

**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**

**ADOPTION OF THE AGENDA OF THE DAY**

**ADOPTION OF THE MINUTES**

- Regular Session – May 28<sup>th</sup>, 2024
- Work Session – June 11<sup>th</sup>, 2024
- Special Called Session – June 18<sup>th</sup>, 2024

**OLD BUSINESS – None.**

**NEW BUSINESS**

1. Ordinance 2024-03 – An Ordinance to Amend the Official Zoning Map of the City of Pine Lake Code of Ordinances Regarding Zoning – 4599 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 015 01 022 – **First Read**
2. Ordinance 2024-04 – An Ordinance to Amend the Official Zoning Map of the City of Pine Lake Code of Ordinances Regarding Zoning – 4687 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 016 06 115 – **First Read**
3. Draft Ordinance 2024-05 – An Ordinance Amending the Zoning Code of the City of Pine Lake to Authorize the Operation of Short-term Rentals within the City as a Special Use un the R-1 Single Family Residential District and the Commercial District Transitional Subarea – Discussion
4. Ordinance 2024-06 – To Set the 2024 Millage Rate – **Second Read and Adoption**
5. Tennis Court Project Administration
6. Agreement for Pedestrian Bridge Replacement – Bid No. 2024-001 – between the City of Pine Lake and Cline Service Corporation

**PUBLIC COMMENTS – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

- **Staff**
- **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  
Tom 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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P.O. BOX 1325  
PINE LAKE, GA 30072

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**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
May 28<sup>th</sup>, 2024 at 6:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Brandy Hall called the Special Call Meeting to order at 6:01pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Jeff Goldberg, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard.

**Announcements/Communications**

None.

**Adoption of the Agenda**

Council Member Ramsey moved to adopt the Agenda of the Day; Mayor Pro Tem Bordeaux seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**Adoption of the Minutes**

- **Regular Session – April 30<sup>th</sup>, 2024**
- **Special Called – May 10<sup>th</sup>, 2024**
- **Special Called Session – May 14<sup>th</sup>, 2024**
- **Work Session – May 14<sup>th</sup>, 2024**

Mayor Pro Tem Bordeaux moved to adopt the Minutes from the April 30<sup>th</sup> Regular Session, May 10<sup>th</sup> Special Called Session, May 14<sup>th</sup> Special Called Session, and May 14<sup>th</sup> Work Session; Council Member Torrent seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

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REGULAR MEETING MINUTES  
May 28<sup>th</sup>, 2024 at 6:00 PM  
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459 Pine Drive, Pine Lake, GA**

**New Business**

**1. Memorandum of Understanding (MOU) between the City of Pine Lake (City) and Pine LakeFest Inc, regarding LakeFest 2024**

Council Member Ramsey moved to approve the MOU between the City of Pine Lake and Pine LakeFest, Inc., with amended Exhibit A; Mayor Pro Tem Bordeaux seconded.

City Manager Miller-Thornton introduced the proposed MOU with Pine LakeFest, Inc., highlighting similarity this agreement bears to the previous years' MOU. Notable changes compared to the 2023 MOU include the inclusion of use of City facilities by Pine LakeFest for organizational meetings, as well as adjustments to the timeline of events.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**2. Ordinance 2024-02 – An Ordinance Temporarily Prohibiting the Operation of Residential Short-term Rentals within the City of Pine Lake**

Council Member Woods moved to adopt Ordinance 2024-02; Mayor Pro Tem Bordeaux seconded.

City Council posed questions to City Manager Miller-Thornton and City Attorney Moore regarding the timeline for the proposed moratorium, with some attention given to the pending STR regulation policy and associative timeline for public input. City Manager Miller-Thornton reiterated that the goal of STR policy is to “balance economic benefit with community wellbeing.”

Council Member Ramsey performed the second read of Ordinance 2024-02.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**3. Adoption of a Tentative 2024 Millage Rate – For advertising purposes.**

City Manager Miller-Thornton began by discussing the 2024 preliminary Tax Digest. During the 2023 millage adoption, a 2-3% increase was anticipated in the 2023 Tax Digest. The 2024 report, however, represents only a 0.46% increase. Furthermore, City of Pine Lake received a one-time refund from DeKalb County through a State of Georgia tax rebate/rollback program for the 2023 tax cycle. The

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City Manager proposed a series of scenarios for millage rate adoption in 2024, based on a 2024fiscal year budget comparison:

- 16.481 mils; current rate; results in deficit.
- 16.492 mils; “rollback rate”; results in deficit.
- 17.336 mils; increase of 0.855 mils; satisfies FY2024 budget with no contingency.
- 18.205 mils; increase of 1.724 mils; satisfies FY2024 budget with approximately \$35,000 contingency for non-appropriated expenditures identified after budget adoption.

City Manager Miller-Thornton reminded members of City Council that once a tentative rate is adopted, the City can adopt a final rate lesser than, but not greater than, the tentative rate.

Mayor Pro Tem Bordeaux moved to adopt a tentative millage rate of 18.205 mils; Council Member Ramsey seconded, and City Council entered discussion.

Council Member Goldberg affirmed that he is not in favor of any millage increase. Council Member Ramsey expressed concern that a rate of 18.205 would not be sufficient, stating that he felt the City Council had a fiduciary responsibility to the City and community. Mayor Hall, following calculations, determined that the City would have incurred an \$82,000 deficit without the State of Georgia refund under the previous year’s rollback rate. Mayor Hall then inquired to City Manager-Miller Thornton what a “worst case scenario” millage rate would be, as a safeguard since the final adopted rate could not be increased from the tentative rate. Following calculations, City Manager Miller-Thornton responded that a rate of 19.400 mils would offer the City a contingency equal to the risked-deficit of the 2023 adopted rate.

