



CITY COUNCIL MEETING AGENDA
TUESDAY, OCTOBER 7, 2025 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Jamie Carroll
Council
Member

Susan Hood
Council
Member

Mark Perkins
Council
Member

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PRESENTATION/ ADMINISTRATIVE BUSINESS**
 - A.** Employee of the Month - September 2025
 - B.** Business of the Month - September 2025
 - C.** To approve the following meeting minutes:
 1. 09/02/2025 - City Council Meeting
 2. 09/30/2025 - 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

- A.** To approve a proclamation designating September 15th to October 15th as Hispanic Heritage Month.
- B.** To approve a proclamation designating the month of October as National Employment Disability Awareness Month.
- C.** To approve a proclamation designating the month of October as Domestic Violence and Breast Cancer Awareness month.
- D.** To adopt an ordinance to add Sec. 527(c)(6)(ii) to the Zoning Code to update standards applying to all Planned Unit Development (PUD) regarding Homeowners Associations (HOA).
- E.** To defer to the October 28 Work Session an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.
- F.** To adopt the 2025 City of Clarkston Housing Summit data and recommendations as presented by the Atlanta Regional Commission.
- G.** To approve a resolution to declare a police vehicle as surplus property for the City of Clarkston.
- H.** To approve the request to purchase a 2025 Ford Expedition, including the necessary equipment to replace the Police Chief's Ford F-150 in the amount of \$47,900, to be funded from SPLOST II and the Federal Seizure Fund.
- I.** To approve the appointment of Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.
- J.** To approve the appointment of Abu Talib to the Safe Streets for All (SS4A) Steering Committee.

8. NEW BUSINESS

- A.** To consider an ordinance to amend Sec. 205 of the Zoning Code to remove the public hearing requirement for the Planning & Zoning Board and clarify public notice requirements.
- B.** To consider a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004).

- C.** To consider a Planned Unit Development (PUD) - Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050).
- D.** To consider a resolution renewing the existing contract with IKON Filmworks for public meeting video recording and related services, in the amount of \$38,400, to be funded from the General Fund, effective October 9, 2025.

9. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, October 7, 2025. 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/webinar/register/WN_uWzN8GotQPao0I1JFo9VZw

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



CITY COUNCIL

CITY COUNCIL MEETING

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: Employee of the Month - September 2025

PRESENTER CONTACT: Dwight Baker

PHONE NUMBER: 404-824-8135

DEPARTMENT: Administration

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: 100-01500-10-523910 (General Fund - Administration)

Miscellaneous Expense)

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.
- Designated Parking Space in Front of City Hall.
- Become eligible for nomination as the Employee of the Year.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: Business of the Month - September 2025

PRESENTER CONTACT: Jacob Bouie

PHONE NUMBER: 470-292-9569

DEPARTMENT: Planning and Economic Development

PURPOSE: To recognize and celebrate outstanding local business that contributes to the vitality, growth, and community spirit of City of Clarkston.

IMPACT:

- Recognizing businesses encourages continued excellence and innovation among the local business community.
- Celebrating entrepreneurial contributions strengthens city pride and encourages greater civic and economic engagement.

FUNDING SOURCE: N/A

RECOMMENDATION: Announce the Business of the Month during monthly City Council meetings and promote the recognition through City communication channels to

increase visibility and engagement.

The Business of the Month will:

- Receive a certificate of recognition.
- Be highlighted on the City's website and social media platforms.
- Be eligible for nomination as the Business of the Year.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve the following meeting minutes:

1. 09/02/2025 - City Council Meeting
2. 09/30/2025 - City Council Work Session

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN-PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, SEPTEMBER 2, 2025

On the 2nd day of September 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in regular 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; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller-Thornton (City Manager); Tomika R. Mitchell (City Clerk) - virtual; June Davis (Administrative Assistant); Christine Hudson (Police Chief); Xavier Todd (Assistant Police Chief); Dr. Dwight Baker (Director of Human Resources & Risk Management); and Stephen Quinn (City Attorney).

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

1. CALL TO ORDER

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

2. ROLL CALL

All members of the City Council were present.

Councilmember Perkins made a motion to defer Item 3A. Presentation of the Downtown Development Authority's proposed logo and branding to the September Work Session. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0). Councilmember Adde did not vote.

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

A. Presentation of the Downtown Development Authority's proposed logo and branding.

This item was tabled at the beginning of the meeting and will be addressed at the September City Council Work Session.

B. Employee of the Month Recognition – August 2025

Dr. Dwight Baker, Director of Human Resources and Risk Management, recognized the August 2025 Employee of the Month, Lt. G. Trumble of the Clarkston Police Department, highlighting his hard work, dedication, and outstanding contributions to the City of Clarkston.

C. Police Department Award – August 2025

Assistant Police Chief Todd presented the Investigator Award to Det. Cushenan recognizing the employees' exceptional performance on the investigation of a homicide.

D. Business of the Month Recognition – August 2025

Economic Development Coordinator, Jacob Bouie recognized Al-Chef for Business of the Month for the month of August. Providing a brief overview of the local business that contributes to the vitality, growth, and community spirit of the City of Clarkston.

As the Business of the Month, Al-Chef will receive a certificate of recognition, be highlighted on the City's website and social media platforms and be eligible for nomination as the Business of the Year.

E. To approve the following meeting minutes:

1. 8/7/2025 – City Council Meeting
2. 8/26/2025 – City Council Work Session

Vice Mayor Johnson made a motion to approve the minutes. Councilmember Carroll 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 provided a brief report and update on the following: Department of Community Affairs Required Reports; Community Pop-Up Initiative; Policy and Code Review for fiscal year; Financial Policy Review; Standard Operating Procedures; Election Candidate Qualifying Information; Document Management Software Review; Streamlined Occupational Tax Licensing Process; Agenda Management Implementation; City Clerk's Office Update; Grants and Awards Update; Economic Mobility Assistant Program; Communications Director position inactive, contractor to come; FY2024 Audit Preparation; FY2025 Budget Review and FY 2026 Preparation; Policies and Procedures Implementation; Human Resources Classification and Compensation; Staffing Level; Open Positions; Drug Free Workplace Policy and Program; Human Resources Redlined Policy; Renter's Insurance Policy; Special Events Coverage, Health Benefits Transition; Establishing Emergency and Safety Protocol; Parks Master Plan; Miliam Park; Programs; Planning and Economic Development Activities; Code Compliance; Public Safety Crime Stats; Public Works Capital Improvements; and Municipal Court ICE Protocol Meeting.

B. City Attorney's Report

- Attorney, Stephen Quinn provided a brief overview on the Annual Legislative update.

C. Council Remarks

- The Councilmembers briefly gave an overview of meetings and events they attended, and projects they are currently working on.

D. Mayor's Report

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

5. PUBLIC COMMENTS

The following citizens provided public comments: Anthony Singleton, William Gamble, Debbie Gathmann, Martha Brown, and Dierre Norfleet.

6. OLD BUSINESS

- A. To consider for adoption an ordinance to amend Articles IV and VII of the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail.

Richard Edwards, Planning and Economic Development Director, informed the Council of the NC-1 uses are listed as conditional. The Council briefly discussed this matter.

Councilmember Hood made a motion to adopt an ordinance to amend Articles IV and VII of the Clarkston Zoning Ordinance to add definitions and use regulations for child day care, adult day care, convenient stores, grocery stores, fitness centers, and small food retail with the following edits: disallowing convenient stores without fuel pumps and convenient stores with fuel pumps and fitness centers with less than 5,000 sq. ft not be permitted in the NC1 District. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote, which resulted in a (3-3) tie. Councilmembers Carroll, Perkins and Bell voted “no”. Mayor Burked broke the tie with a “yes” vote, declaring the motion approved.

7. CONSENT AGENDA

- A. To adopt an ordinance to amend Chapter 18 of the City Code regarding traffic to create new Article VI regarding traffic calming measures; to establish a maintenance fee to be collected from real properties that benefit from traffic calming devices.
- B. To approve a resolution authorizing a Traffic Calming Policy.
- C. To approve a resolution to declare firearms as surplus property for the City of Clarkston.
- D. To approve a resolution authorizing an agreement with Sages Networks, Inc. for permitting, inspections, licensing, and code enforcement software, maintenance and support services in the amount of \$112,838, for a six-year term, to be funded out of the General Fund.

Councilmember Carroll made a motion to approve the Consent Agenda, Items 7A through 7D. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. NEW BUSINESS

- A. To consider for adoption a resolution to approve the City of Clarkston Employee Health Benefits for Plan Year 2026.

Director of Human Resources and Risk Management, Dr. Dwight Baker, provided the City Council with an overview of the survey conducted with the employees regarding the potential change in benefits. The Curative representatives provided clarity to the Council on cash cards, compliant versus noncompliant and the pharmacy.

Councilmember Bell made a motion to adopt a resolution to approve the City of Clarkston Employee Health Benefits for Plan Year 2026. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- B. To consider for adoption an ordinance to amend the Fiscal Year 2025 General Fund Budget appropriating the amounts in the expenditures/expenses as amended, adopting the items or revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes – Permitting, Inspections, Licensing, and Code Enforcement Software, and Ad Valorem Tax Amendments.

City Manager Ms. Miller-Thornton explained that, as presented last week, the budget amendment reflects a \$404,960 decrease in revenue expectations, offset by a corresponding \$404,960 reduction in expenditures. She noted that the amendment is primarily based on the final certified ad valorem tax digest received from the county. Due to the anticipated revenue shortfall compared to the 2025 budget, staff must adjust expenditures accordingly and increase the General Fund reserve allocation to balance the impact.

Councilmember Carroll made a motion to approve the proposed Fiscal Year 2025 General Fund Budget as presented. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- C. To consider for approval an alcohol license application for on-premises consumption at Addis Grocery, LLC d/b/a Addis Ababa Grocery & Cafe located at 4144 E. Ponce De Leon Ave., Clarkston, GA 30021.

City Clerk, Tomika Mitchell, stated the Alcohol Review Committee (ARC) has reviewed a new application submitted by Addis Grocery, LLC for an alcohol license at Addis Ababa Grocery & Café. The application requests approval for on-premises consumption of beer, wine, and malt beverages. The committee reviewed the new alcohol license application, confirmed the business license was issued, inspections and measurements completed, background checks passed, and zoning compliance verified. The ARC has determined that the application complies with all requirements and recommends approval for issuance of the new alcohol license.

Vice Mayor Johnson made a motion to approve an alcohol license application for on-premises consumption at Addis Grocery, LLC d/b/a Addis Ababa Grocery & Cafe located at 4144 E. Ponce De Leon Ave., Clarkston, GA 30021 with a no front patio consumption condition. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- D. To consider for approval a resolution to appoint Safe Streets for All (SS4A) Steering Committee members.

City Manager, Ms. Miller-Thornton stated staff presented a resolution for appointment of a Steering Committee in support of the city's Comprehensive Safety Action Plan through the Safe Streets for All (SS4A) Planning Grant. The presentation of names comes from a list of

stakeholders, presented by the project management team, representation from nonprofit businesses, and recommendation of nominations by the Mayor and City Council.

The Council briefly discussed the nomination list.

Councilmember Bell made a motion to approve a resolution to appoint the Safe Streets for All (SS4A) Steering Committee members listed. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

E. To defer the proposed sidewalk amendments to the Planning and Zoning Commission.

Councilmember Carroll provided a brief overview of removing the requirement of if you do more than a 50% renovation or build a house you have to build a stretch of sidewalk in front of the house.

Vice Mayor Johnson made a motion to defer the proposed sidewalk amendments to the Planning and Zoning Commission. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

F. To consider for adoption an ordinance approving a rezoning from low density residential commercial, NC-1, to high-density neighborhood residential, NR-3 at 905 Mell Avenue (Parcel ID No. 18 097 10 048).

Richard Edwards, Planning and Economic Development Director stated the request was to rezone 905 Mell Avenue from NC-1 to NR-3.

Councilmember Carroll made a motion to approve the rezoning of the parcel to NR-3. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

G. To consider for adoption an ordinance to amend Chapter 16, Article III of the City Code concerning Special Events to clarify the definition of a Special Event, to specify applications requirements, insurance standards, and penalties for noncompliance.

Richard Edwards, Planning and Economic Development Director provided a brief overview of the proposed amendments with the proposal to include adding notification requirements of all adjacent property owners and establishing required insurance minimums for the host of special events and including an off-duty certified law enforcement presence.

Councilmember Bell made a motion to approve the proposed text amendments to the special events ordinance. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

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

9. EXECUTIVE SESSION

A. To discuss a personnel matter.

To Council discussed a personnel matter.

The Council exited Executive Session.

10. ADJOURNMENT

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

The meeting adjourned at 9:54 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, SEPTEMBER 30, 2025

On Tuesday, September 30, 2025 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: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde (virtual); Yterenickia Bell; Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: ChaQuias Miller- Thornton (City Manager); Tomika R. Mitchell (City Clerk); Yolanda McGhee (Equity, Diversity, and Inclusion Officer); Christine Hudson (Police Chief); Richard Edwards (Planning and Economic Development 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

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

2. ROLL CALL

Councilmember Bell was absent during roll call.

3. PUBLIC HEARINGS

- A.** To receive public comments on an ordinance to add Sec. 527(c)(6)(ii) to the Zoning Code to update standards applying to all Planned Unit Development (PUD) regarding Homeowners Associations (HOA).

Planning and Economic Development Director, Richard Edwards presented an overview of this item to amend the Clarkston Zoning Ordinance to allow greater flexibility in the approval of Planned Unit Developments (PUDs) by authorizing the City Council to determine whether a homeowners' association is necessary. Rather than requiring such an association in all cases, this amendment enables the City Council to mandate one only when it is essential for the maintenance of shared amenities, infrastructure, or open space within a PUD. Staff recommends approval of this text amendment.

The Mayor opened the Public Hearing for comments. There were no public comments during the public hearing.

- B.** To receive public comments on an ordinance to amend Sec. 205 of the Zoning Code to remove the public hearing requirement for the Planning & Zoning Board and clarify public notice requirements.

Planning and Economic Development Director, Richard Edwards presented an overview of this item to amend the City of Clarkston Zoning Ordinance to eliminate the requirement for public hearings before the Planning and Zoning Board (PZB) for zoning and similar applications. The ordinance also establishes a new requirement for applicants to post public notice on the subject property in advance of the PZB meeting where the application will be discussed, ensuring continued public awareness and transparency. Staff recommends approval of this text amendment.

The Mayor opened the Public Hearing for comments. There were no public comments during the public hearing.

- C.** To receive public comments on a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004).

Planning and Economic Development Director, Richard Edwards presented an overview of this item to seek approval for the construction of a one-story, single-family residence on a vacant parcel located at 1212 Patricia Davis Drive, within the historic Clemsil Neighborhood Overlay. As required under Section 319(n) of the zoning ordinance, this application is subject to the public hearing process for developments within the Clemsil Overlay District. This application also includes a concurrent variance request to not install a 5' sidewalk along a local street.

Staff recommends approval of the development review and denial of the variance request from Sec. 540(a) to not install sidewalks along a local street.

The Mayor opened the Public Hearing for comments. Ms. Wynn and Carolyn Davis spoke against the proposal.

- D.** To receive public comments on a Planned Unit Development (PUD) - Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050).

Planning and Economic Development Director, Richard Edwards, stated the applicant was requesting approval of a Planned Unit Development (PUD) for a proposed residential project consisting of 13 single-family homes on approximately 2.07 acres. While the development generally complies with the underlying NR-3 zoning standards, the applicant is requesting a modification to the minimum lot width requirement, proposing three (3) lots at 30 feet wide and ten (10) lots at 36 feet wide. The request is intended to maintain compatibility with the surrounding single-family neighborhood character while utilizing the flexibility provided by the PUD process.

Staff recommends approval of the PUD with the following conditions:

1. The development shall be substantially in compliance with the site plan dated April 10, 2025;
2. The architectural elevations shall be substantially in compliance with the Newberry plan dated November 11, 2024 and the Rosemont plan dated August 8, as submitted as part of this packet; and
3. The development shall contain a 5' landscape strip and 5' sidewalk, as required in Sec. 540(a).

The Mayor opened the Public Hearing for comments. Debbie Gathmann spoke in favor of this item.

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 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

There were no public comments during the public comments section.

5. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A.** Presentation of the Clarkston Housing Summit 2025 Recap by the Atlanta Regional Commission, Kristin Allin.

Kristin Allin from the Atlanta Regional Commission gave a presentation recapping the Housing Summit, providing data on Clarkston housing, feedback from the community on the summits held regarding housing in the community, recommendations, and implementation plans.

- B.** Presentation of the Unaudited Finance Report for Fiscal Year 2024

Finance Director, Cynthia Hammond provided an overview of the preliminary financial report for unedited fiscal year 2024.

- C.** To discuss a proclamation designating September 15th to October 15th as Hispanic Heritage Month.

Equity, Diversity, and Inclusion Officer, Yolanda McGhee provided a brief overview of Hispanic Heritage Month from September 15 through October 15.

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

- D.** To discuss a proclamation designating the month of October as National Employment Disability Awareness Month.

Equity, Diversity, and Inclusion Officer, Yolanda McGhee provided a brief overview of

National Employment Disability Awareness Month for the month of October.

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

- E.** To discuss a proclamation designating the month of October as Domestic Violence and Breast Cancer Awareness month.

Equity, Diversity, and Inclusion Officer, Yolanda McGhee provided a brief overview of Domestic Violence and Breast Cancer Awareness Month.

Mayor Burks announced that the 2nd Annual Survivor Summit will be held on October 18 at the City of Clarkston, Training Room from 12:00pm to 4:00pm.

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

6. OLD BUSINESS

7. NEW BUSINESS

- A.** To discuss an ordinance to add Sec. 527(c)(6)(ii) to the Zoning Code to update standards applying to all Planned Unit Development (PUD) regarding Homeowners Associations (HOA).

Planning and Economic Development Director, Richard Edwards did not provide any additional information for this item.

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

- B.** To discuss an ordinance to amend Sec. 205 of the Zoning Code to remove the public hearing requirement for the Planning & Zoning Board and clarify public notice requirements.

Planning and Economic Development Director, Richard Edwards did not provide any additional information for this item.

This item will be placed on the next City Council agenda for additional discussion..

- C.** To discuss a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004).

Planning and Economic Development Director, Richard Edwards did not provide any additional information for this item.

The Council briefly discussed this item, with concern about the possible hardship of a potential shallow lot.

This item will be placed on the next City Council agenda for additional discussion.

- D.** To discuss a Planned Unit Development (PUD) - Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050).

Planning and Economic Development Director, Richard Edwards did not provide any additional information for this item.

This item will be placed on the next City Council agenda for additional discussion.

- E.** To discuss an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.

Planning and Economic Development Director, Richard Edwards read the entirety of Chapter 16, Article I, Section 16-16, a newly added section pertaining to Fee in lieu of Sidewalk Construction Program.

The Council briefly discussed this item.

City Manager, Miller-Thornton provided comments agreeing with all the comments made by the City Council.

Councilmember Bell entered the meeting at 8:17 p.m.

James Smith, a developer, provided comments pertaining to clear information being conveyed to developers.

This item will be placed on the next City Council agenda under the Consent Agenda to defer to the October 28 Work Session.

- F.** To discuss the Clarkston Housing Summit 2025 Recap by the Atlanta Regional Commission.

No additional information was presented on this item.

This item will be placed on the next City Council agenda under the Consent Agenda to accept the report as received.

- G.** To discuss a resolution to declare a police vehicle as surplus property for the City of Clarkston.

Police Chief Hudson stated this item was to declare a Ford F-150 surplus property that has 131,175 miles on it and has spent \$18,872 on the vehicle since 2022.

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

- H.** To discuss the request to purchase a 2025 Ford Expedition, including the necessary equipment to replace the Police Chief's Ford F-150 in the amount of \$47,900, to be funded from SPLOST II and the Federal Seizure Fund.

Police Chief Hudson stated this request was to purchase a 2025 Ford Expedition, including the necessary equipment to replace the Police Chief's Ford F-150 in the amount of \$47,900, to be funded from SPLOST II and the Federal Seizure Fund.

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

- I.** To discuss a resolution renewing the existing contract with IKON Filmworks for public meeting video recording and related services, in the amount of \$38,400, to be funded from the General Fund, effective October 9, 2025.

City Manager, Miller-Thornton, requested approval to renew the existing contact with IKON Filmworks. We have substantially new equipment and additional projects that need to be completed for this building. The current contract expires next week, and the terms of the contract are the same.

The Council briefly discussed this matter with questions pertaining to the length of the contract and the plan to move forward with operating the equipment internally.

Chief Court Clerk, Lillian Tripplet provided information on how the Court Department uses the equipment.

Ms. Miller-Thornton provided clarity about the need for IT services, which IKON Filmworks has stepped in to assist in regard to visual and audio support. Ms. Miller-Thornton stated she will have a more formulated plan for how to move forward at the next meeting.

This item will be placed on the next City Council agenda for additional discussion.

- J.** To discuss appointing Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.

Councilmember Hood explained that she was unable to confirm her nomination of Byron Delgado to the Safe Streets for All Steering Committee prior to last week's City Council Work Session and therefore requested his appointment to the committee.

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

- K.** To discuss appointing Abu Talib to the Safe Streets for All (SS4A) Steering Committee.

Councilmember Adde explained that she was unable to confirm her nomination of Abu Talib to the Safe Streets for All Steering Committee prior to last week's City Council Work Session and therefore requested the appointment to the committee.

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

8. ADJOURNMENT

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

The meeting adjourned at 8:43 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: City Attorney's Report

PRESENTER CONTACT: Stephen Quinn

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: City Council Reports

PRESENTER CONTACT: City Council

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: Mayor's Report

PRESENTER CONTACT: Mayor Beverly H. Burks

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve a proclamation designating September 15th to October 15th as Hispanic Heritage Month.

PRESENTER CONTACT: Yolanda McGee

PHONE NUMBER: 404-754-6960

DEPARTMENT: Administration

PURPOSE: To approve the Hispanic Heritage month Proclamation in the City of Clarkston.

IMPACT: To recognize Hispanics in the city of Clarkston.

FUNDING SOURCE: N/A

RECOMMENDATION: Mayor publicly announce city's proclamation acknowledging September 15th to October 15th as Hispanic Heritage month

City of Clarkston Proclamation Hispanic Heritage September 15th to October 15th, 2025

WHEREAS, September 15 to October 15th is recognized nationally as Hispanic Heritage Month a time to honor and celebrate the significant contributions, achievements, and history of Hispanic Americans who have shaped our nation and community; and

WHEREAS, the City of Clarkston, Georgia, is proud of its diverse and inclusive community, which thrives because of the contributions of Hispanic Americans and other communities of color who have enriched the cultural, social, and economic fabric of our city; and

WHEREAS, the theme for Hispanic Heritage Month 2025, *"Honoring the Past, Inspiring the Future"* The official theme for Hispanic Heritage Month in 2025 is "Collective Heritage: Honoring the Past, Inspiring the Future". To celebrate the rich histories and diverse traditions of Hispanic and Latine American communities, while also looking ahead to the innovations and achievements of the future.; and

WHEREAS, we reflect on the trailblazers, including civil rights leaders, educators, entrepreneurs, and artists, whose work and sacrifices have paved the way for progress, and we recognize that Hispanic American history is American history; and

WHEREAS, the City of Clarkston remains committed to fostering equity, justice, and opportunity for all, and to creating a future where every individual is celebrated for their unique contributions to our community; and

WHEREAS, during this month, we encourage all residents, businesses, and organizations in Clarkston to participate in events, programs, and initiatives that promote education, awareness, and appreciation of Hispanic American history and culture.

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim September 15th to October 15th 2025 as **Hispanic Heritage Month** in the City of Clarkston and encourage all citizens to join in recognizing and honoring the invaluable contributions of African Americans to our city, state, and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 16th 2025.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve a proclamation designating the month of October as National Employment Disability Awareness Month.

PRESENTER CONTACT: Yolanda McGee

PHONE NUMBER: 404-754-6960

DEPARTMENT: Administration

PURPOSE: To designate the month of October as National Employment Disability Awareness Month.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Approve a proclamation designating the month of October as National Employment Disability Awareness Month.

City of Clarkston Proclamation National Disability Employment Awareness Month October , 2025

WHEREAS, October is recognized nationally as National Disability Employment Awareness Month a time to honor, celebrate and recognize the contributions of workers with disabilities and promote inclusive, supportive employment practices,

WHEREAS, the City of Clarkston, Georgia, is proud of its diverse and inclusive community, which thrives because of the contributions of individuals with disabilities and other communities' who have enriched the cultural, social, and economic fabric of our city; and

WHEREAS, the theme for NDEAM 2025, *"Celebrating Value and Talent"* This theme highlights the valuable contributions and talents that workers with disabilities bring to workplaces and the economy, especially as a lead-up to Americas 250 anniversary in 2026,

WHEREAS, we reflect on the diverse talents that individuals with disabilities possess and share in their workplace and communities; and

WHEREAS, the City of Clarkston remains committed to fostering equity, justice, and opportunity for all, and to creating a future where every individual is celebrated for their unique contributions to our community; and

WHEREAS, on this month, we encourage all residents, businesses, and organizations in Clarkston to participate in events, programs, and initiatives that promote education, awareness, and appreciation of people with disabilities and the contributions they make in the workplace,

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of October, 2025, as **NDEAM month** in the City of Clarkston and encourage all citizens to join in recognizing and honoring the invaluable contributions of Individuals with disabilities bring to our city, state, and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 30th day of September 2025.

Mayor Signature

City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve a proclamation designating the month of October as Domestic Violence and Breast Cancer Awareness month.

PRESENTER CONTACT: Yolanda McGee

PHONE NUMBER: 404-754-6960

DEPARTMENT: Administration

PURPOSE: To designate the month of October as Domestic Violence and Breast Cancer Awareness month.

IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Approve the proclamation designating the month of October as Domestic Violence and Breast Cancer Awareness month.

City of Clarkston Proclamation Domestic Violence Awareness Month October 2025

WHEREAS, October is recognized nationally as Domestic Violence Awareness Month, a time to honor, raise awareness, provide resources, and support to affected individuals and communities to ending domestic violence,

WHEREAS, the City of Clarkston, Georgia, is proud of its diverse and inclusive community, which thrives because of the contributions of individuals who support and assist victims of Domestic Violence; and

WHEREAS, the theme for this year's Domestic Violence awareness, *"With Survivors, Always"* This theme focusing on emphasizes continued support and presence with survivors of domestic violence.

WHEREAS, we reflect on survivors and dedication to ending violence which often includes physical, mental, sexual, emotional and/or financial abuse; and

WHEREAS, the City of Clarkston remains committed to fostering equity, justice, and opportunity for all, and to creating a future where every individual is celebrated for their unique contributions to our community; and

WHEREAS, on this month, we encourage all residents, businesses, and organizations in Clarkston to participate in events, programs, and initiatives that promote education, awareness, and appreciation of people who are survivors of Domestic Violence and the contributions they make,

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of October 2025, as **Domestic Violence Awareness month** in the City of Clarkston and encourage all citizens to join in recognizing and honoring the invaluable contributions Survivors bring to our city, state, and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 30th day of September 2025.

Mayor Signature

City Clerk

City of Clarkston Proclamation Breast Cancer Awareness Month October 2025

WHEREAS, October is recognized nationally as Breast Cancer Awareness Month, a time to honor, celebrate and raise awareness, provide resources, and support to affected individuals and communities,

WHEREAS, the City of Clarkston, Georgia, is proud of its diverse and inclusive community, which thrives because of the contributions of individuals who support and honor survivors of Breast Cancer; and

WHEREAS, the theme for this year's Breast Cancer awareness, *"Every Action Counts"* This theme focusing on translating awareness into tangible actions to end Breast Cancer for everyone,

WHEREAS, we reflect on survivors, promoting early detection, timely diagnosis and comprehensive care to address global disparities; and

WHEREAS, the City of Clarkston remains committed to fostering equity, justice, and opportunity for all, and to creating a future where every individual is celebrated for their unique contributions to our community; and

WHEREAS, on this month, we encourage all residents, businesses, and organizations in Clarkston to participate in events, programs, and initiatives that promote education, awareness, and appreciation of people with Breast Cancer and the contributions they make,

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, Georgia, do hereby proclaim the month of October 2025, as **Breast Cancer Awareness month** in the City of Clarkston and encourage all citizens to join in recognizing and honoring the invaluable contributions Survivors bring to our city, state, and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this 30th day of September 2025.

Mayor Signature

City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To adopt an ordinance to add Sec. 527(c)(6)(ii) to the Zoning Code to update standards applying to all Planned Unit Development (PUD) regarding Homeowners Associations (HOA).

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The purpose of this ordinance is to amend the Clarkston Zoning Ordinance to allow greater flexibility in the approval of Planned Unit Developments (PUDs) by authorizing the City Council to determine whether a homeowners' association is necessary. Rather than requiring such an association in all cases, this amendment enables the City Council to mandate one only when it is essential for the maintenance of shared amenities, infrastructure, or open space within a PUD.

IMPACT: This ordinance promotes more adaptable and context-sensitive planning for residential developments by removing the blanket requirement for homeowners' associations in all PUDs. It empowers the City Council to evaluate each development on its specific characteristics and only require an association when shared facilities warrant ongoing collective maintenance. This change may reduce unnecessary administrative and financial burdens on future residents while ensuring that essential common areas are properly maintained.

FUNDING SOURCE:

RECOMMENDATION: Staff recommends approval of this text amendment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE V, REGARDING PLANNED UNIT DEVELOPMENT SITE DESIGN, TO PROVIDE THAT A HOMEOWNERS' ASSOCIATION WILL ONLY BE REQUIRED FOR A PLANNED UNIT DEVELOPMENT IF THE CITY COUNCIL DETERMINES THAT SUCH AN ASSOCIATION IS NECESSARY TO MAINTAIN SHARED AMENITIES, INFRASTRUCTURE, OR OPEN SPACE.

WHEREAS, the City's Zoning Ordinance sets forth requirements for the development of real property located within the City limits, including planned unit developments;

WHEREAS, planned unit developments may include shared common areas, amenities, infrastructure and/or open spaces which require maintenance over time, but not every planned unit development will include a substantial amount of these shared facilities;

WHEREAS, the City Council desires to create flexibility for planned unit developments so that a homeowners' association will only be required when it is necessary to maintain shared amenities, infrastructure, or open space; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures Law in adopting this ordinance.

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

SECTION 1. Appendix A, Article V, Division 5, Section 527, Standards applying to all planned unit developments, of the City of Clarkston Code of Ordinances is hereby amended by adding new subsection (c)(6)(ii) to read as follows:

“(ii) *Homeowners' associations.* When approving a planned unit development, the City Council may require that a homeowners' association be established for the development and that the private covenants required by this section subject each lot within the development to membership in such association. When assessing whether a homeowners' association should be required for a planned unit development, the City Council shall consider the nature and extent of any shared amenities, infrastructure, or open space within the development and whether or not a homeowners' association is necessary to adequately maintain any shared facilities for the planned unit development. If the City Council determines that a homeowners' association is not necessary for such purpose then such an association will not be required.”

SECTION 2. This ordinance shall become effective immediately upon its approval by the City Council and signature of the Mayor.

Notice Published in DeKalb Champion: _____

Public Hearing Held by City Council: _____

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To defer to the October 28 Work Session an ordinance to add Sec. 16-16 to the City Code to establish a Fee in Lieu of Sidewalk Construction Program.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The purpose of this ordinance is to amend Chapter 16, Article I of the City of Clarkston Code to establish a Fee in Lieu of Sidewalk Construction Program. This program provides an alternative compliance method for developers when immediate sidewalk construction is infeasible, by allowing them to contribute financially instead. The ordinance sets clear evaluation criteria, outlines fee calculation procedures, and provides an appeals process to ensure transparency and fairness.

IMPACT: This ordinance enables the City of Clarkston to fund and construct pedestrian infrastructure in a more strategic, citywide manner. By allowing developers to contribute to a dedicated fund in lieu of building sidewalks under certain conditions, the City can better coordinate infrastructure improvements, address physical constraints, and allocate resources toward high-priority pedestrian connectivity projects. The process maintains accountability and ensures that sidewalk-related fees are used solely for enhancing walkability throughout the city.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of this text amendment.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 16, ARTICLE I OF THE CITY CODE CONCERNING STREETS, SIDEWALKS, AND OTHER PUBLIC WAYS; TO ESTABLISH A FEE IN LIEU OF SIDEWALK CONSTRUCTION PROGRAM; TO SPECIFY EVALUATION CRITERIA AND FEE CALCULATION; AND TO PROVIDE AN APPEALS PROCESS.

WHEREAS, the City of Clarkston desires to establish a fee in lieu of sidewalk construction program (the “Program”) to ensure that sidewalk and pedestrian facility projects are funded and constructed in a strategic, City-wide manner; and

WHEREAS, the Program will allow developers to request to contribute financially in lieu of constructing sidewalks immediately, particularly where immediate physical construction is infeasible, impractical, or unreasonable; and

WHEREAS, funds collected under the Program shall be used only for the purpose of constructing and installing new sidewalks or pedestrian facilities within the City; and

WHEREAS, the City Council finds it necessary to amend Chapter 16, Article I to establish the Program, to specify evaluation criteria and fee calculation, and to provide an appeals process for aggrieved applicants.

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

SECTION 1. Chapter 16, Article I, of the City of Clarkston Code of Ordinances is hereby amended by adding a new Section 16-16 to read as follows:

Sec. 16-16. - Fee in Lieu of Sidewalk Construction Program.

- (a) Any development project subject to sidewalk installation requirements pursuant to the City of Clarkston Code of Ordinances may request to satisfy such requirements through the payment of a fee in lieu of physical sidewalk construction. All such requests shall be submitted to, reviewed by, and subject to the approval of the City Engineer.
- (b) The following circumstances, if present, shall be considered by the City Engineer when evaluating a fee in lieu of sidewalk construction request:
 - (1) There are no existing sidewalks along the block face on the same side of the roadway, and no sidewalk improvements are planned or scheduled for the subject roadway segment.
 - (2) A stormwater drainage ditch or similar public utility facility prevents the installation of the sidewalk, and neither the sidewalk nor the facility

can be reasonably relocated to accommodate both the sidewalk and the facility.

- (3) The topography would require construction of a retaining wall more than four (4) feet in height to accommodate the sidewalk.
 - (4) There is a planned roadway or infrastructure improvement scheduled to be implemented within the next five (5) years which would require the removal or relocation of the required sidewalk.
 - (5) Other unique or exceptional circumstances exist which render the requirement for sidewalk installation unreasonable, impractical, or inconsistent with the intent of the City of Clarkston Code of Ordinances.
- (c) The fee in lieu of sidewalk construction shall be calculated based on the average of two (2) independent cost estimates obtained from qualified contractors, both of which shall be submitted by the applicant. The City Engineer shall have the authority to reject any submitted estimate deemed to be inaccurate, unsubstantiated, or otherwise unreasonable.
 - (d) All approved fees in lieu of sidewalk construction shall be paid in full prior to the issuance of any building permit associated with the proposed development.
 - (e) Nothing in this policy shall be construed to grant exemption from sidewalk installation requirements for any future building expansions, parking lot expansions, redevelopments, or changes in use that would otherwise trigger sidewalk installation pursuant to the standards set forth in the City of Clarkston Code of Ordinances.
 - (f) The funds collected from the fee in lieu of sidewalk construction shall be separately accounted for and may only be used to install new sidewalks or new pedestrian facilities.
 - (g) Any applicant aggrieved by a decision of the City Engineer denying a request to pay a fee in lieu of sidewalk construction may file an appeal to the City Council within seven (7) calendar days of the date of the denial notice. A formal appeal application shall be submitted to the Planning and Economic Development Director, who shall place the appeal on the next City Council regular meeting agenda.
 - (h) Appeals from a final decision by the City Council regarding a request to pay a fee in lieu of sidewalk construction by an aggrieved party may be made to the Superior Court of Dekalb County pursuant to the Petition for Review process established by State general law.

SECTION 2. This ordinance shall become effective immediately upon its approval by the City Council and signature of the Mayor.

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To adopt the 2025 City of Clarkston Housing Summit data and recommendations as presented by the Atlanta Regional Commission.

PRESENTER CONTACT: ChaQuias Miller-Thornton

PHONE NUMBER: 404-984-8186

DEPARTMENT: Administration

PURPOSE: To adopt the 2025 City of Clarkston Housing Summit data and recommendations.

IMPACT: To consider High-Level Ideas for Implementing Policy to Address Community Feedback

FUNDING SOURCE: N/A

RECOMMENDATION: N/A



City of Clarkston Housing Summit Recap

Clarkston Council Work Session

September 30, 2025



Vision

ONE **great** REGION

Mission

Foster thriving communities for all within the Atlanta region through collaborative, data-informed planning and investments.

Values

Excellence | **Integrity** | **Equity**

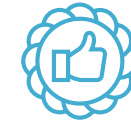
Goals



Healthy, safe, livable communities in the Atlanta Metro area.



Strategic investments in people, infrastructure, mobility, and preserving natural resources.



Regional services delivered with **operational excellence** and **efficiency**.



Diverse stakeholders engage and take a regional approach to solve local issues.



A competitive economy that is inclusive, innovative, and resilient.

ARC's CDAP Program

- The Atlanta Regional Commission's Community Development Assistance Program (CDAP) provides planning assistance to local governments, CIDs, & non-profits across the metro Atlanta region, with a priority placed on projects that advance equity and climate resiliency.



Housing Summit Process



Summit Data Presentation

Clarkston Home Sale Prices

Condominiums:

- Average Sale Price: \$126,051
- High Sale Price: \$355,000

Townhomes:

- Average Sale Price: \$276,784
- High Sale Price: \$560,000

Single-Family Homes

- Average Sale Price: \$289,850
- High Single-Family Home Price: \$660,000

- The **median home sale price**
2018 – 2023 : **67%** ↑
- The **median square foot price**
2018 – 2023: **80%** ↑

Clarkston: AMI and Affordability

Clarkston Median Household Income: \$46,495 (40-60% AMI)

- Actual Rental Rates
- ZORI (Zillow) index: \$1,465/month
 - CoStar Rental Rates: \$582 - \$1,719

2025 Rental Housing Maximums

Max Rent at:	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
100% AMI	\$1,999	\$2,143	\$2,570	\$2,981	\$3,312
80% AMI	\$1,599	\$1,714	\$2,056	\$2,385	\$2,649
60% AMI	\$1,199	\$1,285	\$1,542	\$1,788	\$1,987
50% AMI	\$1,000	\$1,071	\$1,285	\$1,490	\$1,656
30% AMI	\$600	\$643	\$771	\$895	\$994

AATOM Data Solutions, 2025, Zillow ZORI 2025

Source: U.S. Census Bureau, 5-year ACS, 2023, S2503 | HUD FY25 Area Income and Housing Limits

Key Takeaways from Clarkston's People and Households

Clarkston is:

- Younger than the county and MSA
- Growth in Seniors and Young Families
- Larger families than the county or MSA
- Older homes than both DeKalb and MSA

Growth seen in number of:

Children <15
and 25-34

Senior
populations

2-person and 4-
person household
(largest %
increase)



Key Takeaways from Clarkston's People and Households

Comparison between Clarkston, DeKalb, and MSA

	Clarkston	DeKalb	MSA
Household Size	Number of People		
Owner occupied	3.38	2.71	2.79
Renter occupied	3.81	2.53	2.44
Household Composition	Percentage of households		
Family households	69%	57%	66%
Crowded household	18%	2.8%	3.5%

The U.S. Census defines a family household as a household with at least two people related by birth, marriage, or adoption, one of whom is the householder. The U.S. Census defines a crowded unit as one that has more than one occupant per room, excluding bathrooms and kitchens.

Key Takeaways from Clarkston's Housing Units

📊 Rental homes (85%) > DeKalb and MSA

📊 Total Housing Units: 5,296

📊 Apartment Vacancy Rate: 14.87%

📊 Diverse housing types

📊 Single-family homes: 463

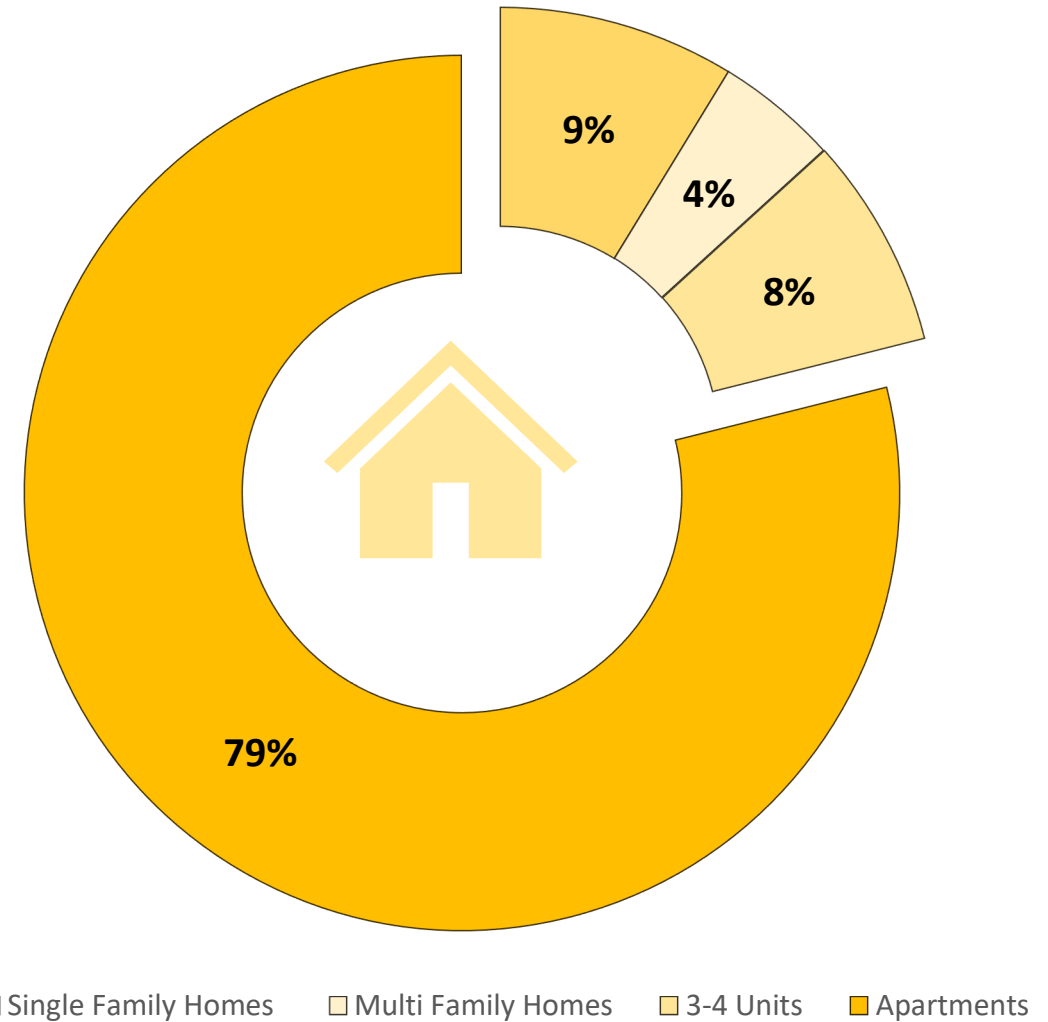
📊 Multi-family homes: 240

📊 3 - 4 units homes: 414

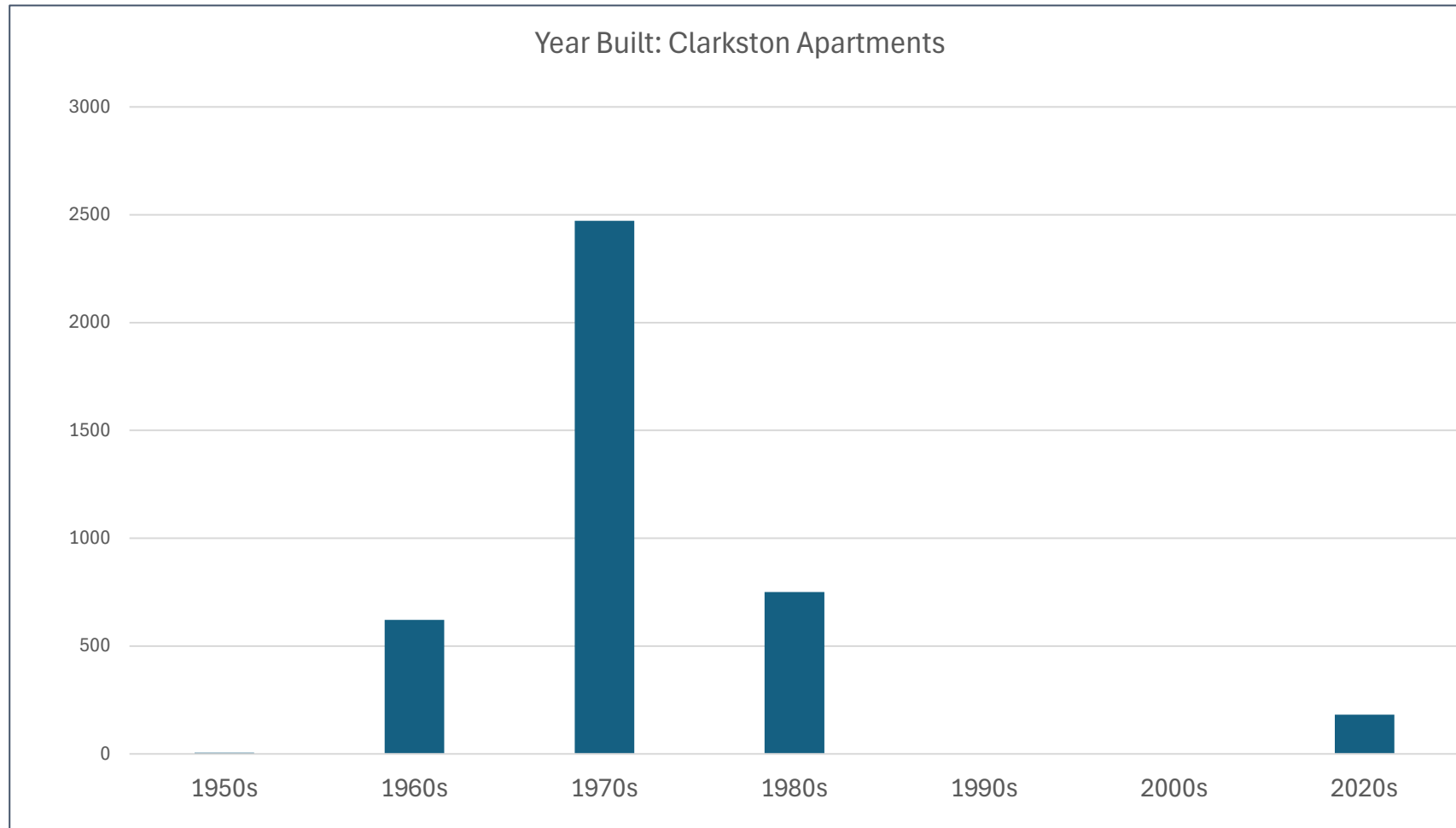
📊 1-unit homes and 20+ unit apartments: 4179

📊 80% - Apartment

📊 Rental units: Class C > Class B



Key Takeaways for the Clarkston's Growth and Housing Characteristics:



Clarkston: AMI and Affordability

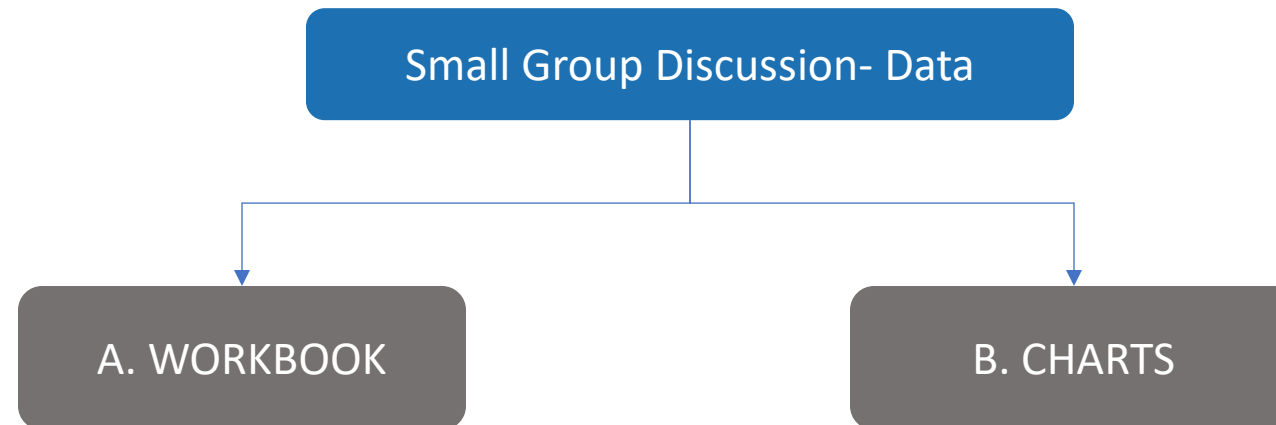
U.S. Census Bureau data (2018–2023) shows an increase in cost-burdened* households **among owners without a mortgage and among renters.**

**Cost Burden = Households spending more than 30% of Income on Housing Costs*

Summit RoundTable Discussions

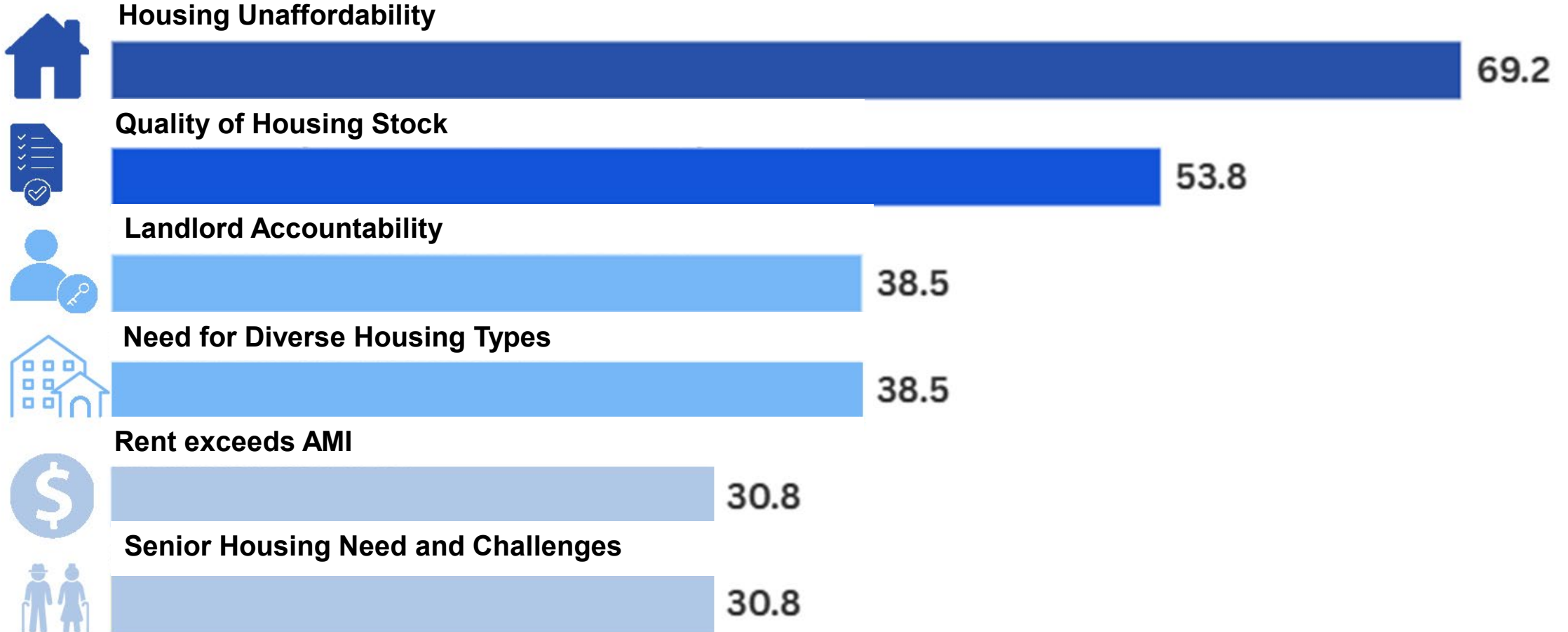
Small Group Discussions: Workbook

1. Looking at changes from the past to current in Clarkston, and at the projected growth in the region and in Clarkston, what are the top housing opportunities and/or challenges here?
2. If you could make a housing change in your immediate neighborhood, what would that be? What changes might you make across the city? Would these changes benefit current residents? Would they accommodate future residents?



Small Group Discussions: What we've heard

What are the **top housing challenges** in Clarkston?



Small Group Discussions: Their words from charts

There are challenges to obtain housing through background checks, deposits, insurances, and applications.

Apartment safety and security is a major concern

Can you build tiny homes on our yards?

Providing equitable opportunities for the refugee community to express their views.

Lack of rental assistance

Low percentage of home ownership

Rental cost very high compared to quality and income

Older residents are being priced out

Overcrowding because of unaffordable options

Too many corporations owned rental housing

Lack of inspection of apartments

What plan does Clarkston have for the future?
Don't want Clarkston to get gentrified.

Small Group Discussions: Their words from workbook

How can we add recreational space? Like for kids? How can we protect them too?

Redo Zone code to make it easier to build missing middle homes.

Allow duplex, triplex, quadplex in every zone

The percentage of renters is not great! Not enough options for young people.

Fitting enough people in dignified housing- not much of our housing is affordable and a good place to live

Poor quality rental units is very large

We need a denser core and livable apartments while retaining suburban character of our historic neighborhoods.

Lack of walkable food sources

Growing families with no way to have more space

Increasing costs outpacing salaries

Heavy existing concentration of apartments

Aging housing stock is in bad shape but with a high price

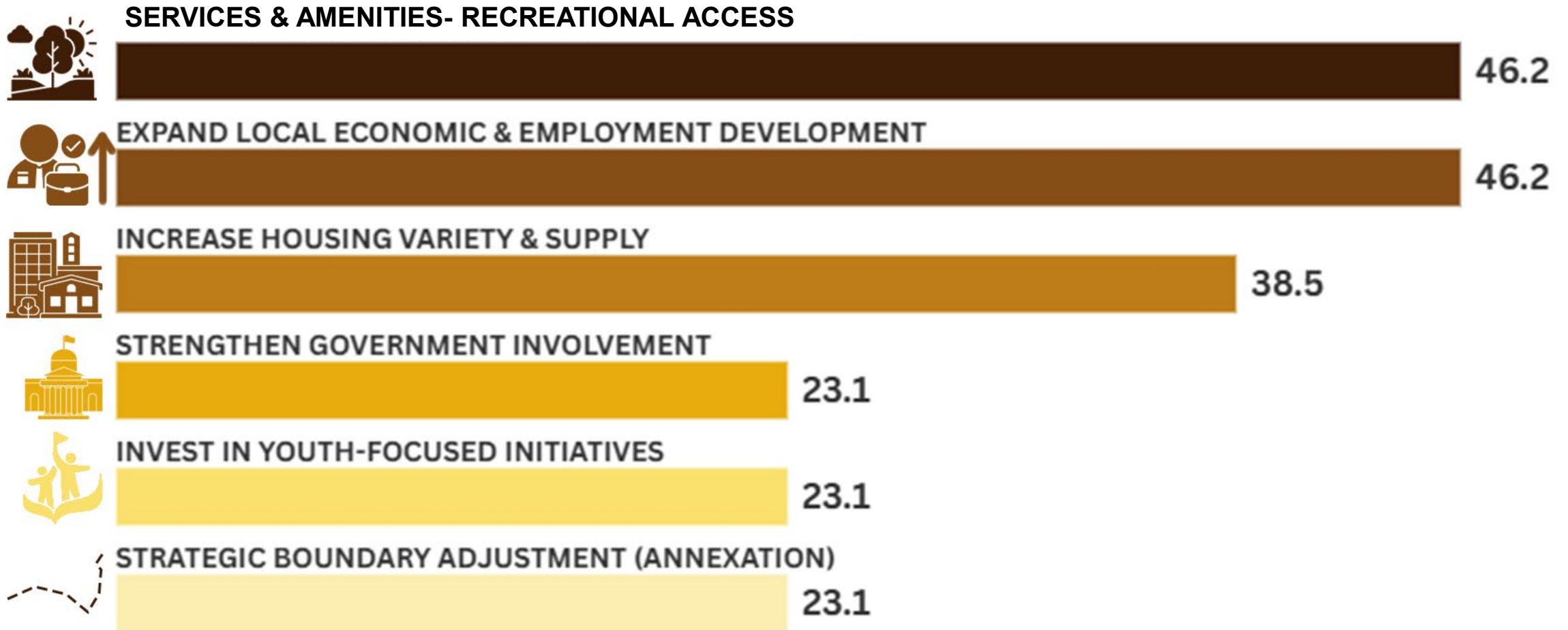
Housing is only affordable due to sub-standard housing quality, mostly in apartments!

