

**CITY OF PINE LAKE, GEORGIA  
WORK SESSION AGENDA  
MAY 14th, 2024 @ 6:00PM  
COUNCIL CHAMBERS, 459 PINE DRIVE, PINE LAKE, GA 30072**

**NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.**

**CALL TO ORDER – WORK SESSION MEETING**

**ANNOUNCEMENTS/COMMUNICATIONS**

**Citizens Commendations – Response to Emergency Situation  
Keisha Banks, Jacqueline Schaffer, and Amariee Woods  
(Responding DeKalb County Fire Stations will be honored at  
there respective locations).**

**Swearing-In – Officer Michael Taylor - Reserve**

**ADOPTION OF THE AGENDA OF THE DAY**

**OLD BUSINESS**

**NEW BUSINESS**

1. Memorandum of Understanding (MOU) between the City of Pine Lake (City) and Pine LakeFest Inc, regarding LakeFest 2024
2. Ordinance 02-2024 – An Ordinance Temporarily Prohibiting the Operation of Residential Short-term Rentals within the City of Pine Lake
3. Sewer Line - Oak Road
4. Executive Session to Discuss Real Estate

**PUBLIC COMMENTS – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

- **Staff and Committee Reports**
  - Administration, Courts, and Public Works – City Manager
  - Public Safety – Chief of Police
- **Reports/Comments**
  - Mayor – Scheduling of Council Retreat
  - City Council
- **Information for “The Pine Lake News” eblast.**

**ADJOURNMENT**

**MAYOR**

Brandy Hall

**COUNCIL MEMBERS**

Jean Bordeaux, Mayor pro tem

Jeff Goldberg

Thomas Ramsey

Thomas Torrent

Augusta Woods

**ADMINISTRATIVE STAFF**

ChaQuias Miller-Thornton  
City Manager

Sarai Y’Hudah-Green  
Chief of Police

Ned Dagenhard  
Assistant City Clerk

Susan Moore  
City Attorney

**CITY OF PINE LAKE**  
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# Memo

**DATE:** May 9, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Ordinance 2024-02 – Ordinance Temporarily Prohibiting Operation of Residential Short-term Rentals

Please see the attached draft form of Ordinance 2024-02 which, if enacted, will serve to temporarily prohibit the operation of residential short-term rentals within the City of Pine Lake. Being that there are currently such establishments within the city that are properly licensed for use as short-term rentals, a prohibition on such use is being considered to offer Mayor and Council an opportunity to mitigate any negative community impact caused by use and occupancy of short-term rentals and to provide an opportunity to gather facts, public input and best practices for actionable and appropriate provisions.

Ordinance 2024-02 is tentatively scheduled to take the following course:

05/14/2024 - First read of Ordinance 2024-04  
05/28/2024 - Second Read and Adoption of Ordinance 2024-04

The presentation of the prohibition comes ahead of administrative presentation of a Short-term Rental policies for consideration by Mayor and Council. The information gathered from the Council discussion to be had during the 05/14/2024 work session, will be used to inform draft legislation regarding use regulations for such rentals.

As a matter of land use consideration, the draft ordinances providing for Short-term Rental regulations will follow the prescribed course for zoning amendments and will adhere to the requirements of zoning procedures law. Therefore, it is anticipated that the draft ordinance will be presented in conjunction with the zoning amendments related to the annexation of properties into the incorporated limits of Pine Lake.

06/11/2024 - Formal presentation of draft form of the Ordinance to provide for Short-Term Rentals Establishments in the City of Pine Lake  
06/25/2024 - Hearing to Receive Public Input on the STR Ordinance  
06/25/2024 - First Read of STR Ordinance  
07/09/2024 - Second Read and Adoption of STR Ordinance

Please do not hesitate to present your questions and/or concerns regarding this matter.

Thank you,

ChaQuias M. Thornton

## **ORDINANCE NO. 2024-02**

**AN ORDINANCE TEMPORARILY PROHIBITING THE OPERATION OF RESIDENTIAL SHORT-TERM RENTALS WITHIN THE CITY OF IN PINE LAKE WHILE THE CITY COUNCIL CONSIDERS FACTS AND COMMUNITY INPUT ON REGULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING AN EFFECTIVE DATE OF THIS RESOLUTION, AND FOR OTHER PURPOSES.**

**WHEREAS**, The City of Pine Lake ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents and businesses located within the corporate limits of the City and to provide for the public health, safety and welfare of residents, businesses and the community at large; and,

**WHEREAS**, the City is charged with promoting and preserving the environment and quality of life that are important and valuable assets of the City central to the City's identity, activities, economics and culture; and

**WHEREAS**, there are currently no hotels, motels, inns, lodges, rooming houses, bed and breakfasts, or other businesses by whatever name known located within the City compliant with the City's land use regulations and properly licensed for use as short term rentals; and

**WHEREAS**, the Mayor and City Council want to mitigate any negative impact caused by use and occupancy of short-term rentals on a community as small and densely populated as the City of Pine Lake; and

**WHEREAS**, the Mayor and City Council want to gather facts, public input and best practices to recommend to the City Council steps that are actionable and appropriate;

**THEREFORE, THE COUNCIL OF THE CITY OF PINE LAKE HEREBY ORDAINS AS FOLLOWS:**

### **SECTION 1.**

Except as otherwise already expressly permitted, use of any property within the City as transient lodging accommodations on a short-term basis for compensation is prohibited for a period of one hundred and twenty (120) days from enactment of this ordinance while the City Council gathers facts and community input on regulating short-term rentals within the City. "Short-term" is defined to mean any period of time less than 30 consecutive days.

