



**CITY OF FOREST PARK  
PLANNING COMMISSION MEETING**

Thursday, July 17, 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:**

Vice Chairman Michael Clinkscales called the meeting to order at 6:08 PM.

**ROLL CALL:**

**PRESENT:**

Michael Clinkscales  
Donald Williams  
Lois Wright

**ABSENT:**

Azfar Haque  
Roderick Jackson

**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 June 20, 2025 Meeting Minutes

Lois Wright made a motion to approve the June 20, 2025, Meeting Minutes. The motion was seconded by Donald Williams and approved unanimously.

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

2. **Case# VAR-2025-10-Variance Request for 3953 Jonesboro Road, Parcel # 13015A A001.** 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:**

The applicant, Robert King, requests variances for the vacant 1.33-acre parcel at 3953 Jonesboro Road to facilitate development of a gasoline service station with an attached restaurant or tenant space. Requested variances include reducing the rear yard setback from 30 feet to 25 feet, increasing lot coverage from 70% to 76%, and reducing the number of parking spaces from 58 to 29. Staff noted these variances address site constraints and support reinvestment consistent with the General Commercial (GC) District. Approval is subject to conditions including substantial conformance to the submitted site plan; enhanced rear and side landscaping; submission and approval of a parking management plan; review of building design and materials for compatibility; submittal of a compliant lighting plan; use restriction to a gasoline station with attached commercial space; approval by the Urban Design Review Board (UDRB) before permitting; and compliance with all applicable regulations.

**Director Nicole Dozier** presented the request, noting that while the item was being heard, a decision would be deferred until the August meeting due to ongoing ownership matters. The 1.33-acre property is vacant and located west of Jonesboro Road and south of Ruskin Drive, with 300 feet of frontage. The variances are requested to address physical constraints while allowing development consistent with the district's intent. Staff recommended approval with eight conditions, including site plan compliance, enhanced landscaping, a shared parking management plan, architectural review, lighting and security requirements, use restrictions, Urban Design Review Board approval, and compliance with all applicable regulations.

**Public Comments:**

**Robert King**, engineer of record, described the project location and scope, noting it is near McDonald's, Home Depot, and other commercial uses north of the city limits along Jonesboro Road. He confirmed understanding of the staff's conditions.

**Fiyoz Lilywala** stated that he and his wife plan to develop a modern gasoline station with an attached restaurant, potentially a franchise. He emphasized their commitment to using quality materials, enhancing the site's appearance, and creating a business that complements the surrounding area while meeting city requirements.

Lois Wright made a motion to table Case# VAR-2025-10 until the August 21, 2025, meeting. The motion was seconded by Donald Williams and approved unanimously.

3. **Case# VAR-2025-11-Variance Request for 655 Bridge Avenue, Parcel # 13050C F011.** The applicant, City of Forest Park, Public Works Department, is requesting a variance to reduce the required front yard setback from twenty-five feet (25') to eleven feet and eleven inches (11'11") for the purpose of constructing an accessory structure. The subject property is located within the General Commercial (GC) District, in Ward 2.

**Background/History:**

The City of Forest Park Public Works Department requests a variance for the property at 655 Bridge Avenue, a 0.60-acre parcel zoned General Commercial (GC), to reduce the required front yard setback from 25 feet to 11 feet 11 inches. The variance is needed to accommodate the construction of a new concrete slab for a future metal maintenance building. Staff notes that the parcel's shape and corner location create challenges in meeting setback requirements. Approval will support essential municipal operations, improve site functionality, and will not negatively impact neighboring properties or the character of the area while remaining consistent with the intent of the GC District standards.

**Director Dozier** stated that the Public Works department is seeking to construct an accessory structure for storing holiday decorations and related items. The variance is required due to the proposed location's proximity to the principal structure. Staff found the criteria for approval met and recommended approval.

No public comments were received.

Donald Williams made a motion to approve Case# VAR-2025-11. The motion was seconded by Lois Wright and approved unanimously.

