

# Candidate Qualifying Packet

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Thank you for your interest in Berkeley Lake city government. The City of Berkeley Lake is governed by a mayor and five city council members. Each position is elected at-large by a plurality of votes. Elected officials serve for a term of four (4) years.

Council meetings are held on the third Thursday of each month at 8:00 PM with a work session immediately preceding the meeting beginning at 7:00 PM. In addition, there are special called meetings throughout the year as needed. Attendance is expected at work sessions and meetings.

Elected officials take office at the first organizational meeting in January following the election. Once elected, the Mayor and Council Members must continue to reside in the City of Berkeley Lake and remain registered voters. They may not hold any other city office or city employment during any portion of the term for which they are elected. Family members of elected officials are not eligible for employment with the city.

Annual compensation for elected officials is as follows:

Mayor - \$5,000

Council Member - \$900

Interested persons should familiarize themselves with city operations, including but not limited to the City Charter, City Codes/Ordinances, and the Constitution of the State of Georgia. State law requires that, soon after taking office, newly elected officials attend the Newly Elected Officials Institute training conducted by the Georgia Municipal Association and Carl Vinson Institute of Government. The cost of attending this training is paid by the city. The training is scheduled for February 2026 in Athens, Georgia or March 2026 in Tifton, Georgia.

Please review the materials provided for qualifying to run for office in the November 4, 2025 General and Special Election. This November, municipal voters will elect three seats of City Council in the General Election and one seat of City Council to fill the unexpired term of Bob Smith in the Special Election. Leigh Threadgill, the City Clerk of the City of Berkeley Lake, will serve as the Qualifying Officer and will be the person to receive your Notice of Candidacy and Affidavit.

State law also requires candidates and elected officials to file certain financial disclosure forms in order to foster transparency in government. Most of these are filed with the city clerk who then transmits them to the State Ethics Commission. *It is the responsibility of the candidate to be familiar with and comply with all campaign-related laws, rules and regulations.* Candidates should familiarize themselves with all forms, publications and the requirements of candidacy for public office at <http://www.ethics.ga.gov/>. These filings are public records and, while filed with the city clerk, it is the candidate's responsibility to see that they are filed in a timely manner. There are severe monetary penalties for late filing.

The following websites may also be helpful to you as you consider candidacy for city office in the City of Berkeley Lake:

- Secretary of State – Elections Division <https://sos.ga.gov/index.php/elections>
- State Ethics Commission <http://www.ethics.ga.gov/>
- City of Berkeley Lake <http://www.berkeleylake.com>

**CITY GENERAL and SPECIAL ELECTION**  
**TUESDAY, NOVEMBER 4, 2025**  
**7:00 AM – 7:00 PM**

**Qualifying Dates:**

Monday	August 18, 2025	9:00 am – 4:00 pm
Tuesday	August 19, 2025	9:00 am – 4:00 pm
Wednesday	August 20, 2025	9:00 am – 4:00 pm

**Seats:**

General Election

Councilmember	Scott Lee
Councilmember	Chip McDaniel
Councilmember	Resa Mechling (appointed to unexpired term of Rodney Hammond)

Special Election

Councilmember

**Incumbent:**

**Vacancy:**

Bob Smith (currently filled by appointee Barbara Geier)

Prospective candidates must file a Notice of Candidacy in person at Berkeley Lake City Hall located at 4040 South Berkeley Lake Road, Berkeley Lake, GA during the qualifying period as detailed above.

To become a candidate, an interested person must:

- be a one-year resident of the City of Berkeley Lake at the time of election
- be at least 21 years of age
- be a registered voter
- file a Notice of Candidacy and Affidavit in person with the Qualifying Officer/City Clerk/Elections Superintendent Leigh Threadgill
- pay the applicable qualifying fee required - \$27 for council member (3% of annual compensation); or file a pauper's affidavit in accordance with O.C.G.A. § 21-2-132(g); or be a write-in candidate in accordance with O.C.G.A. § 21-2-133.

