



CITY OF FOREST PARK
PLANNING COMMISSION MEETING

Friday, June 20, 2025 at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

Website: www.forestparkga.gov
Phone Number: (404) 366-4720

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

AGENDA

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

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of May 15, 2025 Meeting Minutes

OLD BUSINESS:

PUBLIC HEARING:

2. Case# VAR-2025-07-Variance Request for 5116 Sargent Street, Parcel # 13080A E005. The applicant, Terrell Rental Properties, LLC (Tony Terrell), is requesting a variance to allow the reduction of the side yard setback from the required ten (10) feet to eight and a half (8.5) feet, and to reduce the required rear yard setback from thirty (30) feet to five and two-tenths (5.2) feet to allow for the construction of a two-family home on a property currently located within the Single-Family Residential District (RS), with a proposed zoning change to the Two-Family Residential District (RT), in Ward 3.
3. Case #VAR-2025-08 - Variance Request for 751 Bridge Avenue, Parcel # 13050D H019. The applicant, Technique Concrete Construction, LLC (Billy Freeman, Jr.), is requesting a variance to reduce the required side yard setback on the east side of the existing residence from 10 feet to 4 feet to allow for an extension of the home, which is located within the Single-Family Residential District (RS) in Ward 2.

4. Case #VAR-2025-09 – Variance Request for 5881 Philips Drive, Parcel # 13112D A031 and 13112D A026. The applicant, Sankofa Montessori Inc., is requesting a variance to extend the permitted duration of temporary portable structures from six (6) months to twenty-four (24) months to allow the construction and use of the temporary structures as classrooms while construction is completed on the second floor of the school. The property is located within the Single-Family Residential District (RS) in Ward 5.

ADJOURNMENT:



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MINUTES

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

CALL TO ORDER/WELCOME:

Chairman Haque called the meeting to order at 6:05 pm.

ROLL CALL:

PRESENT:

Azfar Haque
Michael Clinkscales
Roderick Jackson

ABSENT:

Donald Williams
Lois Wright

ALSO PRESENT:

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

APPROVAL OF MINUTES:

1. Approval of April 17, 2025 Meeting Minutes

Michael Clinkscales motioned to approve the minutes as presented. Roderick Jackson seconded the motion. Motion approved unanimously.

OLD BUSINESS: None**PUBLIC HEARING:**

2. **Case # RZ-2025-01 – Rezone Request for 5116 Sargent Street., Parcel # 13080A E005. The applicant, Terrell Rental Properties, LLC (Tony Terrell), is requesting a rezone of the .208+/- acre lot within the Single-Family Residential District (RS) to Two-Family Residential District (RT) to allow a two-family home/duplex in Ward 3.**

Background/History:

The applicant originally submitted plans in March 2024 for the reconstruction of an existing deck. However, subsequent plan revisions revealed a complete renovation of both the interior and exterior of the structure. Upon final inspection, it was determined that the property had been converted into a two-family dwelling, which is not permitted under the current RS (Single-Family Residential) zoning. No permits were issued for structural additions, and Clayton County continues to classify the property as a single-family residence. The applicant is now requesting rezoning to RT (Two-Family Residential) to bring the property into compliance with zoning regulations.

Staff recommends the following conditions:

1. Limit use to two dwelling units; no further subdivision or short-term rentals permitted.
2. Obtain all required occupancy permits, inspections, and business licenses before use of the second unit.
3. Submit plans to the Urban Design Review Board (UDRB) for review and approval of exterior design and landscaping; future changes require UDRB approval.
4. Update tax records with Clayton County to reflect two-family use and accurate square footage.
5. Provide two off-street parking spaces per unit, as required by zoning regulations.
6. Comply with RT zoning standards; variances needed for side setback (10 ft to 8.5 ft) and rear setback (30 ft to 5.2 ft).
7. Approval applies only to this property and does not set a precedent for other RS-zoned areas.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

Mr. Terrell stated that all inspections for the property had been approved, and the zoning issue arose only when attempting to obtain temporary power for Unit B. At that point, it was discovered that the property was zoned for single-family use, despite the submitted and City-approved plans showing two electrical meters, panels, kitchens, and corresponding parking spaces, indicating a two-unit configuration. He noted that he is a licensed contractor and that he followed all proper procedures, including pulling permits and submitting plans that reflected the existing layout. He emphasized that the structure had likely undergone unrecorded changes over time, and his work was a renovation, not a conversion, as the duplex layout already existed prior to his involvement.

Roderick Jackson motioned to approve the request with the stated conditions. Michael Clinkscales seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Michael Clinkscales motioned to adjourn the meeting at 6:28 pm. Roderick Jackson seconded the motion. Motion approved unanimously.

