



CITY OF FOREST PARK
PLANNING COMMISSION MEETING

Thursday, February 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:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

1. Approval of January 16, 2025 Meeting Minutes

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

OLD BUSINESS:

NEW BUSINESS:

2. Case# CUP-2025-01 - Conditional Use Permit request for 5215 West Street., Parcel# 13078B A004, 13078B A004A, 13078A E001, Ward 4. The applicant, Mashara Williams (Clayton County Public Schools), is requesting a Conditional Use Permit for the combination of the existing W.A. Fountain Elementary School and existing Unidos Language School to construct a new expanded elementary school, located within the Single-Family Residential District (RS).
3. Case# VAR-2025-02 - Variance request for 5215 West Street., Parcel# 13078B A004, 13078B A004A, 13078A E001, Ward 4. The applicant, Mashara Williams (Clayton County Public Schools), is requesting a Variance to increase the maximum height of the school structure from the requirements of 35 Feet to 40 Feet for the combination, modification, and construction of a new elementary school located within the Single-Family Residential District (RS).

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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MINUTES

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

CALL TO ORDER/WELCOME: Michael Clinkscales called the meeting to order at 6:01pm.

ROLL CALL: A quorum was established.

PRESENT:

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

ABSENT:

Azfar Haque, Vice Chairman

ALSO PRESENT:

Nicole Dozier, Director of Planning & Community Development; Elle Whigham, City Attorney; SaVaughn Irons-Kumassah, Principal Planner; Latemia Richards, Planner I; Latonya Turner, Board Secretary and Department of Planning & Community Development Office Coordinator

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:

Lois Wright made a motion to adopt the agenda as printed. Roderick Jackson seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

1. Approval of December 19, 2024 Meeting Minutes

Lois Wright made a motion to approve the December 19, 2024 Meeting Minutes as printed. Donald Williams seconded the motion. Motion approved unanimously.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes) None

OLD BUSINESS: None

NEW BUSINESS:

2. **Case# VAR-2025-01 - Variance Request for 5240 Old Dixie Hwy., Parcel # 13077B A005, Ward 4. The applicant, Jennifer Wolfe, is requesting a Variance to increase the maximum height requirements for ground signs from the required ten (10) feet to twelve (12) feet to allow the installation of a replacement sign totaling a square footage of 32 square feet within the Light Industrial District (LI).**

Background/History:

The subject property is a parcel with approximately 6.95 +/- land acreage at the intersection of Old Dixie Highway and Agnew Drive. The site location has caused hardship and code conformity to the current zoning ordinance. Currently, high traffic volume reduces visibility which causes challenges for identifying the property and ensuring safe navigation for vehicles approaching the property. The property location is along Old Dixie Highway, a major arterial road, that necessitates a sign height that ensures adequate visibility for motorists. The proposed replacement sign will enhance the visual landscape along Old Dixie Highway and prioritize safety and visibility for motorists and pedestrians. **Per Sec. 8-3-23(9) - Restrictions based on location,** (1) One maximum thirty-two (32) square foot, freestanding monuments signs is permitted for each street on which the lot has up to and including five hundred (500) feet of frontage. The sign has a maximum height of eight (8) feet within the industrial districts. (5) Freestanding monument signs on arterial streets may be ten (10) feet in height within the industrial districts.

Jennifer Wolfe noted that the existing sign was not properly maintained by the previous tenants and is in poor shape. The new sign will be the same height but smaller in overall square footage. It will be in the same location as the existing sign. She stated the new sign will be a visual enhancement to the property as well as the community.

Lois Wright made a motion to approve the Variance Request for 5240 Old Dixie Hwy., Parcel# 13077B A005. Roderick Jackson seconded the motion. Motion approved unanimously.

3. **Case# TA-2025-01 - Text Amendment for Title 8. - Planning and Development, Chapter 8. Zoning, Article F. - Boards and Commissions, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-169 Public Arts Review Committee.**

Background/History:

The purpose of this amendment is to establish the Public Arts Review Board (PARB) and to oversee and promote the integration of art into public spaces, which fosters a vibrant, inclusive, and culturally enriched community. The board will work to support local artists, advocate for public art projects, and ensure that art reflects and enhances the identity and values of the community. Establishing the Public Arts Review Board will promote creativity, community engagement, and the accessibility of art for all, while contributing to urban revitalization, tourism, and a deeper appreciation of culture within the city of Forest Park.

Roderick Jackson made a motion to the Text Amendment for Title 8. Lois Wright seconded the motion. Motion approved unanimously.

ADJOURNMENT: Roderick Jackson made a motion to adjourn the meeting at 6:19pm. Lois Wright seconded the motion. Motion approved unanimously.