How are my friends, neighbors, and kids going to be able to live on their own? How will they afford a house or even an apartment?

Is there a plan to expand the city limits? We are kind of crowded now.

Small Group Discussions: What we've heard

What are the **top housing opportunities** in Clarkston?



Small Group Discussions: Charts

Internships/networks
for high school
students for local
businesses

Legislation policies and
tracking data

Because Clarkston is
younger, we need
more children
recreation areas

Green Space near Clarkston
Market- would be a nice
space for kids

Increase inspections
for properties, rental
inspectors

Innovation, Community,
Potential for the
construction of New
homes/apartment
complexes

Conversions of apartments to other housing units

Landlord
education/round
tables

Large family housing for
first-time renter/buyer
(condos)

Increase Mixed-income area
housing

More job opportunities for
current residents

A lot of
restaurants
close to
highway, would
like to see more
businesses

Economic
development to
increase quality of life
(jobs & resources)

Wouldn't want Clarkston
to lose its uniqueness, if
you have a huge lot, can
you build tiny homes in
your yard?

Small Group Discussions: Workbook

Mixed Development in – TC, Brockett, along Ponce. Increase density everywhere.

Allowing more varied housing types in zoning laws

Changing zoning from single family to multi-family housing or villages so that older/falling houses and buildings can be replaced.

We need more services.

Update Comprehensive plan to increase density.

How are my friends, neighbors, and kids going to be able to live on their own? How will they afford a house or even an apartment?

Is there a plan to expand the city limits? We are kind of crowded now.

Young people and young families want to be here!

Rebuild old apartments but not displace people

Incentivize apartments to renovate but somehow keep the residents. Impossible. But a dream anyway!

If zoning allowed varied housing types, we could use unused land, renovate dilapidated homes, and build additional affordable housing.

Large single-family homes with one person occupants offering to rent rooms

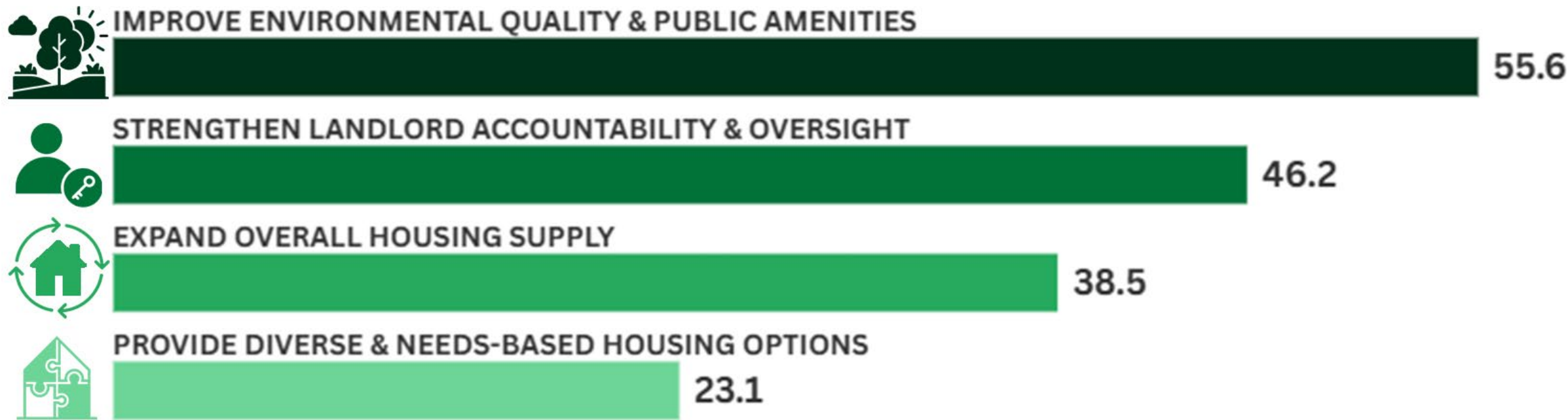
In-fill housing

Citizen-inspection: Teach what is appropriate/ what must be provided by landlords.

ADUs in more zoning areas, Mixed use development especially Downtown

Small Group Discussions: What we've heard

If you could make a housing change in your immediate neighborhood, what would that be?



Small Group Discussions: Charts

If you could make a housing change in your immediate neighborhood, what would that be?

Change the mix between apartments, Single Family in the neighborhoods to activate a balance

Cater to different needs including short, mid, and long terms

Improve the bike infrastructure and design better intersections

A women center plus affordable childcare

Pocket Parks

More funding for housing issues

Allow ADUs and house rooms for rent, allow tiny home/cottage development

Relax code to increase building permits

more community trails

land trusts with safeguards for gentrification

Raising awareness of the renters about their rights as renter accounting to their contract.

Demolish old hazardous housing and renovate possible housing

Co-op Housing

Rent Assistance Provision

Small Group Discussions: Their words from workbook

If you could make a housing change in your immediate neighborhood, what would that be?

Use existing empty lots to build additional housing

Cater to different needs including short, mid, and long terms

Green space in the neighborhood for my kids to play without crossing the road

Eliminate SF zoning

An initiative/program to encourage homeowners in large and single-family homes to rent rooms to offer more choice.

Incentivize variety of housing type all across city

Community events in the neighborhood

Find a balance between apartments and SF homes

Fill in some of the empty lots with cottage court

Shared common places

Mixed use with green space

Allow ADUs and house rooms for rent

Miscellaneous Themes

Offer more amenities
along Stone Mountain
Path

Accessible Downtown

More varied affordable
housing options

Teach renters their
rights and teach
others about cultures,
needs, etc.

Diverse choices and
prices offered like tiny
homes, cottages,
duplexes, live/work
housing Downtown

Better balance makes
our community better for
everyone.

Reduce setbacks in zoning

Improve the bike
infrastructure and design
better intersections

Many people with or without
cars are looking to live in a
walkable area and want to be
able to build relationship with
their neighbors

Preserving a sense of community by protecting and
improving walkability to public amenities.

Offer businesses that meet the needs of the existing
and future residents

Walkability is
important because
half of our
households have no
car.

Accessibility

Access

I wish there was a space in the sign-up sheet to indicate if the person needed translation and what language?

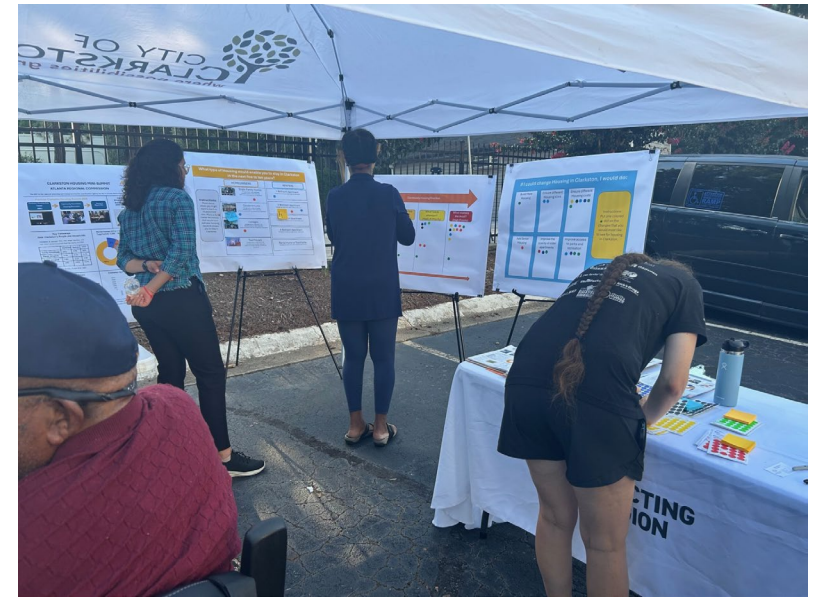
A short feedback survey with 2 questions would've helped improve future meetings. Relying only on a QR code doesn't work for communities with language barriers and digital divide.

It would have been helpful to introduce interpreters at the start so participants could identify them by language. Given Clarkston's long history of refugee resettlement, meetings should be more inclusive and accessible—especially by offering materials in the top 5–10 languages spoken.

Mini-Summits

Clarkston Mini- Summit 1

Sage Point Apartments



Clarkston Mini- Summit 2

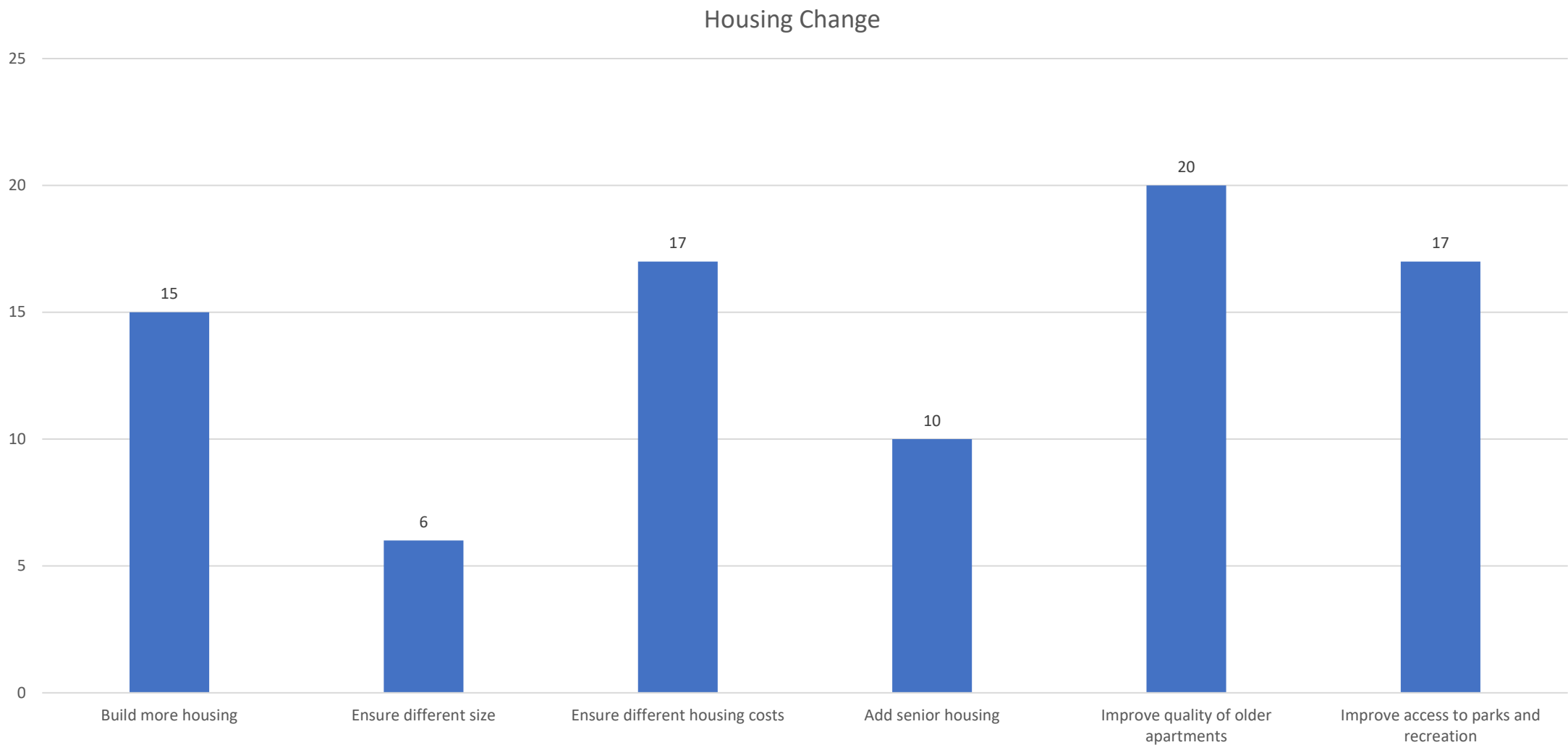
916 Montreal Road



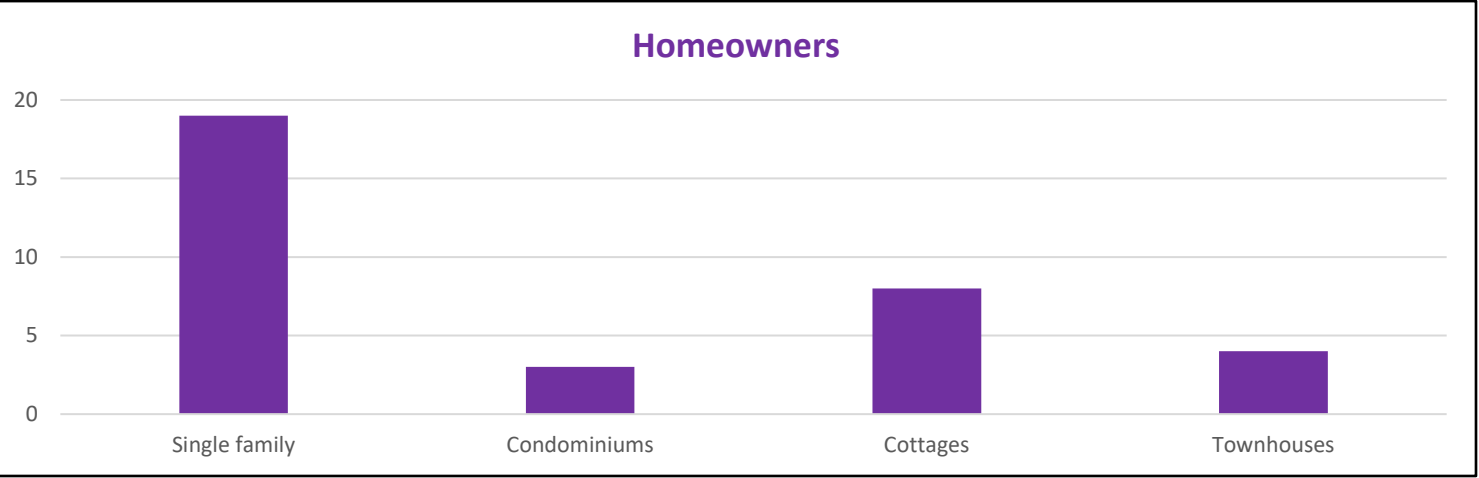
Mini-Summits: Top Housing Priorities



Mini-Summits: How Housing Should Change

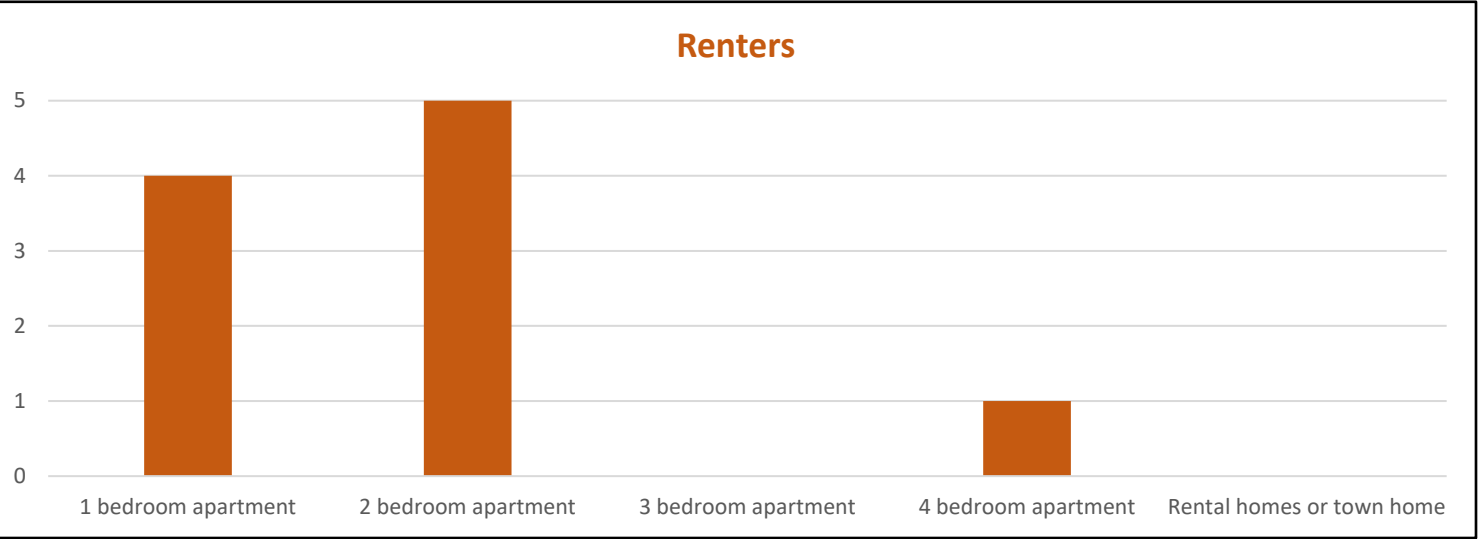


Mini-Summits: Preferred Housing Types



Need higher quality, safety and good condo associations (maintenance + healthy finances)

Tiny homes (affordable + meet permanent building engineering standards)



Rent is high whereas the size of apartment is very small. Sometimes rent is the same as 2 bedroom apartments. Need more affordable senior living between \$500-\$700 monthly

Senior accessibility: parking, grab bars

Summary of Feedback: All Summits

Address older housing stock, rentals

- Address condition of housing
- Rebuild without displacement
- Additional affordable housing
- Tenant and landlord education

Increase affordable options

- More and diverse housing
- Stability for seniors
- Rental assistance
- Increase home ownership

Increase access to services and recreation

- Mixed-income housing, conversion options
- Job opportunities, increased services
- New homes and apartments
- Recreation areas for children
- Walkability

Policies and programs

- Increase housing types, quantity
- Home rehabilitation
- Programs for housing assistance
- Anti-displacement policies
- Economic development
- Stability and access for seniors, families

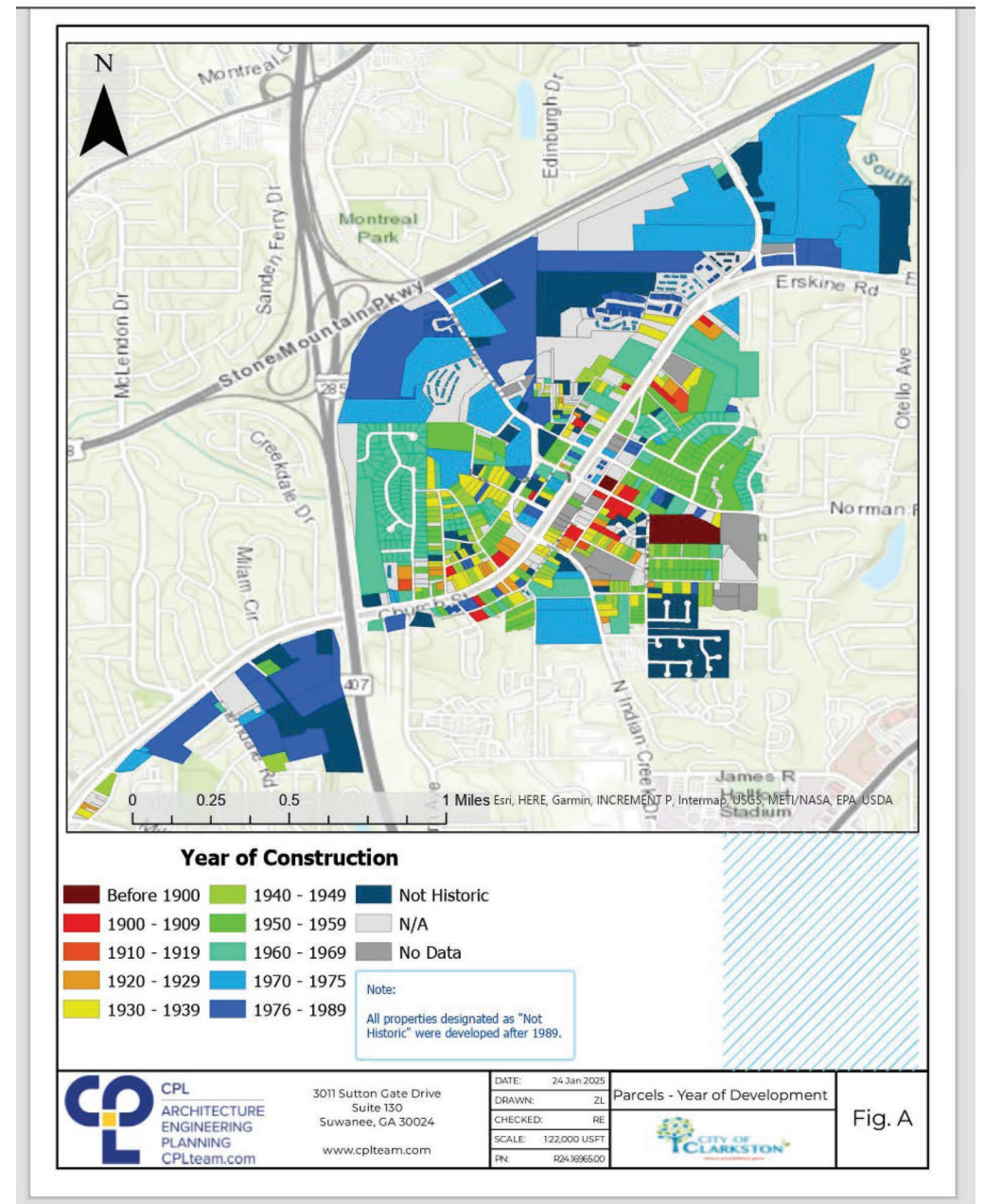
Implementation

Implementing the Plans

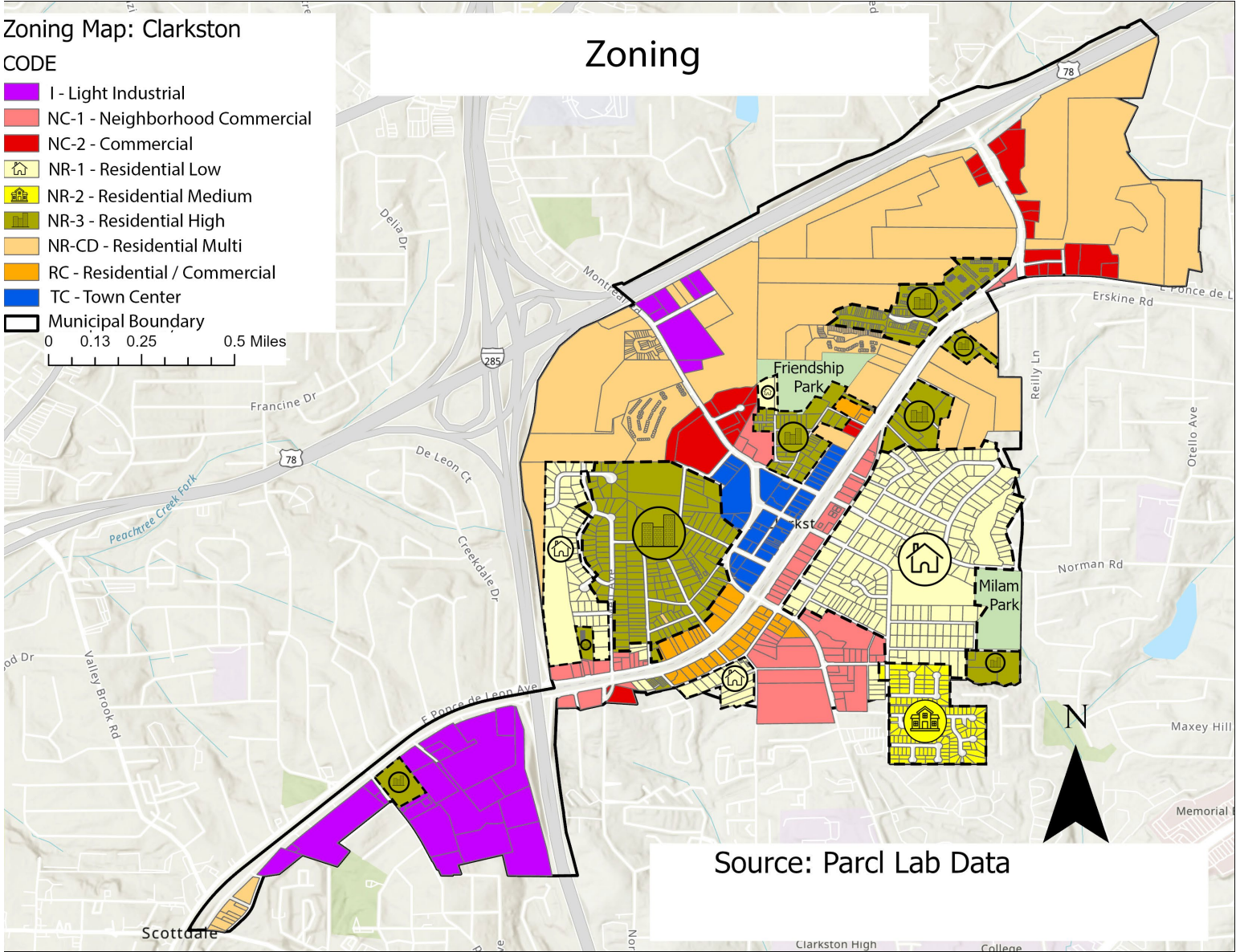
Need for new affordable and senior complexes, renovations	DeKalb Housing Authority, Strategic Acquisitions, Partnerships, Inclusionary Zoning; LCI, Comprehensive Plan
Services	DeKalb Housing Authority, Partners
Rental Assistance	Comprehensive Plan, LCI, Housing Trust Fund
Renter to Owner Programs	Potential Partners – Habitat, HouseATL, Economic Mobility Leadership Institute (AAMA)
Policies	Inclusionary Housing, TADs, Blight Tax, Vacancy Tax, Incentives
Diverse Housing Types	By-Right Zoning Update, LCI, Comprehensive Plan
Connectivity, Greenspace, Walkability, Density	Comprehensive Plan, LCI
Economic Development/Workforce Development	DDA, LCI
Incorporate current planning	Clarkston Greenway, Stone Mountain Trail Master Plan, Parks Master Plan, City Agriculture Plan

Clarkston: New Tools and Planning Opportunities

- 📊 Downtown Development Authority
- 📊 Housing Trust Fund
- 📊 Code Enforcement, Inspection Policy
- 📊 Education (i.e., tenants' rights, homeownership readiness)
- 📊 Potential Financial Tools
 - Federal Qualified Opportunity Zones
 - DeKalb Land Bank
 - Potential for Tax Allocated District (TAD)
 - Historic Properties: Tax Credits



Clarkston Zoning



High-Level Ideas for Implementing Policy to Address Community Feedback

- Consider Inclusionary Zoning + Density Bonus + Incentives for Naturally Occurring Affordable Housing (NOAH)
- Increase funding and capability of Housing Trust Fund for stability
- Potential anti-displacement measures: community benefit agreements, land trusts, land banks
- Increased partnerships
- Reducing regulatory barriers to increase and encourage for-sale ownership of smaller homes
- Further encourage ADU development: expedited plan review, pre-designed plans
- Consider adding residential uses to non-residential areas: for example, mixed-use and small residential apartments, townhomes

Past Planning: Clarkston

Clarkston Greenway Study

- Pair trail development with **anti-displacement strategies**.
- Align with **Comprehensive Plan & LCI housing policies**.
- Tie **funding sources** (ARC, GDOT, federal) to affordability goals.
- Use city tools to **preserve and expand affordable housing** (e.g., ADUs, land trusts, incentives).

Clarkston 2040 Comprehensive Plan Update (2021)

- **Expand housing options and affordability:** Provide units at all price points, increase variety (rental, ownership, single- and multi-family), and create affordable homeownership opportunities.
- **Improve quality and accessibility:** Strengthen apartment management, ensure housing is accessible for people with disabilities, and encourage walkable, mixed-use forms.
- **Use land use tools for density and diversity:** Apply zoning to allow higher residential density and diverse housing types to support affordability and transit.

Next Steps:

Upcoming Planning:

- Clarkston Comprehensive Plan Update 2026
- ARC Options: Housing Task Force / Housing Assessment CDAP
- ARC Recommends Application for 2026 Livable Centers Initiative Plan (LCI Update) for Clarkston

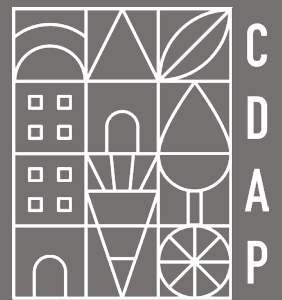


ONE **great** REGION

Feedback & Questions

Questions: kallin@atlantaregional.org

Kristin Allin, Principal Planner



Community Development
Assistance Program



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve a resolution to declare a police vehicle as surplus property for the City of Clarkston.

PRESENTER CONTACT: Chief Christine Hudson

PHONE NUMBER:

DEPARTMENT: Police Department

PURPOSE: To approve declaration of old and obsolete equipment as Surplus Property that can be sold and disposed of in compliance with O.C.G.A. 36-37-6(a).

IMPACT:

The City of Clarkston Police Department requests that the following vehicle—a Ford F-150 with 131,175 miles—be declared obsolete and designated as surplus equipment. Since 2022, a total of \$18,872 has been spent on maintenance and repairs for this vehicle.

2015 Ford F-150 VIN# 1FTEW1EG2FFB37656

FUNDING SOURCE: Surplus Property

RECOMMENDATION: Staff recommends that the Council vote to declare the above-

mentioned vehicle as surplus property.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,
GEORGIA TO DECLARE PROPERTY SURPLUS FOR THE CITY OF
CLARKSTON.

* * * * *

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

WHEREAS, the below described Police Department vehicle is no longer necessary,
useful or suitable for municipal purposes for the City of Clarkston:

2015 Ford F-150, VIN# 1FTEW1EG2FFB37656

NOW THEREFORE BE IT RESOLVED that the above-mentioned vehicle be declared
surplus property, and the City Manager is hereby directed to sell said surplus property in
compliance with O.C.G.A. 36-37-6 and Section 4.04 of the City Code of Ordinances.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve the request to purchase a 2025 Ford Expedition, including the necessary equipment to replace the Police Chief's Ford F-150 in the amount of \$47,900, to be funded from SPLOST II and the Federal Seizure Fund.

PRESENTER CONTACT: Chief Christine Hudson

PHONE NUMBER:

DEPARTMENT: Police Department

PURPOSE: To purchase one 2025 Ford Expedition from Brannen Ford, and outfit vehicle.

IMPACT: To purchase one new 2025 Ford Expedition. This is to replace the chiefs 2015 Ford F-150 which currently has 131,175 miles. The total cost for a 2025 Ford Expedition to include emergency equipment is \$47,900. The funds would be coming from SPLOST II and Federal Seizure and would not impact the general funds.

FUNDING SOURCE: SPLOST II and Federal Seizure

RECOMMENDATION: Staff recommends approval to purchase the 2025 Ford Expedition including the necessary equipment in the amount of \$47,900, to be funded out of SPLOST II and Federal Seizure.



1080 2nd Street
PO Box 746
Unadilla, GA 31091
P: (478) 627-3221 F: (478) 627-9550
www.brannenmotorcompany.com

BRANNEN
EMERGENCY VEHICLES
1-800-999-9606

CUSTOMER: CITY OF Clarkston
736 Park North Boulevard
Suite 120
Clarkston, Ga 30021

INVOICE / QUOTE
#

NOT A BILL

DATE: 03/11/2025

QTY.	DESC.	YEAR	MAKE/ MODEL	NEW OR USED	VIN	PRICE PER UNIT	SALES: GOV/FLEET
1	Black	2025	1) FORD EXPEDITION SSV	NEW	1. TBD	\$55,900.00	MARTY

DEPARTMENT: TIFTON POLICE DEPARTMENT

PHONE CONTACT- CHIEF Hudson (404)391-4178 Chudson@cityofclarkston.com
VEHICLE(S)- FOR INFORMATIONAL PURPOSES, Black IN COLOR, NEW NEVER TITLED
BRANNEN REP-Marty Stafford (229)891-0246 marty@brannenmotors.com

PRICE OF CAR
FREIGHT AND HANDLING
OPTIONAL EQUIP. ACCESS.

PRICE DOES NOT
INCLUDE DELIVERY

\$ ----

Equipment \$7,000.00

Trade :15,000.00

NO ADDED FEES
GPC APPLIED
PER UNIT
\$---

LICENSE AND TITLE

NO TAX (GOV)

TOTAL

\$47,900.00

ADDITIONAL WARRANTY
AVAILABLE UPON
REQUEST



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

Meeting Type	Item No.	Action Type	Public Hearing
City Council	71	New Business Items	NO

SUBJECT: To approve the appointment of Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.

PRESENTER CONTACT: Councilmember Susan Hood

PHONE NUMBER:

DEPARTMENT: Admin

PURPOSE: To approve the appointment of Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.

IMPACT: Councilmember Hood's nominee to the Safe Streets for All steering committee, could not be confirmed prior to the city council's action on 9/2/2025 to appoint other members of the committee. This agenda item will add him to the committee.

FUNDING SOURCE: N/A

RECOMMENDATION: To appoint Byron Delgado to the Safe Streets for All (SS4A) Steering Committee.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To approve the appointment of Abu Talib to the Safe Streets for All (SS4A) Steering Committee.

PRESENTER CONTACT: Councilmember Sharifa Adde

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE: To approve the appointment of Abu Talib to the Safe Streets for All (SS4A) Steering Committee.

IMPACT: Councilmember Adde's nominee to the Safe Streets for All steering committee, could not be confirmed prior to the city council's action on 9/2/2025 to appoint other members of the committee. This agenda item will add him to the committee.

FUNDING SOURCE: N/A

RECOMMENDATION: Approve the appointment of Abu Talib to the Safe Streets for All (SS4A) Steering Committee.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To consider an ordinance to amend Sec. 205 of the Zoning Code to remove the public hearing requirement for the Planning & Zoning Board and clarify public notice requirements.

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The purpose of this ordinance is to amend the City of Clarkston Zoning Ordinance to eliminate the requirement for public hearings before the Planning and Zoning Board (PZB) for zoning and similar applications. The ordinance also establishes a new requirement for applicants to post public notice on the subject property in advance of the PZB meeting where the application will be discussed, ensuring continued public awareness and transparency.

IMPACT: This ordinance maintains public transparency and community involvement in the zoning process by requiring applicants to post on-site notice of zoning applications prior to Planning and Zoning Board meetings. While public hearings will no longer be held at the PZB level, the public will still have the opportunity to address the PZB during their required public meeting.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of this text amendment.

Sec. 205. Common procedures.

- (a) *City manager review.* Upon receipt of an application for a rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or upon notice from two (2) or more mayor and city council members of a proposed text amendment, and within thirty (30) days of receipt of the formal application and all required information, the city manager shall review the application (or proposed text amendment) and prepare a written analysis of the application (or proposed text amendment), which shall be provided to the planning and zoning board as well as the mayor and city council.
- (b) *Planning and zoning board review.*
- (1) All applications for rezoning, future land use map amendment, variance, conditional use permit, planned unit development, and all proposed amendments to the text of the zoning ordinance shall be submitted to the planning and zoning board for review. Such review shall be conducted based upon the standards set forth in the appropriate section of this zoning ordinance, depending on the type(s) of the applications. When a complete application is received, the planning and zoning board shall consider the application at its next regularly scheduled meeting, unless deferred pursuant to this section. ~~Such meeting shall include a public hearing and follow procedures required in Sec. 206 of this article.~~
 - (2) The city clerk shall cause notice of the time, place, and purpose of the public ~~meeting~~hearing and a copy of the ~~city manager's~~Planning and Economic Development Director's report on the application to be published on the city's website at least ~~seven (7)~~fifteen (15) days prior to the public hearing.
 - (3) The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to the public meeting that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use; date and time; and
 - c. Location of the public hearing.
 - iii. Be maintained by the applicant to prevent removal from the property or destruction.
 - (4) Written notice to adjacent and nearby property owners. The applicant shall give written notice by certified mail return receipt requested to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed such that they are received a minimum of fifteen (15) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. The return receipts shall be provided to the city manager within one (1) week of receipt.
 - (53) Upon motion, the planning and zoning board may defer any application which it deems to be incomplete. The fact that a required community open house meeting has not yet been held shall cause the application to be deemed incomplete and necessitate a deferral. A complete application may be deferred on only one (1) occasion.
 - (64) The planning and zoning board shall make a recommendation to the mayor and city council with respect to its findings. The recommendations shall be a part of the permanent record of the application and shall be reported at any meeting of the mayor and city council which considers the application. In

addition, the city clerk shall cause the planning and zoning board's recommendation to be posted on the city's website from the time that it is available until a final decision on the application is made by the mayor and city council.

(75) Failure to act.

- i. Failure by the planning and zoning board to act upon any application shall not cause a delay of process unless such failure is due to incomplete data or information in an application. Should the planning and zoning board fail to act upon any complete application, it shall pass to the mayor and city council with a notation thereon that the planning and zoning board has reviewed but failed to act upon the application.
- ii. If the planning and zoning board fails to submit a report within thirty (30) days of its first meeting after it has considered an application that is complete in all respects, it shall be deemed to have recommended approval of the proposed amendment. However, the planning and zoning board and the applicant for an amendment may jointly agree to postpone action for a thirty (30) day period.

(86) The mayor and city council shall hear the application at their next meeting which complies with O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.

(97) Provisions for application withdrawal shall be as established in Sec. 207.

(c) *Mayor and city council.*

- (1) Before the mayor and city council shall approve or deny any rezoning, future land use map amendment, variance, conditional use permit, planned unit development, or text amendment they shall hold a public hearing thereon, to be conducted pursuant to procedures outlined in this zoning ordinance and those provided in O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.
- (2) Notwithstanding any other provisions of this chapter to the contrary, when a proposed zoning decision relates to an amendment of the zoning ordinance to revise one (1) or more zoning classifications or definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning, or rezoning of property from single-family residential to a category that allows multifamily uses if the rezoning is initiated by the City rather than the property owner, then such zoning decision must be adopted in the following manner:
 - i. The zoning decision shall be adopted at two (2) regular meetings of the local government making the zoning decision, during a period of not less than twenty-one (21) days apart.
 - ii. Prior to the first meeting provided for in subparagraph (i) of this paragraph, at least two (2) public hearings shall be held on the proposed action. Such public hearings shall be held at least three (3) months and not more than nine (9) months prior to the date of final action on the zoning decision. Furthermore, at least one (1) of the public hearings must be held between the hours of 5:00 P.M. and 8:00 P.M. The hearings required by this paragraph shall be in addition to any hearing required under subsection (i) of this Code section.
 - iii. Notice requirements for such hearings are in subsection (d).
- (3) Final action.
 - i. The mayor and city council shall approve, approve with conditions, or deny the request. Such final zoning action may occur at the time of the public hearing or at the next regularly scheduled mayor and city council meeting.

-
- ii. The mayor and city council shall not be bound by but shall consider the recommendations of the planning and zoning board in its deliberations on the application.
 - (4) Provisions for application withdrawal shall be as established in Sec. 207.
 - (d) *Public notice of public hearings.*
 - (1) Legal notice. Notice of a hearing pursuant to this ordinance shall be published in the legal organ of the city in which the legal advertisements of the city are published. Where the proposed action includes any combination of zoning decisions under subparagraphs (C), (E), or (F) of paragraph (4) of O.C.G.A. § 36-66-3 for the same property, the local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing at least fifteen (15) but not more than forty-five (45) days prior to the date of the hearing. The notice shall state the time, place, and purpose of the hearing. Notices announcing public hearing for considering an application to rezone property or an application for a special use shall also include the location of the property, and the present and proposed zoning classification or the proposed special use of the property, as appropriate.
 - (2) Property posting. The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to a public hearing that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use; date and time; and
 - c. Location of the public hearing.
 - iii. Be maintained by applicant to prevent removal from the property or destruction for the period commencing on the date the public notice appears in the newspaper through the date of the public hearing.
 - (3) Written notice to adjacent and nearby property owners. The applicant shall give written notice by certified mail return receipt requested to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed such that they are received a minimum of fifteen (15) calendar days and a maximum of forty-five (45) calendar days prior to the public hearing. The return receipts shall be provided to the city manager within one (1) week of receipt.
 - (4) A quasi-judicial officer, board, or agency shall provide for a hearing on each proposed action. Notice of such hearing shall be provided at least 30 days prior to the quasi-judicial hearing, with such notice being made as provided for in subsection (1) of this Code section and with additional notice being mailed to the owner of the property that is the subject of the proposed action.
 - (5) The local government shall give notice of such hearings outlined in subsection (d) by:
 - i. Posting notice on each affected premises in the manner prescribed by subsection (b) of this Code section; provided, however, that when more than five hundred (500) parcels are affected, in which case posting notice is required every five hundred (500) feet in the affected area; and

-
- ii. Publishing in a newspaper of general circulation within the territorial boundaries of the local government a notice of each hearing at least fifteen (15) days and not more than forty-five (45) days prior to the date of the hearing.
 - iii. Both the posted notice and the published notice shall include a prominent statement that the proposed zoning decision relates to or will authorize multifamily uses or give blanket permission to the property owner to deviate from the zoning requirements of a single-family residential zoning of property in classification previously relating to single-family residential uses. The published notice shall be at least nine (9) column inches in size and shall not be located in the classified advertising section of the newspaper. The notice shall state that a copy of the proposed amendment is on file in the office of the clerk or the recording officer of the local government and in the office of the clerk of the superior court of the county of the legal situs of the local government for the purpose of examination and inspection by the public. The local government shall furnish anyone, upon written request, a copy of the proposed amendment, at no cost.
- (6) The provisions of paragraph (5) of this section shall also apply to any zoning decisions that provide for the abolition of all single-family residential zoning classifications within the territorial boundaries of a local government or zoning decisions that result in the rezoning of all property zoned for single-family residential uses within the territorial boundaries of a local government to multifamily residential uses of property.
 - (7) Posting of property associated with an amendment to the official zoning map initiated by the City of Clarkston shall not be required.
 - (8) All hearings of any quasi-judicial officer, board or agency and city council shall be open to the public and shall comply with the Georgia Open Meetings Act.

(Ord. No. 480, § 1, 6-6-23)

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TEXT OF THE CLARKSTON ZONING ORDINANCE, APPENDIX A, ARTICLE II, ADMINISTRATION, OF THE CITY CODE; TO ELIMINATE THE REQUIREMENT FOR PUBLIC HEARINGS TO BE HELD BY TO THE PLANNING AND ZONING BOARD IN CONNECTION WITH ZONING OR SIMILAR APPLICATIONS; TO REQUIRE APPLICANTS TO POST NOTICE ON THE SUBJECT PROPERTY PRIOR TO THE PLANNING AND ZONING BOARD MEETING WHEREIN A ZONING APPLICATION WILL BE DISCUSSED; AND TO REQUIRE THE APPLICANT TO SEND WRITTEN NOTICE TO ALL ADJACENT AND SURROUNDING PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY.

WHEREAS, the City's Zoning Ordinance sets forth common procedures for the review of zoning applications by the Planning and Zoning Board (the "PZB");

WHEREAS, such procedures require the PZB to consider each complete zoning application at its next regularly scheduled meeting, which shall include a public hearing;

WHEREAS, public hearings require significant lead time for publishing notice and create an added expense, both of which are compounded when zoning applications are deferred to subsequent meetings;

WHEREAS, these added procedural requirements delay the review of zoning applications and cause confusion for applicants, members of the public, and elected officials;

WHEREAS, the State Zoning Procedures Law only requires one public hearing for each zoning application;

WHEREAS, the City Council desires to eliminate public hearings at PZB meetings but will continue to hold public hearings at Council meetings in accordance with the Zoning Procedures Law;

WHEREAS, the PZB will still have the opportunity to review and make a recommendation with regard to each zoning application, and the public will still have the opportunity to learn about and comment upon such applications at PZB meetings;

WHEREAS, the City Council further desires to require applicants to post notice of the proposed zoning action and the date, time, and location of the PZB meeting by placing a sign on the affected property, which will be provided by the City;

WHEREAS, the City Council desires to amend Section 205, "Common procedures", of the City's Zoning Ordinance to eliminate public hearings at PZB meetings and to require that notice of the proposed zoning and PZB meeting be posted on the affected property; and

WHEREAS, the City has fully complied with the requirements of the Zoning Procedures

Law in adopting this ordinance.

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

SECTION 1. Appendix A, Article II, Division 1, Section 205, Common procedures, of the City of Clarkston Code of Ordinances is hereby amended by amending subsection (b) to read as follows:

“(b) Planning and zoning board review.

- (1) All applications for rezoning, future land use map amendment, variance, conditional use permit, planned unit development, and all proposed amendments to the text of the zoning ordinance shall be submitted to the planning and zoning board for review. Such review shall be conducted based upon the standards set forth in the appropriate section of this zoning ordinance, depending on the type(s) of the applications. When a complete application is received, the planning and zoning board shall consider the application at its next regularly scheduled meeting, unless deferred pursuant to this section.
- (2) The city clerk shall cause notice of the time, place, and purpose of the public meeting and a copy of the Planning and Economic Development Director’s report on the application to be published on the city’s website at least seven (7) days prior to the public hearing
- (3) The applicant shall post a sign or signs provided by the city in a conspicuous place on the property a minimum of fifteen (15) calendar days prior to the public meeting that shall comply with the following requirements:
 - i. Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - ii. Clearly indicate the following information:
 - a. Present zoning classification of the property;
 - b. Proposed zoning classification or special use;
 - c. Date, time, and location of the public meeting.
 - iii. Be maintained by the applicant to prevent removal from the property or destruction.
- (4) Written notice to adjacent and nearby property owners. The applicant shall give written notice by certified mail return receipt requested to all property owners within three hundred (300) feet of the boundaries of the property as appears in DeKalb County tax records. The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application. Public notices shall be mailed such that they are received a minimum of fifteen (15) calendar days and a maximum of forty-five (45) calendar days

prior to the public hearing. The return receipts shall be provided to the city manager within one (1) week of receipt.

- (5) Upon motion, the planning and zoning board may defer any application which it deems to be incomplete. The fact that a required community open house meeting has not yet been held shall cause the application to be deemed incomplete and necessitate a deferral. A complete application may be deferred on only one (1) occasion.
- (6) The planning and zoning board shall make a recommendation to the mayor and city council with respect to its findings. The recommendations shall be a part of the permanent record of the application and shall be reported at any meeting of the mayor and city council which considers the application. In addition, the city clerk shall cause the planning and zoning board's recommendation to be posted on the city's website from the time that it is available until a final decision on the application is made by the mayor and city council.
- (7) *Failure to act.*
 - i. Failure by the planning and zoning board to act upon any application shall not cause a delay of process unless such failure is due to incomplete data or information in an application. Should the planning and zoning board fail to act upon any complete application, it shall pass to the mayor and city council with a notation thereon that the planning and zoning board has reviewed but failed to act upon the application.
 - ii. If the planning and zoning board fails to submit a report within thirty (30) days of its first meeting after it has considered an application that is complete in all respects, it shall be deemed to have recommended approval of the proposed amendment. However, the planning and zoning board and the applicant for an amendment may jointly agree to postpone action for a thirty (30) day period.
- (8) The mayor and city council shall hear the application at their next meeting which complies with O.C.G.A. § 36-66-1 et seq., as it now exists and may be amended hereafter.
- (9) Provisions for application withdrawal shall be as established in Sec. 207.”

SECTION 2. This ordinance shall become effective immediately upon its approval by the City Council and signature of the Mayor.

Notice Published in DeKalb Champion: 9/11/2025

Public Hearing Held by City Council: 9/30/2025

SO ORDAINED, this ____ day of _____, 2025.

**CITY COUNCIL
CITY OF CLARKSTON, GEORGIA**

Beverly H. Burks, Mayor

ATTEST:

Tomika Mithcell, City Clerk

Approved as to Form:

Stephen G. Quinn, City Attorney

Updated Zoning Matters 2025 Meeting Schedule

Application Filing/Submittal Cycle Deadline	PNZ Sign Posting Deadline	PZB Packet Distribution	P&Z Public Hearing/ Meeting (3rd Tuesday)	Legal Ad Newspaper Deadline (12:00pm)	Legal Ad Run Date	Public Hearing Sign Posted	City Council Public Hearing (Last Tuesday of the month)	City Council Regular Meeting/Vote (1st Tuesday of the month)
September 23, 2025	10/6/2025	10/14/2025	October 21, 2025	10/30/2025	11/6/2025	11/10/2025	November 25, 2025	December 2, 2025
October 21, 2025	11/3/2025	11/11/2025	November 18, 2025	12/4/2025	12/11/2025	12/15/2025	December 30, 2025	January 6, 2026
November 18, 2025	12/1/2025	12/9/2025	December 16, 2025	12/29/2025*	1/8/2026	1/12/2026	January 27, 2026	February 3, 2026
December 23, 2025	1/5/2026	1/13/2026	January 20, 2026	1/29/2026	2/5/2026	2/9/2026	February 24, 2026	March 2, 2026

NOTES:

If application submittal deadlines fall on a weekend, the application shall be submitted on the business day prior to the weekend.

* Denotes a change due to a city holiday or event.

** No application agenda items may be added to packets or agendas without a review for completeness by the Planning and Economic Development Department. Applicants may present additional material at the public hearing (3rd Tuesday of month), but any revised site plan must be reviewed and added to following month's agenda.

***Meeting dates subject to change due, please see the City's Event Calendar on the website at www.clarkstonga.gov for the latest information.



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To consider a development proposal in the Clemsil Overlay District with a concurrent variance from Sec. 540(a) to not require a 5' sidewalk along a local street at 1212 Patricia Davis Drive (FKA 3637 Lincoln Street)(Parcel ID: 18 119 02 004).

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The purpose of this application is to seek approval for the construction of a one-story, single-family residence on a vacant parcel located at 1212 Patricia Davis Drive, within the historic Clemsil Neighborhood Overlay. As required under Section 319(n) of the zoning ordinance, this application is subject to the public hearing process for developments within the Clemsil Overlay District. This application also includes a concurrent variance request to not install a 5' sidewalk along a local street.

IMPACT: The proposed development complies with all zoning and overlay standards, including setbacks, building coverage, floor area ratio, unit size, and parking. Architectural elements such as smooth lap siding, stucco veneer over a concrete block foundation, and architectural asphalt shingles meet the design requirements of the Clemsil Overlay. The applicant is requesting to forgo the installation of a 5-foot sidewalk along Patricia Davis Drive, citing the absence of sidewalks throughout the Clemsil Neighborhood. Approval of the application would maintain consistency with

neighborhood character while allowing for the development of a conforming single-family home on a currently vacant lot.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of the development review and denial of the variance request from Sec. 540(a) to not install sidewalks along a local street.

STAFF ANALYSIS AND REPORT

APPLICANT: Ben Darmer

LOCATION: 3637 Lincoln Street (1212 Patricia Davis Drive)
(Parcel ID: 18 119 02 004)

ZONING: NR-3: Neighborhood Residential 3 & Clemsil Overlay District

REQUEST: Clemsil Overlay development review for a one-story, single-family home and a concurrent variance from Sec. 540(a) to not install a 5' sidewalk along a local street.

ZONING/ADJACENT LAND USE:

North	NR-3: Single-family Home
South	NR-3: Single-family Vacant
West	NR-3: Single-family Home
East	NR-3: Single-family Vacant

MEETING INFORMATION:

Planning & Zoning Commission:	09/23/2025 – 7:00 P.M
Mayor & City Council Public Hearing:	09/30/2025 – 7:00 P.M.
Mayor & City Council 2 nd Read:	10/07/2025 – 7:00 P.M.

RECOMMENDATION:

Staff recommends APPROVAL of the request to construct a one-story, single-family home with conditions and recommends DENIAL of the request to not install 5' sidewalks along a local street.

BACKGROUND:

The property at 3637 Lincoln Street is currently a vacant parcel within the historic Clemsil Neighborhood. The applicant is proposing a one-story, single-family home on a stucco veneer over concrete block foundation. Pursuant to Section 319(n), the approval process for development within the Clemsil Overlay shall meet the requirements of the public hearing process.

Below are the zoning requirements of the proposed development standards:

	Zoning/Overlay Requirement	Proposed
Front Setback	10'	15.1'
Side Setback	7'	17.9' & 21'
Rear Setback	15'	15.2'
Max. Building Coverage	75%	37.5%
Max. FAR	0.4	0.245
Min. Unit Size	750 sq. ft.	1,847 sq. ft.
Min. Parking	2 spaces	2 spaces

The submitted site plan meets or exceeds these requirements.

The applicant is proposing smooth 6" lap siding, stucco veneer over concrete block foundation, and architectural asphalt shingles. These architectural elements all meet the requirements of the Clemsil Overlay.

The applicant is also requesting a variance from Sec. 540(a) to not install the 5' sidewalk along Patricia Davis Drive.

Analysis: Pursuant to Article II of the City of Clarkston Zoning Ordinance, Staff has reviewed the variance request in accordance with the required review criteria.

1. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

There are not any extraordinary nor exceptional conditions to the particular property in question due to its size, shape, or topography. However, if the applicant is required to construct the sidewalk, it would be the only section of sidewalk along Patricia Davis Drive and dead end at each of the side property lines.

2. Such conditions are peculiar to the particular piece of property.

These conditions are not peculiar to this particular piece of property, as all properties along Patricia Davis Drive and many other properties throughout the city would be subject to the same regulations if the cost of replacement threshold were to be exceeded.

3. Such conditions are not the result of the actions of the owner.

These conditions are not the result of actions by the property owner.

4. A literal interpretation of the provisions of this ordinance would create an unnecessary hardship.

A literal interpretation of the provisions of this ordinance would not create an unnecessary hardship on the property owners.

5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance.

It is not anticipated that the proposed use would cause detriment to the public good. However, this request does not fall within the intent of the zoning ordinance.

6. The variance is not a request to permit a structure or use of land not authorized in the applicable district.

This request is not to permit a structure or use of land not authorized in the applicable zoning district.

Pursuant to Article II of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the Clemsil Overlay District review with the following conditions:

1. The site shall be developed substantially in conformance with the site plan dated, revised 07/30/25.
2. The architectural elevations shall be substantially similar to the elevations dated 05/21/25.

Staff recommends **DENIAL** of the request from Sec. 540(a) to not install a 5' sidewalk along a local street.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE DEVELOPMENT OF A ONE-STORY, SINGLE-FAMILY HOME LOCATED AT 1212 PATRICIA DAVIS DRIVE IN THE CLEMSIL OVERLAY DISTRICT WITHIN THE CITY OF CLARKSTON, GEORGIA; AND DENYING A VARIANCE REQUEST TO WAIVE THE REQUIREMENT FOR SIDEWALK CONSTRUCTION

WHEREAS, the City of Clarkston (“City”) has received a request from Ben Darmer for the construction of a one-story, single-family home located at 1212 Patricia Davis Drive (formerly 3637 Lincoln Street) (Tax Parcel ID No. 18 119 02 004) (hereinafter referred to as the “Property”) within the City; and

WHEREAS, the Property is currently zoned NR-3, High Density Neighborhood Residential, and is also located within the Clemsil Overlay District; and

WHEREAS, the proposed residential development is an authorized use within the NR-3, High Density Neighborhood Residential, zoning district; and

WHEREAS, the proposed development will consist of a home containing six-inch lap siding, stucco veneer over a concrete block foundation, and architectural asphalt shingles, all of which meet the architectural requirements of the Clemsil Overlay District; and

WHEREAS, Mr. Darmer is also requesting a variance from Zoning Ordinance Sec. 540(a) to waive the requirement for sidewalk construction along Patricia Davis Drive; and

WHEREAS, the Planning and Economic Development Department has reviewed the subject application and recommended: (1) approval of the proposed residential development with conditions, and (2) denial of the requested variance based on staff’s analysis that the requested variance does not meet the City’s criteria; and

WHEREAS, the Planning and Zoning Board also reviewed the subject application and has made the same recommendations as staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clarkston finds that the proposed development meets the criteria for approving development within the Clemsil Overlay District per Zoning Ordinance Sec. 319, but that the requested variance does not meet the criteria for granting a variance per Zoning Ordinance Sec. 215(e).

