

CITY OF PINE LAKE, GEORGIA

REGULAR MEETING AGENDA

SEPTEMBER 29, 2026 @ 6:00PM

COURTHOUSE AND 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 - REGULAR MEETING

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

PUBLIC COMMENT - 3 minutes each please

ADOPTION OF THE MINUTES

- August 25, 2026 - Regular Meeting
- September 8, 2026 - Work Session

CONSENT AGENDA

1. Resolution R-2026-50, Authorization to Apply for BRACE Grant
2. Resolution R-2026-51, Adoption of 2026 Comprehensive Plan

NEW BUSINESS

1. Resolution R-2026-52, Gateway Gallery Project - District 4 Grant Proposal
2. Resolution R-2026-53, 2026 PLAIN MOU
3. Ordinance 2026-01, Amending Chapter 2, Article II, Division 2 of the Code of Ordinances - Regarding City Council Meeting Start Time, *Potential First Read*

PUBLIC COMMENT - 3 minutes each please

REPORTS AND OTHER BUSINESS

- Mayor (pro tempore)
- City Council

EXECUTIVE SESSION

ADJOURNMENT

COUNCIL MEMBERS

Thomas Torrent - Mayor pro tem

Deborah Hull

Stephanie Kohler

Jane Lowers

CITY OF PINE LAKE

425 ALLGOOD ROAD

P.O. BOX 1325

PINE LAKE, GA 30072

404-999-4901

www.pinelakega.net

**CITY OF PINE LAKE
REGULAR MEETING
MINUTES
August 25, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Call to Order: Mayor pro tem Torrent called the Regular Meeting to order at 6:00PM.

Present: Mayor pro tempore Thomas Torrent, and Council Members Deborah Hull, Stephanie Kohler, and Jane Lowers. Also present were City Manager Stanley Hawthorne, Chief of Police Sarai Y'Hudah-Green, City Clerk Ned Dagenhard, Special Projects Manager Bernard Kendrick, and Finance Associate Michelle Uran.

Announcements/Communications

Mayor pro tem Torrent informed attendees that he had attended a Georgia Municipal Association (GMA) "Talk It Up Thursday" event, which focused on appropriate social media practices for elected officials.

Council Member Hull stated she had attended a DeKalb Municipal Association (DMA) meeting regarding ongoing Metropolitan Atlanta Rapid Transit Authority (MARTA) developments, and State of Georgia land disturbance permitting legislation.

Adoption of the Agenda of the Day

Council Member Kohler motioned to adopt the agenda; Council Member Hull seconded.

No discussion took place.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

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Adoption of the Minutes

- June 30, 2026 – Regular Meeting
- July 14, 2026 – Work Session
- July 15, 2026 – Town Hall

Council Member Lowers moved to adopt the minutes; Council Member Kohler seconded.

No discussion took place.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

New Business

1. Resolution R-2026-44, Holiday Lighting Project Proposal

Council Member Lowers moved to adopt Resolution R-2026-44; Council Member Kohler seconded.

A discussion took place, during which Special Project Manager Kendrick fielded questions about the dimensions and install-locations of various proposed holiday lighting options. Mr. Kendrick presented multiple options, ranging from purchase of a new “prancing deer” decoration and updated pole light fixtures, to an “upper tier” proposal that included extending electrical infrastructure to the inner berm of the lake.

A consensus was observed, with City Council opting not to pursue extension of electrical infrastructure to the inner berm, or a proposed Christmas tree.

Mayor pro tem Torrent called for a vote on the resolution, amended striking the item “Christmas Tree.”

All members voted in favor, and the motion carried.

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2. Resolution R-2026-45, Poplar Park (Phase 1) Project Proposal

Council Member Hull moved to adopt Resolution R-2026-45; Council Member Kohler seconded.

Special Projects Manager Kendrick presented an itemized project scope for Phase 1 of the Poplar Park development.

Council Member Hull stated that she felt the project scope was incomplete, referring to “what ifs.” Council Member Lowers characterized Phase 1” as leading to a “cleaned up, more functional space,” adding that Phase 2 would offer further determination of specific amenities.

Mayor pro tem Torrent inquired about project administration costs, which Mr. Kendrick stated were in addition to his contractual terms with the City, since this project was not included in his contract, and related duties occur in addition to his contractual responsibilities.

Mayor pro tem Torrent called for a vote

Mayor pro tem Torrent, and Council Members Kohler and Lowers voted in favor; Council Member Hull voted against; no members abstained.

The motion carried.

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3. Resolution R-2026-46, Beach House Rehabilitation Project Proposal

Council Member Lowers moved to adopt Resolution R-2026-46; Council Member Kohler seconded.

Special Projects Manager Kendrick provided a proposal for rehabilitation of the facility at 4580 Lakeshore Drive ("Beach House"), which included reflooring, cosmetic updates to the kitchen area, and outside drainage work.

Mr. Kendrick fielded questions regarding specifics of the updates, including flooring materials and the extent of resurfacing. Council Member Hull inquired as to whether the City received multiple quotes for the project. Mr. Kendrick stated that he reached out to multiple vendors, including firms that had performed similar work for the City in the past, but that *AHB General Contractors* was the sole responsive firm.

City Manager Hawthorne interjected to provide information as to the history of Pine Lake's inability to accomplish projects due to a lack of area expertise, which he stated Mr. Kendrick was able to provide, referencing his certifications and career in capital project/improvement management. Mayor pro tem Torrent stated that he did not wish for Mr. Kendrick to interpret his comments as criticism, adding that residents expect a certain level of detailed understanding from their City Council.

Council Member Lowers requested that approval of the resolution include an expectation that more detailed information about specific materials (such as flooring, cabinets, and paint) be provided ahead of project initiation.

Mayor pro tem Torrent called for a vote

Mayor pro tem Torrent, and Council Members Kohler and Lowers voted in favor; Council Member Hull voted against; no members abstained.

The motion carried.

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4. DeKalb Entertainment Commission (DEC), Film Permit Coordinator Designation

Council Member Lowers motioned to move forward with the City's engagement with DEC, designating City Clerk Dagenhard as *Film Permit Coordinator*; Council Member Kohler seconded.

A discussion took place, during which Mayor pro tem Torrent described the benefit to the City of DEC's partner mobile app, which provides a workflow for permitting processing.

City Clerk Dagenhard stated that he preferred while designation as Film Permit Coordinator would reflect his existing roles and responsibilities, it was his recommendation to revisit formal engagement with DEC following selection and seating of a new City Attorney, since DEC required an intergovernmental agreement (IGA) with DeKalb County.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

5. Resolution R-2026-47, Budget Amendment – *Cows of DeKalb County Grant*

Council Member Lowers moved to adopt Resolution R-2026-47; Council Member Hull seconded.

Finance Associate Uran outlined the purpose of the item, which was to formally accept the \$5,000 grant from DeKalb County to supplement the *Cows of DeKalb County* art project.

Mayor pro tem Torrent asked Council Member Kohler about the "call for artists," which Council Member Kohler stated was ongoing, with the artist selection committee decision expected imminently.

Council Member Lowers inquired about separate account establishment for the purpose of the funds; Ms. Uran stated that she and Finance Director Mayer would provide the process, as the funds would indeed require segregation.

Mayor pro tem Torrent called for a vote

All members voted in favor, and the motion carried.

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6. Resolution R-2026-48, DeKalb County American Rescue Plan Act (ARPA) Funding – *Sub-award Agreement Amendment for Poplar Park*

Council Member Hull moved to adopt Resolution R-2026-48; Council Member Kohler seconded.

Finance Associate Uran outlined the item as amending the subaward agreement with DeKalb County to allow for ARPA funding expenditures to extend to December 31, 2026.

Mayor pro tem Torrent called for a vote

All members voted in favor, and the motion carried.

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7. Resolution R-2026-49, 2026-27 Employee Group Health Insurance Renewal

Council Member Lowers moved to adopt Resolution R-2026-49; Council Member Kohler seconded.

City Manager Hawthorne outlined the proposals provided by the City's insurance administrator, *Landmark Insurance*. While the proposals included various package details, Mr. Hawthorne emphasized the recommendation of continuing with the City's current package to provide continuity for staff. Mr. Hawthorne also stated that the City was "tempted" by a reduced cost offer the previous year, which would have involved switching insurers. *Landmark* representatives warned the City that this option may be a new-to-market attempt at "baiting" customers. Mr. Hawthorne stated that he felt heeding this warning was wise, as the same carrier saw a cost increase of 72%, compared to an 18% market increase observed in the City's continued insurance package.

Council member Lowers requested more information regarding the City's "shared-pool" agreement with the DeKalb Chamber of Commerce. City Clerk Dagenhard advised that he would research the agreement and provide details to City Council.