# Code of Conduct

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- a) The City of Berkeley Lake adopts by reference, as if fully set forth herein, the provisions of OCGA 45-10-1 and Section 2.14 of the City of Berkeley Lake Charter. Any conflict between local ordinance and state statutes and/or the charter shall be resolved in accordance with the provisions of state statute and the charter.
- b) It is the policy of the City of Berkeley Lake to observe the highest standards of public conduct, considering the roles of both elected and appointed city officials to be primarily that of a trustee of the public's resources. Consequently, this code seeks to establish criteria and guidelines that will encourage all city officials to serve others, not themselves; to use resources with efficiency and economy; to treat all people fairly; to use the power of their positions only for the well-being of constituents; and to create an environment of honesty, openness and integrity.
- c) Public officials and employees of the city shall treat all citizens with courtesy, impartiality, fairness, and equality under the law, and shall avoid both actual and potential conflicts of interest between their private self-interest and the public interest.
- d) The following are found to be ethics violations in the City of Berkeley Lake and are prohibited:
  - 1) Coercing or attempting to influence persons outside a public meeting by offering to exert the power and resources of their position to achieve a private objective;
  - 2) Making commitments, implicitly or explicitly, that the city will take actions the council has not agreed to;
  - 3) Accepting gifts or favors with a value of more than \$50, or multiple gifts with a cumulative value of \$100 from any single source, from persons regulating and conducting business with the city;
  - 4) Disclosing confidential information from closed meetings without the prior authorization of the Mayor and Council;
  - 5) Requesting, using or permitting the use of any publicly-owned or publicly-supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of a member of the Mayor and Council, except as otherwise provided by law;
  - 6) Engaging in private employment with, or rendering services in exchange for compensation for, any entity that has business transactions with the city, unless full disclosure of the nature and extent of such employment or services has been made;
  - 7) Appointing or voting for the appointment of any person related to the individual by blood, marriage or adoption to fill an office, position, employment, or duty, when the salary, wages, pay, or compensation is to be paid out of public funds;

- 8) Making remarks in a public meeting that are personally disparaging or reflect negatively on the character of others (rather than expressing a different point of view), or allowing others to do the same;
  - 9) Failing to vote on all matters lawfully coming before a member of the City Council or a Commission appointed by the city council without stating a reason for doing so.
- e) In the interests of advancing efficient, transparent and good government, the following activities shall be required:
- 1) City Council members and Commission members appointed by the City Council will announce the details of ex parte contacts and communications prior to any action on a matter which was the subject of the ex parte contact/communication;
  - 2) Presiding officers of city meetings shall not permit personally disparaging remarks or comments that reflect negatively on the character of others (rather than expressing a different point of view), and shall declare such persons out of order;
  - 3) To avoid the appearance of impropriety, any member of the Mayor and Council or Commission member appointed by the Mayor and City Council determined to have a conflict of interest or a potential conflict of interest shall leave the room for the entire duration of the deliberations and actions on the matter;
  - 4) Persons wishing to speak at public meetings must first be recognized by the chair or presiding officer;
  - 5) Council members who communicate, by whatever means, policy positions, opinions, or city-related recommendations which are not the official position of the City shall clarify that their communications speak only for themselves and are not the official position of the City;
  - 6) Violations of the city's codes of ethics witnessed by members of the governing body will be reported to the mayor (or vice mayor in the event the mayor is the subject of an alleged violation);
  - 7) The city's ethics ordinances shall be reviewed annually by the Mayor and Council.
- f) Hearings and Determinations: Upon the sworn complaint of any person alleging facts, which if true would constitute a violation of this section, the Mayor and Council shall conduct a public hearing at which the accused shall be given the opportunity to be heard, either personally or through counsel. At the conclusion of said hearing, the Mayor and Council shall, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the official or appointee in question.