DRAFT

Staff Report – Variance

Public Hearing Date: June 20, 2025

Case: VAR-2025-07

Current Zoning: Single Family Residential District (RS), Proposed Two Family Residential District (RT) District

Council Ward: 3

Proposed Request: Variance Request to allow the reduction of the side yard setback from the required ten (10) feet to eight and a half (8.5) feet, and to reduce the required rear yard setback from thirty (30) feet to five and two-tenths (5.2) feet to allow for the construction of a two-family home on a property currently located within the Single-Family Residential District (RS), with a proposed zoning change to the Two-Family Residential District (RT), in Ward 3

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

Staff Recommendation: Approval of variance with conditions

APPLICANT INFORMATION

Owner of Record:

Name: Terrell Rental Properties, LLC
449 Trousseau LN
McDonough, GA 30252

Applicant:

Tony Terrell
5116 Sargent Street
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13080A E005

Acreage: 0.208 +/-

Address: 5116 Sargent Street.

FLU: Low Density Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

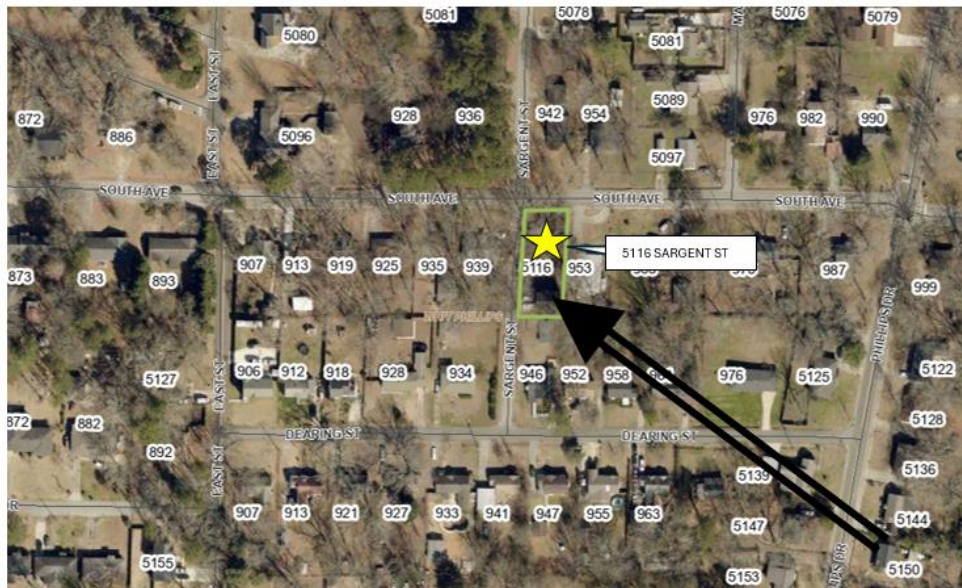
SUMMARY & BACKGROUND

The subject property, located at 5116 Sargent Street, is situated within the Single-Family Residential (RS) District on an approximately 0.208 +/-acre lot. In accordance with Section 8-8-29 of the zoning code, the property is currently subject to RS district standards. The applicant is requesting approval of a variance in conjunction with a proposed rezoning from RS to RT (Two-Family Residential) zoning. Pursuant to Section 8-8-31, properties within the RT District must meet specific development standards.

Based on the submitted site plan, the applicant is seeking a variance to reduce the left side yard setback from the required 10 feet to 8.5 feet, as well as a reduction in the rear yard setback from the required 30 feet to 5.2 feet. These reductions are necessary to accommodate the footprint of the proposed two-family residential structure. Additionally, the site plan demonstrates that each unit will meet the required parking capacity of two vehicles per unit.

The applicant appeared before the Planning Commission on May 16, 2025, and received approval for the proposed rezoning. The request is scheduled to go before the Mayor and Council for final approval on June 16, 2025. Approval of this variance will allow the applicant to proceed with the development of a two-family residential structure that aligns with the intended land use of the RT zoning district, while addressing site constraints and maintaining compatibility with surrounding development patterns.

