block parties, 5Ks, or other temporary events.

Public comment was opened. A member of the public spoke generally in support of creating a food truck ordinance and stated that food trucks can provide an important opportunity for small business owners. The speaker also recommended additional revisions, including clearer definitions, truck and trailer dimensions, parking requirements, property owner approval requirements, designated site plans, fire marshal inspection requirements, and consideration of a pilot or temporary permit period before finalizing permanent regulations.

Following public comment, the Board continued discussion regarding safety, alcohol regulations, property owner approval, and whether the item should be delayed to allow staff and consultants more time to revise the proposed language. Staff noted that there was a compliance concern because the current code does not expressly regulate mobile food trucks. The Board acknowledged the need to balance compliance with the desire to protect and support existing and future businesses.

After discussion, Amy M. motioned to table the three proposed text amendments until the July Planning and Zoning Board meeting to allow staff and the consultant team additional time to research concerns, revise the language, and return with updated amendments. The motion was seconded by Birendra D. Motion passed (5-0)

8. ADJOURNMENT

Amy M. motioned to adjourn the meeting at 8:23p.m. The motion was seconded by Felicia W. Motion passed (5-0)

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND CHAPTER 11 OF THE CITY CODE TO ADD NEW ARTICLE XI TO REGULATE MOBILE FOOD VENDORS; TO PROVIDE FOR LICENSING; TO PROVIDE FOR MINIMUM INSURANCE COVERAGE; TO PROVIDE FOR LOCATION RESTRICTIONS; TO ESTABLISH MINIMUM HEALTH AND SAFETY STANDARDS; AND FOR OTHER PURPOSES.

WHEREAS, the City is authorized pursuant to Section 1.03(w) of the City Charter to exercise all powers and privileges necessary or desirable to promote or protect the safety, health, good order, and general welfare of the City and its inhabitants; and

WHEREAS, pursuant to O.C.G.A. §§ 26-2-371 and 26-2-379, the City is authorized to adopt rules and regulations governing the licensing and operation of mobile food service establishments; and

WHEREAS, the Clarkston City Council hereby determines that reasonable regulations governing the licensing, operation, and health and safety practices of mobile food vendors are necessary to protect the health, safety, and welfare of the community, to minimize traffic and pedestrian hazards, and to ensure compatibility with surrounding properties and existing businesses; and

WHEREAS, the purpose and intent of this Ordinance is to establish uniform standards and operational requirements for mobile food vendors within the City, including licensing, minimum insurance coverage, restrictions on operating locations and hours, and compliance with applicable health and safety regulations; and

WHEREAS, the Clarkston City Council finds this Ordinance to be in the best interest of the health, safety, and welfare of the City.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston as follows:

SECTION 1. Chapter 11 of the Municipal Code of the City of Clarkston is amended by adding a new Article, to be numbered Article XI, which shall be known as the "Clarkston Mobile Food Vendor Ordinance." Such Ordinance, consisting of four (4) pages attached hereto as Exhibit "A", is hereby adopted.

SECTION 2. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3. If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

SECTION 4. This ordinance shall become effective immediately upon its adoption by the City Council and signature by the Mayor.

SO ORDAINED this ____ day of _____, 2026.

ATTEST: CITY COUNCIL OF
CITY OF CLARKSTON, GEORGIA

Cynthia Hanson, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

EXHIBIT “A”

CLARKSTON MOBILE FOOD VENDOR ORDINANCE

ARTICLE XI. - MOBILE FOOD VENDORS

Sec. 11-187. Purpose and intent.

- (a) The general purpose of this article is to promote the health, safety, and general welfare of the City of Clarkston by requiring that new and existing mobile and temporary food establishments provide residents and customers with a consistent level of cleanliness, quality and safety.
- (b) It is also the intent of this article to establish reasonable guidelines and restrictions for mobile and temporary food establishments in order to ensure that these businesses do not interfere with the property rights of others or the safe and convenient use of the public rights-of-way.

Sec. 11-188. Definitions.

The following definitions shall apply to this article. All other words and phrases shall be given their common ordinary meaning unless the context clearly requires otherwise.

Accessory Food Truck shall mean a self-contained, mobile restaurant without seating located on the same property with an active restaurant that has a current business license. An accessory food truck is neither a mobile vending unit nor a temporary food establishment as defined and regulated by this article.

Commissary shall mean an establishment containing a kitchen, which may or may not be open to the public as a restaurant, that is licensed 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.

Food truck shall mean a mobile 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.

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.

Mobile food vendor shall mean the operator of any mobile vending unit that serves food or drink to the public.

Mobile vending unit shall mean any food truck, trailer, temporary establishment, or pushcart that is not a permanent restaurant or accessory food truck and that serves food or drink to the public.

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.

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 vending unit is approved to be stored when not in use.

Sec. 11-189. Mobile food vendor license required.

- (a) It shall be unlawful for any person or business to sell, or offer for sale, food of any type from a mobile vending unit or temporary food establishment without a license first having been granted under this article.

- (b) The city may waive the license requirements under this article for activities conducted in connection with a city-sponsored event or other licensed special event. Any permits that are required by state law to be obtained from the DeKalb County Board of Health and/or the Georgia Department of Public Health will still be required.
- (c) The requirements of this article shall be cumulative to all other permitting, fees, and regulatory provisions of local, county, state or federal law, and shall not authorize violations of other applicable laws or regulations.

Sec. 11-190. Mobile food vendor application process.

