

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JANUARY 28, 2025

On the 28th day of January 2025, at 7:00 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Sharifa Adde; Yterenickia Bell (virtual); Jamie Carroll; Susan Hood; and Mark Perkins. Absent: None. The following City staff were present: Tammi Saddler Jones (Interim City Manager); Lolita Grant (Finance Director); Tomika R. Mitchell (City Clerk); Larry Kaiser (City Engineer); 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

2. ROLL CALL

Vice Mayor Debra Johnson was absent during the roll call.

3. PUBLIC COMMENTS

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. To discuss a Proclamation designating February as "Black History Month".

Vice Mayor Johnson entered the meeting at 7:03 p.m.

Diversity, Equity, and Inclusion Officer, Yolanda McGee gave a brief overview of the history of Black History Month.

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

B. To discuss a Proclamation designating March as "Women's History Month".

Diversity, Equity, and Inclusion Officer, Yolanda McGee gave a brief overview of the history of Women's History Month.

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

C. To present the Georgia Environmental Protection Division Storm Water Management Plan document submitted by staff every 5 years.

Larry Kaiser with Collaborative Infrastructure Services, Inc. presented a brief overview of the requirement to submit an updated Storm Water Management Plan every five years. The management plan is the guidebook for the City's annual Storm Water MS4 Permit, to submit to EPD by June of each year. Mr. Kaiser then presented to the Council the storm water requirements, processes and procedures that staff and Public Works implements on a daily basis to ensure adherence to EPD criteria and most importantly to protect the water quality in the city's streams and creeks. Mr. Kaiser presented a brief overview of the Storm Water Management Plan components and the required measurable goals/ mapping and reporting forms.

This item was for informational purposes, no action will be needed on this item.

5. OLD BUSINESS

- A. To discuss a resolution authorizing a contract renewal for the Use of Meeting Space Agreement with the Clarkston Community Center (Venue Rentals) in the amount of \$15,000 to be funded out of the General Fund.

Interim City Manager, Tammi Saddler Jones stated the city allocated in its adopted FY 2025 budget \$15,000 for the City to utilize the Clarkston Community Center for meetings and other special events. A portion of this allocation is used to waive the fees for use of the Clarkston Community Center by eligible non-profit organizations upon request.

At the request of a city council member, staff have made additional revisions to the proposed renewal agreement to address the following areas of concern: Greater clarity needed on what qualifies as a "Bonafide non-profit *operating in Clarkston*"; Improve admin processes for reserving and approving events and how funds are disbursed or released; Stronger policy needed for cancellation for both the city and residents and non-profits using the funding; and Clearly defined prioritization and/or proportional guidelines around funding (city, residents, non-profits).

The Council briefly discussed this item.

Luay Sami with the Clarkston Community Center presented comments regarding non-profits.

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

- B. To discuss an ordinance to create the Community Redevelopment Tax Incentive Program.

Councilmember Bell gave a brief overview stating the purpose of this item is to address deplorable housing units and properties in Clarkston to encourage property owners to maintain their properties, reduce the burden of government services, and ensure the safety and wellbeing of residents residing in properties throughout the city. This measure will not have an impact on individuals with fixed incomes or those that have a single family detached. There will be a process to identify a blighted property that would be subject to the tax increase. Councilmember Bell also stated the establishment of this tax incentive program provides a definition of "blight" and details the process of identification of properties that are maintained in a blighted condition. This program

provides a process for remediation or redevelopment to remove the designation of blight and illustrate the city's willing to collaborate to ensure the safety of our residents.

The Council briefly discussed this item.

City Attorney, Stephen Quinn presented clarification on liens on properties and also informed the Council of a memo his firm is working including a list of the various tools that are and can be in our toolbox to be use against properties that are a problem.

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

6. NEW BUSINESS

- A. To discuss a DeKalb County proposal to fund the installation of the Beautification/Landscaping at the Church Street and I-285 Interchange on-ramp and contributes to the installation of new plants at the Church Street off-ramp.

Larry Kaiser with Collaborative Infrastructure Services, Inc. presented a brief overview of this item stating Commissioner Ted Terry has indicated that he is willing to provide 100% funding from Dekalb County, provided it's approved in his budget the cost to install new landscaping and design at the Church St on-ramp (westbound I-285) and a \$10,000 contribution to be used for additional plantings at the Church Street off-ramp. In exchange, Commissioner Terry wants the City to uphold the following: maintain the Church Street on-ramp cost, which is about \$30,000; continue to maintain the new supplemental landscaping for the off-ramp at Church Street; and submit a GDOT encroachment permit. Mr. Kaiser stated Commissioner Terry asked for the city's concurrence to his presented conditions with an email or letter from the City of Clarkston to move forward.

The Council briefly discussed this item.

Dean Moore presented public comments on this item.

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

- B. To discuss the fabrication and installation of ten (10) decorative mailboxes on the North side of Norman Road from Rogers Street to the Norman Road dam; including repairs/replacement of mailboxes on East Ponce de Leon for an estimated amount of \$30,000 to be funded out of SPLOST I.

Larry Kaiser with Collaborative Infrastructure Services, Inc. presented a brief overview of the history of the city installing decorative mailboxes in the city. Mr. Kaiser stated this project is to provide the same mailbox design and installation that currently exists on the south side of Norman Road to those residents that live on the north side of Norman Road and to prepare specifications for the mailboxes for purposes of advertising to-bid for this work; including a meeting with each effected property owner to present the agreement form for signature for maintenance and ownership of said mailboxes by the City. Work scope would also include replacement/repair of decorative mailboxes on East Ponce de Leon. The estimated cost of \$30,000 for the fabrication

and installation of these mailboxes was included in the city's FY 2025 budget for capital improvements.