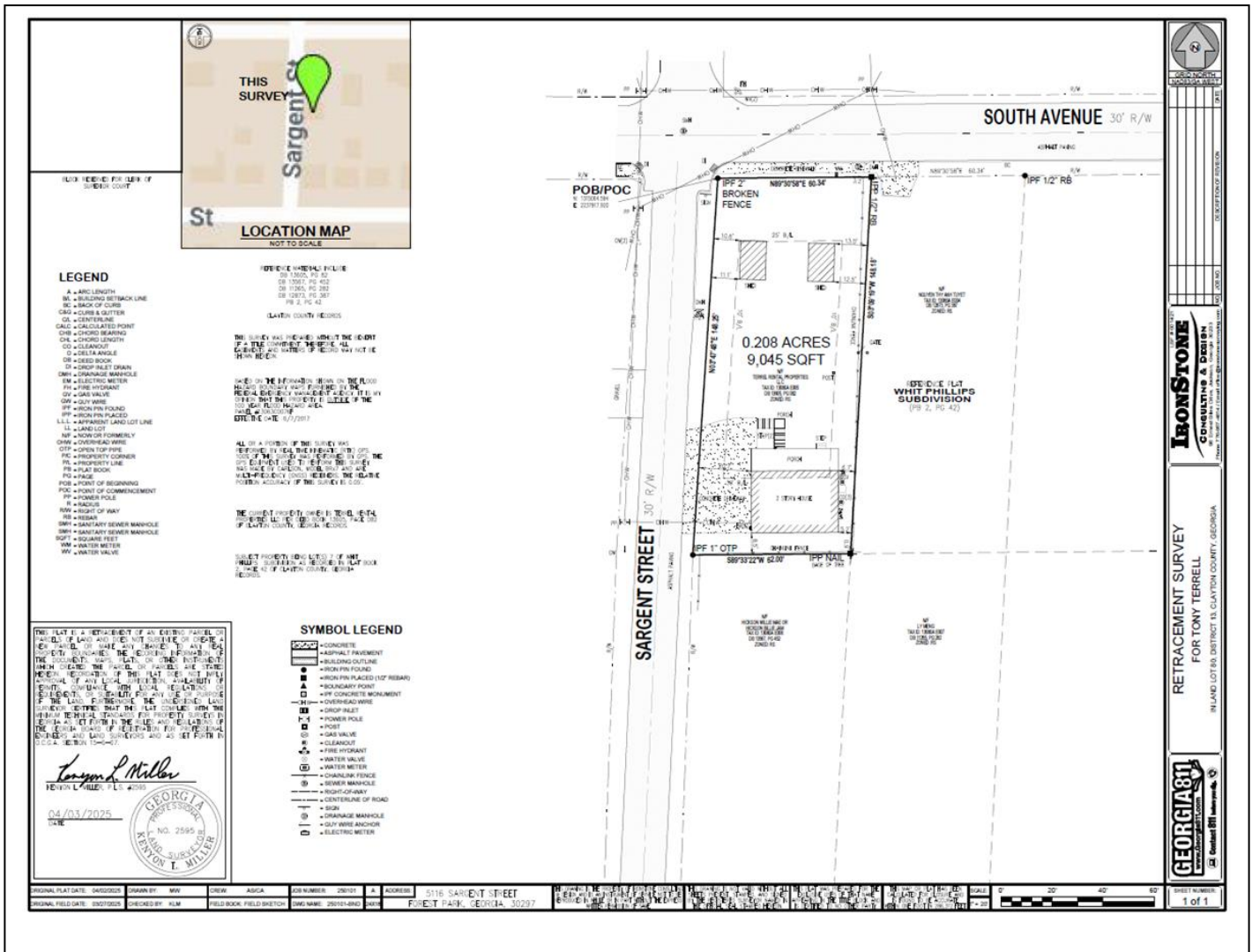
AERIAL MAP



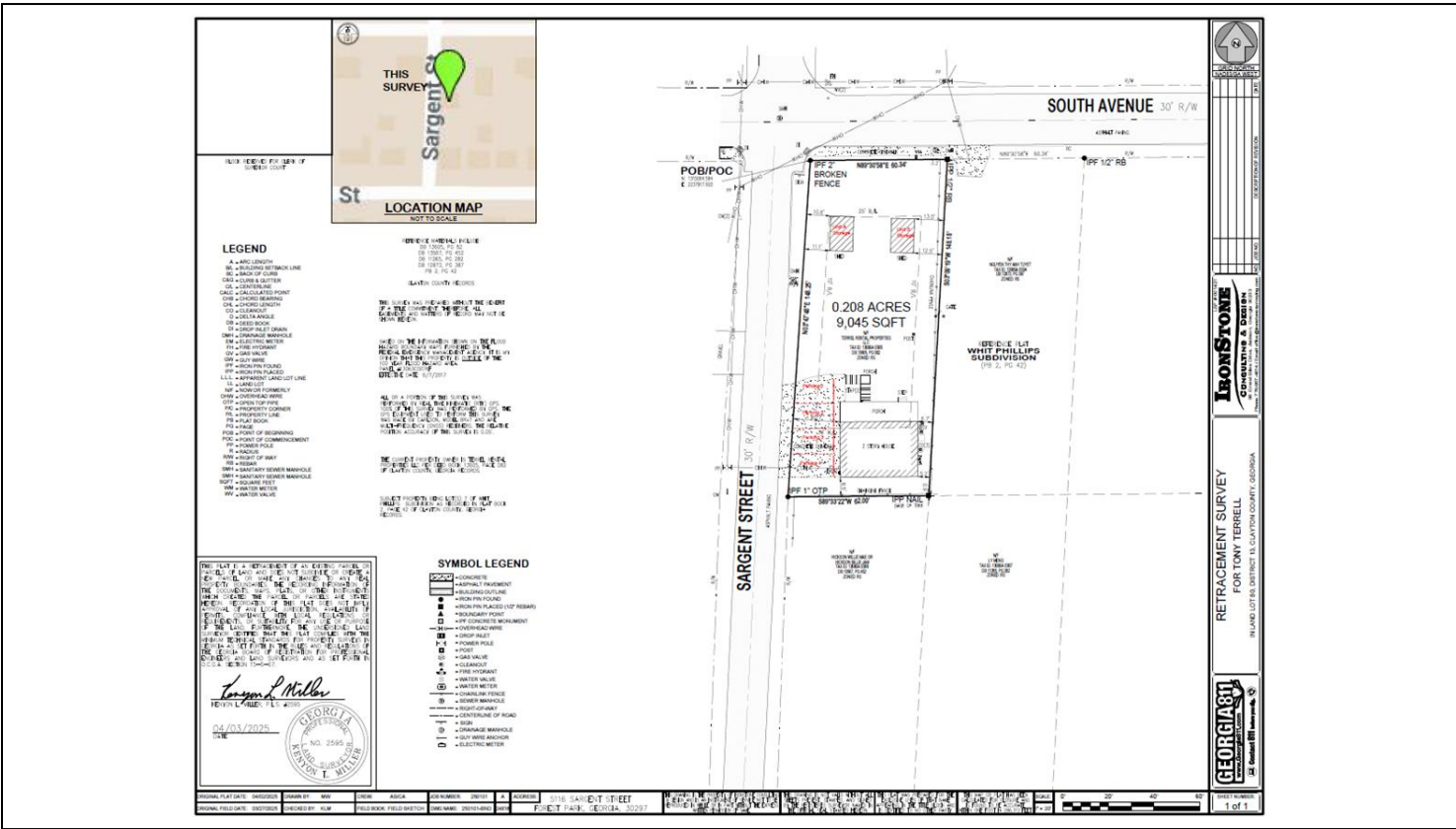
ZONING MAP



SURVEY

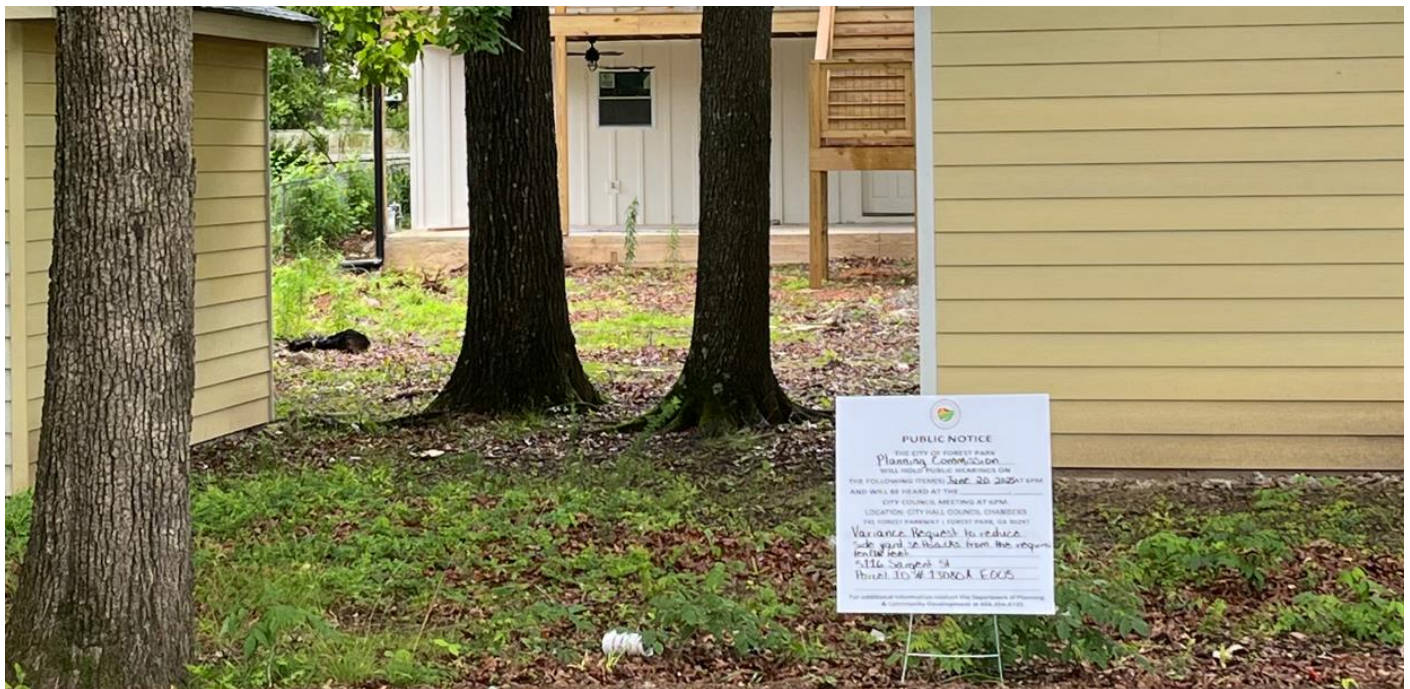


SITE PLAN



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 WITH CONDITIONS** of the variance to reduce the left side yard setback from 10 feet to 8.5 feet and the rear yard setback from 30 feet to 5.2 feet, as shown on the submitted site plan, to accommodate the proposed two-family residential structure.