Council Member Hull stated her preference for less out of pocket costs incurred by staff, adding that costs are increasing uniformly across industries. City Council also signaled interest in bringing back a prescription drug and co-pay reimbursement program, which was eliminated in 2024.

Mayor pro tem Torrent called for a vote

All members voted in favor, and the motion carried.

Reports and Other Business

Mayor pro tem Torrent stated he would be attending the DeKalb City Summit, sitting on a panel with Mayors from neighboring cities to discuss placemaking. Mr. Torrent also asked about a dam maintenance update, which Mr. Hawthorne stated would be provided at the September Work Session.

Council Member Kohler advised they would have an update on the *Cows of DeKalb* project in September.

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Executive Session

Council Member Kohler motioned to enter Executive Session for the purpose of discussion personnel at 8:08PM.

An executive session was held, during which City Council, City Manager Hawthorne, and City Clerk Dagenhard met with- and discussed proposals from- (2) municipal law firms.

Mayor pro tem Torrent motioned to exit Executive Session and re-enter the Regular Meeting at 10:55PM.

New Business

8. Resolution R-2026-50, City Attorney Ratification and Appointment

Council Member Kohler moved to adopt Resolution R-2026-50; Council Member Hull seconded.

A discussion took place.

Mayor pro tem Torrent called for a vote

Mayor pro tem Torrent, and Council Members Kohler and Lowers voted in favor; Council Member Hull voted against; no members abstained.

The motion carried.

Adjournment

Council Member Lowers motioned to adjourn the Regular Meeting at 10:56PM.

Ned Dagenhard, City Clerk

**CITY OF PINE LAKE
WORK SESSION
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Call to Order: Mayor pro tem Torrent called the Work Session to order at 6:00PM.

Present: Mayor pro tempore Thomas Torrent, and Council Members Deborah Hull, Stephanie Kohler, and Jane Lowers. Also present were City Manager Stanley Hawthorne, Chief of Police Sarai Y'Hudah-Green, City Attorney Angela Couch, City Clerk Ned Dagenhard, Special Projects Manager Bernard Kendrick, and Finance Associate Michelle Uran.

Announcements/Communications

No announcements or communications were provided during this item.

Adoption of the Agenda of the Day

Council Member Lowers motioned to adopt the agenda; Council Member Hull seconded.

No discussion took place.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

New Business

1. Beach House Improvements, *Follow-Up Discussion*

Special Projects Manager Kendrick provided physical material examples and additional project scope information related to the Beach House Rehabilitation project.

Mayor pro tem Torrent inquired as to whether a keyless door lock would be installed as part of the project. Mr. Kendrick advised that procurement of this device would be included in a broader building security update, to be provided at a later date by the Department of Public Safety.

No action was taken by City Council.

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2. Wetlands and Dam Maintenance Plan, *Update*

Special Projects Manager Kendrick provided a series of wetlands reparation and continued maintenance options, previously identified by the City's engineer-of-record, *AECOM*.

Mr. Kendrick fielded a series of questions from City Council, regarding the scheduled vegetation management, pipe and flume jetting, dredging, funding sources, and ongoing communication with permitting and regulatory entities, such as the Army Corps of Engineers.

The conversation also included discussion of invasive plant management projects, and DeKalb County sewer repair.

No action was taken by City Council.

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3. Planting Along Dam, Western Bern, *Discussion*

Mayor pro tem Torrent stated that in the Spring, former-Mayor Greg Zarus had offered his services in assisting with grant writing and wetland reparation design assistance, adding that he would like to pursue a formal relationship with the firm, *Our1World*.

Special Projects Manager Kendrick stated that he would like to know what the bandwidth and level of expertise associated with *Our1World* personnel compared to the City's engineering firm-of-record, which retains professional engineers and hydrologists. Mr. Kendrick stated that in light of these questions, he was concerned efforts undertaken by *Our1World* would be duplicative to ongoing work done by the City and its contracted partners.

Mayor pro tem Torrent argued that grant writing may be a service not currently utilized by the City. Further discussion took place, during which members of staff and the City Council signaled the need for a scope of work proposal.

City Manager Hawthorne advised that the initial message from Mr. Zarus in the Spring elicited a cautious reaction from then-City Attorney Balch, as the presentation of the message circumvented the City's Charter as it relates to staff responsibilities and procurement. Mr. Hawthorne advised that he would prefer to consult with City Attorney Couch to determine the proper vehicle for solicitation of services, ahead of any future presentation by staff and consideration by City Council.

Discussion then referred to planting along the dam and western shore of the lake, with specific items discussed being associated scheduling and cost preferences.

Mayor pro tem called the room to order following a series of comments made by Council Member Hull regarding the professional reliability of City Manager Hawthorne and Special Projects Manager Kendrick. Mr. Torrent asked whether there was a final determination to be made that would advance planting as an item. Mr. Hawthorne responded that the discussion was valuable, and asked that continued input from the City's Attorney and Department of Public Works partners take place ahead of further policy consideration.

No action was taken by City Council.

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4. “The Cows Are Coming” Public Art Project, Unveiling Event, *Scheduling*

Council Member Kohler outlined the process for selecting the artist, which involved a selection committee of residents. Council Member Kohler added that the project timeline would culminate with an unveiling event, tentatively scheduled for October 28th, with the selected location of the art installation being the pocket park at Forest Road and Pine Drive.

No action was taken by City Council.

5. 2026 PLAIN MOU

PLAIN Vice President Courtney Wasserburger was invited to provide input regarding the developing Memorandum of Understanding (MOU), for the educational benefit of the newly-seated City Attorney, Angela Couch.

The discussion focused on PLAIN’s permitted use of the facilities located at 4580 Lakeshore Drive (“Beach House”) and 470 E Clubhouse Circle (“Clubhouse”) for free public events, as well as volunteering initiatives which PLAIN sought to host in and around City-owned property.

Council Member Lowers inquired about unauthorized use of herbicides on City property by a member of the Georgia Forestry Commission during a recent PLAIN event. Ms. Wasserburger advised that the use was unplanned for and , and that more explicit direction by the City regarding use of herbicides was preferred, specifically citing the organizations interest in hosting invasive species removal efforts.

No action was taken by City Council.

6. 2027 Budget Preparation

City Manager Hawthorne outlined the process for preparation and presentation of the City’s fiscal year (FY) 2027 Budget. Documentation of the City Manager’s comments can be found in the September 2026 Strategic Performance Report (SPR), located on the City’s website and retained in the City’s archives.

No action was taken by City Council.

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7. Amending Sec. 38-87, Media Production Permit Fees, *Discussion*

Mayor pro tem Torrent introduced the item, asking for staff and City Council input on adding sophistication to the City's media production permitting process and associated fee schedule.

Members of City Council spoke to concerns around parking, differentiating between school projects and larger studio-run projects, as well as security and road closure costs to the City.

City Clerk Dagenhard stated that he had requested meetings with neighboring jurisdictions to discuss the intricacies of their permitting process, as it relates to media and film production, adding that preliminary research suggests other municipalities provide for a more nuanced and complex permitting process and fee schedule. In response to a request for a timeline from City Council, Mr. Dagenhard stated he felt it reasonable to expect a denser discussion at the October 13th Work Session, to assist with development of a policy update for consideration at the October 27th Work Session.

No action was taken by City Council.

Reports and Other Business

Staff

Chief Y'Hudah-Green briefly described her department's intent on applying for the Blight Reduction and Code Enforcement (BRACE) Grant, leading a *Clean Pine Lake* initiative. In response to a request for more information by Mayor pro tem Torrent, Chief Y'Hudah-Green stated more detailed information would be forthcoming ahead of the September 29th Regular Meeting.

City Council

Council Member Hull advised that PLAIN would be partnering with the American Red Cross to host a blood drive on Wednesday, September 16th.

Mayor pro tem Torrent stated that the annual *Pride Lake* event would take place Saturday, September 12th. Mr. Torrent also asked City Attorney Couch to work with staff to advise on an ordinance to change the City Council start time to 6:30PM.

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Adjournment

Council Member Kohler motioned to adjourn the Work Session at 9:07PM.

Ned Dagenhard, City Clerk

DRAFT



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: September 29, 2026

TITLE: BRACE Grant Application

RECOMMENDATION

Approve resolution authorizing the submission of an application to the Keep Georgia Beautiful Foundation BRACE Grant Program requesting \$5,000 to support the Clean Pine Lake Community Cleanup and Litter Prevention Initiative.