BE IT FURTHER RESOLVED that the proposed development described in the subject zoning application consisting of a one-story, single-family home located within the Clemsil Overlay District is hereby approved, subject to the following conditions:

1. The site shall be developed substantially in conformance with the site plan dated February 28, 2025 and last revised on July 30, 2025, a copy of which is attached hereto as Exhibit “A”.

2. The architectural elevations shall be substantially similar to the elevations dated May 21, 2025, a copy of which is attached hereto as Exhibit "B".

BE IT FURTHER RESOLVED that the requested variance from Zoning Ordinance Sec. 540(a) to waive the requirement for sidewalk construction along Patricia Davis Drive is hereby denied.

SO RESOLVED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney

VARIANCE APPLICATION

Form # 200-V

This page must be completed by the Applicant. Please see Applicant Instructions for full requirements.

SUBMITTAL CHECKLIST

Your application must include the following items, or it will not be considered complete:

- ☒ Completed Application Requirements Checklist
- ☒ Owner Permission Affidavit(s)
- ☐ Pre-application meeting form signed by Planning Director
- ☒ Plan(s) to scale demonstrating variance requested
- ☒ Survey
- ☒ Property Deed
- ☒ Legal description of the property • *See Deed*
- ☒ Campaign Contribution Disclosure Form
- ☐ Filing Fee (payable to The City of Clarkston)
- ☒ Letter of Intent
- For a Zoning Variance, provide a project description and justification of how the project complies with the Review and Approval Criteria in Section 308. Each of the following Criteria for a zoning variance or sign variance must be addressed by the applicant:
 1. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.
 2. The application of this ZO to the particular piece of property would create an unnecessary hardship.
 3. Such conditions are peculiar to the particular piece of property involved.
 4. Such conditions are not the result of any actions of the property owner.
 5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance.
 6. The variance is not a request to permit a structure or use of land not authorized in the applicable district.

VARIANCE APPLICATION

Form # 200-V

APPLICANT INFORMATION

Ben R. Darmer

Applicant Name
(404) 695-0690

Company

Primary Phone #

Alternate Phone #

Fax #

bdarmer@bellsouth.net

Email Address

PROJECT SUMMARY

3637 Lincoln Street, Clarkston, GA

Name of Project

Detailed Description of Variance. Include: Variance needed (code section, square footage or other dimension); Proposed use(s) and square footage of floor area for each use; and written explanation of hardship involved with need for variance (see checklist).

Delete requirement for a sidewalk in response to the neighborhood request.

Total Number of
Parcels Involved:

1

Total Project Area
(acre/sf):

7546 sf

Total Disturbed
Area:

7000 sf

Total Number of
Buildings:

1

Total Estimated
Construction Cost:

\$230,000

☒ Project Submittal Checklist and all documents, plans, written analysis, and fees required therein accompany this application form.

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Ben R. Darmer

08/11/25

Applicant Signature

Date

☐ Property Owner

☒ Owner's Agent

FOR OFFICE USE/DETERMINATION

Review determination and fee: Review fee (payable to *The City of Clarkston*) depends on type of review(s). (See Fee Schedule):

Variance

(Fee)

Please indicate if this is an Administrative Variance

PROPERTY INFORMATION/OWNER AUTHORIZATION

If more than one parcel is the subject of review, owner-applicant shall complete information for each parcel on additional page attachments; authorized agent-applicants must complete this page for EACH parcel.

PARCEL (PROPERTY) INFORMATION

3637 Lincoln Street, Clarkston, GA 30021

Property Address/Location 18 119 02 004	Suite/Apt. #	City, State 0.173 acres	Zip Code
Parcel ID/Property Tax Identification Number Vacant		Total Acreage NR-3 Clemsil Overlay	
Present Use(s) Single Family Residence		Present Zoning (Official Zoning Map)	
Proposed Use(s)			

☐ Indicate here if there are more than one subject parcels (attach information accordingly)

Legal description includes: Or: ☒ Indicate here that an exhibit identifying property location is attached.

Subdivision Name	Lot #	Block #
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PROPERTY OWNER

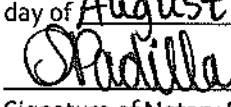
Penny Dominguez	J & E Efficiency Homes, LLC		
Owner (Person, Firm, Corporation, or Agency) 1485 S. Indian Creek Drive Stone Mountain, GA 30083	Company Name		
Mailing Address (678) 608-9130	Suite/Apt. #	City, State dominguezpenny@gmail.com	Zip Code
Primary Phone #	Fax #	Email Address	

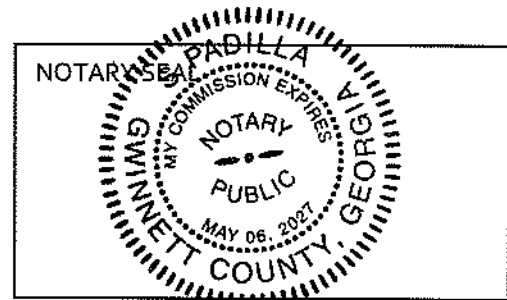
PROPERTY OWNER'S AGENT (If applicable; must match applicant contact information on page #1)

Ben R. Darmer			
Name and Company (Owner's Agent or Attorney) 1877 Ardmore Road NW Atlanta, GA 30309			
Mailing Address (404) 695-0690	Suite/Apt. #	City, State bdarmer@bellsouth.net	Zip Code
Primary Phone #	Fax #	Email Address #	

AUTHORIZATION FOR AGENT (If applicable)

Owner Signature 	Date 8/12/25
Print Name Penny Dominguez J & E Efficiency Homes, LLC	

Subscribed and sworn before me this 12th day of August, 2025.

Signature of Notary Public in the State of Georgia



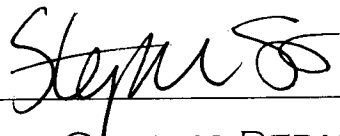
BURGESS TITLE & ESCROW, LL
2330 PATRICK HENRY PARKWAY, SUITE 350
MCDONOUGH, GEORGIA 3053
PHONE: 404-446-3300

OUR FILE NO: 25-1058

J & E EFFICIENCY HOMES, LLC
1485 INDIAN CREEK DR.
STONE MOUNTAIN, GA 30081

PLEASE FIND THE FOLLOWING ENCLOSED:

<u> </u>	RECORDED SECURITY DEED
<u> X </u>	RECORDED WARRANTY DEED
<u> </u>	RECORDED QUIT CLAIM DEED
<u> </u>	RECORDED ASSIGNMENT
<u> X </u>	OWNER'S TITLE POLICY



POST CLOSING DEPARTMENT

After recording, please return to:
BURGESS TITLE & ESCROW, LLC
2330 Patrick Henry Pkwy.
Ste. #350
McDonough, GA 30253
File #25-1058

PARCEL #18-119-02-004

**COUNTY OF HENRY
STATE OF GEORGIA**

LIMITED WARRANTY DEED

THIS INDENTURE is made this 16th day of **JANUARY, 2025**, by and between **PHILIP A. LOGAN** (hereinafter called "**Grantor**") and **J & E EFFICIENCY HOMES, LLC**, a Georgia limited liability company (hereinafter called "**Grantee**"). The words "**Grantor**" and "**Grantee**" include the neuter, masculine and feminine genders, and the singular and the plural.

W I T N E S S E T H:

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) in hand paid to Grantor by Grantee at and before the execution, sealing and delivery hereof, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto Grantee, and the successors, legal representatives and assigns of Grantee, all that tract or parcel of land lying and being in **DEKALB** County, Georgia, being more particularly described as follows:

**ATTACHED AS EXHIBIT "A" IS THE
LEGAL DESCRIPTION**

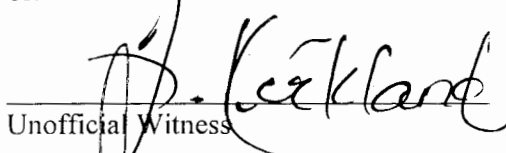
TO HAVE AND TO HOLD said tract or parcel of land, together with any and all of the rights, members and appurtenances thereof to the same being, belonging or in anywise appertaining to the only proper use, benefit and behoof of Grantee forever in fee simple.

THIS CONVEYANCE IS made subject to all easements, covenants and restrictions of record.

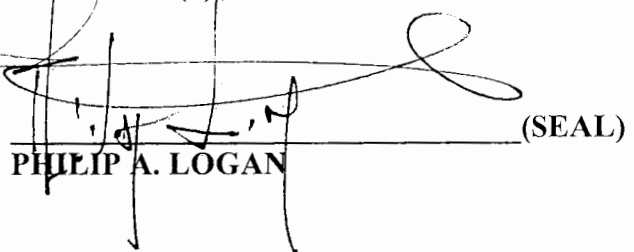
GRANTOR SHALL WARRANT and forever defend the right and title to said tract or parcel of land unto Grantee, and the successors, legal representatives and assigns of Grantee, against the claims of all persons claiming, through or under Grantor.

IN WITNESS WHEREOF, Grantor has caused its duly authorized agent to execute this indenture, and to deliver this indenture to Grantee, all the days and year first written above.

Signed, sealed and delivered in the presence of:


Unofficial Witness

GRANTOR(S)


PHILIP A. LOGAN (SEAL)

Notary Public

Commission Expires: 12.27.2025

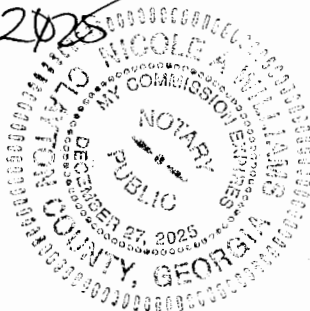


EXHIBIT "A"

All that tract or parcel of land lying and being in Land Lot 119 of the 18th District of Dekalb County, Georgia, being located in the city of Clarkston and being more particularly described as follows:

BEGINNING at the southwesterly right of way of Smith Street with its intersection with the southerly right of way of Lincoln Street and running thence west along the south side of Lincoln Street, a distance of 259.5 feet, more or less; running thence southerly 57.5 feet; running thence easterly, a distance of 259.5 feet, more or less to the southwesterly right of way of Smith Street; running thence north along the said right of way, a distance of 57.5 feet to the point of beginning.

LESS and EXCEPT:

All that tract or parcel of land lying and being in Land Lot 119 of the 18th District of Dekalb County, Georgia, being located in the city of Clarkston and being more particularly described as follows:

BEGINNING at the southwesterly right of way of Smith Street with its intersection with the southerly right of way of Lincoln Street and running thence west along the south side of Lincoln Street, a distance of 127.3 feet, to a point; running thence southerly 57.5 feet; running thence easterly, a distance of 112.9 feet, more or less to the southwesterly right of way of Smith Street; running thence north along the said right of way, a distance of 57.5 feet to the point of beginning.

Being known as 3637 Lincoln Street, Clarkston, Georgia 30021.
Having Tax parcel # 18-119-02-004.

Return Recorded Documents to:
BURGESS TITLE & ESCROW, LLC
2330 PATRICK HENRY PKWY.
STE. #350
MCDONOUGH, GA 30253

PARCEL #15 190 06 014

QUIT-CLAIM DEED

STATE OF GEORGIA
COUNTY OF HENRY

This Indenture made this 10th day of JANUARY in the year Two Thousand Twenty-Five,
between

SAMUEL AGUIRRE

of the County of **DEKALB** State of **GEORGIA**, as party or parties of the first part, hereinunder called
Grantor, and

J & E EFFICIENCY HOMES, LLC
a Georgia limited liability company

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to
include their respective heirs, successors and assigns where the context requires or permits)

WITNESSETH that: Grantor, for and in consideration of the sum of **ONE AND 00/100 (\$1.00)** Dollar
and other good and valuable considerations in hand paid at and before the sealing and delivery of these
presents, the receipt whereof is hereby acknowledged, has bargained, sold, and does by these presents
bargain, sell, remise, release and forever QUIT-CLAIM to Grantee all the right, title interest claim or
demand which Grantor has or may have in and to:

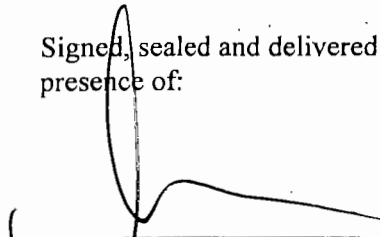
ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 190 OF
THE 15TH DISTRICT, DEKALB COUNTY, GEORGIA, BEING KNOWN AS LOT 87,
BURGESS HILLS SUBDIVISION, AS PER PLAT OF SAME OF RECORD AT PLAT BOOK
21, PAGE 16, DEKALB COUNTY, GEORGIA RECORDS. SAID PLAT IS SPECIFICALLY
INCORPORATED HEREIN BY REFERENCE AND MADE A PART HEREOF FOR A
MORE COMPLETE AND ACCURATE LEGAL DESCRIPTION.

TO HAVE AND TO HOLD the said described premises unto Grantee so that neither Grantor nor any other person or persons claiming under Grantor shall at any time, claim or demand any right, title or interest to the aforesaid described premises or its appurtenances.

IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal this day and year first above written.

Signed, sealed and delivered in the presence of:

GRANTOR(S):

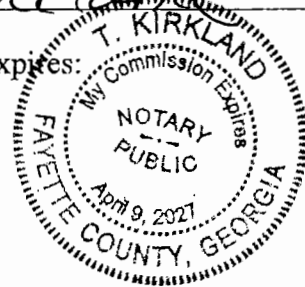


Unofficial Witness



SAMUEL AGUIRRE (SEAL)



Notary Public
Commission Expires: _____


Disclosure of Campaign Contributions

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a **local** government official within two years immediately preceding the filing of this application?

Yes ☐ No ☒

If the answer is **yes**, you must file a disclosure report with the governing authority of City of Clarkston showing:

1. The name and official position of the local governing authority in City of Clarkston to whom the campaign contribution was made.

Name and official position of the applicant/representative (Please Print)

2. The dollar amount and description of each campaign contribution made during the two (2) years immediately preceding the filing of this application and the date of each such contribution was made.

Description of Campaign Contribution
(Please Print)

Dollar Amount

This disclosure must be filed within ten (10) days after the application is first filed and must be submitted to the City of Clarkston, 3921 Church Street, Clarkston, GA 30021.

Don R. Dainoff
Signature (choose one) Applicant ☒ Owner ☐

Date 08/14/2025

Wendy Guzman
Notary Signature

08/14/2025

Date and Seal



Disclosure of Campaign Contributions

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions must be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a **local** government official within two years immediately preceding the filing of this application?

Yes ☐ No ☒

If the answer is **yes**, you must file a disclosure report with the governing authority of City of Clarkston showing:

1. The name and official position of the local governing authority in City of Clarkston to whom the campaign contribution was made.

Name and official position of the applicant/representative (Please Print)

2. The dollar amount and description of each campaign contribution made during the two (2) years immediately preceding the filing of this application and the date of each such contribution was made.

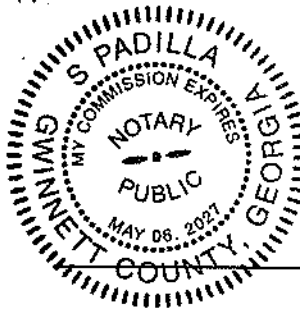
Description of Campaign Contribution
(Please Print)

Dollar Amount

This disclosure must be filed within ten (10) days after the application is first filed and must be submitted to the City of Clarkston, 3921 Church Street, Clarkston, GA 30021.

Signature (choose one) Applicant ☐ Owner ☒

Notary Signature



Date 8/13/2025

Date and Seal

1

3637 LINCOLN STREET, CLARKSTON, GA 30021

LETTER OF INTENT

1. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography. ***There are no other sidewalks in the neighborhood. Neighborhood has indicated that they do not want a sidewalk on this site.***
2. The application of this ZO to the particular piece of property would create an unnecessary hardship. ***This is a request of the neighborhood.***
3. Such conditions are peculiar to the particular piece of property involved. ***There are no other sidewalks in the neighborhood.***
4. Such conditions are not the result of any actions of the property owner. ***They are not the result of any action by the property owner.***
5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance. ***There are no other sidewalks in the neighborhood.***
6. The variance is not a request to permit a structure or use of land not authorized in the applicable district. ***Sidewalks are not prohibited.***

END

The field data upon which this plat is based has a closure precision of one foot in 15,000 feet and an angular error of 03" seconds per angle point and was adjusted using the Compass Rule. This plat has been calculated for closure and is found to be accurate within one foot in 100,000 feet.

Equipment used: Topcon GTS-213 Total Station.

FLOOD HAZARD STATEMENT

THIS PROPERTY IS NOT IN A FLOOD HAZARD AREA AS PER THE FIRM FLOOD HAZARD MAP OF DEKALB COUNTY, GEORGIA, COMMUNITY PANEL NUMBER 13089C 0078K, DATED 08/15/19

ZONING INFORMATION:

CLASSIFICATION: NR-3 (CLEMSIL OVERLAY)

SETBACKS: FRONT - 10 FEET
SIDE - 7 FEET
REAR - 15 FEET

MAXIMUM FAR = 0.4
MAXIMUM LOT COVERAGE = 50%
MAXIMUM BUILDING HEIGHT = 35 FEET
MINIMUM LOT SIZE = 5000 sf.
MINIMUM LOT WIDTH = 50 FEET

LEGEND

IPF = 1/2" REBAR FOUND
IPS = 1/2" REBAR PIN SET
L.L. = LAND LOT
L.L.L. = LAND LOT LINE
P.L. = PROPERTY LINE
CL = CENTERLINE
B.L. = BUILDING LINE
R/W = RIGHT-OF-WAY
S.S.E. = SANITARY SEWER EASEMENT
D.E. = DRAINAGE EASEMENT
MH = MANHOLE
C.B. = CATCH BASIN
J.B. = JUNCTION BOX
HW = HEADWALL
D.I. = DROP INLET
PP = POWER/UTILITY POLE
F.H. = FIRE HYDRANT
I.E. = INVERT ELEVATION
F.F.E. = FINISHED FLOOR ELEVATION
F.F.B. = FINISHED FLOOR BASEMENT
F.F.G. = FINISHED FLOOR GARAGE
BOC = BACK OF CURB
EP = EDGE OF PAVEMENT
N/F = NOW OR FORMERLY
P.O.B. = POINT OF BEGINNING
SS = SANITARY SEWER LINE/PIPE
X-X-X = FENCE LINE
O = FLOOD HAZARD ZONE LINE
= STORM SEWER LINE/PIPE
W = WATER LINE
G = GAS LINE
CM = CONCRETE MONUMENT
C.E. = CONSTRUCTION EASEMENT
C&G = CURB AND GUTTER
LS = LIGHT STANDARD
OTP = OPEN TOP PIPE FOUND
CTP = CRIMP TOP PIPE FOUND

PROPOSED LOT COVERAGE:

HOUSE = 1955 sf.
DRIVEWAY = 656 sf.
FRONT STOOP = 32 sf.

TOTAL = 2643 sf.
LOT COVERAGE = 35.0%

TREE INVENTORY - TABLE A

#	TYPE	DBH	CONDITION	TDU
1	OAK	8"	REMOVED	2.4
2	OAK	6"	REMOVED	1.6
3	OAK	10/18"	REMOVED	8.6
4	OAK	12"	REMOVED	3.2
5	OAK	7"	REMOVED	2.4
6	OAK	6"	REMOVED	1.6
7	PINE	17"	REMOVED	4.8
8	PINE	19"	REMOVED	5.4
9	PINE	14"	REMOVED	4.0
10	OAK	12"	REMOVED	3.2
11	OAK	6"	REMOVED	1.6
12	OAK	25"	REMOVED	6.8
13	OAK	10"	REMOVED	3.2
14	OAK	25"	REMOVED	6.8
15	OAK	6"	REMOVED	1.6
16	GUM	28"	REMOVED	8.6
17	OAK	11"	SAVED	3.2
18	OAK	13"	REMOVED	4.0
19	OAK	7"	REMOVED	2.4
20	OAK	10"	REMOVED	3.2
21	OAK	13"	REMOVED	4.0
22	OAK	15"	REMOVED	6.0
23	OAK	15"	REMOVED	4.0
24	OAK	17"	REMOVED	4.8
25	OAK	20"	REMOVED	5.4
26	OAK	28"	REMOVED	8.6
27	OAK	14"	SAVED	4.0
28	OAK	11"	SAVED	3.2
29	OAK	11"	SAVED	3.2

TREE REQUIREMENTS - TABLE B

- 25% OF 29 = 8 TREES REQUIRED
4 SAVED; SEE RECOMPENSE
- 120 x 0.173 = 21" DBH REQUIRED
64" DBH SAVED; REQUIREMENT MET
SURPLUS = 43" DBH
- TWO TREES REQUIRED IN FRONT YARD
1 SAVED; SEE RECOMPENSE

TREE DATE CHART - TABLE C

- SITE DENSITY
0.173 x 30 TDU = 5.2 TDU REQUIRED
EDF = 19.0 TDU
RDF: 5.2 - 19 = -13.8
SURPLUS = 13.8 TDU
- EXISTING TREE DENSITY
EXISTING TREES TO BE REMOVED = 104.4 TDU
EXISTING TREES TO REMAIN = 19.0 TDU
- REPLACEMENT CREDITS
1.5 TDU CREDITS TO BE PLANTED ON SITE
9" DBH TO BE PLANTED ON SITE
- SPECIMEN TREE RECOMPENSE
NO SPECIMEN TREES REMOVED
- TREE BANK/DEFICIT
0" DBH
- FRONTAGE LANDSCAPE STRIP REQUIREMENT:
132.2; FRONTAGE - 20" DRIVE = 112.2 LF
112.2/30 = 3.74 = 4 TREES REQUIRED

EROSION CONTROL NOTES:

- THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES PRIOR TO LAND-DISTURBING ACTIVITIES.
- EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
- DISTURBED AREAS LEFT IDLE 14 DAYS SHALL BE STABILIZED WITH TEMPORARY VEGETATION AND MULCH. DISTURBED AREAS REMAINING IDLE 30 DAYS SHALL BE STABILIZED WITH PERMANENT VEGETATION.
- EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSPECTED AT LEAST DAILY, AFTER EACH RAIN, AND REPAIRED AS NECESSARY.
- ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED IF DETERMINED NECESSARY BY ON-SITE INSPECTION.
- SILT FENCE SHALL BE "TYPE C" AS PER THE MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA, AND BE WIRE REINFORCED (SEE ATTACHED DETAIL).
- THE DESIGN PROFESSIONAL WHOSE SIGNED AND DATED SEAL APPEARS HEREON, AFFIRMS THAT THE SITE WAS VISITED PRIOR TO THE PREPARATION OF THIS SITE PLAN BY HIMSELF OR HIS AUTHORIZED AGENT UNDER HIS SUPERVISION.

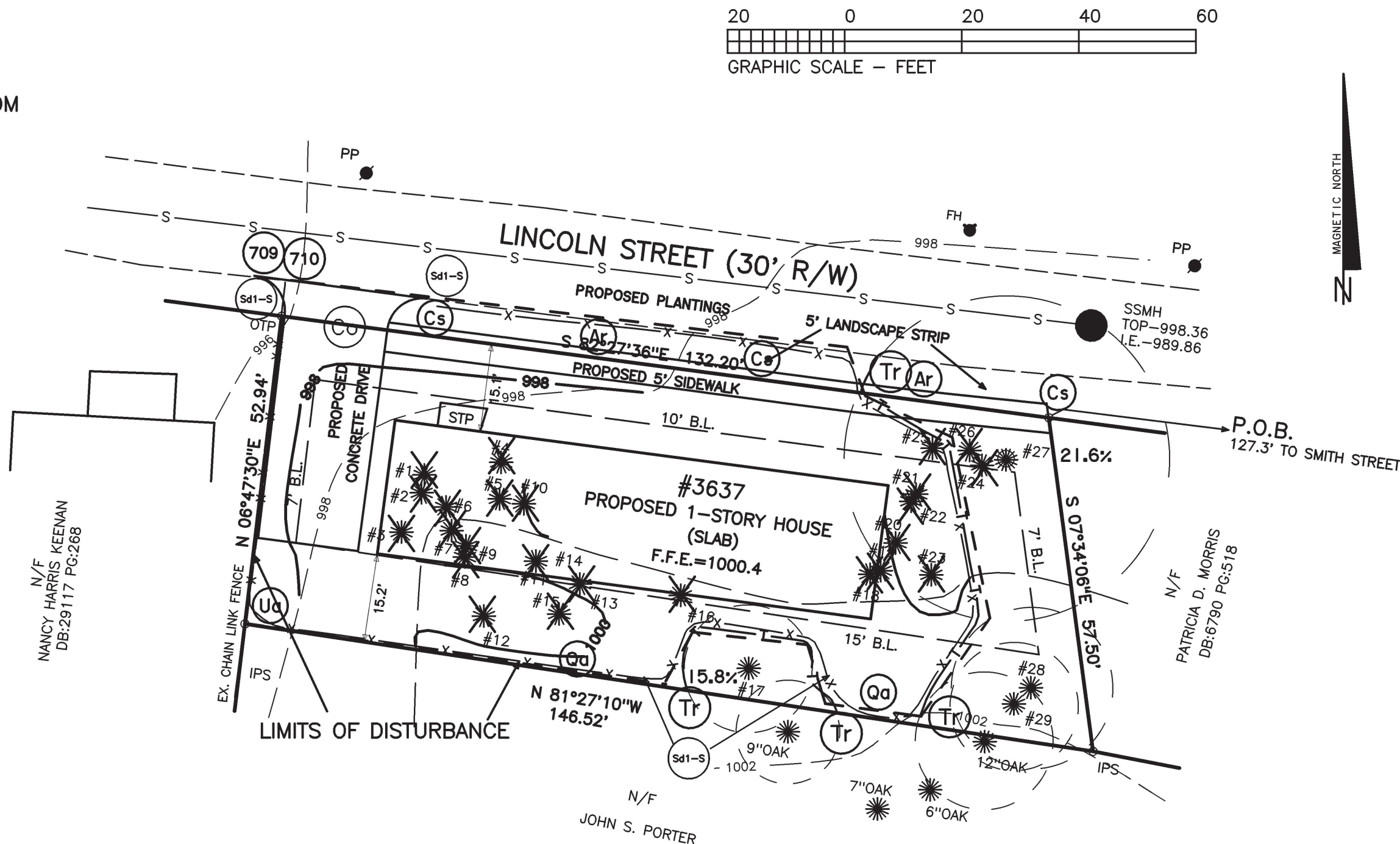
LOT AREA: 24 HR CONTACT:
7546 sf. SAMUEL AGUIRRE
0.173 ACRES JNEHOMESLLC@GMAIL.COM
(404)771-0523

NO GRADED SLOPE SHALL EXCEED 3H:1V
ON ALL DISTURBED AREAS

Ds1 Ds2 Ds3 Ds4
DISTURBED AREA = 7000 sf.
0.161 ACRES

PROPOSED FLOOR AREA:

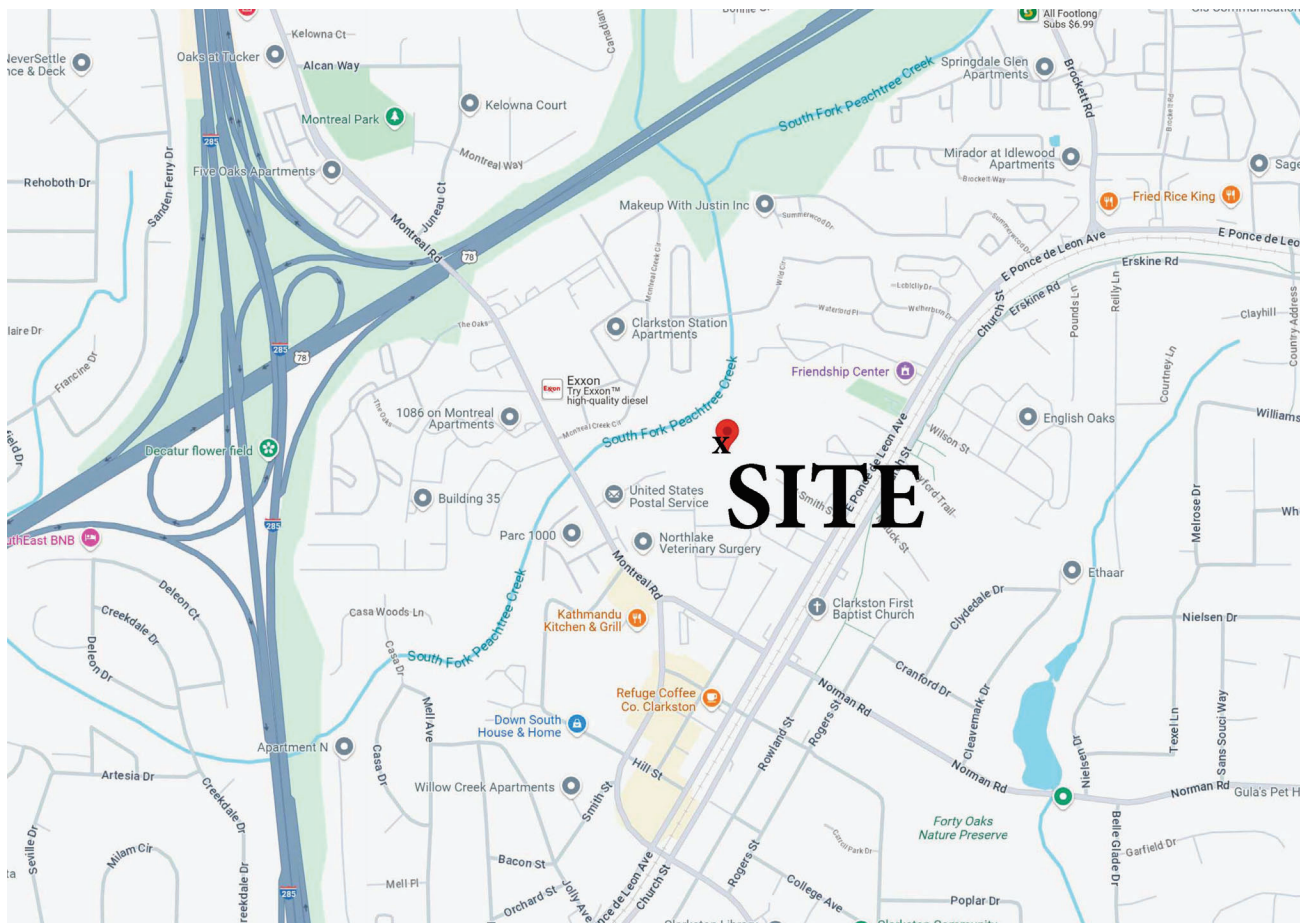
1ST FLOOR HEATED = 1847 sf.
FAR: 1847/7546 = 0.245



TREE PLANT SCHEDULE:

- Qa - 3.5" WHITE OAK (2)
- Ar - 3.5" RED MAPLE (2) - STREET TREES
- Cs - 3.5" FLOWERING DOGWOOD (3) - STREET TREES
- Ua - 3.5" AMERICAN ELM (1)
- Tr - 4' ORANGE TREE SAVE FENCING
- Sd1-S - TYPE "S" SILT-FENCE
- Co - CONSTRUCTION EXIT

NO DRAINAGE EASEMENTS ON PROPERTY
PROPERTY IN CLEMSIL OVERLAY DISTRICT



GSWCC GEORGIA SOIL AND WATER CONSERVATION COMMISSION
ROBERT W. RICHARDSON
LEVEL II CERTIFIED DESIGN PROFESSIONAL
CERTIFICATION NUMBER 0000089322
ISSUED: 10/12/2019 EXPIRES 10/11/2025
SIGNATURE DATE



ALPHA LAND SERVICES
P.O. BOX 1651
LOGANVILLE, GA. 30052
ENGINEERING * LAND SURVEYING
OFF: 770.696.4054 EMAIL: ROBERT@ALPHASURVEYOR.COM
REVISION: 06/17/25; 07/30/25
REF. PLAT: PB. P.

PAGE 1 OF 3
SITE PLAN FOR:
3637 LINCOLN STREET
TAX PARCEL# 18 119 02 004
LAND LOT: 119
DISTRICT: 18TH
DEKALB COUNTY
FIELD DATE: 01/15/25
PLAT DATE: 02/28/25
LOT: BLOCK:
SUB: JOB No. 2501551

The field data upon which this plat is based has a closure precision of one foot in 15,000 feet and an angular error of 03" seconds per angle point and was adjusted using the Compass Rule. This plat has been calculated for closure and is found to be accurate within one foot in 100,000 feet.

Equipment used: Topcon GTS-213 Total Station.

FLOOD HAZARD STATEMENT

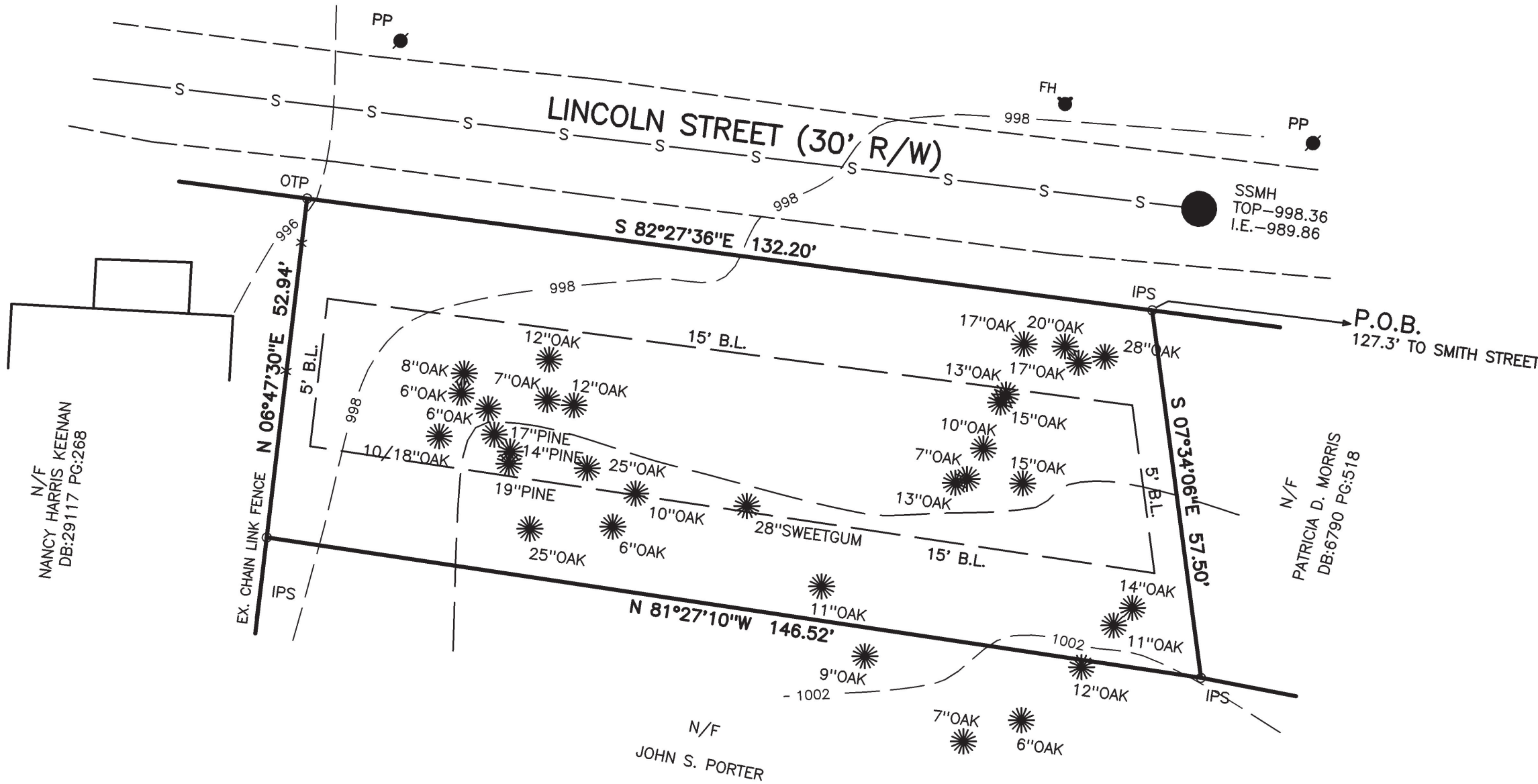
THIS PROPERTY IS NOT IN A FLOOD HAZARD AREA AS PER THE FIRM FLOOD HAZARD MAP OF DEKALB COUNTY, GEORGIA, COMMUNITY PANEL NUMBER 13089C 0078K, DATED 08/15/19

ZONING: NR-3 (CLARKSTON)

LOT AREA:
7546 sf.
0.173 ACRES

LEGEND

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- IPS = 1/2" REBAR PIN SET
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- L.L.L. = LAND LOT LINE
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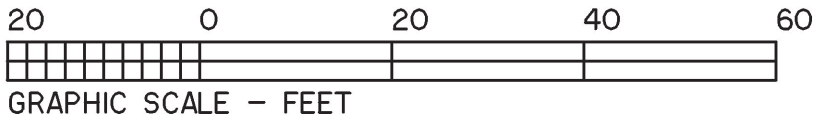
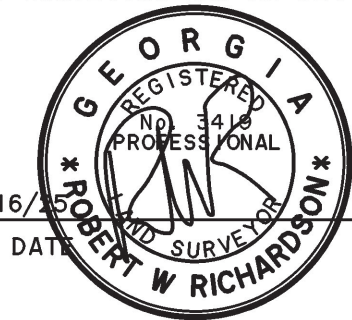


AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. 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.

Signature of Robert W. Richardson

ROBERT W. RICHARDSON, GA RLS #3419

01/16/25



ALPHA LAND SERVICES

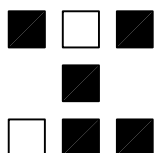
P.O. BOX 1651
LOGANVILLE, GA. 30052
ENGINEERING * LAND SURVEYING
OFF: 770.696.4054 EMAIL: ROBERT@ALPHASURVEYOR.COM

REVISION: _____
REF. PLAT: PB. _____ P. _____

SURVEY FOR:

3637 LINCOLN STREET
TAX PARCEL# 18 119 02 004

LAND LOT: 119
DISTRICT: 18TH
DEKALB COUNTY
GEORGIA
FIELD DATE: 01/15/25
PLAT DATE: 01/16/25
LOT: _____ BLOCK: _____
SUB: _____
AREA = 0.173 ACRES
JOB No. 25-01-015



HERITAGE DESIGN BUILD GROUP
Post Office Box 4053
Atlanta, GA 30302 8170
Telephone : 404 . 525.1100
Facsimile : 404 . 525.1100

THE
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RESIDENCE

3637 LINCOLN STREET
CLARKSTON, GA 30021

Half-Size Plot

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1) The contractor shall check and verify ALL dimensions and conditions of the site prior to proceeding with construction.

2) The contractor shall verify compliance with ALL LOCAL BUILDING CODES in the municipality.

3) The contractor shall verify compliance with ALL

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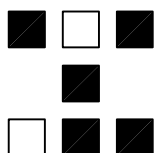
50) The contractor shall verify compliance with ALL

51) The contractor shall verify compliance with ALL

52) The contractor shall verify compliance with ALL

53) The contractor shall verify compliance with ALL

54) The contractor shall verify compliance with ALL



HERITAGE DESIGN BUILD GROUP
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Atlanta, GA 30302 8170
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Facsimile: 000.000.0000

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3637 LINCOLN STREET
CLARKSTON, GA 30021

☐ Half-Size Plot

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- 1.) The contractor shall check and verify ALL LOCAL BUILDING CODES in the municipality the building is to be constructed.
 - 2.) The contractor shall verify compliance with ALL LOCAL BUILDING CODES in the municipality the building is to be constructed.
 - 3.) The contractor shall verify that all existing easements, encroachments, and other matters affecting the property shall be resolved prior to construction. All matters must be resolved prior to construction. All matters must be resolved prior to construction.
- HERITAGE DESIGN BUILD GROUP shall protect its rights and be reimbursed for all legal and court costs, etc., for any and all claims, damages, and expenses of these drawings to any public body for any use does not release in any way the copyright and ownership of the drawings provisions listed herein.

Only a qualified architect, designer, contractor or engineer shall be permitted to make any changes to these drawings. Any changes, as even minor changes could lead to major problems.

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Print Record

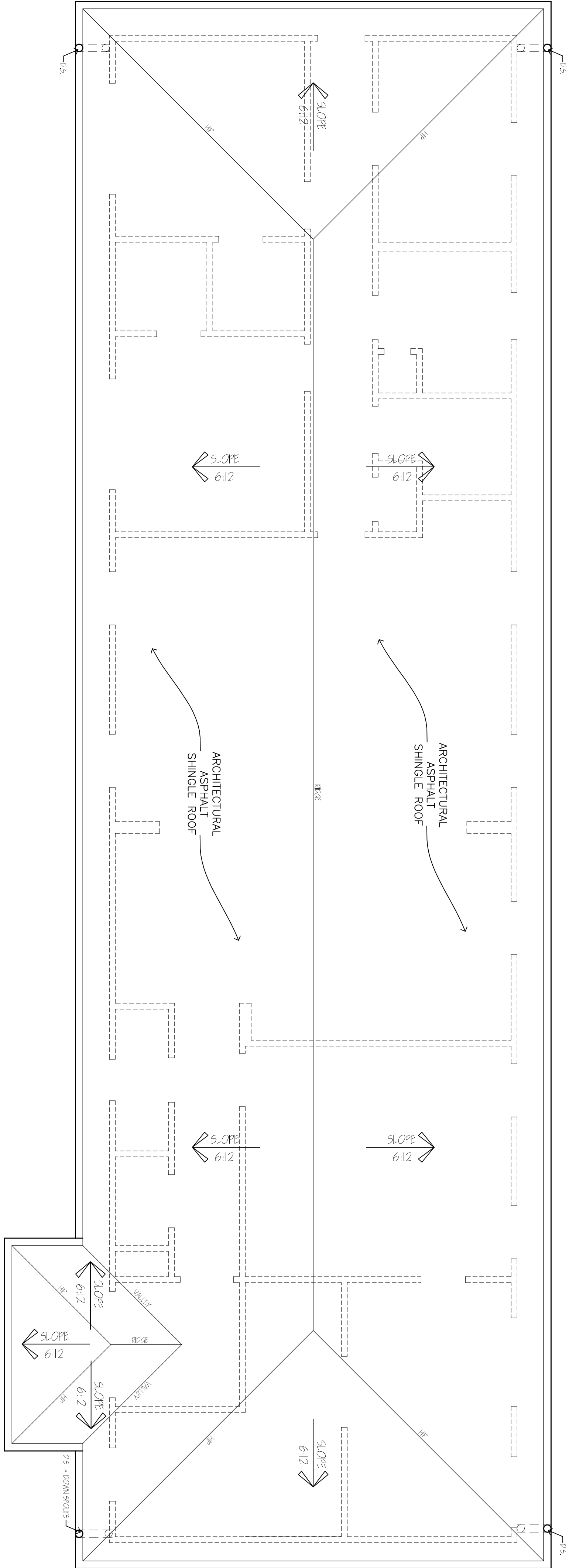
Revisions

Date: 21 MAY 2025
Project #: 202504
Drawn By: SH
Checked By: SH

PROPOSED
ROOF PLAN

A3

☒ Released for Construction
☐ Not Released for Construction

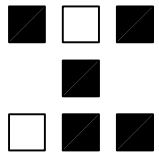


1 PROPOSED ROOF PLAN
A3 SCALE: 1/4" = 1'-0"

NOTE: ALL OVERHANGS TO BE 2'-0" FROM
OUTFACE OF STUD, UNLESS
OTHERWISE NOTED.

GENERAL ROOF NOTES:

1. ALL ROOF VENTS TO BE LOCATED IN THE REAR OF THE ROOF OUT OF VIEW FROM THE FRONT OF THE HOUSE. IF IN QUESTION, CONTACT HERITAGE DESIGN BUILD GROUP.
2. DO NOT SCALE OFF DRAWINGS. USE DIMENSIONS ONLY. IF IN QUESTION, CALL HERITAGE DESIGN BUILD GROUP.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CHECK THE DRAWINGS AND REPORT ANY DISCREPANCIES TO HERITAGE DESIGN BUILD GROUP.
4. ALL VISIBLE VALLEYS SHALL BE EXPOSED FLASHING.
5. INDICATE ATTIC VENTILATION.



HERITAGE DESIGN BUILD GROUP
Post Office Box 4053
Atlanta, GA 30302-8170
Telephone: 404.525.8282
Facsimile: 404.525.8282

THE
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3637 LINCOLN STREET
CLARKSTON, GA 30021

Half-size Plot

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- 1) The contractor shall check and verify ALL dimensions and locations of existing structures to HERITAGE DESIGN BUILD GROUP prior to proceeding with construction.
- 2) The contractor shall verify compliance with ALL LOCAL BUILDING CODES in the municipality the building is to be constructed.
- 3) All proposed structural, mechanical, electrical, plumbing, and other systems shall be designed and installed in accordance with this plan. If changes are necessary, contact HERITAGE DESIGN BUILD GROUP.

HERITAGE DESIGN BUILD GROUP shall protect its rights and be reimbursed for all legal and court costs, etc., of those drawings to any public body for any use does not release in any way the copyright and ownership of the drawings provisions listed herein.

Only a qualified architect, designer, contractor or engineer can determine if these drawings, as even minor changes could lead to major problems.

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Print Record

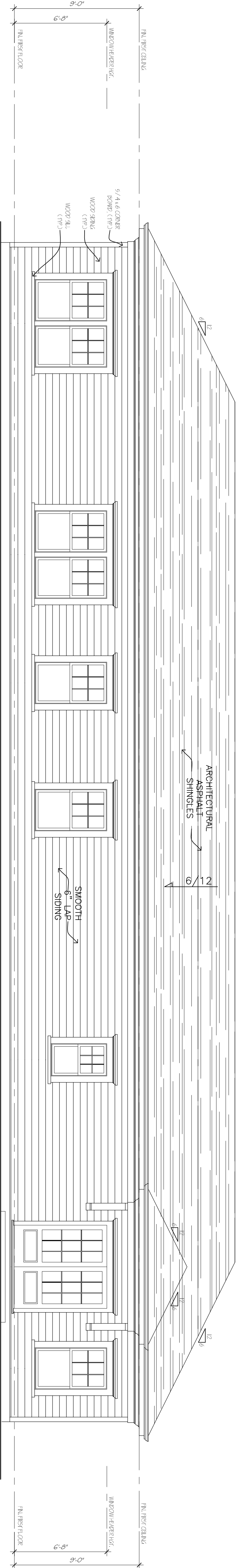
Revisions

Date: 21 MAY 2025
Project #: 202501
Drawn By: SHH
Checked By: SHH

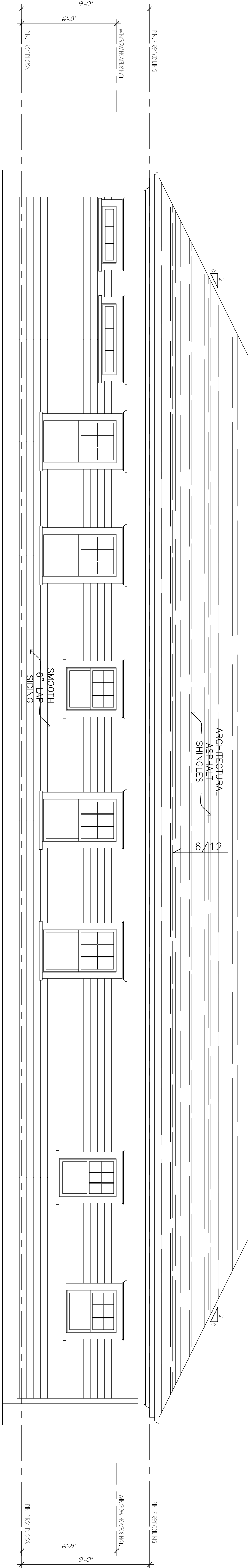
PROPOSED
FRONT & REAR
ELEVATIONS

A4

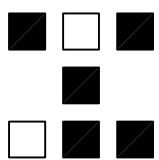
☒ Released for Construction
☐ Not Released for Construction



1
A4
PROPOSED FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2
A4
PROPOSED REAR ELEVATION
SCALE: 1/4" = 1'-0"



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CLARKSTON, GA 30021

☐ Half Size Plot

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- 1) The contractor shall check and verify ALL dimensions and details shown on the drawings to the HERITAGE DESIGN BUILD GROUP prior to proceeding with construction.
- 2) The contractor shall verify compliance with ALL LOCAL BUILDING CODES in the municipality the building is to be constructed.
- 3) All materials and workmanship used in construction must be exercised in making any modifications to this plan. If changes are necessary, contact HERITAGE DESIGN BUILD GROUP.

