



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
Phone Number: (404) 366-4720

PLANNING & COMMUNITY DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

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

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

1. Approval of October 17, 2024 Meeting Minutes

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

OLD BUSINESS:

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).
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).

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).
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.
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.
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.
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.
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.

ADJOURNMENT:

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.



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PLANNING COMMISSION MEETING**

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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: Azfar Haque called the meeting to order at 6:00 pm.

ROLL CALL: A quorum was established.

- Present:
- Azfar Haque
 - Michael Clinkscales
 - Roderick Jackson
 - Donald Williams
 - Lois Wright

- Others Present:
- Nicole Dozier, Planning & Community Development Director
 - Danielle Matricardi, City Attorney
 - SaVaughn Irons-Kumassah, Principal Planner
 - Latemia Richards, Planner I

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:

Michael Clinkscales made a motion to remove agenda item 4 and adopt the amended agenda.
Lois Wright seconded the motion. Motion carried.

APPROVAL OF MINUTES:

1. Approval of September 19, 2024 Meeting Minutes
Lois Wright made a motion to approve the September 19, 2024 minutes as printed.
Roderick Jackson seconded the motion. Motion carried

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

Applicant Thomas Cobb addressed the Board in support of the Variance request for 100 Metcalf Rd Extension.

OLD BUSINESS: None

NEW BUSINESS:

- 2. Case# VAR-2024-07 - Variance request for 100 METCALF EXTENSION RD., Parcel # 12178-2107002. The applicant, PME Oakmont Gillem, LLC (Thomas Cobb), is requesting a variance to increase the maximum lot coverage from the required fifty (50) percent to seventy-seven (77) percent and decrease the minimum lot frontage from the required fifty (50) percent of the lot width to thirty (30) percent of the lot width, to allow the construction of a warehouse/distribution center within the Gillem District (GZ).**

Background/History:

The subject property is a 16 +/- acre lot that has a structure, east of the lot and vacant land west of the lot on an industrial property located at 100 Metcalf Extension Rd. The applicant is requesting a variance to increase the maximum lot coverage from the required fifty (50) percent to seventy-seven (77) percent and decrease the minimum lot frontage from the required fifty (50) percent of the lot width to thirty (30) percent of the lot width, to allow the construction of a warehouse/distribution center within the Gillem District (GZ). Per Sec 8-8-51. Gillem District (GZ) standards the required maximum lot coverage is fifty (50) percent, and the minimum lot frontage is fifty (50) percent of the lot width. Prior to submitting this variance request, the applicants architectural design was approved by the Urban Design Review Board in July 2024. After the approval was granted, the applicant then requested the lot to be divided, which has caused hardship and has prevented the property to comply with the standards set in our GZ District. The approval of this variance will allow the applicant to move forward with their construction plans to build a warehouse/distribution center within the Gillem District (GZ).

Roderick Jackson made a motion to approve the Variance. Donald Williams seconded the motion. Motion carried.

- 3. Case# TA-2024-04 Text Amendment for Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process of the City of Forest Park Code of Ordinances to amend such section and add subsection (c) Zoning Verification Approval Timeline.**

Background/History:

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. This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized.

Lois Wright made a motion to approve the Text Amendment. Michael Clinkscales seconded the motion. Motion carried.

4. ~~Case# TA-2024-05 Text Amendment for Article S. – Residential Rental Dwelling Unit Inspection and Maintenance Program, Section 8-2-302 Self-Inspections of residential rental dwelling units of the City of Forest Park Code of Ordinances to amend such section, modifying the provisions of self-inspections of residential rental dwellings units.~~

ADJOURNMENT: Lois Wright made a motion to adjourn the meeting at 6:22 pm. Michael Clinkscales seconded the motion. Motion carried.

DRAFT



Planning & Community Development Department
 785 Forest Parkway
 Forest Park, Georgia 30297
 (404) 366-4720

Staff Report – Variance

Public Hearing Date: November 21, 2024

Case: VAR-2024-08

Current Zoning: RS – Single-Family Residential

Ward: 1

Proposed Request: Variance Request 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).

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval of Variance

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: Sophia Parrish and Steven Zapata	Sophia Parrish
885 Kennesaw Drive	885 Kennesaw Drive
Forest Park, GA 30297	Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13018B D015	Acreage: 0.24 +/-
Address: 885 Kennesaw Drive.	FLU: S.F. Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RS: Single-Family Residential District	East	RS: Single-Family Residential District
South	RS: Single-Family Residential District	West	RS: Single-Family Residential District



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Item #2.

Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
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SUMMARY & BACKGROUND

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.

The approval of this variance will allow the applicant to move forward with their construction plans to install a fence at the residential home within the Single-Family Residential District (RS).

AERIAL MAP





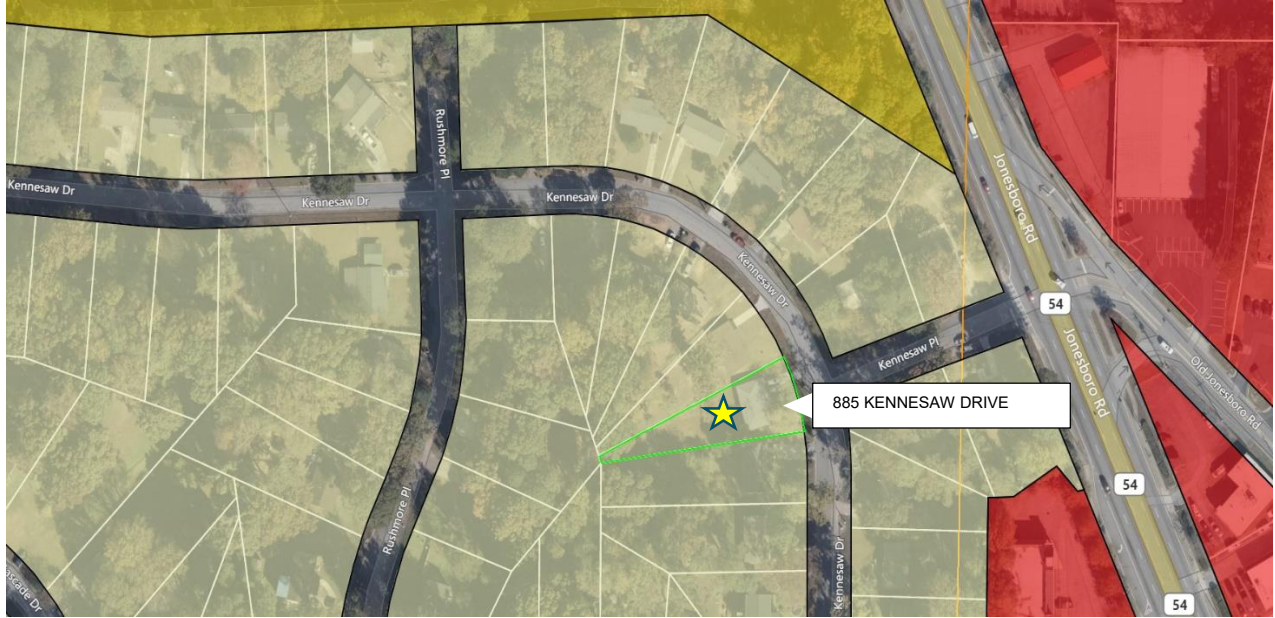
CITY OF FOREST PARK
...helping people realize their dreams