TO: City Administrator Leigh Threadgill, Superintendent of Elections,  
City of Berkeley Lake, State of Georgia

**NOTICE OF CANDIDACY AND AFFIDAVIT  
CITY OF BERKELEY LAKE, GEORGIA**

I, the undersigned, being first duly sworn on oath, do depose and say: that my name is

\_\_\_\_\_;

that my residence address is

\_\_\_\_\_  
(Street Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip Code)

that my post office address is \_\_\_\_\_;

that my telephone numbers are

\_\_\_\_\_  
(home) (work) (cell)

that my profession, business or occupation is \_\_\_\_\_;

that the name of my voting precinct is BERKELEY LAKE CITY HALL; that I am an elector of the City of Berkeley Lake, eligible to vote in the election in which I am a candidate; that the name of the office I am seeking is \_\_\_\_\_; that my date of birth is \_\_\_\_\_; that I have been a legal resident of the State of Georgia for \_\_\_\_\_ years; that I have been a legal resident of the City of Berkeley Lake for \_\_\_\_\_ years; that I am a citizen of the United States; that I am eligible to hold such office; that I am a candidate for such office in the City of Berkeley Lake (general) (special) election to be held on the 4th day of November, 2025;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted, that my civil rights have been restored; and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec II paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. Ch.21-2) or of the rules or regulations adopted thereunder.

**I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law, and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.**

\_\_\_\_\_  
(Signature of Candidate)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

Required by Ga. Election Code, Sec. 21-2-132.)

I desire that my name appear on the ballot as follows: (limited to 25 characters including spaces)  
(PLEASE PRINT CLEARLY)

\_\_\_\_\_

Should I be elected, I desire that my name appear on official documents as follows:  
(PLEASE PRINT CLEARLY)

\_\_\_\_\_

Read and initial:

☐

All municipal elections are non-partisan.

☐

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

Select and initial only **one** of the following:

☐

I hereby tender cash/check/money order in the amount of \$\_\_\_\_\_.

Name of bank \_\_\_\_\_

Check number \_\_\_\_\_

☐

I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-132(g), in lieu of paying the qualifying fee.

☐

I am a write-in candidate and hereby submit a copy of my notice of intention of candidacy as published in the Gwinnett Daily Post on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the affidavit of publication as prescribed in O.C.G.A. § 21-2-133.

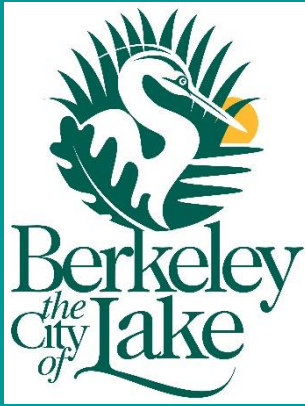
## State Ethics Commission – Common Forms

- [Declaration of Intent \(Form DOI\)](#)
  - If you are not currently an elected official and you plan to run for public office, you must file a DOI prior to accepting campaign contributions.
  - File this with the City Clerk
- [Registration of Candidate Campaign Committee \(Form RC\)](#)
  - Candidates are not required to have a campaign committee. However, if you have designated someone to file your reports or if anyone is collecting or expending your contributions, you have a campaign committee.
  - File this directly with the State Ethics Commission
- [Affidavit of Candidate's Intent Not to Exceed \\$2500 in Contributions and/or Expenditures Form](#)
  - If you do not plan to exceed \$2,500 in contributions or expenditures, file upon qualifying and again once elected to replace the CCDR requirements.
  - File this with the City Clerk
- [Campaign Contribution Disclosure Report \(CCDR\)](#)
  - For qualified candidates of the November 4, 2025 general election, the report must be filed on the following dates and may not be filed prior to the due date:
    - September 30, 2025
    - October 25, 2025
    - December 31, 2025
  - All candidates must file reports, regardless of whether any money was raised or spent, unless the amount is less than \$2,500 and the candidate has filed an Affidavit Not to Exceed \$2,500 in Contributions and/or Expenditures (see above).
  - File this with the City Clerk
- [Two Business Days Report of Contributions Received](#)
  - To report contributions (including loans) of \$1000 or more between last report due and the election.
- [Personal Financial Disclosure \(PFD\)](#)
  - All qualified candidates must file a Personal Financial Disclosure within 15 days of qualifying.
  - File this with the City Clerk
- [Campaign Contribution Disclosure Final Report and Termination Statement](#)
  - If you are unsuccessful in the election, you have until December 31, 2025 to close your campaign and submit this report. If the candidate chooses not to submit this statement, the candidate is required to file all supplemental reports.
  - File this with the City Clerk

