



**CITY OF FOREST PARK  
PLANNING COMMISSION MEETING**

Thursday, December 19, 2024 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:** Chairman Haque called the meeting to order at 6:07pm.

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

**PRESENT:**

Azfar Haque, Chairman; Michael Clinkscales, Vice Chairman; Roderick Jackson, Member; Lois Wright, Member

**ABSENT:**

Donald Williams, Member

**ALSO PRESENT:**

Nicole Dozier, Director of Planning & Community Development; Danielle Matricardi, 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:**

It was motioned to delete agenda items #4 and #8 and adopt the amended agenda.  
Motion made by Member Wright, Seconded by Member Clinkscales. Motion carried.

**APPROVAL OF MINUTES:**

1. Approval of October 17, 2024 Meeting Minutes

It was motioned to approve the October 17, 2024 Meeting Minutes as printed.  
Motion made by Member Wright, Seconded by Member Clinkscales. Motion carried.

**OLD BUSINESS:** None**NEW BUSINESS:**

2. **Case# VAR-2024-08 - Variance Request for 885 Kennesaw Dr., Parcel# 13018B D015, Ward 1. The applicant, Sophia Parrish, is requesting a Variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single-Family Residential District (RS).**

Background/History:

The subject property is a residential home located on approximately 0.24 +/- acres of land. The tract of land and its peculiar shape has caused hardship and conformity issues for the applicant and has limited the property owner's ability to be compliant with the district standards. The applicant is requesting a variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single-Family Residential District (RS). Per Sec **8-8-29. Single family residential district (RS) standards** the required Minimum Side Yard Setback is 10 feet. Per **Sec. 8-8-94. - Fences and walls standards** (2) All required setbacks for fences and walls shall be measured from the property line or existing street right-of-way line. (4) Fences and walls located within required side and rear yards may be erected on the property line with the submission of written consent from all adjacent property owners or a certified survey verifying the location of lot boundaries. The applicant has provided all necessary information to assist with staff analysis.

It was motioned to approve the Variance for 885 Kennesaw Dr., Parcel# 13018B D015.  
Motion made by Member Wright, Seconded by Member Clinkscales. Motion carried.

3. **Case# VAR-2024-09 - Variance Request for 0 Jones Rd., Parcel# 13078A A010, Ward 4. The applicant, Justin Muckle, is requesting a Variance to decrease the minimum lot area from the required 8,200 sq. ft to 7,500 sq. ft and decrease the minimum lot width from the required eighty (80) feet to fifty (50) feet to allow the construction of a new single-family home within the Single-Family Residential District (RS).**

Background/History:

The subject property is a vacant lot located on approximately 0.16 +/- acres of land. The tract of land and its size has caused hardship and conformity issues for the applicant and has limited the property owner's ability to be compliant with the district standards. The applicant is requesting a variance to decrease the minimum lot area from the required 8,200 sq. ft to 7,500 sq. ft and decrease the Minimum Lot Width from the required eighty (80) feet to fifty (50) feet to allow the construction of a new single-family home within the Single-Family Residential District (RS). Per Sec **8-8-29. Single family residential district (RS) standards** the required minimum lot area allowed is 8,200 sq ft and the required minimum lot width is eighty (80) ft.

**Resident Ann Keith** stated the lot is so small she wants to know how close the house will be to the other homes and how many stories it will be.

**Applicant Justin Muckle** stated the this will be a 2-story 3-bedroom 2-bathroom house. Per his site plan he meets all the setback requirements set forth by the city. The only issue is that the lot itself is small.

It was motioned to approve the Variance for 0 Jones Rd., Parcel# 13078A A10.  
Motion made by Member Wright, Seconded by Member Jackson. Motion carried.

4. ~~Case# VAR-2024-10 - Variance Request for 4888 Evans Dr., Parcel# 13050B H003, Ward 2. The applicant, Ima Udoh (Hillview LLC/Udoh Enterprises), is requesting a parking Variance to decrease the minimum parking requirements for retail sales uses from 20 spaces to 14 spaces to allow the construction of a new 4 story mixed used townhome development within the Downtown Mainstreet District (DM).~~
5. **Case# CUP-2024-04 - Conditional Use for 528 Forest Pkwy, Suite G, Parcel# 13051B B010, Ward 2 - The applicant, Universal Kingdom of God, Inc (Glen Husbands Jr.) is requesting a Conditional Use Permit to operate a place of worship within the Institutional Commercial District (IC).**

Background/History:

The applicant is requesting a Conditional Use permit to open and operate a place of worship at 528 Forest Pkwy Ste. G. This property is found within a commercial strip plaza that has 9 additional business suites on site. The square footage of the suite is approximately 1,270 square feet and the applicant is proposing to utilize this space to host worship services, gatherings, and church events. The hours of operation will be Monday to Friday 10am -5pm for administration, planning, and ministry functions, Friday, and Saturday 7pm-10pm, and Sunday services will be held at 10:30am. The proposed capacity would be about twenty (20) to thirty (30) members in attendance for Sunday service and on Friday and Saturday, the applicant advised that there would be approximately fifty (50) to sixty (60) or more members in attendance. This property is located within the Institutional Commercial District (IC). **Per Section 8-8-38 Institutional Commercial District (IC)**, Places of assembly and places of worship require a conditional use permit to operate in the Institutional Commercial District. Prior to applying for the conditional use permit, the applicant was informed by staff that the use would not be suitable due to the size, capacity and parking requirements needed to operate. **Per Sec 8-8-90 Parking Standards**, Public Assembly Uses, would require one (1) parking space for each six (6) seats or total parking area equal to 3 times the gross floor area, whichever is greater. Where there are no fixed seats each 24 inches of bench or pew shall be considered 1 seat. Where there are no seats, benches, or pews, each 20 square feet of ground or floor area usable for seating shall be considered 1 seat. The same text also states Places of Worship are required to maintain one parking space for every six seats. With the surrounding businesses, some of which are medical centers and other commercial services, there are a requirement for 5 spaces for each doctor or dentist, plus one space for each two employees or one space for each 150 square feet of gross floor area, whichever is greater.

**Applicant Glen Husbands Jr** stated that he is the leader and pastor of the Universal Kingdom of God. He stated that his realtor assured him there would be no impediment to local businesses due to the size of his congregation. His average Sunday service size is 20-25 members, and he doesn't anticipate ever having more than 40-50 members in that space. He noted that Friday and Saturday night services are rare and that there are never close to 50-60 cars and that he would be in communication with neighboring businesses to ensure there would be no conflict of interest.

Principal Planner SaVaughn Irons-Kumassah stated that the proposed use is not suitable for the nearby properties, will have significant impact on traffic, and is not compatible or consistent with the city's land use and development goals.

It was motioned to deny the Conditional Use Permit for 528 Forest Pkwy, Suite G, Parcel# 13051B B010 due to the property not meeting the size, capacity, and parking requirements needed to operate a place of worship.

Motion made by Member Jackson, Seconded by Member Wright. Motion carried.

6. **Case# TA-2024-06 - Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.**

Background/History:

This update provides clarity on the available housing types that will be permitted in the Gillem District (GZ) and adding Tiny House/Cottage Dwelling as a conditional use for residential development.

It was motioned to approve Text Amendment TA-2024-06.

Motion made by Member Wright, Seconded by Member Jackson. Motion carried.

7. **Case# TA-2024-07 - Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-42 Urban Village District (UV) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow tiny homes as a permitted housing type within the UV District.**

Background/History:

This update provides clarity on the available housing types that will be permitted in the Urban Village District (UV), adding Tiny House/Cottage Dwelling as a permitted use type for residential development within the district.

It was motioned to approve Text Amendment TA-2024-07.

Motion made by Member Jackson, Member Wright. Motion carried.

- ~~8. **Case# TA-2024-08 – Text Amendment for Title 8. – Planning and Development, Chapter 2. – Building Regulation and Code Enforcement, Article C. – Plumbing, Section 8-2-21 Plumbing Code Adopted, of the City of Forest Park Code of Ordinances to amend such section, adding subsection A. Water efficiency code.**~~

9. **Case# TA-2024-09 - Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text.**

Background/History:

For purposes of ensuring that fees cover the cost of service while remaining competitive with neighboring cities, the fees have been updated. Additionally, the text have been updated to reflect current practice in determining fees.

It was motioned to approve Text Amendment TA-2024-09.

Motion made by Member Jackson, Member Wright. Motion carried.

- 10. Case# TA-2024-10 - Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions.**

Background/History:

For purposes of clarity and transparency the plat procedures must be updated to reflect the current review and approval process.

It was motioned to approve Text Amendment TA-2024-10.

Motion made by Member Clinkscales, Member Wright. Motion carried.

- 11. Case# TA-2024-11 - Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.**

Background/History:

This update promotes environmental sustainability, enhances urban greenery, and mitigates the loss of trees due to development. A tree bank allows developers to offset tree removal by contributing to a fund dedicated to tree planting and maintenance in other areas, ensuring that the community continues to benefit from tree cover. This approach helps improve air quality, manage stormwater, and preserve biodiversity, while also fostering compliance with environmental regulations.

It was motioned to approve Text Amendment TA-2024-11.

Motion made by Member Clinkscales, Member Wright. Motion carried.

**ADJOURNMENT:** It was motioned to adjourn the meeting at 6:58pm.  
Motion made by Member Wright, Seconded by Member Clinkscales. Motion carried.

In compliance with the Americans with Disabilities Act,  
those requiring accommodation for meetings should notify  
the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720