



**CITY OF FOREST PARK  
PLANNING COMMISSION MEETING**

Thursday, February 15, 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**

**Andy Porter, Chairman**  
**Azfar Haque, Vice Chairman**  
**Michael Clinkscales, Member**  
**Roderick Jackson, Member**  
**Donald Williams, Member**

**CALL TO ORDER/WELCOME:**

Andy Porter called the meeting to order at 6:02 pm.

**ROLL CALL:**

A quorum was established.

**PRESENT:**

Andy Porter, Azfar Haque, Michael Clinkscales

**OTHERS PRESENT:**

LaShawn Gardiner, Planning & Community Development Director; SaVaughn Irons, Principal Planner;  
Latonya Turner, Planning & Community Development Office Coordinator; Bridgette Jackson-Barney, Permit  
Technician; Danielle Matricardi, City Attorney

**APPROVAL OF MINUTES:**

1. Approval of January 18, 2024 Meeting Minutes

It was moved to motion to approve the January 18, 2024 meeting minutes.

Motion made by Michael Clinkscales, Seconded by Azfar Haque. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

2. **Case# TA-2024-01 - Text Amendment for Article G. - Zoning Amendments, Sec.8-8-190. - Termination of Conditional Use Permit of the City of Forest Park Code of Ordinances to amend**

**such section and replace with a new section 8-8-190. - Termination of Conditional Use Permit, adding new descriptions in subsection (a) and subsection (b).**

SaVaughn Irons delivered the staff report:

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in a substantially adverse manner. Current Article G. Section 8-8-190: Sec. 8-8-190. Termination of conditional use permit. A conditional use permit may cease to be authorized and terminated with proper public notification, public hearing, and approval by the mayor and city council if construction has not been completed and approved within six (6) months of the date the conditional use permit is granted. (Ord. No. [21-11](#), § 1(Exh. A), 9-7-2021) The following text amendments have been proposed: 2. An amendment to Article G. – Zoning Amendments, Section 8-8-190. Termination of conditional use permit, to amend such section and replace it with a new section 8-8-190. – Termination of conditional use permit, adding new descriptions in subsection (a) and subsection (b). This update provides clarity for when to terminate conditional use permit and when a conditional use permit may continue pertaining to the uses requested for properties per length of time.

#### **OTHER DISCUSSION:**

SaVaughn Irons, in response to questions from the Commission, stated that about half of the permits issued in the past have gone dormant and that six months is adequate time. This amendment would give the city termination rights and provide additional clarity as to how and when a permit can be terminated or when it can continue pertaining to the requested length of time. Before it was just a blanket termination that the mayor and council had parts in it, but with the clarification of the text, some they may have hand in but some would just expire without them having to have a vote.

It was moved to motion to approve the text amendment.

Motion made by Azfar Haque, Seconded by Michael Clinkscales. Motion carried.

3. **Case# VAR-2024-02 - Variances for 803, 805, 829, 837, 845, 847, 861 Main St., Parcel# 13050B L001A, 13050B L002, 13050B L003, 13050B L004, 13050B L005, 13050B L006, 13050B L007 - The applicant, Frank Bailey, is requesting a variance to allow 32 townhome units on a 1.55+/- acre lot in the multiple family residential district (RM) which only allows 16 units per acre.**

SaVaughn Irons delivered the staff report:

Variance Request to increase the maximum allowed dwelling units per acre from 16 dwellings units per acre to allow the construction of 8 additional townhome units for a total construction of 32 townhomes on a 1.55+/- acre lot, to decrease the minimum required side yard setback from 25 ft to 10 ft, and to decrease the minimum distance between buildings from the requirement of 20 ft to allow a minimum distance between buildings of 10 ft to construct a 32-unit townhome development on Main Street.

#### **PUBLIC COMMENTS: (All Speakers will have 2 Minutes)**

Frank Bailey, of Cultivate Communities, stated the variance request is for the slight increase in density as well as the setbacks. There will be no encroachment of other business on the east and west side. The east

side will have a grill and pavilion area for public use. The west side will have a park and dog park as well as parking.

#### **OTHER DISCUSSION:**

Danielle Matricardi informed the Commission that at the last meeting the applicant's preliminary plat was being considered and one of the conditions of that is that they get a variance. Generally, they're considered at the same time but, in this instance, because it's been a long process with the city there wasn't an accompanying variance. This variance is one of the conditions for approval of the preliminary plat.

SaVaughn Irons, in response to questions from the Commission, stated that currently the property is subdivided into multiple parcels. Another condition of approval for the preliminary plat is that the applicant submit a lot combination application, which they did. They received their approval letter and it's now recorded with the county. They also had to submit a lot split application which can't be done until the lots are combined. Once the county records the lot combination the applicant will be able to subdivide the property into 32 lots. Previous meetings were held with the applicant and the City Manager to discuss traffic flow and overflow parking for residents and visitors.

It was moved to motion to approve the variance.

Motion made by Azfar Haque, Seconded by Michael Clinkscales. Motion carried.

4. **Case# FP-2024-01 - Final Plat for 437 North Ave., Parcel# 13051A A008 - The applicant, Forest Park Townhomes, LLC, is requesting an approval of the Final Plat for 437 North Ave. to subdivide a 1.61+/- acre parcel to create 16 lots of a 16 unit townhome subdivision.**

SaVaughn Irons delivered the staff report:

The applicant is requesting the approval of a Final Plat for 437 North Ave to subdivide a 1.61+/- acre parcel into a 16-unit townhome subdivision. Staff recommends approval of the final plat with the following conditions:

1. The applicant will submit protective covenants to regulate land use in the subdivision and otherwise protect the proposed subdivision.
2. The developer will be responsible for all costs associated with design and construction of sanitary sewer and water improvements necessary to serve the proposed plat.
3. Sidewalks shall serve each lot and shall be designed and constructed in accordance with City Standards.

#### **OTHER DISCUSSION:**

SaVaughn Irons, in response to questions from the Commission, stated that this process began in 2020 when the zoning was different. A lot of the areas were rezoned in 2022 and the zoning of the property changed. Based on the preliminary plat this final plat is still consistent with those requirements.

It was moved to motion to approve the final plat per staff recommendations.

Motion made by Michael Clinkscales, Seconded by Azfar Haque. Motion carried.

**ADJOURNMENT:**

It was moved to motion to adjourn the meeting at 6:33 pm.

Motion made by Michael Clinkscales, Seconded by Azfar Haque. Motion carried.

APPROVED