BACKGROUND

The City of Pine Lake continues to work proactively to maintain the health, safety, appearance, and natural character of our community. As a small municipality with narrow roadways, wooded areas, wetlands, trails, lake frontage, and limited public right-of-way space, accumulated litter, debris, illegal dumping, and encroaching vegetation can quickly affect visibility, drainage, pedestrian access, environmental quality, and the overall appearance of the community.

The BRACE Grant provides an opportunity to strengthen our existing efforts through a coordinated cleanup and prevention initiative. The proposed project will combine community engagement, education, proper waste disposal, code compliance, and targeted right-of-way cleanup to address litter, illegal dumping, debris, and overgrown vegetation throughout the city.

- Community Amnesty/Cleanup Day: Provide dumpsters for residents to properly dispose of eligible household cleanup debris and materials that might otherwise contribute to litter, blight, or illegal dumping.
- Education & Prevention: Conduct a community workshop addressing litter prevention, proper disposal practices, illegal dumping, and applicable Code Compliance requirements.
- Right-of-Way Cleanup & Clearing: Conduct targeted cleanup of identified public rights-of-way, including removal of litter, debris, and encroaching vegetation along selected narrow roadways.
- The project will involve coordination among Public Works, Police, Code Compliance, Administration, residents, community volunteers, and contracted waste/disposal services.

The “Clean Pine Lake” initiative brings cleanup, education, environmental stewardship, Code Compliance, and community involvement together in one coordinated effort. By combining education and continued compliance, this project will help prevent litter, dumping, and blight from returning.

Stanley D Hawthorne
City Manager
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The BRACE Grant will support a cleaner, safer, healthier, and naturally beautiful Pine Lake.
 #ArtsNaturalHabitat

RESOURCE IMPACT

Proposed Expenses	Funding Mechanism	Estimated Amount
Dumpster/Roll-Off Services	BRACE	\$2,200
Disposal/Tipping Fees	BRACE	\$700
Right-of-Way Clearing Equipment/Services	BRACE	\$900
Cleanup Tools & PPE	BRACE	\$550
Community Outreach/Education	BRACE	\$350
Signage	BRACE	\$300
TOTAL		\$5,000

***Proposed Budget – Requesting the Maximum \$5000*

ATTACHMENTS

Resolution

BRACE Grant Program Guidelines and Related Other Documents

Stanley D Hawthorne
 City Manager
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www.pinelakega.net

**STATE OF GEORGIA
COUNTY OF DEKALB**

RESOLUTION R-2026-50

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE
KEEP GEORGIA BEAUTIFUL FOUNDATION BRACE GRANT PROGRAM TO
SUPPORT THE CLEAN PINE LAKE COMMUNITY CLEANUP AND LITTER
PREVENTION INITIATIVE**

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, the City has narrow roadways, wooded areas, wetlands, trails, lake frontage, and limited public right-of-way space such that accumulated litter, debris, illegal dumping, and encroaching vegetation can quickly affect visibility, drainage, pedestrian access, environmental quality, and the overall appearance of the community; and

WHEREAS, the BRACE Grant offered by the Keep Georgia Beautiful Foundation provides an opportunity to strengthen the City's existing efforts through a coordinated cleanup and prevention initiative with no requirement of matching funds from the City.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake hereby authorize City staff to apply for the BRACE Grant Program and request \$5,000.00 to support the Clean Pine Lake Community Cleanup and Litter Prevention Initiative.

SO RESOLVED this 29th day of September 2026.

CITY OF PINE LAKE, GEORGIA

Thomas Torrent, Mayor Pro Tem

ATTEST:

Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

Angela Couch, City Attorney



BRACE Grant Program 2026-27 Guidelines

Introduction

At the Keep Georgia Beautiful Foundation (KGBF), we believe everyone deserves to live in a clean, green, and beautiful environment. Litter affects our quality of life, destroying our state's natural beauty, harming, or killing wildlife, and diminishing water quality. It also hinders economic development—property values decrease in littered neighborhoods, whereas clean spaces attract families and businesses. That's why we're excited to provide a grant opportunity that will enable more communities to thrive.

Grant Description

The purpose of the BRACE Grant Program is to reduce litter, blight, and illegal dumping on public property and encourage code enforcement efforts. Funded through the Solid Waste Trust Fund (SWTF), the grant program is designed to provide assistance to Georgia communities to help address these challenges.

Grants will be awarded in the amount of \$2,500 or \$5,000 in November 2026. Any size community may apply. Priority will be given to communities with a population of 2,500 or less according to the most recent [U.S. Census Bureau Population and Housing Unit Estimates data](#).

Eligibility Requirements

Eligible applicants and recipients for the BRACE Grant include:

- a. Counties, municipalities, or any combination of the same, hereafter referred to as local governments
- b. Public authorities, agencies, commissions, or institutions

Local government applicants must have Qualified Local Government status as of the date of their application, as determined by the Georgia Department of Community Affairs. The Georgia Department of Community Affairs maintains an active listing of local governments who are ineligible to receive state funding, including grants:

<https://apps.dca.ga.gov/LocalGovStatus/planning.asp>

Nonprofit or private organizations are not eligible to apply for funding; however, they may partner with eligible applicants on projects. **If you were awarded a BRACE Grant during last year's grant cycle, you will be ineligible to apply this year. Your eligibility as a BRACE applicant will resume during next year's grant cycle.**

Eligible Activities

The BRACE Grant allows applicants to develop project proposals that best support their community needs. Projects must focus on eliminating litter and illegal dumping, as described by the authorized uses of the SWTF. Examples of BRACE Grant projects may include, but are not limited to, an amnesty day where residents can discard waste items in roll-off dumpsters, educating homeowners about local code compliance, Great American Cleanup activities such as a neighborhood cleanup or community-wide cleanup days, installation of additional security cameras, or conducting a litter law enforcement workshop.

Application Period

The application period will open on August 25, 2026. Applications must be submitted by end of day on October 23, 2026. View application questions [here](#).

Grants will be administered according to the following schedule:

August 25, 2026	Application period opens
October 23, 2026	Application submission deadline
October 26-November 16, 2026	Application review
November 20, 2026	Grant funds awarded by or before

Evaluation Criteria

BRACE Grant funds are limited, and contingent upon available funding. Applications received will be reviewed to determine if the applicant and proposed plan are eligible (see 'Eligibility Requirements'). Eligible projects will be scored according to the requirements and criteria described below. KGBF will fund projects starting with the highest-ranking score first and will continue awarding funds to qualifying applicants until available funds have been exhausted for that grant cycle.

In determining whether an applicant will receive a grant award, the following criteria will be considered:

- a. Does the plan submission include a single point of contact, identify the neighborhood(s) or specific location(s), and provide details about the plans to involve the homeowners, community groups, partners, or nonprofits in the challenge area?
- b. Does the submission indicate the population size? All communities may apply. Priority will be given to communities with a population of 2,500 or less according to the most recent U.S. Census Bureau Population and Housing Unit Estimates data.
- c. Does the plan detail community need (in relation to reducing litter, illegal dumping, or blight or by encouraging code enforcement efforts), how the requested grant funds will be used, include a detailed budget, and include any in-kind donations (i.e., donated roll off dumpsters, donated use of equipment, staff time, volunteer time, supplies, etc.) or additional funding sources? Submissions should also include information that explains to

KGBF how your plan will make a positive impact in your community over time or how the project will prevent reoccurrence of current conditions.

Awarding of Funds

Award limits will not exceed \$5,000 per community per fiscal year. If two or more communities wish to submit a joint application, the award will be eligible to the combined applicants for an amount that will not exceed \$5,000 per community. (For example, if two communities submit a joint application, they would be eligible to receive up to \$10,000).

Once a grant application is approved for an award, KGBF will notify the applicant and provide a grant award statement for signature. Upon receiving the signed agreement, KGBF will send funds through Truist Bank to the recipient within 14 business days.

Awarded funds should be spent by April 30, 2027, and reporting should be completed by May 28, 2027. As part of grant award conditions, recipients are required to submit a final report at the end of the project that includes details of its impact and performance, along with a detailed budget of grant expenditures. Final report forms will be provided.

If the plan to spend funds is not as described in the application, recipients must send an email to KGBF at info@kgbf.org outlining the changes.

If recipients fail to spend funds by April 30, 2027, they must be returned to the Keep Georgia Beautiful Foundation at 60 Executive Park S, Atlanta, GA 30329.

If recipients fail to submit a final report by the May 28, 2027 deadline, without prior approval of an extension by KGBF, the recipient will not be eligible for a BRACE Grant again until the 2027-28 grant cycle.



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: September 29, 2025

TITLE: 2026 Comprehensive Plan Adoption

RECOMMENDATION

Approve the resolution formally adopting the 2026 Pine Lake Comprehensive Plan.

