



**CITY OF FOREST PARK
PLANNING COMMISSION MEETING**

Thursday, August 21, 2025 at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

Website: 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:

Chairman Azfar Haque called the meeting to order at 6:11 PM.

ROLL CALL:

PRESENT:

Azfar Haque
Michael Clinkscales
Lois Wright

ABSENT:

Roderick Jackson
Donald Williams

ALSO PRESENT:

Nicole Dozier, Director of Planning & Community Development
Danielle Matricardi, City Attorney
Latemia Richards, Planner I
Latonya Turner, Planning & Community Development Office Coordinator

APPROVAL OF MINUTES:

1. Approval of July 17, 2025 Meeting Minutes

Lois Wright made a motion to approve the July 17, 2025, Meeting Minutes. The motion was seconded by Michael Clinkscales and approved unanimously.

OLD BUSINESS:

2. **Case# VAR-2025-10 - Variance Request for 3953 Jonesboro Road, Parcel# 13015A A012. The applicant, Robert King, is requesting a variance to allow the reduction of the rear yard setback from the required thirty (30) feet to twenty-five (25) feet, an increase in the maximum lot coverage from the required seventy percent (70%) to seventy-six percent (76%), and a reduction in the required parking from fifty-eight (58) spaces to twenty-nine (29) spaces. These variances are being requested to permit the construction of a gasoline service station with an attached restaurant suite/business space in the General Commercial (GC) District, located in Ward 1.**

Background/History:

Robert King, on behalf of S&S 3959 Jonesboro Developers, requested Variances for 3953 Jonesboro Road to reduce the rear setback from 30 to 25 feet, increase lot coverage from 70% to 76%, and reduce required parking from 58 to 29 spaces. The case was heard initially on July 17, 2025, and tabled pending ownership verification, which was later provided. Staff recommended approval with conditions, including site plan compliance, landscaping and buffering, parking management, architectural and UDRB review, lighting and security, and compliance with applicable regulations.

Comments/Discussion:

Lois Wright asked about the reduction of parking from fifty-eight to twenty-nine spaces, questioning whether the building had been enlarged or if the original number was simply overestimated.

SaVaughn Irons-Kumassah, Principal Planner, responded that after meeting with the applicant, it was determined that the reduction was due to the irregular shape of the lot and the addition of a retail commercial element. Because of the configuration and the placement of the building, the gasoline service station stalls could not be counted toward the required parking spaces, since those stalls are intended for fueling only and not for continuous parking. All of the required spaces for both commercial and gas station uses have been accounted for within the site plan.

No public comments were received regarding this petition.

Lois Wright made a motion to approve Case# VAR-2025-10 with the conditions of approval as presented by staff. The motion was seconded by Michael Clinkscales and approved unanimously.

- Case# CUP-2025-04 - Conditional Use Permit for 5000 Governors Drive, Parcel# 13051C A003B. The applicant, Seacoast at Governors Glen, is requesting a Conditional Use Permit to establish and operate an assisted living facility within the Single-Family Residential District (RS) in Ward 2.**

Background/History:

The applicant is requesting approval of a Conditional Use Permit to continue operation of an assisted living facility on an approximately 6.7± acre parcel located at 5000 Governors Drive, south of Forest

Parkway, with access from a private loop road serving the site exclusively. The property, currently developed and operating as Governor's Glen, includes a licensed memory care and assisted living facility with one primary structure, supporting parking, access drives, and landscaped areas. The site is zoned Single-Family Residential District (RS) and is already subject to a previously approved CUP permitting a long-term residential care facility; the present request seeks approval to maintain the assisted living use under updated conditions.

Comments/Discussion:

Michael Clinkscales requested confirmation that the change in ownership is the sole reason, not due to any problems at the location.

SaVaughn Irons-Kumassah explained that although the request is tied to a change of ownership, the zoning criteria require that any new business in the area obtain a Conditional Use Permit. Since the change in ownership and business name constitutes the establishment of a new business, the applicant is required to apply for and be granted a CUP to continue operations. No changes are proposed to the footprint, site layout, or existing use of the property; the only modifications will be the new ownership and name designation.

No public comments were received regarding this petition.

Michael Clinkscales made a motion to approve Case# CUP-2025-04. The motion was seconded by Lois Wright and approved unanimously.