Mayor Hall recapitulated the conversation, adding that previous years’ millage rates had been as high as 23.000 mils. City Council also entertained the notion of changing the Pine Lake fiscal calendar to allow for millage rate and budget consideration on the same cycle. City Council then approached some consensus regarding a 19.400 millage rate, with Council Member Torrent characterizing the rate as “a good ceiling” from which to work.

Mayor Pro Tem Bordeaux amended her initial motion and moved to adopt a tentative rate of 19.400 mils; Council Member Ramsey seconded.

Mayor Hall called for a vote.

Members voted 4-1-0. Mayor Pro Tem Bordeaux, and Council Members Ramsey, Torrent, and Woods voted in favor of the measure; Council Member Goldberg

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voted against; no members abstained. The motion carried.

**4. Labor Staffing Agreement**

Council Member Torrent moved to approve the Labor Staffing Agreement; Council Member Woods seconded.

City Manager Miller-Thornton discussed the temporary staffing scenarios brought forward by Public Works Special Project Manager Bernard Kendrick. The City Manager added that while *Labor Staffing* was not the least expensive option, they were uniquely able to meet the timeline of beach and playground renourishment (i.e. sand and mulch).

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**5. Resolution R-11-2024 – Confirmation of Executive Session to discuss Personnel – Held 4/30/2024**

Council Member Goldberg moved to approve Resolution R-11-2024; Mayor Pro Tem Bordeaux seconded.

Mayor Hall explained the purpose of the resolution as confirming the subject matter of the executive session.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**6. Resolution R-12-2024 – Confirmation of Executive Session to discuss Real Estate – Held 05/14/2024**

Mayor Pro Tem Bordeaux moved to approve Resolution R-12-2024; Council Member Ramsey seconded.

Mayor Hall reiterated her previous point regarding the purpose of the resolution.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

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**7. Resolution R-13-2024 – City of Ethics**

Council Member Woods moved to approve Resolution R-13-2024; Council Member Goldberg seconded.

City Manager Miller-Thornton described the resolution as a statement from the City Council to the public that we adhere to and promote ethical behavior and policy.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**Reports and Other Business**

**Mayor**

Mayor Hall, in reference to previous discussion regarding 2024 millage rate adoption, added that laying groundwork for development will be an essential component of ongoing conversations around taxation.

**City Council**

Council Member Torrent inquired about the status of facility inspections, to which City Manager replied that Public Works Special Project Manager Bernard Kendrick would be addressing the issue.

**Pine Lake News**

**Council Begins Consideration of 2024 Millage Rate:** City Manager Thornton presented to Council various pieces of information that will inform the adoption of the 2024 Millage Rate. The final adoption of the millage rate will occur on June 25<sup>th</sup>, 2024. There will be a total of three public hearings prior to adoption. Details and hearing dates are contained in the [Millage Rate Analysis and Tentative Rate Adoption Memo](#).

**Upcoming Events**

**[June 1<sup>st</sup>, Beach Opens for Swimming:](#)** The beach will open for swimming on Saturday June 1<sup>st</sup> and will close Monday September 30<sup>th</sup>. Swimming hours are Monday-Friday from Dawn to Dusk and Saturday and Sunday from Dawn to Noon and from 3:00 PM to dusk.

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**June 5<sup>th</sup>, Town Hall at Beach House 7:00 PM:** Council Is currently considering a Short Term Rentals (STR) Ordinance. If you would like to express your views on this issue, or listen to the views of your neighbors, please attend this Town Hall. [Draft of Ordinance](#).

**June 15<sup>th</sup>, Juneteenth Celebration:** Join us for our 3<sup>rd</sup> Annual Juneteenth celebration. We will have music with DJ Loyalty, Line Dancing with Alexis (DFS), vendor booths, bouncy house, face painting and other kid friendly activities. We will have delicious food from Whoaa Bites and Tacos and Giggles for vegan selections. Food vendors will be set up before and after the event so even if you can't make the program, you can celebrate Juneteenth by avoiding cooking and enjoying great BBQ or Vegan Tacos. See [Flyer](#) for more information.

**Adjournment**

Council Member Goldberg motioned for adjournment at 7:24pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk

**CITY OF PINE LAKE  
WORK SESSION MINUTES  
June 11<sup>th</sup>, 2024 at 6:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Brandy Hall called the Special Call Meeting to order at 6:00pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Jeff Goldberg, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard.

### **Announcements/Communications**

Mayor Hall announced that Tim McCloud had recently been elected by the Stewards of Environmental Education and Design (S.E.E.D.) as the new Chair of the committee. The Mayor thanked exiting Chair Jennifer Bridges for her hard work and dedication to Pine Lake's citizen environmental committee—including ushering in multiple festivals, as well as *Bee City* certification.

The Mayor also reminded attendees that the Pine Lake annual *Juneteenth Celebration* would take place Saturday, June 15<sup>th</sup> at the Pine Lake Beach House and Lake Recreation Area. Mayor Hall thanked Mayor Pro Tem Bordeaux and Councilperson Woods for “leading the charge” in this effort.

Finally, Mayor Hall announced the lake would be closed until further notice due to a high E. Coli count, adding that Public Works Special Project Manager Bernard Kendrick would give additional information in his report.