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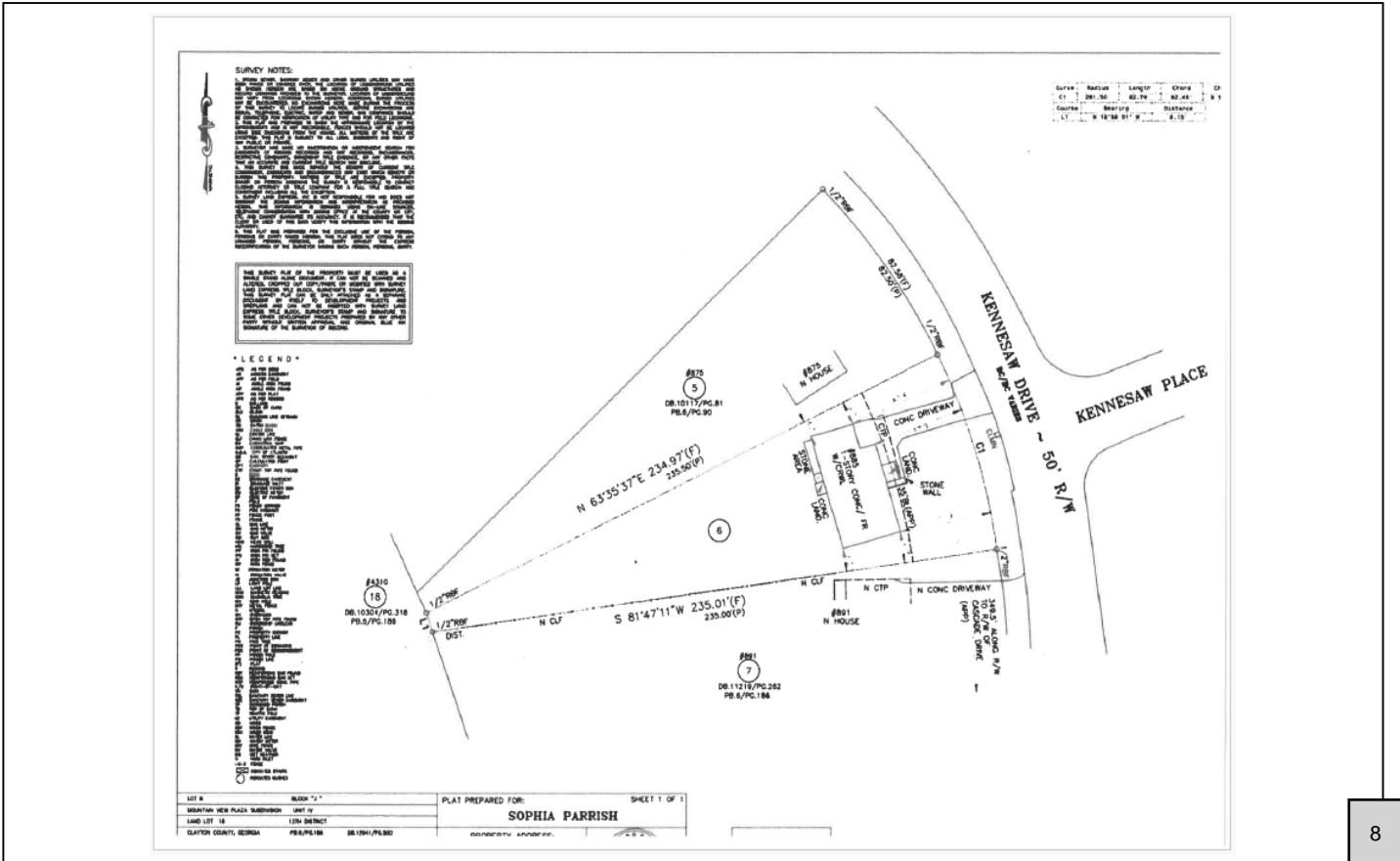
Item #2.

Planning & Community Development Department
 785 Forest Parkway
 Forest Park, Georgia 30297
 (404) 366-4720

ZONING MAP



SURVEY





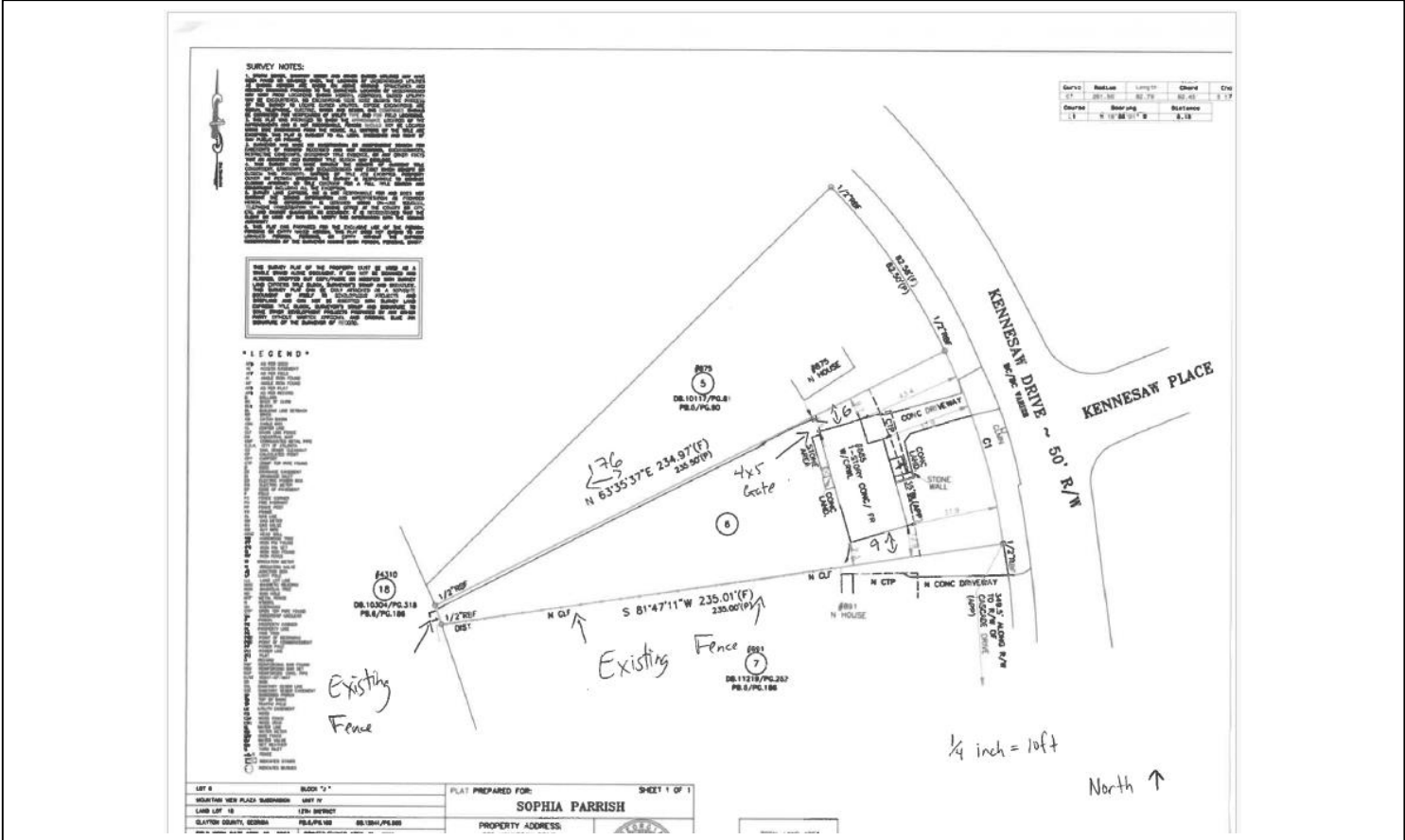
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- City of Forest Park's motto -

CITY OF FOREST PARK

Item #2.

Planning & Community Development Department
785 Forest Parkway
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SITE PLAN





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- a city for every season

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Item #2.

*Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720*

SITE PHOTOS





VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the Variance Request 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). The requested variance will not be injurious to the public health, safety,



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— City of Forest Park —

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Item #2.

Planning & Community Development Department

785 Forest Parkway

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morals, and general welfare of the community, and the use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.

Attachments Included

- Justification Letter

Staff Report – Variance

Public Hearing Date: December 19, 2024

Case: VAR-2024-09

Current Zoning: RS – Single-Family Residential

Ward: 4

Proposed Request: Variance Request 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).

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval of Variance

APPLICANT INFORMATION

Owner of Record:

Name: M2M Holdings LLC

0 Jones Road

Forest Park, GA 30297

Applicant:

Justin Muckle

1242 Matt Moore Court

Lithia Springs, GA 30122

PROPERTY INFORMATION

Parcel Number: 13078A A010

Acreage: 0.16 +/-

Address: 0 Jones Road

FLU: Duplex Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RS: Single-Family Residential District	East	RS: Single-Family Residential District
South	RS: Single-Family Residential District	West	LI: Light Industrial District

SUMMARY & BACKGROUND

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 and the required minimum lot width is eighty (80) ft.

The approval of this variance will allow the applicant to move forward with their construction plans to construct a new single-family home within the Single-Family Residential District (RS).