Conditions of approval include the following:

1. The development shall substantially conform to the site plan submitted with the variance application.
2. Each residential unit shall provide a minimum of two off-street parking spaces, in compliance with RT zoning standards.
3. Any future modifications to the structure or site layout that impact setback requirements will require further review and approval by the Planning Commission and/or appropriate reviewing body.

The proposed variances are considered reasonable due to the lot's size and configuration and will not adversely affect adjacent properties or the overall intent of the RT zoning district.

Attachments Included

- Justification Letter

Staff Report – Variance

Public Hearing Date: June 20, 2025

Case: VAR-2025-08

Current Zoning: Single Family Residential District (RS)

Council Ward: 2

Proposed Request: Variance Request to reduce the required side yard setback on the east side of the existing residence from 10 feet to 4 feet to allow for an extension of the home, which is located within the Single-Family Residential District (RS) in Ward 2

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

Staff Recommendation: Approval of variance with conditions

APPLICANT INFORMATION

Owner of Record:

Name: Technique Concrete Construction, LLC
3556 CALUMET RD
DECATUR, GA 30034

Applicant:

Billy Freeman, Jr
751 Bridge Avenue
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13050D H019

Acreage: 0.50 +/-

Address: 751 Bridge Avenue

FLU: Low Density Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

SUMMARY & BACKGROUND

The subject property, located at 751 Bridge Avenue, is situated within Ward 2 and lies within the Single-Family Residential (RS) District on an approximately 0.50-acre lot. In accordance with Section 8-8-29. Single Family Residential District Standards, of the zoning code, properties in the RS District must comply with specific setbacks and development standards.

The applicant is requesting a variance to reduce the required side yard setback on the east side of the existing residence from 10 feet to 4 feet. This variance is necessary to allow for an extension of the home, which includes expanding the master bedroom, enlarging, and rebuilding the existing in-home office, and adding a third bedroom. Due to the shape of the parcel and its location on a corner lot, the applicant is unable to meet the required side yard setback while achieving the proposed improvements.

Approval of this variance will allow the homeowner to enhance the livability of the residence while maintaining consistency with the surrounding neighborhood character, despite the site constraints presented by the parcel's configuration.