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Print Record

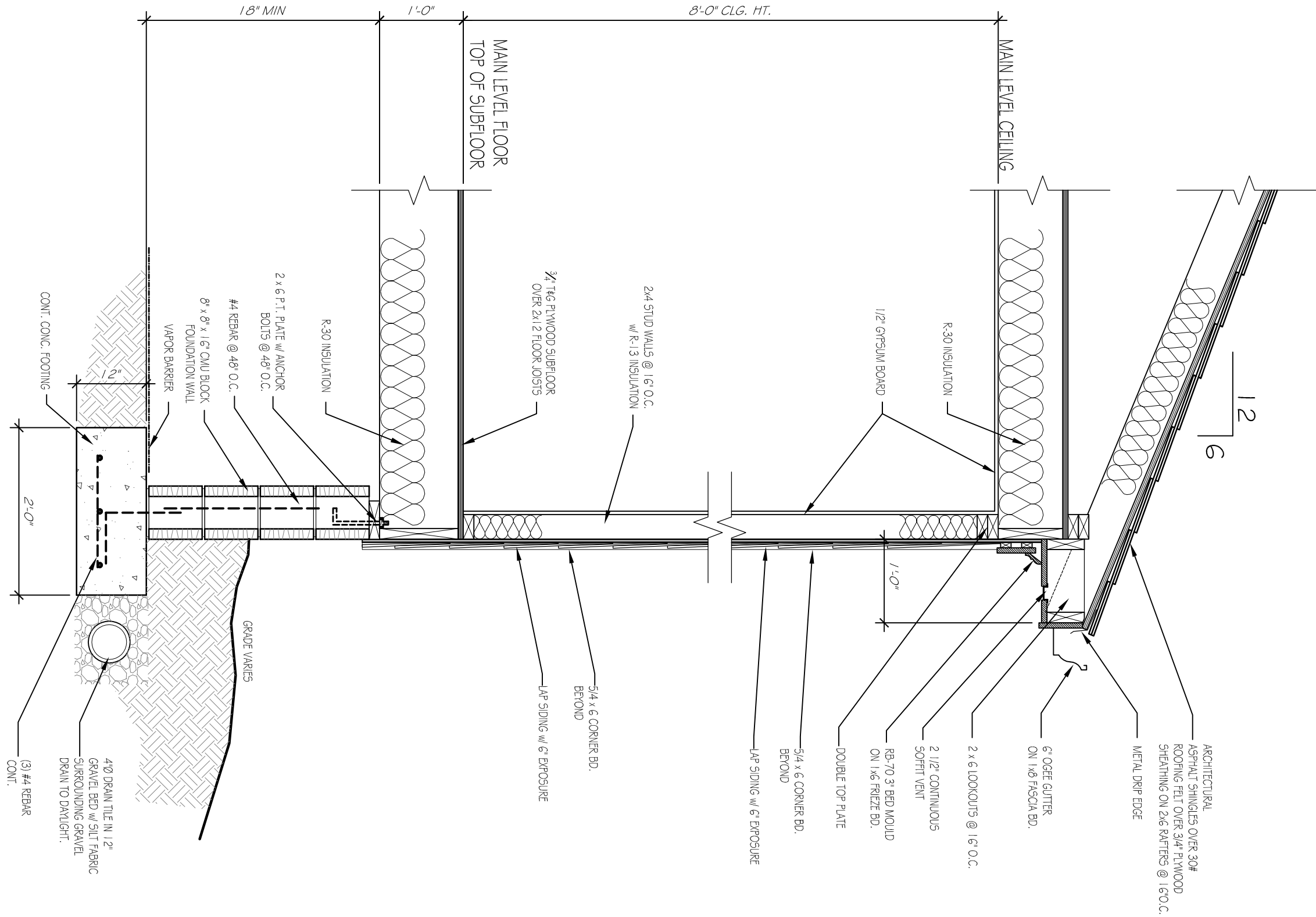
Revisions

Date: 21 MAY 2025
Project #: 202501
Drawn By: SHH
Checked By: SHH

PROPOSED
LEFT & RIGHT
ELEVATIONS
AND WALL SECTION

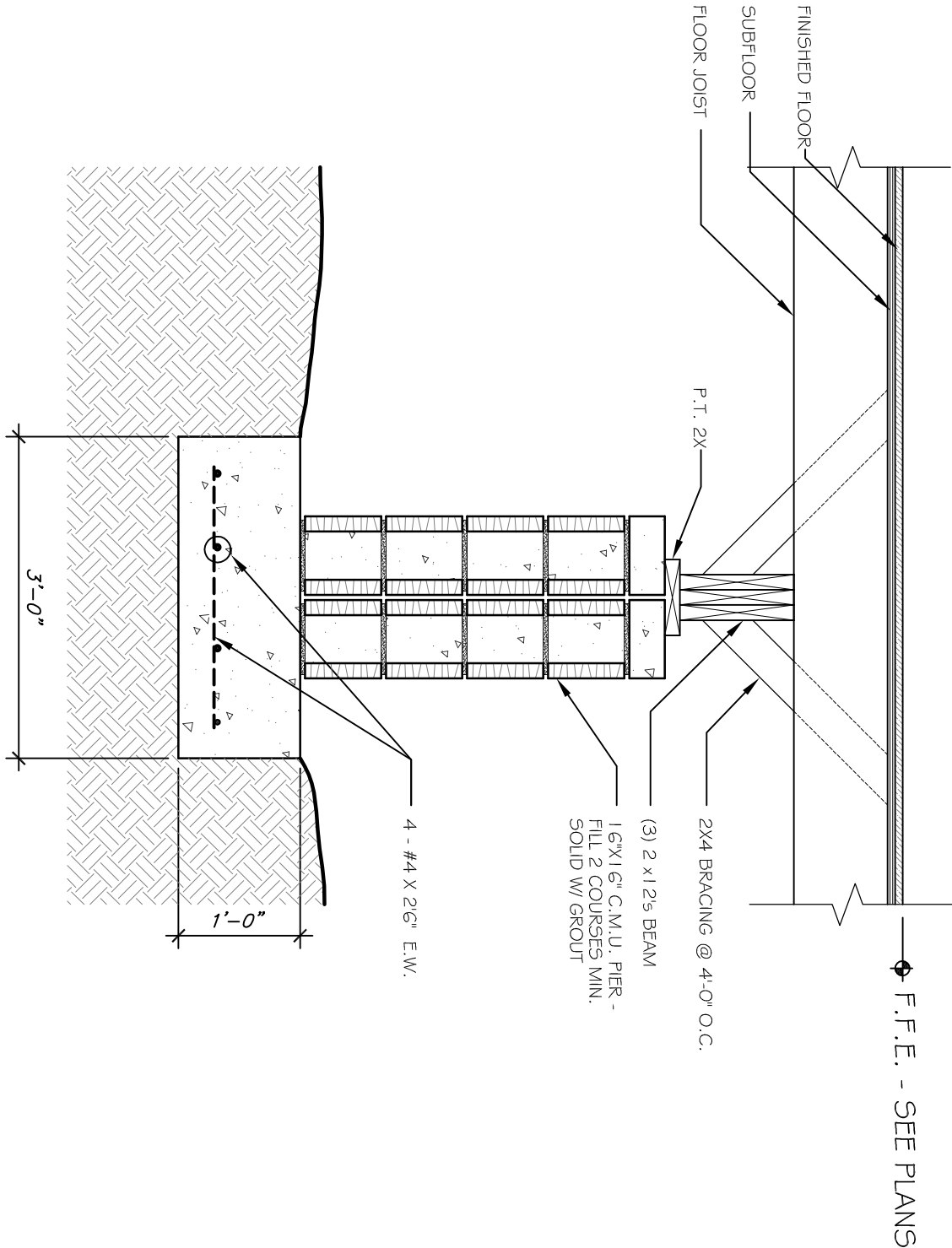
A5

☒ Released for Construction
☐ Not Released for Construction



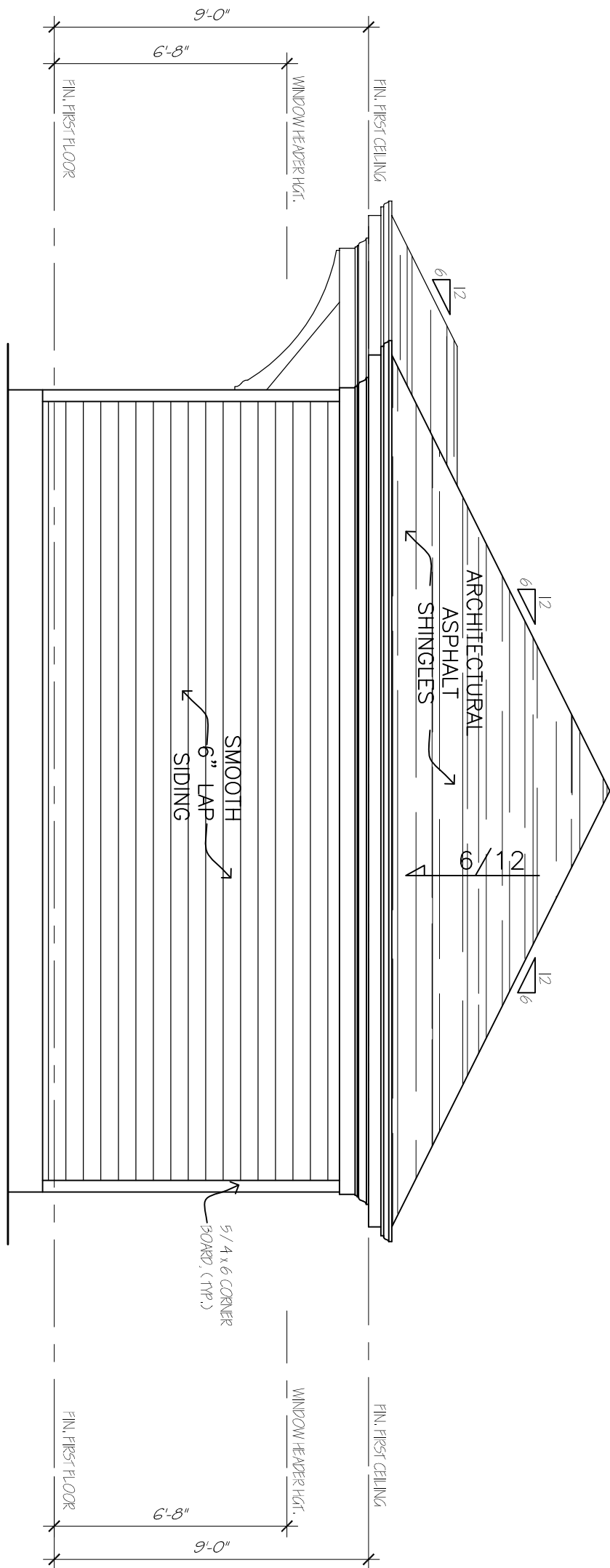
3 TYPICAL WALL SECTION

A4 SCALE: 3/4" = 1'-0"



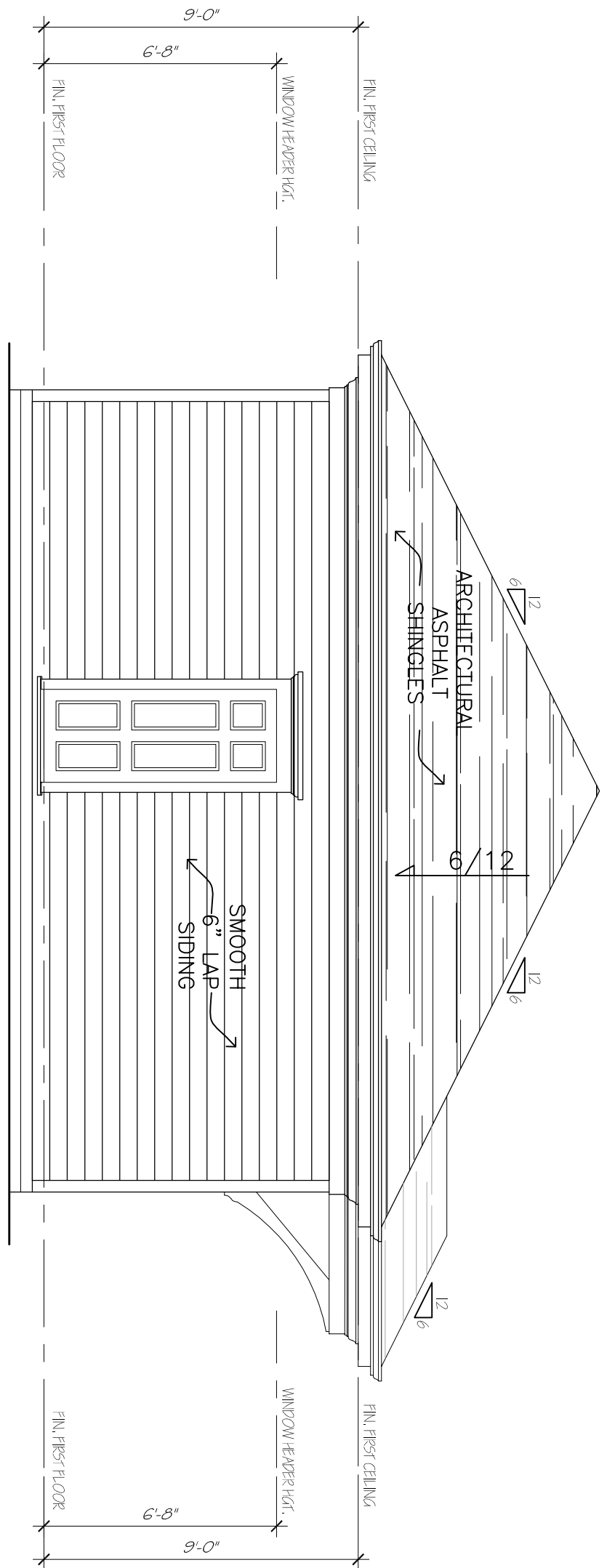
4 TYPICAL PAIR DETAIL

A4 SCALE: 3/4" = 1'-0"



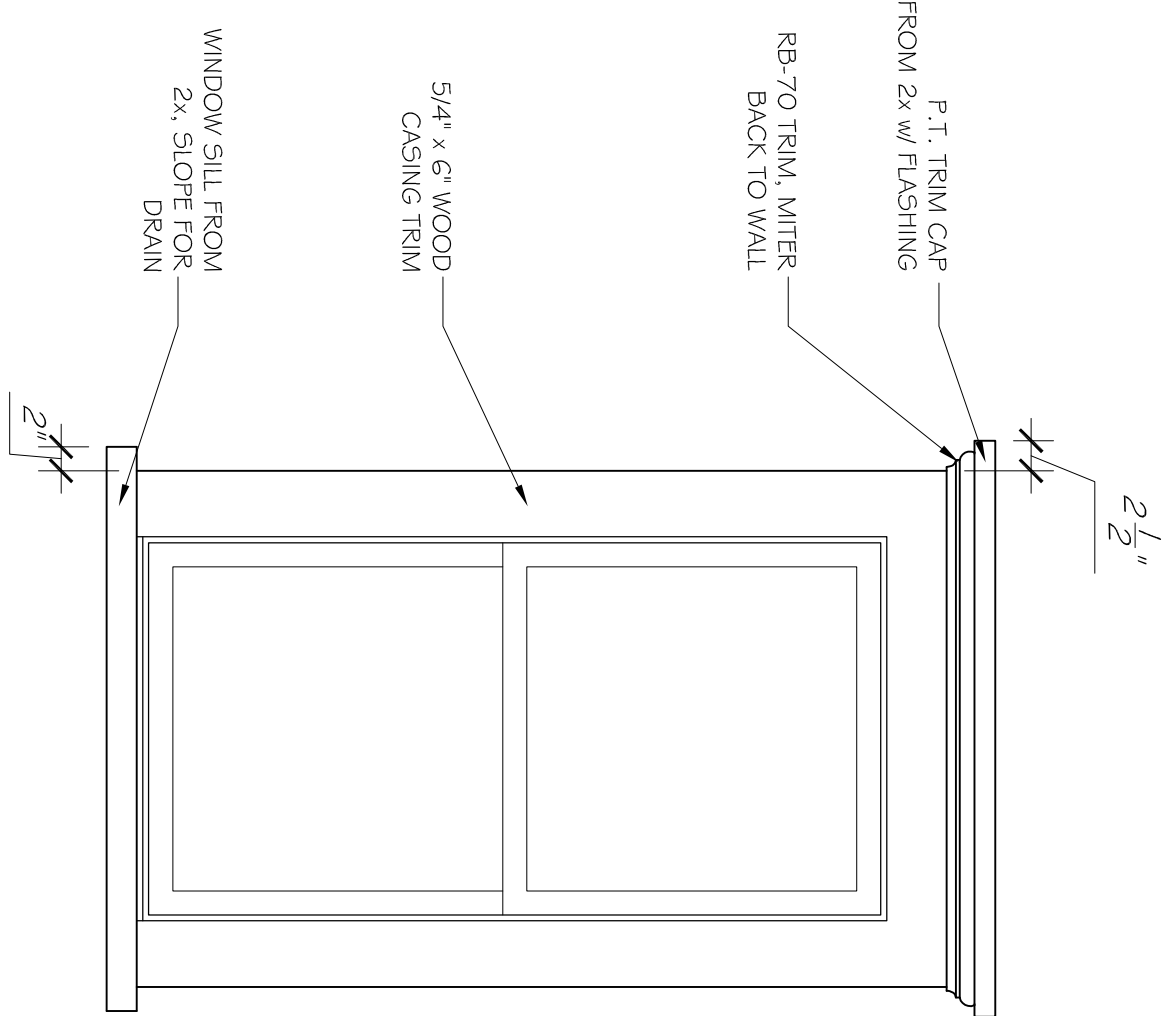
1 PROPOSED RIGHT ELEVATION

A5 SCALE: 1/4" = 1'-0"



2 PROPOSED LEFT ELEVATION

A5 SCALE: 1/4" = 1'-0"



5 TYPICAL WINDOW UNIT

A5 SCALE: 3/4" = 1'-0"



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To consider a Planned Unit Development (PUD) - Planned Residential Development proposal to construct 13 single-family homes at 905, 911, 917, 929, and 935 Mell Avenue (Parcel ID: 18 097 10 048, 047, 046, 059, & 050).

PRESENTER CONTACT: Richard Edwards

PHONE NUMBER: 404-536-1120

DEPARTMENT: Planning and Economic Development

PURPOSE: The applicant is requesting approval of a Planned Unit Development (PUD) for a proposed residential project consisting of 13 single-family homes on approximately 2.07 acres. While the development generally complies with the underlying NR-3 zoning standards, the applicant is requesting a modification to the minimum lot width requirement, proposing three (3) lots at 30 feet wide and ten (10) lots at 36 feet wide. The request is intended to maintain compatibility with the surrounding single-family neighborhood character while utilizing the flexibility provided by the PUD process.

IMPACT: The proposed PUD offers a lower-intensity development than what is permitted by right under NR-3 zoning. With a reduced FAR (~0.27), lower lot coverage (~35%), and fewer total units than the maximum allowable density, the development prioritizes neighborhood compatibility and open space. While the lot width is narrower than the NR-3 requirement, the proposal exceeds standards in lot size, setbacks, and building height, supporting a more spacious and visually cohesive streetscape. The PUD tool allows for this minor dimensional flexibility in exchange for an overall design

that aligns with the established character and scale of the surrounding residential area.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of the PUD with the following conditions:

1. The development shall be substantially in compliance with the site plan dated April 10, 2025.
2. The architectural elevations shall be substantially in compliance with the Newberry plan dated November 11, 2024 and the Rosemont plan dated August 8, as submitted as part of this packet.
3. The development shall contain a 5' landscape strip and 5' sidewalk, as required in Sec. 540(a).

This page must be completed by the Applicant. Please see Applicant Instructions for full requirements.

SUBMITTAL CHECKLIST

Your application must include the following items, or it will not be considered complete:

- ☐ Conceptual Site Plans to scale (see checklist for requirements) (survey boundary required component of conceptual plans)
- ☐ Written Legal Description of Property
- ☐ Property Deed
- ☐ Recorded Plat of Property (seven (7) copies)
- ☐ Campaign Contribution Disclosure Form
- ☐ Filing Fee (payable to The City of Clarkston)
- ☐ Check here if applicant seeks to annex the listed property into the City limits

FOR OFFICE USE/DETERMINATION

Review determination and fee: Review fee (payable to *The City of Clarkston*) depends on type of review(s). (See Fee Schedule):

_____ Rezoning (type(s)) _____ (Fee) _____

APPLICANT INFORMATION

Megha Joshi		Altair Developments	
Applicant Name		Company	
1984 Howell Mill Rd.	# 19973	Atlanta GA	30325
Mailing Address	Suite/Apt. #	City, State	Zip Code
404-247-7727			
Primary Phone #	Alternate Phone #	Fax #	
hello@altairdevelopments.com			
Email Address			

PROJECT SUMMARY

Mell Row - Planned Unit Development

Name of Project

Detailed Project Description (Include proposed use(s) and square footage of floor area for each use):

Planned Unit Development with 13 Single Family Homes Detached

Minimum lot width of 10 homes to be 36' wide and 3 homes to be 30' wide

With NO Home Owners Association

Total Number of Parcels Involved: 5	Total Project Acreage: 2.066
Total Number of Buildings: 13	Total Estimated Cost of Planned Improvements: 3,300,000

- ☐ Development of Regional Impact (see table for thresholds that trigger DRI review)
- ☒ Project Submittal Checklist and all documents, plans, written analysis, and fees required therein accompany this application form.

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Pre-Application Date: _____	City Plnr/Engr Project # _____	Rev. 05/01/12
Case # _____		Page 1 of 3



REZONING APPLICATION

Form # 200-RZ

8/31/2025

Applicant Signature

Date

☒ Property Owner

☒ Owner's Agent

SURVEYOR’S CERTIFICATE

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 SURVEYOR CERTIFIES THAT :
IN MY OPINION, THIS DRAWING WAS PREPARED IN CONFORMITY 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. 15–6–67.

PRESENTED BEFORE ME THIS 25 DAY OF JUNE IN THE YEAR OF 2018.

SEATON G. SHEPHERD, JR., GA RLS No. 2136

FIELD OBSERVATION NOTES:

1. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED IS CLASSIFIED AS A "BOUNDARY SURVEY". AND COMPLETED ON 06/11/2018 UTILIZING A TOPCON GS ROBOTIC TOTAL STATION AND/OR A TOPCON HIPER V GPS NETWORK RTK (REAL TIME KINEMETIC) ROVER, CORRECTED IN REAL-TIME VIA THE eGPS GPS NETWORK.

2. THE FIELD DATA UPON WHICH THIS SURVEY, MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED EXCEEDS THE 95% CONFIDENCE LEVEL AND EXCEEDS THE MAXIMUM ALLOWABLE RELATIVE POSITIONAL ACCURACY, AS SET FORTH BY THE ALTA/NSPS STANDARDS, SPECIFICATION AND REQUIREMENTS OF 0.07+50 PPM.

3. THE FIELD CLOSURE UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 58,950 FEET, AND WAS NOT ADJUSTED.

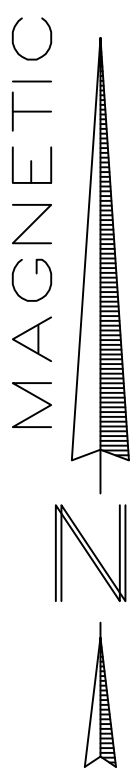
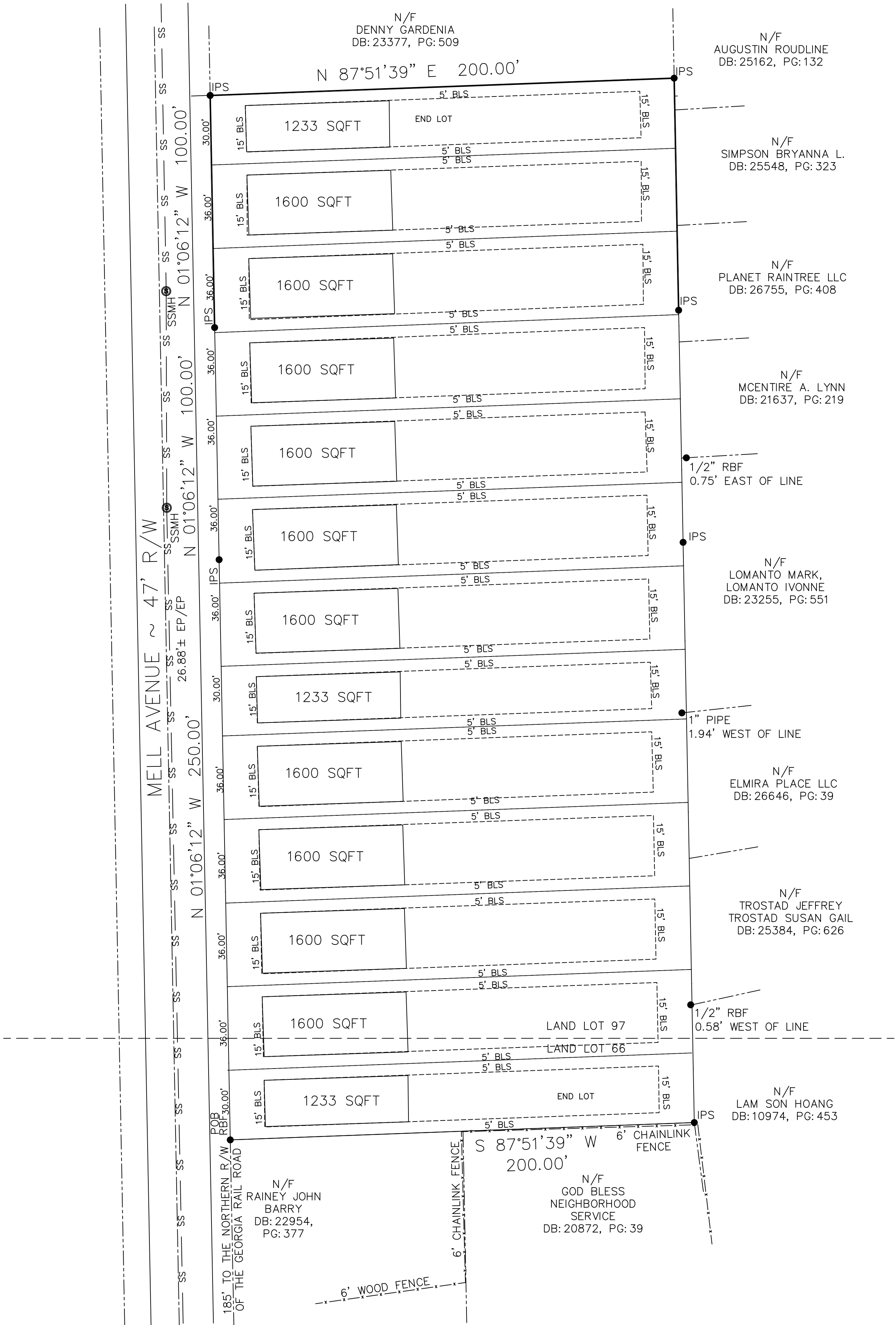
4. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA BASED ON THE FLOOD INSURANCE RATE MAP FOR THIS AREA. THE MAP NUMBER FOR THIS AREA IS13089C0086J, CONTAINING A LATEST DATE OF 05/16/2013. THIS DETERMINATION WAS MADE BY GRAPHICALLY DETERMINING THE POSITION OF THE SITE ON SAID FIRM (FEDERAL INSURANCE RATE MAP) MAP UNLESS OTHERWISE NOTED.

- * L E G E N D *
- NOTE: ALL ITEMS IN THIS LEGEND MAY NOT APPEAR ON THIS PLAT.
- AKA ALSO KNOWN AS
APD AS PER DEED
APP AS PER PLAT
BSL BUILDING (SETBACK) LINE
CP COMPUTED POINT
CTP CRIMP TOP PIPE FOUND
OTP OPEN TOP PIPE FOUND
D DEED (BOOK/PAGE)
DW DRIVEWAY
EP EDGE OF PAVEMENT
FFE FINISH FLOOR ELEVATION
FKA FORMERLY KNOWN AS
IPF IRON PIN FOUND
L ARC LENGTH
LL LAND LOT
LLL LAND LOT LINE
N NEIGHBOR'S

N/F NOW OR FORMERLY
NAIL NAIL FOUND
P PLAT (BOOK/PAGE)
POB POINT OF BEGINNING
POC POINT OF COMMENCEMENT
R RADIUS LENGTH
R/W RIGHT-OF-WAY
RBF REINFORCING BAR FOUND
(1/2" UNO)
RBS 1/2" REINFORCING BAR SET
SW SIDEWALK
SSE SANITARY SEWER EASEMENT
SSCO SANITARY SEWER CLEANOUT
SSMH SANITARY SEWER MANHOLE
-X- FENCE LINE
CB CATCH BASIN
SWCB STORM WATER CATCH BASIN
WALL

PROPERTY ADDRESS: 905, 911, 917, 929,& 935 MELL AVENUE, CLARKSTON, GA 30021	PLAT PREPARED FOR: 905, 911, 917, 929,& 935 MELL AVENUE	 
LAND AREA: 89,985 SF 2.066 AC	LOT 4,5,6,7,8,9,10,11,12 JOLLY STATION SUBDIVISION	
	LAND LOT 97 & 66 18th DISTRICT	BY:
	DeKALB COUNTY, GEORGIA	FIELD DATE: 04–XX–2025 XX
	CITY OF	DRAWN DATE: 04–10–2025 AE
IMPERVIOUS AREA: 929-EXIST= 5203 SF=26.2%	REFERENCE: PLAT BOOK 2, PAGE 78 REFERENCE: DEED BOOK XXXXX, PAGE XXX	SURVEY SYSTEMS ATLANTA 860 LAKE DR. SW, SNELLVILLE, GA 30039 COA #LSF000867, JOBORDERS@SURVEYSATLANTA.COM CELL 678–591–6064 ~ OFFICE 404–760–0010
	THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 10,000+ FEET, AN ANGULAR ERROR OF +/-1 SECOND PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 30,000+ FEET. AN ELECTRONIC TOTAL STATION WAS USED IN THE PREPARATION OF THIS PLAT. NO STATE PLANE MONUMENT FOUND WITHIN 500' OF THIS PROPERTY.	
	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.	

Planned Unit Development



MAP OR PLAT CLOSURE STATEMENT & NOTES:

1.THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 600,050 FEET.

2. ALL DISTANCES SHOWN HEREIN ARE HORIZONTAL, GROUND DISTANCES.

3. UNLESS OTHERWISE NOTED ON THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED, ALL PROPERTY CORNERS IDENTIFIED AS SET, ARE SET WITH A 1/2"REBAR (#4–REBAR) BEARING A PLASTIC CAP STAMPED WITH THE SURVEYORS REGISTRATION / LICENSE NUMBER.

4. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS A HORIZONTAL DATUM OF GEORGIA STATE PLANES, WEST ZONE NAD83.

5. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSON(S) OR ENTITY NAMED WITHIN TITLE BLOCK AND/OR SURVEYORS CERTIFICATION. SURVEYOR MAKES NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, WITH RESPECT TO THE INFORMATION SHOWN HEREIN, EXTENDED BEYOND THOSE NAMED DIRECTLY.

6. THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED HAS BEEN PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE. ITEMS PERTAINING TO TITLE SUCH AS EASEMENTS, ZONING, ZONING CONDITIONS AND OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD HOWEVER MAY NOT BE SHOWN OR DEPICTED HEREIN.

UTILITY NOTES:

1. THE UTILITIES SHOWN HEREIN ARE BASED ON VISIBLE OBSERVATIONS

2. THE SURVEYOR DOES NOT WARRANT, GUARANTEE OR CERTIFY THAT THE UNDERGROUND OR ABOVE GROUND UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. UNDERGROUND UTILITIES OBSERVED OR LOCATED MAY EXIST ON THIS SITE THAT ARE NOT SHOWN OR DEPICTED, AND MAY BE FOUND UPON FURTHER EXAMINATION OR EXCAVATION. FURTHERMORE, THE SURVEYOR DOES NOT WARRANT, GUARANTEE OR CERTIFY THAT THE UNDERGROUND UTILITIES SHOWN OR DEPICTED ARE IN THE EXACT LOCATION AS INDICATED HOWEVER THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE AND TO THE BEST OF THE SURVEYORS ABILITY.

3. AT VARIOUS SANITARY OR STORM SEWER STRUCTURES SHOWN HEREIN, THERE MAY BE ADDITIONAL LINES (PUBLIC OR PRIVATE) ENTERING OR EXISTING THE STRUCTURE THAT MAY NOT BE IDENTIFIED

#929 IMPERVIOUS (IN SQUARE FEET)	
HOUSE	1616
CONC . DW	2597
CONC . SW	165
PORCH	160
STEPS	67
GARAGE	556
RAMP	46
WALL	42
TOTAL IMPERVIOUS	5249

Altair Developments
1984 Howell Mill Rd. Unit 19973
Atlanta GA 30325
hello@altairdevelopments.com
404-247-7727

Date: August 31st 2025

To:
City of Clarkston Planning & Zoning Department
1055 Rowland Street
Clarkston, GA 30021

Re: Letter of Intent – Proposed Planned Unit Development on 2 Acres 911 Mell Ave

To Whom It May Concern,

We are writing to formally express our intent to develop a “**Planned Unit Development**” consisting of 13-home residential neighborhood on approximately two (2) acres within the City of Clarkston. As a Georgia-based company committed to building **attainable, high-quality homes**, Altair Developments is proud to be contributing to the ongoing growth and revitalization of this vibrant and diverse community.

We recognize the growing need for affordable and attainable housing across the country, particularly in metro-Atlanta communities like Clarkston. Our goal is to help address this by delivering **beautifully designed, energy-efficient single-family homes** that feature **10-foot ceilings, upgraded finishes, quartz countertops, two-car garages (many with EV charging capability), and spray foam insulation for long-term energy savings**—all while remaining within reach for today’s families and first-time buyers. These homes are designed to be both aspirational and accessible, helping close the gap between quality and affordability.

Clarkston’s diversity, walkability, and unique culture make it an ideal location for families looking to grow and plant roots. We are excited about the opportunity to help **strengthen the city’s residential offerings** and work collaboratively with Clarkston’s leadership to make this project a long-term asset to the community.

As part of this application, we would like to notate a couple of points-

-
- This PUD will consist of 13 single family homes, 10 of these homes will have minimum lot width of 36’ wide and 3 of the single family homes will have minimum lot width of 30’ wide.
 - There will be no Home Owners Association with this Planned Unit Development.
 - Driveways will be 10’ wide.



Our Vision for Clarkston

We view this project as more than a Planned Unit Development—it is an opportunity to help **expand housing opportunities** in one of metro Atlanta’s most culturally rich and accessible neighborhoods. Clarkston’s walkability, diversity, and proximity to the Beltline, Stone Mountain Trail, and East Atlanta make it an ideal home for first-time buyers and families. We are also excited about the city’s growing investment in infrastructure and recreation.

Altair Residential is committed to delivering homes that are **attainable, sustainable, and beautifully crafted**. We believe this development aligns with Clarkston’s long-term goals and values. The requested variances are critical to making this project feasible without compromising the character, livability, or quality of the homes.

Thank you for considering our request. We look forward to working closely with the City of Clarkston to bring this thoughtful, much-needed neighborhood to life.

Sincerely,

Megha Ramani Joshi

Managing Partner

Altair Homes ATL LLC

Altair Developements

After Recording, Return To:
Matthew Bottoms
Boling Rice LLC
207 Pirkle Ferry Road
Cumming, GA 30040
#82774

Parcel ID: 18 097 10 050; 18 097 10 048; & 18 097 10 059

Address: 905, 929, and 935 Mell Avenue

STATE OF GEORGIA

COUNTY OF FORSYTH

TRUSTEE'S DEED

THIS INDENTURE is made as of the ____ day of _____, 2023, between **G. Denise Rainey and V. Dwight Rainey, as Co-Trustees of the B.E. Rainey Trust Dated April 16, 2008** (hereinafter referred to as "Grantor") and **Grace Denise Rainey, John Barry Rainey, Victor Dwight Rainey, and Brunson Gary Rainey** (hereinafter referred to as "Grantee"), ("Grantor" and "Grantee" to include their respective heirs, successors, executors, administrators, legal representatives and assigns where the context requires or permits).

W I T N E S S E T H:

GRANTOR, in consideration of the sum of Ten and No/100 Dollars (\$10. 00) and other valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and does hereby grant, bargain, sell, alien, convey and confirm unto Grantee the following:

See Exhibit "A" attached hereto and incorporated herein by reference.

TO HAVE AND TO HOLD, the Land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of Grantee, forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title of the above described property unto Grantee and Grantee's heirs and assigns against the claims of all persons whomsoever.

EXECUTED under seal as of the date above.

Signed, sealed and delivered
in the presence of:

Witness

_____(SEAL)
G. Denise Rainey, as Co-Trustee

Notary Public

(SEAL)

Signed, sealed and delivered
in the presence of:

Witness

_____(SEAL)
V. Dwight Rainey, as Co-Trustee

Notary Public

(SEAL)

CERTIFICATE OF TRUST

The undersigned Trustee hereby certifies the following:

1. This Certificate of Trust relates to the B.E. Rainey Trust Dated April 16, 2008, and any amendments thereto (the "Trust") created by trust agreement (the "Trust Agreement") executed by B.E. Rainey, as Grantor, and G. Denise Rainey and V. Dwight Rainey, as Co-Trustees.
2. The name of the Grantor is B.E. Rainey.
3. The name of the original trustees are G. Denise Rainey and V. Dwight Rainey.
4. The name of each trustee empowered to act under the Trust Agreement at the time of execution of this Certificate of Trust is:

Primary Co-Trustees: G. Denise Rainey and V. Dwight Rainey
5. Pursuant to Article IV of the Trust, the Trustees have the power to convey real property owned by the Trust.
6. The undersigned hereby represents that the statements contained in this Certificate of Trust are true and correct, and that there are no other provisions in the Trust Agreement or amendments to it that limit the powers of the Trustees to sell, convey, pledge, mortgage, lease, manage, operate, control, transfer title, divide, convert or allot the trust property, including real and personal property, including but not limited to securities of all kinds.
7. The Trustees have not been removed from the office of Trustee, and at the current time is the only person who have the authority to act as Trustees on behalf of the Trust.
8. This trust has not been revoked, modified, or amended in any manner which would cause the representations in this certification of trust to be incorrect.
9. THIS CERTIFICATION made in accordance with and persons relying upon same are entitled to the protections, rights and immunities contained in OCGA § 53-12-280.

So sworn this _____ day of _____, 2023.

G. Denise Rainey, Co-Trustee

V. Dwight Rainey, Co-Trustee

State of Georgia
County of Forsyth
Signed, sealed, and delivered
in the presence of:

Notary Public (SEAL)

EXHIBIT "A"

Tract 1:

All that tract or parcel of land lying and being in Land Lot 66 and Land Lot 97 of the 18th District of DeKalb County, Georgia, and being Lots 4, 5, 6, 7, and 8, according to plat of Jolly Station Subdivision, recorded in Plat Book 2, Page 78, DeKalb County Records, and being more particularly described as follows:

Beginning on the East side of Mell Avenue, formerly Boulevard, at a point located one hundred eighty-five (185) feet north, as measured along the east side of Mell Avenue, from the northern right-of-way line of Georgia Railroad, which point of beginning is at the northwest corner of Lot 3, said plat; thence running north two hundred fifty (250) feet along the east line of Mell Avenue to the south line of Lot 9, said plat; thence running easterly two hundred (200) feet to the southeast corner of said Lot 9; thence running southerly two hundred fifty (250) feet to the northeast corner of said Lot 3; thence running westerly two hundred (200) feet along the northern line of Lot 3 to the eastern side of Mell Avenue and the point of beginning.

Tract 2:

All that tract or parcel of land lying and being in Land Lot 97 of the 18th District of DeKalb County, Georgia, as shown on Site Plan made for B. E. Rainey, dated September 12, 2000 by Robert M. Buhler, R.L.S. 1403. Beginning at the centerline intersection of East Ponce de Leon with the east right-of-way of Mell Avenue following along the east right-of-way in a northerly direction an approximate distance of 440 feet to a point and the TRUE POINT OF BEGINNING. THENCE in a northerly direction along the east right-of-way of Mell Avenue a distance of 100 feet to a point; THENCE in a easterly direction a distance of 195 feet to a point; thence in a southerly direction a distance of 100 feet to a point; THENCE in a westerly direction a distance of 195 feet to a point being the TRUE POINT OF BEGINNING. SAID PROPERTY CONTAINS 0.45 Acre. Being known as 929 Mell Avenue, Clarkston, Georgia 30021 according to the DeKalb County residential numbering system.

Tract 3:

All that tract and parcel of land lying and being in land lot 97 of the 18th District in DeKalb County as shown on Site Plan made for B. E. Rainey, dated September 12, 2000, by Robert M. Buhler, R.L.S. 1403.

Beginning at the centerline intersection of East Ponce de Leon with the east right-of-way of Mell Avenue following along the east right -of-way in northerly direction an approximate distance of 540 feet to a point and the TRUE POINT OF BEGINNING.

THENCE in a northerly direction along the east right-of-way of Mell Avenue a distance of 100 feet to a point; THENCE in a easterly direction a distance of 195 feet to a point; THENCE in a southerly direction a distance of 100 feet to a point; THENCE in a westerly direction a distance of 195 feet to a point; being the TRUE POINT OF BEGINNING.

SAID PROPERTY CONTAINS 0.45 acre.

GENERAL NOTES

This plan was designed and drafted BY Advanced House Plans to meet average conditions and codes in the State of Nebraska at the time it was designed. Because codes and requirements can change and may vary from jurisdiction to jurisdiction, AHP cannot warrant compliance with any specific code or regulation. Consult your local building official to determine the suitability of these plans for your specific site and application. This plan can be adapted to your local building codes and requirements, however, it is the responsibility of the purchaser and/or builder to see that the structure is built in strict compliance with all governing municipal codes (city, county, state and federal). The purchaser and/or builder of this plan releases the designer from any claims or lawsuits that may arise during the construction of this structure or anytime thereafter.

* If the contractor or sub-contractor, in the course of their work finds any discrepancies between the plan and the physical conditions of the site or structure, or any errors in the plans or specifications, it shall be their responsibility to immediately inform AHP, who will promptly verify and if necessary correct the working drawings. Any work done after such discovery will be done at the contractor's expense.

* Only the purchaser of this plan has permission to build this plan. The purchaser is given permission to reproduce the drawings only as required for such construction. The purchaser also has permission to modify this plan. No permission is given to any party to claim copyright on the original or modified plan. The modified plans shall remain subject to the license and may not be sold, distributed or otherwise transferred without the express written consent of Advanced House Plans. Infringing upon Advanced House Plans copyright through reproduction, distribution or reconstruction of design is punishable by law with fine up to \$150,000 as defined by architectural copyright laws.

DESIGN LOADS:

* Ultimate design wind speed: 115 mph, Exposure Category: B

* Seismic Design Category A

* Floor: 40 psf. live 30 psf. live 10 psf. live
15 psf. dead 10 psf. dead 5 psf. dead

* Soil bearing Capacity - 1500 psf.

* Live loads, dead loads, wind loads, snow loads, lateral loads, seismic zoning and any specialty loading conditions will need to be confirmed before construction and adjustments to plans made accordingly. See your local building officials for verification of your specific load data, zoning restrictions and site conditions.

CONCRETE AND FOUNDATIONS:

- * All foundation walls and slabs on grade shall be 3000 PSI (28-day compressive strength concrete), unless noted otherwise.
- * All interior slabs on grade shall bear on 4" compacted granular fill with 6 mil. polyethylene vapor barrier underneath.
- * Provide proper excavation and control joints as per local requirements.
- * All 36" x 36" x 18" concrete pads to have (3) #5 rods each way.
- * All 48" x 48" x 24" concrete pads to have (4) #5 rods each way.
- * Foundation walls are not to be backfilled until properly braced.
- * Verify depth of frost footings with your local codes.
- * Provide termite protection as required by HUD minimum property standards.
- * Foundation bolts must be anchored to sill plate with 5/8" bolts embedded 15" in concrete walls.
- * For window openings in conc. wall, provide #5 bars #4" o.c. (two total) 1/2" clearance from top & sides of opg. for jamb & lintel reinforcing. Extend reinforcing a minimum of 2 past opening edges.

STEEL:

- * All structural steel for beams and plates shall comply with ASTM specification A-36.
- * All structural steel for steel columns shall comply with ASTM specification A-53 Grade B or A-501.
- * All reinforcing steel for concrete shall comply with ASTM specification A-615 Grade 60.
- * Provide steel shims in all beam pockets.
- * Steel columns are to be 3" I.D. (inside diameter) unless noted otherwise.

FRAMING MEMBERS:

- * Unless noted otherwise, all framing lumber shall have the following characteristics:
F_b = 1000 psi F_v = 75 psi E = 1,400,000 psi
- * Contractor to confirm the size, spacing and stress characteristics of all framing and structural members to meet your local code requirements.
- * Wall bracing method assumed as CB-WBP. Since braced wall line spacing and braced wall panel calculations vary by location, purchaser will need to consult a local professional for specific wall bracing calculations and diagrams.
- * Hole sizes and locations in Glulam or laminated veneered lumber (L.V.L.) members are to be confirmed by a professional engineer.
- * Any structural or framing members not indicated on the plan are to be sized by contractor.
- * Double floor joists under all partition walls, unless noted otherwise.
- * All sheathing is assumed to be 3/4" thick, glued & nailed.
- * All exterior walls are dimensioned to outside of 1/2" sheathing.
- * Calculated dimensions take precedence over scaled dimensions.
- * All angled walls on floor plans are at 45 degree angle, unless otherwise noted.
- * Laterally unsupported walls 12'-0" high or higher shall be 2x6 and balloon framed unless noted otherwise.
- * Unless noted otherwise, above all openings take: (1) Load bearing and less than or equal to 3 ft.use 4x6, (2) Load bearing and more than 3 ft.use (2) 2x12 with 1/2" Plywood between. (3) Non-load bearing and less than or equal to 6 ft.use 4x6, (4) Non-load bearing and more than 6 ft.use (2) 2x12 with 1/2" Plywood between. (5) All exterior openings use (2) 2x12 with 1/2" Plywood between.
- * All trusses to be engineered by truss manufacturer according to the loading indicated on this plan.
- * All exterior corners shall be braced in each direction with let-in diagonal bracing or plywood.
- * Place (1) row of 1" x 3" cross-bridging on all spans over 8'-0" and (2) row of 1" x 3" cross-bridging on all spans over 16'-0".
- * Collar ties are to be spaced 4'-0" o.c.
- * All purlins and kickers are to be 2x6's, unless noted otherwise.
- * Any hip or valley rafters over a 28'-0" span are to be Laminated Veneer Lumber (L.V.L.).

MISC. NOTES:

- * Prefabricated fireplaces and flues are to be U.L. approved and installed as per manufacturer's specifications.
- * All materials, supplies and equipment to be installed as per manufacturer's specifications and per local codes and requirements.
- * Provide proper insulation for all plumbing.
- * 1/2" water-resistant drywall around showers, tubs and whirlpools.
- * 1/2" drywall on interior walls and ceilings.
- * 5/8" type "X" fire code drywall on garage walls and ceilings.
- * When no brand is specified windows are called out by glass size only.
- * In dwelling units, where the top of the sill of an operable window opening unit is located less than 24 inches above the finished floor and greater than 12 inches above the finished grade, fall protection must comply with R312.2.1.
- * Window opening control devices on windows serving as a required emergency escape and rescue shall comply with ASTM F2092.
- * Windows, if not noted, are assumed to be casements.
- * Window header heights are 6'-8" unless noted otherwise.
- * Header heights are labeled to bottom of arched transoms.
- * Confirm window openings for your local egress requirements and minimum light and ventilation requirements.
- * Headroom at stairs shall have a minimum clearance of 6'-8" high.
- * Provide proper handrails at stairs per local codes.
- * The mechanical and electrical layouts are suggested only. Consult your mechanical and electrical contractors for exact specifications, locations and sizes.
- * Jog flue to rear of ridge as necessary.
- * Provide proper wiring for all electrical appliances, mechanical equipment and whirlpools per manufacturer's specifications.
- * Air conditioner locations may vary depending on restrictive covenants and codes.

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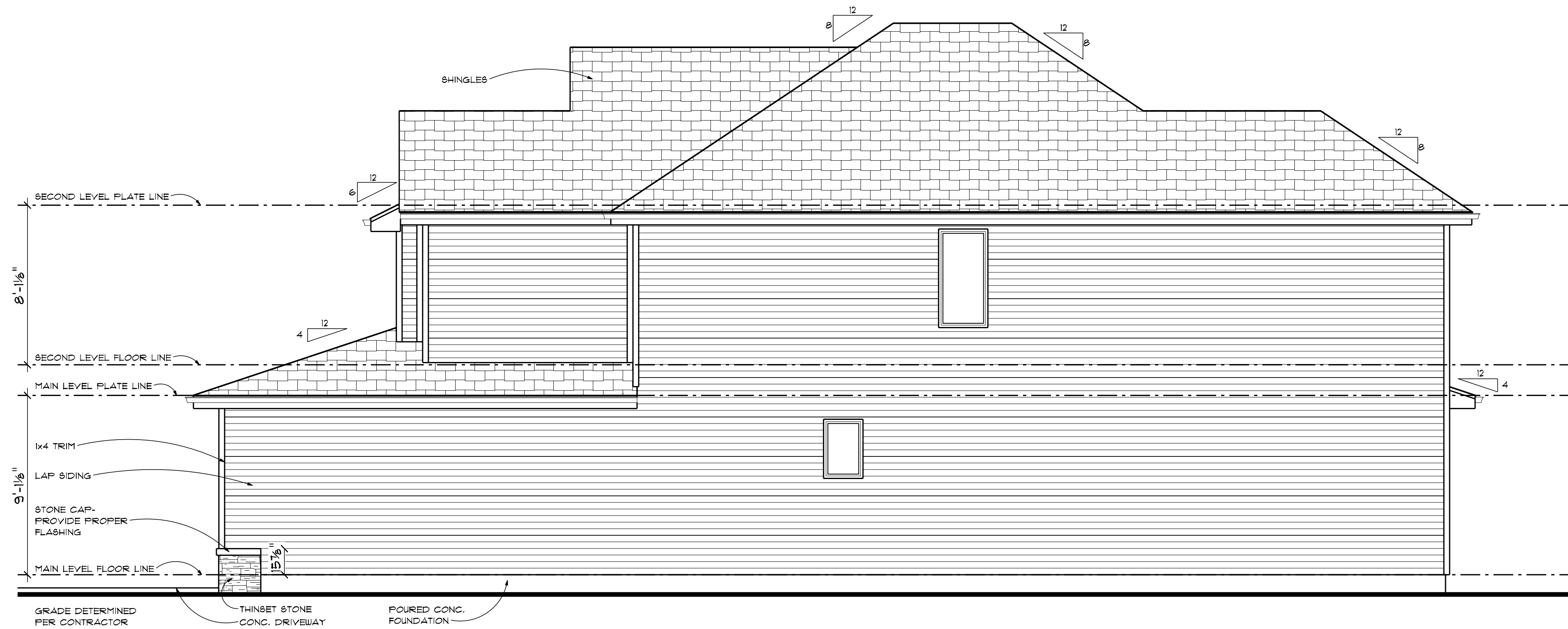
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29311

SHEET
1
OF
1

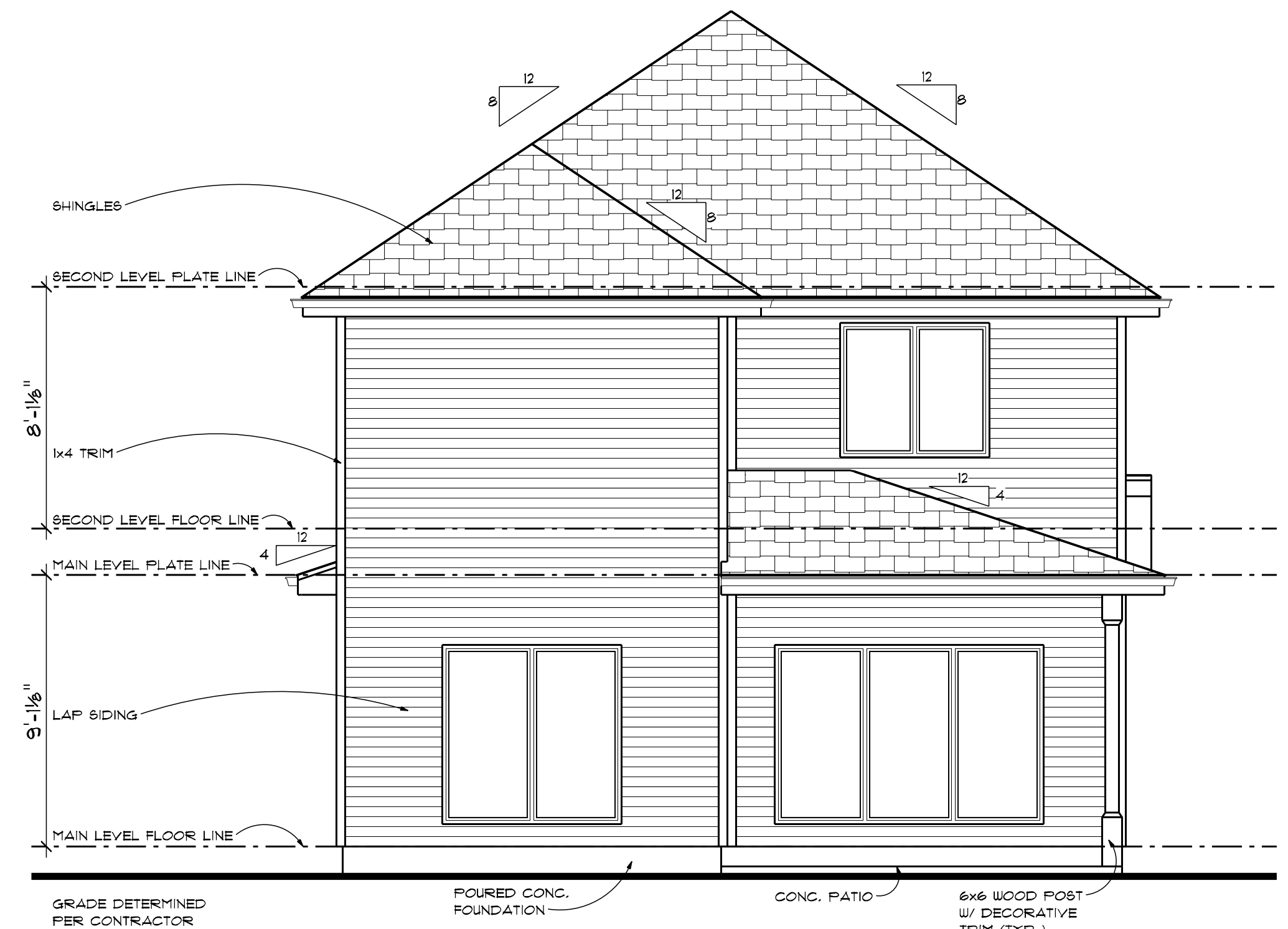
20% SCALE 8'x4'x8'

GENERATED 11/11/2024 Page 140 of 180 The purchaser of these plans is given the limited license to reproduce these plans for construction purposes only and further distribution is illegal. Do not scale prints - see dimensions.