AERIAL MAP



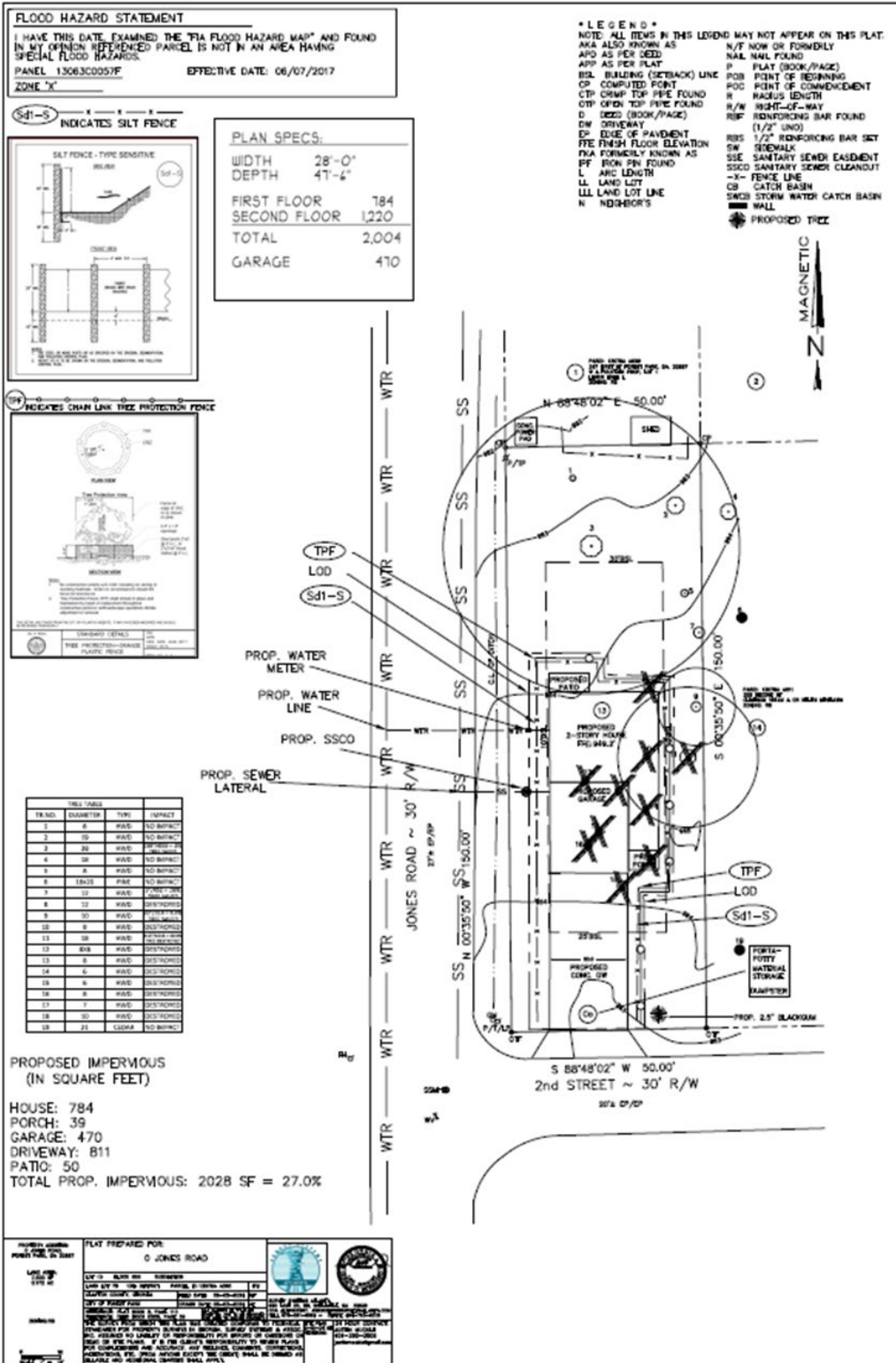
ZONING MAP



PROPOSED DEVELOPMENT



SITE PLAN



SITE PHOTOS





VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the Variance Request 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). The requested variance will not be injurious to the public health, safety, morals, and general welfare of the community, and the use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.

Attachments Included

- Justification Letter

Staff Report – Variance

Public Hearing Date: December 19, 2024

Case: VAR-2024-10

Current Zoning: DM – Downtown Mainstreet District

Ward: 2

Proposed Request: Parking variance to decrease the minimum parking requirements for retail sales use from 20 spaces to 14 spaces to allow the construction of a new five (5) unit, 4 story mixed used townhome development within the Downtown Mainstreet District (DM).

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval of Variance

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: Development Authority of The City of Forest Park 4888 Evans Dr Forest Park, GA 30297	Ima Udoh (Hillview LLC/Udoh Enterprises) 8735 Dunwoody Place, STE R Atlanta, GA 30350

PROPERTY INFORMATION

Parcel Number: 13050B H003	Acreage: 0.39 +/-
Address: 4888 Evans Dr	FLU: Duplex Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	DM: Downtown Mainstreet District	East	DM: Downtown Mainstreet District
South	DM: Downtown Mainstreet District	West	RT: Two-Family Residential District

SUMMARY & BACKGROUND

The subject property is a vacant parking lot parcel located on approximately 0.39 +/- acres of land at the intersection of Evans Drive and Hill Street. The site of the location 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 parking requirements for retail sales uses. The applicant is requesting a parking variance to decrease the minimum parking requirements for retail sales use from 20 spaces to 14 spaces to allow the construction of a new five (5) unit, 4 story mixed used townhome development within the Downtown Mainstreet District (DM). The mixed used townhomes will have an upper level for residential use and retail/commercial use will be on the ground level, split into two buildings, with three 3,500 sf units west of the parcel and two 3,000 sf units east of the parcel. This development will also feature a courtyard in between each building that will have both residential and retail/commercial usage. The retail portion of the development will have three 720 sf units to the west and two 600 sf units to the east and the parking lot for the retail portion of the development will face Hill Street. Per Sec **8-8-90. - Parking standards** All required parking spaces, and lots shall conform to all of the following requirements:

- 1) Driving surfaces. All parking areas, including parking spaces, interior drives, and ingress/egress into parking areas must be paved with asphalt or concrete. All parking areas shall be clearly painted to show each parking space.
- 2) Drainage. Parking areas must be constructed to allow proper drainage which shall be subject to the review and approval of the city engineer.
- 3) Access to public streets. Parking areas must be designed as to prevent vehicles from having to back into or maneuver in public streets.
- 4) Locations. Parking lots shall not be located in any right-of-way, easement, or any required buffer yard.
- 5) Lighting. Lighting for parking areas shall conform with the applicable requirements of the lighting standards section of this article.
- 6) Landscaping. Landscaping for parking areas shall conform with the applicable requirements of the landscaping standards section of this article.
- 7) Required parking spaces. Accessory off-street parking spaces shall be provided and maintained in accordance with the requirements set forth in the following table:

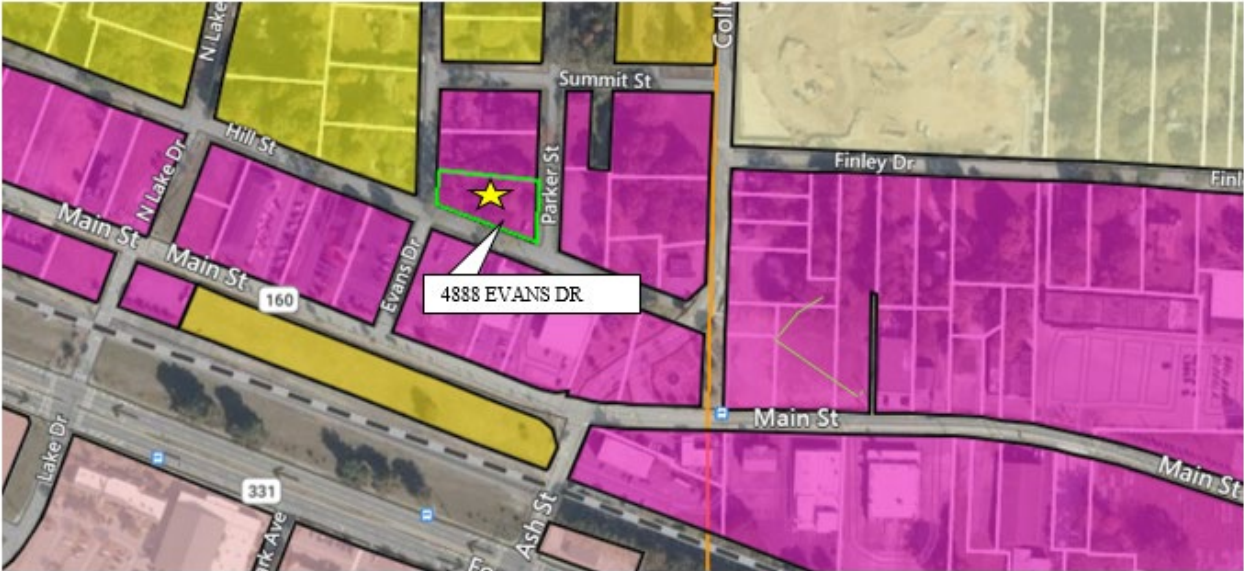
Retail Sales Uses	
Bars, taverns, restaurants, and other eating places	1 for each employee, plus 1 for each 100 square feet of floor area devoted to patron use or 1 for each 4 seats based on maximum seating capacity, whichever is greater.
Other retail service uses	1 for each 500 square feet of gross floor area.

Based on the parking requirements and calculations, the applicant would be required to have 20 parking spaces to accommodate the five proposed retail spaces that will be included in the mixed-use development. The approval of this variance to allow 14 parking spaces, will allow the applicant to move forward with their construction plans to construct a new five (5) unit, 4 story mixed used townhome development within the Downtown Mainstreet District (DM) and also accommodate any future use of potential new restaurants that may utilize this location in the future.