BACKGROUND

Every five years, the State Department of Community Affairs (DCA) requires that all municipalities develop a comprehensive plan to address short- and long-term community goals, needs & opportunities, and potential capital improvement projects and/or work programs. Development of the comprehensive plan includes direct engagement with members of the community, and collection of population, housing, and transportation data valuable for both the municipality itself and regional stakeholders.

Early in 2026, the City opted to work with the Atlanta Regional Commission (ARC), an organization that offers pro bono services for development of 5-year comprehensive plans for municipalities in the Atlanta region.

Preliminary review by DCA elicited no material changes to the plan presented ahead of the August 25th Public Hearing, and ARC has recommended final submittal.

RESOURCE IMPACT

No impact.

ATTACHMENTS

Resolution
2026 Comprehensive Plan (reference sheet)

**STATE OF GEORGIA
COUNTY OF DEKALB**

RESOLUTION R-2026-51

A RESOLUTION ADOPTING THE 2026 COMPREHENSIVE PLAN

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, every five years, the State Department of Community Affairs (“DCA”) requires that all municipalities develop a comprehensive plan to address short- and long-term community goals, needs and opportunities, and potential capital improvement projects and/or work programs; and

WHEREAS, development of the comprehensive plan includes direct engagement with members of the community, and collection of population, housing, and transportation data valuable for the City, its citizens, and regional stakeholders; and

WHEREAS, for the 2026 Comprehensive Plan, the City opted to work with the Atlanta Regional Commission (ARC) to assist in creating the plan; and

WHEREAS, the 2026 Comprehensive Plan was presented to DCA, and no substantial revisions were suggested.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake hereby adopt the 2026 Comprehensive PLAN as presented by City staff.

SO RESOLVED this 29th day of September 2026.

CITY OF PINE LAKE, GEORGIA

Thomas Torrent, Mayor Pro Tem

ATTEST:

Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

Angela Couch, City Attorney



The 2026 Pine Lake Comprehensive Plan is available on the website under www.pinelakega.net > Quick Links > 2026 Comprehensive Plan.

Physical copies of the document were also made available to the public during the September 29, 2026 City Council Meeting.



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: September 29, 2026

TITLE: Gateway Gallery Project District Four Grant Proposal

RECOMMENDATION

Approve resolution approving the Gallery Gateway Project Proposal for funding in the amount of \$20,000 through a new initiative from DeKalb County Commissioner Chakira Johnson's Office to strengthen communities throughout District 4.

BACKGROUND

On Tuesday, April 28, 2026, the City Council approved a resolution to accept \$20,000 from DeKalb County to be used on mural and art wall projects (the latter now known as Gateway Gallery) off Rockbridge Road and Poplar Road, respectively, with \$10,000 assigned to each project. The grant was awarded to Pine Lake by previous Commissioner Steve Bradshaw but receipt of funds were delayed until the intervening efforts of former Mayors Brandy Hall and Melanie Hammet earlier this year.

On Wednesday, September 16, 2026, the City of Pine Lake received an invitational communication through Mayor Pro Tempore Thomas Torrent to submit a proposal for a \$20,000 distribution offered to each city within County Commissioner Johnson's District Four:

"I am pleased to announce a new initiative from my office to strengthen communities throughout District 4. Through this allocation, each city within District 4 is eligible for a \$20,000 distribution. It is my goal that this initiative strengthens the partnership between DeKalb County and the municipalities within District 4 by investing in locally identified priorities, addressing community needs, and supporting initiatives that enhance the quality of life for residents throughout our communities.

District 4 priorities include Infrastructure, Housing, Youth Development & Mental Health, Memorial Drive Revitalization, and Community Connections. Eligible initiatives may support neighborhood improvements, beautification, public spaces, cultural activities, community engagement, youth and senior programs, mental health resources, and other projects that meaningfully benefit residents.

To be considered for funding, each city must submit a detailed proposal and budget by COB Wednesday, September 23, including:

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

- Purpose and description
- Implementation timeframe
- Expected number of individuals impacted.
- Anticipated outcomes and community benefits
- Detailed project budget

Please note that funds may not be used for **stipends, scholarships, gratuities, or other forms of direct compensation.**

I look forward to partnering with you to ensure these resources provide tangible benefits to District 4 residents. Thank you for your commitment to our communities. For questions or to discuss a proposed initiative, please contact my Chief of Staff, Alesia Brooks, who can coordinate a time to speak with you.

Sincerely,

Chakira Johnson, PE

Commissioner

DeKalb County Board of Commissioners | District 4”

Given the very short timeline to identify a project and prepare a proposal, I requested a recommendation from the Public Works Special Projects Manager, Bernard Kendrick, who has also been working as the staff resource supporting the Public Art Installation Task Force appointed by the City Council on June 30, 2026 and chaired by former Mayor Melanie Hammet to assist the City Council in creating and implementing an Art Wall and Mural in the limits of the City of Pine Lake.

“Regarding the initiative from Commissioner Johnson's office, I would propose the Gateway Gallery project for consideration. The project has strong support from the Mayor, Council, and much of the community. It also aligns with two identified priority tenets and at least five proposed initiatives in the directive. The project coordinator has already provided the City with a detailed proposal and budget, including the project’s purpose and description, implementation timeline, number of people affected, anticipated outcomes, and community benefits. In community-building terms, this project is ‘shovel ready.’ Preparation and submittal of the grant requirements by the Wednesday, September 23, 2026 deadline can be easily met without difficulty.

Bernard Kendrick”

Subsequently, I advised Council Members of my endorsement of Mr. Kendrick’s recommendation: ‘I have also discussed with the Chairperson of the City Council appointed Arts Task Force. Normally, for a grant proposal or application, such a recommendation from the City Manager would be made at a regular City Council meeting for approval; however, in this instance the County has afforded a week to respond that falls in between City Council meetings. In order to meet the timeline of this Wednesday, I am prepared to use executive authority to advance the recommended staff proposal and to present for formal approval at the September 29, 2026 City Council Business Meeting.

RESOURCE IMPACT

The \$20,000 grant would add an additional \$20,000 towards the Gateway Gallery Project for a total project cost of up to \$30,000.

ATTACHMENTS

Resolution

Grant Proposal

Project renderings

**STATE OF GEORGIA
COUNTY OF DEKALB**

RESOLUTION R-2026-52

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL TO COUNTY
COMMISSIONER JOHNSON'S DISTRICT FOUR GRANT PROGRAM TO SUPPORT
THE PINE LAKE GATEWAY GALLERY PROJECT**

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, full implementation of the City's Gateway Gallery Project has been delayed due to funding issues; and

WHEREAS, the Grant offered by Commissioner Johnson provides an opportunity to move the Gateway Gallery Project forward with no requirement of matching funds from the City.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake hereby authorize City staff to apply for Commissioner Johnson's Grant Program and request \$20,000.00 to support the Pine Lake Gateway Gallery Project.

SO RESOLVED this 29th day of September 2026.

CITY OF PINE LAKE, GEORGIA

Thomas Torrent, Mayor Pro Tem

ATTEST:

Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

Angela Couch, City Attorney

Gateway Gallery Project Proposal

Permanent public art infrastructure for changing exhibitions

425 Spring Drive, Pine Lake GA

Proposal Summary

The Gateway Gallery is a large-scale outdoor public-art installation planned for Pine Lake's primary residential entrance, within the City right-of-way beside the church parking area. Five permanent painted steel frames will create approximately 30 feet of adaptable exhibition infrastructure. The initial installation may present a photographic polyptych - one continuous image across five panels - or five stand-alone images drawn from Pine Lake's natural environment.

The project turns an ordinary gateway into a visible expression of Pine Lake's identity as Arts' Natural Habitat. It combines a durable, low-maintenance structure with artwork that can change over time, allowing the City to commission and present photography, printed graphics, woven or fabric work, layered assemblage, dimensional elements, and collages without rebuilding the permanent infrastructure.

The Gateway Gallery is also one of three connected arts-and-habitat draws planned for the Rockbridge Road area by the end of 2027. Together with Poplar Park and the Welcome Wall, it forms the Rockbridge Trifecta: three sequential public experiences designed to function as a single, sustained experience of place and a visible cultural corridor for Pine Lake and central DeKalb. The work builds on CEO Lorraine Cochran-Johnson's investment in the corridor, including the original \$53,000 commitment to Poplar Park made while she served as District 7 Commissioner and previous District 4 Commissioner Steve Bradshaw's \$20,000 toward the development of a city-center mural. Their commitment further amplifies the trio's credibility, reach, and potential public impact.

Readiness for Approval

The Gateway Gallery has advanced beyond the conceptual stage. The core design, site treatment, fabrication intent, initial art approach, and strategy for future exhibitions have been defined.