[Here's more information from the State Ethics Commission for local government candidates.](#)

For questions, please contact the State Ethics Commission at 404-463-1980 or [gaethics@ethics.ga.gov](mailto:gaethics@ethics.ga.gov).





## Temporary Sign Guidelines for Residents and Businesses



## Temporary Sign Regulations

### Basic rules for all signs...

- There are no categories of special rules for “real estate”, “yard sale”, “campaign” or any other type of privately-owned sign. All signs must comply with the regulations regardless of their content.
- No privately-owned signs are to be placed on public property or street right-of-way, EVER! And, they must always be AT LEAST 10 feet from the curb or edge of pavement, sometimes more if the right-of-way is particularly wide or the pavement is narrow.



Sign clutter is unsightly

- A general rule for locating the edge of right-of-way is to look for the utility poles or water meters. They are usually, but not always, located at the outer edge of the right-of-way. (See examples.)
- Signs cannot be attached to trees, fences, traffic sign posts, light posts or utility poles.
- Signs must be placed on private properties and ONLY if the owner gives permission. Tenants of non-residential properties must also have permission from their landlord or property manager.



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*Don't risk losing your sign or getting a citation to appear in municipal court! Check with city hall to make sure your chosen sign location is acceptable before placing one.*

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## **Size limits...**

Size limits are 6 square feet in area and 5 feet high on residential properties; and 16 square feet and 15 feet high on non-residential properties.

## **Temporary Sign Permits...**

- Temporary signs on residential properties do not require a Temporary Sign Permit but those on non-residential properties do require one.
- Temporary Sign Permits are valid for up to 21 consecutive days at 3 month intervals.
- On non-residential properties, signs smaller than 2 square feet do not require a temporary permit but they may not total more than 16 square feet in aggregate face area on the property.
- One temporary sign per street frontage is allowed.
- The permit fee is \$25.00.

## **Temporary banners on buildings...**

Banners are allowed as temporary signs on non-residential buildings and have the same area and time limits and permitting requirements as other temporary signs.

Balloons, inflatables, streamers and searchlights are also permitted subject to limitations. See city website for more information.



## **Additional Resources...**

Gwinnett County's online mapping tool is a useful resource for properly locating signs:

<https://gis.gwinnettcountry.com/GISDataBrowser/>

More information about the City of Berkeley Lake's sign regulations and other ordinances is available on the city website:

<http://berkeley-lake.com/index.aspx?nid=91>

## **Contact Us...**

Phone: 770.368.9484

Email: [deputy.admin@berkeleylake.com](mailto:deputy.admin@berkeleylake.com)