AERIAL MAP



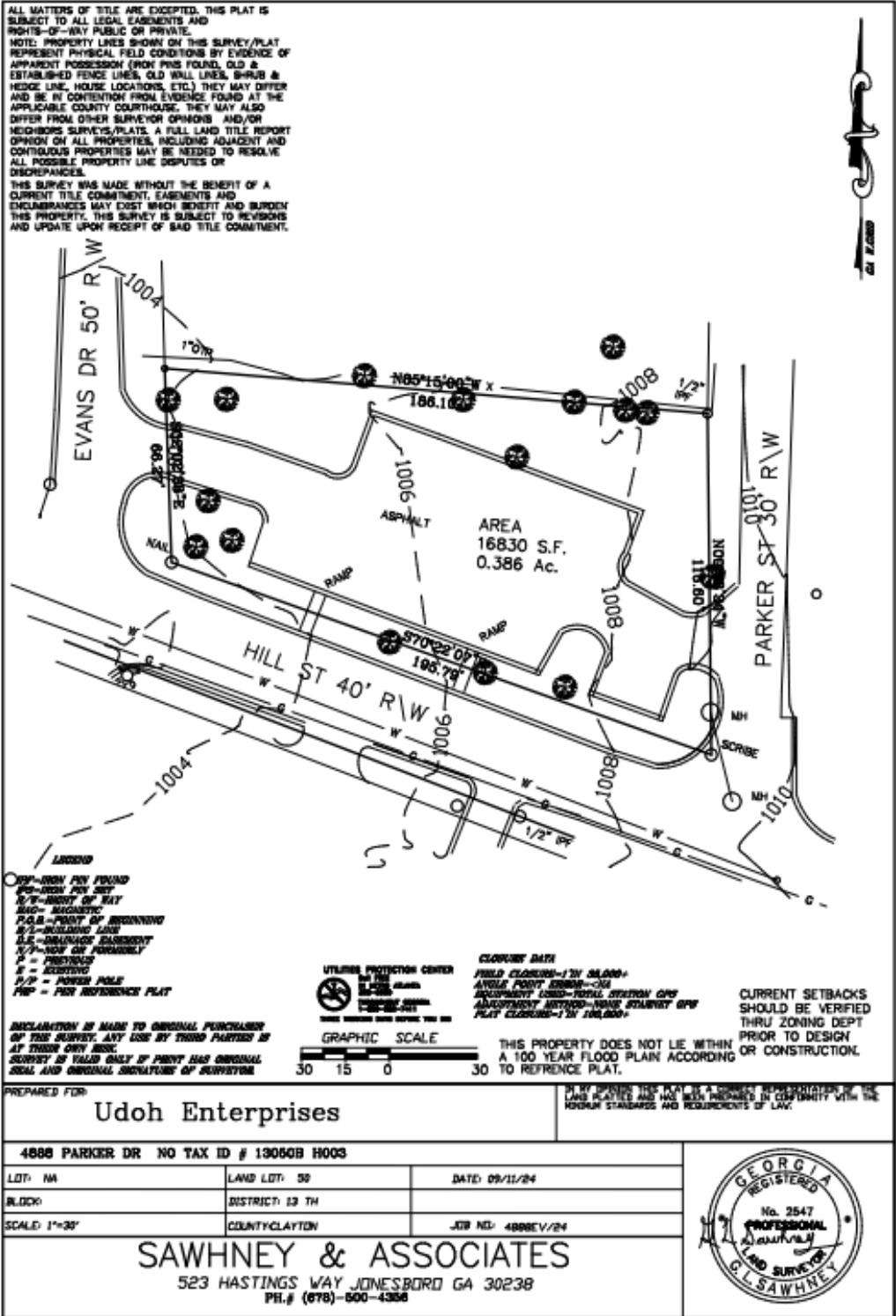
ZONING MAP



PROPOSED DEVELOPMENT



SURVEY



SITE PLAN

EVANS DRIVE Townhouse Complex with Retail

5 TOWNHOUSES
5 RETAIL'S UNIT

BUILDING APARTMENT AREA

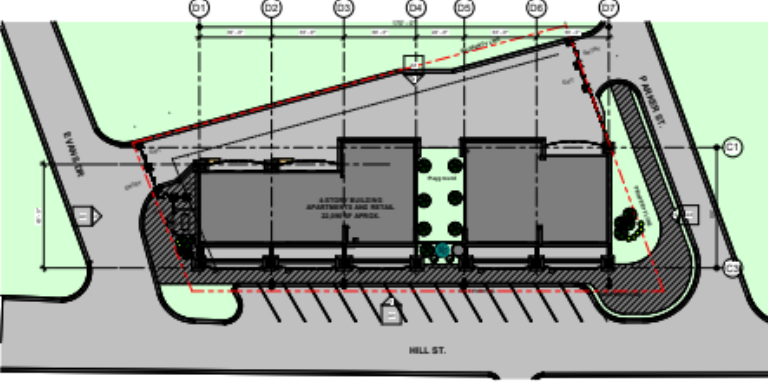

TYPE A - 3 BED 3.5 BATH	3,800 SF
2 CAR GARAGE	400 SF
TOTAL AREA TYPE A	4,200 SF
TOTAL TYPE A - 3 UNITS - RESIDENTIAL	12,600 SF

BUILDING APARTMENT AREA

TYPE B - 3 BED 3.5 BATH	3,800 SF
2 CAR GARAGE	400 SF
TOTAL AREA TYPE B	4,200 SF
TOTAL TYPE B - 3 UNITS - RESIDENTIAL	12,600 SF

RETAIL AREA

RETAIL AREA	10,750 SF
3 RETAIL AREA	700 SF
2 RETAIL AREA	600 SF
TOTAL BUILDING - 6 UNITS + RETAIL	3,300 SF



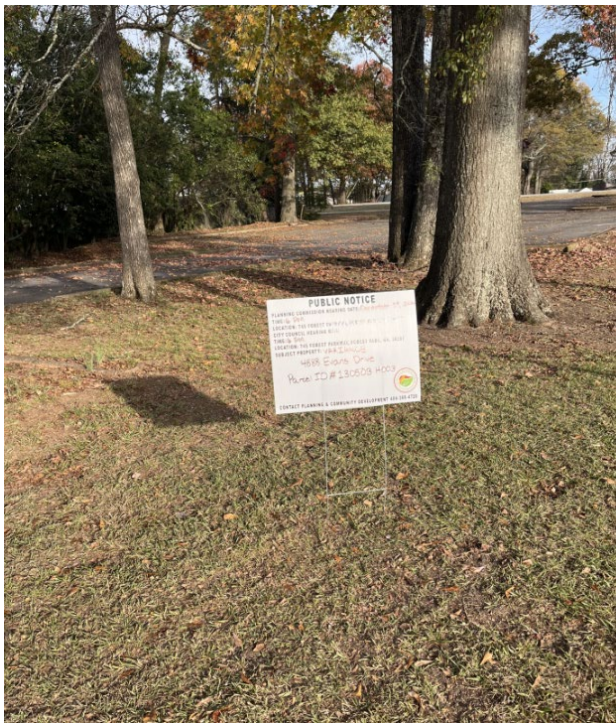
1 ARCHITECTURAL SITE PLAN HILL ST
SCALE: 1/16" = 1'-0"

A1
NOT FOR CONSTRUCTION

Evans Street Townhomes
Commercial Drawing
Forest Park, GA
Architectural Site Plan
Copy 1

SITE PHOTOS





VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the parking variance to decrease the minimum parking requirements for retail sales use from 20 spaces to 14 spaces to allow the construction of a new five (5) unit, 4 story mixed used townhome development within the Downtown Mainstreet District (DM). The requested variance will not be injurious to the public health, safety, morals, and general welfare of the community, and the use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.

Attachments Included

- Justification Letter



CITY OF FOREST PARK

Item #5.

Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

Staff Report – Conditional Use Permit

Public Hearing Date: November 21, 2024

City Council Meeting: December 02, 2024

Case: CUP-2024-04

Current Zoning: GC – General Commercial District

Council Ward District: 2

Proposed Request: Applicant is requesting a Conditional Use Permit to open and operate a place of worship within the Institutional Commercial District (IC).

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Denial of Conditional Use

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: ECP NORTH PARK VILLAGE I	Name: Universal Kingdom of God (Glenn Husbands Jr.)
Address: 1725 Winward Concourse Ste 140	Address: 528 Forest Pkwy Ste. G
City/State: Alpharetta, GA 30009	City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13051B B010	Acreage: 1.6+/- acres
Address: 528 Forest Pkwy Ste. G, Forest Park, GA 30297	FLU: Office/Profession

SUMMARY & BACKGROUND

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.