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those requiring accommodation for meetings should notify
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DRAFT



CITY OF FOREST PARK

Item #2.

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

Staff Report – Conditional Use Permit

Public Hearing Date: February 20, 2025

City Council Meeting: March 03, 2025

Case: CUP-2025-01

Current Zoning: RS – Single Family Residential District

Proposed Request: Applicant is requesting a Conditional Use Permit for the combination of the existing W.A. Fountain Elementary School and existing Unidos Language School to construct a new expanded elementary school, located within the Single-Family Residential District (RS).

Ward District: 4

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

Staff Recommendation: Approval of Conditional Use with Conditions

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: Clayton County Board of Education	Name: Mashara Williams (Clayton County Public Schools)
Address: 5215 West St	Address: 5215 West St
City/State: Forest Park, GA 30297	City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13078B A004, 13078B A004A, and 13078A E001

Acreage: 27.57 +/-

Address: 5215 West St, Forest Park, GA 30297 **FLU:** Office/Professional

SUMMARY & BACKGROUND

The applicant for 5215 West St. is requesting a Conditional Use Permit (CUP) to expand the existing W.A. Fountain Elementary School in response to projected community growth. The project will involve partial demolition and expansion to accommodate a combined population of W.A. Fountain Elementary School and Unidos Language School. The land use and zoning will remain unchanged, and improvements will include a new driveway, better circulation, parking, landscaping, and a new stormwater system. Although the property has operated as a school for many years, a CUP is required due to the scope of the work. The project will not negatively impact public services and will enhance safety and circulation. It will also involve work within a floodplain and stream buffer, with necessary

erosion control and permits. Post-construction stormwater management will improve runoff and water quality. The design respects the site's history by preserving significant features and maintaining vegetative areas, with exterior features chosen to blend with the area's character. This property is located within the Single-Family Residential District (RS).

Property Zoned General Commercial District (GC)

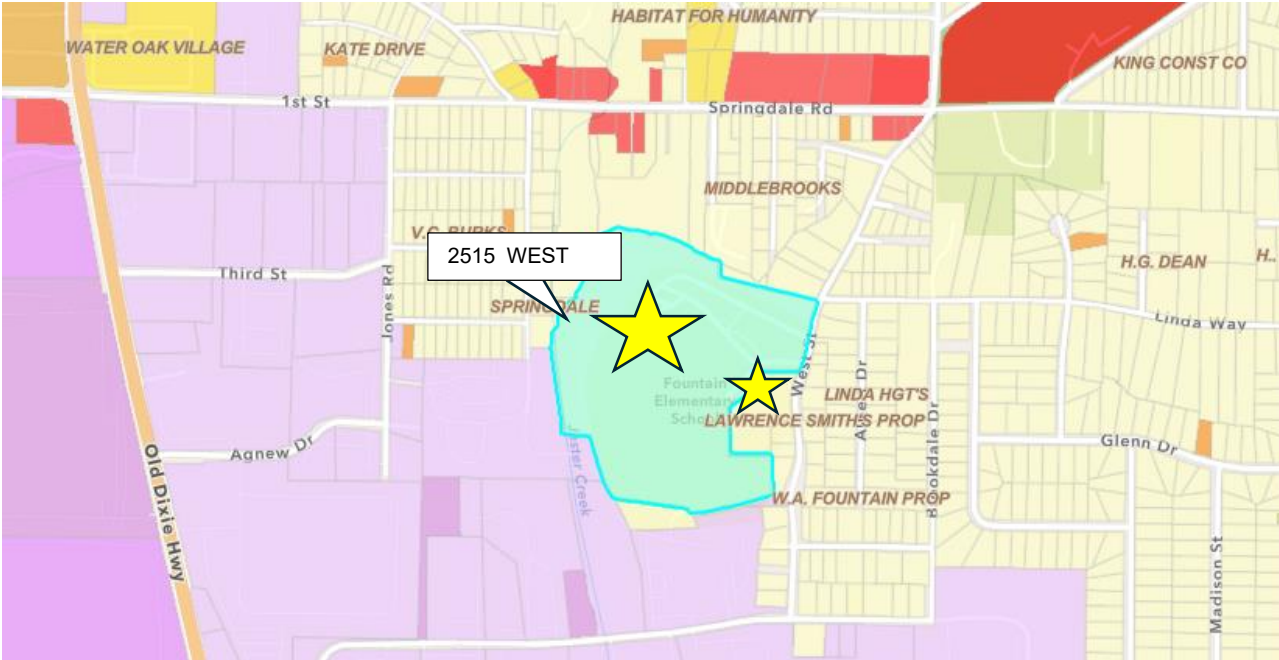
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