- Communication with the Church has been completed both in person and in writing; the project description, site survey, and visual rendering have been provided.
- A detailed permanent-frame design is being used to obtain accurate and comparable fabrication bids.
- Four fabricators have been consulted and one formal bid has been received.
- City staff and project representatives have developed a site-preparation layout for approximately 120 square feet of asphalt that addresses traffic safety, visibility, drainage, and aesthetics.
- A preliminary cost has been established for the first art installation, together with a practical strategy for replacing future exhibitions without altering the steel structure.

Recommendation: Approve the Gateway Gallery to proceed to final bid review, fabricator selection, and implementation, with completion required by December 31, 2026.

Purpose and Description

The purpose of the Gateway Gallery is to create a distinctive, highly visible entrance to Pine Lake while establishing permanent infrastructure for rotating public-art exhibitions. The project signals arrival, strengthens the City's identity, and brings art into daily civic life in a setting accessible to residents, visitors, church attendees, court users, motorists, and pedestrians. Its reach is amplified by its place within the Rockbridge Trifecta, alongside Poplar Park and the Welcome Wall, all planned for completion by the end of 2027.

The installation will consist of five permanent steel frames, each five feet wide, arranged across an overall length of approximately 30 feet. From left to right, the panel heights will be 4 feet, 6 feet, 5 feet, 7 feet, and 5 feet. The panels will be staggered approximately 24 inches from front to back. Although the ground slopes, each frame will remain plumb and vertical.

Permanent Frame and Insert System

- Welded steel perimeter frames provide permanent structural support.
- A welded wire mesh will create an open, wind-permeable support plane within each frame.
- A spacer will create a working gap between the wire mesh and perimeter frame, allowing room for ties, clips, weaving, layered elements, and other discreet attachment methods.
- The painted steel frame will remain permanent and visually quiet; the mesh will provide a versatile support plane; and the spacer will preserve working room for multiple attachment methods.
- The structure is intended to disappear visually so the artwork remains dominant.

Site Treatment

- Remove approximately 120 square feet of existing asphalt within the right-of-way.
- Raise the existing curb approximately 4 to 6 inches to clearly delineate the gallery zone.
- Purchase and install a river-rock base to reinforce the visual boundary and create a zero-maintenance ground treatment.
- Use no plantings.
- Install stand-alone solar lights to illuminate the gallery without requiring hard-wired electrical service.
- Sink the panel support poles into the ground, with final post depth, footing, steel sizing, finish system, wind loading, and fastening details confirmed by the fabricator or engineer.

Initial and Future Exhibitions

The five panels provide approximately 135 square feet of artwork area. The project includes an initial \$3,500 arts investment for 3 rotating exhibits, including artist compensation, image preparation, production, and installation. Initial artwork may be printed on photographic-quality, UV- and wind-resistant exterior vinyl. One option is a continuous image of a heron at Pine Lake across all five panels. A second option presents five distinct images native to Pine Lake.

The mesh and spacer system is deliberately adaptable rather than limited to a single display material. Future exhibitions may include photography, woven or fabric art, layered assemblage, dimensional elements, and collages composed of multiple smaller pieces. Individual panels or complete exhibitions can change without altering the permanent steel infrastructure.

Implementation Timeframe

The project is positioned for implementation during fall 2026, with all work completed no later than December 31, 2026. The schedule assumes timely approval, final bid review, and fabricator availability.

Period	Project Stage	Primary Actions
September 2026	Approval and procurement	Authorize the project; complete the fourth fabricator consultation; compare bids; confirm scope and available funding.
October 2026	Final design and engineering	Select the fabricator; confirm steel members, finish, footing and post depth, wind loading, and fastening details; finalize first artwork and print specifications.
November 2026	Fabrication and site preparation	Fabricate and paint frames and mesh inserts; remove asphalt; raise curbing; prepare footings; install the river-rock base.
By December 31, 2026	Installation and launch	Install permanent frames and stand-alone solar lights; mount the first exhibition; complete safety and finish review; document and introduce the Gateway Gallery to the community.

Expected Number of Individuals Impacted

Estimated first-year unique reach: at least 20,000 individuals. This includes Pine Lake residents, church attendees, court users, event guests, visitors, motorists, and pedestrians, together with the broader audience drawn by the three connected arts-and-habitat destinations. Rockbridge Road carries approximately 20,000 vehicles each day - about 7.3 million vehicle passages annually - creating the potential for millions of repeat visual impressions across the completed trio. The individual estimate is intentionally more conservative than the corridor’s total exposure.

Rockbridge Trifecta and Community Benefits

Gateway Gallery, Poplar Park, and the Welcome Wall are designed as three arts-and-habitat draws within one coordinated Rockbridge Road initiative. Poplar Park creates Pine Lake's first commercial-corridor greenspace; Gateway Gallery establishes a changing outdoor exhibition at the residential entrance; and the Welcome Wall creates a major public-art landmark along the corridor. Together, they become three public investments and one transformative corridor. CEO Lorraine Cochran-Johnson's and former Commissioner Bradshaw's engagement and investment demonstrate County-level confidence in the corridor's value to Pine Lake and central DeKalb.

- A recognizable gateway that announces arrival in Pine Lake and gives physical expression to the City's Arts' Natural Habitat identity.
- A central element of the Rockbridge Trifecta, linking Gateway Gallery, Poplar Park, and the Welcome Wall as three public investments and one transformative corridor.
- Greater leverage from County leadership's engagement and investment in the Rockbridge corridor, demonstrating County-level commitment to arts, habitat, placemaking, and community development.
- Three sequential arts-and-habitat experiences that create a single, sustained experience of place for residents, visitors, and travelers along Rockbridge Road.
- A lasting public asset and permanent exhibition infrastructure that can continually change, extending the value of the initial investment across many future installations.
- New opportunities to commission, exhibit, and compensate Pine Lake and DeKalb County artists working in photography, fiber, mixed media, assemblage, and other forms.
- Greater visibility for Pine Lake's unusually dense community of resident artists, musicians, and writers, with stronger connections between small-city creative work, county audiences, and the approximately 20,000 vehicles using Rockbridge Road each day.
- An improved right-of-way through deliberate removal of asphalt, clearer curb definition, a zero-maintenance river-rock base, stand-alone solar lighting, and a layout attentive to traffic safety, visibility, drainage, and aesthetics.
- A repeatable exhibition model in which individual panels or complete shows can change without replacing the permanent frame.
- Stronger civic pride, a more memorable first impression, greater corridor visibility, and a clear signal of cultural and community investment in Pine Lake and central DeKalb.

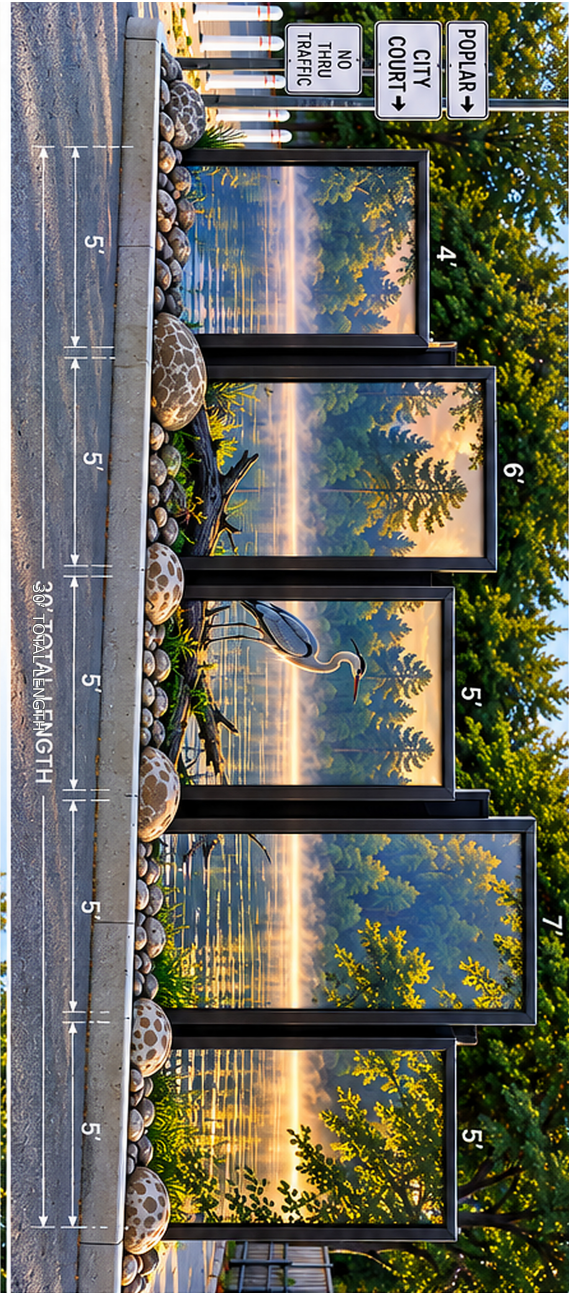
Detailed Project Budget

The following working budget allocates the established \$20,000 project ceiling. It includes the permanent frame system, installation requirements, asphalt removal, raising the curb, purchasing and laying river rock, stand-alone solar lights, and a \$3,500 initial arts investment. Line-item allocations may be rebalanced after final bid review, but total expenditures will not exceed \$20,000 without additional authorization.