### **Adoption of the Agenda of the Day**

Council Member Woods moved to adopt the Agenda of the Day; Mayor Pro Tem Bordeaux seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

### **New Business**

- 1. Notification of Public Hearing and Meetings to consider Zoning Map Amendments – Annexations and Commercial District Designation**
  - a. Ordinance 2024-03 – An Ordinance to Amend the Official Zoning Map of the City of Pine Lake Code of Ordinances Regarding Zoning- 4599**

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**Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 015 01 022**

- b. Ordinance 2024-04 – An Ordinance to Amend the Official Zoning Map of the City of Pine Lake Code of Ordinances Regarding Zoning- 4687 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 016 06 115**

Mayor Hall explained Ordinances 2024-03 and 2024-04 as giving Village Commercial Zoning District designation to newly annexed properties along Rockbridge Road, after which the Mayor read the titles of each Ordinance aloud.

City Manager Miller-Thornton added that this reading represented a notification, but not an official “first read,” as a public hearing is scheduled for June 25<sup>th</sup>, 2024 at 6:00pm, with a first read to take place immediately following.

No discussion took place.

No action was taken by City Council.

**2. Notification of Public Hearing and Meetings to consider Zoning Code Amendments – Operation of Short-Term Rentals**

- a. Draft Ordinance 2024-05 – An Ordinance Amending the Zoning Code of the City of Pine Lake to Authorize the Operation of Short-term Rentals within the City as a Special Use in the R-1 Single Family Residential District and the Commercial District Transitional Subarea – Discussion**

Mayor Hall began the discussion by stating that Draft Ordinance 2024-05 was indeed a draft, emphasizing the working nature of the document designed to be considered for amendment by City Council upon extensive review and deliberation.

A discussion took place, wherein all members of Council debated various sections of the document, ranging from definitions of properties, occupancy expectations for Short Term Rentals (and how to determine such, e.g. “is a couch a sleeping unit?”), as well as the potential for enforcing the various regulations discussed.

Notable issues arose during the conversation, including the suggestion of residency requirements for operators of STRs, regulation of permitting, and mandating/enforcement of permit possession for those wishing to operate a Short Term Rental.

City Attorney Susan Moore encouraged City Council to have individual conversations among themselves—specifically with those whom one may have

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opposing views—as a means of nearing Council toward consensus on language and regulations within the Short Term Rental policy.

No action was taken by City Council.

**3. Notification of Public Hearings and Meetings to consider 2024 Millage Rate Adoption - Ordinance 2024-06 to set the 2024 Millage Rate**

Mayor Hall stated that the item was “notification” of public hearings to receive public comment on the Notice of Property Tax Increase. The discussion included the announcement of a Special Call Meeting to take place immediately following the second of two Public Hearings set to take place at 11:00am and 6:00pm respectively.

Council Member Torrent asked for clarification on the required meetings, to which City Manager confirmed that the requirement for two Public Hearings to be held in the same day provides that one meeting be held before noon and that one of the meetings be held between 6pm and 7pm.

No action was taken by City Council.

**4. Tennis Court Project Administration**

Mayor Hall introduced the item, stating that it had already been far outside the norm to delegate a citizen committee to administer a solicitation of bids for a City asset. As such, the item discussed would in turn yield administration of the redevelopment of the Tennis Courts back to City Council and the Administration Department.

Council Member Ramsey referenced the genesis of the project discussion, which was the Pine Lake Association of Involved Neighbors (P.L.A.I.N.) being approached by a donor interested in supplementing the cost of the Tennis Court redevelopment. Council Member Ramsey added that all of the returned bids were greater than the amount the donor was willing to offer.

Mayor Hall reiterated the process for developing capital projects, stating that first a scope of work would need to be established, and then solicitation of bids would take place.

No action was taken by City Council.

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WORK SESSION MINUTES  
June 11<sup>th</sup>, 2024 at 6:00 PM  
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**Reports and Other Business**

**ChaQuias Miller-Thornton — City Manager (Director of Administration, Courts, and Public Works)**

Please refer to the Pine Lake website to access the City Manager’s report dated June 11<sup>th</sup>, 2024. Please email [neddagenhard@pinelakega.net](mailto:neddagenhard@pinelakega.net) to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

**Chief Sarai Y'Hudah-Green — Chief of Police, Public Safety**

Please refer to the Pine Lake website to access the Police/Public Safety report dated June 11<sup>th</sup>, 2024. Please email [neddagenhard@pinelakega.net](mailto:neddagenhard@pinelakega.net) to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

**Bernard Kendrick – Special Projects Manager, Public Works**

Please refer to the Pine Lake website to access the Public Works report dated June 11<sup>th</sup>, 2024. Please email [neddagenhard@pinelakega.net](mailto:neddagenhard@pinelakega.net) to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

**Reports/Comments**

**Mayor**

None.

**City Council**

Council Member Torrent suggested partnering with an organization called *Adopt-a-Stream*, which would allow Pine Lake to perform its own lake water samples. Council Member Goldberg added that the same organization had led a volunteer training 20 years ago, and that the event solicited “a good number of volunteers.”

City Manager Miller-Thornton also addressed SEED Chair Tim McCloud regarding its members performing maintenance on the wetlands, asking for SEED and any other volunteer group to contact the City before any maintenance is done on city assets and/or land. The City Manager added that City Hall, Public Works, and any potential volunteers need to be aligned before such activities should take place – so as to ensure due process and proper recording of maintenance.

**Pine Lake News**

**Consideration of 2024 Millage Rate:** Council is currently considering the 2024 Millage Rate. The final adoption of the millage rate will occur on June 25<sup>th</sup>,

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2024. There will be a total of three public hearings prior to adoption. Details and hearing dates are contained in the [Millage Rate Analysis and Tentative Rate Adoption Memo](#).