AERIAL MAP

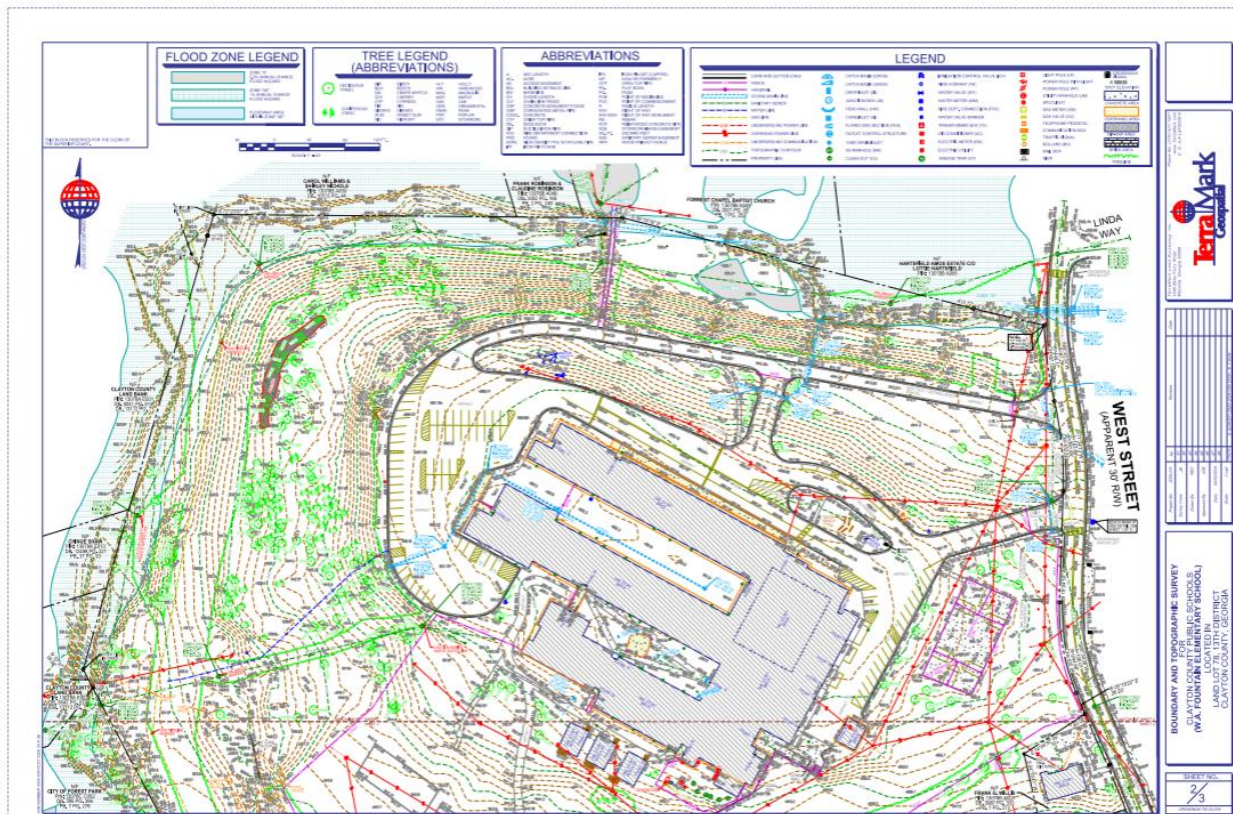


ZONING MAP



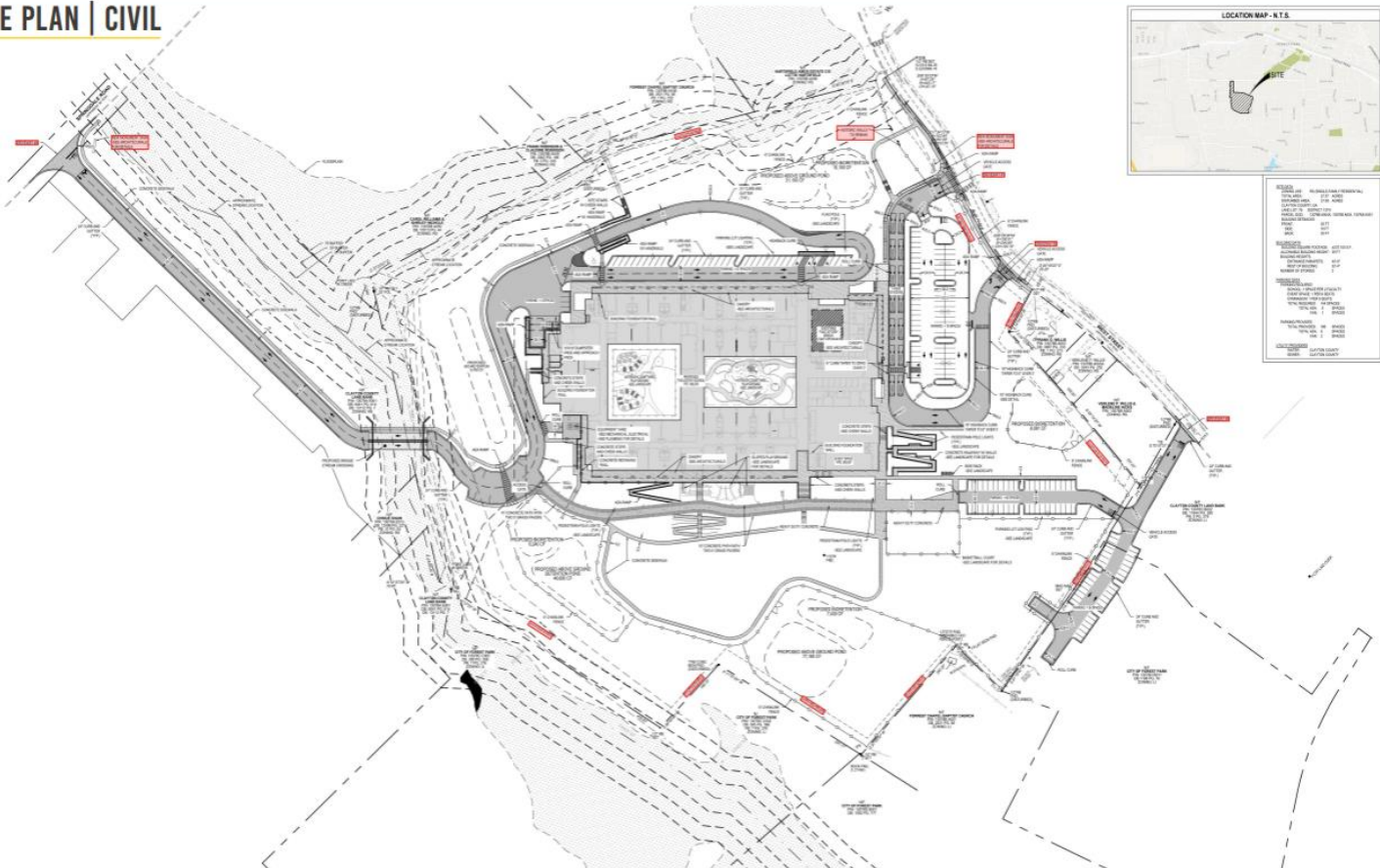
SURVEY

TOPOGRAPHIC SURVEY | CIVIL



SITE PLAN

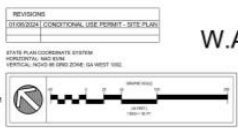
SITE PLAN | CIVIL



PROJECT NO.	2023-001
DATE	01/06/2024
PROJECT NAME	W.A. FOUNTAIN ELEMENTARY - UNIDOS LANGUAGE SCHOOL
CLIENT	CLAYTON COUNTY PUBLIC SCHOOLS
PROJECT ADDRESS	5215 WEST STREET, FOREST PARK, GA 30297
PROJECT TYPE	SCHOOL
PROJECT AREA	10.5 ACRES
PROJECT PERMIT	CONCEPTUAL SITE PLAN
PROJECT STATUS	PRELIMINARY
PROJECT PHASE	CONCEPTUAL
PROJECT DESIGN	CONCEPTUAL
PROJECT DRAWING	CONCEPTUAL
PROJECT SCALE	N.T.S.
PROJECT SHEET	1 OF 1
PROJECT DATE	01/06/2024
PROJECT TIME	10:00 AM
PROJECT LOCATION	5215 WEST STREET, FOREST PARK, GA 30297
PROJECT CONTACT	CLAYTON COUNTY PUBLIC SCHOOLS
PROJECT PHONE	(404) 371-3666
PROJECT FAX	(404) 371-3666
PROJECT EMAIL	clayton@ccps.edu
PROJECT WEBSITE	www.claytoncountyga.gov

CIVIL ENGINEER
 EBELLY & ASSOCIATES
 CONTACT: CODY LANMAN, P.E.
 EMAIL: CLANMAN@EBELLY.NET
 PHONE: (678) 942-9224

ARCHITECT
 COOPER CARRY
 CONTACT: HEBBA BELLA
 EMAIL: HEBABELLA@COOPERCARRY.COM
 PHONE: (770) 462-4515



CLAYTON COUNTY PUBLIC SCHOOLS
W.A. FOUNTAIN ELEMENTARY - UNIDOS LANGUAGE SCHOOL
 CONDITIONAL USE PERMIT - CONCEPTUAL SITE PLAN
 5215 WEST STREET, FOREST PARK, GA 30297
 JANUARY 06, 2024