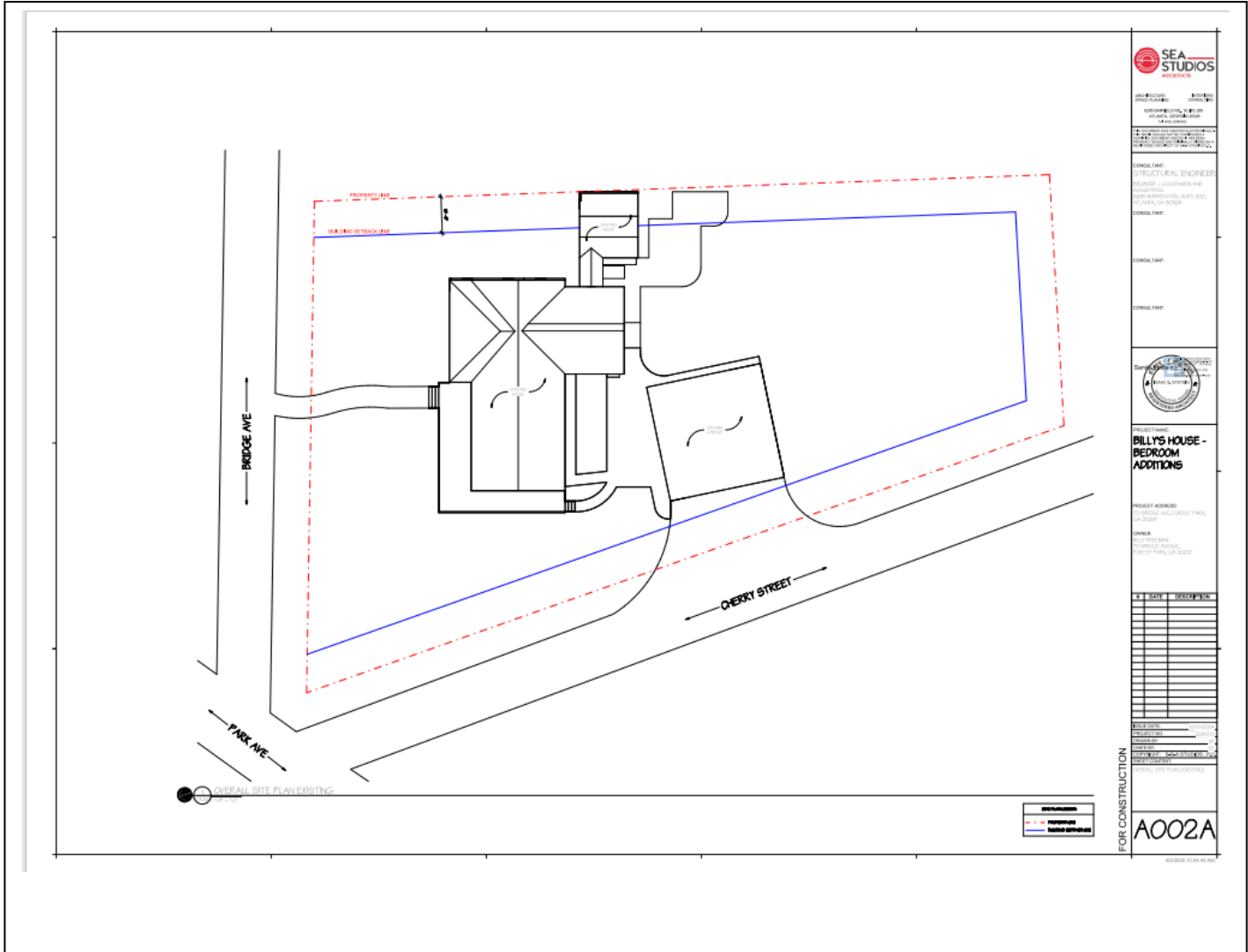
AERIAL MAP



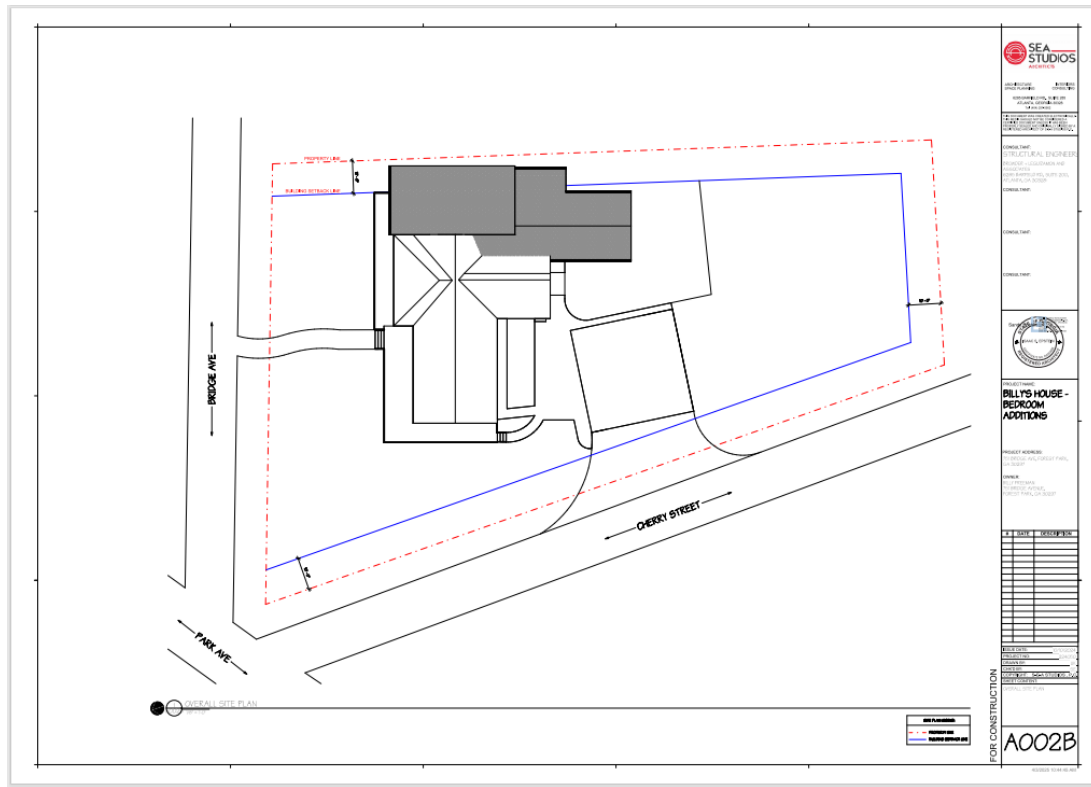
ZONING MAP



SURVEY



SITE PLAN



SITE PHOTOS





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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 with conditions** of the variance to reduce the required side yard setback on the east side of the existing residence from 10 feet to 4 feet to allow for the proposed extension of the home.

Conditions of approval include that the development shall substantially conform to the submitted site plan, and any future modifications impacting setback requirements will require

additional review and approval. The variance is supported due to the lot's corner configuration and resulting site constraints, which limit the applicant's ability to meet current zoning standards.

Attachments Included

- Justification Letter

Staff Report – Variance

Public Hearing Date: June 20, 2025

Case: VAR-2025-09

Current Zoning: Single Family Residential District (RS)

Council Ward: 5

Proposed Request: Variance Request to extend the permitted duration of temporary portable structures from six (6) months to twenty-four (24) months to allow the construction and use of the temporary structures as classrooms while construction is completed on the second floor of the school. The property is located within the Single-Family Residential District (RS) in Ward 5.

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

Staff Recommendation: Approval of variance with conditions

APPLICANT INFORMATION

Owner of Record:

Name: CSDC Facilities Corporation
5881 Philips Drive
Forest Park, GA 30297

Applicant:

Sankofa Montessori Inc.
5881 Philips Drive
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13112D A026 and 13112D A031

Acreage: 6.20 +/-

Address: 5881 Philips Drive.