Property Zoned Institutional Commercial District (IC)

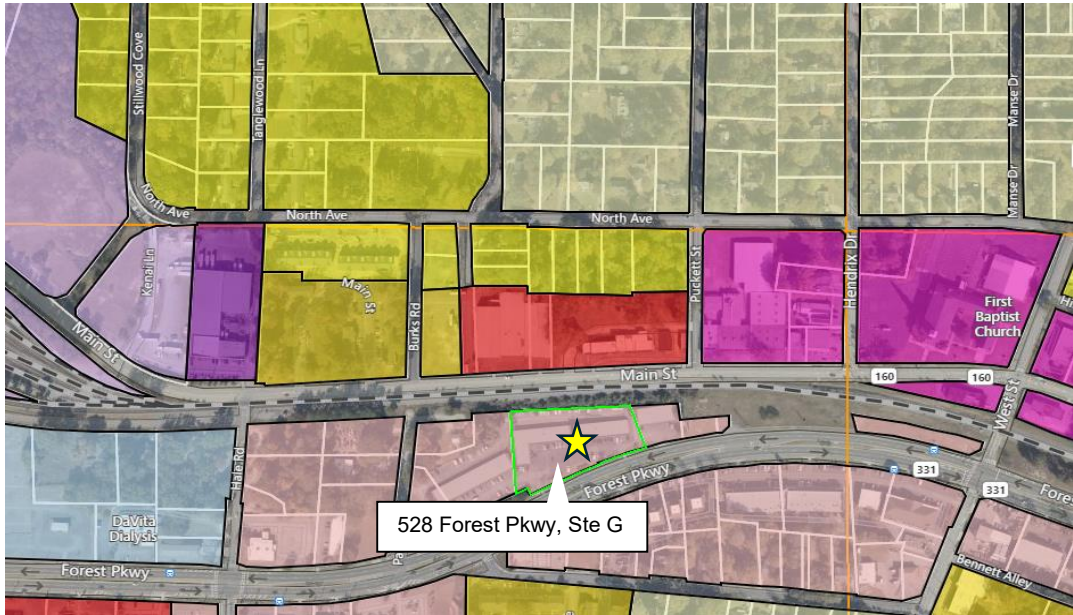
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	GC- General Commercial District	East	IC- Institutional Commercial District
South	IC- Institutional Commercial District	West	IC- Institutional Commercial District

AERIAL MAP



ZONING MAP

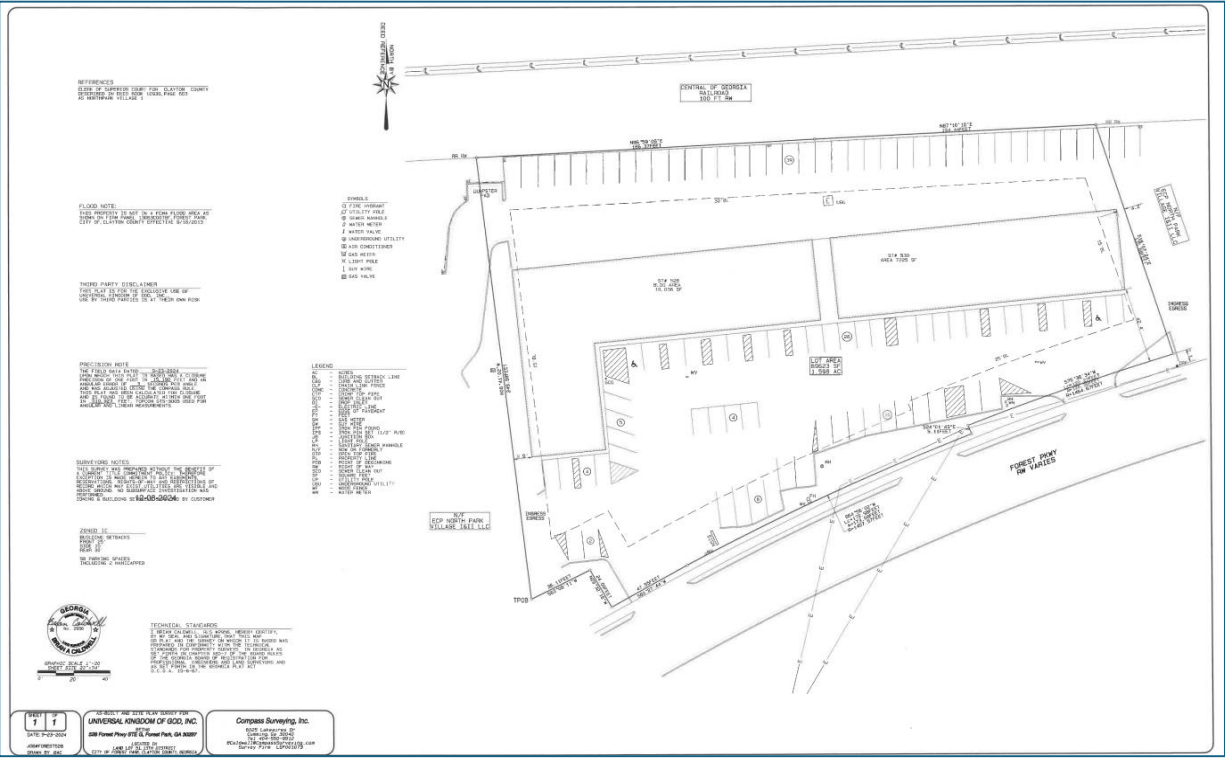


SITE SURVEY

SITE PLAN
 528 Forest Parkway Suite G
 Forest Park, GA 30297
 Parcel ID: 13-051B- B-010
 Lot area: 1.6 Acres
 Paper Size: 11"x17"
 Proposed Land Use:
 Place of Worship
 Zoning: IC-Institutional
 Commercial District



SITE PLAN



SITE PHOTOS





ZONING CRITERIA AND ANALYSIS

1. **Would the proposed amendment be consistent and compatible with the City's land use and development, plans, goals, and objectives?** The proposed use is not compatible and consistent with the City's land use and development goals and objectives. The property is located within a commercial strip center that encompasses a variety of businesses. Spacing is limited and based on parking, there would not be enough parking to accommodate members.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposal will have a significant impact on the traffic and affect the neighboring businesses based on the size parking availability, size of lot and influx of members in attendance. During the evening events on Friday and Saturday, if there are 50-60+ vehicles at one time, there would also be a decrease in traffic flow on forest parkway, entering and exiting the parking lot.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** The proposed use will not have an increase, decrease of the relationship to safety from fire and other dangers if member attendance numbers are minimized, but based on the provided numbers, could cause an issue if other businesses are open and there is an influx of member attendance.
4. **Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?** The proposed development does not appear to be a detriment to the public health, safety, morals, or general welfare if the Conditional Use Permit is granted.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** The proposed use will not increase, decrease, or have any influence on the adequacy of light and air.
6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** Yes, if member attendance exceeds minimal numbers.
7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area so dense in population as to adversely affect the health, safety, and general welfare of the city?** The proposed use will not increase the population or density as to adversely affect the health, safety, and general welfare of the city.
8. **Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?** The proposed use will not cause any additional impact on the water/sewer and other utilities or other public services.
9. **Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if**

any, would diminish the value, use and enjoyment of surrounding properties?

The subject property value has no existing zoning restriction that would diminish the value and enjoyment of surrounding properties. The area is zoned Institutional Commercial and there are other commercial properties surrounding it. If granted, applicant would need to communicate with neighboring businesses about scheduled church gatherings, events, and services to ensure it does not disturb operations of surrounding businesses.

- 10. Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?** Granting a Conditional Use Permit would not diminish the future uses of the property and surrounding area.
- 11. Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?** The use does not appear to be suitable for the nearby properties. There is no sign of any potential detrimental causes that would decrease the property value of surrounding or adjacent property. The applicants have been in communication with neighboring businesses regarding proposed use.
- 12. Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts?** The Conditional Use Permit would not create an isolated district.

STAFF RECOMMENDATION

Staff recommends **DENIAL OF A CONDITIONAL USE PERMIT** to open and operate a place of worship within the Institutional Commercial District (IC).

Attachments Included:

- Application
- Letter of Intent
- Authorization of Property Owner
- Floor Plan

STAFF REPORT – Text Amendments
Public Hearing Date: November 21, 2024
City Council Meeting: December 2, 2024

Case: TA-2024-06

Proposed Request: Text Amendments to The City of Forest Park Zoning Code of Ordinance

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval to amend Zoning Ordinance

PROPOSED TEXT AMENDMENTS

1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-06 includes an amendment to 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

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.

The following text amendments have been proposed:

1. An amendment to Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ), to 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.

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.

ARTICLE B. ZONING DISTRICTS, AND DESIGN GUIDELINES ESTABLISHED

Section. 8-8-50 Gillem District (GZ).

District Intent, Permitted Uses, and Conditional Uses

Intent,

The intent of the GZ district is to allow an appropriate mix of industrial, commercial, office, residential and public uses, while improving the aesthetics of the built environment.

By further establishing uses that complement the city's main street development efforts and allow for the repurpose of the former Fort Gillem area, the city can encourage a grid of connected street improvements to improve access and reduce congestion near the Interstate.