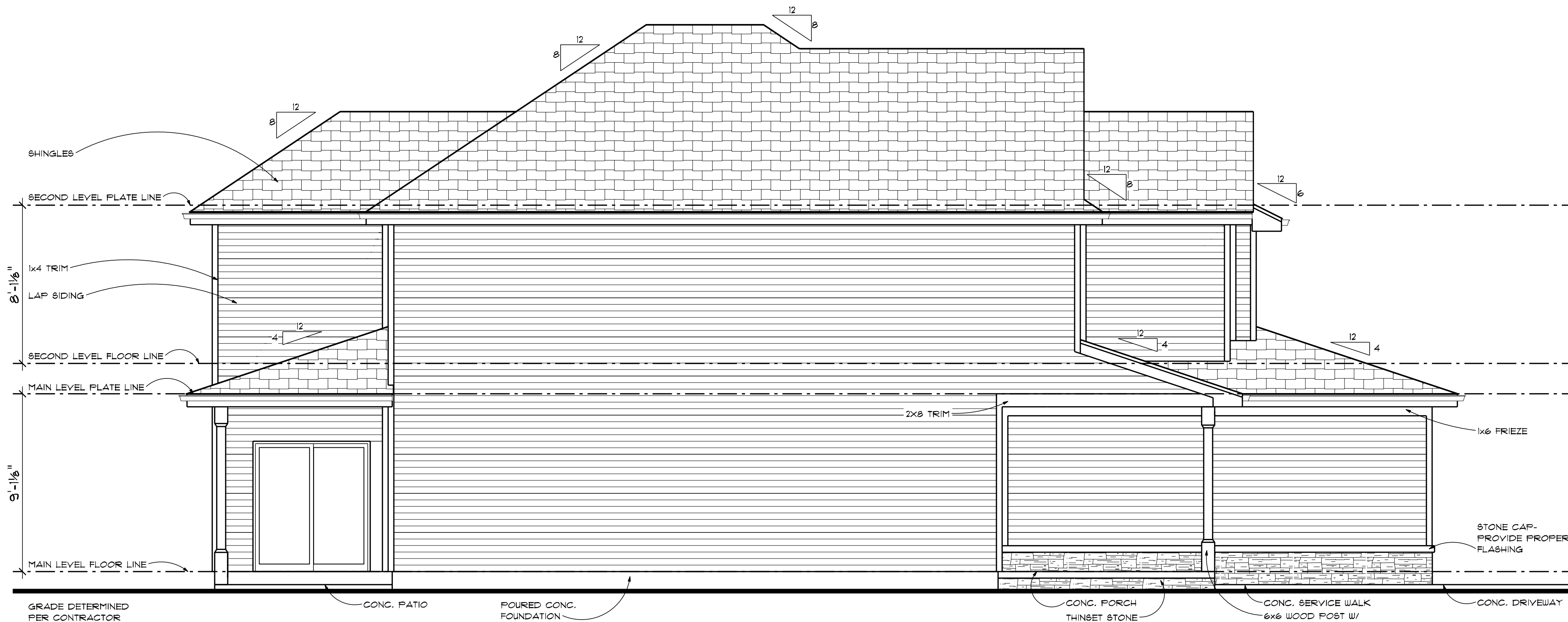
RIGHT ELEVATION

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



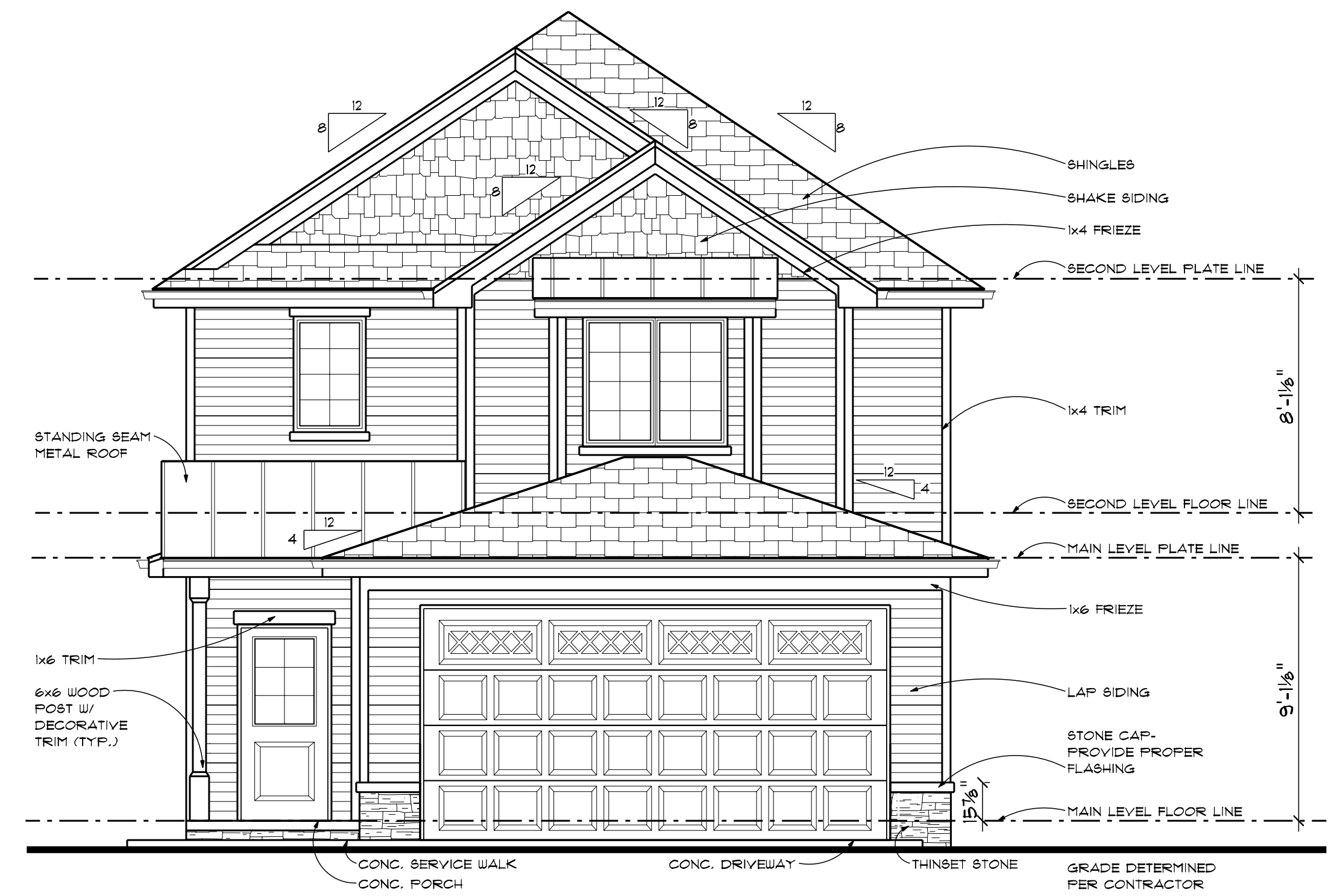
REAR ELEVATION

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



LEFT ELEVATION

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



FRONT ELEVATION

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



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"AS SHOWN" BASIS. ADVANCED HOUSE PLANS SHALL NOT BE RESPONSIBLE FOR
ANY DAMAGES, INCLUDING BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGES,
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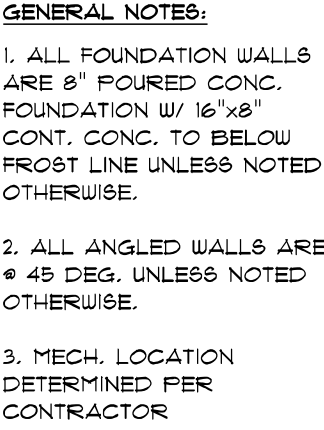
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29311

SHEET
2
OF
1

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

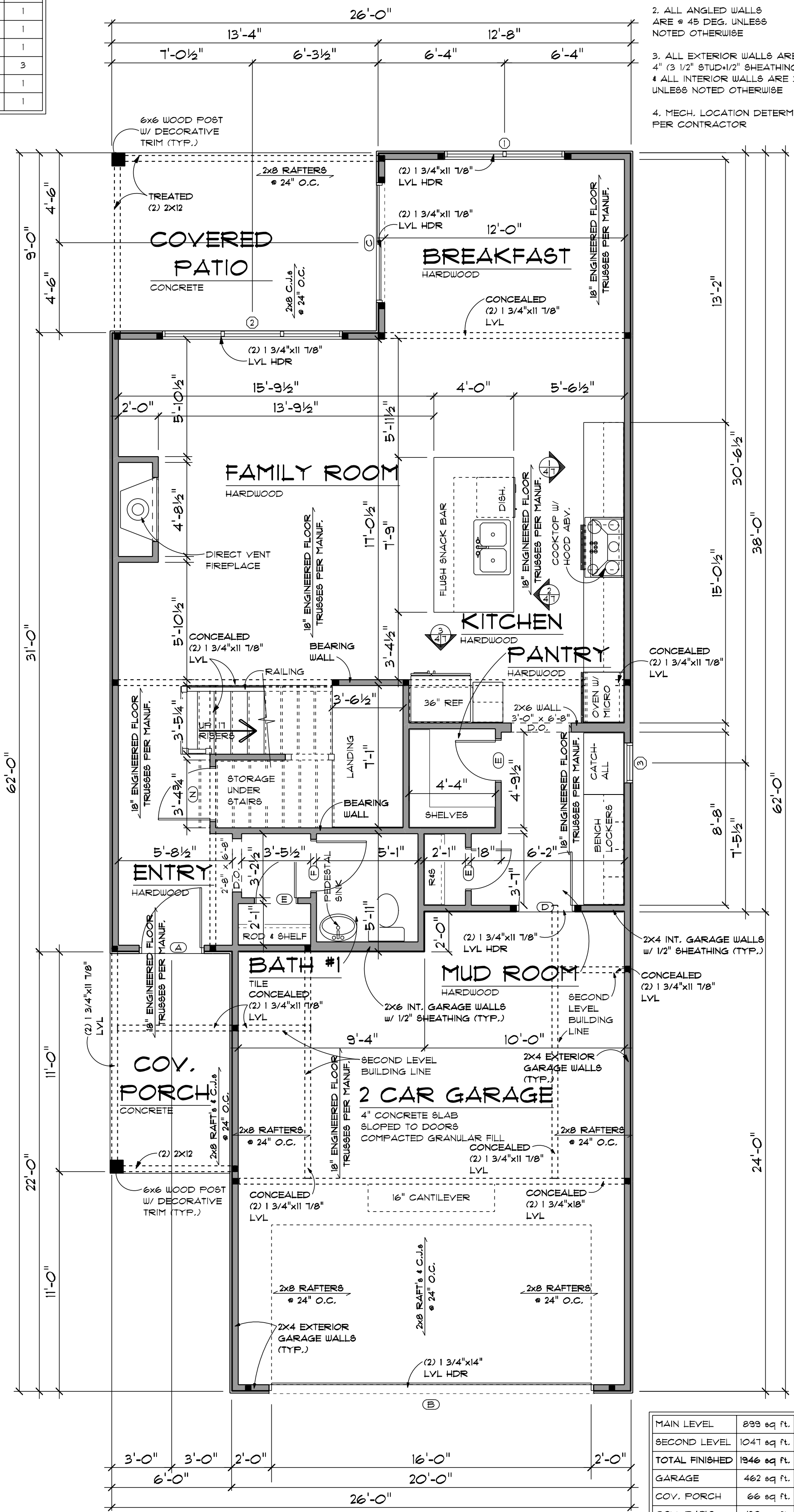
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SCALE: 1/4" = 1'-0"

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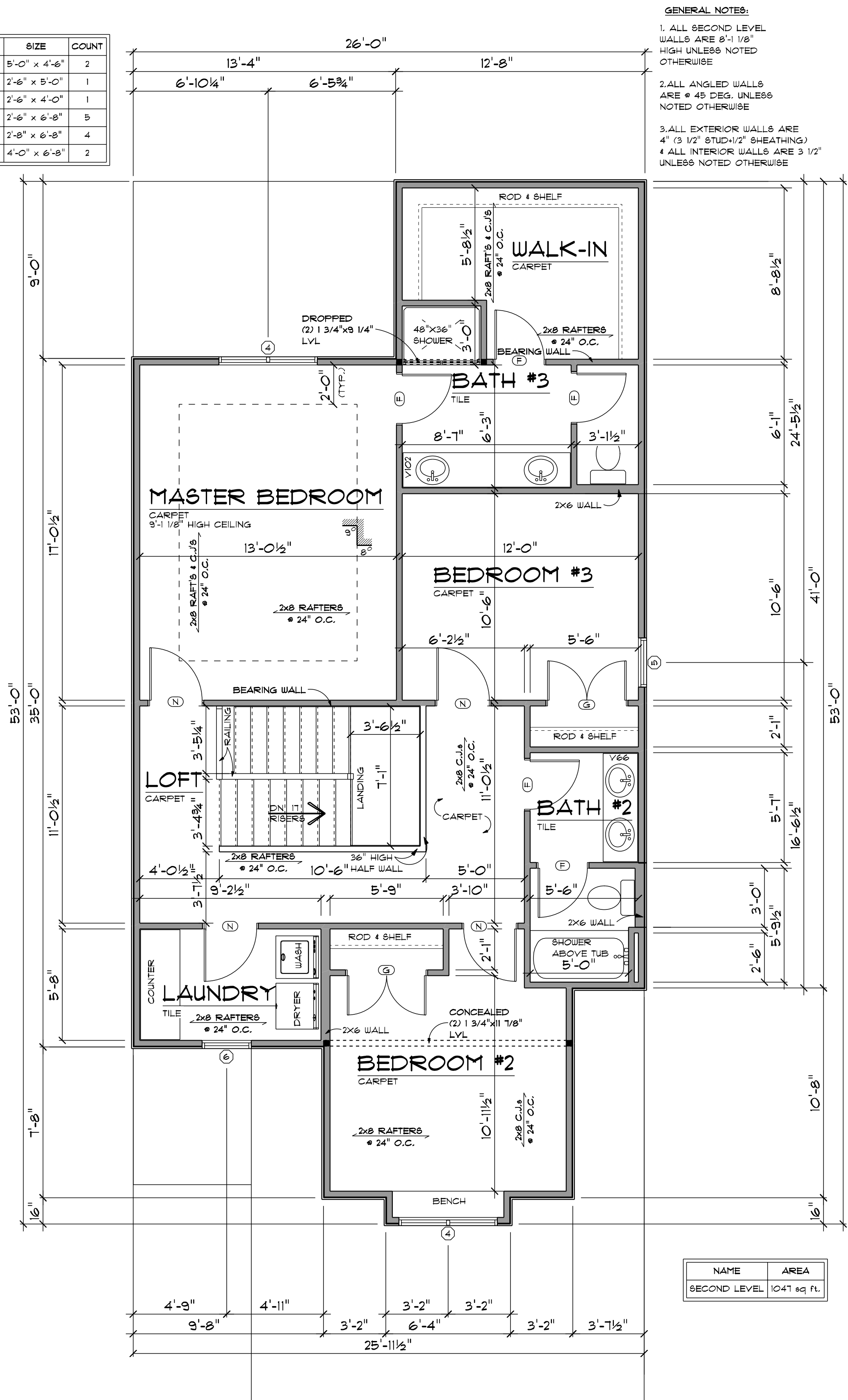
OPENING ID	TYPE	PRODUCT CODE	SIZE	COUNT
1	WINDOW	72X72 CASEMENT 2	6'-0" x 6'-0"	1
2	WINDOW	108X72 CASEMENT-3	9'-0" x 6'-0"	1
3	WINDOW	24X36 CASEMENT 1	2'-0" x 3'-0"	1
A	DOOR	36X80 1	3'-0" x 6'-8"	1
B	GARAGE	192X96 - 8 PANEL - 4 WINDOW	16'-0" x 8'-0"	1
C	SLIDING DOOR	72X80 SLIDING GLASS 2	6'-0" x 6'-8"	1
D	DOOR	32X80 - EXTERIOR 1	2'-8" x 6'-8"	1
E	DOOR	24X80 1	2'-0" x 6'-8"	3
F	DOOR	30X80 1	2'-6" x 6'-8"	1
N	DOOR	32X80 1	2'-8" x 6'-8"	1



MAIN LEVEL	899 sq. ft.
SECOND LEVEL	1047 sq. ft.
TOTAL FINISHED	1946 sq. ft.
GARAGE	462 sq. ft.
COV. PORCH	66 sq. ft.
COV. PATIO	120 sq. ft.

SCALE: 3/16" = 1'-0"

OPENING ID	TYPE	PRODUCT CODE	SIZE	COUNT
4	WINDOW	60X54 CASEMENT 2	5'-0" x 4'-6"	2
5	WINDOW	30X60 CASEMENT 1	2'-6" x 5'-0"	1
6	WINDOW	30X48 CASEMENT 1	2'-6" x 4'-0"	1
F	DOOR	30X80 1	2'-6" x 6'-8"	5
N	DOOR	32X80 1	2'-8" x 6'-8"	4
G	DOOR	48X80 2	4'-0" x 6'-8"	2

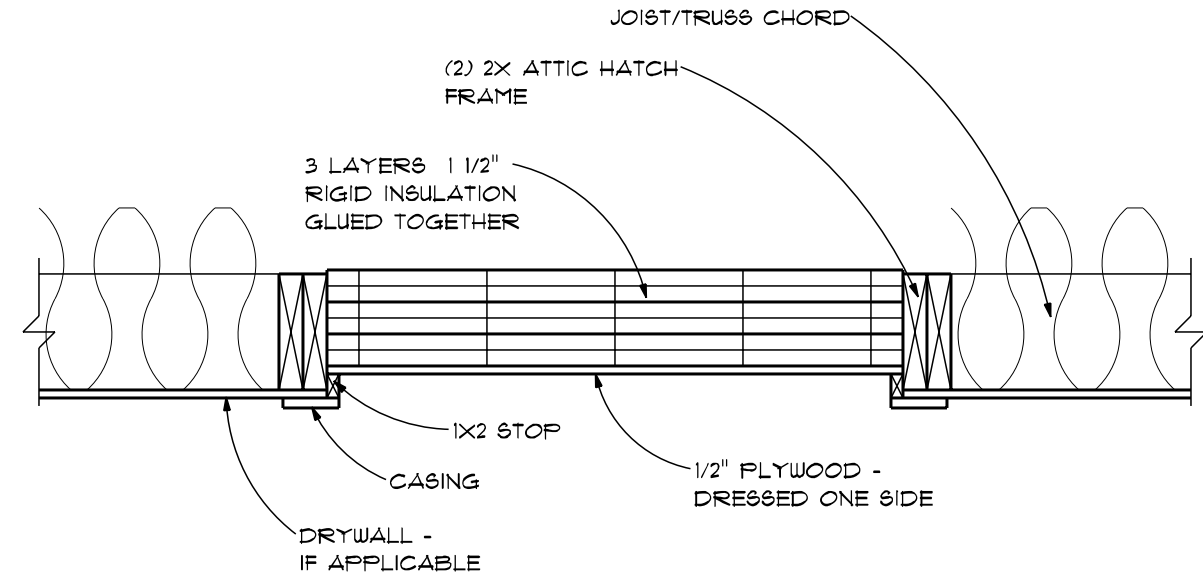


SCALE: 1/4" = 1'-0"

GENERAL NOTES:

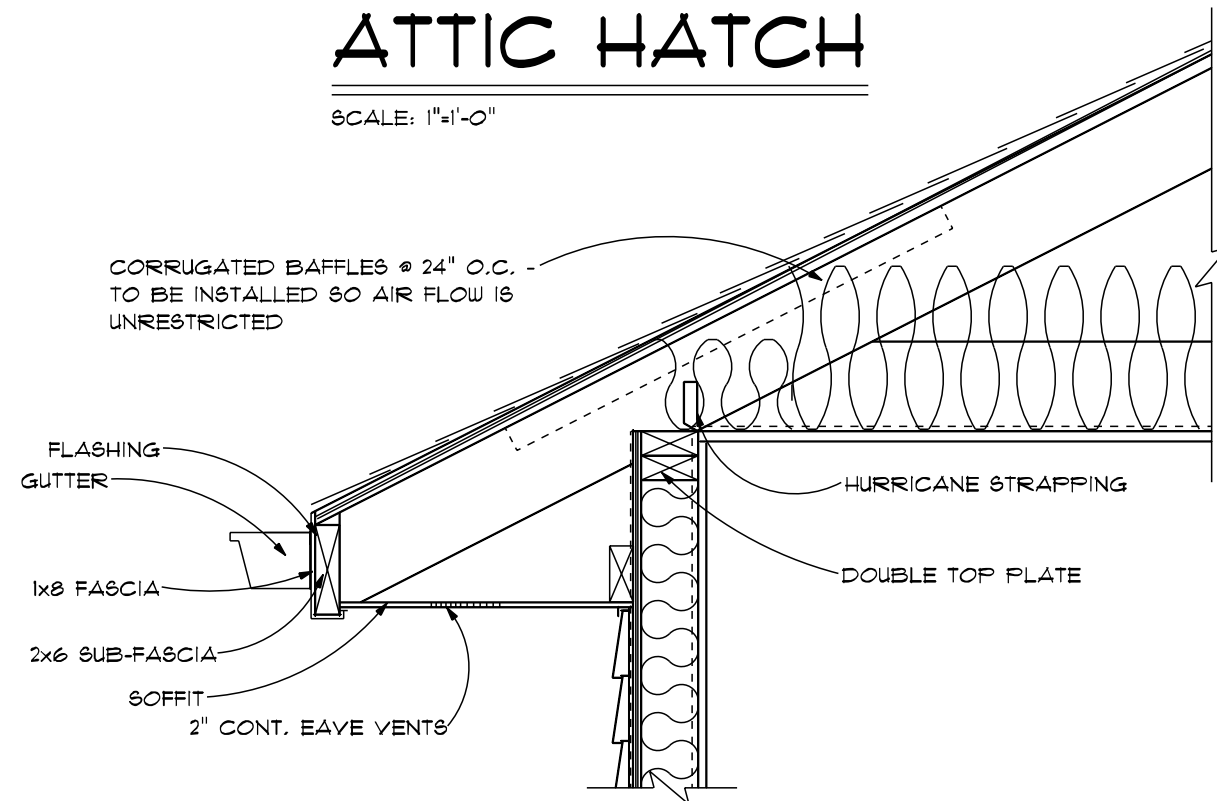
1. ALL SECOND LEVEL WALLS ARE 8'-1 1/8" HIGH UNLESS NOTED OTHERWISE
2. ALL ANGLED WALLS ARE @ 45 DEG. UNLESS NOTED OTHERWISE
3. ALL EXTERIOR WALLS ARE 4" (3 1/2" STUD+1/2" SHEATHING)
4. ALL INTERIOR WALLS ARE 3 1/2" UNLESS NOTED OTHERWISE

NAME	AREA
SECOND LEVEL	1047 sq. ft.



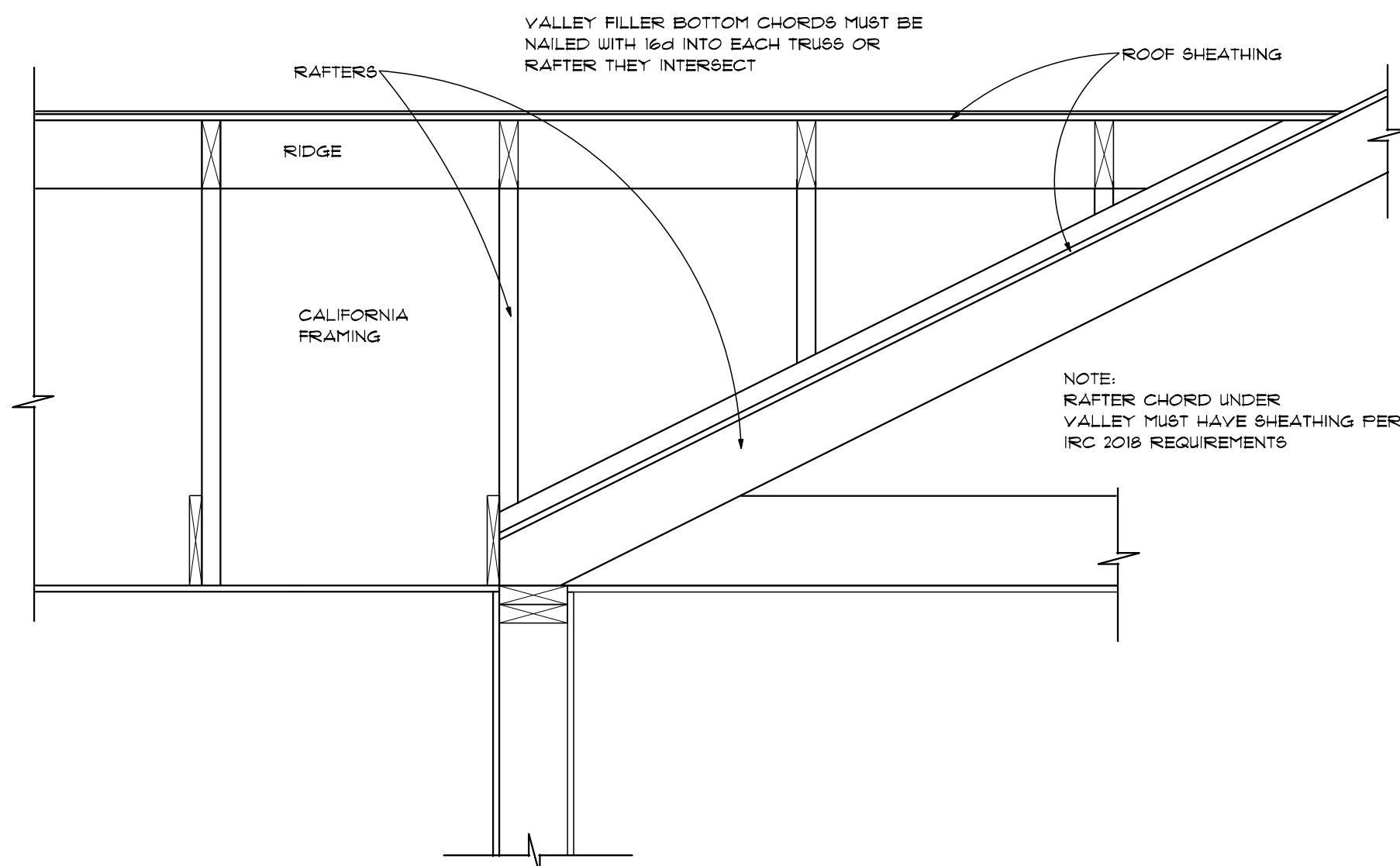
ATTIC HATCH

SCALE: 1"=1'-0"



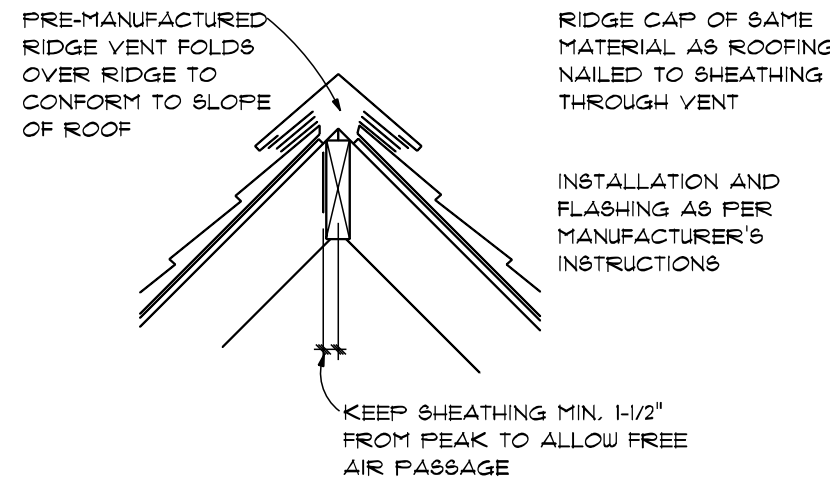
EAVE VENT

SCALE: 1"=1'-0"



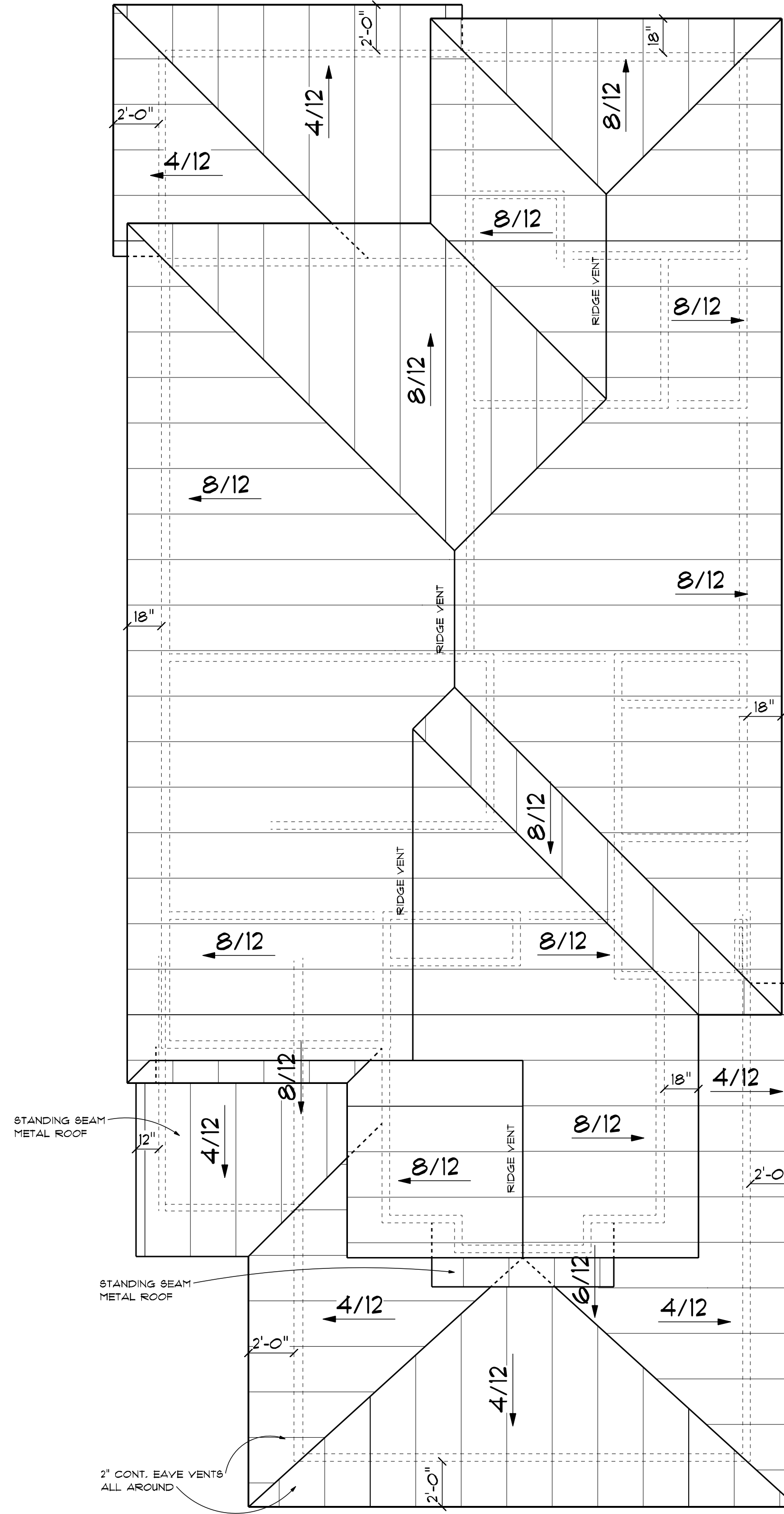
ROOF OVERFRAMING

SCALE: 1"=1'-0"



RIDGE VENT

SCALE: 1"=1'-0"



ROOF PLAN

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



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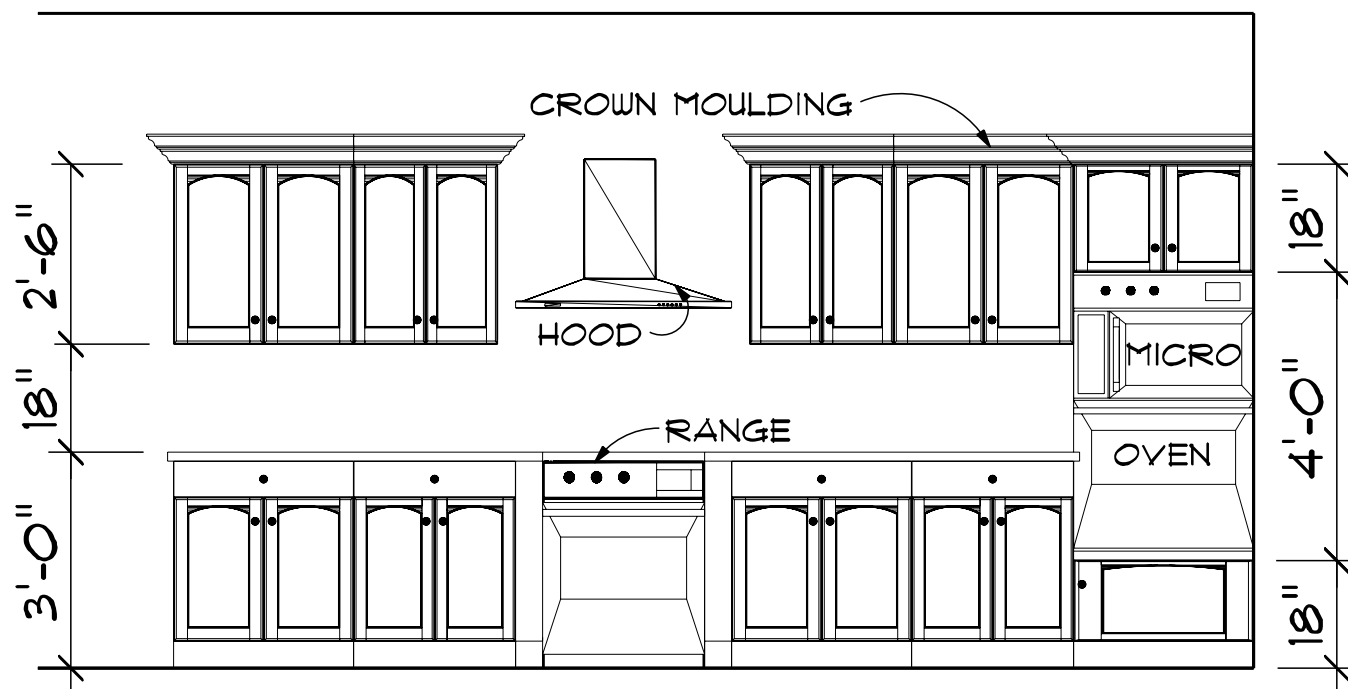
29311

SHEET
6
1 OF 1

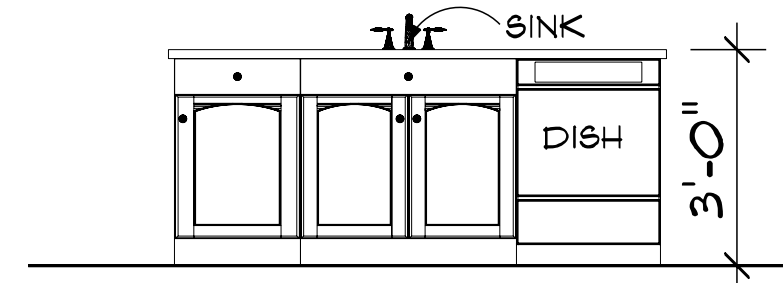
20% SCALE: 3/4" = 1'-0"

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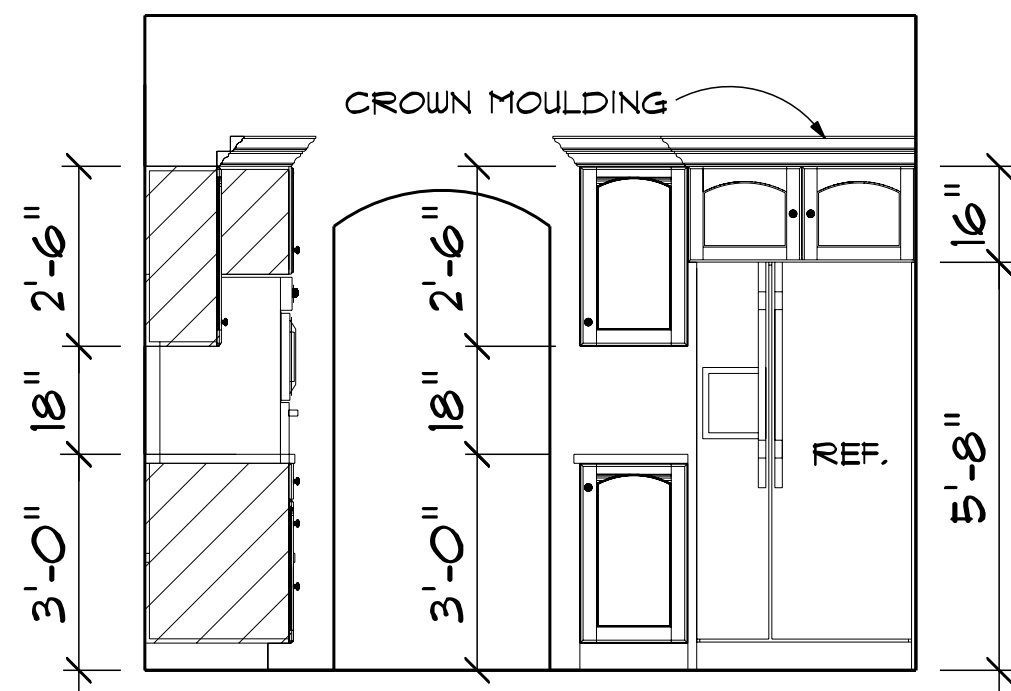
GENERATED: 11/11/2024



DETAIL 1



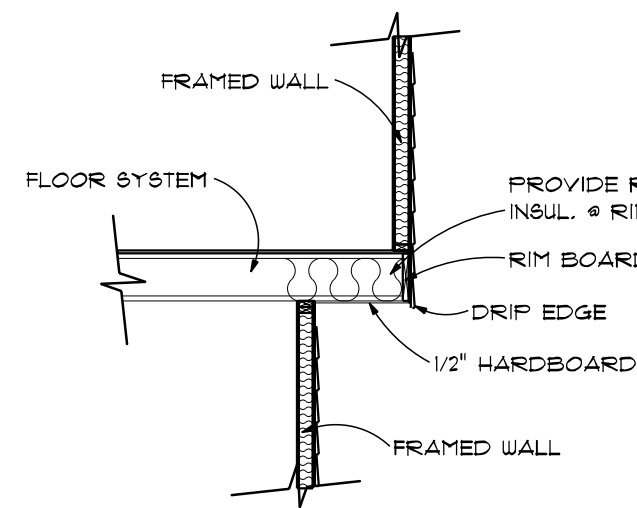
DETAIL 2



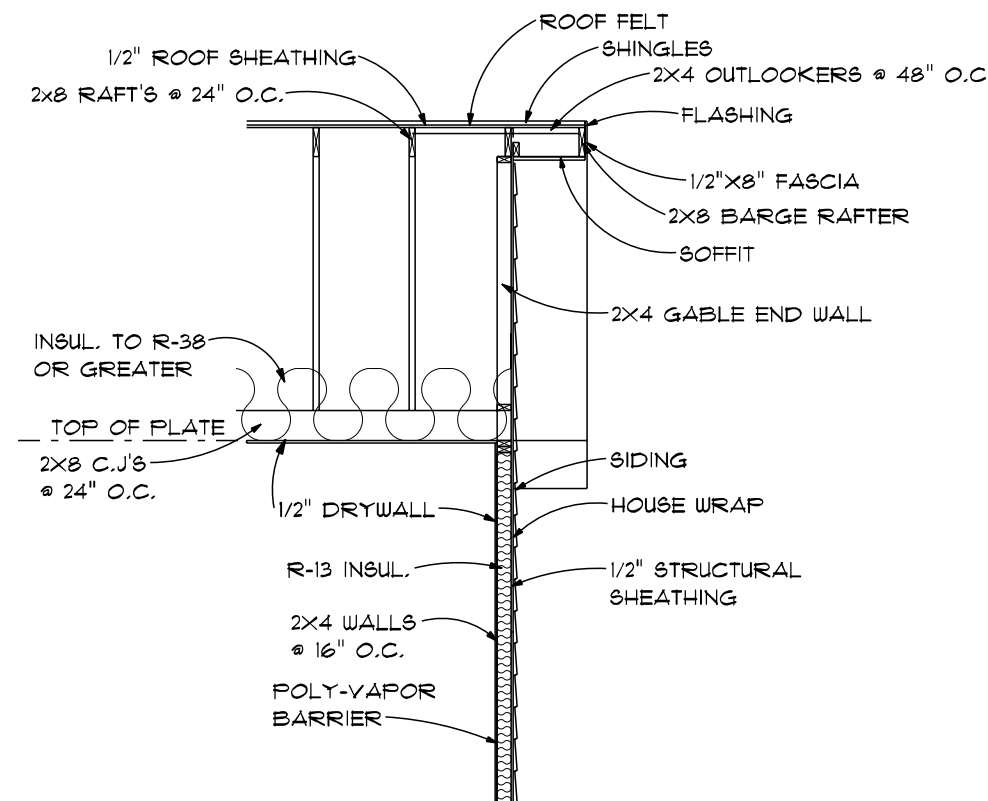
DETAIL 3

CABINET ELEVATIONS

SCALE: 3/8" = 1'-0"



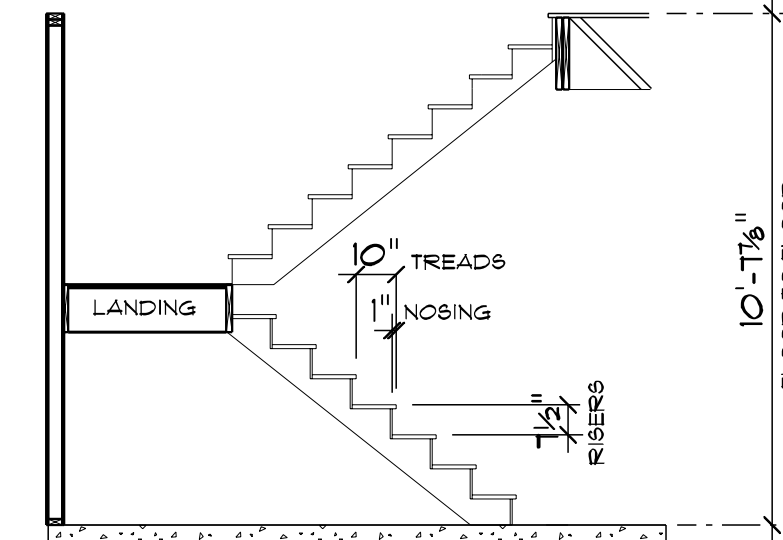
TYP. CANTILEVER
SCALE: 1/4" = 1'-0"



TYP. GABLE END SECTION

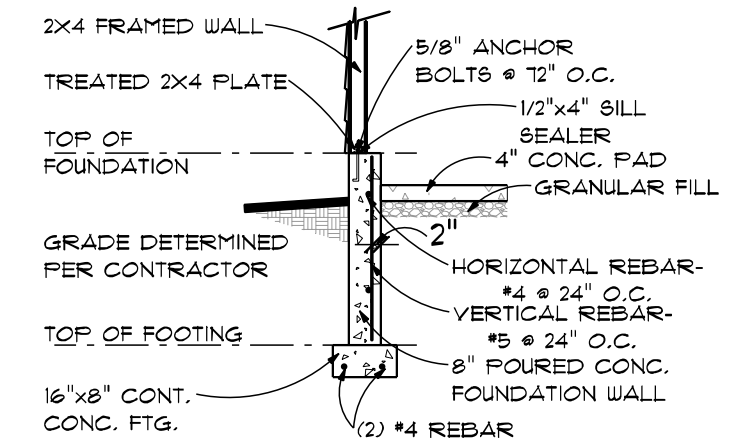
SCALE: 1/4" = 1'-0"

- NOTES:
1. PROVIDE HANDRAIL PER CODE.
 2. MAINTAIN 6'-8" MIN. HEADROOM PER CODE.
 3. VERIFY FINISH FLOOR MATERIALS w/ CONTRACTOR & ADJUST AS NECESSARY.
 4. VERIFY FLOOR-TO-FLOOR & RISER DIMENSIONS w/ AS-BUILT CONDITIONS PRIOR TO STAIR CONSTRUCTION.

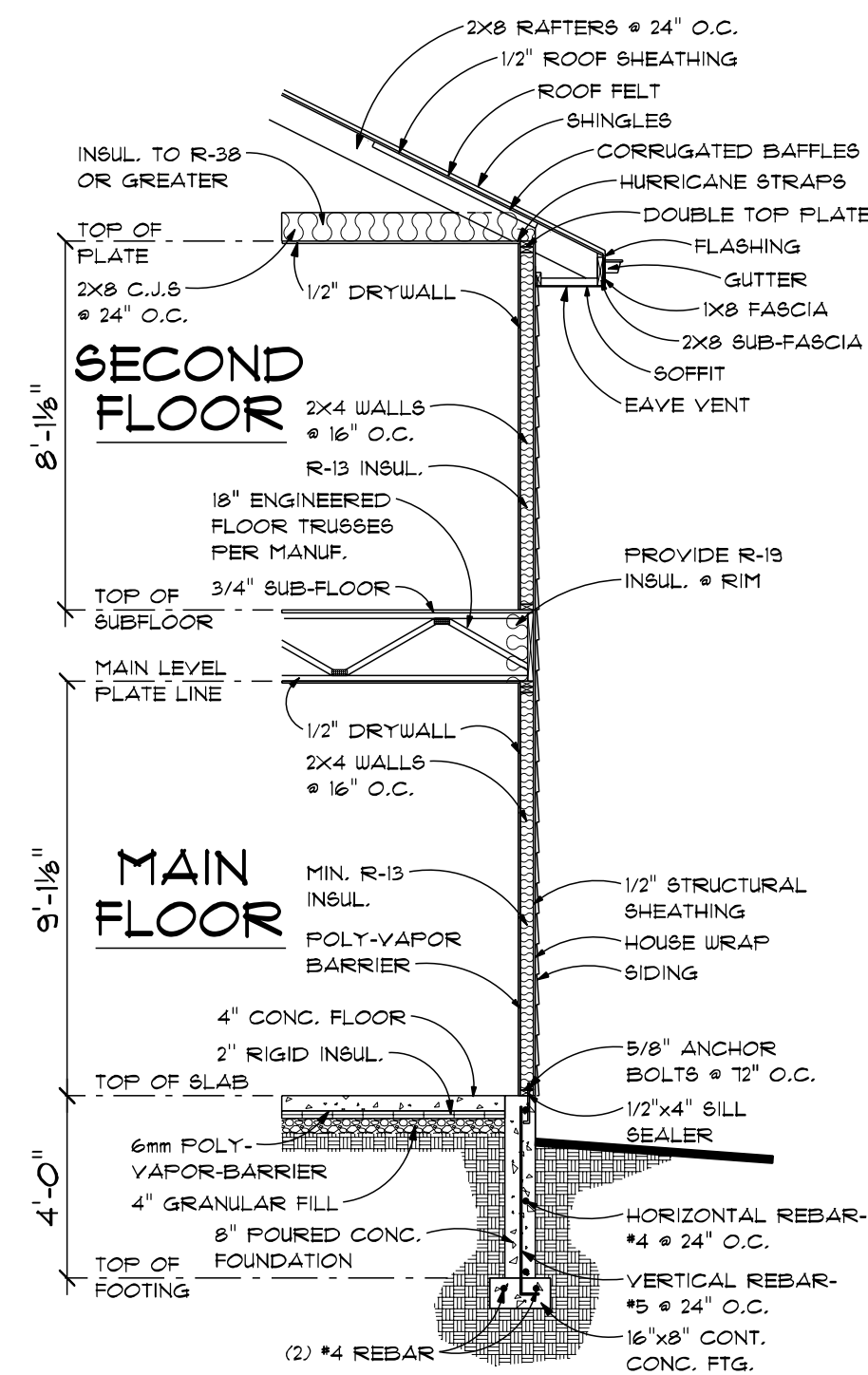


STAIR SECTION

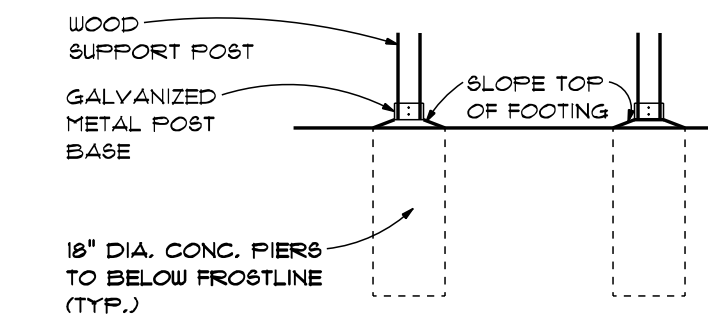
SCALE: 1/4" = 1'-0"



TYP. GARAGE WALL
SCALE: 1/4" = 1'-0"

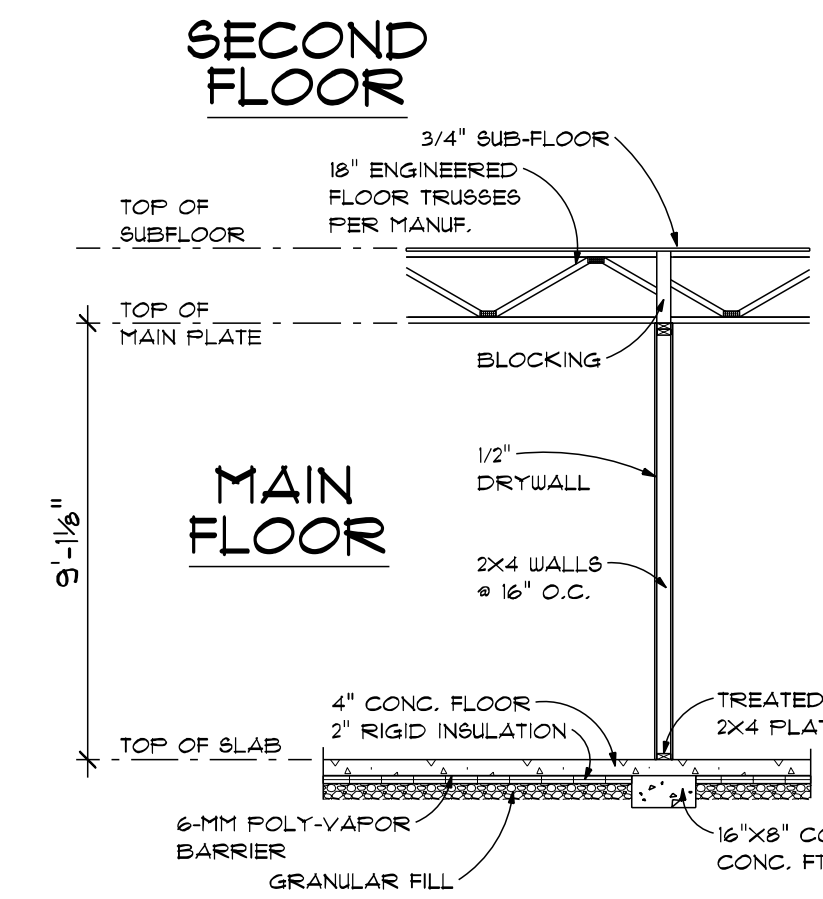


TYP. WALL SECTION
SCALE: 1/4" = 1'-0"

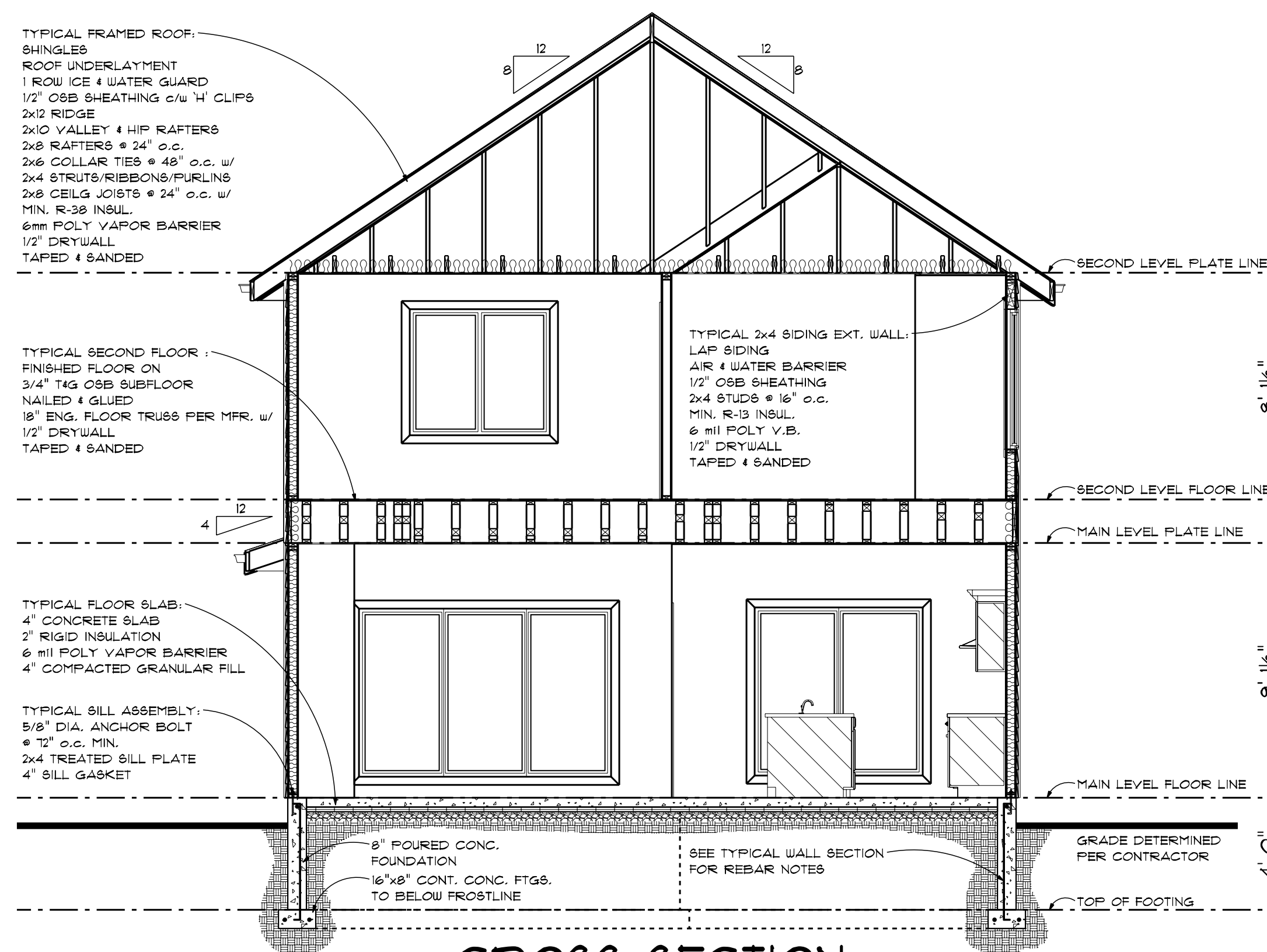


POST FOOTING DETAIL

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

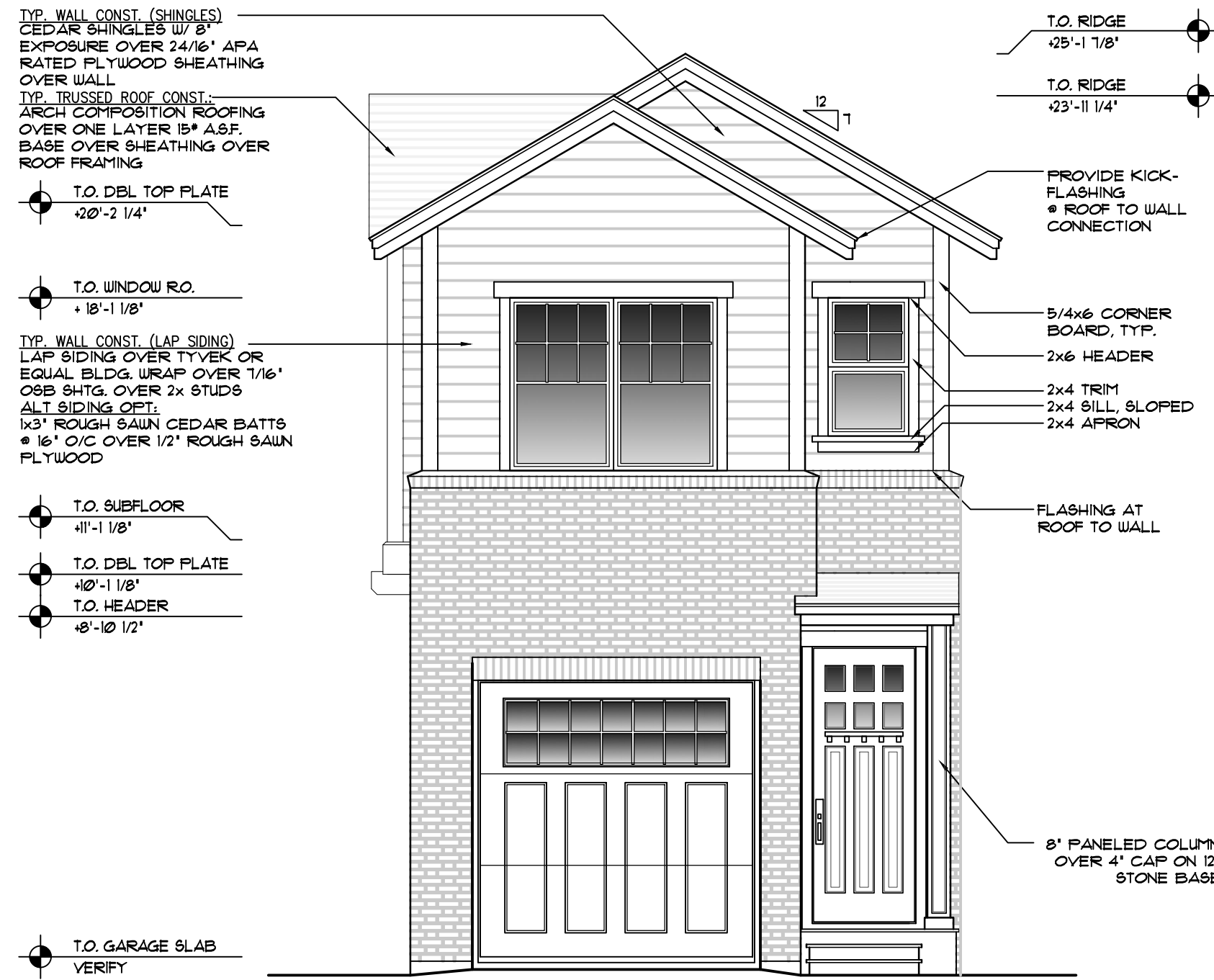


TYP. 2X4 BEARING WALL
SCALE: 1/4" = 1'-0"

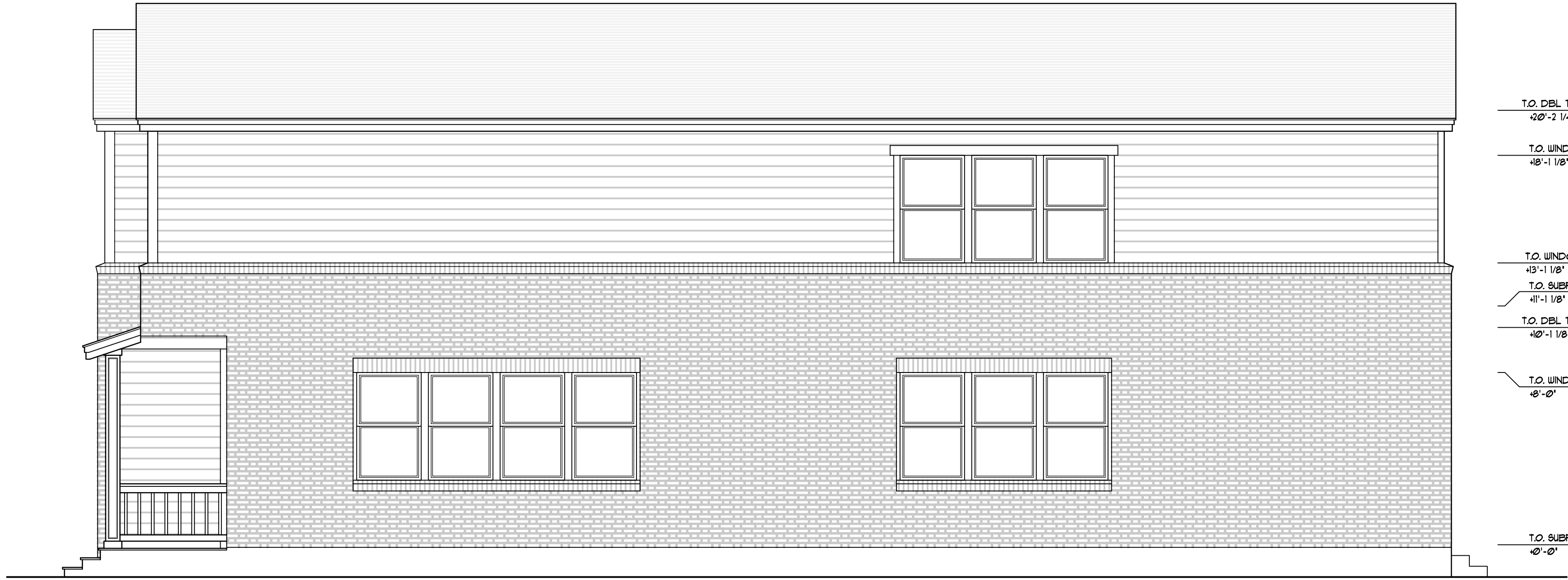


CROSS SECTION

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



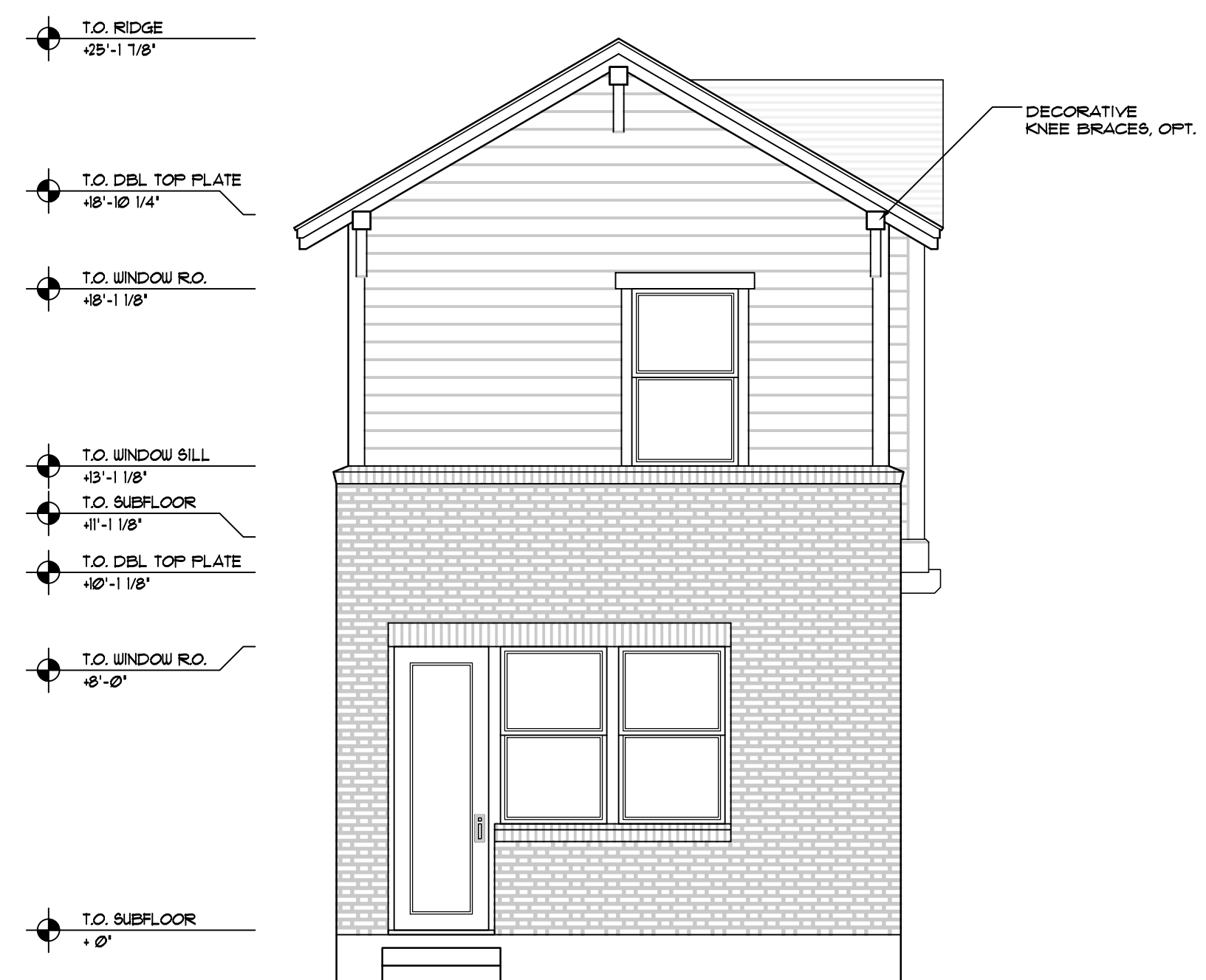
FRONT ELEVATION
SCALE: 1/4"=1'-0"