FLU: Low Density Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RS: Single-Family Residential	East	Outside of the City Limits
South	RS: Single-Family Residential	West	RS: Single-Family Residential

SUMMARY & BACKGROUND

The subject property consists of two parcels located at 5881 Philips Drive, within the Single-Family Residential (RS) District in Ward 5. The combined acreage is approximately 6+/- acres. The applicant is requesting a variance to extend the permitted duration for temporary portable structures from six (6) months to twenty-four (24) months. The temporary structures are intended for use as classrooms to maintain educational continuity while construction is completed on the second floor of the existing school facility.

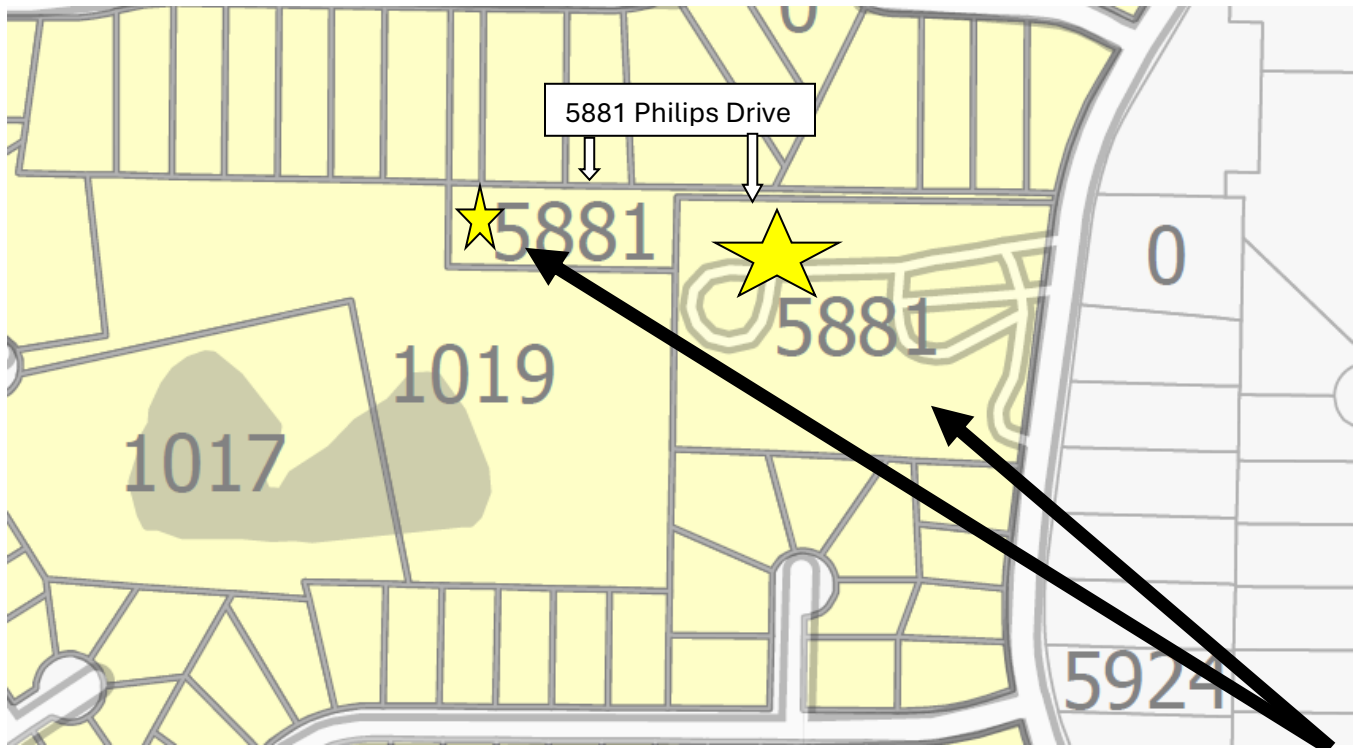
Per Sec. 8-8-76 – Temporary Building Standards, temporary buildings used in conjunction with construction work may only be permitted during the active period of construction and must be removed upon its completion. Additionally, Sec. 8-4-7 – Same; Extension of Time of Permit allows for an initial six (6) month temporary portable structure permit and, upon compliance with original requirements, a discretionary second six (6) month extension. However, the ordinance explicitly limits the maximum permitted duration to a total of twelve (12) months. As the applicant is requesting to extend the duration to twenty-four (24) months, this request exceeds the limits established by ordinance and therefore requires a variance from the Planning Commission.

Should this variance be approved, it would allow the temporary portable structures to remain in place for an additional twelve (12) months beyond the maximum time currently allowed by ordinance, supporting the school's efforts to continue operations during phased construction.