It is further intended to promote development of compatible land uses on a scale larger than that of individual small parcels in a comprehensively planned setting and to promote the purposes set forth in the Gillem Logistics Center Master Declaration of Covenants Plan and other plans approved by the City of Forest Park Urban Redevelopment Authority

*Permitted Uses**Retail and Business Uses*

- Pre-K and adult and child day care centers
- Apparel and retail stores
- Auditoriums, stadiums, and coliseums
- Bank and loan associations
- Breweries and distilleries
- Catering establishments
- Convenience store with gasoline sales
- Conference center
- Dancing schools and other group instruction
- Fitness centers and gyms
- Florist and gift shops
- Furniture sales and showrooms
- Grocery store
- Fruit, vegetable, meat, seafood markets
- Hotels and hospitality
- Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.
- Medical and professional offices
- Professional/business schools and colleges or other private schools offered for profit
- Recreational facilities, including tennis, badminton, basketball courts, batting cages, golf range, racing, and other open or enclosed facilities
- Restaurants
- Retail and commercial bakeries
- Shopping centers and department stores
- Theaters, assembly halls, concert hall, or similar places of assembly

Public/Institutional

- Commercial parking garages and lots
- Commuter transit, such as bus and train
- Municipal, county, state, or federal buildings
- Parks, recreation, and amphitheaters

Communications/Utilities

- Utility substation

- Water tower

Industrial and Warehousing

Industrial and Warehousing

- Agricultural implementation and equipment establishments
- Building materials and lumber supply establishments
- Convenience stores
- Coin laundry, dry cleaning, and pick up stations
- Commercial parking garages and lots
- Cafeteria/food courts and recreational services when completely enclosed solely for employees of businesses
- Computer and data processing services
- Consumer fireworks retail sales
- Gasoline service stations and truck stops
- Greenhouses and nurseries, including landscaping services
- Manufacturing, compounding, processing, or assembling food or consumer goods
- Mini-warehouses and storage
- Newspaper and printing plants
- Offices and administrative facilities
- Public utilities such as electric substations, storage of materials and trucks, repair facilities, offices, and electric generating plants
- Radio stations and transmission towers
- Railway lines, passenger depots, intermodal facilities, and rail yards
- Recycling centers for collection only
- Repair, reconditioning, and manufacturing
- Research, experimental, or testing laboratories
- Trade/industrial/vocational schools
- Waste to energy facilities
- Wholesale business, warehouse, distribution, trucking terminal, and similar non processing storage and distribution uses

Accessory Uses

- Gate and security buildings
- Outdoor storage

Conditional Uses

Residential

- Triplex
- Quadraplex
- Apartments
- Townhouses
- Condominiums
- **Tiny Home/Cottage Dwelling**

Retail and Business Uses

- Places of assembly
- Places of worship

Communications/Utilities

- Wireless telecommunications

STAFF REPORT – Text Amendments
Public Hearing Date: November 21, 2024
City Council Meeting: December 2, 2024

Case: TA-2024-07

Proposed Request: Text Amendments to The City of Forest Park Zoning Code of Ordinance

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval to amend Zoning Ordinance

PROPOSED TEXT AMENDMENTS

1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-06 includes an amendment to Article B. – Zoning Districts, and Design Guidelines Established, 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

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.

The following text amendments have been proposed:

1. An amendment to Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ), to 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.

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.

ARTICLE B. ZONING DISTRICTS, AND DESIGN GUIDELINES ESTABLISHED

Section 8-8-42 Urban Village District (UV).

District Intent, Permitted Uses, and Conditional Uses

Intent,

The intent of the UV district is to allow a mixture of residential, commercial, and office uses within close proximity to each other.

The goal is to provide interconnected urban scale development in nodal and corridor areas that offer pedestrian connectivity and eliminate additional commuter trips for regionally oriented goods and services.

The creation of a regional destination with design amenities that accommodate mixed-use buildings with neighborhood serving retail, service, and other uses on the ground floor and residential units above the non-residential space.

Encouraging development that exhibits the physical design characteristics of pedestrian orientated, store-front style shopping streets; and promote the health and wellbeing of residents by encouraging physical activity, alternative transportation, and greater social interaction.

The district promotes a maximum density of twenty-four (24) dwelling units per acre.

Permitted Uses

Residential

- *Residential dwellings on upper floors*
- *Tiny Home/Cottage Dwelling*

Retail and Business Uses

- *Apparel and retail stores*
- *Artisan galleries and theaters*
- *Bank and loan associations*
- *Barber shop and beauty salon*
- *Breweries and distilleries*
- *Convenience store with gasoline sales*
- *Conference center*
- *Dancing schools and other group instruction*
- *Day spa and aesthetician*
- *Department stores*
- *Fitness centers, gyms, yoga studios, and similar group instruction*
- *Florist and gift shops*
- *Food trucks and courts*
- *Furniture sales and showrooms*
- *Grocery store*
- *Hotels and hospitality*
- *Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.*
- *Medical and professional offices*
- *Night club, dance club, tavern, and similar establishments*
- *Restaurants, including outdoor dining*
- *Theaters, assembly halls, concert hall, or similar places of assembly*

Public/Office/Institutional

- *Commercial parking garages and lots*
- *Commuter transit, such as bus and train*
- *Municipal, county, state, or federal buildings*
- *Parks and amphitheaters*

Conditional Uses

Retail and Business Uses

- *Places of assembly*
- *Places of worship*
- *Pre-K and day care centers*

Accessory Uses

- *Home occupation*



Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

PLANNING COMMISSION STAFF REPORT

Hearing Date: December 19, 2024

Date: December 2, 2024

Case #: TA-2024-9 Planning & Community Development Fees

Prepared By: Nicole C.E. Dozier, Planning & Community Development Director

Staff Recommendation: Approval

APPLICANT

Name: City Staff

Site Address: City-Wide

City/State: Forest Park, GA

Request: Staff is requesting approval of the updated PCD fee schedule.

BACKGROUND

The Planning & Community Development fees have not been updated since 1959. 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.

Attachments: 1. Text Amendment Language

ARTICLE G. - FEES Planning & Community Development Fee Schedule

• **Sec. 8-7-81. - Fee schedule.**

At the time of application or filing the following fees shall be paid to the city clerk:

Preliminary plat—\$2.00/lot up to 50 lots (1)

\$1.00/lot thereafter

Extension of preliminary plat—\$5.00 each (2)

Final plat—\$10.00 each (3)

(Code 1959, § 17-28)

Fees are charged as determined by the Planning & Community Development Director, with the approval of the Mayor and City Council. Building Fees are based on the gross square footage and the International Code Councils (ICC) current building valuation data.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

Planning & Zoning

Rezoning	
Commercial	\$600
Residential	\$250
Conditional Use	\$650
Variance	\$500
Verification Letter	\$75
Urban Review Design Board	\$450
Planning Commission	\$600
Annexation	\$750
Zoning modifications	\$400
Plan revision /Resubmittal	\$475

Building Permits

Land Development Permit	\$1500 + \$80 per Acre
Trade Permits	\$50 + \$3 for each \$1K valuation
Plat Review	\$300 + \$3 per lot
Plan Review	%50 of Permit Fee

Permit Fees

<i>Valuation</i>	<i>Fee</i>
\$1 – 50 K	\$100
\$50 -100	\$500
\$100 -500	\$950

\$500 -1000

\$3,000

\$1000 +

\$4,500



Planning & Community Development Department
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

PLANNING COMMISSION STAFF REPORT

Hearing Date: December 19, 2024

Date: December 2, 2024

Case #: TA-2024-10 Plat Procedures and Data Amendment

Prepared By: Nicole C.E. Dozier, Planning & Community Development Director

Staff Recommendation: Approval

APPLICANT

Name: City Staff

Site Address: City-Wide

City/State: Forest Park, GA

Request: Staff requests approval of the updated plat procedures.

BACKGROUND

The plat procedures have not been updated since 1959. For purposes of clarity and transparency the plat procedures must be updated to reflect the current review and approval process.

- **ARTICLE B. - PROCEDURE**
- **Sec. 8-7-11. - Pre-application review.**
- (a) Prior to the preparation of the subdivision plat, the subdivider shall prepare sketch plans and general subdivision proposals as outlined in article C, [section 8-7-21](#). He or his agent shall then confer informally with the city manager (or an appropriate city official designated by the city manager) Planning & Community Development Department regarding the suitability of the plans. This step does not require formal application or filing of the plat but does require notice being given, together with require a copy of the proposed sketch plan, to the assistant city clerk at least 10 days

~~before the date of the meeting at which the proposals are reviewed.~~ To be provided to Planning & Community Development for review.

(b) The purpose of this review is to acquaint the subdivider with plans and policies that might be significant to his proposed development.

(c) Upon receiving favorable consideration, the subdivider may then proceed to prepare the preliminary plat for submission to the planning commission.