Budget Item	Scope	Amount	Status
Frame fabrication and finish	Five painted welded-steel perimeter frames, welded wire-mesh inserts, spacer system, discreet hardware, shop fabrication, and durable exterior finish.	\$8,000	Allowance
Structural and installation requirements	Footings and sunk support poles; confirmation of steel sizing, post depth, wind loading, fastening details, mobilization, and frame installation.	\$2,400	Allowance
Asphalt removal and site preparation	Remove approximately 120 sq ft of asphalt; prepare the gallery zone, accommodate footings, and restore disturbed surfaces.	\$1,200	Allowance
Raise existing curb	Raise the existing curb approximately 4-6 inches to clearly delineate the gallery zone and contain the river-rock base.	\$900	Allowance
River-rock base	Purchase, delivery, grading, and installation of river rock as a no-planting, zero-maintenance ground treatment.	\$900	Allowance
Stand-alone solar lights	Purchase and placement of exterior-rated stand-alone solar fixtures to illuminate the artwork without hard-wired electrical service.	\$1,000	Allowance
Initial arts investment	Artist compensation, artwork preparation, production, and installation for approximately 135 sq ft of photographic-quality, UV- and wind-resistant exterior graphics, with concealed attachment.	\$3,500	Confirmed allocation
Contingency	Allowance for field conditions, fastening adjustments, or minor cost variation identified during final fabrication and installation.	\$2,100	Reserved
TOTAL PROJECT BUDGET		\$20,000	Framework

OPTION 1: POLYPTYCH — ORIGINAL PHOTOGRAPH

5 PANELS • CONTINUOUS IMAGE • HERON AT PINE LAKE



OPTION 2: FIVE STAND-ALONE IMAGES

5 PANELS • DISTINCT IMAGERY • NATIVE TO PINE LAKE

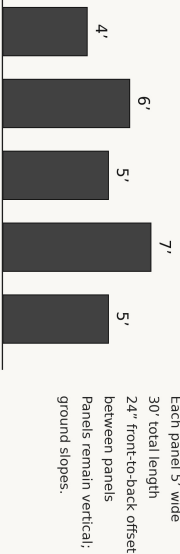


PINE LAKE
GATEWAY GALLERY

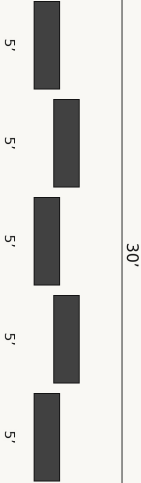
PUBLIC ART AT THE ENTRANCE | CITY OF PINE LAKE

ART. NATURE. COMMUNITY.

PANEL HEIGHTS (LEFT TO RIGHT)



SITE PLAN (TOP VIEW)



SITE NOTES

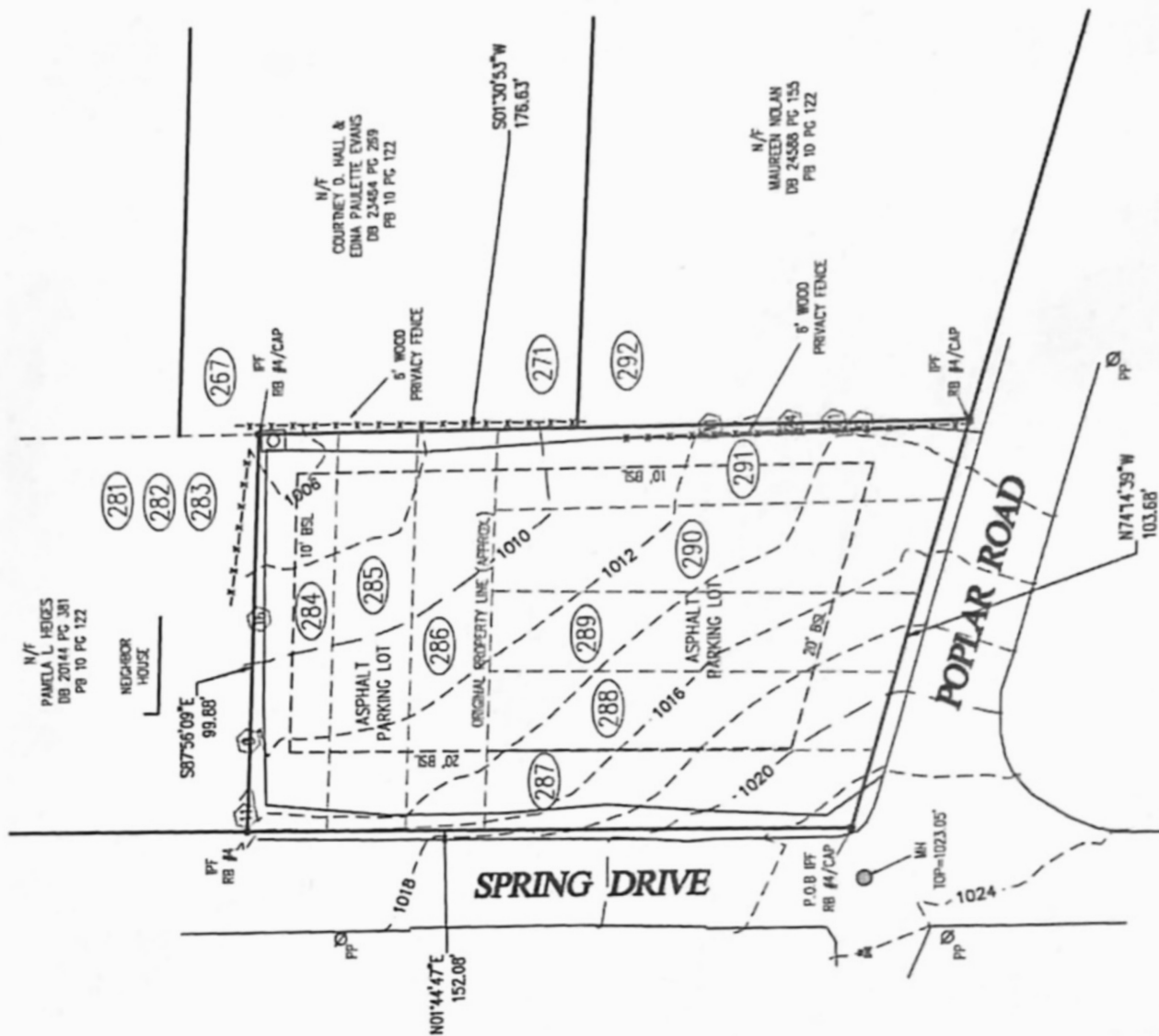
- Remove asphalt in ROW area (approx. 120 sq ft).
- Raise existing curbing 4"-6" for clear delineation.
- Install river rock base (zero-maintenance aesthetic).
- Panel support poles will be sunk into the ground (concrete footings).
- No plantings. Clean, durable, low-maintenance design.



PINE LAKE

Arts'
Natural Habitat

PINE LAKE | DEKALB COUNTY, GA



OPTION 1: POLYPTYCH - ORIGINAL PHOTOGRAPH

5 PANELS • CONTINUOUS IMAGE • HERON AT PINE LAKE



OPTION 2: FIVE STAND-ALONE IMAGES

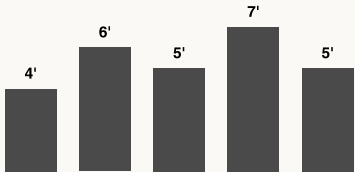
5 PANELS • DISTINCT IMAGERY • NATIVE TO PINE LAKE



PINE LAKE
GATEWAY GALLERY

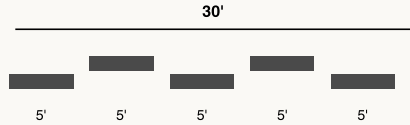
PUBLIC ART AT THE ENTRANCE | CITY OF PINE LAKE
ART. NATURE. COMMUNITY.

PANEL HEIGHTS (LEFT TO RIGHT)



Each panel: 5' wide
Overall installation: 30'
24" front-to-back offset between panels
Panels remain vertical; ground slopes.