### **Upcoming Events**

**June 15<sup>th</sup>, Juneteenth Celebration:** Join us for our 3<sup>rd</sup> Annual Juneteenth celebration. We will have music with DJ Loyalty, Line Dancing with Alexis (DFS), vendor booths, bouncy house, face painting and other kid friendly activities. We will have delicious food from Whoaa Bites and Tacos and Giggles for vegan selections. Food vendors will be set up before and after the event so even if you can't make the program, you can celebrate Juneteenth by avoiding cooking and enjoying great BBQ or Vegan Tacos. See [Flyer](#) for more information.

**June 18<sup>th</sup>, 2024 Millage Rate Hearings:** On Tuesday June 18<sup>th</sup> the first and second Hearings Regarding 2024 Millage Rate Adoption will be held in the Council Chambers at 11:00am and 6:00pm. Details and hearing dates are contained in the [Millage Rate Analysis and Tentative Rate Adoption Memo](#).

**June 18<sup>th</sup>, 2024 Special Called Meeting:** On Tuesday June 18<sup>th</sup> at 6:00pm there will be a Special Called Meeting to conduct the first reading of Ordinance 2024-06 to set the 2024 Millage Rate. Details and hearing dates are contained in the [Millage Rate Analysis and Tentative Rate Adoption Memo](#)

**June 25<sup>th</sup>, 2024 Millage Rate Hearings:** On Tuesday June 25<sup>th</sup> the third Hearing Regarding 2024 Millage Rate Adoption will be held in the Council Chambers at 11:00am and 6:00pm. Details and hearing dates are contained in the [Millage Rate Analysis and Tentative Rate Adoption Memo](#)

**June 25<sup>th</sup>, 2024 Public Hearing:** On Tuesday, June 25, 2024 at 6:00pm, Council will conduct a hearing to receive public input on Ordinance [2024-03](#) and 2024-04 to amend the boundaries of the official zoning map of the City. Draft Ordinance contained in [Agenda for June 11<sup>th</sup> meeting](#).

**June 25<sup>th</sup>, 2024 Public Hearing:** On Tuesday, June 25, 2024 at 6:00pm, Council will conduct a hearing to receive public input on Ordinance 2024-05 to authorize the operation of residential short-term rentals within the city. Draft Ordinance contained in [Agenda for June 11<sup>th</sup> meeting](#).

### **Adjournment**

Council Member Ramsey moved for adjournment at 8:25pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk

**CITY OF PINE LAKE  
SPECIAL CALLED ACTION AGENDA  
June 18<sup>th</sup>, 2024 at 6:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Brandy Hall called the Special Call Meeting to order at 6:07pm – immediately following the 6pm Public Hearing.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, and Special Projects Manager Bernard Kendrick. Council Member Jeff Goldberg, City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard were not present.

**Adoption of the Agenda**

Mayor Pro Tem Bordeaux moved to adopt the Special Called Meeting agenda; Council Member Ramsey seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

1. Ordinance 2024-06 – To set the 2024 Millage Rate for Property Taxation for Fiscal Year 2024 – First Read

Council Member Ramsey performed the first read of Ordinance 2024-06.

Mayor Hall gave a summary of previous discussion on the 2024 millage rate that led to the May 28<sup>th</sup>, 2024 adoption of the tentative rate at 19.400 mils. City Manager Miller-Thornton advised Council that no substantial changes have been identified in the digest from tentative adoption of the rate to-date. Tax valuation of properties within the City, such as the apartment complex properties, is still in question and no recourse has been identified for the City's appeal of property valuations.

No other action was taken.

2. Maintenance and Upkeep of the Lake and Wetlands System

Special Projects Manager – Public Works, Bernard Kendrick presented short-term and long-term maintenance suggestions to the Mayor and Council. Mr. Kendrick expressed that his assessment of the eastern wetlands infrastructure has presented necessity for the clean-out of sedimentation trenches to allow for increased flow from Snapfinger Creek through the pipe at the headwall entrance of the wetlands system to the diverter box that routes water into the wetlands and/or

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flume. Ahead of maintenance to allow increased flow into the flume, and subsequently into the lake, Mr. Kendrick is recommending increased water testing, at multiple sites, for e. coliform bacteria.

Council Member Torrent inquired as to whether Public Works could implement its own on-site water sample testing. It was the general consensus that testing should remain with a third-party testing facility that is skilled and equipped to administer such tests.

As a point of personal privilege, Mayor Hall opened the floor for comments from the public. No public comments were rendered.

**Adjournment**

Council Member Bordeaux moved for adjournment at 6:36pm.

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ChaQuias Miller-Thornton  
Acting City Clerk



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Manager  
**Date:** June 21, 2024  
**Re:** Zoning Map Amendments – Annexed parcels  
Ordinance 2024-03 and Ordinance 2024-04

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New Business Item – 06/25/2024 Regular Meeting of Mayor and Council

SB562 has been passed by the Georgia General Assembly and it is anticipated that the bill will be signed by the Governor by July 1, 2024. The legislation is a BILL to be entitled an Act to amend an Act to provide a new charter for the City of Pine Lake, approved April 4, 1991 (Ga. L. 1991, p. 3935), as amended, so as to restate the city's charter; to change the corporate limits of such city; to transfer powers from the mayor to the city manager and vest additional powers in the city manager; to provide for the mayor to vote in case of a tie; to provide for appointment and removal of department directors; to provide for elections; to repeal conflicting laws; and for other purposes.