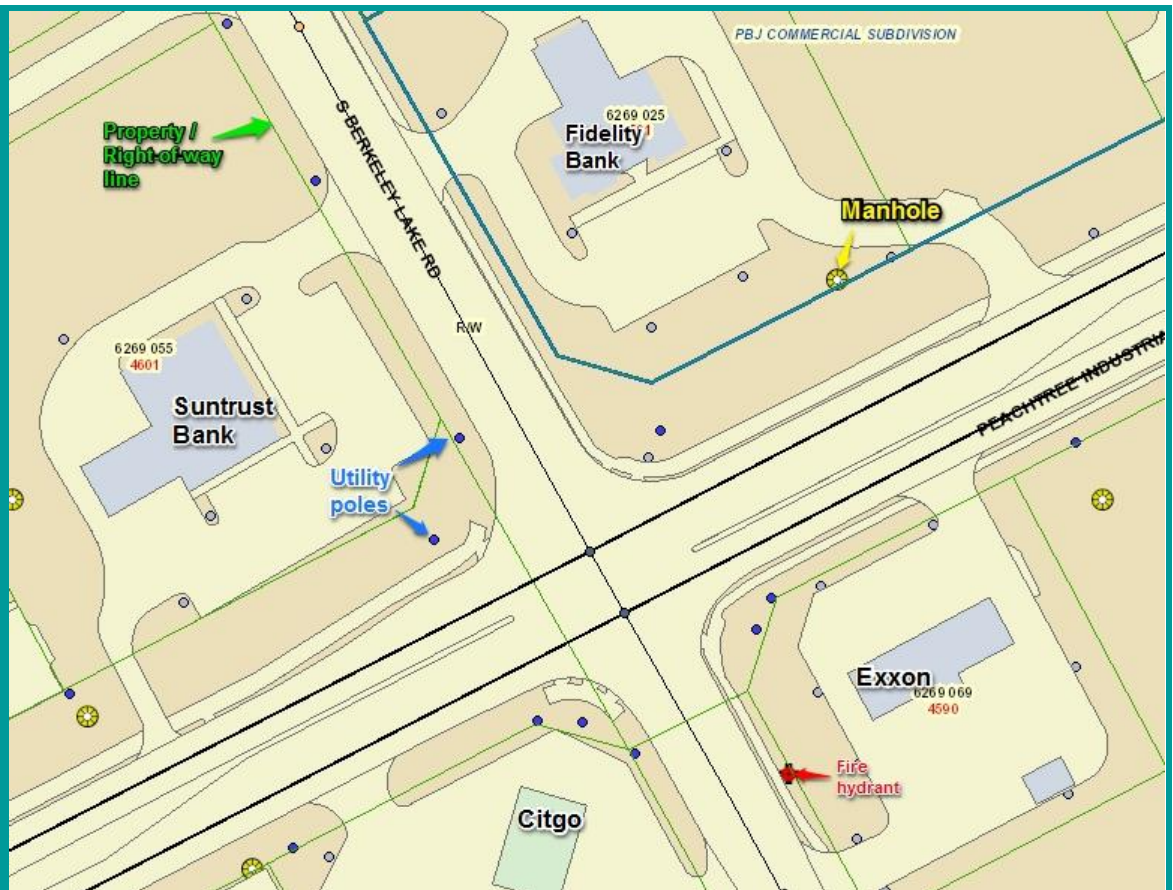
Web: [berkeleylake.com](http://berkeleylake.com)

## Examples: Most popular locations...

South  
Berkeley Lake  
Road @  
Lakeshore  
Drive

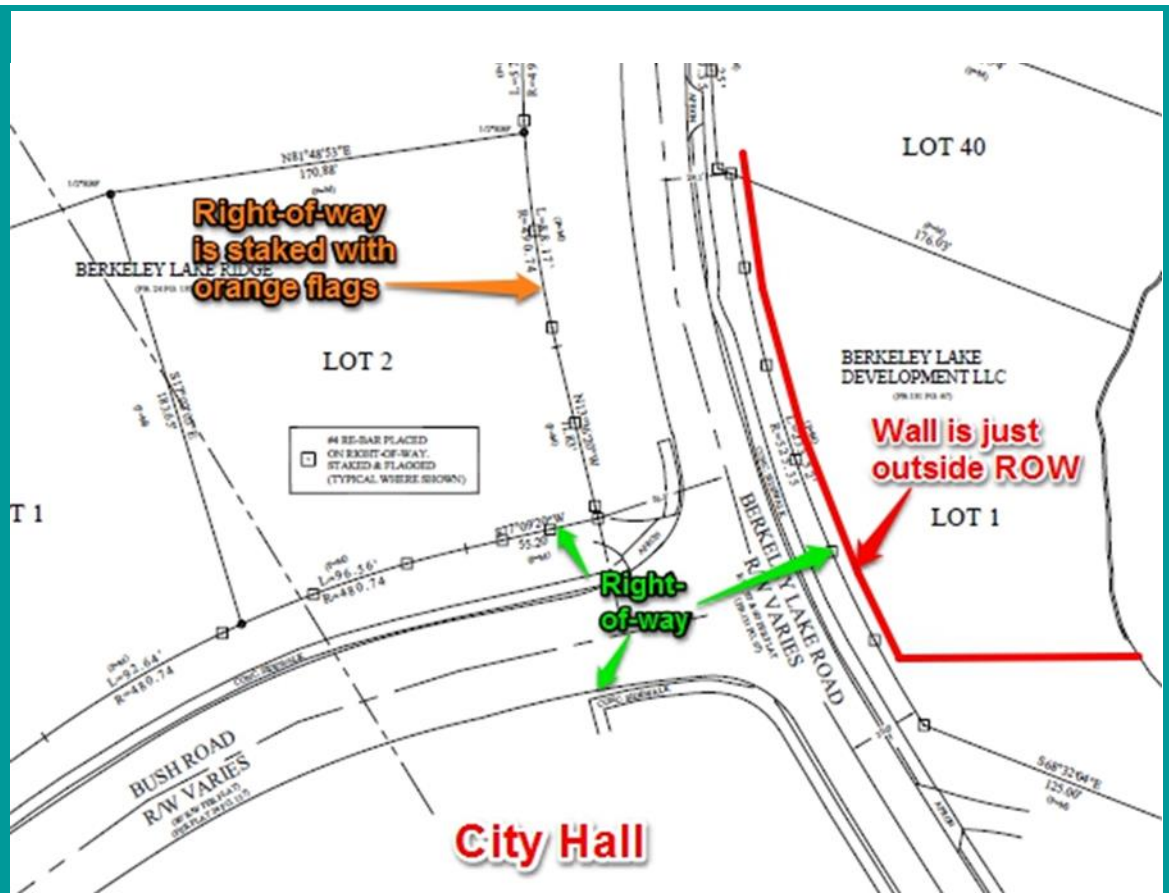


South  
Berkeley Lake  
Road @  
Peachtree Ind.  
Blvd.

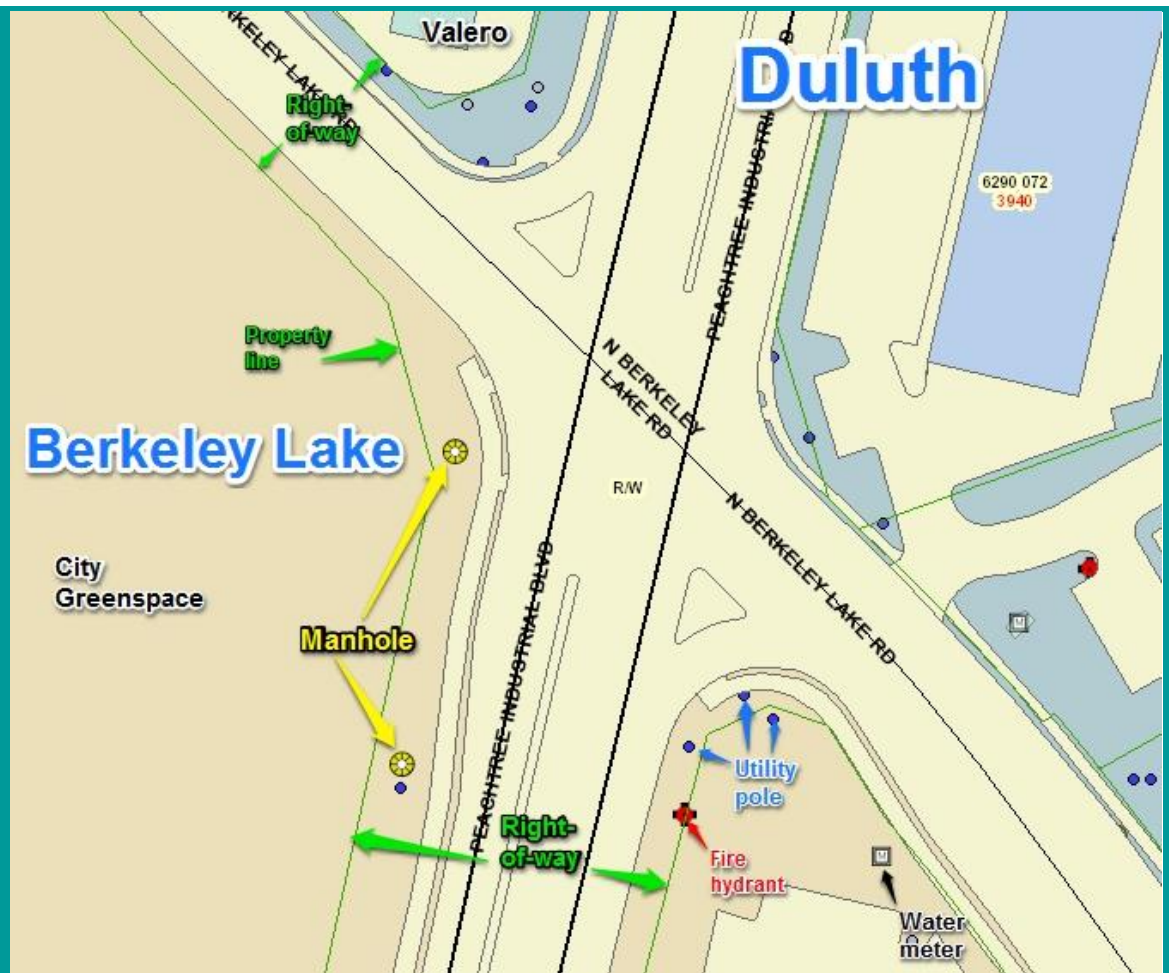




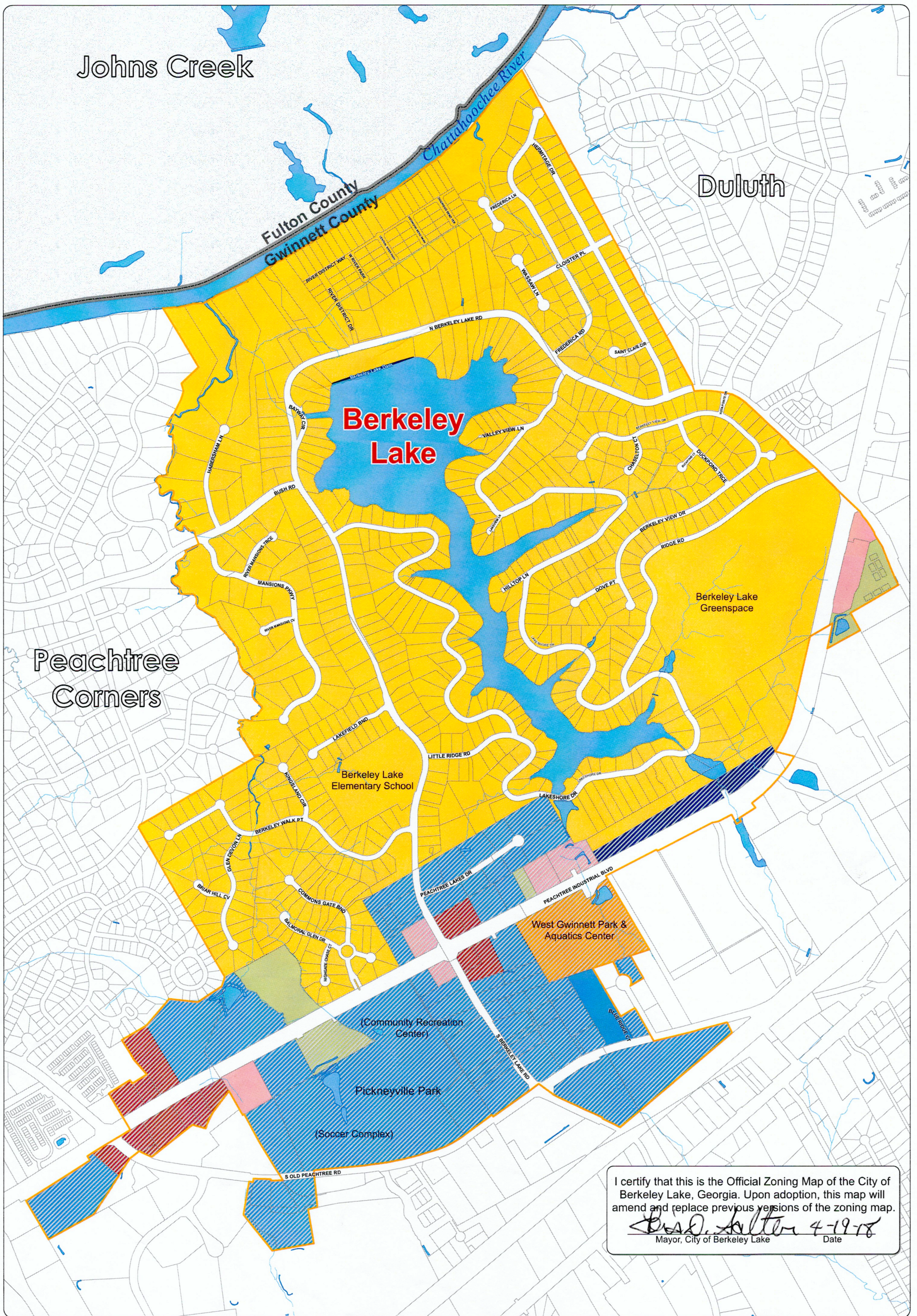
South  
Berkeley Lake  
Road @ Bush  
Road



North  
Berkeley Lake  
Road @  
Peachtree Ind.  
Blvd.







I certify that this is the Official Zoning Map of the City of Berkeley Lake, Georgia. Upon adoption, this map will amend and replace previous versions of the zoning map.

*Brian A. Keltner* 4-19-18  
 Mayor, City of Berkeley Lake Date



4040 South Berkeley Lake Road  
 Berkeley Lake, GA 30096  
 (770) 368-9484 ~ www.berkeley-lake.com

**Official Zoning Map  
 of the City of  
 Berkeley Lake**  
 Effective December 2017  
 Map Prepared  
 February 15, 2018

**Legend**

- City of Berkeley Lake
- Parcels
- County Boundaries
- Hydrography
- Gwinnett Co - Annex (GC-A)
- Neighborhood Business (C-1)
- Light Industrial (M-1)
- O-I
- Single Family Residential (R-100)

**Gwinnett County Zoning Districts**

- Neighborhood Business (C-1)
- General Business (C-2)
- Light Industry (M-1)
- Heavy Industry (M-2)
- Office-Institutional (O-I)
- Single Family Residential (R-100)
- Single Family Residence (R-ZT)

**Scale: 1" = 450'**  
 1:5,400

**Map Notes:** Incorporated areas outside of Berkeley Lake are current as of the date this map was prepared. The C-1 district is a conditional use district. The GC-A district is an overlay district that refers back to the original zoning as regulated by the County and identified on the map.

Disclaimer: All data is provided as is, with all faults, without warranty of any kind, either expressed or implied. This map is the property of the City of Berkeley Lake, Georgia and its assigns. All rights reserved.