



**CITY OF FOREST PARK  
PLANNING COMMISSION MEETING**

Thursday, January 16, 2025 at 6:00 PM  
City Hall | 745 Forest Parkway, Forest Park, GA 30297

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 366.4720

**PLANNING & COMMUNITY DEVELOPMENT**  
785 Forest Parkway  
Forest Park, GA 30297

## MINUTES

**Azfar Haque, Chairman**  
**Michael Clinkscales, Vice Chairman**  
**Roderick Jackson, Member**  
**Donald Williams, Member**  
**Lois Wright, Member**

**CALL TO ORDER/WELCOME:** Michael Clinkscales called the meeting to order at 6:01pm.

**ROLL CALL:** A quorum was established.

**PRESENT:**

Michael Clinkscales, Vice Chairman; Roderick Jackson, Member; Donald Williams, Member; Lois Wright, Member

**ABSENT:**

Azfar Haque, Vice Chairman

**ALSO PRESENT:**

Nicole Dozier, Director of Planning & Community Development; Elle Whigham, City Attorney; SaVaughn Irons-Kumassah, Principal Planner; Latemia Richards, Planner I; Latonya Turner, Board Secretary and Department of Planning & Community Development Office Coordinator

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:**

Lois Wright made a motion to adopt the agenda as printed. Roderick Jackson seconded the motion. Motion approved unanimously.

**APPROVAL OF MINUTES:**

1. Approval of December 19, 2024 Meeting Minutes

Lois Wright made a motion to approve the December 19, 2024 Meeting Minutes as printed. Donald Williams seconded the motion. Motion approved unanimously.

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

2. **Case# VAR-2025-01 - Variance Request for 5240 Old Dixie Hwy., Parcel # 13077B A005, Ward 4. The applicant, Jennifer Wolfe, is requesting a Variance to increase the maximum height requirements for ground signs from the required ten (10) feet to twelve (12) feet to allow the installation of a replacement sign totaling a square footage of 32 square feet within the Light Industrial District (LI).**

**Background/History:**

The subject property is a parcel with approximately 6.95 +/- land acreage at the intersection of Old Dixie Highway and Agnew Drive. The site location has caused hardship and code conformity to the current zoning ordinance. Currently, high traffic volume reduces visibility which causes challenges for identifying the property and ensuring safe navigation for vehicles approaching the property. The property location is along Old Dixie Highway, a major arterial road, that necessitates a sign height that ensures adequate visibility for motorists. The proposed replacement sign will enhance the visual landscape along Old Dixie Highway and prioritize safety and visibility for motorists and pedestrians. **Per Sec. 8-3-23(9) - Restrictions based on location,** (1) One maximum thirty-two (32) square foot, freestanding monuments signs is permitted for each street on which the lot has up to and including five hundred (500) feet of frontage. The sign has a maximum height of eight (8) feet within the industrial districts. (5) Freestanding monument signs on arterial streets may be ten (10) feet in height within the industrial districts.

**Jennifer Wolfe** noted that the existing sign was not properly maintained by the previous tenants and is in poor shape. The new sign will be the same height but smaller in overall square footage. It will be in the same location as the existing sign. She stated the new sign will be a visual enhancement to the property as well as the community.

Lois Wright made a motion to approve the Variance Request for 5240 Old Dixie Hwy., Parcel# 13077B A005. Roderick Jackson seconded the motion. Motion approved unanimously.

3. **Case# TA-2025-01 - Text Amendment for Title 8. - Planning and Development, Chapter 8. Zoning, Article F. - Boards and Commissions, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-169 Public Arts Review Committee.**

**Background/History:**

The purpose of this amendment is to establish the Public Arts Review Board (PARB) and to oversee and promote the integration of art into public spaces, which fosters a vibrant, inclusive, and culturally enriched community. The board will work to support local artists, advocate for public art projects, and ensure that art reflects and enhances the identity and values of the community. Establishing the Public Arts Review Board will promote creativity, community engagement, and the accessibility of art for all, while contributing to urban revitalization, tourism, and a deeper appreciation of culture within the city of Forest Park.

Roderick Jackson made a motion to the Text Amendment for Title 8. Lois Wright seconded the motion. Motion approved unanimously.

**ADJOURNMENT:** Roderick Jackson made a motion to adjourn the meeting at 6:19pm. Lois Wright seconded the motion. Motion approved unanimously.

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those requiring accommodation for meetings should notify  
the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720

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