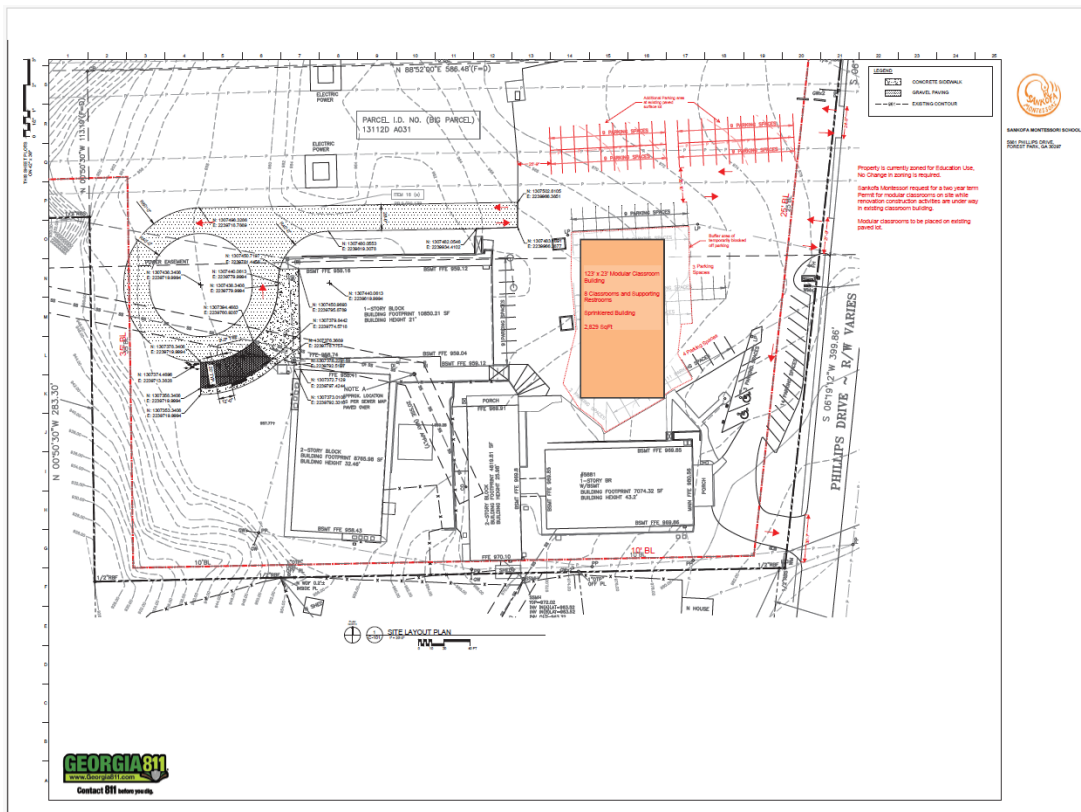
AERIAL MAP



ZONING MAP



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 WITH CONDITIONS** of the variance to extend the permitted duration for temporary portable structures from twelve (12) months to twenty-four (24) months to allow their use as classrooms during ongoing construction of the second floor of the existing school facility located at 5881 Philips Drive.

The following conditions shall apply to the variance approval:

1. **Driveway Improvements:**

The applicant shall upgrade the existing gravel driveway in accordance with **Sec. 5-1-8 – Driveway Installations**. Specifically, all driveways must be constructed of concrete, asphalt, or an approved equivalent material, subject to design review and approval.

2. **Parking and Access Requirements:**

The applicant shall ensure that all on-site parking areas are:

- Clearly striped and visible,
- Constructed to meet current city standards, and
- Capable of accommodating the additional traffic generated by the temporary classroom structures.

3. **Temporary Structure Duration Limit:**

The placement of the temporary portable structures shall not exceed twenty-four (24) months from the date of permit issuance. No additional extensions shall be granted beyond this period without further Planning Commission review and approval.

4. **Construction Timeline Compliance:**

The applicant shall submit and maintain a construction schedule demonstrating ongoing progress toward the completion of the permanent school facility. If at any time construction ceases for more than 90 consecutive days without demonstrated cause, the City reserves the right to revoke the temporary structure permit.

5. **Permitting Requirements:**

The applicant shall obtain and maintain all required permits for both the temporary structures and the permanent construction work throughout the duration of the project. No occupancy or use of the temporary classrooms shall occur without proper approval and inspections.

6. **Code Compliance:**

All temporary structures must meet applicable building, fire, and accessibility codes. Necessary permits and inspections shall be obtained and completed prior to occupancy.

7. **Site Maintenance:**

The property, including the area surrounding the temporary structures, shall be kept in a clean and orderly condition. Adequate trash receptacles, lighting, and pedestrian access shall be provided for safety and operational efficiency.

8. **Neighborhood Notification:**

The applicant shall notify all adjacent property owners and neighborhood associations within 300 feet of the site of the variance approval and anticipated timeline for construction and removal of the temporary structures.

9. **Removal and Restoration:**

Upon expiration of the approved period, the applicant shall remove all temporary structures and restore the site to its original or improved condition, subject to inspection and sign-off by the City.

Attachments Included

- Justification Letter