**Zoning Map Amendments to incorporate the properties annexed under SB562 has been initiated by the Administration (City Manager). Properties to be annexed under the BILL are 4599 Rockbridge Road and 4687 Rockbridge Road. Both properties are proposed to be assigned Commercial (C) District, Village Commercial Subarea zoning designations. Public notice was submitted to the local news organ and notice ran during the 05/16/2024 publication. The amendments were set to run the following course:**

**06/11/2024 – presentation of Ordinance 2024-03 and 2024-04 to amend the official zoning map of the City to incorporate the annexed parcels into the City limits of Pine Lake and to assign Commercial (C), Village Commercial (VC) subarea designation to the properties.**

**06/25/2024 – hearing to receive public input on the zoning map amendments**

**06/25/2024 – 1<sup>st</sup> reading of Ordinances 2024-03 and 2024-05**

**07/09/2024 – 2<sup>nd</sup> reading and adoption of Ordinances 2024-03 and 2024**



## ORDINANCE NO. 2024-03

**THE COUNCIL OF THE CITY OF PINE LAKE, GEORGIA, HEREBY ORDAINS AN AMENDMENT TO THE OFFICIAL ZONING MAP OF THE CITY OF PINE LAKE CODE OF ORDINANCES REGARDING ZONING; TO ESTABLISH AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.**

WHEREAS, through Local Act of the General Assembly, Senate Bill 562, the property located at 4599 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 015 01 022, is annexed into the City of Pine Lake effective July 1, 2024; and

WHEREAS, the Mayor and Council desire to zone the property Commercial District (C), Village Commercial (VC) subarea classification because such zoning is in accordance with its comprehensive plan, the purpose and intent of the zoning code, and the public interest and good zoning practice pursuant to Section 13-6 of the City's Zoning Code;

WHEREAS, the proposed zoning of the property is also compatible with the zoning of the surrounding property and the current use of the property; and

WHEREAS, such zoning has been properly noticed and advertised, and subject to public hearings and public readings on June 25 and July 9, 2024;

NOW THEREFORE, the Council of the City of Pine Lake hereby ordains, as follows:

Section 1. The property identified on the attached "Exhibit A" as the "subject property", located at 4599 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 015 01 022, shall be added to the official zoning map of the City of Pine Lake zoned Commercial District (C), subarea Village Commercial (VC).

Section 2. The various clauses and subsections of this ordinance are intended to be severable. Should any of the provisions of this ordinance be deemed invalid by a court of competent jurisdiction, it is the intent of the City Council that the remaining provisions remain in full force and effect.

Section 3. All ordinances and portions of ordinances in conflict with the terms of this ordinance are hereby repealed as to the subject matter of this ordinance.

Section 4. This ordinance shall become effective upon its approval by the City Council, signature by the Mayor, and approval as to form by the City Attorney. .

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2024. .

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

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

ATTEST:

\_\_\_\_\_  
ChaQuias Thornton, Acting City Clerk  
(SEAL)

Approved as to Form:

\_\_\_\_\_  
Susan J. Moore, City Attorney

DRAFT

**ORDINANCE NO. 2024-04**

**THE COUNCIL OF THE CITY OF PINE LAKE, GEORGIA, HEREBY ORDAINS AN AMENDMENT TO THE OFFICIAL ZONING MAP OF THE CITY OF PINE LAKE CODE OF ORDINANCES REGARDING ZONING; TO ESTABLISH AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.**

WHEREAS, through Local Act of the General Assembly, Senate Bill 562, the property located at 4687 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 016 06 115, is annexed into the City of Pine Lake effective July 1, 2024; and

WHEREAS, the Mayor and Council desire to zone the property Commercial District (C), Village Commercial (VC) subarea classification because such zoning is in accordance with its comprehensive plan, the purpose and intent of the zoning code, and the public interest and good zoning practice pursuant to Section 13-6 of the City's Zoning Code;

WHEREAS, the proposed zoning of the property is also compatible with the zoning of the surrounding property and the current use of the property; and

WHEREAS, such zoning has been properly noticed and advertised, and subject to public hearings and public readings on June 25 and July 9, 2024;

NOW THEREFORE, the Council of the City of Pine Lake hereby ordains, as follows:

Section 1. The property identified on the attached "Exhibit A" as the "subject property", located at 4687 Rockbridge Road, Stone Mountain, GA 30083, Tax Parcel ID 18 016 06 115, shall be added to the official zoning map of the City of Pine Lake zoned Commercial District (C), subarea Village Commercial (VC).

Section 2. The various clauses and subsections of this ordinance are intended to be severable. Should any of the provisions of this ordinance be deemed invalid by a court of competent jurisdiction, it is the intent of the City Council that the remaining provisions remain in full force and effect.

Section 3. All ordinances and portions of ordinances in conflict with the terms of this ordinance are hereby repealed as to the subject matter of this ordinance.

Section 4. This ordinance shall become effective upon its approval by the City Council, signature by the Mayor, and approval as to form by the City Attorney. .

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2024. .

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

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

ATTEST:

\_\_\_\_\_  
ChaQuias Thornton, Acting City Clerk  
(SEAL)

Approved as to Form:

\_\_\_\_\_  
Susan J. Moore, City Attorney

DRAFT



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Manager  
**Date:** June 21, 2024  
**Re:** Discussion of Draft Zoning Amendment – Short Term Rentals

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## New Business Item 06/25/2024 Regular Session

Continued discussion of the preliminary draft from of an ordinance to establish short-term rental operations within the City is set for the 06/25/2024 regular session of Mayor and Council. The City attorney is composing updated draft to include discussion held by Council on 06/11/2024. Topics of discussion included the delegation of special use permit approval authority to the City Manager as related to STR application review and consideration of the definition of residency.

Updated draft will be forwarded to Council and posted for public review upon receipt of the same from City Attorney Moore.