COOPER CARRY
 THE CENTER FOR CONNECTIVE ARCHITECTURE
 111 Peachtree Street NE
 Suite 2400
 Atlanta, GA 30303-1713
 404.571.3666
 coopercarry.com

SITE PHOTOS





PROPOSED DEVELOPMENT



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 compatible and consistent with the City's land use and development goals and objectives.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** Based upon the expected growth, combination, and expansion of the two schools, the proposed will have a significant impact on traffic safety and congestion in the streets. West St. road widths are particularly narrow and would not be able to accommodate growth without road improvements.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** As long as road improvements are completed, the proposed use will not have an increase, decrease of the relationship to safety from fire and other dangers.
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?** No.
7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship with 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?** With the expansion and combination of the two schools, the proposed larger development use may cause an increase in population or density during the start or ending of the school day, but there will not be an adverse effect on 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 cause additional impact on the water/sewer and other utilities or other public services within the area due to the growth and expansion, and the applicant will have to develop a plan for proper to ensure there is adequate provisions for transportation, water, sewerage and other public services/utilities or facilities.

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 Single Family Residential District (RS), and public schools are permitted within this district. Based upon the scope of work, the applicant may move forward as long as approved for conditional use.
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 use 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 appears suitable for the nearby properties based upon its current existing 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 **APPROVAL OF A CONDITIONAL USE PERMIT** to combine the existing W.A. Fountain Elementary School and existing Unidos Language School to construct a new expanded elementary school, located within the Single-Family Residential District (RS). **WITH THE FOLLOWING CONDITIONS:**

1. The applicant must complete a traffic analysis study for the area detailing the impact the expansion/combination of the school and growth will have on the surrounding neighborhood.
2. The applicant will have to complete a Land Combination application to combine Parcel #'s **13078B A004, 13078B A004A, and 13078A E001** into one Parcel of Land.
3. The applicant will have to widen roadways and provide lane widths, leading to the entrance of the school to assist with the flow of traffic, ensuring safe drop-offs and Pickup Zones. This includes separate lanes for buses and private vehicles with clear signage for safety.
4. The applicant must include sidewalks, curb and gutter, lighting, and greenspace within the development.
5. The applicant must provide the city with a plan for adequate surface drainage (road runoff).
6. Per plan review, any capital improvements required by engineering and review staff are required to be completed by the applicant.

7. If applicant is wanting to move forward with the roadway addition off Springdale rd., a stream buffer variance will be required, and the applicant will be responsible for all road improvements.

Attachments Included:

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



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

Staff Report – Variance

Public Hearing Date: February 20, 2025

Case: VAR-2025-02

Current Zoning: RS – Single Family Residential

Ward: 4

Proposed Request: Height variance to increase the maximum height of the elementary school structure from the required thirty-five (35) feet to forty (40) feet at the two main entry areas for the construction and modification of a new elementary school within the Single-Family Residential (RS) District.

Staff Report Compiled By: Latemia Richards, Planner I

Staff Recommendation: Approval of Variance

APPLICANT INFORMATION

<p>Owner of Record: Name: Clayton County Public Schools 5215 West Street Forest Park, GA 30297</p>	<p>Applicant: Mashara Williams 191 Peachtree St NE, Ste. 2400 Atlanta, GA 30303</p>
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PROPERTY INFORMATION

Parcel Number: 13078B A004A, 13078B A004, 13078A E001 **Acreeage:** 27.57 +/-
Address: 5215 West Street **FLU:** Institutional

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use		Direction	Zoning & Use
North	RS: Single Family Residential / GC: General Commercial District		East	RS: Single Family Residential
South	LI: Light Industrial District		West	LI: Light Industrial District / RS: Single Family Residential



CITY OF FOREST PARK

Item #3.

Planning & Community Development Department
785 Forest Parkway
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SUMMARY & BACKGROUND

The subject property is three separate parcels with an approximate total of 27.57 +/- land acreage at West Street. The applicant is requesting a height variance to increase the maximum height from 35 feet to 40 feet for two main entry areas to allow the combination, modification, and construction of a new elementary school. **Per Sec. 8-8-29.- Single Family Residential (RS) District Standards**, the maximum structure height is 35 feet for the primary structure. The applicant stated that the height variance is necessary to accommodate the architectural needs of the building as the increase height will allow a clear visual for students, staff, and visitors in identifying the primary access points. The increased height will integrate with the surrounding residential neighborhood, enhance functionality and aesthetics, and will not obstruct views or negative impact affect neighboring properties as the subject property is situated on three parcels.