### **SECTION 2.**

To the extent any portion of this ordinance is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

### **SECTION 3.**

All City ordinances and rules inconsistent with this ordinance are hereby repealed.

**SECTION 4.**

This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Pine Lake.

**SO ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Brandy Hall, Mayor

**ATTEST:**

\_\_\_\_\_  
ChaQuias M. Thornton, City Manager and  
Acting City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Moore, City Attorney



# Memo

**DATE:** May 9, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Sewer Line – Oak Road

Attached, please find letter from Oak Road property owner Kenny Bittick detailing request for Council to consider City incurred expansion of the sewer line on Oak Road. Mr. Bittick's request is founded on the discovery (via communication with DeKalb County) that the only way to build their home at 455 Oak Drive is to install a sanitary sewer main underneath Forest Road, at the cost of the homeowner.

The letter lists other Oak Road property owners that are declaring the same issue with establishing residential single family dwellings on their properties.

Attached is a red lined map showing where the existing sanitary sewer lines run adjacent to Oak Drive. Oak Road has a sewer line running half the distance of the street.

In discussion with the City's engineer of record (Clark Patterson Lee), it was presented that consideration of the City's expansion of the sewer line is a policy issue for the City Council. Typically, developers have been responsible for extending sewer lines to accommodate new lots they were creating. In this situation, lots have already been created and the developer did not extend the sewer. Many of the lots are too small to accommodate septic systems, so the land is not developable unless the property owner (or some other party) assumes the cost to extend sewer.

Kenny Bittick

478-225-7319

[Kennybittick1@gmail.com](mailto:Kennybittick1@gmail.com)

Dear Mayor and City Council Members,

My name is Kenny Bittick. My father-in-law (John Murray) and I are trying to build a house at 455 Oak Road. We purchased the property in Sept 2023 and were making good progress on permitting until it came time to get permits for the sanitary sewer. To make a long story short, there was not a sewer easement where the County drawings said there was. After talking to the County, our only option to build this home was to install a sanitary sewer main underneath Forrest Rd at our own cost.

Apparently, the County told other nearby owners the same thing and thus none of us have not been able to build on our land. Below are all the lots and their owners that cannot build due to the burden and cost of having to pay for a new sewer main.

4540 Forrest Rd- Lillian Johnson

4541 Forrest Rd- Arthur Williams

455 Oak Drive- John Murray

447 Oak Drive- Brittany Morgan

The nearest existing sewer main these properties can tap into runs underneath Spring Drive. Meaning these properties cannot build their homes until there is a sewer main built closer. Dekalb County told property owners they would be responsible for putting in a new sewer main UNDER Forrest Rd. Dekalb is saying we must dig up the road, put in a sewer main and then repave the street. And after all those costs have been paid for by the property owner, then Dekalb would then take over ownership/maintenance of the new sewer. The cost is too significant for any owner to cover and has thus prevented anyone from building on this side of Pine Lake.

We are requesting that the City of Pine Lake please petition on behalf of all the landowners to have Dekalb County build the new sanitary sewer using county funds. We can not afford to take on the cost of building the sewer nor does it make sense to then turn over it over to the County once it has been built. Ideally, we would like for the County to build the sewer and cover all the costs since it is a county service. Even if the County doesn't agree to do that, there must be some middle ground rather than placing the burden directly on those wanting to build a home.

Best,

Kenny Bittick



Lakeshore Dr

Lakeshore Dr

Oak Rd

Dogwood Rd

Forest Rd

Forest Rd

Forest Rd

Spring Dr

Pine Dr

Club House Dr

Magnolia Dr

Oak Dr

Spring Dr

Pine Dr

Club House Dr

Magnolia Dr

Hemlock Dr

Hemlock Dr

Hemlock Dr

Spring Dr

Pine Dr

Magnolia Dr

662 80

190

74 660

4539 1

60 652

4545 2

4551 6

4546 3

77 4561

84 534

57 644

4534 5

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## Memo

**DATE:** May 10, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** LakeFest MOU  
Tentative Adoption of Millage Rate

As the Administration continues to prepare these items for Council consideration, I ask that Council allow the listing of the following two items on the 05/14/2024 work session agenda to serve as placeholders for Council consideration on 05/28/2024.

The draft form of the Memorandum of Understanding between the City and Pine LakeFest, Inc. has been composed. However, my office is working with LakeFest and Chief Green to prepare supplemental documentation for Council review in conjunction with the MOU draft.

The DeKalb County Tax Commissioner's Office is not scheduled to present the preliminary tax digest until Memorial Day Weekend. Therefore, presentation of information to inform a tentative rate for advertising will not be complete until that time. In order to keep in-line with the County's deadline to present an adopted millage rate for the City and to ensure proper advertising procedure as required, the Council will need to hear administrative analysis of the tentative millage rate scenarios on Tuesday, May 28<sup>th</sup>, 2024.

Please contact me if you should have any questions or concerns regarding.