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## History

### New Business Item – 06/11/2024 Work Session Meeting of Mayor and Council

As a matter of land use consideration, the preliminary draft ordinance providing for the operation of Short-term Rental establishments within the R-1 Single Family Residential District and the Commercial (C) District, Transitional Commercial subarea regulations will follow the prescribed course for zoning amendments and will adhere to the requirements of zoning procedures law.

Presentation of preliminary draft form of the Ordinance to provide for Short-Term Rental establishments in the City of Pine Lake was accomplished on 05/28/2024. Council discussion was had and public comment was received regarding the proposed land use during the 05/28/2024 regular session of Council. Townhall was held on 06/05/2024 to receive public input on Short-Term Rental operations within the City.

Several comments, suggestions, and edits have been presented by members of Council, citizens, and stakeholders. It is the expectation that, during the work session meeting to be held on 06/11/2024, Council will provide consensus regarding the comments, considerations, and edits that will become a part of the next version of the draft. Presentation of draft form of the ordinance for first read will not be accomplished until Council is confident that the draft significantly meets the purposed intent.

## Public Hearing

Official hearing to receive public input on the ordinance authorizing STRs to operate within the city will be held on Tuesday, 06/25/2024.

Points recorded by the Administration during the town hall on the matter have been presented to Mayor and Council for record.

CMThornton

**AN ORDINANCE PURSUANT TO THE CHARTER OF THE CITY OF PINE LAKE, GEORGIA SECTION 6.11, TO SET THE MILLAGE RATE FOR PROPERTY TAXATION FOR FISCAL YEAR 2024**

**WHEREAS**, Section 6.11 of the Charter of the City of Pine Lake (City) requires that the city council by ordinance establish a millage rate for the city property tax, a due date, and the time period within which these taxes must be paid; and

**WHEREAS**, Chapter 26, Section 56 of the Code of Ordinances of the City of Pine Lake, Georgia requires the City to set an ad valorem millage rate each year for the use in collection of taxes; and

**WHEREAS**, the City of Pine Lake engages DeKalb County to invoice and collect the revenue from these taxes for disbursement to the City, and to provide for a due date and time period within which these taxes must be paid; and

**WHEREAS**, the City of Pine Lake used the tax digest of DeKalb County to assess taxable property within the jurisdictional limits as provided by law; and

**WHEREAS**, the City of Pine Lake uses best figures available to determine taxable property.

**NOW THEREFORE, BE IT ORDAINED** by the City of Pine Lake, as follows:

**Section 1.** The council hereby establishes a millage rate of \_\_\_\_\_ for the 2024 fiscal year for the City of Pine Lake.

**Section 2.** All ordinances and portions of ordinances in conflict with the terms of this ordinance are hereby repealed as to the subject matter of this ordinance.

FIRST READ: June \_\_\_\_\_, 2024.

SECOND READ and FINAL ADOPTION: June \_\_\_\_\_, 2024.

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

\_\_\_\_\_  
Brandy Hall

ATTEST:

\_\_\_\_\_  
ChaQuias M. Thornton, Acting City Clerk  
(SEAL)

Approved as to Form:

\_\_\_\_\_  
Susan J. Moore, City Attorney



# Memo

**DATE:** June 7, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Tennis Courts Project

In August of 2023, Council considered the Pine Lake Association of Involved Neighbors (PLAIN) presentation of donated repairs for resurfacing of the city's tennis courts. Preliminary description of the donated repairs is that private donor would present monies to PLAIN for the repairs and PLAIN will in-turn provide for the repair/resurfacing services to the city asset.

Below is an excerpt from the minutes of the August 2023 meeting of Council regarding consideration of the item:

"Donation of Repairs to the Pine Lake Tennis Courts – Private Entity, Donor and Pine Lake Association of Involved Neighbors, Conduit Calvin Burgamy, PLAIN Chair presented the request for Donation of Repairs to the Pine Lake Tennis Courts – Private Entity, Donor and Pine Lake Association of Involved Neighbors, Conduit to include pickleball. City Manager Thornton asked if the donor is wanting to donate repairs towards the specific use for tennis/pickleball or if the donor would be amenable to donating repairs towards multi-purpose use of the space. Current use of the tennis court area is a generic, multi-purpose recreation area for adults, children, and pets. PLAIN presented that an alternative to dog park use is establishing a dog park at the lot across from the Police Department building. Reasons were given for why the lot across from the Police Department may not be a viable option for dog park activities. Councilmember Hall made mention of a park presently located on North Decatur Road just outside of Pine Lake, as a meantime-recommended alternative. Mr. Burgamy will report back to the council a list of contractors and quotations for the tennis court repairs to include fencing repairs. The donor involved has offered a range of \$8-12,000 for the rehabilitation/renovation of the tennis court space to include resurfacing and striping of the court and potentially replacement/repair of fencing. Additionally, City Manager Miller-Thornton added that if PLAIN would potentially oversee the project, the Administration and City Attorney would need to closely monitor any changes to city asset functionality, and to ensure that any proposed contracts entered into would provide the necessary warranties to the city. Council Member Woods motioned to approve donations of repairs to the tennis courts for tennis and pickleball use; seconded by Council Member Brantley, and the motion passed unanimously."

It is the Administrations' recommendation that Council determine priority and scope of the project and that it decides the level of administration PLAIN will provide to the project. Scope of work is to be determined so that bid/solicitation language can be presented to potential bidders in a way that makes the bid process fair and equitable. This will work to ensure that comparable bids are received.

NOTE: During the Spring Retreat of Council, the Body discussed having a plan composed for the City's recreation and green spaces. This plan will include public input regarding the community's desired use of spaces and types of recreational activities.