SITE PLAN (TOP VIEW)



SITE NOTES

- Remove asphalt in ROW area (approx. 120 sq ft).
- Raise existing curbing 4"-6" for clear delineation.
- Install river rock base; no plantings.
- Panel support poles will be sunk into the ground.
- Painted metalwork: low-maintenance and visually recessive.

Arts' Natural Habitat

PINE LAKE | DEKALB COUNTY, GA

PINE LAKE GATEWAY GALLERY

Fabrication + Site Go-By

PANEL CONFIGURATION

- Five permanent steel frames
- Each panel: 5' wide
- Heights left to right: 4' - 6' - 5' - 7' - 5'
- Overall installation length: 30'
- 24" front-to-back offset between panels
- Frames remain plumb/vertical while the site slopes

SITE TREATMENT

- Approximately 120 sq ft of existing asphalt in the ROW will be removed.
- Existing curb will be raised approximately 4"-6" to clearly delineate the gallery zone.
- The base will be filled with river rock to reinforce the visual boundary and create a zero-maintenance ground treatment.
- No plantings are proposed.
- Panel support poles will be sunk into the ground; final structural details are to be determined by the fabricator/engineer.

FRAME + INSERT INTENT

- Permanent steel frame with welded wire mesh support.
- A spacer/gap between mesh and frame preserves working access and attachment flexibility.
- Metalwork will be painted for durability, low maintenance and visual discretion.
- The structure is intended to disappear visually so the artwork remains dominant.

ARTISTIC FLEXIBILITY

- Initial artwork can be printed on UV- and wind-resistant exterior vinyl.
- The mesh/spacer system is intentionally adaptable for changing exhibitions.
- Future uses may include woven or fabric art, layered assemblage, dimensional elements, and collages composed of multiple smaller pieces.
- Individual exhibitions can change without altering the permanent steel infrastructure.

FABRICATOR NOTE

This document communicates design intent rather than final engineering. Final steel member sizing, finish system, footing/post depth, wind loading, and fastening details should be confirmed by the fabricator/engineer.

Arts' Natural Habitat

Gateway Gallery | City of Pine Lake, Georgia



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: September 29, 2025

TITLE: 2026 PLAIN MOU

RECOMMENDATION

Approve resolution authorizing the MOU between the City and PLAIN.

BACKGROUND

PLAIN is a resident-managed 501(c)(3) focused on community engagement and support, facilitating recycling events, the ongoing “little pantry” food donation program, and other neighbor-driven initiatives.

On an annual basis, the Pine Lake Municipal Government (*City of Pine Lake*) adopts a memorandum of understanding (MOU) with PLAIN for the purpose of establishing agreement over use of publicly-owned facilities and lands, as well as outlining regular and seasonal initiatives, events, and programs facilitated by PLAIN.

RESOURCE IMPACT

Under the new agreement, PLAIN has absorbed another resident committee, the *Stewards of Environmental Education and Design* (SEED). The City of Pine Lake appropriates \$500 annually (100.1100.0000.531107) for program expenses undertaken by SEED.

ATTACHMENTS

Resolution
2026 PLAIN MOU

**STATE OF GEORGIA
COUNTY OF DEKALB**

RESOLUTION R-2026-53

**A RESOLUTION AUTHORIZING THE 2026 MEMORANDUM OF UNDERSTANDING
WITH PINE LAKE ASSOCIATION OF INVOLVED NEIGHBORS, LLC**

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, the Pine Lake Association of Involved Neighbors, LLC (“PLAIN”) is a resident-managed nonprofit organization focused on community engagement and support; and

WHEREAS, on an annual basis, PLAIN and the City of Pine Lake have entered a Memorandum of Understanding (“MOU”) for the purpose of establishing the parties’ agreement concerning the use of publicly-owned facilities and lands, as well as outlining regular and seasonal initiatives, events, and programs facilitated by PLAIN.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake hereby authorize the entry of the 2026 MOU with PLAIN as presented by City staff.

SO RESOLVED this 29th day of September 2026.

CITY OF PINE LAKE, GEORGIA

Thomas Torrent, Mayor Pro Tem

ATTEST:

Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

Angela Couch, City Attorney

MEMORANDUM OF UNDERSTANDING

This constitutes a Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia, a municipal corporation of the State of Georgia (the "City"), and Pine Lake Association of Involved Neighbors, LLC, a domestic nonprofit corporation ("PLAIN"). The purpose of this MOU is to clarify the parties' roles including PLAIN's use of the public facilities of the City to organize and operate community events, programs, and projects to support the continuing vitality of the Pine Lake community and to engage the Pine Lake community with the surrounding unincorporated areas of Dekalb County. PLAIN is the parent organization of Stewards of Environmental Education and Design ("SEED"), an organization that promotes long-term environmental sustainability through community engagement of ecologically-driven events. Henceforth, all references herein to PLAIN include its division of SEED. The Parties agree and understand that

1. SEED was formally a City sponsored or created committee that went defunct at some time in the past;
2. SEED is no longer an arm, committee, or instrument of the City of Pine Lake;
3. PLAIN accepts and undertakes all responsibility and responsibility for SEED and ensuring that all SEED activities on City-owned property are scheduled with the City and comply with this Agreement.

Each of the parties agrees that the following mutual promises, terms, and conditions provide adequate consideration to support this agreement:

The City of Pine Lake will:

- APPROVE applications for private rentals of City facilities. Private, paid rentals will take precedent over any PLAIN use of City facilities.
- MAKE the Beach House, the Club House, and other public facilities available as permitted by rental schedule at no cost for each SINGLE DAY community event of six (6) hours or less approved by the City. All other use of such facilities shall be in accordance with the terms and conditions of the City's Property/Business Owners Rental Agreement for the Beach House and/or Club House and the City's Permit for Outdoor Festivals and/or Public Lands and Buildings.
- ALLOW PLAIN's use of the Beach House and Club House on Sunday evenings (5:00 - 9:00 PM) and Monday through Friday (8:00 AM - 9:00 PM), unless otherwise booked by the City. Such use shall be for events, classes, and meetings that are open to the community and free of charge (donations may be accepted but not required, and organizers may charge for the cost of materials, if applicable). PLAIN will manage the reservation process for both Sunday evenings and Monday - Friday using a Google Forms App through which the City will have visibility and notification of bookings ([Click here](#) to see PLAIN calendar and link to Google reservation form). Only Pine Lake Residents may book a facility through PLAIN. Any non-resident must book a facility with the City. In the event of a scheduling conflict with a paid rental that is presented at least fourteen (14) calendar days in advance, PLAIN's booked event will be moved to another

facility or to a different date. Each user shall be required to sign the same facility use agreement that is required of a paid rental user. Each user shall be individually responsible for all damages and clean up performed by the City following an allowed use of the premises, and PLAIN will provide written instructions that make clear to the registered user the City's expectations of clean up and responsibility for damages before allowing use of the premises. PLAIN agrees to place a \$100 standing deposit with the City, to cover cleaning or damage repairs that may be required. If that amount is not sufficient to repair or clean up after an event registered by PLAIN, PLAIN will pay all costs associated with such clean up or repair if not covered by the leasing party. If the entirety of the \$100 deposit is not required, then a refund to the user will be made, unless the user agrees in writing to donate to the City the remainder of the deposit.

- ALLOW PLAIN's use of the "Food Pantry Storage," adjacent to the Club House located at 470 Clubhouse Dr, Pine Lake, GA or other suitable location to collect and store food to be distributed to Pine Lake and other community residents. Only dry/package goods may be stored next to the Club House; no food may be stored at the Beach House or any other City facility.
- ALLOW additional space within the locked storage area at the Beach House, after tables and chairs are stored, to be used to store PLAIN supplies. No PLAIN supplies are to be stored in any other area of any public facility used by PLAIN, except for the Food Patry storage referenced above.
- ALLOW installation of up to ten (10) signs, provided by PLAIN, in the right of way or otherwise on City property along City streets before each community event agreed to by the City. Signs no larger than 12"x18" and staked in the ground may be used int he right of way; sandwich/A-Frame type of signs no larger than 24"x36" may be used outside of the right of way.
- PROVIDE funding for food used for a holiday picnic organized and operated by PLAIN as set forth and limited by the City's annual budget.
- MAINTAIN its facilities and amenities in good working order to ensure the safety of residents and guests, and provide notice of facilities or amenities that should not be used where defects are not apparent.
- ASSIGN a Council liaison to act as a conduit for questions and information between PLAIN and the CITY. Appointment of the Council liaison will be made by the mayor and confirmed by the Council.