The Council briefly discussed this item.

Harry Kendrick presented public comments on this item.

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

- C. To discuss the fabrication and installation of four (4) pergolas and corresponding benches and trash containers to enhance the pedestrian environment on Market Street between Vaughan Street and North Indian Creek for an estimated amount of \$60,000 to be funded out of SPLOST I.

Larry Kaiser with Collaborative Infrastructure Services, Inc. presented a brief overview of this item stating the streetscape design in 2014 and 2015 included pergolas on the East Ponce de Leon corners of Market St. but were not considered any further down on the street. Mr. Kaiser recommended the city provide similar pedestrian and streetscape amenities to the western end of Market St. as currently exists on Market St. between Vaughan St. and East Ponce de Leon. The estimated cost for the fabrication and installation of pergolas, benches and trash containers is \$60,000. The cost for these streetscape amenities could be SPLOST I funded given the same improvements were previously undertaken at other locations on Market St. the Streetscape Improvement Project.

The Council briefly discussed this item.

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

- D. To discuss the replacement of approximately 100 trees and 600 bushes/grasses that were planted by city landscape contractors over the past 5 years that have not survived or are diseased not to exceed \$125,000 to be funded out of the Tree Bank Fund and General Fund.

Larry Kaiser with Collaborative Infrastructure Services, Inc. stated the city has installed quite a few trees since 2016. Mr. Kaiser presented a brief overview on the history of tree installation and replacement in the city. Mr. Kaiser recommended the replacement of approximately 100 trees and 600 bushes/grasses that were planted by city landscape contractors over the past 5 years that have not survived or are diseased not to exceed \$125,000 to be funded out of the Tree Bank Fund. Staff recommended moving forward by preparing specifications and scope of work for the tree replacement project.

The Council briefly discussed this item.

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

- E. To discuss an ordinance to require inspection certificates for 100% of multi-family residential units in connection with the annual business license renewal for such developments.

Interim Planning and Economic Development Director, Richard Edwards stated the city currently requires all multi-family apartment complexes to submit a code compliance certificate for fifty percent (50%) of the units at each development each year. Staff are requesting to increase that requirement to 100%, which would provide the city with a comprehensive analysis of the conditions of all the multi-family apartment complexes within the city. Mr. Edwards stated these inspections have proven to be a useful tool to safeguard the health, safety, and welfare of citizens living in multi-family rental dwellings.

The Council briefly discussed this item.

Dean Moore presented public comments on this item.

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

- F. To discuss an ordinance to define and prohibit nuisances, to define and prohibit highly hazardous conditions and to provide emergency powers for the building official.

Interim Planning and Economic Development Director, Richard Edwards stated the city's ordinances does not currently define "nuisance." The first part of this text amendment is to define nuisance, by definition it means "Nuisance shall mean any condition, act or occurrence that results in annoyance, harm, inconvenience or damage to another; and the fact that the act or occurrence may otherwise be lawful shall not keep it from being a nuisance."

The second part of this is to declare conditions that are highly hazardous. The Building Official would be responsible for inspecting sites that are thought to be highly hazardous and making a determination of the conditions. Further, this text amendment (Sec. 10-3) would allow the city to issue citations for sites that are declared highly hazardous if action is not taken immediately to remediate the highly hazardous conditions.

The Council briefly discussed this item.

City Attorney, Stephen Quinn clarified the city and property owners responsibility for protecting a resident who is living in a highly hazardous unit.

Dean Moore and Harry Kendrick presented public comments on this item.

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

- G. To discuss an ordinance to amend the text of the Zoning Ordinance to designate drive-in and drive-thru restaurants as Conditional Uses in the NC-2 Zoning District.

Interim Planning and Economic Development Director, Richard Edwards stated unfortunately the public hearing for Planning and Zoning Commission meeting was canceled last Tuesday due to

inclement weather, so it will be readvertised for next month's Planning and Zoning Commission meeting and then a public hearing for the March 4th City Council meeting.

The Council briefly discussed this item.

Councilmember Perkins gave a brief overview on this item.

This item will be deferred to the February Work Session agenda.

- H. To discuss a resolution appointing Dekalb County Board of Registrations and Elections to conduct the City of Clarkston 2025 General Municipal Election.

City Clerk, Tomika Mitchell stated the City Council adopted an agreement with DeKalb County on November 2013, to allow the DeKalb County Board of Registrations and Elections staff, equipment and expertise conduct the City of Clarkston Elections. Individual duties and responsibilities of both the City and County staff are set forth in the Intergovernmental Agreement. Staff recommend authorizing the DeKalb County Board of Registrations and Elections to conduct the City of Clarkston November 4, 2025, General Municipal Election.

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

- I. To discuss the proposed Downtown Development Authority (DDA) Boundary Map, as recommended by the DDA.

Interim Planning and Economic Development Director, Richard Edwards stated the DDA is looking to expand their boundaries, which will incorporate all the commercial areas within the city because the DDA now has funding from the City and they have started going after grant programs and different funding sources. The DDA did approve this map at their December 23, 2024 meeting, which is not official until approved by the City Council.

The Council briefly discussed the item.

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


7. ADJOURNMENT

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

The meeting was adjourned at 9:01 p.m.

ATTEST:


Tomika R. Mitchell
City Clerk


Beverly H. Burks
Mayor