RIGHT ELEVATION
SCALE: 1/4"=1'-0"



LEFT ELEVATION
SCALE: 1/4"=1'-0"



REAR ELEVATION
SCALE: 1/4"=1'-0"

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PLAN NAME: ROSEMONT

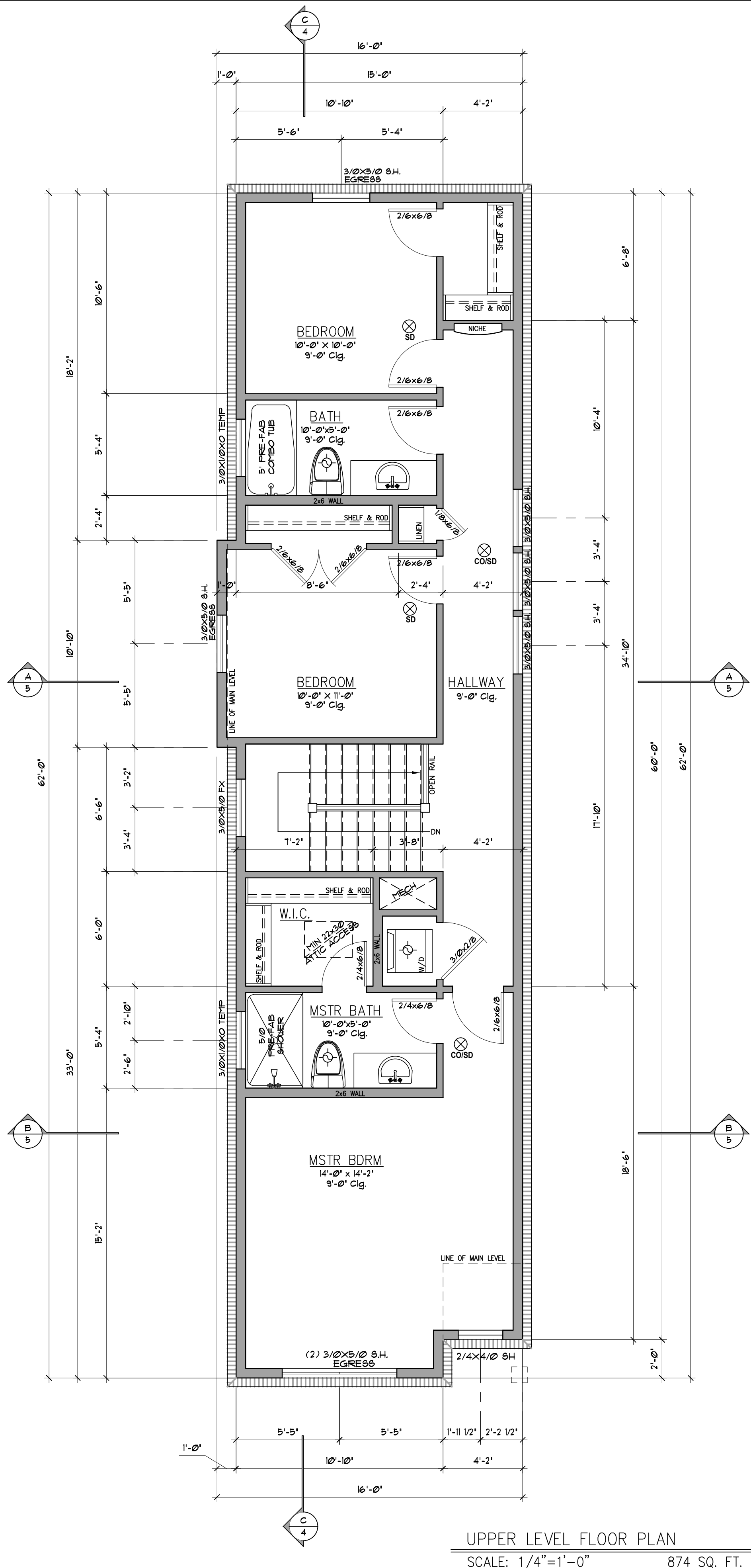
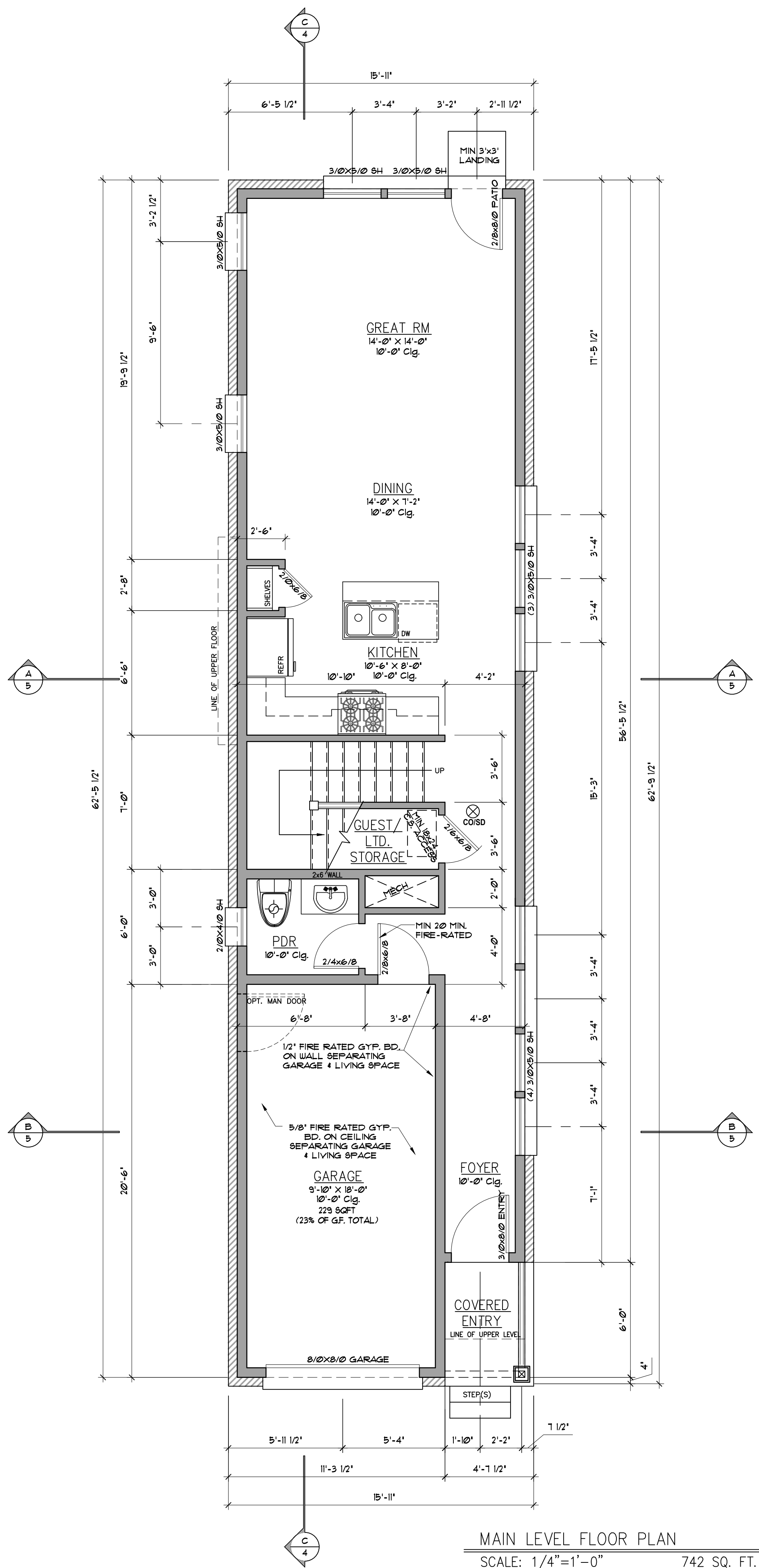
DATE: 08/08

1

ROSEMONT

PLAN NUMBER 82508

1,564 TOTAL SQUARE FEET

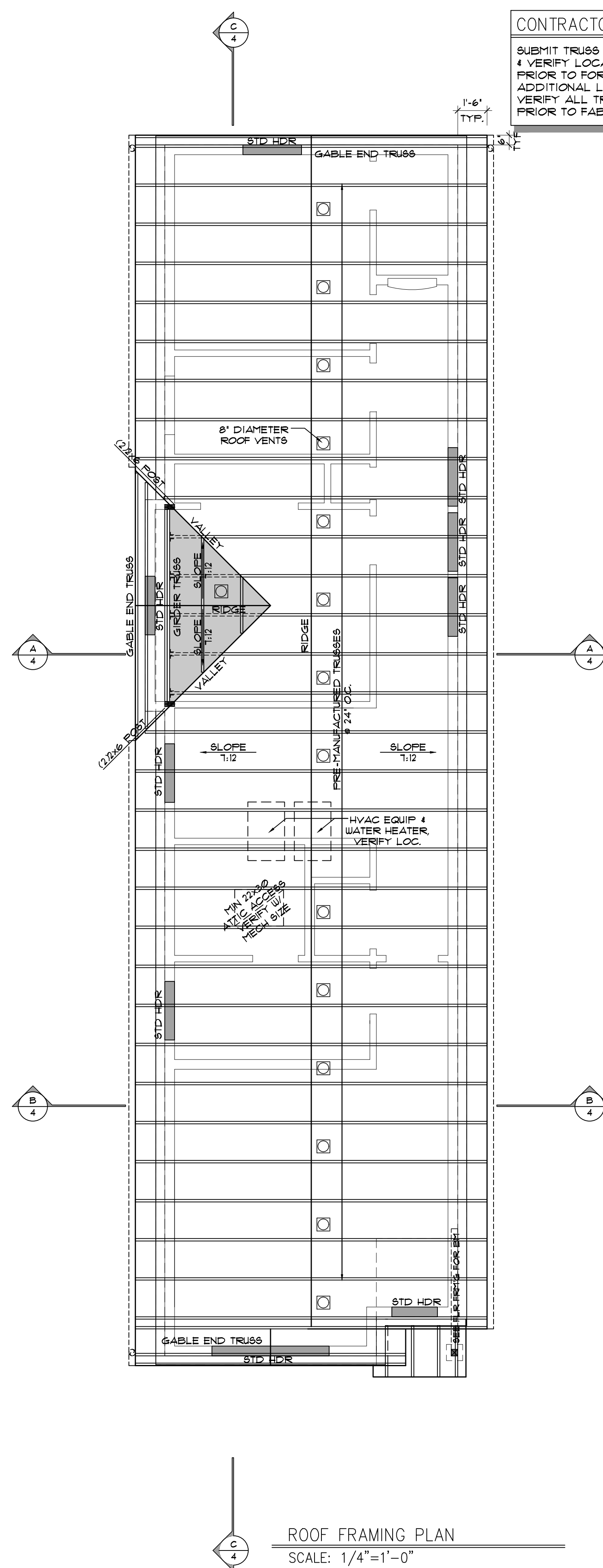
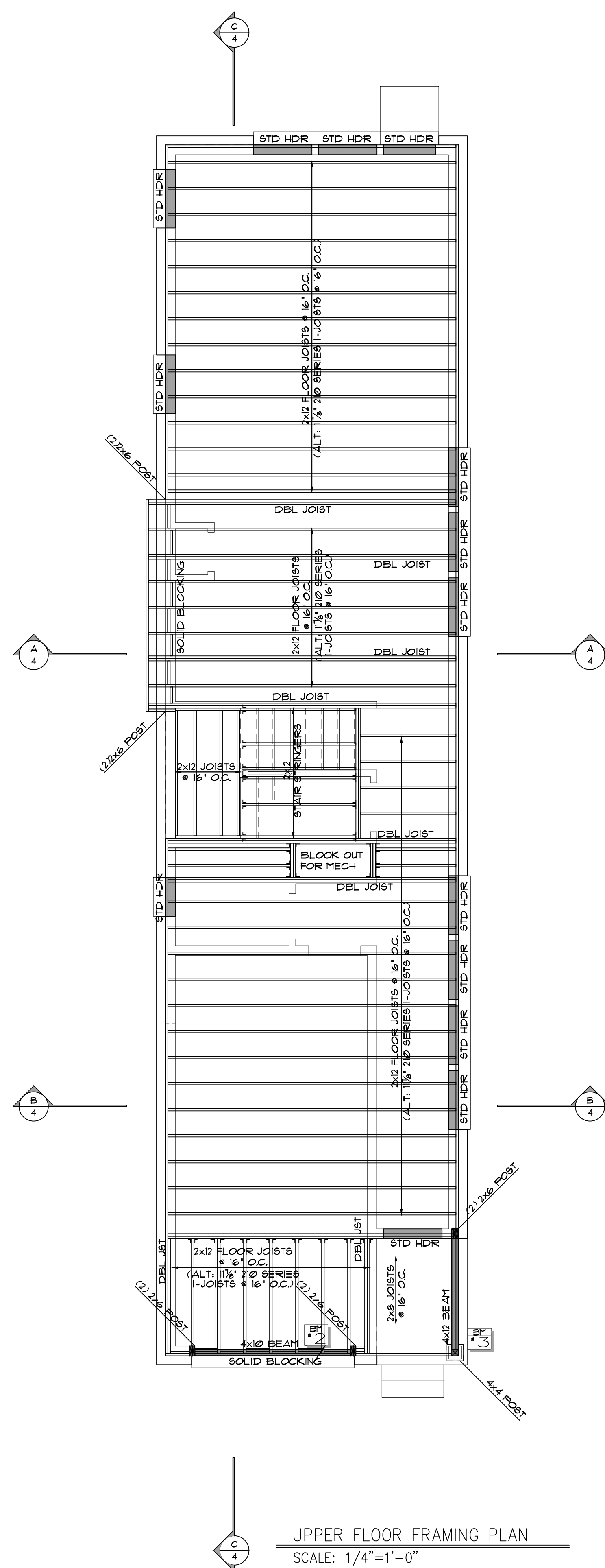
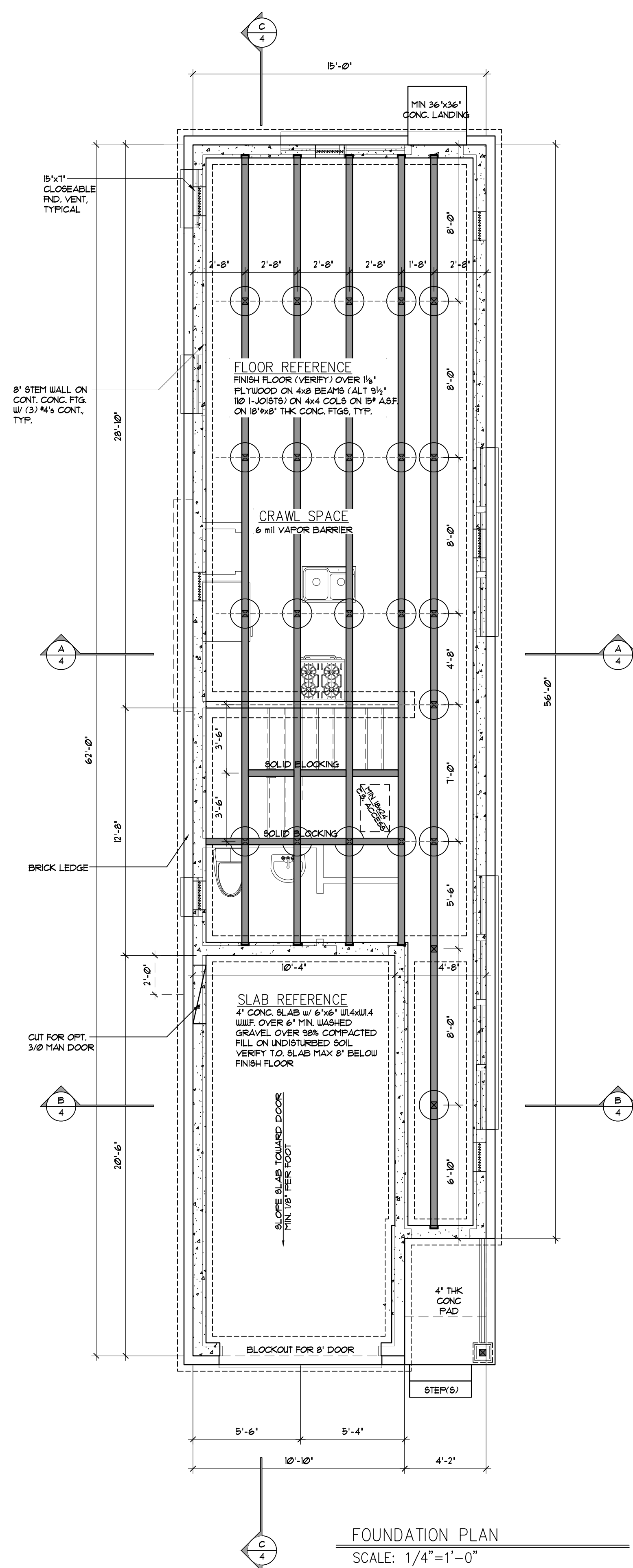


ELECTRICAL LEGEND	
	COMBO CARBON MONOXIDE/SMOKE DETECTOR
	SMOKE DETECTOR
	EXHAUST FAN

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PLAN NAME: ROSEMONT

DATE: 08/08



CONTRACTOR'S NOTE:

SUBMIT TRUSS DESIGN FOR ENGINEERING PRIOR TO FABRICATION
4 VERIFY LOCATION OF GIRDER TRUSSES W/ TRUSS COMPANY
PRIOR TO FORMING FOUNDATION WALLS AS TO PROVIDE FOR
ADDITIONAL LOADING FROM VARYING TRUSS DESIGN.
VERIFY ALL TRUSS SPANS 4 CONFIGURATIONS ON JOB SITE
PRIOR TO FABRICATION.

NOTE
STD HDR TO BE D.F. #2 4x8
*THIS NOTE SUPERCEDES NOTES ON 'N' SHEET

NOTE:
 Ⓐ GUTTER DOWNSPOUT
 ---- CONTINUOUS GUTTER
 PROVIDE SUFFICIENT ROOF
 VENTILATION PER IRC-R806

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PLAN
NAME: ROSEMONT

DATE: 08/08

3

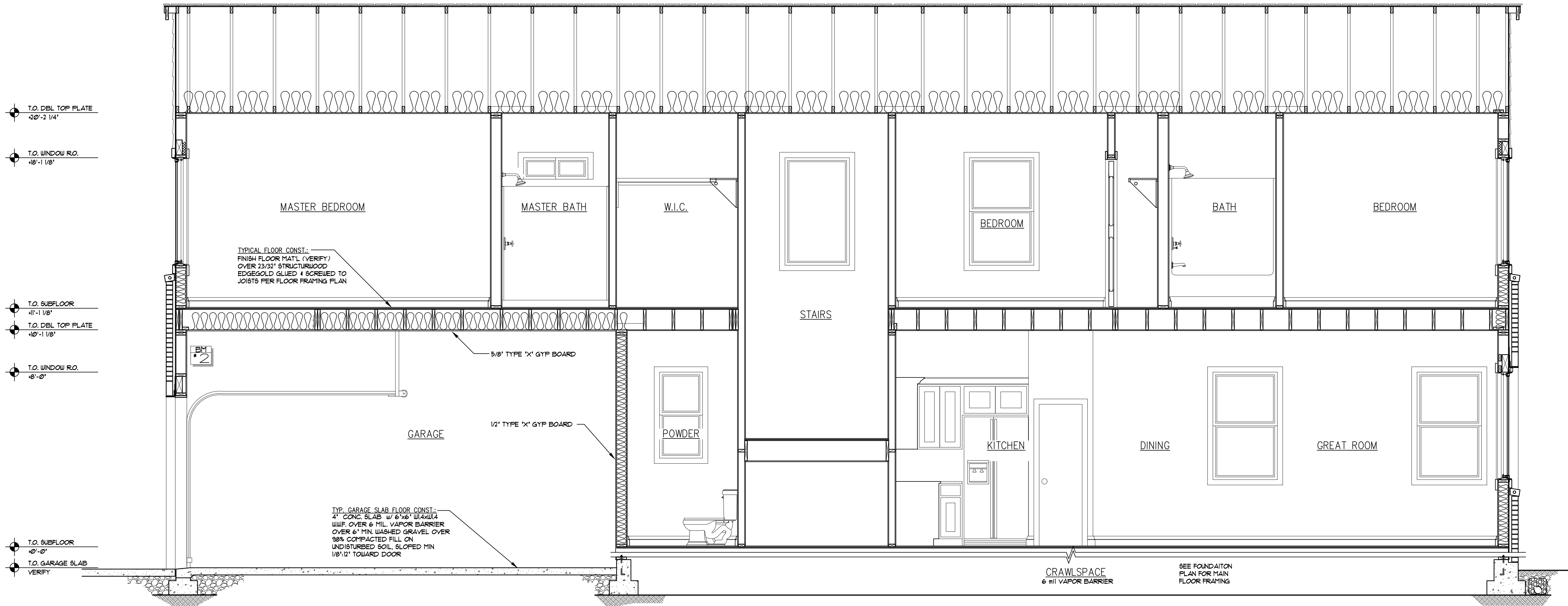
ROSEMONT

PLAN NUMBER 82508

ROSEMONT

1,564 TOTAL SQUARE FEET

PLAN NUMBER 82508

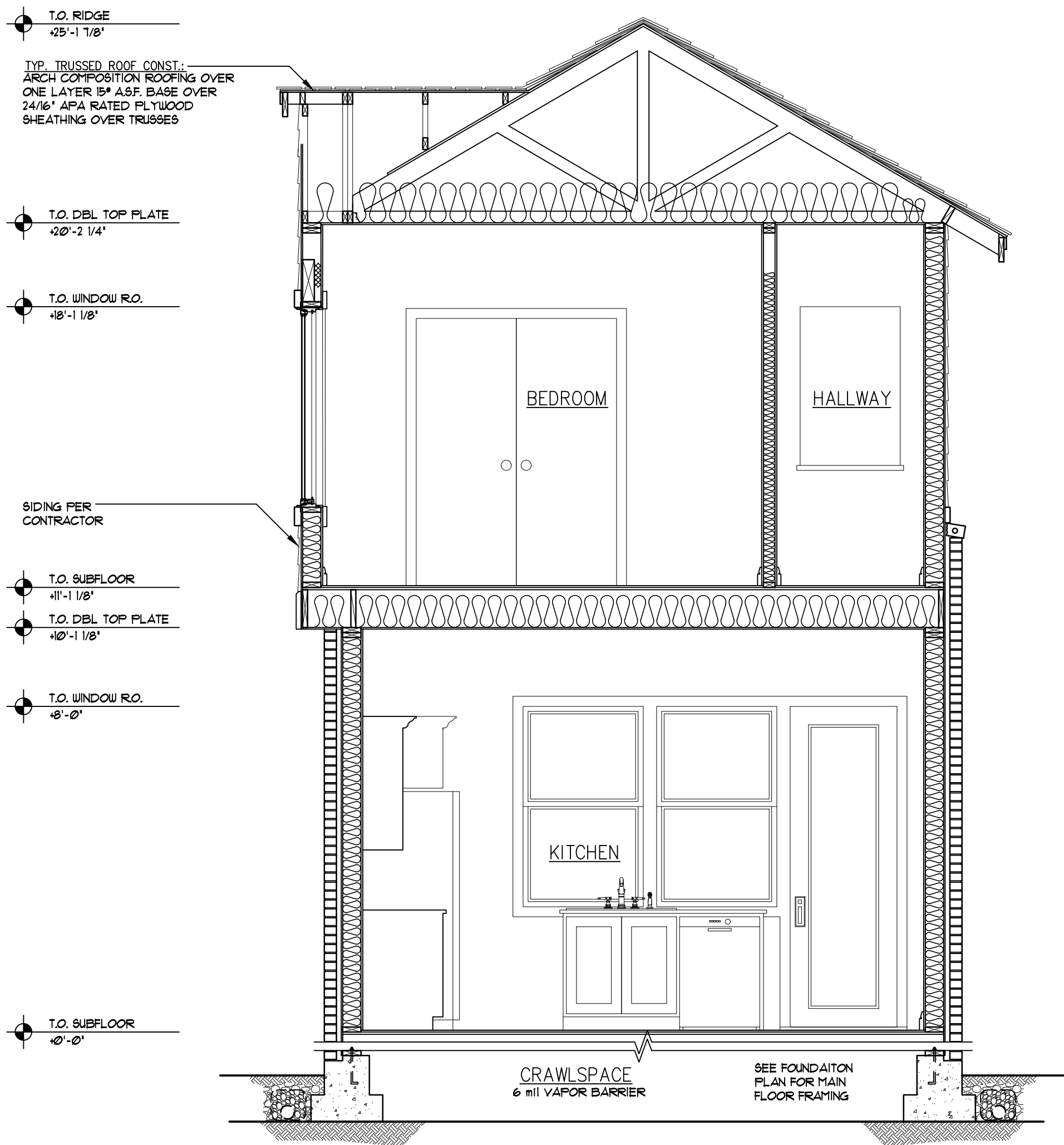


C SECTION
4 SCALE: 3/8"=1'-0"

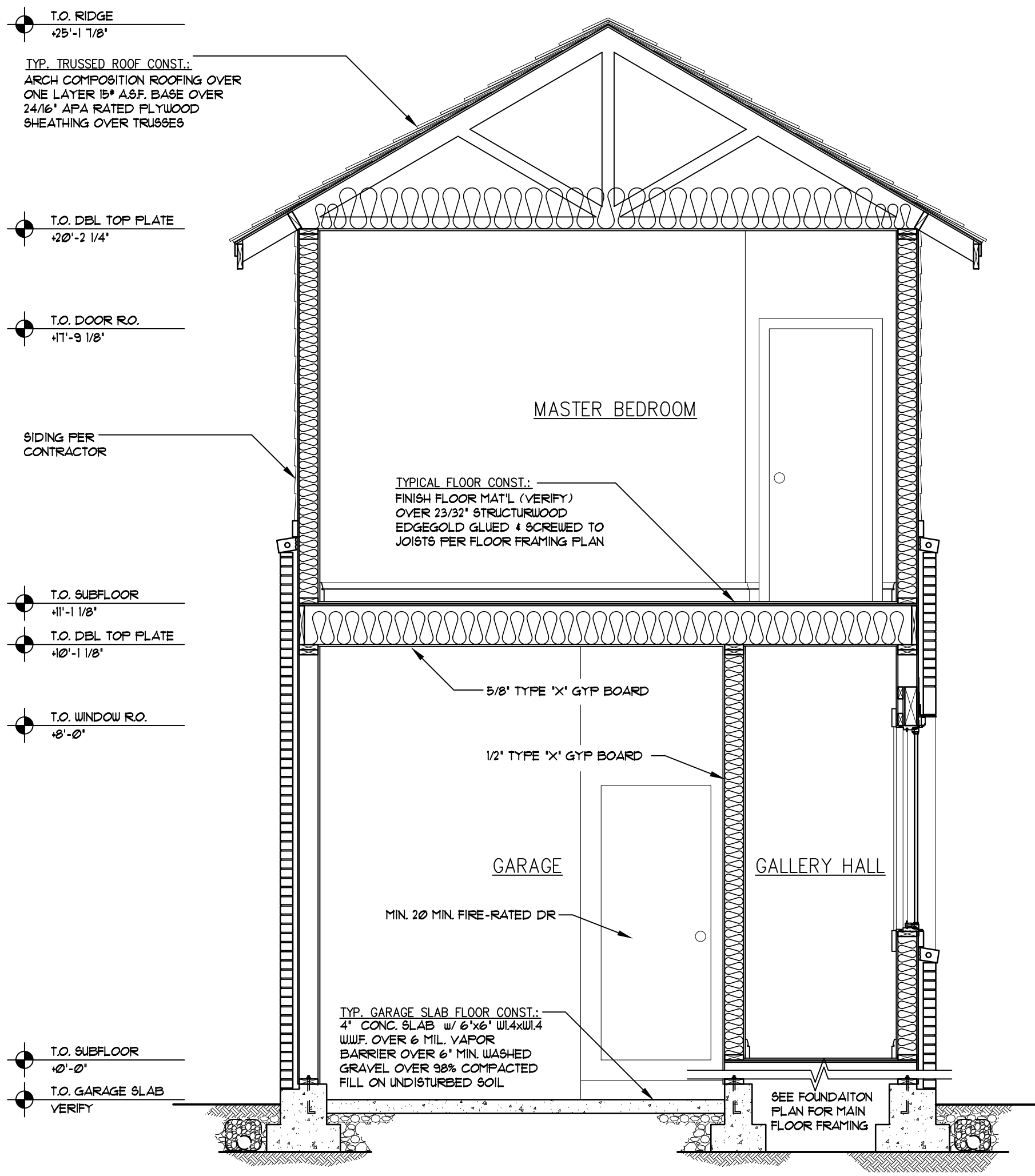
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PLAN NAME: ROSEMONT

DATE: 08/08



A SECTION
5 SCALE: 3/8"=1'-0"



B SECTION
5 SCALE: 3/8"=1'-0"

ROSEMONT

1,564 TOTAL SQUARE FEET

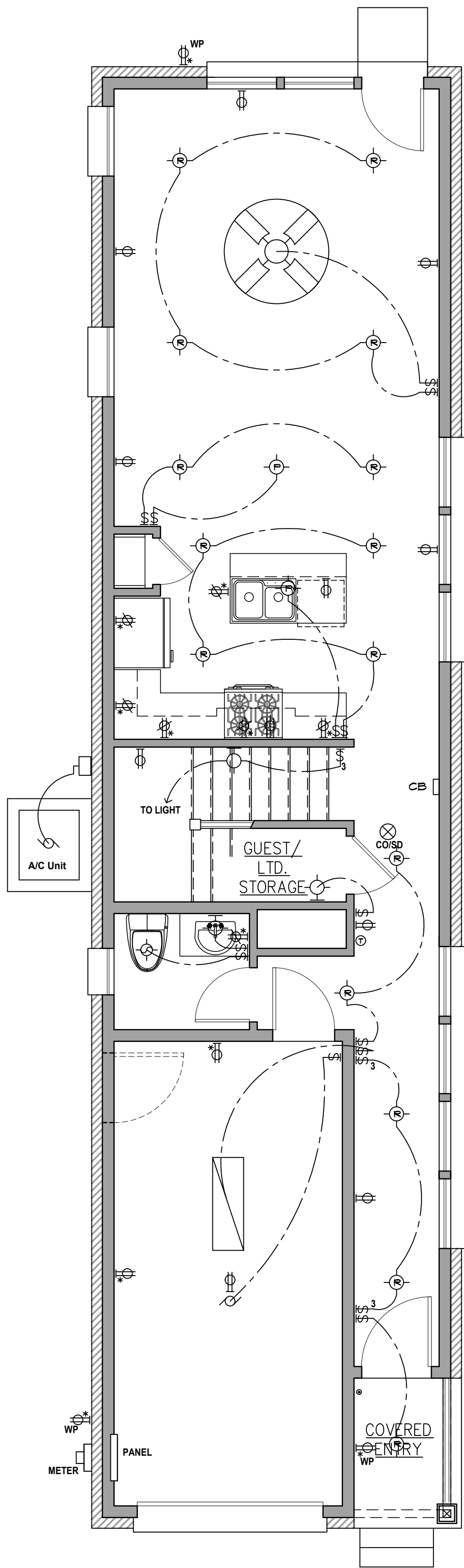
PLAN NUMBER 82508

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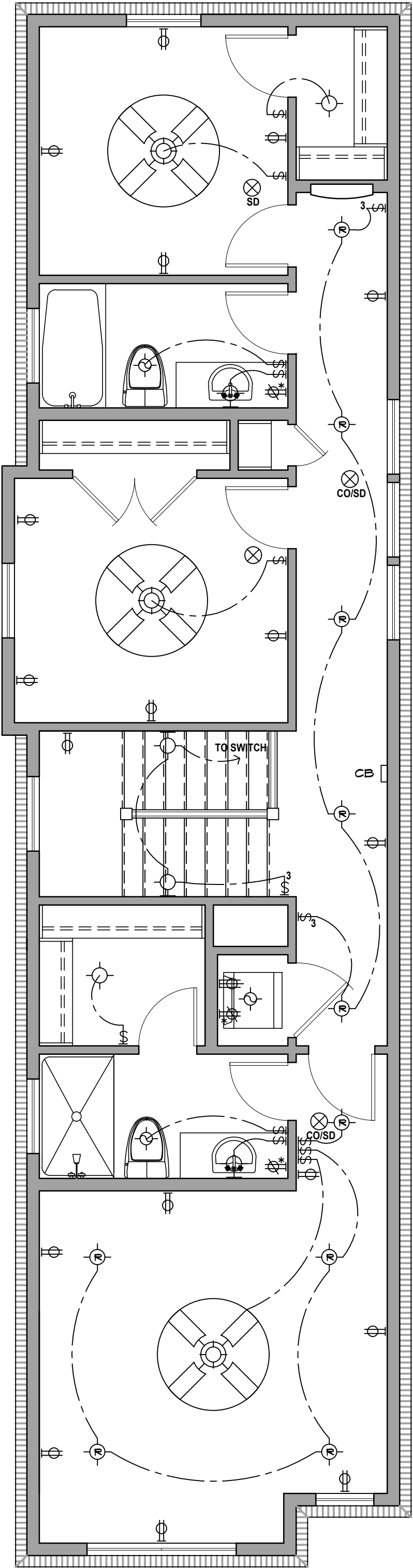
PLAN NAME: ROSEMONT

DATE: 08/08

5



MAIN LEVEL ELECTRICAL PLAN
SCALE: 1/4"=1'-0" 742 SQ. FT.



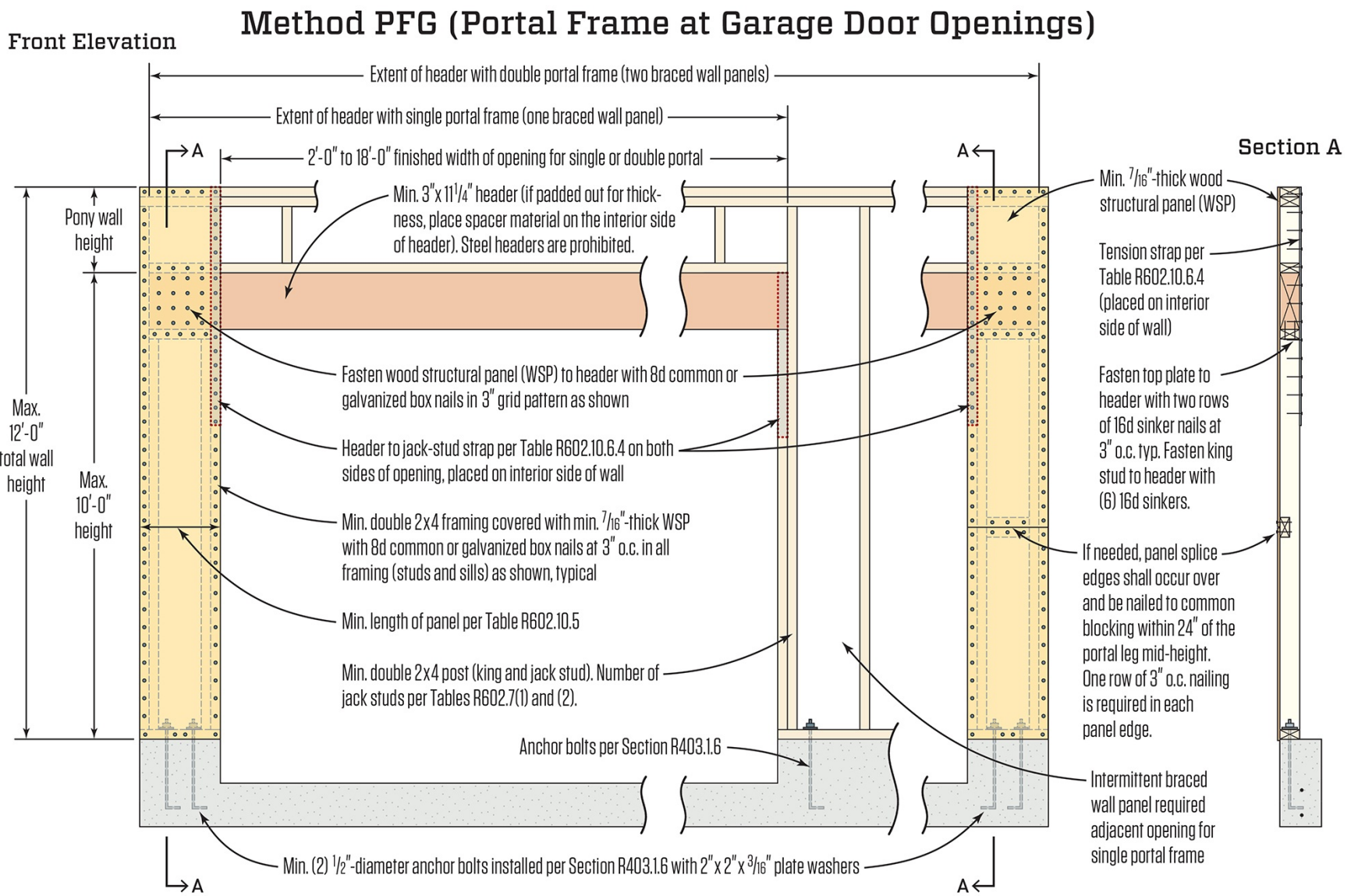
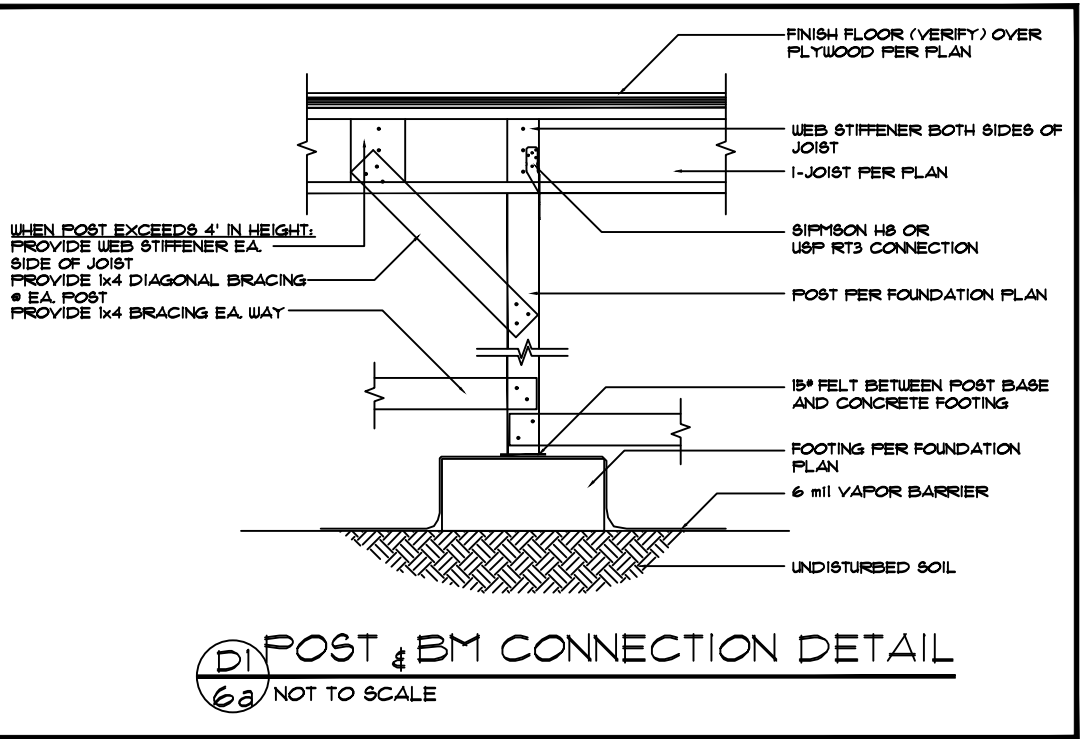
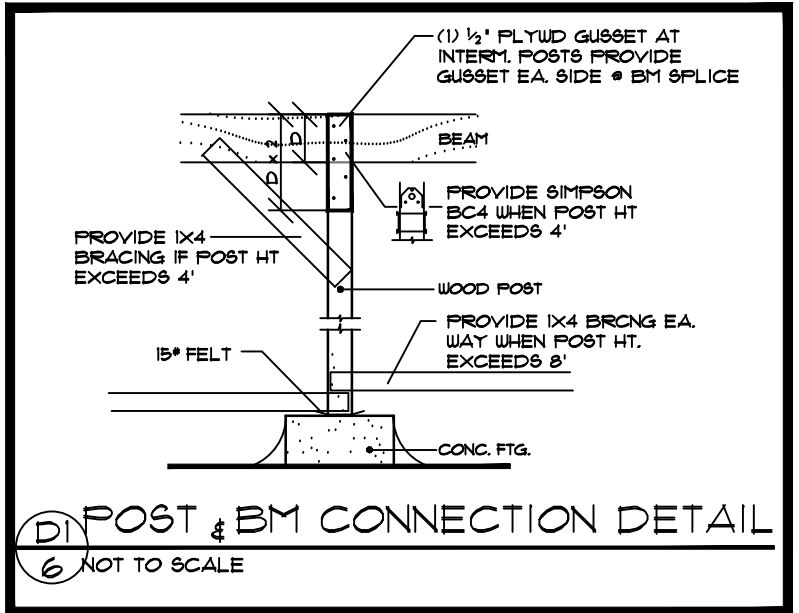
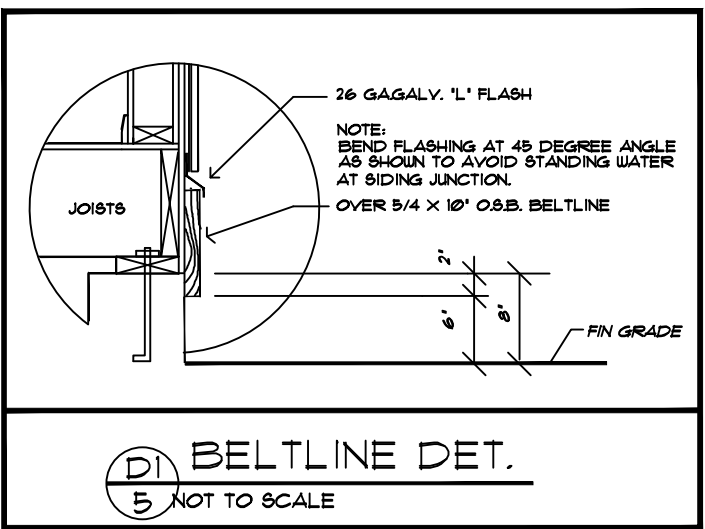
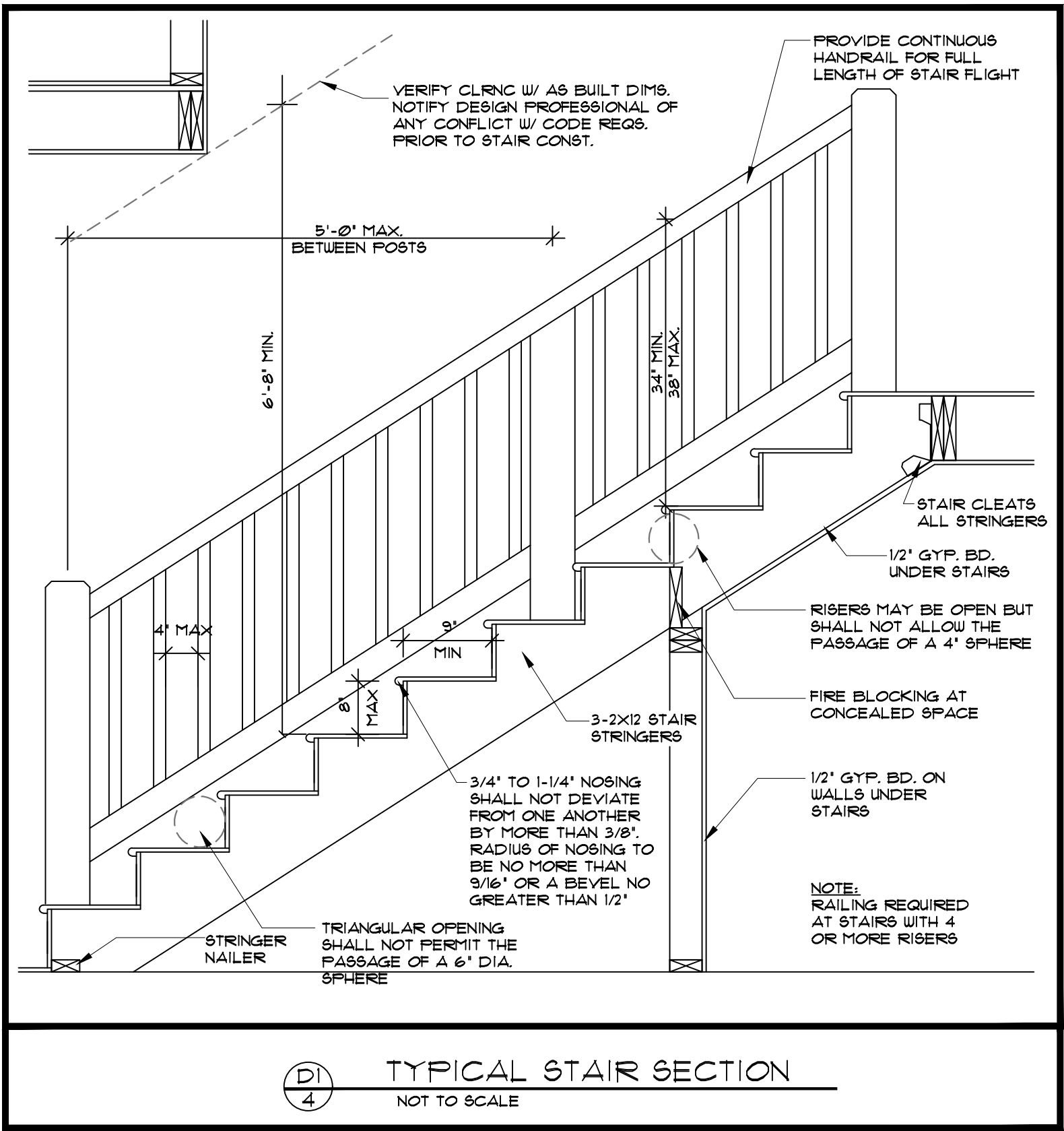
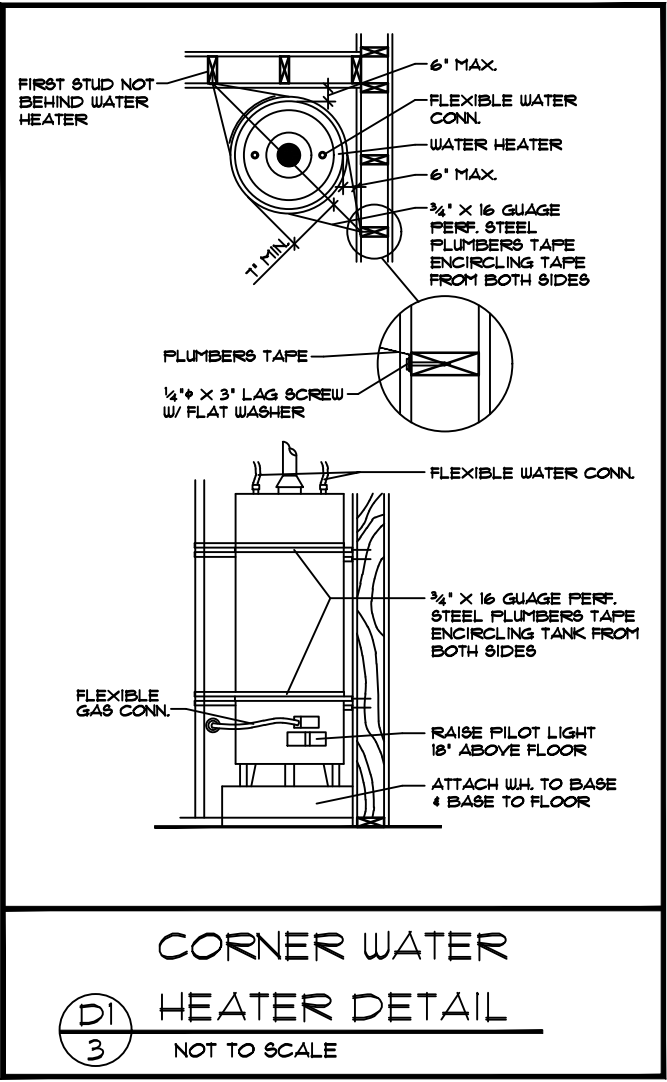
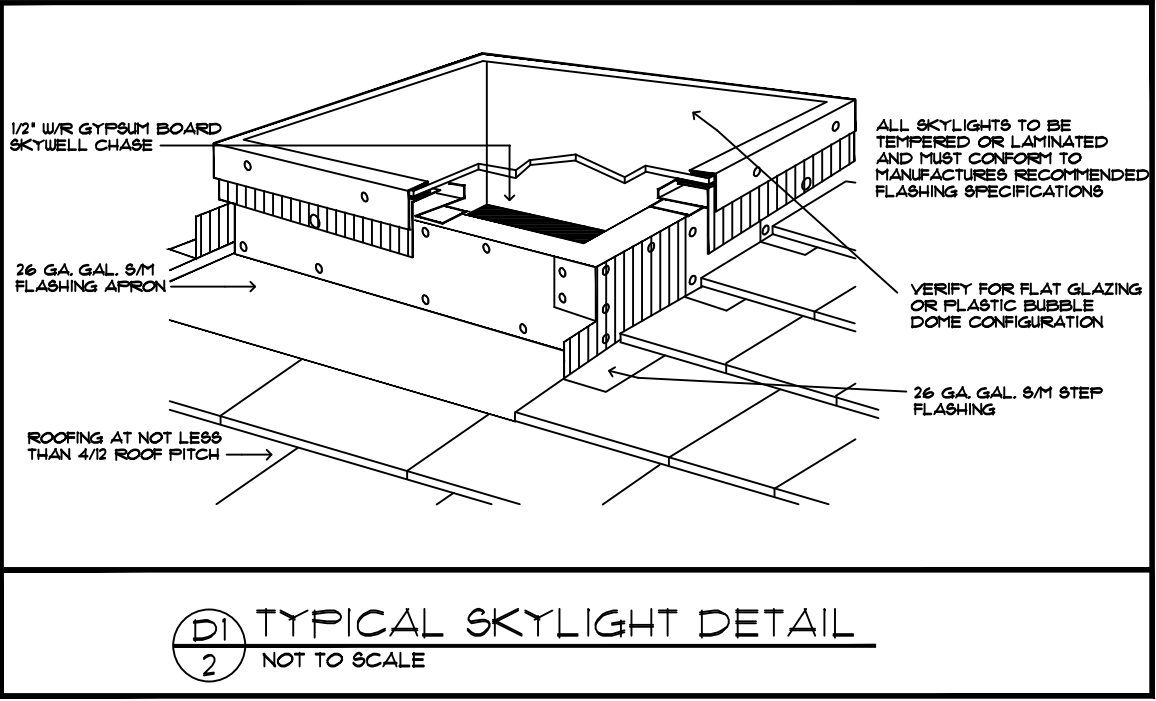
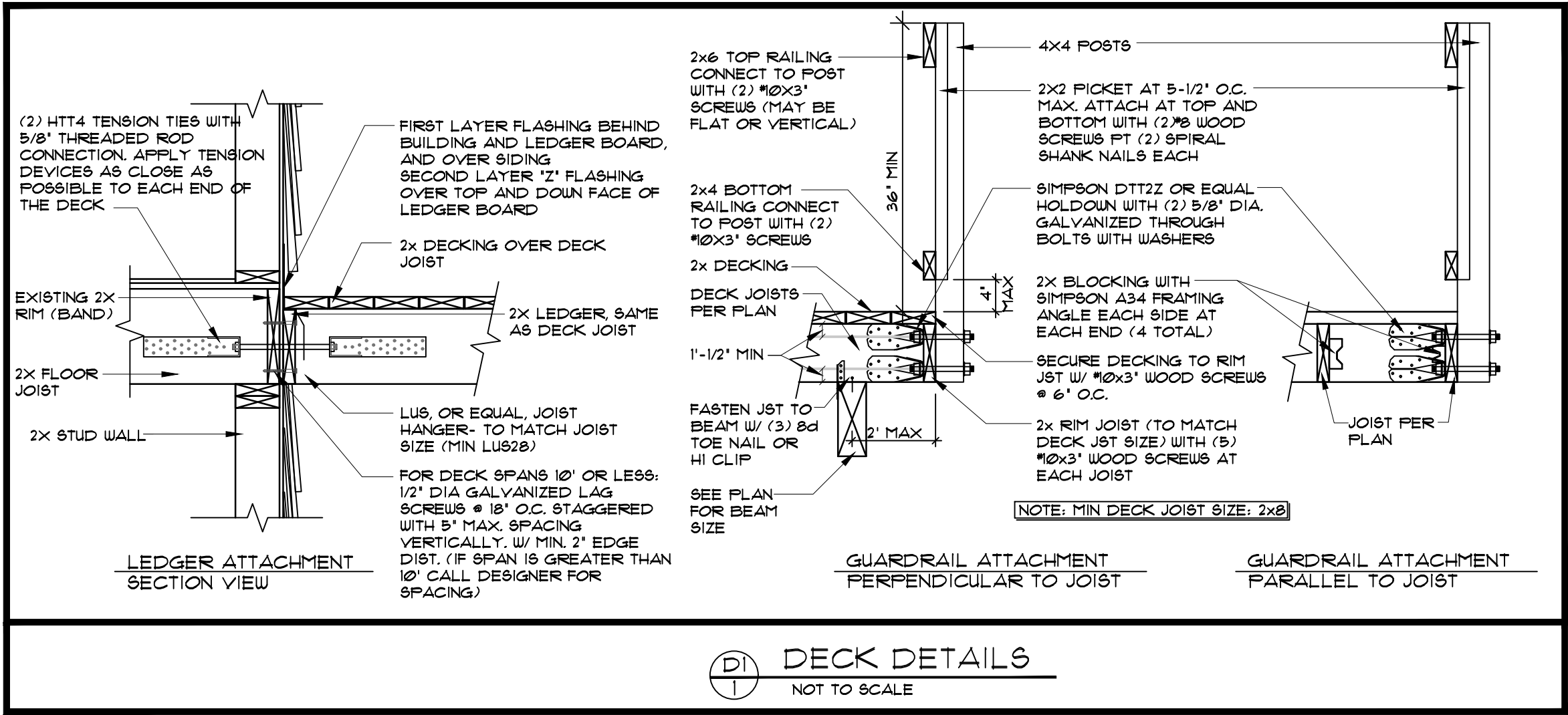
UPPER LEVEL ELECTRICAL PLAN
SCALE: 1/4"=1'-0" 874 SQ. FT.

	COMBO CARBON MONOXIDE/SMOKE DETECTOR
	SMOKE DETECTOR
	EXHAUST FAN

ELECTRICAL LEGEND	
	Switch
	3-Way Switch
	Ceiling Mounted Light Fixture
	Wall Mounted Light Fixture
	Recessed Light Fixture
	Pendant Light Fixture
	Fluorescent Light Fixture
	Ceiling Fan
	Ceiling Fan w/ Light Fixture
	110V Duplex Outlet
	110V Duplex Outlet, Counter Top Height - V.O.J.
	110V Duplex outlet On GFI Circuit
	110V Duplex Outlet On GFI Circuit, Counter Top height - V.O.J.
	110V Waterproof Duplex Outlet On GFI Circuit
	220v Outlet
	Disconnect
	Motor
	Door Bell
	Chime Box
	Thermostat

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PLAN NAME: ROSEMONT
DATE: 08/08

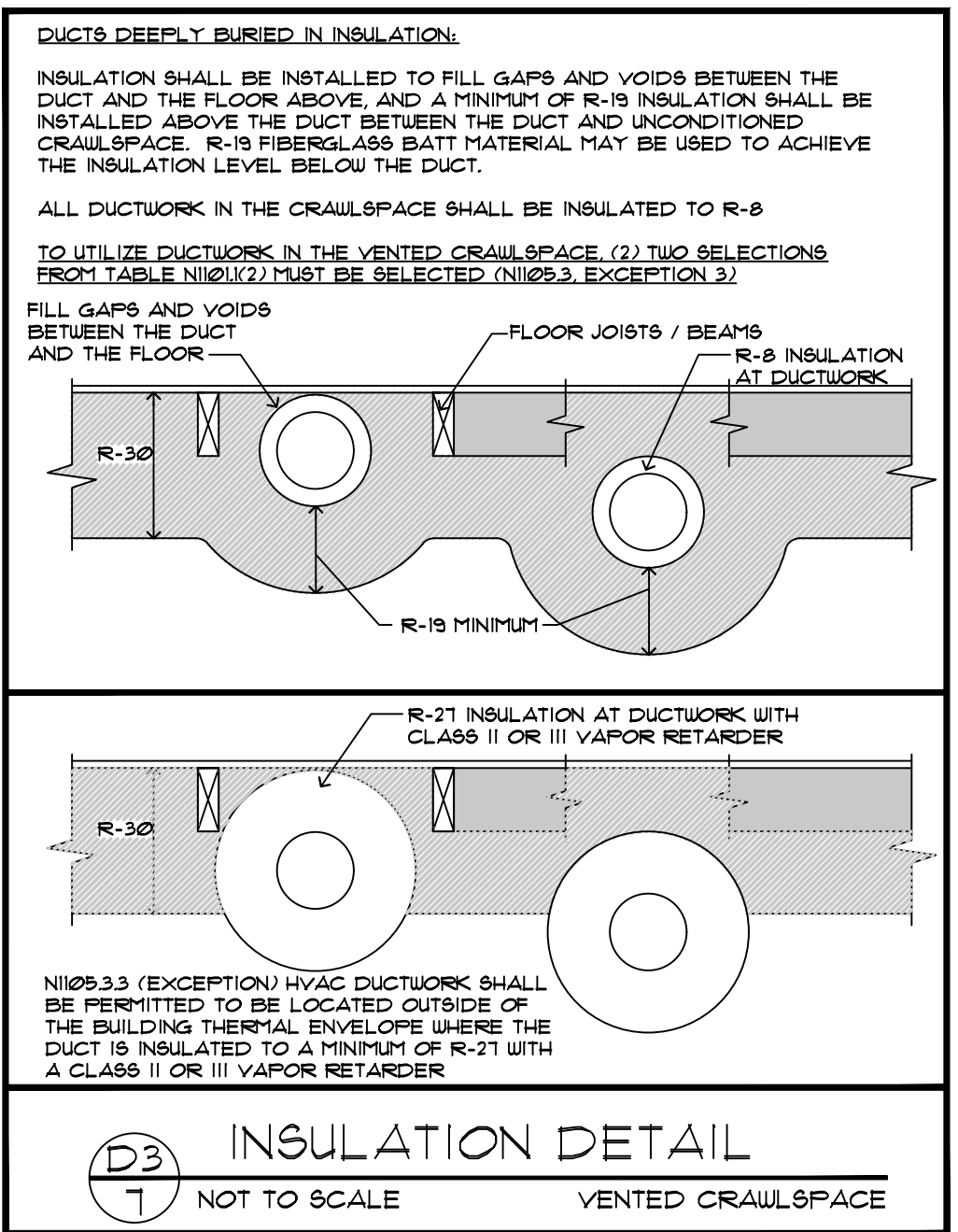
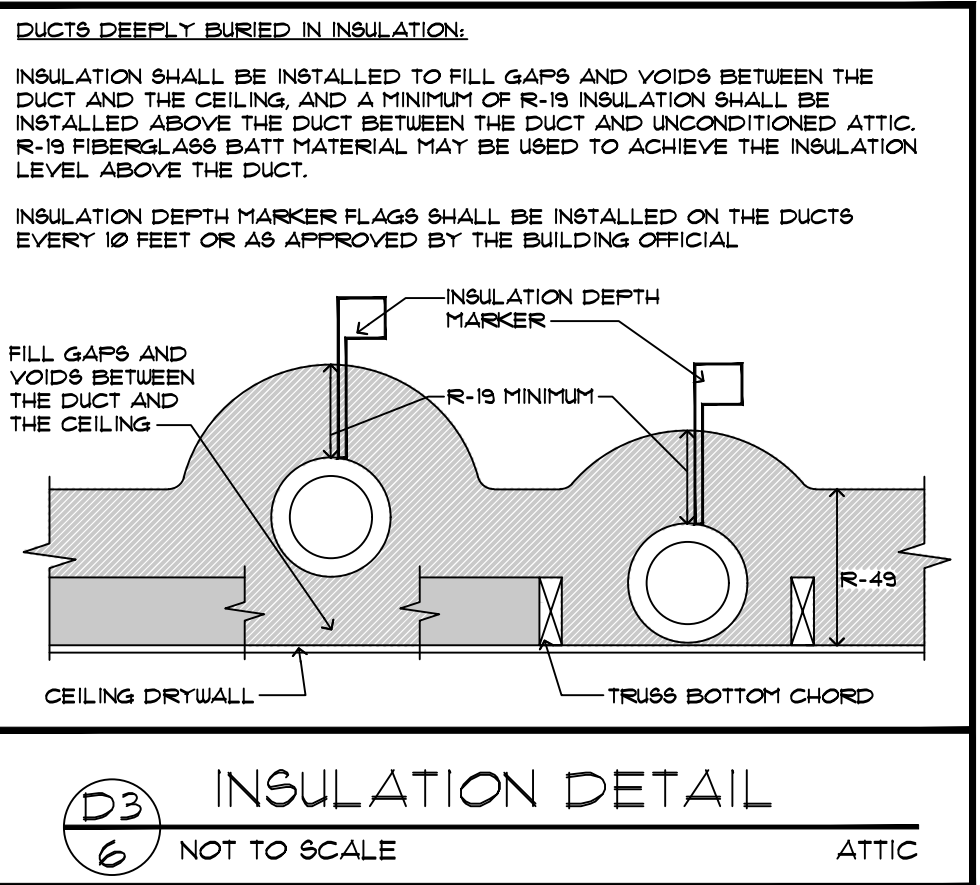
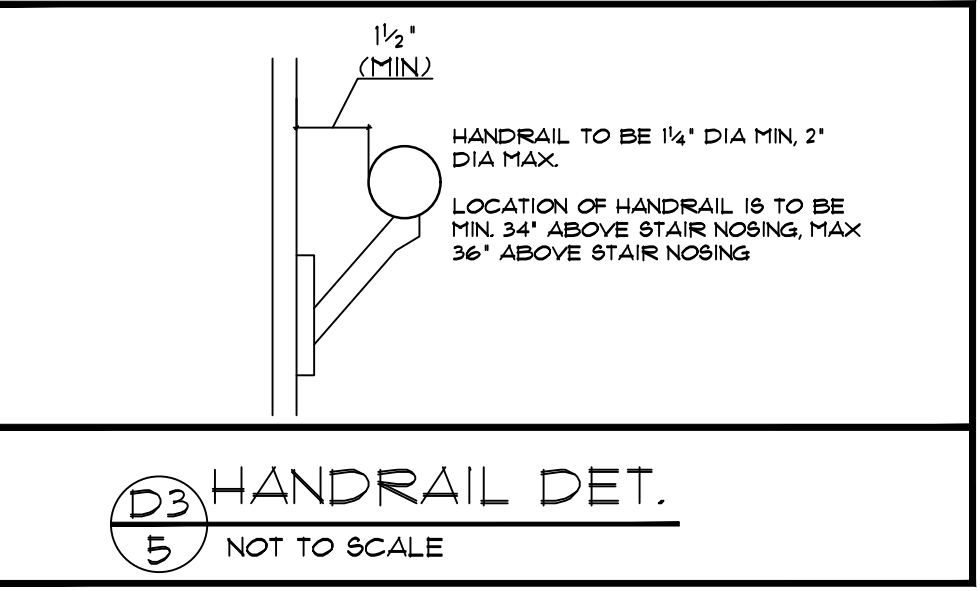
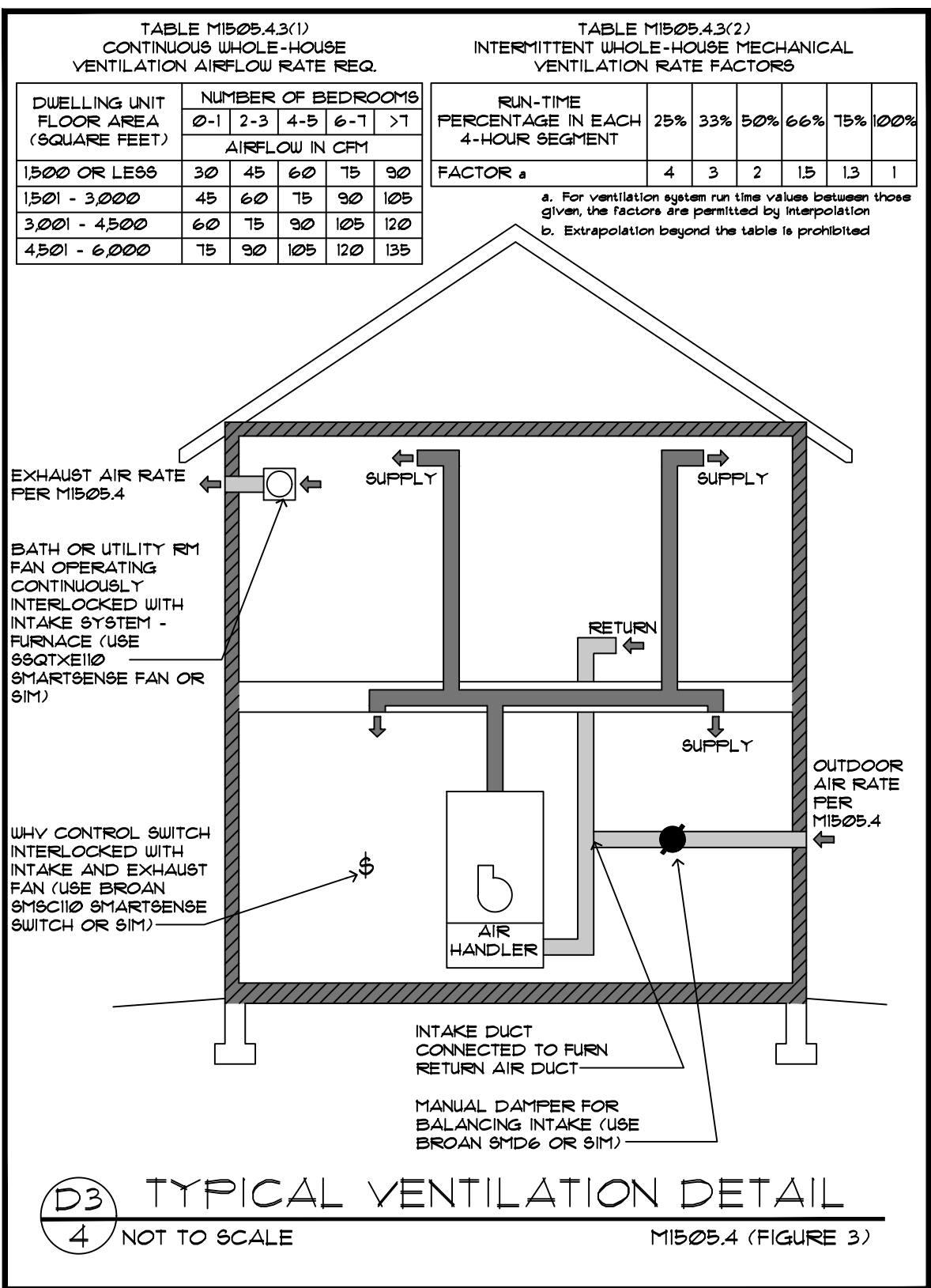
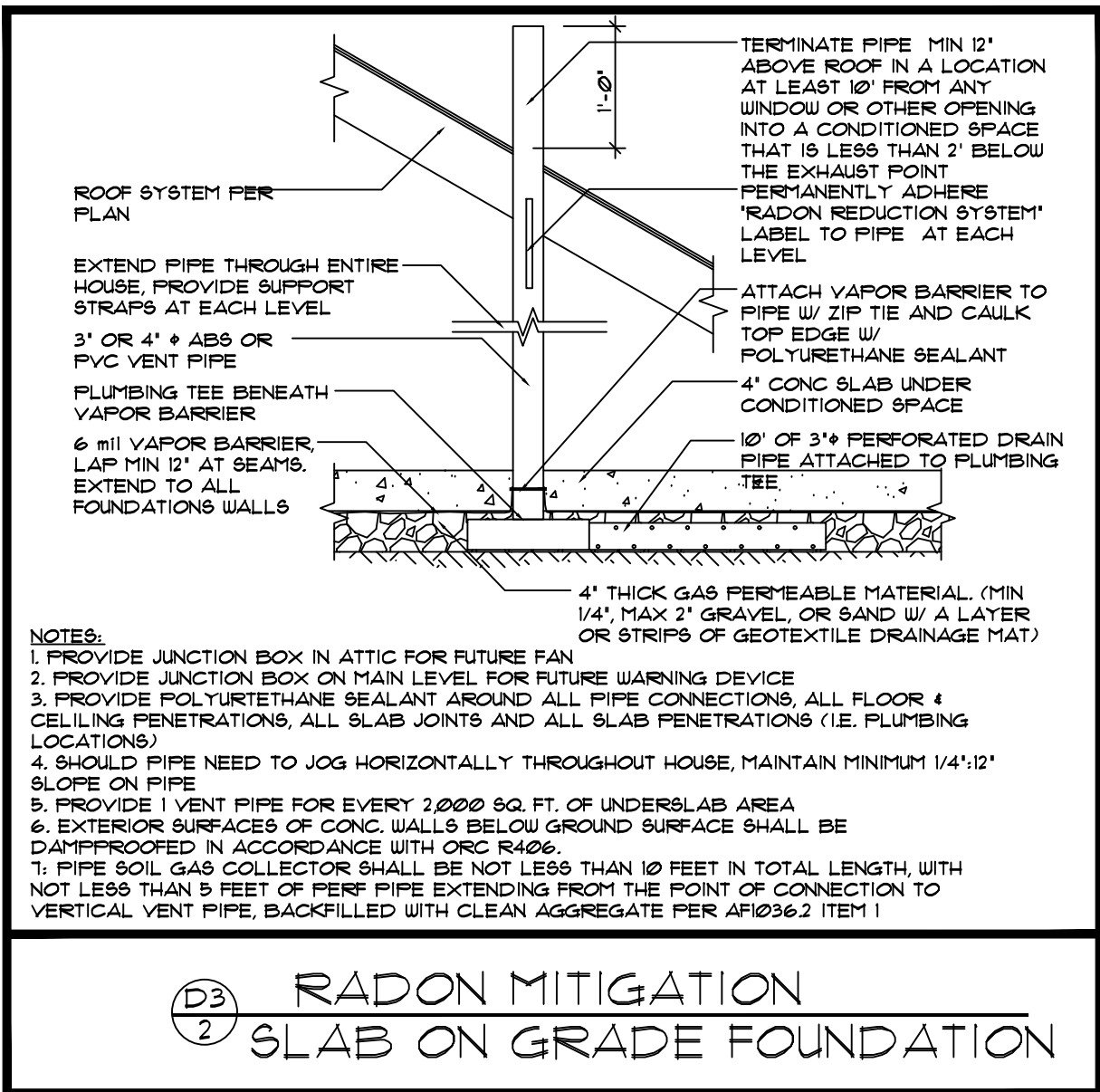
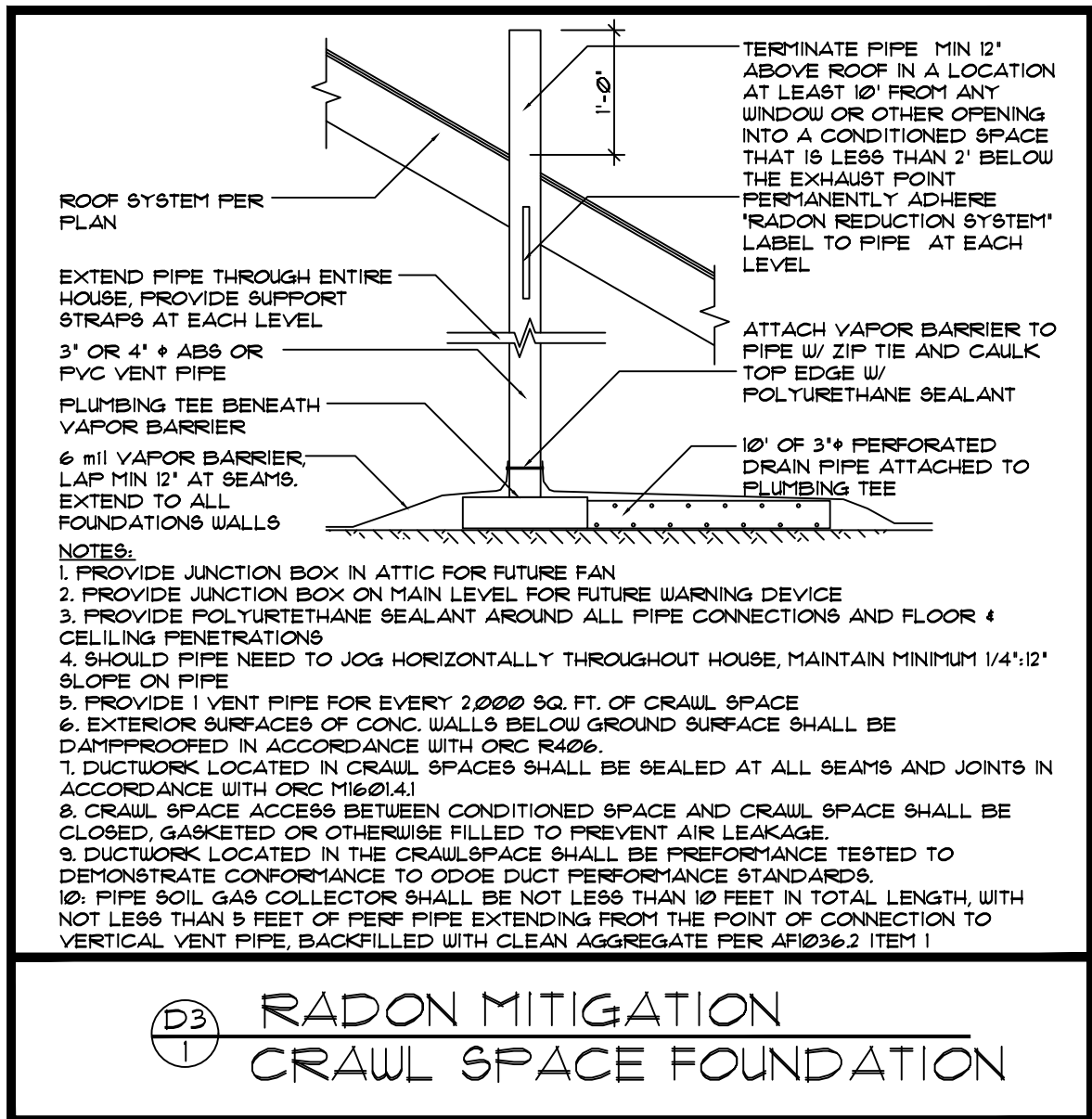
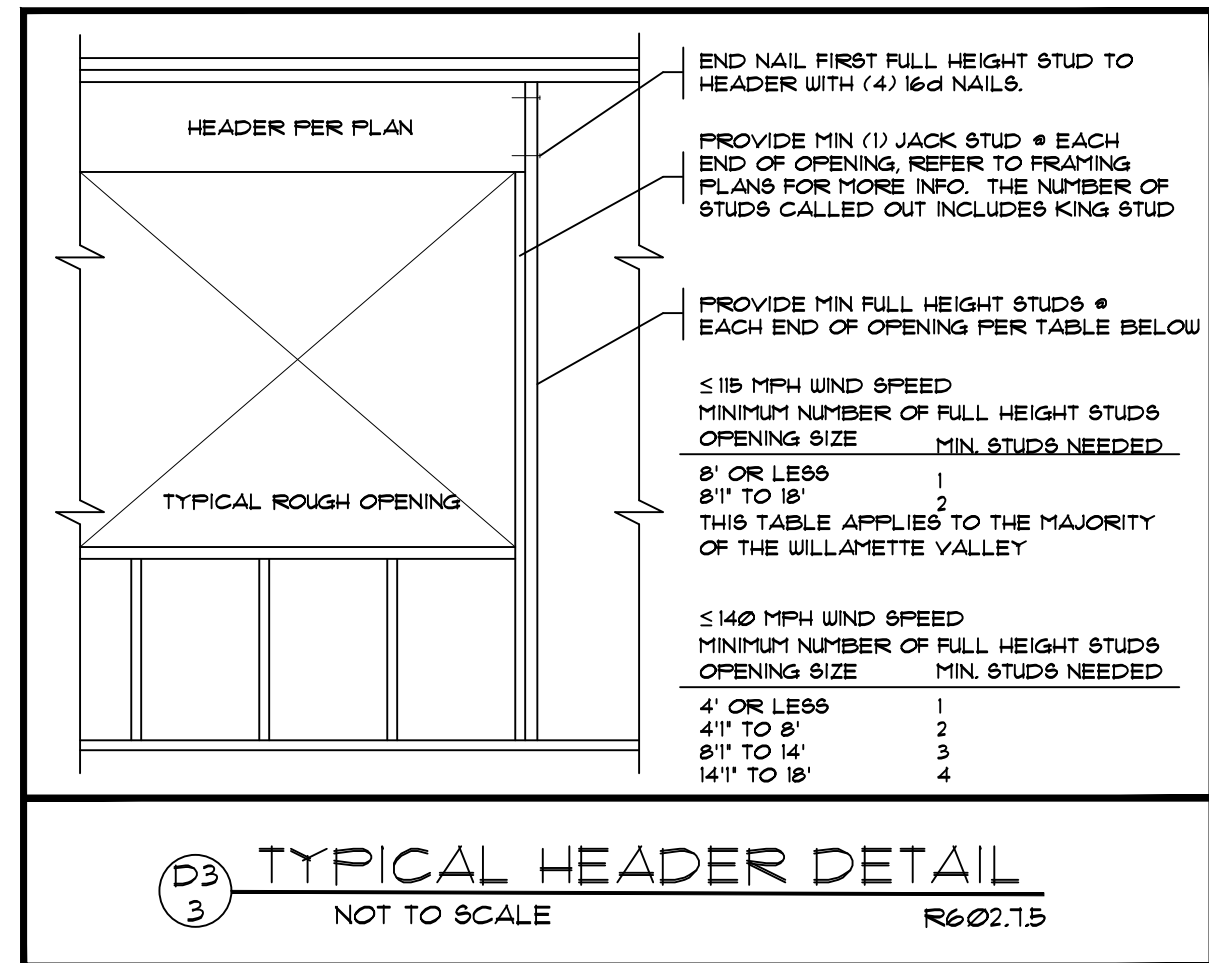
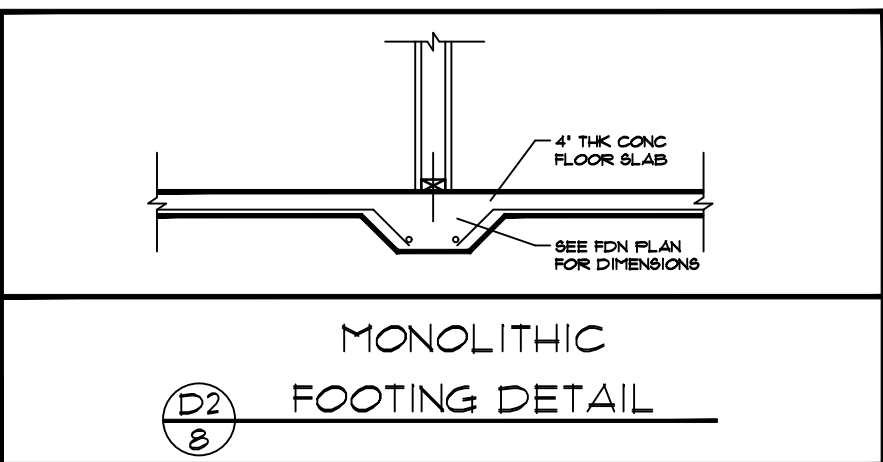
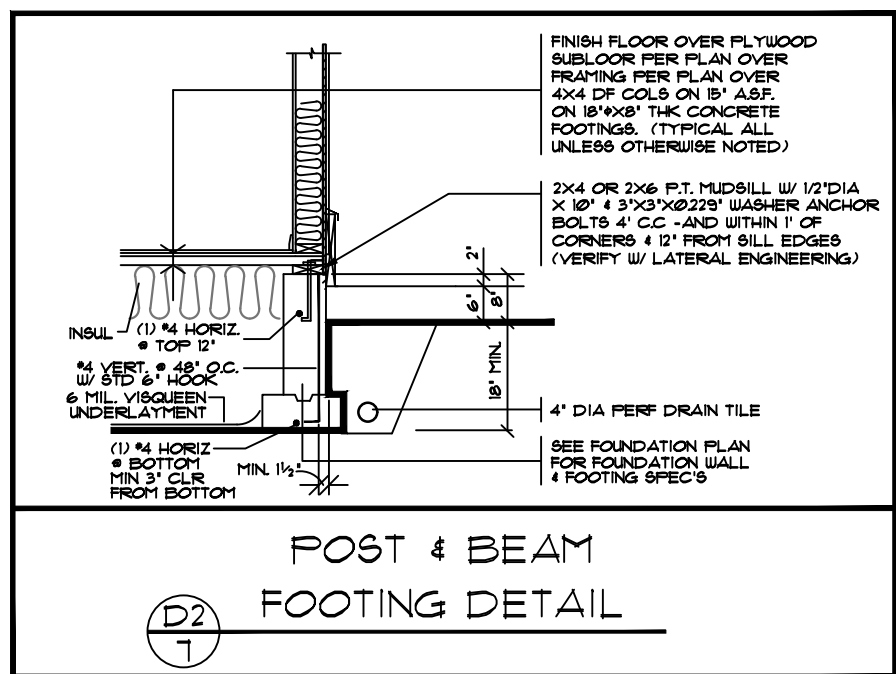
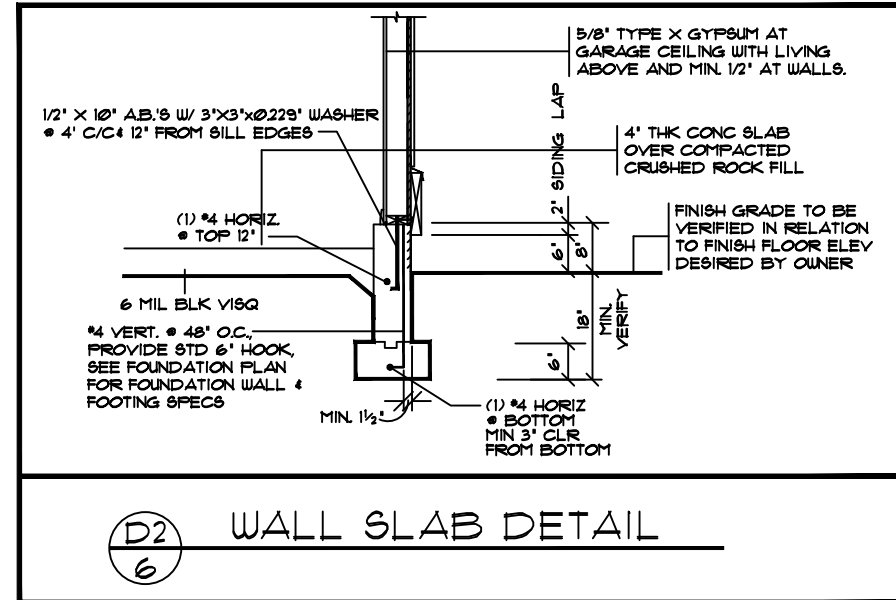
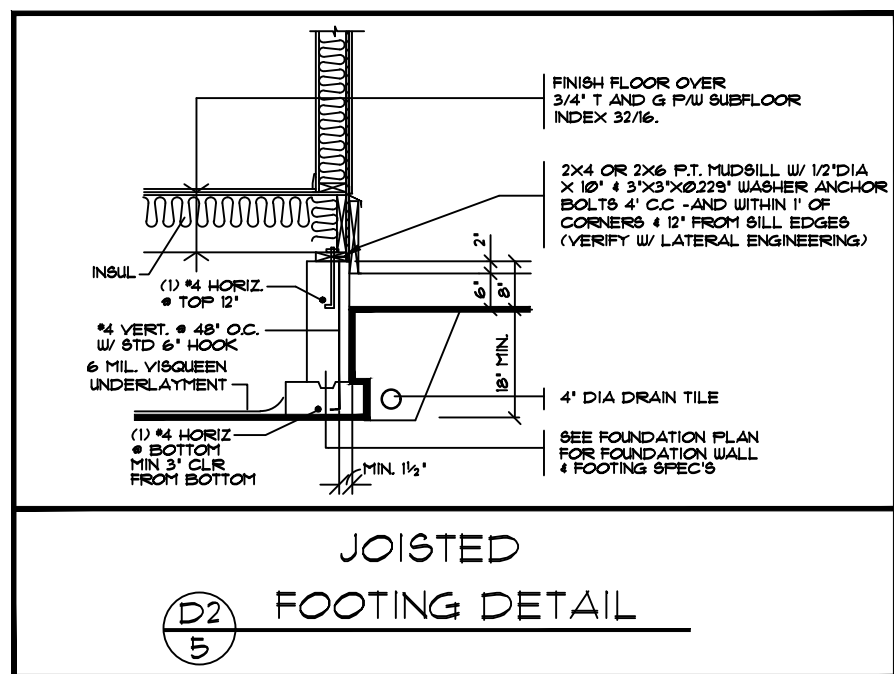
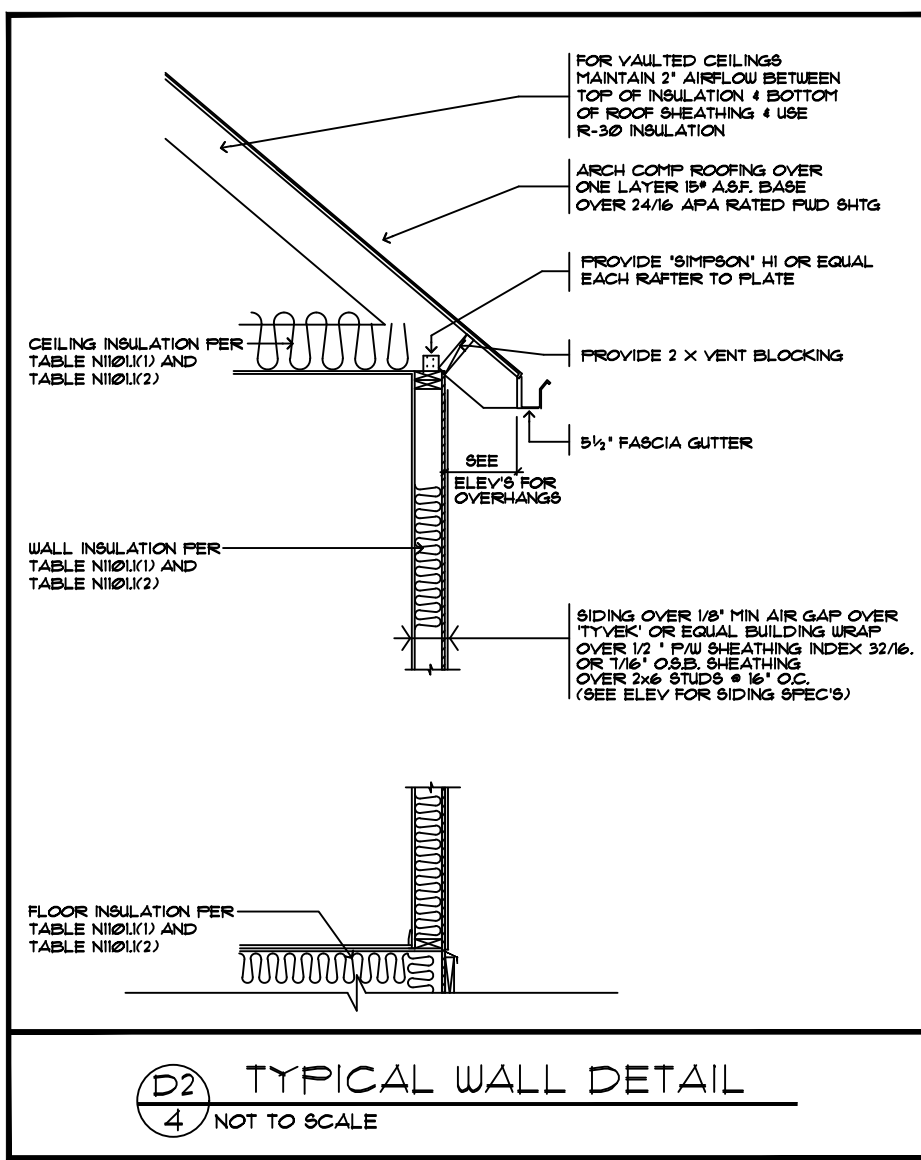
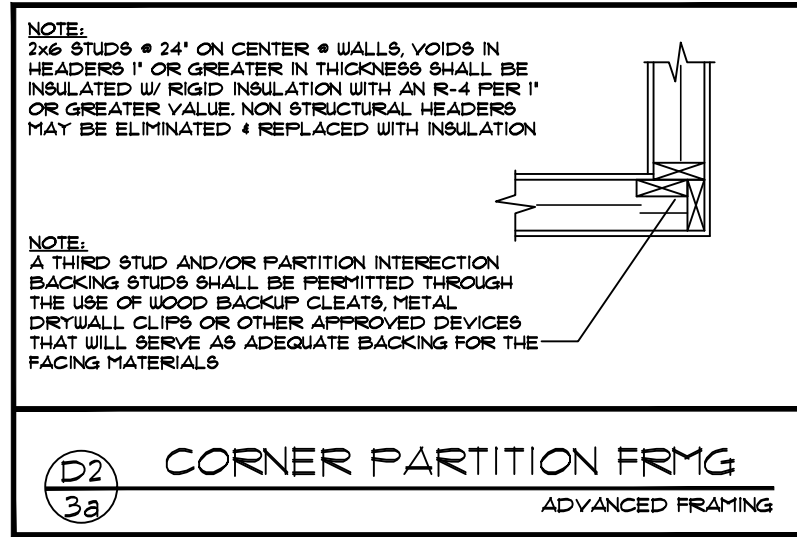
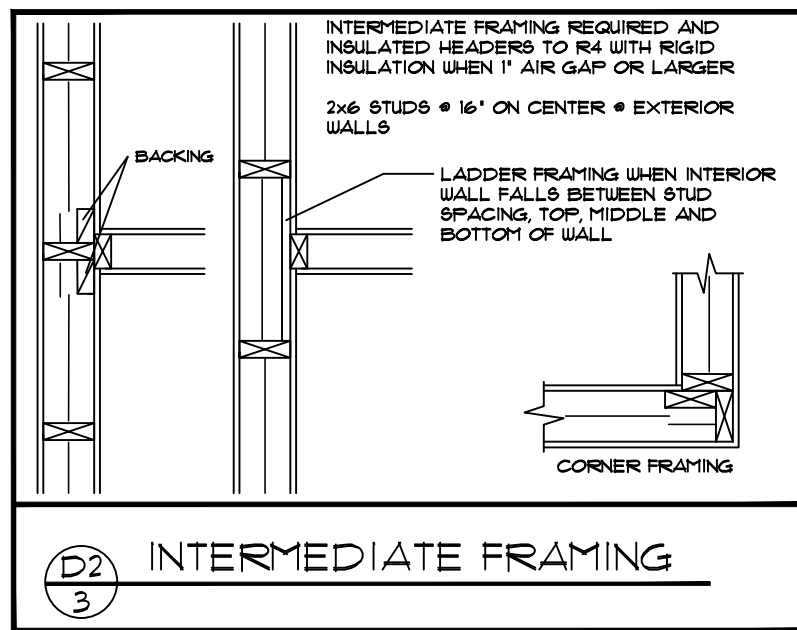
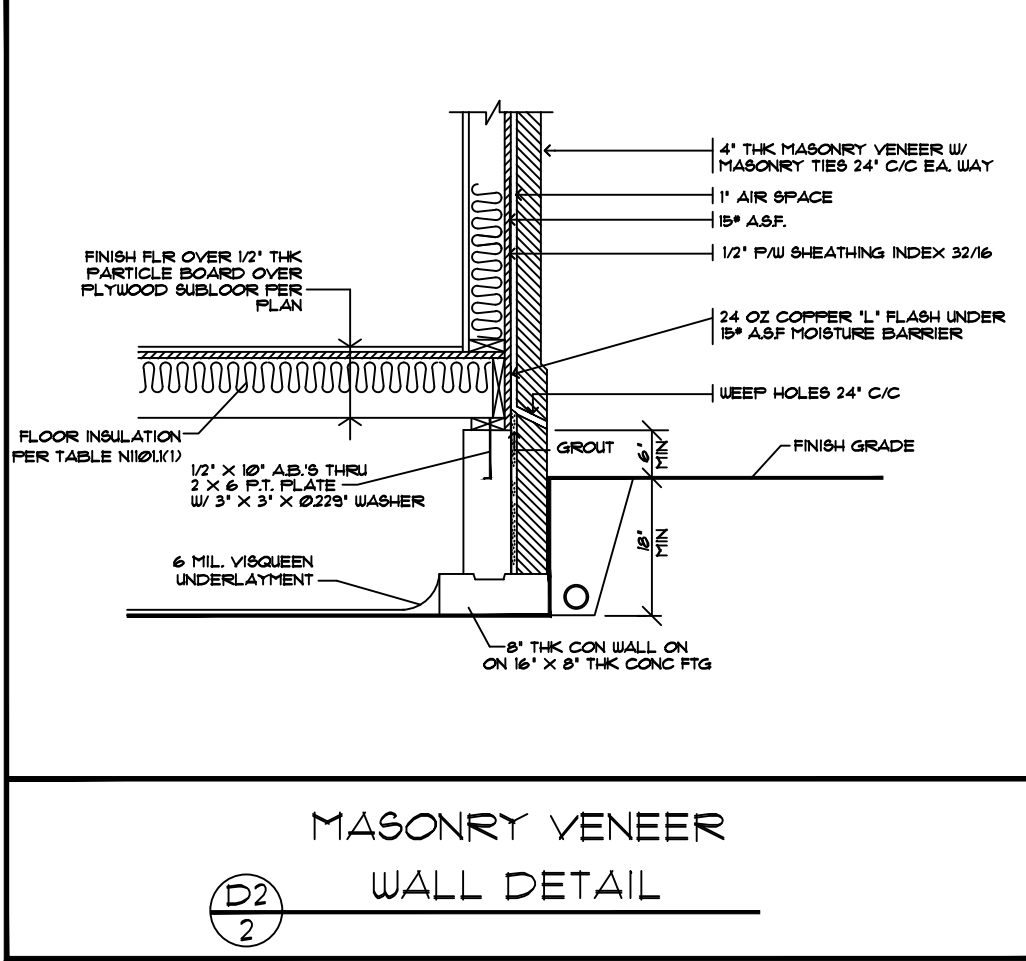
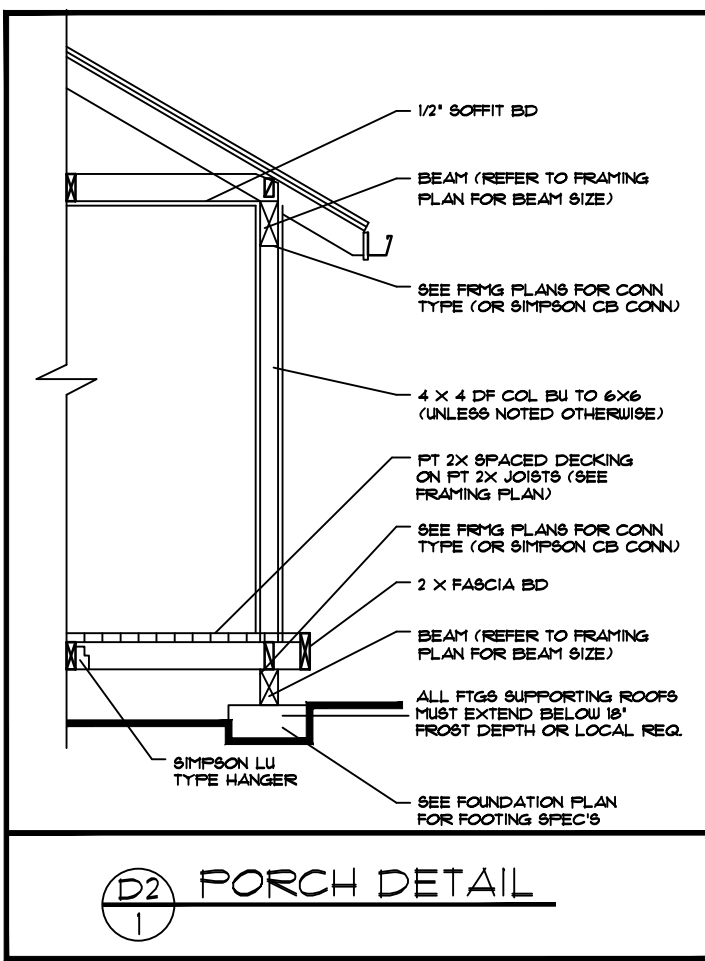


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SHEET-DETAILS

DATE: 07/08

D1



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SHEET: DETAILS

DATE: 12/2019

D2/D3

GENERAL NOTES

1. ALL WORK IS TO COMPLY WITH THE 2023 ORSC CODE AND ANY APPLICABLE STATE, COUNTY OR LOCAL REGULATIONS.
2. THE CONTRACTOR IS RESPONSIBLE TO CHECK THE PLANS AND IS TO NOTIFY THE DESIGNER OF ANY ERRORS OR OMISSIONS PRIOR TO THE START OF CONSTRUCTION.
3. WRITTEN DIMENSIONS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
4. DESIGN LOADS: ROOF 30 PSF (LIVE LOAD) FLOOR 40 PSF (LIVE LOAD) STAIRS 100 PSF GARAGE FLOOR 125 PSF (12000' FT) DECKS 60 PSF (IF YOUR LOCAL AREA REQUIRES DIFFERENT DESIGN LOADS, CONSULT WITH A LOCAL STRUCTURAL ENGINEER TO DETERMINE THE APPROPRIATE REVISIONS.)
5. PROVIDE INSULATION Baffles AT EAVE VENTS BETWEEN RAFTERS.
6. ALL CARBON MONOXIDE AND SMOKE DETECTORS SHALL BE POWERED BY 110V CURRENT, CONNECTED TO HOUSE ELECT SYSTEM. INTERCONNECT WITH EACH ONE SO THAT IF ANY ONE TRIPS THEM WILL CALL SOUND. THEY SHALL ALSO HAVE A BATTERY BACKUP AND BE LOCATED IN EACH BEDROOM AND ON EACH FLOOR LEVEL. GUARDRAILS SHALL HAVE INTERMEDIATE RAILS SPACED SUCH THAT A SPHERE 4" IN DIA. CANNOT PASS THROUGH.
7. PROVIDE GROUNDING ELECTRODE AT ELECTRICAL SERVICE CONSISTING OF A MINIMUM 20' LENGTH OF 1/2" STEEL REINFORCEMENT OF FOOTINGS. ELECTRODE SHALL EXTEND 12" MIN. ABOVE THE FLATE AND TO AT LEAST 12" ABOVE THE MIDDLE THIRD POINT OF EACH FOOTING.
8. THE MAXIMUM AMOUNT OF WATER USED BY NEW PLUMBING FIXTURES: (EPA WATER SENSE LABELED) TOILETS 125 GALLONS/MINUTE SHOWER HEADS 2.0 GALLONS/MINUTE INTERIOR FAUCETS 2.5 GALLONS/MINUTE
9. IN THE EVENT OF CONFLICT BETWEEN PERTINENT CODES AND REGULATIONS AND REFERENCED STANDARDS OF THESE SPECIFICATIONS, THE MORE STRINGENT PROVISIONS SHALL GOVERN.
10. STRUCTURAL SPECIFICATIONS AND DRAWINGS FOR THIS WORK HAVE BEEN PREPARED IN ACCORDANCE WITH GENERALLY ACCEPTED LATERAL DESIGN PRACTICE TO MEET MINIMUM REQUIREMENTS OF THE LATEST EDITION OF THE ORSC.
11. SPECIFICATIONS AND DRAWINGS INDICATE FINISHED STRUCTURE. BUILDER SHALL BE RESPONSIBLE FOR CONSTRUCTION METHODS, PROCEDURES, AND CONDITIONS (INCLUDING SAFETY), EXCEPT AS SPECIFICALLY INDICATED OTHERWISE IN THE CONTRACT DOCUMENTS.
12. CONSTRUCTION LOADS SHALL NOT OVERLOAD STRUCTURE NOR SHALL THEY BE IN EXCESS OF DESIGN LOADINGS INDICATED ON DRAWINGS.
13. BUILDER SHALL VERIFY ALL MATERIALS, DIMENSIONS, AND CONDITIONS SHOWN ON STRUCTURAL DRAWINGS OR NOTED IN STRUCTURAL SPECIFICATIONS. ANY VARIANCES WITHIN STRUCTURAL DRAWINGS AND SPECIFICATIONS, OR WITHIN CONDITIONS ENCOUNTERED AT JOB SITE, SHALL BE REPORTED TO OWNER IN WRITING BEFORE COMMENCEMENT OF ANY WORK EFFECTED BY SUCH VARIANCE.
14. BUILDER SHALL RIGIDLY ADHERE TO ALL LAWS, CODES, AND ORDINANCES WHICH APPLY TO THIS WORK. HE SHALL NOTIFY AND RECEIVE APPROVAL OF ANY VARIANCE IN WRITING OF ANY VARIATIONS BETWEEN CONTRACT DOCUMENTS AND GOVERNING REGULATIONS.
15. ALL MANUFACTURED MATERIALS, COMPONENTS, FASTENERS, ASSEMBLIES, ETC., SHALL BE HANDLED AND INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS AND PROVISIONS OF APPLICABLE ICBO RESEARCH RECOMMENDATIONS, WHERE SPECIFIC MANUFACTURED PRODUCTS ARE CALLED FOR. GENERIC MATERIALS MUST MEET APPLICABLE STANDARDS AND SPECIFICATIONS MAY BE USED.
16. NO VARIANCE BY A BUILDING OFFICIAL SHALL BE BINDING ON DESIGNER.
17. BUILDER SHALL INVESTIGATE SITE DURING CLEARING AND EARTHWORK OPERATIONS FOR FILLED EXCAVATIONS OR BURIED STRUCTURES SUCH AS CESS, POOLS, CISTERNS, FOUNDATIONS, ETC. IF ANY SUCH ITEMS ARE FOUND, OWNER SHALL BE NOTIFIED IMMEDIATELY.
18. CARBON MONOXIDE DETECTORS SHALL BE PROVIDED IN ANY HOME WITH A GAS APPLIANCE. ONE SHALL BE LOCATED WITHIN EACH BEDROOM OR WITHIN 15' OR OF EACH BEDROOM DOOR. BEDROOMS ON SEPARATE FLOORS REQUIRE SEPARATE DETECTORS.
19. DISCHARGE COOKTOP RANGE VENT DUCTED TO OUTSIDE AIR WITH MIN 150 CFM INTERMITTENT RATED FAN.

FOUNDATION NOTES

1. FOOTINGS ARE TO BEAR ON UNDISTURBED LEVEL SOIL DEVOID OF ANY ORGANIC MATERIAL AND STEPPED AS REQUIRED TO MAINTAIN THE REQUIRED DEPTH BELOW THE FINAL GRADE.
2. SOIL BEARING PRESSURE ASSUMED TO BE 1500 PSF.
3. ANY FILL UNDER GRADE SUPPORTED SLABS TO BE A MINIMUM OF 4" GRANULAR MATERIAL COMPACTED TO 95%.
4. CONCRETE TO DEVELOP A MIN. OF 2500 PSI AT 28 DAYS WITH A MIN. OF 6 BAGS OF CEMENT PER YARD AND A MAXIMUM SLUMP OF 4".
5. CONCRETE SLABS TO HAVE CONTROL JOINTS AT 25' (MAXIMUM) INTERVALS EA. WAY.
6. CONCRETE SIDEWALKS TO HAVE 3/4" TOOLED JOINTS AT 5' O.C. (MINIMUM).
7. REINFORCING STEEL TO BE A-615 GRADE 60, WELDED WIRE MESH TO BE A-188.
8. EXCAVATE THE SITE TO PROVIDE A MINIMUM OF 18" CLEARANCE UNDER ALL GIRDERS.
9. COVER ENTIRE CRAWLSPACE WITH 6 MIL BLACK "VISQUEEN" AND EXTEND UP THE STEM WALL 12" (MIN).
10. PROVIDE A MINIMUM OF 150 FT OF VENTILATION AREA FOR EACH 150 SQ FT OF CRAWLSPACE AREA. VENTS SHALL HAVE 1/4" OPENINGS IN CORROSIVE RESISTANT SCREEN.
11. ALL WOOD IN CONTACT WITH CONCRETE TO BE PRESURE TREATED OR PROTECTED WITH 30" ROLL ROOFING.
12. BEAM POCKETS IN CONCRETE TO HAVE 1/2" AIRSPACE AT SIDES AND ENDS WITH A MINIMUM BEARING OF 3".
13. PROVIDE CRAWLSPACE DRAIN AS PER SEC. R409.1 OF ORSC.
14. THE GRADE AWAY FROM FND WALLS SHALL FALL 6" MIN. WITHIN FIRST 10'.
15. SLOPE FOR PERMANENT FILLS AND CUT SLOPES SHALL NOT EXCEED 2 UNITS HORIZ. TO 1 UNIT VERT.
16. BACKFILL SHALL NOT BE PLACED UNTIL WALL HAS SUFFICIENT STRENGTH AND HAS BEEN ANCHORED TO FLOOR ABOVE ON WALLS W/ MORE THAN 4" UNBALANCED BACKFILL.
17. BUILDER SHALL BE RESPONSIBLE FOR SUPPORT OF ALL TEMPORARY EMBANKMENTS AND EXCAVATIONS.
18. FOOTINGS SHALL BE FOUNDED ON FIRM, UNDISTURBED, NATIVE, FREE DRAINING SOILS. CONDITIONS FOUND TO BE OTHERWISE SHALL BE REPORTED TO OWNER.
19. ALL GROUND OVER WHICH FOOTINGS AND SLABS-ON-GRADE ARE TO BE PLACED SHALL BE FREE OF EXPANSIVE OR COMPRESSIBLE DEBRIS AND ORGANIC MATERIAL.
20. FOOTINGS AND SLABS-ON-GRADE CONCRETE SHALL NOT BE PLACED ON MUDDY OR FROZEN GROUND. SUB-GRADE FOR SLABS-ON-GRADE WHERE VAPOR BARRIER IS NOT REQUIRED SHALL BE DAMP AT TIME OF CONCRETE PLACEMENT.
21. WOOD SOLE PLATES AT ALL EXTERIOR WALLS ON MONOLITHIC SLABS, AT ALL INTERIOR BRACE WALL PANELS ON MONOLITHIC SLABS AND AT ALL WOOD SILL PLATES SHALL BE ANCHORED TO THE FOUNDATION WITH MIN 1/2"x12" BOLTS AT 6' O.C. A 0229"x3"x3" WASHER SHALL BE TIGHTENED ON EACH ANCHOR BOLT. INSTALL ALL MIN (2) BOLTS AT THE MIDDLE THIRD POINTS OF EACH PLATE.

FRAMING NOTES

1. ALL EXTERIOR WALL AND BEARING WALL OPENINGS TO HAVE D.F.# 4x12 HEADER, OTHERWISE KNOWN AS "STD HDR" OR "STANDARD HEADER" UNLESS OTHERWISE INDICATED.
2. JOISTS THAT ARE ATTACHED TO FLUSH JOISTS ARE TO BE HUNG WITH "BRIFSON" LU TYPE OR EQUIV.
- 2b. DOUBLE JOISTS THAT ARE ATTACHED TO FLUSH BM'S ARE TO BE HUNG WITH "BRIFSON" LU'S TYPE OR EQUIV.
3. PROVIDE DOUBLE JOISTS UNDER ALL PARALLEL PARTITIONS OVER.
4. PROVIDE FIRESTOPPING, DRAFTSTOPS & FIRESTOPS AS PER THE ORSC SEC R602.8
5. LUMBER SPECIES: NO2 DOUG FIR A. POSTS, BEAMS, HEADERS JOISTS AND RAFTERS NO2 DOUG FIR B. SILLS, PLATES, BLOCKING BRIDGING, ETC. STUD GRADE DF. C. STUDS UTILITY GRADE DF. D. POST AND BEAM DECKING 3/4" CDX FLY. 32/16 E. PLYWOOD SHEATHING FD-2400, DRY ADH. F. GLU-LAM BEAMS
6. NAILING SCHEDULE SEE TABLE 602.3(1)
7. NOTCHES IN SOLID LUMBER JOISTS, RAFTERS, AND BEAMS SHALL NOT EXCEED ONE-SIXTH OF THE DEPTH OF THE MEMBER, SHALL NOT BE LONGER THAN ONE-THIRD OF THE DEPTH OF THE MEMBER AND SHALL NOT BE LOCATED IN THE MIDDLE ONE-THIRD OF THE SPAN. NOTCHES AT THE ENDS OF THE MEMBER SHALL NOT EXCEED ONE-FOURTH THE DEPTH OF THE MEMBER, THE TENSION SIDE OF MEMBERS 4" (102mm) OR GREATER IN NOMINAL THICKNESS SHALL NOT BE NOTCHED EXCEPT AT ENDS OF THE MEMBERS. THE DIAMETER OF HOLES BORED OR CUT INTO MEMBERS SHALL NOT EXCEED ONE-THIRD THE DEPTH OF THE MEMBER. HOLES SHALL NOT BE CLOSER THAN 2" TO THE TOP OR BOTTOM OF THE MEMBER OR TO ANY OTHER HOLE LOCATED IN THE MEMBER. WHERE THE MEMBER IS ALSO NOTCHED, THE HOLE SHALL NOT BE CLOSER THAN 2" (51mm) TO THE NOTCH.
8. STUDS IN AN EXTERIOR WALL OR LOAD-BEARING PARTITIONS SHALL BE PERMITTED TO BE CUT OR NOTCHED TO A DEPTH NOT EXCEEDING 25% OF ITS WIDTH. STUDS IN NON-LOAD-BEARING PARTITIONS SHALL BE PERMITTED TO BE NOTCHED TO A DEPTH NOT TO EXCEED 40% OF A SINGLE STUD WIDTH. STUDS SHALL BE PERMITTED TO BE BORED OR DRILLED, PROVIDED THAT THE DIAMETER OF THE RESULTING HOLE IS NO GREATER THAN 40% OF THE STUD WIDTH. THE EDGE OF THE HOLE IS NO CLOSER THAN 5/8" (15.9mm) TO THE EDGE OF THE STUD, AND THE HOLE IS NOT LOCATED IN THE SAME SECTION AS A CUT OR NOTCH.
9. INSTALL ALL HORIZONTAL MEMBERS WITH CROWN UP.
10. ALL MEMBERS IN BEARING SHALL BE ACCURATELY CUT AND ALIGNED SO THAT FULL BEARING IS PROVIDED WITHOUT USE OF BOLTS. BEARING JOISTS SHALL HAVE FULL BLOCKING OR SUPPORT UNDER.
11. ALL JOISTS SHALL HAVE A MINIMUM OF 2" BEARING AT SUPPORTS. LANDING JOISTS SHALL HAVE 6" LAPS CENTERED OVER INTERIOR SUPPORTS.
12. LEDGERS AND STUD WALL FOUNDATION SILL PLATES SHALL BE BOLTED TO CONCRETE W/ ANCHOR BOLTS AND SILL AND STUD SPACING AS SHOWN ON DRAWINGS. AT LEAST TWO BOLTS SHALL BE PROVIDED FOR EACH PIECE W/ ONE BOLT WITHIN 12" OF EACH END.
13. ALL PLYWOOD WALL SHEATHING SHALL BE APPLIED AS FOLLOWS: CENTER VERTICAL JOINTS OVER STUDS AND CENTER HORIZONTAL JOINT OVER 2" BLOCKING OR PLATE. NAIL TOP OF PANELS TO DOUBLE TOP PLATE, AND NAIL BOTTOM OF PANELS TO ANCHORED SILL PLATE. APPLY GYPSUM BOARD TO BOTH ENDS OF JOISTS. ADJACENT COURSE DO NOT OCCUR AT THE SAME STUD.