The approval of this variance will allow the applicant to construct the two main entries to the increased height within the Single Family Residential (RS) District.

AERIAL MAP





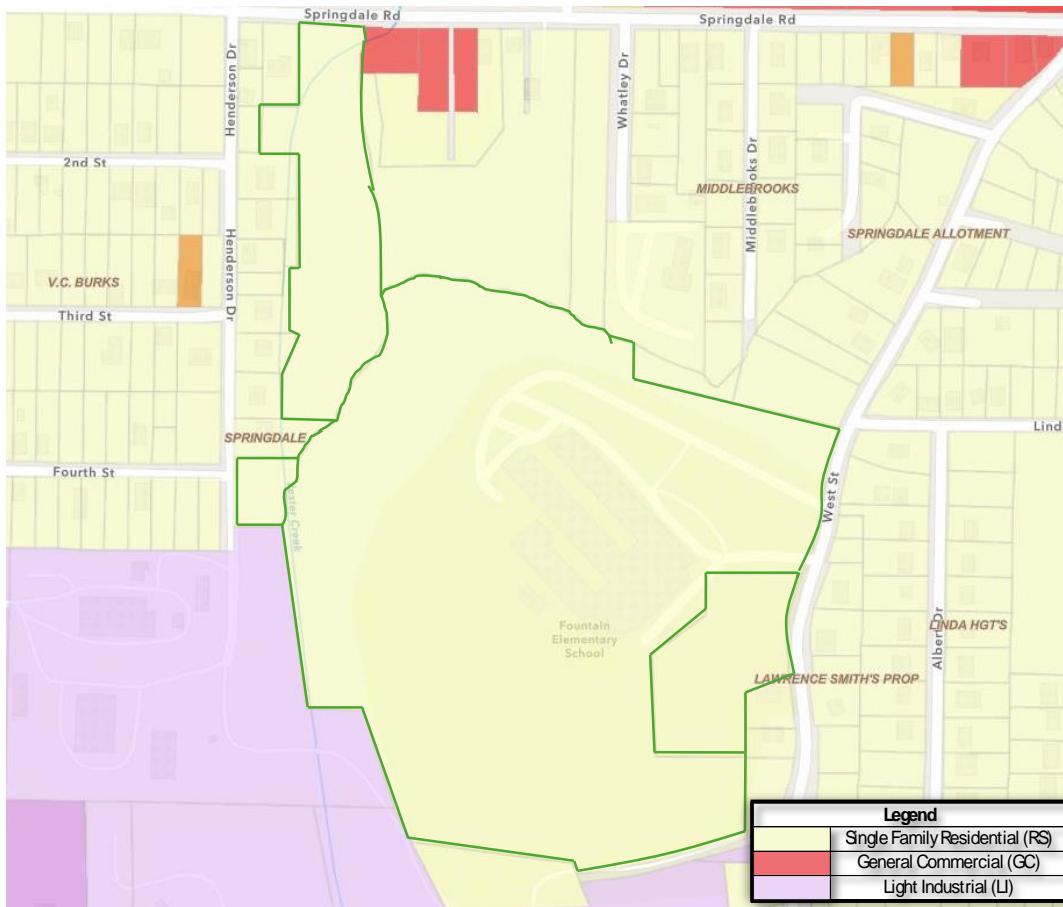
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ZONING MAP