(Code 1959, § 17-3)

• **Sec. 8-7-12. - Conditional approval of preliminary plat.**

(a) On reaching conclusions as described in [section 8-7-11](#) regarding his general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the planning commission and specified in article C, [section 8-7-22](#).

~~(b) Eight (8) copies~~ One (1) electronic copy of the preliminary plat and supplementary material specified, together with ~~two (2) copies of a~~ the written application for conditional approval of the preliminary plan must be submitted to the Planning & Community Development Department (~~forms obtained from the city clerk~~) shall be filed with the city clerk at least 15 ~~30~~ days prior to the meeting of the planning commission at which it is to be considered. ~~The city clerk shall be responsible for their proper distribution and the collection of a filing fee as specified in article G of these regulations.~~

(c) No preliminary plat shall be acted upon by the planning commission without holding a hearing thereon. The secretary of the planning commission shall notify the subdivider, by registered or certified mail, of the time and place of the hearing at least five (5) days prior to such hearing date.

(d) Within ~~30~~ 45 days after the submission of an application for preliminary plat approval, the planning commission shall:

- (1) issue a certificate of preliminary plat approval;
- (2) issue a certificate of preliminary plat approval subject to any necessary modifications the nature of which shall be indicated on the preliminary plat or attached to it in writing; or
- (3) disapprove the preliminary plat, in which case the planning commission shall so notify the subdivider in writing, stating the reasons therefor.

(e) The action of the planning commission shall be noted on ~~three (3) copies of the preliminary plat, referenced and attached to any conditions determined. One (1) copy shall be retained by the planning commission and two (2) copies returned to the city clerk, who will keep one (1) for the mayor and council~~ the city and return the other to the subdivider. Conditional approval of a preliminary plat shall not constitute approval of the final plat.

(f) Short-cut method. The preceding provisions of this section may be waived and a short-cut procedure initiated in the case of a subdivision of five (5) lots or less, and the subdivider may submit an application for final plat approval, without submitting a preliminary plat, provided:

(1) Each lot in the proposed subdivision abuts an existing public street;

(2) The proposed subdivision will not effect any major alterations of utility installations, or other existing or proposed public facilities; and

(3) The application for final plat approval meets all the applicable procedural, design and other requirements of these regulations.

(4) A subdivider intending to use this short-cut method shall first consult with the ~~city manager or his agent~~, Planning & Community Development Department supplying sufficient information to assure that the specified ~~conditions~~ requirements will be met.

(i) Single lot splits may be approved administratively by the Director in accordance with (f)

(Code 1959, § 17-4)

• **Sec. 8-7-13. - Approval of final plat.**

(a) The final plat to be prepared as specified in [section 8-7-23](#) shall conform substantially to the preliminary plat as approved, and if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of these regulations.

(b) All performance bonds must be accepted by the appropriate regulating departments and all filing fees according to the schedule in article G shall be paid prior to approval of final plat by the planning commission.

(c) The final plat, and other supplementary material required for approval, shall be submitted to the ~~city clerk at least seven (7)~~ Planning & Community Development Department at least thirty (30) days prior to the meeting of the planning commission

at which it is to be considered. It shall also be required that the above material be submitted to the planning commission within six (6) months after approval of the preliminary plat; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the planning commission.

(d) Within ~~ten (10)~~ days after the submission of the final plat and supplementary material required for approval, the planning commission shall express its final action.

(e) After final action by the planning commission, the final plat and other supplementary material will be transmitted by the secretary of the planning commission to the mayor and council for their final action.

(f) ~~Twelve (12) copies of~~ The final plat shall be ~~procured by the building inspector~~ submitted to the Planning & Community Development Department for distribution to the various departments concerned, including one (1) copy for the ~~mayor and council~~ and ~~one (1) copy for the planning commission.~~ city.

(g) The applicant shall have the final plat recorded in the office of the Clerk of the Superior Court of Clayton County and shall deliver a copy of said recorded final plat to ~~the building inspector.~~ The Planning & Community Development Department

(h) The final plat (original tracing) may be obtained from the Planning & Community Development department upon approval.

(Code 1959, § 17-5)

- **ARTICLE C. - PLATS AND DATA**
- **Sec. 8-7-21. - Pre-application plats and data.**

The following shall be provided at the time of preliminary review:

(1)A *Sketch plan* () shall show the proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan may be a freehand sketch made directly on a print of the topographic survey, if available. The sketch plan shall include the existing topographic data stated in [section 8-7-22](#) or such of these data as is necessary for consideration of the proposed sketch plan.

(2)*General subdivision information*) shall describe the existing conditions of the site and the proposed development as necessary to supplement the sketch plan. This information may include data on existing covenants, land characteristics, and available community facilities and utilities; and information describing the subdivision proposal such as number of residential lots, typical lot width and depth, price range, minimum

floor area in structures, business areas, playgrounds, park areas and other public areas, proposed protective covenants and proposed utilities and street improvements.

(Code 1959, § 17-6)

• **Sec. 8-7-22. - Preliminary plats and data for conditional approval.**

The following shall be provided at the time of the application:

(1) *Preliminary plat One (1) electronic copy of the site plan* that shall be at a scale of not less than one hundred (100) feet to one (1) inch. It shall show all existing conditions required below and shall show all existing conditions and all proposals, including the following:

- a. Proposed name of subdivision.
- b. Name and address of owner of record.
- c. Name, address and telephone number of subdivider.
- d. Date of survey, date of plat drawing, north point and graphic scale.
- e. Location (land district and land lot), and acreage.
- f. Number of residential lots and ~~typical~~ lot sizes.
- g. A sketched vicinity map indicating streets and highways, land lot lines, railroads and other significant features, within one (1) mile of the proposed subdivision, drawn at a scale sufficient to show the information required.
- h. Exact boundary lines of the trace, giving lengths, bearings and present zoning.
- i. Phase(s) or development timelines -,
- j. Contour lines based on sea level datum and drawn at intervals not greater than ten (10) feet. The source of the topographic contours shown shall be specified.
- k. Natural features within the proposed subdivision, including drainage channels, bodies of water and other significant features. On all watercourses the direction of flow shall be indicated.
- l. Cultural features within the proposed subdivision, including street names, rights-of-way and pavement widths; easements; bridges; culverts; utility lines and structures; buildings; city and county lines; land lot lines; and such other information as the subdivider may desire.

m. Proposed subdivision layout, including: Street names, central angles of street intersections, approximate street grades, street surface widths; lot lines with dimensions, lot number, block letters; building setback lines with dimensions; sites to be reserved, developed or dedicated for public uses or for nonpublic uses exclusive of single-family dwellings.

n. Location and results of percolation tests for any lots which will not be served by a public sewage system, as required by the county health department.

o. Location and size of all proposed drainage structures, including catch basins, curbs, gutters, grates and headwalls.

p. Location of all proposed sanitary and storm sewer lines or improvements and any easements required with sufficient dimensions to location same on the ground.

q. Location and description of all proposed monuments and pins.

(2) *Street profiles.* , Three (3) line profiles of proposed streets shall be required. These profiles shall show centerline elevations and elevation along right-of-way lines on either side of the street, exposed rock, street layout, width, curvature and drainage improvements.

(3) Draft of protective covenants (one (1) electronic copy) whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

(Code 1959, § 17-7; Ord. No. 96-005, 3-18-96)

• **Sec. 8-7-23. - Plats and data for final approval.**

The following shall be provided at the time of the application:

(1) Final plat to scale of the final plat shall be one hundred (100) feet to one (1) inch.

(2) The final plat shall conform substantially to the preliminary plat; it may, however, represent only that portion of the approved preliminary plat which the subdivider proposes to develop and record at any one time, provided that such portion conforms to the requirements of these regulations.

(3) The final plat shall be labeled "Final Plat" and contain the following information:

a. Name of subdivision.

b. Graphic scale, north arrow with reference of bearings to magnetic, true or grid north, and date of survey.

- c. Location of tract (land lot and land district) and acreage.
- d. All dimensions accurate to the nearest one-tenth (1/10) of a foot and all angles accurate to the nearest minute.
- e. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and building line whether curved or straight. This shall include but not be limited to the radius, length of arc, internal angles and tangent distance for the center line of curved streets.
- f. Exact locations, right-of-way widths, and names of all streets and alleys within and immediately adjoining the plat along with street center lines.
- g. Street intersection angles and street pavement widths.
- h. Building setback lines with dimensions.
- i. Blocks lettered alphabetically with lots and sites numbered in numerical order.
- j. Location, dimensions and purpose of: easements, public service utility rights-of-way lines; areas (other than streets) to be reserved, donated, or dedicated to public use; and sites to be used for other than single-family residences.
- k. Location and size of all drainage structures, including catch basins, curbs, gutters, grates and headwalls.
- l. Location, material and description of all monuments and pins, including street markers.
- m. Certification that the applicant is the landowner and dedicates streets, rights-of-way and any sites for public use.
- n. Certification by the appropriate authorities for roads, water, sewers, and health that the subdivider has complied with one of the following alternatives:
 - 1. all improvements have been installed in accordance with their requirements;
 - 2. a performance bond has been posted in sufficient amount to assure completion of all required improvements; or
 - 3. other guarantees of satisfactory completion of required improvements have been accepted with their conditions specified in the certification.
- o. Space for the approval of the planning commission.

p. Space for the acceptance of the mayor and council.

q. Protective covenants, if any, shall be shown on the plat.

r. Other data may be required by the Forest Park Planning Commission in the enforcement of these regulations. This data may include final engineering design reports on proposed improvements, or other certificates, affidavits, endorsements, or dedications necessary to support the intent of these regulations.