Thank you,  
CMThornton

AGREEMENT FOR

CITY OF PINE LAKE - PEDESTRIAN BRIDGE REPLACEMENT  
BID NUMBER: PW 2024-001

THIS AGREEMENT, made and executed in Pine Lake, Georgia, this 15th day of June, 2024, by and between the City of Pine Lake situated in the State of Georgia, hereinafter called the "City" and

Cline Service Corporation, an individually owned company with principal offices at  
1846 Chalybeate Road, Manchester, GA, 31816, hereinafter called the "Contractor".

WITNESSETH: That the said Contractor has agreed and by these presents does agree with the City for the prices stipulated in the Bid Form herein contained or hereunto annexed and under the penalty expressed in a bond bearing even date with these presents, and herein contained or hereunto annexed to furnish at his own cost and expense all materials, supplies, machinery, equipment, tools, apparatus, and other means of construction, maintenance and repair, and all management, supervision and labor, and perform all the work necessary to construct, maintain, repair, and complete the work within the scope of this Contract as outlined in the "Invitation to Bid", "Instructions to Bidders", "General Conditions", "Project Plans" and "Specifications" herein contained, including material furnished by the City (if any), all of which documents are expressly incorporated herein by reference and made a part of this agreement, commencing the Work within seven (7) calendar days from the date of "Notice to Proceed" from the City, and commencing emergency work within four (4) hours after notification by the City, in the manner specified and in conformity with the requirements set forth in the Project Plans and Specifications herein contained.

The Contractor shall proceed with the said work in a prompt and diligent manner at such times and in such order as the City may direct. Further, he shall complete the work to the satisfaction of the City within 120 calendar days of the issued Notice To Proceed, and in default of completion within the time fixed, this Contract will be subject to termination as stipulated in the Bid Document Package.

The City shall not be liable to the Contractor for any neglect, default, delay or interference of or by any other contractor, nor shall any such neglect, default, delay, or interference of any other contract, or alteration which may be required in the work, release the Contractor from the obligation to finish the work within the time allowed.

It is further mutually agreed by the parties hereto that the work will be performed in accordance with Project Plans and Specifications together with any supplementary instructions as prepared or approved by the City and other contract documents, except in the case of emergency the work will be undertaken by the Contractor immediately upon notification by the City and will be performed in accordance with the contract documents and orders of the City.

AGREEMENT

Page 2

It is hereby mutually agreed that the City of Pine Lake is to pay and the Contractor is to receive the prices bid in the Bid Form herein contained or hereto annexed, as full compensation for furnishing all materials, supplies, machinery, equipment, tools, apparatus and other means of construction, maintenance and repairs, and all management, supervision, and labor, and perform all construction maintenance, and repair necessary to complete the work under the conditions herein specified, and for fully complying with the terms and conditions of this Contract; provided that any increased cost to the Contractor due to any subsequent levy of Federal or State taxes against any item entering into the work of this Contract exclusive of profits may be reimbursed to the Contractor by the City as provided hereunder.

Subject to the applicable provisions of law, this Contract shall be in full force and effect as a Contract, from the date on which a fully executed and approved counterpart hereof is delivered to the Contractor and shall remain and continue in full force and effect until after the expiration of the guarantee period and the Contractor and his Sureties are finally released by the City.

The Contractor shall remain responsible for performing, in accordance with the terms of the contract, all work assigned prior to the expiration of the allowable calendar days for completion period even if the work is not completed until after the expiration of the allowable calendar day for completion term.

The Bidder agrees to complete the Contract awarded within the "allowable calendar days for completion" from the date of the "Notice to Proceed" and he further agrees that the owner may retain from the monies which may become due the amount of two hundred dollars per day for each and every day that the completion of the work may be delayed.

(SIGNATURES NEXT PAGE)

IN WITNESS WHEREOF: The parties have executed this agreement the day and year above mentioned.

Signed, sealed, and dated this 12<sup>th</sup> day of JUNE A.D., 20 24.

ATTEST:

CITY OF PINE LAKE, GEORGIA

*[Handwritten signature]*  
Raymond Cline, Jr., Pres & Sec/Treas  
(Witness)  
(SEAL)

By: *[Handwritten signature]* Pres.  
Raymond Cline, Jr., President  
CLINE SERVICE CORP.  
(Contractor)  
P.O. Box 425  
Manchester, GA. 31816

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
(Secretary) ChaQuias M. Thornton

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Address)

APPROVED AS TO FORM:

\_\_\_\_\_  
(City Attorney)

NOTE: City Clerk should attest. If Contractor is a corporation, Secretary of Corporation should attest.

PERFORMANCE AND PAYMENT BONDS:

The City of Pine Lake requires a performance bond and a payment bond, each having a bond value of one hundred percent (100%) of the total amount bid. The attached performance bond and payment bond must be used for this requirement.

**ACKNOWLEDGEMENT OF CONTRACTOR, IF A CORPORATION**

STATE OF Georgia )  
 ) SS  
COUNTY OF MUSCOGEE )

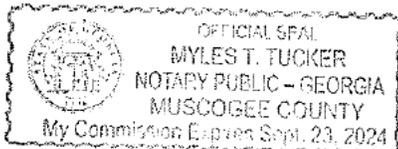
On this 12<sup>th</sup> day of JUNE, 2024 before me personally came and appeared Raymond Cline, Sr. to me known, who, being by me duly sworn, did depose and say that he resides at 6909 Trapper Way, Midland, GA. 31820

that he is the Pres & Sec/Treas of Cline Service Corp. the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation, and that he signed his name thereto by like order.