4. **Case #CUP-2025-03 – Conditional Use Permit for 4959 West Street, Parcel ID # 13051D A067 and 4965 West Street, Parcel # 13051D A066.** The applicant, Breanna Jackson is requesting a conditional use permit to establish a childcare center within the Single-Family Residential District (RS) in Ward 2.

**Background/History:**

The applicant, Breanna Jackson, requests approval of a Conditional Use Permit (CUP) to operate a childcare center serving children aged 6 weeks to 12 years at 4959 and 4965 West Street. The facility will be located at 4959 West Street for infants and toddlers (6 weeks to 2 years) and at 4965 West Street for preschool and school-aged children (3–12 years), with hours of operation Monday through Friday, 7:00 a.m. to 6:00 p.m. The property is zoned Single-Family Residential (RS), where childcare centers are a conditional use, subject to approval by the Planning Commission. Staff recommends approval with conditions, including compliance with parking standards as outlined in Section 8-8-90 of the City of Forest Park Zoning Ordinance, and a requirement that any future operator must obtain a new CUP before commencing childcare operations. The site has a history of prior childcare use, and staff notes compatibility with the neighborhood and consideration of traffic impacts.

**Director Dozier** presented a request for a Conditional Use Permit to allow a childcare center at 4959 and 4965 West Street serving children from six weeks to twelve years old in two existing buildings. The property, previously used for the same purpose, is located in a Residential Single-Family District and is considered compatible with surrounding uses. While noting that staff found no anticipated adverse

impacts on traffic, public health, or property values, Director Dozier stated that the parking area is unpaved, unstriped, and lacks defined circulation. Staff recommended approval with two conditions: that the parking be brought into compliance with zoning and circulation requirements, and that any future operator obtain a new CUP, with the owner responsible for completing all required parking improvements before a new tenant occupies the site.

**Lois Wright** expressed concern about placing the financial burden of complete parking improvements and circulation changes on a new tenant, given the site's long-standing use as a childcare center without such requirements. She stated that the owner should be held responsible for upgrades if a future tenant occupies the site.

No public comments were received.

Lois Wright made a motion to approve Case# CUP-2025-03 with the following modifications: Condition 1, requiring parking lot improvements, was removed for the current applicant; and Condition 2 was revised to require that the property owner completes all parking upgrades before any new tenant occupies the site. The motion was seconded by Donald Williams and approved unanimously.

5. **Case #TA-2025-02 – Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article A. – Definitions, of the City of Forest Park Code of Ordinances to amend such section, adding Definitions for Electric Vehicle (EV) Charging Stations and Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article C. – Development and Use Standards, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-97 Electric Vehicle (EV) Charging Stations.**

**Background/History:**

The proposed text amendment updates the City of Forest Park Code of Ordinances, Title 8 – Planning and Development, Chapter 8 – Zoning, to support the development of Electric Vehicle (EV) infrastructure. The amendment establishes definitions for EV-related terms and sets standards for the installation, use, and aesthetics of EV charging stations and EV parks, promoting sustainable, safe, and visually appealing infrastructure throughout the City.

**Director Dozier** presented a text amendment to Title 8, Chapter 8, to establish zoning provisions for electric vehicle (EV) infrastructure. The amendment defines EV-related terms, outlines applicability to nonresidential parcels, and permits installation of charging stations and EV parking spaces. It includes requirements for paving, striping, access dimensions, landscaping, lighting, screening, signage, and trash receptacles, along with standards for maintenance, utility coordination, and code compliance. She noted it would not apply to existing stations but would guide future installations.

No public comments were received.

Lois Wright made a motion to approve TA-2025-02. The motion was seconded by Donald Williams and approved unanimously.

**ADJOURNMENT:**

Donald Williams made a motion to adjourn the meeting at 6:49 PM. The motion was seconded by Lois Wright and approved unanimously.

APPROVED