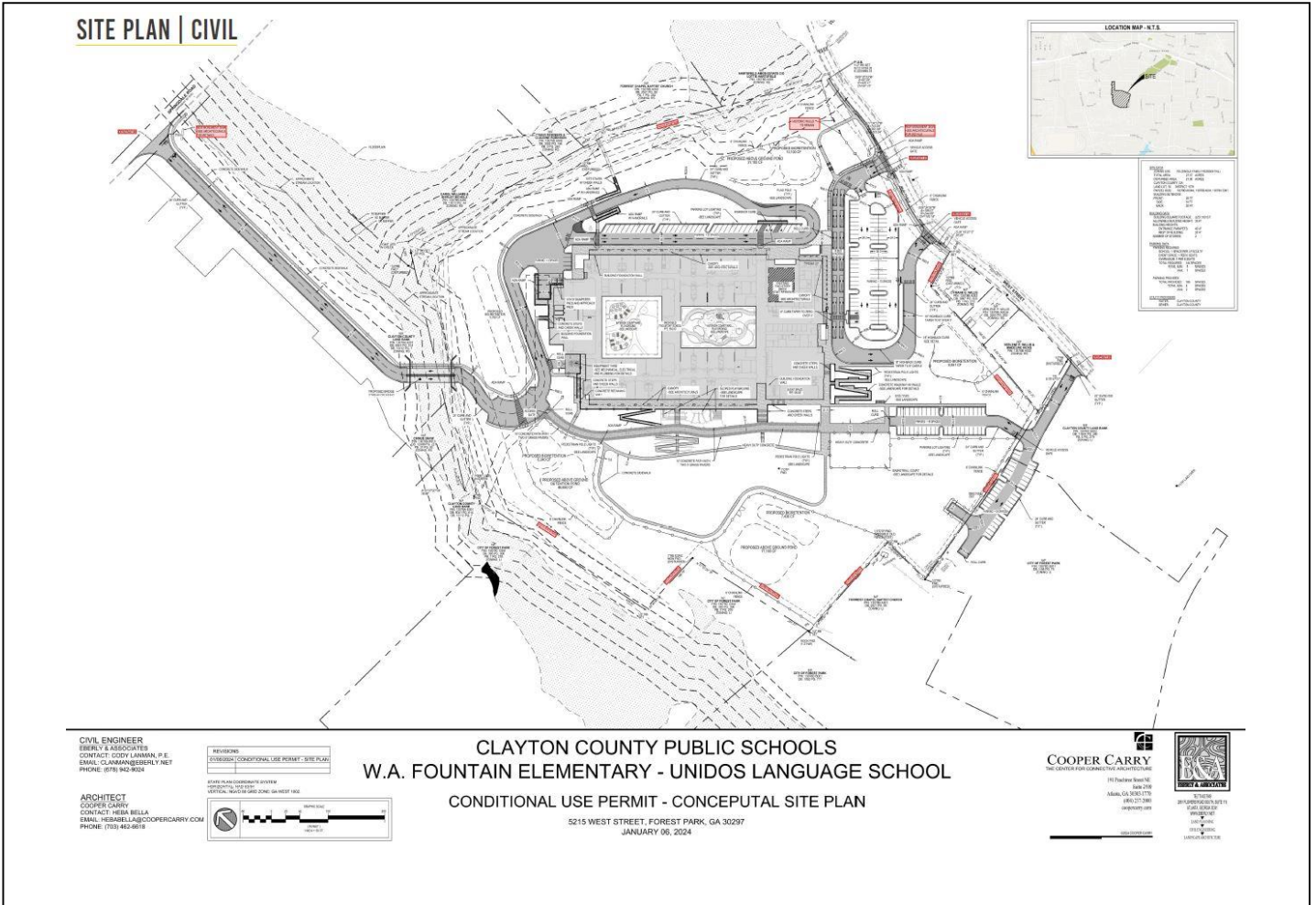
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SURVEY





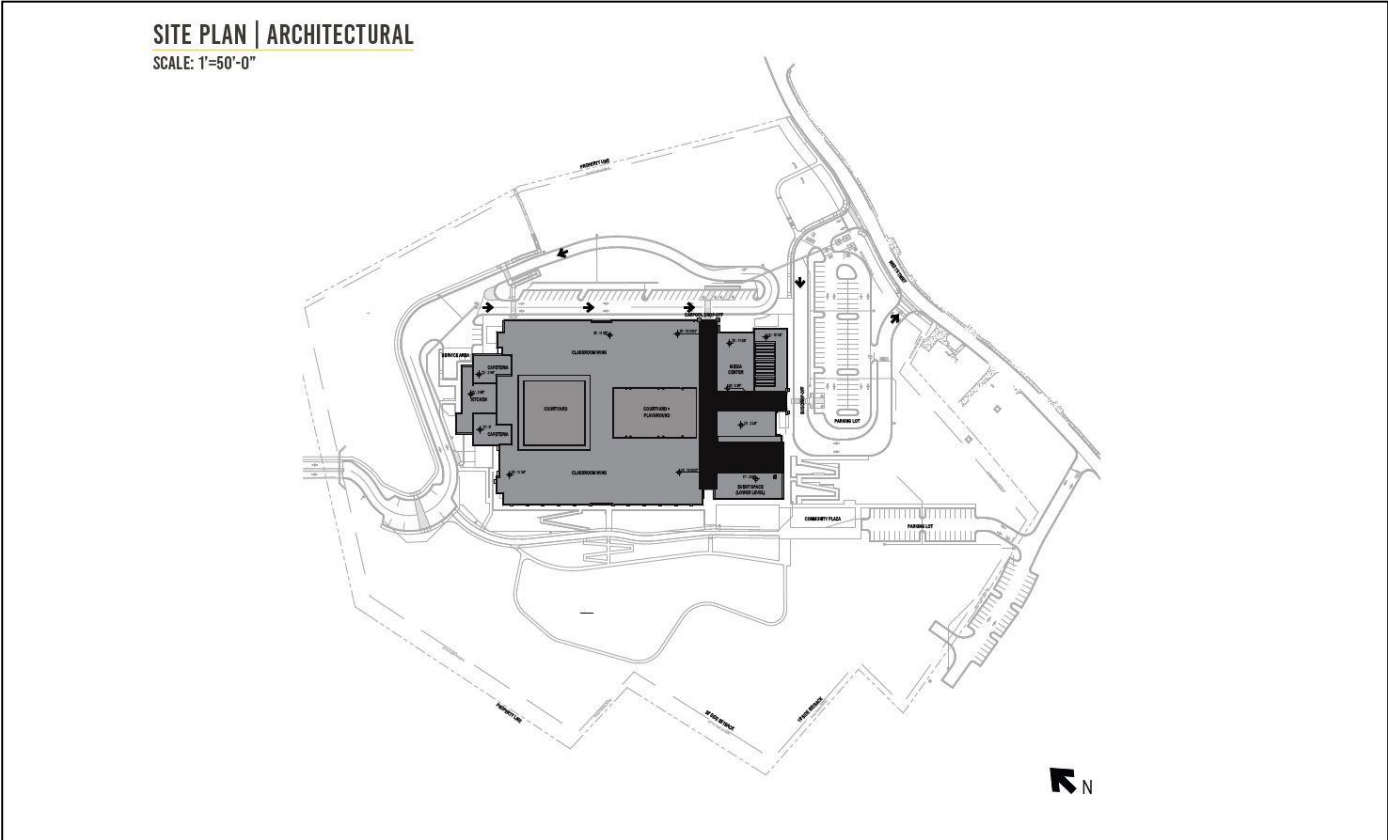
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SITE PLAN