PLAIN will:

- ORGANIZE, OPERATE, and/or SPONSOR community events open to the public throughout the calendar year. The City expects PLAIN to provide at least six (6) events per year, with the expectation of at least one (1) event per month. Additional community events, such as picnics to commemorate Memorial Day or Independence Day, and holiday celebrations at the end of and beginning of each year, will be considered based on community interest and support. Other topical community meetings or gatherings sponsored or supported by PLAIN will be planned based on interests and needs of the community. PLAIN may provide a "Candidate Forum" or event for any contested election

for City of Pine Lake Mayor and/or City Council and a forum or forums for both sides to present and discuss any referenda to be voted on by electors within the City of Pine Lake; PLAIN may provide a “Meet and Greet” for uncontested elections of Mayor and/or City Council; and PLAIN may provide a “Meet and Greet” for Mayor-identified City Manager candidates prior to Council approval. For any contested election, City-owned facilities may be used for campaigning and other events only where all candidates are included. A list of events to be organized, operated, and/or sponsored by PLAIN is attached as EXHIBIT A. Any additional events may be jointly planned subject to facility availability. PLAIN agrees that the City will have final approval of all events.

- For any event not listed in Exhibit A that PLAIN wishes to sponsor, hold, or manage that involve entry into City owned property, premises, or other asset, PLAIN will provide the City not less than 30 days’ notice of the proposed event, the date, time, purpose, and location of the event, apply for and obtain any required permits for the event, provide the liability waiver form it intends to use as part of the event (which will be required of all participants for any event involving athletic events, entry into any waterway of the City, or any other event involving physical exertion), identify the person or persons associated with PLAIN leadership or who have been delegated by PLAIN leadership who will manage, control or be responsible for the event for PLAIN, identify any City staff needs for the event, and reimburse the City for the regular time cost of any staff involvement for events outside of ordinary business hours.
- MAY ORGANIZE and OPERATE a food pantry and community outreach for the Pine Lake community, utilizing the kiosk in front of the Municipal Annex formerly known as “old City Hall” as a base of operation.
- APPROPRIATELY SPEND collected donations solicited for the improvement of City facilities/properties, only with prior approval of Council for any improvements proposed to be made. In the event PLAIN intends to seek to apply for any grant with respect to any City owned property, PLAIN must notify the City prior to making any application, and the City will determine whether such grant can be supported by the City. The City will have the final approval of any grant application that would benefit City owned property.
- MANAGE use of the Beach House and Club House on Sunday evenings (5:00 - 9:00 PM) and Monday through Friday (8:00 AM - 9:00 PM), unless otherwise booked by the City as set forth above.
- COMPLY with all ordinances, policies, and rules of the City of Pine Lake, including but not limited to the City’s sign ordinance, and all applicable state laws, standards, and guidelines. In the event of a noise complaint or disruptive behavior by a user, PLAIN will be responsible for rectifying the problem if it is safe to do so. PLAIN cannot physically change any City owned property without prior City approval.
- COORDINATE with the City’s Public Works Department regarding any invasive species removal projects or any other maintenance project regarding City owned property. In this regard, PLAIN shall follow the requirements set forth above regarding events not listed on Exhibit A. PLAIN nor any member, representative, agent, or guest of PLAIN may use herbicides on any City owned property without prior written permission from the City.

- MAINTAIN PLAIN's storage in the locked storage area of the Beach House and the storage adjacent to the Club House in a safe, sanitary, and neat manner.
- COLLECT and BAG all trash and recycling at community events operated or organized by PLAIN during and after such events to ensure no overflow of trash from trash containers. Deposit bagged trash into green containers outside each venue and collect un-bagged recycling in blue containers outside.
- INDEMNIFY and HOLD HARMLESS the City and all of its agents, officers, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death and including injury to real or personal property, that may be sustained by any person while participating in any aspect of any event organized or operated by PLAIN and that results from an act or omission of PLAIN or any agent, officer, employee or contractor of PLAIN, regardless of whether such liability arises in tort, contract, strict liability or otherwise, to the fullest extent allowed by law. The parties agree that nothing in this MOU waives any immunities the City may have as a matter of law.
- MAINTAIN insurance sufficient to cover any claims or liabilities arising from any aspect of any event organized and operated by PLAIN including the indemnity and hold harmless provision above, with limits of not less than \$600,000 per occurrence and naming the City as an additional insured. Upon request, PLAIN shall provide to the City evidence of insurance including any insurance policy covering PLAIN and naming the City as an additional insured.
- PROVIDE to the City, by March 31 of the following year a written annual report specifying the events, programs, and projects operated or organized by PLAIN during the preceding calendar year.

If PLAIN proposes an event, program or project requesting or requiring in kind or financial support from the City beyond the scope of this MOU, it shall prepare an event, program or project-based agreement for the City's consideration. The City makes no assurance that such agreement will be approved by the City.

A joint public meeting of the City Council and PLAIN shall be held on an annual basis in the first quarter of the calendar year at a time and place agreeable to each party, unless waived in writing by both parties to this MOU. This meeting will be held in accordance with the Georgia Open Meetings Act.

Nothing in this MOU or any addenda hereto shall create any property interest for PLAIN in any City property or facility.

It is contemplated by the City and PLAIN that this MOU may be amended from time to time to address other types of events, programs, and projects which may be desired by the City and PLAIN.

Unless otherwise agreed by the parties in writing, either party may terminate this MOU at any time by providing written notice, electronically or by hard copy to the other party 90 days in

advance of the proposed termination date. Notice shall be sent to each party at the addresses below.

To the CITY:

City of Pine Lake
ATTN: City Manager
P.O. Box 1325
425 Allgood Road
Pine Lake, GA 30072

To PLAIN:

Pine Lake Association of Involved Neighbors, LLC
ATTN: President
P.O. Box 44
Pine Lake, GA 30072-0044

For the City of Pine Lake

THOMAS TORRENT
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Assistant City Clerk

ANGELA C. COUCH
City Attorney

For Pine Lake Association of Involved Neighbors,
Inc.

Rachel Gates
President 2026

Exhibit A

PLAIN USAGE of City Facilities 2025 and 2026

PLAIN Monthly meetings – Beach house, 3rd Thursday of every month 7-8 PM

PLAIN Coffeehouse – First Sunday of every month 10 -12 PM, Beach house

PLAIN Trivia nights/game night/ sunset soiree, 3 times a year weekday evening, Beach house

PLAIN and City – Beach house, Fourth of July Picnic

PLAIN recycling – Clubhouse, 6 times a year on a Saturday morning

PLAIN and City, Beach house, Lighting of the Lake and Cookie Exchange

PLAIN Nature Cleanup, trash and invasive plant species removal as defined by [UGA Extension Program for DeKalb County](#) proposed 3 times a year (Late February/Early March, Mid-April OR early September, and late November/early December). SEED initiative. Supports annual Bee City Certification.

PLAIN Pollinator Census, annual SEED event in 2nd/3rd week of August. Supports annual Bee City Certification.

PLAIN Coffee with a Cop, annual on a Saturday morning, Beach house.

Pollination Celebration – Annual collaboration with City, SEED, and MAP, Beach house and park. Supports annual Bee City Certification.

Ad hoc when needed

PLAIN Candidates Forum

Community engagement events

Educational presentations

Consistent resident usage through PLAIN

Pine Lake Book Club, monthly on 3rd Monday, 1-3PM, Beach house

Yoga and Cardio, weekly on Tuesdays, Debbie Liam, Clubhouse

Akido, Beach house or park, 3 times a week, Stephanie Spiller

Occasional resident usage

Karaoke night with James Freeman

Soundbaths with Stephanie Kohler

ORDINANCE NO. 2026-01

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF PINE LAKE TO CHANGE THE COMMENNCEMENT TIME FOR REGULAR MEETINGS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO ESTABLISH AN EFFECTIVE DATE; AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS pursuant to the Charter of Pine Lake, Section 2.19, the City Council shall hold regular meetings at such times and places as prescribed by ordinance; and

WHEREAS, the Council of the City of Pine Lake desires to revise the existing time for when regular Council meetings begin; and

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

Part One: Section 2.72 of the City's ordinances is hereby amended to read as follows:

Sec. 2-72. Regular meetings.

Regular meetings of the city council are held at the city hall or at such other place as may be designated, on the second Tuesday and last Tuesday of each month at 6:30 p.m. To the extent not prohibited by law, such meetings may be held in person or virtually.

Part Two. If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of the Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Pine Lake to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for any reason.

Part Three. All ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of the conflict.

Part Four. This Ordinance shall be effective when signed by the Mayor of the City of Pine Lake.

SO ORDAINED this _____ day of _____ 2026.

CITY OF PINE LAKE, GEORGIA

Thomas Torrent, Mayor Pro Tem

ATTEST:

Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

Angela Couch, City Attorney