- (a) An application for a license hereunder shall be submitted to the city clerk setting forth all information required hereunder and in compliance with this ordinance. The city shall develop a form of application for the purpose of compliance with this article.
- (b) A mobile food vendor license under this article may only be issued to an applicant that holds a current business license for the associated commissary issued by the City of Clarkston or another Georgia local governing authority.
- (c) An application for mobile food vendor license shall be accompanied by an executed indemnity agreement indemnifying and releasing the city, its agents, employees and elected officials from any and all liability against any and all claims, actions, suites of any type whatsoever arising in connection with the activities of the mobile food vendor pursuant to the license issued hereunder.
- (d) The following information, if applicable, shall be provided with each application for a mobile food vendor license:
 - (1) Name of the mobile food vendor;
 - (2) Location of the associated commissary;
 - (3) Copy of current business license issued for the associated commissary;
 - (4) Type, make, model, and license plate number of vending unit;
 - (5) Description of how the waste and emissions will be managed;
 - (6) Owner's name and contact information;
 - (7) Operator's name and contact information;
 - (8) Copy of valid permit approved or recognized by the DeKalb County Board of Health;
 - (9) Copy of approved permit from Georgia Department of Agriculture (for ice cream trucks only);
 - (10) Copy of the operator's liability insurance policy;
 - (11) List of proposed operating locations and times the mobile food vendor will be in operation;
 - (12) Signatures from property owners indicating consent for the use of their property;
 - (13) Signature of applicant indicating agreement to comply with the requirements listed in this article; and
 - (14) A sketch of the vending site demonstrating that all applicable regulations are being met.
- (c) *Administrative Fee.* All license applications shall be accompanied by a non-prorated, nonrefundable fee in the amount of fifty dollars (\$50) to defray the cost of processing the application. Such fee shall be in addition to any applicable occupation tax required under article II of this chapter.

Commented [SQ1]: These may or may not be appropriate to list here depending on how we decide to regulate the location of mobile vending units

Commented [SQ2]: This may or may not be appropriate to list here depending on how we decide to regulate the location of mobile vending units

Sec. 11-191. Mobile food vendor regulations.

- (a) 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, including but not limited to those pertaining to the associated commissary..
- (b) The license under which the mobile food vendor operates must be firmly attached and visible on the mobile vending unit at all times.
- (c) Mobile food vendor licenses issued under this article do not permit alcohol to be distributed, sold, or possessed for the purposes of sale. Mobile food vendors may only offer alcoholic beverages for sale if separately approved in connection with an approved special event.
- (d) Food vending shall only be conducted from the mobile vending unit and customer seating shall not be provided by the mobile food vender.
- (e) A mobile food vendor shall not make sounds or announcements to call attention to the mobile vending unit either while traveling on the public right-of-way or when stationary. At all times said mobile food vendor shall be in compliance with the city's noise ordinance.
- (f) A mobile food vendor shall not sell or offer to sell any goods, foods, products, or services between the hours of 10:00 p.m. and 7:00 a.m., daily.
- (g) Except for city-sponsored special events, no mobile vending unit shall 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.
- (h) 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.

Sec. 11-192. Insurance, safety, and other requirements.

- (a) A mobile food vendor shall maintain a \$1,000,000.00 liability insurance policy. Proof of such current liability insurance issued by an insurance company licensed to do business in Georgia covering 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 of the mobile food vending license without 30 days' advanced written notice to the city.
- (b) The following safety regulations shall apply to all vehicles operating as mobile vending units under this article:
 - (1) Every vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
 - (2) 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.
- (c) Any driver of a food truck motorized vehicle must possess a valid Georgia driver's license.
- (d) 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.

Sec. 11-193. Location restrictions.

- (a) A mobile food vendor shall not operate on or park overnight on any private property without the prior written consent of the owner, a copy of which shall be maintained in the mobile food vending unit(s).

Commented [SQ3]: This is the section that we discussed needing to express policies that have not been determined yet. The listed items are very specific, but I suggest thinking first about general questions to determine a policy to recommend to the City Council: 1) should MVUs be allowed to sell on rights of way, 2) should they be allowed on City property such as parks, 3) should they be allowed on private property and, if so, all or only some properties (if some, would that be regulated by zoning district or by specific designated areas)?

- (b) Except for city-sponsored special events, mobile retail food establishments are permitted on a given property no more than two (2) consecutive days and no more than ten (10) days in any calendar month. A minimum of two (2) calendar days must transpire between operating periods on any given property.
- (c) Except as may be allowed as part of a city-sponsored special event, a mobile retail food establishment may occupy no more than ten percent (10%) of the required parking spaces on a given property.
- (d) The placement of a mobile retail food establishment shall not impede the flow of traffic or cause any safety hazard to pedestrians or vehicles. The city reserves the right to limit proximity to street intersections, pedestrian crosswalks, and/or access driveways in efforts to avoid potential safety concerns for mobile food vendors and their patrons, vehicular traffic, and pedestrians. 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.
- (e) Except for city-sponsored special events, 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 unit.
- (f) Mobile food vendors shall not be located within 200 feet of any city-sponsored or sanctioned special event, unless the mobile food vendor is approved by the city to operate at such event.

Sec. 11-195. Revocation or suspension of licenses.

The city shall have the right to revoke or suspend any license granted hereunder if the mobile food vendor is found to be in violation of this article or any other city ordinance or regulation, or if the mobile food vendor is found to be creating a danger to public health and/or safety. The process for for revoking or suspending a license set forth in section 11-6 shall apply.

Sec. 11-196. Appeal.

Any aggrieved party desiring to appeal the denial, revocation or suspension of a license under this article may do so pursuant to the procedure for business license appeals set forth in section 11-7.