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RENDERING

PERSPECTIVES | NORTHEAST: CARPOOL ENTRY





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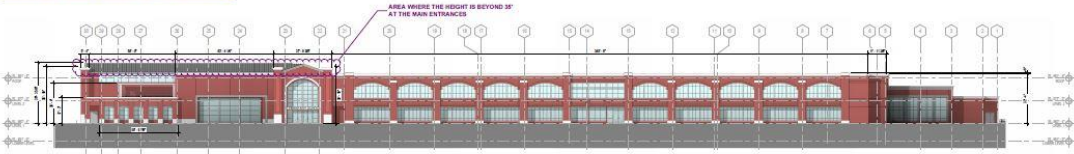
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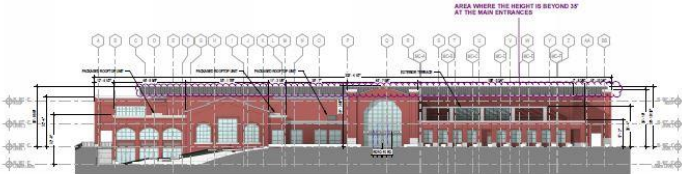
ELEVATION

PROPOSED ELEVATIONS



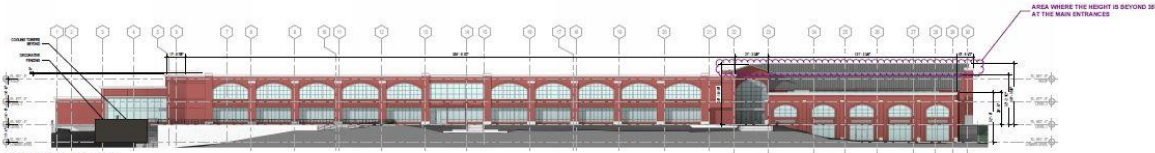
NORTH ELEVATION

SCALE: 1"=20'-0"



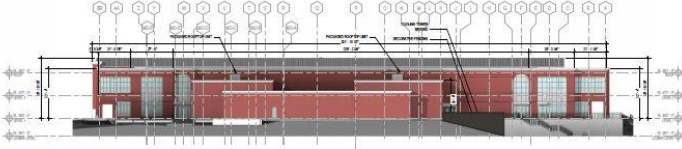
EAST ELEVATION

SCALE: 1"=20'-0"



SOUTH ELEVATION

SCALE: 1"=20'-0"



WEST ELEVATION

SCALE: 1"=20'-0"

MULTIFAMILY AND COMMUNITY DEVELOPMENT DEPARTMENT, CITY OF FOREST PARK, GA. COURTESY CHARTER PROJECTS, LLC. ARCHITECTURAL REVIEW 10



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SITE PHOTOS





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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 increase the maximum height of the elementary school structure from the required 35 feet to 40 feet at the two main entry areas for the construction and modification of a new elementary school within the Single-Family Residential (RS) District. 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