SAMPLE CERTIFICATIONS

ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

By: _____

Registered C.E. No. _____
Registered Ga. Land Surveyor No. _____

OWNER'S ACKNOWLEDGMENT:

STATE OF GEORGIA
CLAYTON COUNTY
CITY OF FOREST PARK

The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purposes and considerations therein expressed.

Owner _____

APPROVAL OF THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

This plat has been submitted to and considered by the Forest Park Planning & Community Development (PCD) Department and is approved by the PCD Department.

Date this _____ day of _____.

* This is only for single lot splits

APPROVAL OF THE FOREST PARK PLANNING COMMISSION

This plat has been submitted to and considered by the Forest Park Planning Commission and is approved by such Commission subject to the approval of the city council.

Dated this _____ day of _____, 19 ____.

THE FOREST PARK PLANNING COMMISSION

By _____, Chairman

By _____, Secretary

APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

This plat having been approved by the Planning Commission and subsequent thereto submitted to and considered by the City Council of the City of Forest Park, Georgia, the same is hereby approved subject to the protective covenants shown thereon. By approving this plat the city does not accept for maintenance any street until same has been constructed in accordance with existing rules, regulations and specifications and a warranty deed delivered and accepted by the city nor does the city accept for maintenance purposes any drainage easement not within the right-of-way of a street deeded to the city.

Dated this _____ day of _____, 19 ____.

By _____, City Manager

(Code 1959, § 17-8)

STAFF REPORT – Text Amendments
Public Hearing Date: December 19, 2024
City Council Meeting: January 6, 2025

Case: TA-2024-11

Proposed Request: Text Amendments to The City of Forest Park Zoning Code of Ordinance

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval to amend Zoning Ordinance

PROPOSED TEXT AMENDMENTS

- 1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-11 includes an amendment to 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

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 an adverse manner.

The following text amendments have been proposed:

- 1. An amendment to 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.

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.

ARTICLE E. TREE PROTECTION

Section 8-8-142 Tree Bank Ordinance.

- 1. **CREATION OF THE TREE BANK FUND**

1.1. Establishment of Fund: There is hereby established a Tree Bank Fund (the “Fund”) for the City of Forest Park, Georgia, which shall be used to acquire, plant, and maintain trees on public properties or in areas designated by the City, including parks, green spaces, and rights-of-way.

1.2. Fund Sources: The Fund shall receive contributions from:

- a) Fees paid by developers in lieu of planting or replacing trees on development sites as part of land use or building permit requirements.*
- b) Grants, donations, or other contributions from individuals, businesses, or organizations for tree-related activities.*
- c) City budget allocations, if applicable, for tree planting and environmental sustainability projects.*

1.3. Fund Administration: The Fund shall be administered by the City’s Department of Public Works or another designated city agency. The designated agency shall have the authority to use the Fund for the purposes set forth in this ordinance, including paying for tree planting, maintenance, and associated costs, as well as other tree-related projects.

2. APPLICABILITY

applicability aims to balance development with environmental sustainability, ensuring that trees are planted where possible while allowing flexibility through tree banking contributions where necessary.

2.1. Staff Review Process: In the initial phase of development, City Planning and Community Development staff will review the project for tree banking during key stages of the development process, particularly during the predevelopment application meeting in which staff will review site plans or development permit application prior to submission to decide if applicant will be required to plant trees per landscaping standards ([section. 8-8-89](#)) or donate to tree fund. The review will focus on the following:

- a) Tree Assessment and Inventory*
 - i. A review of existing trees on the site, identifying trees for preservation, removal, and new planting.*
 - ii. Determining if the removal of trees is necessary for the project and ensuring compliance with local tree protection ordinances.*
- b) Compliance with Landscape Standards*
 - i. Assessing if the project complies with the landscaping standards, which specifies minimum tree planting requirements based on the size of the site, its location, and the intended land use.*
 - ii. Ensuring that the species and sizes of trees to be planted meet the standards outlined in [section. 8-8-89](#).*
- c) Feasibility of On-Site Tree Planting*
 - i. Evaluating the feasibility of planting trees on-site given the constraints of the project (e.g., space limitations, soil conditions, and the urban environment).*
 - ii. If adequate space for tree planting cannot be provided, staff will consider alternative options such as donating to the tree fund or contributing to other environmental sustainability efforts.*
- d) Hybrid Approach*
 - i. In some cases, a combination of on-site tree planting and tree fund contributions may be required. This approach is typically used when there is limited space on-site, but planting some trees is still possible.*

2.2. Circumstances for Staff Review:

- a) Residential Development: For both new homes and multi-family developments, tree planting or contributions to the tree fund will be required based on the number of units and the size of the property.*
- b) Commercial and Mixed-Use Development: Projects such as office buildings, retail developments, or mixed-use spaces will also undergo review to determine if adequate space is available for tree planting or if a tree fund donation is necessary.*

- c) *Redevelopment Projects: Projects involving the renovation or expansion of existing buildings may have different criteria depending on the extent of land alteration and available space for new trees.*
- d) *Public or Government Projects: Government-led initiatives will follow the same criteria but may also be evaluated for opportunities to enhance public green spaces with tree planting or donations.*

2.3 Implementation:

- a) *Notification and Compliance: Applicants will be notified during the review process about the specific requirements for tree planting or the donation to the tree fund. All decisions will be based on compliance with local tree protection laws, site feasibility, and project design.*
- b) *Monitoring and Enforcement: Staff will monitor compliance during the construction phase to ensure that trees are planted as required, or tree fund donations are made as agreed upon.*

3. FEES IN LIEU OF TREE PLANTING

3.1. Fee Requirement: *When a development project or land-disturbing activity results in the removal of trees, and the developer is unable to replace the removed trees on-site due to space limitations or other reasons, the developer may pay a fee into the Tree Bank Fund. The amount of the fee shall be determined according to the following criteria:*

- a) *The number, size, and type of trees removed.*
- b) *The cost of planting and maintaining a comparable number of trees in public spaces or other locations is determined by the City.*
- c) *Trees will be planted based upon city landscaping standards ([section 8-8-89](#) 1a., 1d., 1e.)*

3.2. Fee Calculation: *The fee shall be based on an evaluation of the project’s environmental impact, determined by the City’s Tree Ordinance Guidelines or other applicable regulations. Fees may be adjusted annually to reflect inflation or changes in the costs of planting and maintaining trees.*

3.3. Use of Fees: *Fees paid into the Fund shall be used exclusively for the planting, establishment, maintenance, and care of trees within the City of Forest Park’s public spaces, rights-of-way, or other designated areas as determined by the City Council.*

4. TREE PLANTING AND MAINTENANCE

4.1. Selection of Planting Sites: *The City shall identify and prioritize areas for tree planting, with a focus on:*

- a) *Public parks and recreational areas.*
- b) *Streets, rights-of-way, and medians.*
- c) *Areas impacted by development or tree loss.*
- d) *Private property along the right-of-way.*
 - i. *Any developer who plans to plant street trees, will follow standards as outlined within the Sidewalk and street tree standards ([section 8-8-88](#) (d)).*

4.2. Species Selection: *The City shall select tree species for planting based on the local climate, soil conditions, and aesthetic considerations, and prioritize native species or those that provide significant ecological or environmental benefits.*

4.3. Ongoing Maintenance: *Trees planted through the Tree Bank Fund shall be maintained by the City or its designated contractors. Maintenance shall include watering, pruning, pest management, and other necessary activities to ensure the long-term health and survival of the trees.*

4.4. Monitoring and Reporting: *The City shall maintain records of tree planting activities funded through the Tree Bank and report annually on the status of the Fund, including the number of trees planted, locations, and any challenges encountered in the planting and maintenance process.*

5. ENFORCEMENT AND PENALTIES

*5.1. **Compliance:** Developers, contractors, and property owners must comply with the tree preservation and replacement requirements set forth in the City’s Planning and Development Ordinance, Failure to do so may result in the assessment of additional fees or penalties.*

*5.2. **Penalty for Non-Payment of Fees:** Failure to pay the required tree bank fee in lieu of planting shall be subject to penalties, including interest charges or the withholding of building permits or other approvals until payment is made in full.*