SECTION N1107 LIGHTING

ALL PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL CONTAIN HIGH EFFICACY LAMPS, SCREW-IN COMPACT FLUORESCENT AND LED LAMPS COMPLY WITH THIS REQUIREMENT. EXCEPTION: TWO PERMANENTLY INSTALLED LIGHTING FIXTURES ARE NOT REQUIRED TO HAVE HIGH EFFICACY LAMPS.

R324.7.3 SOLAR INTERCONNECTION PATHWAY

A SQUARE METAL JUNCTION BOX NOT LESS THAN 4 INCHES BY 4 INCHES WITH A METAL BOX COVER SHALL BE PROVIDED WITHIN 24 INCHES HORIZONTALLY OR VERTICALLY OF THE MAIN ELECTRICAL PANEL. A MINIMUM 1/4 INCH NONFLEXIBLE METAL RACEWAY SHALL EXTEND FROM THE JUNCTION BOX TO A CAPPED ROOF TERMINATION OR TO AN ACCESSIBLE LOCATION IN THE ATTIC WITH A VERTICAL CLEARANCE NOT LESS THAN 36 INCHES. WHERE RACEWAY TERMINATES IN THE ATTIC, THE TERMINATION SHALL BE LOCATED NOT LESS THAN 6 INCHES ABOVE THE INSULATION. THE END OF THE RACEWAY SHALL BE MARKED AS "RESERVED FOR SOLAR". TWO BLANK SPOTS IN THE ELECTRICAL PANEL SHALL BE RESERVED FOR SOLAR.

TRUSS NOTE

SUBMIT TRUSS DESIGN FOR ENGINEERING PRIOR TO FABRICATION & VERIFY LOCATION OF GIRDER TRUSSES W/ TRUSS COMPANY PRIOR TO FORMING FOUNDATION WALLS AS TO PROVIDE FOR ADDITIONAL LOADING FROM VARYING TRUSS DESIGN. VERIFY ALL TRUSS SPANS & CONFIGURATIONS ON JOB SITE PRIOR TO FABRICATION.

HVAC NOTE

EACH HVAC SYSTEM SHALL BE PROVIDED WITH AT LEAST ONE THERMOSTAT FOR THE REGULATION OF TEMPERATURE PER ROOMS.

THERMOSTATS SHALL HAVE READILY ACCESSIBLE MEANS FOR REDUCING ENERGY FOR HEATING AND COOLING DURING PERIODS OF REDUCED NEEDS.

THE THERMOSTAT SHALL MEET "ENERGY STAR" SMART THERMOSTAT CRITERIA WITH MIN. CONTROL FEATURE OF EITHER INTEGRAL OCCUPANCY OR GEOPENCING OR APPROVED EQUIVALENT.

ELECTRICAL REQUIREMENTS

- LIGHTING REQUIREMENTS:
- AT LEAST ONE WALL SWITCH-CONTROLLED LIGHTING OUTLET SHALL BE INSTALLED IN EVERY HABITABLE ROOM AND IN BATHROOMS, HALLWAYS, STAIRWAYS, ATTACHED GARAGES, DETACHED GARAGES PROVIDED WITH ELECTRICAL POWER AND AT THE EXTERIOR SIDE OF EGRESS DOORS.
- STAIRWAY LIGHTING CONTROL:
- ALL INTERIOR AND EXTERIOR STAIRWAYS SHALL BE PROVIDED WITH A MEANS OF ILLUMINATION TO THE STAIR, INCLUDING THE LANDINGS AND TREADS, TO BE CONTROLLED BY A WALL SWITCH AT EACH FLOOR LEVEL. INTERIOR STAIRS SHALL BE PROVIDED WITH AN ARTIFICIAL LIGHT SOURCE LOCATED IN THE IMMEDIATE VICINITY OF EACH LANDING AT THE TOP AND BOTTOM OF THE STAIR. EXTERIOR STAIRS SHALL BE PROVIDED WITH AN ARTIFICIAL LIGHT SOURCE LOCATED IN THE IMMEDIATE VICINITY OF THE TOP LANDING OF THE STAIR. EXCEPTION: WHERE THE DIFFERENCE BETWEEN FLOOR LEVELS REQUIRES LESS THAN 6 STAIR RISERS.
- FIXTURES IN CLOTHES CLOSETS:
- SURFACE MOUNTED FLUORESCENT FIXTURES SHALL BE INSTALLED ON THE WALL ABOVE THE DOOR OR ON THE CEILING, PROVIDED THERE IS A MINIMUM CLEARANCE OF 6" BETWEEN THE FIXTURE AND THE NEAREST POINT OF A STORAGE SPACE.
- WET OR DAMP LOCATIONS:
- FIXTURES INSTALLED IN WET OR DAMP LOCATIONS SHALL BE INSTALLED SO THAT WATER CANNOT ENTER OR ACCUMULATE IN WIRING COMPARTMENTS, LAMP HOLDERS OR OTHER ELECTRICAL PARTS. ALL FIXTURES INSTALLED IN WET LOCATIONS SHALL BE MARKED "SUITABLE FOR WET LOCATIONS". ALL FIXTURES INSTALLED IN DAMP LOCATIONS SHALL BE MARKED "SUITABLE FOR WET LOCATIONS" OR "SUITABLE FOR DAMP LOCATIONS".
- LIGHT SWITCH ACCESS:
- ALL LIGHT SWITCHES SHALL BE LOCATED TO ALLOW OPERATION FROM A READILY ACCESSIBLE LOCATION.
- RECEPTACLE OUTLET REQUIREMENTS:
- IN EVERY KITCHEN, FAMILY ROOM, DINING ROOM, LIVING ROOM, DEN, BEDROOM, OR SIMILAR ROOM OR AREA OF DUELLING UNITS, RECEPTACLE OUTLETS SHALL BE INSTALLED SO THAT NO POINT ALONG THE FLOOR LINE IN ANY WALL SPACE MORE THAN 6 FEET MEASURED HORIZONTALLY FROM AN OUTLET IN THAT SPACE, INCLUDING ANY WALL SPACE THAT IS 2 FEET OR MORE IN WIDTH.
- KITCHENS:
- RECEPTACLE OUTLETS, WITH GFI PROTECTION, SHALL BE INSTALLED EVERY 24' ON ALL COUNTER SPACES THAT MEASURE 12" OR WIDER.
- BATHROOMS:
- AT LEAST ONE WALL RECEPTACLE OUTLET, WITH GFI PROTECTION, SHALL BE INSTALLED IN BATHROOMS ADJACENT TO EACH BATHIN LOCATION.
- OUTDOORS:
- AT LEAST ONE RECEPTACLE OUTLET, WITH GFI PROTECTION, SHALL BE INSTALLED OUTDOORS AT THE FRONT AND BACK OF EACH DUELLING UNIT HAVING DIRECT ACCESS TO GRADE.
- HALLWAYS:
- HALLWAYS OF 10 FEET OR MORE IN LENGTH SHALL HAVE AT LEAST ONE RECEPTACLE OUTLET.
- HVAC OUTLETS:
- A CONVENIENCE RECEPTACLE OUTLET SHALL BE INSTALLED FOR THE SERVICING OF HEATING, AIR-CONDITIONING AND REFRIGERATION EQUIPMENT LOCATED IN ATTICS AND CRAWL SPACES.
- WET LOCATIONS:
- A RECEPTACLE INSTALLED IN A WET LOCATION SHALL BE IN A WEATHER PROOF ENCLOSURE, THE INTEGRITY OF WHICH IS NOT AFFECTED WHEN THE ATTACHMENT PLUG CAP IS INSERTED.

*ADDITIONAL INFORMATION CAN BE FOUND IN THE OREGON RESIDENTIAL SPECIALTY CODE BOOK IN SECTIONS:

- E31-404 SWITCHES
- E31-406 RECEPTACLE OUTLETS
- E31-410 LIGHTING OUTLETS

HIGH-EFFICIENCY INTERIOR LIGHTING SYSTEM:

ALL PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL CONTAIN HIGH EFFICACY LAMPS, SCREW-IN COMPACT FLUORESCENT AND LED LAMPS COMPLY WITH THIS REQUIREMENT. EXCEPTION: TWO PERMANENTLY INSTALLED LIGHTING FIXTURES ARE NOT REQUIRED TO HAVE HIGH EFFICACY LAMPS.

HIGH-EFFICIENCY EXTERIOR LIGHTING SYSTEM:

ALL EXTERIOR LIGHTING FIXTURES AFFIXED TO THE EXTERIOR OF THE BUILDING SHALL CONTAIN HIGH EFFICACY LAMPS. EXCEPTION: TWO PERMANENTLY INSTALLED LIGHTING FIXTURES ARE NOT TO HAVE HIGH EFFICACY LAMPS.

TABLE N1101.1(1)

PERSCRPTIVE ENVELOPE REQUIREMENTS	
BUILDING COMPONENT	MIN. REQUIRED VALUE
WALL INSULATION- ABOVE GRADE	R-21 INTERMEDIATE c
WALL INSULATION- BELOW GRADE *	R-15 c, 1/R21
FLAT CEILINGs	R-49
VAULTED CEILINGs	R-30 RAFTER OR R-30A g, 1/ R-30OR TRUSS
UNDERFLOORS	R-30
SLAB EDGE PERIMETER *	R-15
HEATED SLAB INTERIOR *	R-10
WINDOWs	U-021
SKYLIGHTs	U-050
EXTERIOR DOORS ^b	U-020

For Sls: 1 inch = 25.4mm, 1 sq. ft. = 0.929 m², 1 degree = 0.0175 rad, n/a = not applicable

a. As allowed in Section N1101.4, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-value standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-values contained in Table N1104.1(1).

b. R-values used in this table are nominal for the insulation only in standard wood framed construction and not for the entire assembly.

c. Wall insulation requirements apply to all exterior wood framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation and intermediate Framing (N1104.5.2) with insulated heaters.

d. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such walls that extend more than 24 inches above grade. R-21 for insulation in framed cavity; R-15 continuous insulation.

f. Insulation levels for ceilings that have limited attic/rafter depth such as dormers, bay windows or similar features totaling not more than 150 square feet in area may be reduced to not less than R-21 when reduced, the cavity shall be filled (except for required vent spaces) R-49 insulation installed to minimum 6-inches depth at top plate exterior of structure to achieve U-factor.

g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).

h. A - Advanced frame construction. See section N1104.6

i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.

j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section N1112, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frames and double pane glazing with low-emissivity coatings of 0.10 or less. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.

k. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of .34 or less.

l. Minimum 24 inch horizontal or vertical below grade

TABLE N1101.1(2) ADDITIONAL MEASURES

1	HIGH EFFICIENCY HVAC SYSTEM: * a. GAS FIRED FURNACE OR BOILER AFUE 94% OR b. AIR SOURCED HEAT PUMP HSPF 10/14.0 SEER COOLING, OR c. GROUND SOURCED HEAT PUMP COP 3.5 OR ENERGY STAR RATED
2	HIGH EFFICIENCY WATER HEATING SYSTEM: a. NATURAL GAS / PROPANE WATER HEATER WITH UEF 0.90 OR b. ELECTRIC HEAT PUMP WATER HEATER WITH MINIMUM UEF 3.45 OR c. NATURAL GAS/PROPANE TANKLESS WATER HEATER WITH MIN. 0.80 UEF AND DRAIN WATER HEAT RECOVERY UNIT INSTALLED ON MIN OF ONE SHOWER/TUB-SHOWER.
3	WALL INSULATION UPGRADE: EXTERIOR WALLS = U-0.045/R-21 CONVENTIONAL FRAMING WITH R-5.0 CONTINUOUS INSULATION
4	ADVANCED ENVELOPE: WINDOWS = U-0.21 (AREA WEIGHTED AVERAGE) AND FLAT CEILINGs ^b = U-0.017/R-60 AND FRAMED FLOORs = U-0.016/R-38 OR SLAB EDGE INSULATION TO F-0.48 OR LESS (R-10 FOR 48'). R-15 FOR 36' OR R-5 FULLY INSULATED SLAB.)
5	DUCTLESS HEAT PUMP: DUELLING UNITS WITH ALL ELECTRIC HEAT a. PROVIDE DUCTLESS HEAT PUMP OF MIN HSPF 10.0 OR HSPF2 9.0 IN PRIMARY ZONE REPLACES ZONAL HEAT SOURCES AND b. PROVIDE PROGRAMMABLE THERMOSTAT FOR ALL HEATERS IN BEDROOMS
6	HIGH EFFICIENCY THERMAL ENVELOPE U _A ^c PROPOSED UA IS 8% LOWER THAN THE CODE UA
7	2.15 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION: ACHIEVE A MAXIMUM OF 2.15 ACH50 WHOLE-HOUSE AIR LEAKAGE WHEN THIRD-PARTY TESTED AND PROVIDE A WHOLE-HOUSE VENTILATION SYSTEM, INCLUDING HEAT RECOVERY WITH A MINIMUM SENSIBLE HEAT RECOVERY EFFICIENCY OF NOT LESS THAN 66 PERCENT AND TOTAL FAN EFFICACY OF 16 CFM/WATT (COMBINED INPUT FOR SUPPLY AND EXHAUST.)

For Sls: 1 SQUARE FOOT = 0.093 M² , 1 WATT PER SQUARE FOOT = 10.8 W/M²

- Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor greater than U-0.026.
- In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum of 8 percent less than the code UA total of the Standard Base Case.

THESE PLANS HAVE BEEN LICENSED FOR THE CONSTRUCTION OF ONE BUILDING ONLY. UNAUTHORIZED USE OR COPYING OF THE PLANS, OR THE DESIGN THE DEPICT, INFRINGES RIGHTS UNDER THE COPYRIGHT ACT THAT INCLUDE PENALTIES OF UP TO \$100,000 PER WORK WILLFULLY INFRINGED. THESE PLANS HAVE BEEN PREPARED TO MEET OREGON BUILDING CODES AND MAY REQUIRE ADAPTATION TO MEET SPECIFIC SITE CONDITIONS AND LOCAL BUILDING REGULATIONS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION FOR ERRORS AND OMISSIONS. PLEASE SEE YOUR LICENSE AGREEMENT FOR FURTHER INFORMATION.

SHEET:NOTES

DATE:9/2019

TABLE 602.3(1) FASTENER SCHEDULE FOR STRUCTURAL MEMBERS

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NO. & TYPE OF FASTENER ^{a,b,c}	SPACING AND LOCATION
Roof			
1	Blocking between ceiling joists, rafters or trusses to top plate or other framing below	4-8d box (2½"xØ13") or 3-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 3-3"xØ13" nails	Toe nail
	Blocking between rafters or truss not at the wall top plates, to rafter or truss	2-8d common (2½"xØ13") or 2-3"xØ13" nails	Each end toe nail
	Flat blocking to truss and web filler	2-16d common (3½"xØ16½") or 3-3"xØ13" nails	End nail
2	Ceiling joists to top plate	16d common (3½"xØ16½") or 3-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 3-3"xØ13" nails	6" o.c. face nail
3	Ceiling joists not attached to parallel rafter, laps over partitions (see Sections R802.5.2 and Table R802.5.2)	4-10d box (3"xØ12½") or 3-16d common (3½"xØ16½") or 4-3"xØ13" nails	Per joist, toe nail
4	Ceiling joists attached to parallel rafter, heel joint (see Sections R802.5.2 and Table R802.5.2)	Table R802.5.2	Face nail
5	Collar tie to rafter, face nail	4-10d box (2½"xØ12½") or 3-10d common (2½"xØ12½") or 4-3"xØ13" nails	Face nail each rafter
6	Rafter or roof truss to plate	3-16d box (3½"xØ13½") or 3-10d common (3"xØ14½") or 4-10d box (3"xØ12½") or 4-3"xØ13" nails	2 toe nails on one side and 1 toe nail on opposite side of each rafter or truss
7	Roof rafters to ridge, valley or hip rafters or roof rafter to minimum 2" ridge beam	4-16d box (3½"xØ13½") or 3-10d common (3"xØ14½") or 4-10d box (3"xØ12½") or 4-3"xØ13" nails	Toe nail
		3-16d box (3½"xØ13½") or 2-16d common (3½"xØ16½") or 3-10d box (3"xØ12½") or 3-3"xØ13" nails	End nail
Wall			
8	Stud to stud (not at braced wall panels)	16d common (3½"xØ16½")	24" o.c. face nail
9	Stud to stud and abutting studs at intersecting wall corners (at braced wall panels)	10d box (3½"xØ12½") or 3"xØ13" nails	16" o.c. face nail
		16d box (3½"xØ13½")	12" o.c. face nail
10	Built up header (2" to 2" header with ½" spacer)	16d box (3½"xØ16½")	16" o.c. face nail
		16d common (3½"xØ16½")	16" o.c. each edge face nail
11	Continuous header to stud	16d box (3½"xØ13½")	12" o.c. each edge face nail
		5-8d box (2½"xØ13") or 4-8d common (2½"xØ13") or 4-10d box (3"xØ12½")	Toe nail
12	Adjacent full-height stud to end of header	4-16d box (3½"xØ13½") or 3-16d common (3½"xØ16½") or 4-10d box (3"xØ12½") or 4-3"xØ13" nails	Toe nail
13	Top plate to top plate	16d common (3½"xØ16½") or 10d box (3½"xØ12½") or 3"xØ13" nails	16" o.c. face nail
14	Double top plate splice	8-16d common (3½"xØ16½") or 12-16d box (3½"xØ13½") or 12-10d box (3"xØ12½") or 12-3"xØ13" nails	12" o.c. face nail
15	Bottom plate to joist, rim joist, band joist, solid deck or blocking (not at braced wall panel)	16d common (3½"xØ16½")	Face nail on each side of end joint (minimum 24" lap splice length each side of end joint)
		16d box (3½"xØ13½") or 3"xØ13" nails	16" o.c. face nail
Roof			
16	Bottom plate to joist, rim joist, band joist, or blocking (at braced wall panels)	16d common (3½"xØ16½") or 10d box (3½"xØ12½") or 3"xØ13" nails	16" o.c. face nail
17	Top or bottom plate to stud	4-8d box (2½"xØ13") or 3-16d box (3½"xØ13½") or 4-8d common (2½"xØ13") or 4-10d box (3"xØ12½") or 4-3"xØ13" nails	16" o.c. face nail
		3-16d box (3½"xØ13½") or 2-16d common (3½"xØ16½") or 3-10d box (3"xØ12½") or 3-3"xØ13" nails	Toe nail
18	Top plates, laps at corners and intersections	3-10d box (3"xØ12½") or 2-16d common (3½"xØ16½") or 3-3"xØ13" nails	End nail
19	1" brace to each stud and plate	3-8d box (2½"xØ13") or 2-8d common (2½"xØ13") or 2-(3"xØ13") or 2-10d box (3"xØ12½")	Face nail
20	1"x6" sheathing to each bearing	3-8d box (2½"xØ13") or 2-8d common (2½"xØ13") or 2-10d box (3"xØ12½") or 2 staples, 1" crown, 16 ga., P ₃ "	Face nail
21	1"x8" and wider sheathing to each bearing	3-8d box (2½"xØ13") or 3-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 3 staples, 1" crown, 16 ga., P ₃ "	Face nail
		4-8d box (2½"xØ13") or 3-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 4 staples, 1" crown, 16 ga., P ₃ "	

TABLE 602.3(1) FASTENER SCHEDULE FOR STRUCTURAL MEMBERS

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NO. & TYPE OF FASTENER ^{a,b,c}	SPACING AND LOCATION	
Floor				
22	Joist to sill, top plate or girder	4-8d box (2½"xØ13") or 3-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 3"xØ13" nails	Toe nail	
23	Rim joist, band joist or blocking to sill or top plate (roof applications also)	8d box (2½"xØ13")	4" o.c. toe nail	
		8d common (2½"xØ13") or 10d box (3"xØ12½") or 3"xØ13" nails	6" o.c. toe nail	
24	1"x6" subfloor or less to each joist	3-8d box (2½"xØ13") or 2-8d common (2½"xØ13") or 3-10d box (3"xØ12½") or 2 staples, 1" crown, 16 ga., P ₃ "	Face nail	
25	2" subfloor to joist or girder	3-16d box (3½"xØ13½") or 2-16d common (3½"xØ16½")	Blind and face nail	
26	2" planks (plank and beam - floor and roof)	3-16d box (3½"xØ13½") or 2-16d common (3½"xØ16½")	At each bearing, face nail	
27	Band or rim to joist	3-16d common (3½"xØ16½") or 4-10d box (3"xØ12½") or 4-3"xØ13" nails or 4-3"x14 ga. staples, 7/16" crows	End nail	
28	Built-up girders and beams, 2 inch lumber layers	20d common (4"xØ19")	Nail each layer as follows: 32" o.c. at top and bottom, staggered	
		10d box (3"xØ12½") or 3"xØ13" nails	24" o.c. face nail at top and bottom staggered on opposite sides	
		And: 2-20d common (4"xØ19") or 3-10d box (3"xØ12½") or 3-3"xØ13" nails	Face nail at ends and at each splice	
29	Ledger strip supporting joists or rafters	4-16d box (3½"xØ13½") or 3-16d common (3½"xØ16½") or 4-10d box (3"xØ12½") or 3-3"xØ13" nails	At each joist or rafter, face nail	
30	Bridging or blocking to joist, rafter or truss	2-10d (3"xØ12½") or 2-8d common (2½"xØ13") or 2-3"xØ13" nails	Each end, toe nail	
ITEM	DESCRIPTION OF BUILDING ELEMENTS	NO. & TYPE OF FASTENER ^{a,b,c}	SPACING OF FASTENERS ^d	
			Edges (inches) ^h	Intermediate supports ^{e,g} (inches)
Wood structural panels, subfloor, roof and interior wall sheathing to framing and particleboard wall sheathing to framing; (see table R602.3(3) for wood structural panel exterior wall sheathing to wall framing				
31	3/8" - 1/2"	6d common or deformed (2"xØ13"xØ266" head) or 3 ¾"xØ13"xØ266" head nail (subfloor, wall) ¹	6"	6"
		8d common (2"xØ13") nail (roof) or rerax-Ø1 (2½"xØ13" nail (roof) ²	6"	6"
32	19/32" - 3/4"	8d common (2-2½"xØ13" nail (subfloor, wall)	6"	12"
		8d common (2½"xØ13" nail (roof) or RRRS-Ø1 (2½"xØ13" nail (roof) ²	6"	6"
33	7/8" - 1 1/4"	Deformed 2½"xØ13"xØ266" head (wall or subfloor	6"	12"
		10d common (3"xØ148") nail or (2½"xØ13"xØ281" head) deformed nail	6"	12"
Other wall sheathing ³				
34	1/2" structural cellulose fiberboard she't'g	1 ½"xØ120" galvanized roofing nail, 7/16" head diameter, or 1¼" long crown staple 16 ga. with 7/16" or 1" crown	3"	6"
35	25/32" structural cellulose fiberboard she't'g	1 ½" galvanized roofing nail, 7/16" head diameter, or 1¼" long crown staple 16 ga. with 7/16" or 1" crown	3"	6"
36	1/2" gypsum sheathing	1 ½"xØ120 galvanized roofing nail, 7/16" head dia. or 1¼" long 16 ga. staple galvanized, 1½" long, 7/16" or 1" crown or P ₃ " screws, Type W or S	7"	7"
37	5/8" gypsum sheathing	1 ½"xØ120 galvanized roofing nail, 7/16" head dia. or 1¼" long 16 ga. staple galvanized, 1½" long, 7/16" or 1" crown or 1¼" screws, Type W or S	7"	7"
Wood structural panels, combination subfloor underlayment to framing				
38	3/4" and less	deformed (2"xØ13") or deformed (2"xØ120") nail or 8d common (2½"xØ13") nail	6"	12"
39	7/8" - 1"	8d common (2½"xØ13") nail or deformed (2½"xØ13") or deformed (2½"xØ120") nail	6"	12"
40	1 1/8" - 1 1/4"	10d common (3"xØ148") nail or deformed (2½"xØ13") or deformed (2½"xØ120") nail	6"	12"

FOR 8d: 1 INCH = 25.4 MM, 1 FOOT = 304.8 MM, 1 MPH = 0.447 M/S, 1 KSI = 6.895 MPa

- a. NAILS ARE SMOOTH-COMMON, BOX OR DEFORMED SHANKS EXCEPT WHERE OTHERWISE STATED. NAILS USED FOR FRAMING AND SHEATHING CONNECTIONS ARE CARBON STEEL AND SHALL HAVE MINIMUM AVERAGE BENDING YIELD STRENGTHS AS SHOWN: 80 ksi FOR SHANK DIAMETER OF Ø101 INCH (20d COMMON NAIL), 90 ksi FOR SHANK DIAMETERS LARGER THAN Ø142 INCH BUT NOT LARGER THAN Ø171 INCH, AND 100 ksi FOR SHANK DIAMETERS OF Ø142 INCH OR LESS. CONNECTIONS USING NAILS AND STAPLES OF OTHER MATERIALS, SUCH AS STAINLESS STEEL, SHALL BE DESIGNED IN ACCORDANCE WITH SECTION R602.13 OR APPROVED UNDER SECTION R104.1.
- b. RRRS-Ø1 IS A ROOF SHEATHING RING SHANK NAIL MEETING THE SPECIFICATIONS IN ASTM F 1667.
- c. NAILS SHALL BE SPACED AT NOT MORE THAN 6 INCHES O.C. AT ALL SUPPORTS WHERE SPANS ARE 48 INCHES OR GREATER.
- d. 4-FOOT-BY-8-FOOT OR 4-FOOT-BY-9-FOOT PANELS SHALL BE APPLIED VERTICALLY.
- e. SPACING OF FASTENERS NOT INCLUDED IN THIS TABLE SHALL BE BASED ON TABLE 602.3(2).
- f. FOR WOOD STRUCTURAL PANEL SHEATHING ATTACHED TO GABLE END ROOF FRAMING AND TO INTERMEDIATE SUPPORTS WITHIN 48 INCHES OF ROOF EDGES AND RIDGES, NAILS SHALL BE SPACED AT 4" ON CENTER WHERE THE BASIC DESIGN WIND SPEED, V, IS GREATER THAN 130 MPH IN EXPOSURE B OR GREATER THAN 110 MPH IN EXPOSURE C.
- g. GYPSUM SHEATHING SHALL CONFORM TO ASTM C1396 AND SHALL BE INSTALLED IN ACCORDANCE WITH ASTM C1280 OR GA 283. FIBERBOARD SHEATHING SHALL CONFORM TO ASTM C208.
- h. SPACING OF FASTENERS ON FLOOR SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND REQUIRED BLOCKING AND AT ALL FLOOR PERIMETERS ONLY. SPACING OF FASTENERS ON ROOF SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND REQUIRED BLOCKING. BLOCKING TO ROOF OR FLOOR SHEATHING PANEL EDGES PERPENDICULAR TO THE FRAMING MEMBERS NEED NOT BE PROVIDED EXCEPT AS REQUIRED BY OTHER PROVISIONS OF THIS CODE. FLOOR PERIMETER SHALL BE SUPPORTED BY FRAMING MEMBERS OR SOLID BLOCKING.
- i. WHERE A RAFTER FASTENED TO AN ADJACENT PARALLEL CEILING JOIST IN ACCORDANCE WITH THIS SCHEDULE, PROVIDE TWO TOE NAILS ON ONE SIDE OF THE RAFTER AND TWO NAILS FROM THE CEILING JOIST TO TOP PLATE IN ACCORDANCE WITH THIS SCHEDULE. THE TOE NAIL ON THE OPPOSITE SIDE OF THE RAFTER SHALL NOT BE REQUIRED.

INSULATION SPECIFICATIONS

- ALL EXPOSED INSULATION IS TO HAVE A FLAME SPREAD RATING OF LESS THAN 25 & A SMOKE DENSITY RATING OF LESS THAN 450.
- PERIMETER CONC. WALLS TO BE PROTECTED W/ RIGID FIBERBOARD INSULATION FROM TOP OF CONC WALL TO NOT LESS THAN 24" BELOW GRADE.
- SLAB EDGE INSULATION IS TO BE R-15.
- HEATING DUCTS TO BE INSULATED W/ R-8.
- WINDOWS SHALL MEET REQUIRED U-FACTORS FOR THE CONTRACTOR'S CHOSEN PATH OF COMPLIANCE SEE TABLE N104.1(1).
- ONE EXTERIOR DOOR MAY BE INSULATED TO A U-FACTOR OF 0.20. ALL OTHER EXTERIOR DOORS MAY NOT EXCEED 0.34.

TRUSS NOTE

SUBMIT TRUSS DESIGN FOR ENGINEERING PRIOR TO FABRICATION & VERIFY LOCATION OF GIRDER TRUSSES W/ TRUSS COMPANY PRIOR TO FORTING FOUNDATION WALLS AS TO PROVIDE FOR ADDITIONAL LOADING FROM VARYING TRUSS DESIGN.

VERIFY ALL TRUSS SPANS & CONFIGURATIONS ON JOB SITE PRIOR TO FABRICATION.

THESE PLANS HAVE BEEN LICENSED FOR THE CONSTRUCTION OF ONE BUILDING ONLY. UNAUTHORIZED USE OR COPYING OF THE PLANS, OR THE DESIGN THEREOF, INFRINGES RIGHTS UNDER THE COPYRIGHT ACT THAT INCLUDE PENALTIES OF UP TO \$100,000 PER WORK WILLFULLY INFRINGED. THESE PLANS HAVE BEEN PREPARED TO MEET OREGON BUILDING CODES AND MAY REQUIRE ADAPTATION TO MEET SPECIFIC SITE CONDITIONS AND LOCAL BUILDING REGULATIONS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION FOR ERRORS AND OMISSIONS. PLEASE SEE YOUR LICENSE AGREEMENT FOR FURTHER INFORMATION.

SHEET:NOTES

DATE:05/2025

N2

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE A PLANNED UNIT DEVELOPMENT CONSISTING
OF 13 SINGLE-FAMILY HOMES ON TWO ACRES LOCATED AT 911 MELL
AVENUE WITHIN THE CITY OF CLARKSTON, GEORGIA**

WHEREAS, the City of Clarkston (“City”) has received a request from Altair Developments for the construction of a Planned Unit Development (“PUD”) consisting of 13 single-family homes on approximately two (2) acres of land located within the City; and

WHEREAS, Altair Developments is the owner of certain real property located at 905, 911, 917, 929, and 935 Mell Avenue (Tax Parcel ID Numbers: 18 097 10 048, 18 097 10 047, 18 097 10 046, 18 097 10 059, and 18 097 10 050, respectively) (hereinafter collectively referred to as the “Development Property”); and

WHEREAS, the Development Property is currently undeveloped land except for 929 Mell Avenue, which will require the demolition of an existing single-family home; and

WHEREAS, the Development Property is currently zoned NR-3, High Density Neighborhood Residential, and the proposed residential development is consistent with the uses permitted in said zoning district; and

WHEREAS, the proposed residential development does not include any shared amenities, infrastructure, or open space within the development, and accordingly, there will be no homeowners’ association with this PUD; and

WHEREAS, Altair Developments is also requesting a variance from the minimum lot width of 50 feet to allow 10 of the proposed homes to have a lot width of 36 feet and the remaining three (3) homes to have a lot width of 30 feet; and

WHEREAS, the Planning and Economic Development Department reviewed the subject application, supporting information, and the criteria necessary to consider the request, and recommended approval of the PUD with conditions based on staff analysis that the requested PUD meets the City’s criteria.

WHEREAS, the Planning and Zoning Board also reviewed the subject application, supporting information, and the criteria necessary to consider the request, and recommended approval of the PUD with conditions; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clarkston finds that the request meets the criteria for approving a PUD per Zoning Ordinance Sec. 217(b)(3).

BE IT FURTHER RESOLVED that the PUD is hereby approved, subject to the following conditions:

1. The development shall be substantially in compliance with the site plan dated April 10,

2025, which attached hereto as Exhibit “A”.

2. The architectural elevations shall be substantially in compliance with the Newberry plan dated November 11, 2024 and the Rosemont plan dated August 8, 2024 as submitted as part of this packet and attached hereto as Exhibit “B”.
3. The development shall contain a 5-foot landscape strip and 5-foot sidewalk, as required in Sec. 540(a).

SO RESOLVED this _____ day of _____, 2025.

ATTEST:

CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to form:

Stephen G. Quinn, City Attorney



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: OCTOBER 7, 2025

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

SUBJECT: To consider a resolution renewing the existing contract with IKON Filmworks for public meeting video recording and related services, in the amount of \$38,400, to be funded from the General Fund, effective October 9, 2025.

PRESENTER CONTACT: Tomika Mitchell

PHONE NUMBER: 404-719-0313

DEPARTMENT: Admin

PURPOSE: To consider a resolution authorizing a renewal agreement with IKON Filmworks for public meeting video recording & related services in the amount of \$38,400, to be funded from the General Fund, effective October 9, 2025.

IMPACT: Having a professional audio-visual company capture and broadcast all council work sessions, council meetings, and Special Called meetings and any other meetings as requested is beneficial to the City of Clarkston because the company is preserving public meeting information.

FUNDING SOURCE: General Fund

RECOMMENDATION: Staff recommend approval of the renewal agreement.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON,
GEORGIA RENEWING THE EXISTING CONTRACT WITH IKON
FILMWORKS FOR PUBLIC MEETING VIDEO RECORDING AND
RELATED SERVICES.

* * * * *

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

Section 1. That the City Council hereby renews an existing contract with IKON Filmworks for public meeting video recording and related services in the amount of \$38,400, to be funded out of the general fund, effective October 9, 2025. This is the first renewal option exercised by the Parties. The contract shall renew upon the same terms and conditions as the original contract. A copy of the Renewal Agreement is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____, 2025.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

STATE OF GEORGIA
COUNTY OF DEKALB

RENEWAL AGREEMENT

This Renewal Agreement ("Agreement") is made and entered into this 9th day of October, 2025, for **Public Meeting Video Recording Service(s)** ("A/V Services") between the **City of Clarkston** ("City"), and **IKON Filmworks, LLC**, ("Contractor").

WITNESSETH:

WHEREAS, on November 7, 2024, the Mayor and City Council awarded a contract to Contractor for public meeting video recording services in the amount of \$38,400.00 (Resolution 2024-046) (the "Original Contract"), a copy of which is attached hereto and incorporated herein as Exhibit "1";

WHEREAS, the Original Contract expires on October 8, 2025, with an option to renew;

WHEREAS, the City desires to renew the Original Contract in the amount of \$38,400.00 effective October 9, 2025, and Contractor agrees to accept the renewal option and continue rendering public meeting video recording services to the City pursuant to the terms and conditions set forth in the Original Contract; and

WHEREAS, this is the first renewal option exercised by the Parties.

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the Parties hereby agree to renew the Original Contract as follows:

1. **RENEWAL TERM:** The Parties agree to renew the Original Contract in the amount of \$38,400.00 effective October 9, 2025. The renewal term shall continue until September 8, 2026. The Parties mutually agree to be bound by and abide by the terms and conditions set forth in the Original Contract, except as expressly modified herein.
2. **INSURANCE:** Contractor is required to maintain insurance during the entire term of this Agreement, including any renewal terms. Upon request, Contractor must furnish the City a Certificate of Insurance showing the required coverage as specified in the Original Contract. A current COI must be provided before the commencement of work on this project under this contract renewal. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, said parties have hereunto set their seals and caused this Agreement to be executed and delivered by their duly authorized representatives the day and year written below.

SO AGREED, effective upon the date first set forth above:

CITY OF CLARKSTON

IKON FILMWORKS, LLC

Beverly H. Burks, Mayor

James Hamond

APPROVED AS TO FORM:

Stephen Quinn
Stephen G. Quinn, City Attorney

EXHIBIT 1

**STATE OF GEORGIA
COUNTY OF DEKALB**

CONTRACT TO PROVIDE PUBLIC MEETING VIDEO SERVICE(s)

This Construction Contract ("Agreement") made and entered into this 8th day of November, 2024, for the **Public Meeting Video Recording Service(s)** ("A/V Services") between the **City of Clarkston** ("City"), and **IKON Filmworks, LLC**, ("Contractor").

WITNESSETH:

WHEREAS, the City issued bid solicitation RFP – PUBLIC MEETING VIDEO RECORDING SERVICES - 090424 ("RFP") seeking proposals from qualified firms to provide public meeting video recording & related services during all council work sessions, council meetings, and special called meetings and any other meetings as requested (the "Work").

WHEREAS, the Contractor is engaged in the business of providing the necessary materials and labor to complete the Work and submitted a proposal responsive the RFP;

WHEREAS, the Mayor and City Council awarded the bid to the Contractor on October 1, 2024; and

WHEREAS, the City desires to engage Contractor and Contractor agrees to render certain professional, technical advice and services to the City pursuant to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. **SERVICES:** Contractor agrees to perform the Work required, implied, or reasonably inferable from this Agreement. The term "Work" shall mean the services described in the scope of work attached hereto and incorporated herein as Exhibit A. The Work includes, but is not limited to, furnishing the labor, supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage and power as required by this Agreement. If any services to be performed are not specifically listed in Exhibit A or herein but are reasonably necessary to accomplish the purpose of this Agreement, Contractor agrees to perform such services at the direction and approval of the City Manager or his/her designee. This Agreement hereby incorporates the RFP and Contractor's response thereto. In the event of any conflict between the terms of the RFP, or Contractor's Response to the RFP, and this Agreement, the terms of this Agreement shall control.
2. **COMPENSATION:** In consideration for the Work, City shall pay to Contractor a fee not to exceed the cost described in Contractor's bid proposal, which is attached hereto as Exhibit B and incorporated by reference herein. Contractor shall invoice City on a monthly

basis for services rendered during the prior month, with approved invoices to be paid Net 30. As the City is a local government entity and thus exempt from sales taxation, notwithstanding the terms of the proposal, Contractor acknowledges that the City shall not be responsible for payment of any sales taxes on any invoices submitted for the services provided under this Agreement.

The maximum compensation to be paid to Contractor during the initial term of this agreement is Thirty-Eight Thousand Four Hundred Dollars and zero cents (\$38,400.00) annually. The City and Contractor agree that such compensation is inclusive of all fees, expenses, accommodations, and any cost whatsoever incurred by any group members individually or collectively, and no other fees or expenses of any kind shall be paid to the Contractor.

3. **TERM:** This Agreement shall commence on the date set forth on page one and shall continue until October 8, 2025. This contract may be renewed annually upon the terms set forth herein or upon any other terms mutually acceptable to both parties.

No rights, responsibilities, salary, or other benefits shall extend beyond the term of this Agreement and nothing in this Agreement shall be deemed to vest in the Contractor any property interest in the duties, responsibilities, or compensation provided in this contract or any right to the continuation thereof.

4. **PHOTOGRAPH/VIDEO OWNERSHIP:** The City will own all photographs and videos created by Contractor pursuant to this Agreement. Contractor grants the City the right and permission to use photographs and/or video recordings made by the Contractor on City and other websites, social media platforms, in publications, promotional flyers, educational materials, derivative works, or for any similar purpose without additional compensation to Contractor. The Contractor waives the right to approve the final product and agrees that all such photographs and/or video recordings and reproductions thereof shall remain the property of the City.

5. **RELATIONSHIP OF THE PARTIES**

- a. **Independent Contractors.** Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between the City and Contractor. It is expressly agreed that Contractor is acting as an independent contractor and not as an employee in providing the Work under this Agreement.
- b. **Employee Benefits.** Contractor shall not be eligible for any benefit available to employees of the City including, but not limited to, workers' compensation

insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.

- c. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to the Contractor under this Agreement. The Contractor shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Work for the City.

6. **WARRANTY ON SERVICES RENDERED:** The Contractor warrants its Work and workmanship shall be (i) free from defects; (ii) performed as stipulated in the bid proposal documents and conform to all specifications; (iii) performed by personnel experienced in and capable of doing the kind of work assigned to them; and (iv) performed in accordance to all applicable federal, state, and local laws, regulations, rules and policies. Upon receipt of written notice of a defect, the Contractor shall repair the defect in a timely manner at no expense to the City.

7. **TERMINATION FOR DEFAULT:**

- a. The City may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days after receipt of notice from the City specifying such failure.
- b. In the event the City terminates this Agreement in whole or in part as provided in subparagraph (a) above, the City may procure, upon such terms and in such manner as the City may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for the same, including without limitation all cost and expenses of the type specified in the "WARRANTY" paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.
- c. Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault of negligence of the Contractor; such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood,

epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean subcontractor at any tier.

- d. If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the "Termination for Convenience" paragraph of this Agreement.
- e. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8. **TERMINATION FOR CONVENIENCE:** The City may at any time by written notice terminate all or any part of this Agreement for the City's convenience. If this Agreement is terminated, in whole or in part, for the City's convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor's failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.

9. **DISPUTES:** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the City's direction.

10. **INDEMNIFICATION:** To the fullest extent permitted by law, Contractor agrees to indemnify and hold harmless the City and its governing officials, agents, employees, and representatives (collectively, the "City Indemnitees") from and against any and all liabilities, demands, losses, damages, fines, penalties, costs or expenses (including

reasonable attorney's fees and costs), incurred by any City Indemnitee as a result of or arising out of (i) the wrongful misconduct or negligence (including fraud) of Contractor or its employees, agents, and representatives in performing this Agreement; (ii) a material breach by Contractor of its covenants; or (iii) failure by Contractor or its employees, agents, and representatives to comply with all applicable federal, state, or local law, rule or regulation in connection with this Agreement. Contractor expressly understands and agrees that any bond or insurance protection required by this Agreement, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City Indemnitees as provided herein. To the fullest extent per law, Contractor, its sureties, and its insurers waive any right of subrogation against the City Indemnitees. These obligations shall survive termination.

11. RISK MANAGEMENT REQUIREMENTS: The Contractor shall abide by the City's applicable Risk Management Requirements (Exhibit C) and hereby incorporate them into this Agreement.

12. STANDARD OF PERFORMANCE AND COMPLIANCE WITH APPLICABLE LAWS

- a. Contractor warrants and represents that it possesses the special skill and professional competence, expertise, and experience to undertake the obligations imposed by this Agreement.
- b. Contractor agrees to perform in a diligent, efficient, competent, and skillful manner commensurate with the highest standards of the profession, and to otherwise perform as is necessary to undertake the Work required by this Agreement.
- c. Contractor warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations, relating to the provision of the Work to be provided by Contractor hereunder or which in any manner affect this Agreement.

13. SUPERVISION OF WORK: Contractor shall be solely responsible for and shall supervise and direct all Work under this Agreement. Contractor shall provide competent and suitable personnel to perform the Work and shall at all times maintain good discipline and order at the Property. Contractor will at all times take all reasonable precautions for the safety of its employees and the public at the Property. Contractor agrees to assume full responsibility for the acts, negligence, and/or omissions of its employees and any subcontractors and their employees.

14. CHANGE ORDERS: The City reserves the right to order changes to the Work in the nature of additions, deletions or modifications, without invalidating this Agreement, and

agrees to make corresponding adjustments in the contract price and time of termination if applicable. All changes will be authorized in a written "Change Order" signed by the City and Contractor, which shall be incorporated by reference herein.

15. **OTHER CONTRACTORS:** The City reserves the right to enter into other contracts in connection with the Work. The Contractor shall cooperate with all other contractors so that their work shall not be impeded and shall give them access to the property as necessary to perform their contracts.
16. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:** Pursuant to O.C.G.A. Section 13-10-91, for as long as this Agreement remains in effect, Contractor will be registered with and participate in the federal work authorization program to verify the immigration status of newly hired employees ("E-Verify"). The Contractor will execute the O.C.G.A. Section 13-10-91 compliance affidavit on Exhibit D, attached hereto and incorporated herein.
17. **THE CITY'S ASSISTANCE AND COOPERATION:** During the Contractor's performance of this Agreement, the City may, but has no obligation to, provide assistance to, or cooperate with, the Contractor in activities that facilitate the proper performance and completion of this Agreement by the Contractor. Such assistance and cooperation may include without limitation: (i) providing engineering or other analysis or advice on correcting problems; (ii) refraining from strict enforcement of time schedule requirements under this Agreement; (iii) permitting use of test materials or documentation not performed or produced under this Agreement. Such assistance or cooperation by the City shall not be construed, and the Contractor agrees that it will not claim that any such assistance or cooperation operates, to relieve the Contractor from complete, proper and punctual performance of all the Contractor's obligations under this Agreement.
18. **WORK ON THE CITY'S DESIGNATED PREMISES:** In the event that the Contractor, employees or agents or the Contractor's subcontractors enter the City's designated premises for any reason in connection with this Agreement, the Contractor's team members shall defend, indemnify, and hold the City harmless from all claims, actions, demands, loss, and causes of action, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or omissions of the Contractor, the Contractor's team members, employees or agents or the Contractor's subcontractor, save and except damage caused by the sole negligence of the City. The Contractor and any subcontractors used by the Contractor in connection with this Agreement, shall carry Workers' Compensation and Employees' Liability Insurance to cover the Contractor's and any subcontractor's legal liability on account of accidents to their employees. The Performer(s) and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability

Insurance covering accidents to their employees. The Performer(s) and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering legal liability of the Performer(s) and any subcontractor on account of accidents arising out of the operations of the Performer(s) or any subcontractor and resulting in bodily injury, including death, being sustained by any person or persons, or in any damage to property. At the City's request, the Performer(s) shall furnish to the City certificates from d's insurers showing such coverage in effect and agreeing to give the City thirty (30) days prior written notice of cancellation of the coverage.

19. CONFLICTS OF INTEREST: Contractor warrants and represents that:

- a. The Work to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing.
- b. Contractor is not presently subject to any agreement with a competitor or with any other party that will prevent Contractor from performing in full accord with this Agreement; and
- c. Contractor is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement. The parties agree that Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of the Work hereunder.

20. CONFIDENTIAL INFORMATION: Contractor acknowledges that it may have access to and become acquainted with confidential information, including, but not limited to, any information the disclosure of which is limited by state or federal law. Unless approved in advance in writing or is required to be disclosed by court order, subpoena or by law, neither Contractor nor any of its employees, will disclose, transfer, distribute or allow access to any confidential information of the other party to third parties. These obligations shall survive termination.

21. ASSIGNMENT AND SUBCONTRACTING: The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor subcontract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the City. No assignment or subcontract by the Contractor, including any assignment or subcontract to which the City consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all the Contractor's obligations under the warranty provisions of this Agreement.

22. **ATTORNEYS' FEES:** Both parties agree to pay reasonable attorneys' fees to the other party should either party be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the other party.

23. **GOVERNING LAW AND CONSENT TO JURISDICTION:** This Agreement is made and entered into in the State of Georgia and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the State Courts of DeKalb County, Georgia.

24. **NOTICES:** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hard, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

If to the City:

City Manager
City of Clarkson
1055 Rowland Street
Clarkston, Georgia 30021

With copies to:

City Attorney
Wilson, Morton & Downs
125 Clairemont Ave, Ste 420
Decatur, GA 30030

If to the Contractor:

IKON Filmworks, LLC
4496 Bellwood Cir
College Park, GA 30349

25. **NON-WAIVER:** The failure by either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict performance with every provision of this Agreement.

26. **SEVERABILITY:** If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

27. **INTERPRETATION:** The Parties acknowledge that this Agreement and all the terms and conditions herein have been fully reviewed and negotiated by the Parties. Having acknowledged the foregoing, the Parties agree that any principle of construction or rule of

law that provides that, in the event of any inconsistency or ambiguity, an agreement shall be construed against the drafter of the agreement shall have no application to the terms and conditions of this Agreement.

28. **AMENDMENTS:** Any and all modifications or changes to this Agreement must be in writing and signed by the parties to this Agreement.
29. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall constitute the original, but all of which taken together shall constitute one and the same Agreement. PDF signatures shall constitute original signatures.
30. **ENTIRE AGREEMENT:** This Agreement, which includes the exhibits attached hereto, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written. In case of conflict between any term of the Contractor's Bid/Proposal and this Agreement, the terms of this Agreement shall control unless otherwise stated herein.
31. **CAPTIONS:** The captions appearing herein are for convenience of reference only and shall not affect the meaning or interpretation of this Agreement or any clause or provision hereof.
32. **CALCULATION OF TIME PERIODS:** Unless otherwise provided herein, whenever this Agreement calls for or contemplates a period of time for the performance of any term, provision, or condition of this Agreement, all of the days in such period of time shall be calculated consecutively without regard to whether any of the days falling in such period of time shall be a Saturday, Sunday, or other non-business day; provided, however, if the last day of any period of time shall happen to fall on a Saturday or Sunday or legal holiday observed by the State of Georgia, the last day shall be extended to the next succeeding business day immediately thereafter occurring.

IN WITNESS WHEREOF, said parties have hereunto set their seals and caused this Agreement to be executed and delivered by their duly authorized representatives the day and year written below.

SO AGREED, effective upon the date first set forth above:

CITY OF CLARKSTON

City of Clarkston
1055 Rowland Street
Clarkston, GA 30021

CONTRACTOR

IKON Filmworks, LLC
4496 Bellwood Cir
College Park, GA 30349

Beverly H. Burks, Mayor

Name &
Title

James Hammond

BY
(sign)

DocuSigned by:

BCC2C338D287420...

Date

Contractors
License No.

Approved as to form: Stephen Quinn, City Attorney

EXHIBIT A

SCOPE of WORK

The purpose of this Request for Proposal (RFP) is to identify and select a vendor to provide video production services for designated City of Clarkston council and work session meetings, beginning October 1, 2024.

The City is requesting the awardee provide the personnel and equipment needed to complete the video production services. The selected video services provider will be responsible for streaming and/or recording for various social media platforms (e.g., TikTok, Twitter, LinkedIn, Instagram, YouTube, Facebook) and our City's website.

SPECIFICATIONS & REQUIREMENTS

- A. Bid prices shall be inclusive of all costs related to the provision of video production services (staff, vehicles, set up, tear down, equipment, etc.).
- B. The Contractor shall exhibit proper decorum and act in a professional manner during all times of service to the City of Clarkston.
- C. The Contractor may not smoke or drink alcoholic beverages while providing services to the City that are outlined in this RFP.
- D. The Contractor and/or team shall be dress appropriately, without any rips and/or any tears in clothing at each meeting.
- E. The Contractor for services, if awarded, shall be for a period to be determined and all financial obligations of the City under the proposed contract are conditional as they relate to a yearly appropriation.
- F. The City Clerk's office will be the Contractor's main contact (i.e. City Clerk), communication may be point with multiple City staff members depending on the meeting(s).
- G. The successful Offeror shall not employ any subcontractor to fulfill any of the duties herein specified (including for planned or unplanned vacation or sick time) without express, prior written approval of the City.
- H. It shall be the Offeror's responsibility to have the proper equipment necessary for these services. Submit a complete list of equipment with the bid submittal. This equipment will need to interface with the meeting venues' existing equipment and setup.
- I. The Contractor must be able to operate and support all video and audio recording equipment.
- J. The Contractor may be required to communicate and coordinate repairs and network changes with the City's information technology vendors.
- K. The Contractor shall meet any and all established deadlines for projects.
- L. The Contractor shall provide creative and professional guidance to ensure a high-quality product is produced during each shoot.

MEETING SCHEDULE

Work session meetings of the City Council shall be held on the last Tuesday of each month, beginning at 7:00 pm (EST) and the regular monthly meetings of the City Council shall be held on the first Tuesday of each month, beginning at 7:00 pm (EST) at Clarkston City Hall and/or

other locations. In addition, the awardee shall be ready to provide services for the entirety of all/any Special Called City Council Meeting at Clarkston City Hall and/or other locations. However, meeting dates, times, and location(s) are subject to change.

Meetings typically run from one to two hours; however, the length can vary. Setup and take-down time would be in addition to the actual meeting run times. Services will be utilized for these (approved) and all and any Special Called City Council Meeting scheduled meetings. City of Clarkston meetings may be canceled or rescheduled by the council and reconvened as may be useful and appropriate under the circumstances presented.

VIDEO EQUIPMENT LIST

Submit a compare tote list of equipment to be provided and utilized for video production services for the meetings to be held at Clarkston City Hall and other locations requested.

This should include the following:

- A. Up to thirteen (13) microphones for each meeting to be utilized by the mayor, council members, city manager, city attorney, plus microphone for audience/public comments, on an as needed basis.
- B. Camera(s) to capture entire board/committee meeting (no editing or changing camera angles, to preserve transparency; recording should capture meeting as audience/viewer would see the meeting).
- C. Capability for member(s) and public to join the meeting by a virtual platform (i.e. Zoom, Teams, Cisco) and be included in video/audio recording.
- D. Capability to livestream the meetings.
- E. Audio system to amplify microphones and to capture audio recording of proceedings.
- F. Recording equipment to produce downloadable/up loadable video/audio files (MP4 format or similar for uploading).

ADDITIONAL INFORMATION

- A. Bid prices shall be firm for the designated period for video production services.
- B. The Offeror must demonstrate that they have the skill, capacity, and ability to provide full video production services, including but not limited to providing necessary audio and video equipment for the meeting venue(s), video recording, and providing appropriate staff to cover all meetings.
- C. The Offeror must provide brief description of personnel qualifications.
- D. The Offeror's references must include other municipalities these services past and currently provided.
- E. The Offeror must provide a brief description of experience performing these services.
- F. The Offeror must provide the necessary services to format the videos for uploading to YouTube and other social media or online channels as applicable.
- G. The Offeror agrees that all videos, images, and data become the property of the City.
- H. The City shall not be liable for any costs incurred by bidders in responding to this RFP, preparing, or completing the proposal package, or for the performance evaluation, if

required, and shall in no way assume any other liability of bidders in responding to this RFP.

- I. This is a readvertisement of bid solicitation RFP – PUBLIC MEETING VIDEO RECORDING & RELATED SERVICES – 073024 that was canceled August 6, 2024.

ADDENDUMS

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 1)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 2)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 3)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 4)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 5)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 6)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 7)

RFP - PUBLIC MEETING VIDEO RECORDING SERVICES (Addendum No 8)

EXHIBIT B
CONTRACTOR'S COST PROPOSAL
(ATTACHED)

EXHIBIT C

RISK MANAGEMENT REQUIREMENTS

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the City Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the City in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required.

All bonds and insurance coverage must be placed with an insurance company approved by the City, admitted doing business in the State of Georgia, and rated Secure ("A±" or better) by AM Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poor's (S&P) Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

Worker's Compensation	-	In accordance with O.C.G.A. Title 34, Chapter 9, as amended
Business Auto Policy	-	Not less than \$500,000.00
Commercial General Liability	-	Minimum \$1,000,000.00/claim \$2,000,000.00/occurrence for Personal Injury, Bodily Injury, and Property Damage Liability
Professional Liability	-	Not less than \$1,000,000.00/occurrence

EXHIBIT D
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT
(ATTACHED)