- 3. Case# VAR-2025-12 - Variance Request for 459 Cynthia Lane, Parcel# 13083C B001. The applicant, Brenda Lopez, is requesting a Variance to allow an increase of the allowed maximum accessory structure square footage by 241.73 square feet. The Variance is being requested to construct an 841.73 square foot accessory structure in the rear yard of the property located within a Single-Family Residential District (RS) located in Ward 4.**

Background/History:

The subject property, a 0.320± acre parcel in Ward 4 within the Single-Family Residential (RS) District, is developed with a 1,200.08-square-foot residence. Section 8-8-75(5)(b) limits accessory structures to 600.04 square feet; however, the applicant, Brenda Lopez, seeks a variance to allow an 841.73-square-foot structure, exceeding the maximum by 241.73 square feet (40.28%). Although construction began without permits, staff recommends approval with conditions to reduce the structure to 725 square feet (20.8% above the limit), balancing code intent with site-specific factors. Conditions include: (1) submission of revised plans not exceeding 725 square feet; (2) permit acquisition and final inspections within 120 days; (3) design compatibility with the residence; (4) removal of any area exceeding 725 square feet; (5) no additional accessory structures unless compliant or separately approved; and no habitation of the structure.

Public Comments:

The applicant, Brenda Lopez, through her translator Emily, clarified that the accessory structure is not attached to the primary residence. It was built as a shed or storage building to store materials and

equipment related to their business and not as a garage or habitable dwelling. Emily confirmed that Ms. Lopez is reducing the size from about 841 square feet down to 700–725 square feet.

SaVaughn Irons-Kumassah confirmed there will be no human habitation allowed. Accessory dwelling units are not permitted in the RS District. If it's used for living space, Code Compliance may cite the owner and require removal. No plumbing or living facilities will be allowed.

Michael Clinkscales made a motion to approve Case# VAR-2025-12 with the conditions of approval as presented by staff. The motion was seconded by Lois Wright and approved unanimously.

4. **Case# RZ-2025-02 - Rezone Request for 486 Main Street, Parcel# 13051A A005 and 0 Burks Road, Parcel# 13051A A004 and Parcel# 13051A A006. The applicant, Yaritza Hernandez, is requesting to Rezone the property from Multiple-Family Residential District (RM) to General Commercial District (GC) to allow the development of a unified parking area supporting future business operations in Ward 1**

Background/History:

The applicant requests rezoning of three vacant parcels totaling 1.23± acres in Ward 2 for future commercial use. Staff recommends approval only for the corner parcel at 486 Main Street (Parcel# 13080A E005), rezoning it from RM to GC due to its location at a key intersection along a transitioning corridor, while retaining RT zoning on the two rear parcels, Parcel# 13051A A004 and Parcel# 13051A A006, to protect neighborhood character. Conditions include site plan approval, landscaped buffers, and limiting uses to neighborhood-scale commercial. This approach balances the applicant's parking needs with the City's planning goals and preserves residential integrity.

Public Comments:

Catherine Dunham explained that she resides on the short cul-de-sac portion of Burks Road behind the subject property, adjacent to North Avenue, and that her lot directly abuts the area proposed for rezoning. She expressed concern that allowing truck or trailer parking could negatively affect her property value and marketability, particularly since she is considering selling her home in the near future. While acknowledging the commercial uses already nearby, she emphasized that heavy truck activity would be disruptive to the neighborhood and surrounding residences. Ms. Dunham clarified that standard employee or customer parking would not pose the same concerns. She stated that her opposition would be reduced if conditions were added to prohibit truck parking on the site explicitly.

Comments/Discussion:

Lois Wright expressed concern that the proposed rezoning would allow parking lots for large commercial trucks near recently built townhouses and existing apartments. She emphasized that heavy truck traffic or parking in this location would be inappropriate and detrimental to nearby residential properties.

SaVaughn Irons-Kumassah acknowledged Ms. Dunham's concerns and confirmed that only the front parcel at Main Street and Burks Road should be considered for rezoning, while the two rear parcels would remain residential to preserve the character of the surrounding homes. She explained that the front parcel, already situated within the General Commercial district, is the only portion suitable for rezoning to allow passenger vehicle parking. She further clarified that the proposed site plan is intended

solely for employee and customer parking and not for trucks or trailers. She noted that conditions could be applied to prohibit truck parking explicitly. To help minimize neighborhood impacts, she added that landscaping would be required around the parking lot to screen vehicles from view.

Michael Clinkscales made a motion to approve the rezoning of Parcel #13080A E005 only to General Commercial, with the condition that truck parking shall not be permitted on the site. The motion was seconded by Lois Wright and approved unanimously.

ADJOURNMENT:

Lois Wright made a motion to adjourn at 7:02 PM. The motion was seconded by Michael Clinkscales and approved unanimously.

DRAFT