  
(Notary Public)

(SEAL)

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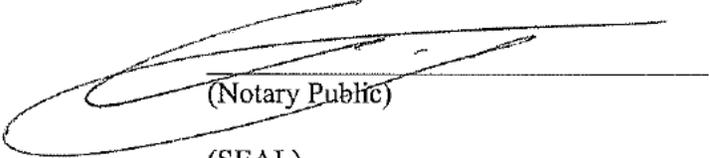


**ACKNOWLEDGEMENT OF CONTRACTOR, IF A CORPORATION**

STATE OF Georgia )  
 ) SS  
COUNTY OF MUSCOGEE )

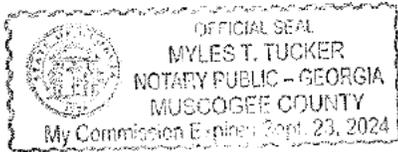
On this 12<sup>th</sup> day of JUNE, 20 24 before me personally came and appeared Raymond Cline Jr.  
to me known, who, being by me duly sworn, did depose and say that he resides at 6909 Trapper way Midland, GA. 31820

that he is the President/Tras of Cline Service Corp.  
the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by order of the directors of said corporation, and that he signed his name thereto by like order.

  
(Notary Public)

(SEAL)

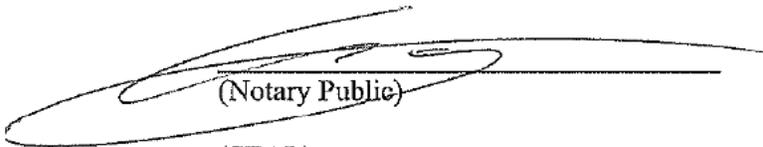
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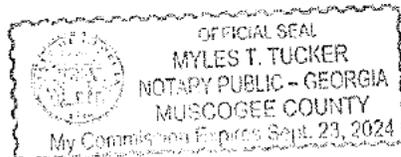
ACKNOWLEDGEMENT BY SURETY COMPANY

STATE OF Georgia )  
 ) SS  
COUNTY OF MUSCOGEE )

On this 12<sup>th</sup> day of JUNE, 2024 before me personally came and appeared Raymond Cline, Sr. to me personally known of Cline Service Corp. the corporation described in and which executed within the instrument, who being by me duly sworn, did depose and say that he resides at 6909 Trapper Way Milledgeville GA, 31820 that he is the Pres & Sec/Treas of the said corporation; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

  
(Notary Public)

(SEAL)



CITY OF PINE LAKE  
CPL R23.00501.00

INSTRUCTIONS TO BIDDERS

PEDESTRIAN BRIDGE REPELACEMENT  
SECTION 00 100-11

- 26.3 Owner may defer protested procurement upon receiving procedurally adequate protests, provided in any even awarding contract, subcontract, or procurement for sub item may be permitted, at Owner's sole discretion, where award will not materially affect resolving protest.
- 26.4 Protest shall be limited to: (a) issues arising from procurement provisions contained in Specifications; and (b) state or local law. No protest may be filed with respect to basic project design.
- 26.5 City Attorney will establish procedures for resolving protests. Owner will rely for protest resolution on decisions issued under Georgia law, as well as decisions issued under Georgia law, as well as decisions issued by other states, Federal courts, U.S. Comptroller General, or other Federal agencies with extensive procurement expertise, if state law is not clearly established.

27. BIDDER'S ACKNOWLEDGEMENT:

The undersigned bidder acknowledges all requirements outlined in the above "Instructions to Bidders Package" and all documents referred to therein. This signed form must accompany the completed bid form submitted at the time of bid.

SIGNATURE: [Signature] DATE: 3-12-24  
(President, Vice President or Corporate Officer)

PRINTED NAME: Raymond Cline, Jr. TITLE: President

ATTESTED BY: [Signature] DATE: \_\_\_\_\_  
(Secretary of Corporation)

PRINTED NAME: Raymond Cline, Jr. TITLE: Pres & Secretary

SEAL

(Corporate Seal Required if Bidder is a Corporation)

COMPANY NAME: Cline Service Corp.

ADDRESS: 1846 Chalybeate Road

CITY: Manchester STATE: GA. ZIP: 31816

TELEPHONE NO: [Redacted]

END OF SECTION 00 100



CITY OF PINE LAKE

PEDESTRIAN BRIDGE REPLACEMENT

CPL R23.00501.00

Site Clearing

31 1000 -1

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SECTION 31 1000  
SITE CLEARING

## PART 1 GENERAL

## 1.01 SECTION INCLUDES

- A. Clearing and protection of vegetation.
- B. Removal of existing debris.

## PART 2 PRODUCTS -- NOT USED

## PART 3 EXECUTION

## 3.01 SITE CLEARING

- A. Comply with other requirements specified in Section 01 7000.
- B. Minimize production of dust due to clearing operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.

## 3.02 VEGETATION

- A. Do not begin clearing until vegetation to be relocated has been removed.
- B. Do not remove or damage vegetation beyond the limits indicated on drawings.
  - 1. 10 feet each side of surface walkways, patios, surface parking, and utility lines less than 12 inches in diameter.
  - 2. 15 feet each side of roadway curbs and main utility trenches.
  - 3. Exception: Specific trees and vegetation indicated on drawings to be removed.
- C. Vegetation Removed: Do not burn, bury, landfill, or leave on site, except as indicated.
  - 1. Chip, grind, crush, or shred vegetation for mulching, composting, or other purposes; preference should be given to on-site uses.
  - 2. Trees: Sell if marketable; if not, treat as specified for other vegetation removed; remove stumps and roots to depth of 18 inches.
- D. Restoration: If vegetation outside removal limits or within specified protective fences is damaged or destroyed due to subsequent construction operations, replace at no cost to City of Pine Lake or the Owners Representative.

## 3.03 DEBRIS

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION