



FORESTPARK

**James Shelby**  
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## InterOffice Memorandum

**To:** Ricky Clark Jr., City Manager  
**From:** James Shelby, Interim Director of Planning and Community Development  
**Re:** Vacancies on Urban Design Review Board and Planning Commission  
**Date:** April 19, 2024

The Urban Design Review Board consist of five (5) members, who is appointed by the Mayor and City Council for terms of three (3) years each. Each member should be a resident or working professional within Clayton County. One member, Mr. Leonardo Penaloza, who was appointed by City Councilman Hector Gutierrez has not attended a meeting within the last two years. The City Council will need to appoint a new member based on the criteria listed below in Article F. Boards and Commissions, Section 8-8-158.

In addition, Mr. Porter that serves as the Chairperson of the Planning Commission is requesting to be replaced. The Planning Commission consists of five (5) members. Members are appointed and confirmed in accordance with Article F. Boards and Commissions, Section 8-8-164, and should be residents or property owners within the city and cannot be members of the city governing authority. Members are appointed for four (4) year terms and serve until their successor is appointed and qualified.

For your and the Council convenience, I have extracted excerpts of the powers and duties of each board from the Zoning Ordinance.

## ARTICLE F. - BOARDS AND COMMISSIONS

### Sec. 8-8-158. - Urban design review board.

The City of Forest Park hereby establishes the urban design review board which shall conduct business consistent with all requirements of this chapter:

- 1) The urban design review board shall consist of five (5) members, who shall be appointed by the mayor and city council (governing body) for terms of three (3) years each. Each member shall be a resident or working professional within Clayton County. The planning and community development director shall provide advice and recommendations to the governing body concerning the qualifications of individuals considered for appointment to the board. On and after the effective date of this section, each person appointed to the board shall meet either one (1) of the two (2) following minimum requirements:
  - a. He or she shall be educated and/or experienced in the field of land development, arts and culture, engineering, architecture, urban planning, landscape architecture, real estate, or similar professional field; or
  - b. He or she shall be a design professional registered and licensed by the State of Georgia in one (1) of the following professional fields: architecture, engineering, or landscape architecture.
- 2) Any vacancy in the membership of the urban design review board will be filled for the unexpired term in the same manner as the initial appointment. Members shall serve with pay as established by the governing body and may be reimbursed for any authorized travel expenses incurred while representing the board.
- 3) Members of the urban design review board shall be appointed by the governing body of the city for overlapping terms of three (3) years each. In order to ensure that the members' terms overlap, the initial appointments made after the effective date of this amendment may be, but are not required to be, for terms of three (3) years, two (2) years, or one (1) year, as needed to ensure overlapping terms; and thereafter all subsequent appointments shall be the terms of three (3) years each. All members shall serve until their successors are duly appointed and assume office.

### Sec. 8-8-159. - Powers and duties.

- a) *Duties of the urban design review board.* The urban design review board shall elect officers consisting of a chairman, a vice-chairman, and a secretary and shall adopt rules and guidelines for review of applications. Meetings of the board shall be held at such times as the board may determine on an as-needed basis. All meetings shall be open to the public. The board shall review and approve or disapprove development proposals as set forth in [section 8-8-159\(b\)](#).
- b) *Regulation of development citywide.* The urban design review board shall review all proposed single family subdivisions, multiple family residential, commercial, and industrial new construction, multiple family and residential, commercial, and industrial re-development, exterior remodeling (other than maintenance), re-occupancy and/or demolition, community art and murals, and shall approve or disapprove all such construction, development, exterior remodeling, re-occupancy and/or demolition in accordance with the requirements set forth in the following subsections.

**Sec. 8-8-164. - Planning commission.**

The City of Forest Park hereby establishes the planning commission which shall conduct business consistent with all requirements of the State of Georgia and this chapter.

- 1) *Membership.* The planning commission shall consist of and continue as a five (5) member commission. Members shall be appointed and confirmed in accordance with mayor and city council approval.
- 2) *Term.* Planning commission members shall be residents or property owners within the city and shall not be members of the city governing authority. Members shall be appointed for four (4) year terms and shall serve until their successor is appointed and qualified. Each successive appointment shall be for three (3) years.
- 3) *Vacancies.* Any vacancy in membership shall be filled for the unexpired term by the governing authority who shall have the authority to remove any member for cause, on written charges, after a hearing has been held by the governing authority. If a member moves outside the city limits or sells his/her property within the city; it shall constitute a resignation from the planning commission. Vacancies for unexpired terms shall be filled in the same manner as the initial appointment and the mayor and city council shall appoint and confirm a member for the unexpired term of the vacating member. Members may be reappointed to successive terms without limitation.
- 4) *Compensation.* All members shall be compensated in an amount as fixed from time to time by the mayor and council, and each may be further reimbursed for actual expenses incurred in direct connection with official duties when said expense has the prior approval of the mayor or city manager.

**Sec. 8-8-165. - Powers and duties.**

(a) *Recommending body.* The planning commission shall serve as the recommending body for the mayor and city council of Forest Park for the following applications. Planning commission shall recommend approval or denial of applications being forwarded to the mayor and city council, which include:

- 1) Comprehensive plan amendments;
- 2) Zoning map amendments(rezoning);
- 3) Conditional uses;
- 4) Text amendments; and
- 5) Regulations for the subdivision of land within the city, and to administer the regulations that may be adopted.

(b) *Decision making body.* The planning commission shall approve or deny the following applications for:

- 1) Variances.

Please call me if you have any questions any questions.

Attachments:

Urban Design Review Board Members 2022-2025

Planning Commission Members 2022-2025



City of Forest Park  
Planning & Community Development  
Planning Commission 2022 -2026

CITY OF  
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## Members

**Michael Clinkscales (Pastor)**

4815 Courtney Drive  
Forest Park, GA 30297  
404.635.9967 678.478.2126  
[rockchurchofatl@bellsouth.net/](mailto:rockchurchofatl@bellsouth.net)  
[april@rockchurchofatl.org](mailto:april@rockchurchofatl.org)  
\*email both addresses

**Andy Porter (Real Estate Professional)**

Clayton Plaza Shopping Center  
Forest Park, GA 30297  
United Development  
210 Sandy Springs Place  
Atlanta, GA 30328  
404.847.0917 404.697.0115  
[andyporter@bellsouth.net](mailto:andyporter@bellsouth.net)

**Azfar Haque (Insurance Broker)**

713 Forest Parkway  
Forest Park, GA 30297  
404.361.2075 404.642.1000  
[azfar@bulldoginsurance.com](mailto:azfar@bulldoginsurance.com)

**Roderick Jackson**

616 Ward Place  
Forest Park, GA 30297  
678-949-4025  
[Roderickjackson07@yahoo.com](mailto:Roderickjackson07@yahoo.com)

**Donald R Williams**

105 Governors Dr  
Forest Park, GA 30297  
770-331-8578  
zera60@hotmail.com

## Terms

(4-year terms)

**3.7.2022 to 3.7.2026**

**3.7.2022 to 3.7.2026**

**3.7.2022 to 3.7.2026**

**3.7.2022 to 3.7.2026**

**3.21.2022 to 3.21.2026**



City of Forest Park  
Planning & Community Development  
Urban Design Review Board 2022-2025

CITY OF  
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## Members

## Terms (3-year terms)

**Rodney Givens- Professional Engineer**

8933 Emerald Court  
Jonesboro, GA 30236  
678-637-7913  
678-999-0173

[rodneygivens99@gmail.com](mailto:rodneygivens99@gmail.com)

**3.7.2022 to 3.7.2025**

**Ron Dodson- Contractor**

1283 Trahlyta Terr.  
Morrow, GA 30260  
404-803-6612  
404-366-2324

[Dodson1283@gmail.com](mailto:Dodson1283@gmail.com)

**3.7.2022 to 3.7.2025**

**Yahya Hassan- Architect**

YHM Architecture  
6239 Auburn Drive  
Riverdale, GA 30296  
404-450-5881

[Yhassan.myhma@gmail.com](mailto:Yhassan.myhma@gmail.com)

**3.21.2022 to 3.21.2025**

**Leonardo Daniel Penaloza – Contractor**

5530 Old Dixie Hwy Apt A7  
Forest Park, GA 30297  
404-453-4073

[ldpenaloza23@gmail.com](mailto:ldpenaloza23@gmail.com)

**3.7.2022 to 3.7.2025**

**Karyl Cosey Clayton**

3035 Fairing Hill  
Lithonia, GA  
770-337-4204

[karylclayton@bellsouth.net](mailto:karylclayton@bellsouth.net)

**4.4.2022 to 4.4.2025**