



**CITY OF FOREST PARK**  
**PLANNING COMMISSION MEETING**

Thursday, February 16, 2023 at 6:00 PM  
Environmental Courtroom - Planning & Community Development Building

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 366-4720

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

## AGENDA

**BOARD MEMBERS:** Andy Porter, Chairman; Azfar Haque, Vice Chairman; Michael Clinkscales, Roderick Jackson, Donald Williams

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

**APPROVAL OF MINUTES:**

1. Approval of January 19, 2023 Meeting Minutes

**OLD BUSINESS:**

**NEW BUSINESS:**

2. **Case # VAR-2023-03-Variance for 4593 Ernest Drive, Parcel # 13048A C029.** The applicant, Winston Lewis, is requesting a variance from the size of the lot width to build a single-family house. The current zoning of the property is RS (Single-family residential).

**ADJOURNMENT:**



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**PLANNING BUILDING AND ZONING**  
785 Forest Parkway  
Forest Park, GA 30297

**MINUTES**

**BOARD MEMBERS:**

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

**CALL TO ORDER/WELCOME:**

Azfar Haque called the Planning Commission Meeting on January 19, 2023, to order at 6:09pm.

**PRESENT:**

Azfar Haque, Vice Chairman  
Michael Clinkscales, Member  
Roderick Jackson, Member  
Donald Williams, Member  
Chountelle Hudson, City Planner (Temp.)  
LaShawn Gardiner, Planning & Community Development Director  
Latonya Turner, Planning & Community Development- Staff Assistant

**ABSENT:** Andy Porter, Chairman

**APPROVAL OF MINUTES:**

1. Minutes from meeting on December 15, 2022  
Michael Clinkscales made a motion to approve the minutes from the December 15, 2022, meeting. Roderick Jackson seconded the motion. Motion approved unanimously.

**OLD BUSINESS:**

**NEW BUSINESS:**

2. **Case # CUP-2023-01- Conditional Use for 721 Morrow Road, Parcel # 13114A A001.** The applicant, Maveto McKinzie Hylton, is requesting a Conditional Use to operate an early childcare learning center. The current zoning of the subject property is RS (Single Family Residential). Institutional uses (Pre-K and day care centers) are conditional uses under the current zoning ordinance. Director Gardiner recommended approval of a Conditional Use Permit under the following conditions:
- The applicant must adhere to state guidelines outlined in Section 8-8-78, and provide proof (i.e. copy of application in process) and/or copy of state certification to operate a school.
  - The applicant and/or his tenants may be allowed to operate a church, school, and offices associated with those uses. However, no other or commercial uses will be permitted.
  - Storage of vehicles, trucks, and trailers is strictly prohibited.
  - Violation of these conditions will result in the loss of the conditional use permit and associated business licenses.

Director Gardiner also noted that the request for a Conditional Use Permit, if approved by the Board, would have to go before the City Council for final approval.

Michael Clinkscales made a motion to approve the Conditional Use Permit for 721 Morrow Road. Roderick Jackson seconded the motion. Motion approved unanimously.

3. **Case # VAR-2023-02-Variance for 2235 Anvil Block Road** The applicant, Blue Star Fort Gillem, LLC, is requesting a variance to encroach the 50-foot undisturbed stream buffer to allow for the construction of a storm drain outfall. The use of the subject property is to construct a film production studio. Director Gardiner recommended approval of a Variance after considering all of the following:
- The shape, size, topography, slope, soils, vegetation, and other physical characteristics of the property
  - The location of all streams on the property, including along property boundaries
  - The locations and extent of the proposed buffer or setback intrusion
  - Whether alternative designs are possible which require less intrusion or no intrusion
  - The long-term and construction water-quality impacts of the proposed variance
  - Whether issuance of the variance is at least as protective of natural resources and the environment

Roderick Jackson made a motion to approve the Variance for 2235 Anvil Block Road. Donald Williams seconded the motion. Motion approved unanimously.

4. **Case # VAR-2023-01-Variance for 700 Ruskin Drive, Parcel #13015A A005.** The applicant, Josh Lipscomb, is requesting a Variance to encroach the 50-foot undisturbed stream buffer and 25-foot impervious setback. The use of the subject property is to construct a storage building on an existing commercial parking lot. Director Gardiner recommended approval of a Variance after considering all of the following:
- The shape, size, topography, slope, soils, vegetation, and other physical characteristics of the property
  - The location of all streams on the property, including along property boundaries
  - The locations and extent of the proposed buffer or setback intrusion
  - Whether alternative designs are possible which require less intrusion or no intrusion
  - The long-term and construction water-quality impacts of the proposed variance
  - Whether issuance of the variance is at least as protective of natural resources and the environment

Jenna Lee, spoke on behalf of the applicant and presented the Board with brochures that contained an overview of the proposed project. Ms. Lee stated that the extent of the existing pavement would remain the same and the degree of encroachment would not increase.

Michael Clinkscales made a motion to approve the Variance for 700 Ruskin Drive. Roderick Jackson seconded the motion. Motion approved unanimously.

**ADJOURNMENT:**

Michael Clinkscales made a motion to adjourn the meeting at 6:38pm. Roderick Jackson seconded the motion. Motion approved unanimously.

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 404-366-1555.

## Staff Report-Variance

**Public Hearing Date:** February 16, 2023

**Case:** VAR-2023-03

**Proposed Request:** A Variance from the 80 feet minimum lot width to 65 feet.

**Staff Report Compiled By:** Chountelle Hudson

**Staff Recommendation:** Approval of Variance

### APPLICANT INFORMATION

**Owner of Record:**

Winston Lewis  
4593 Ernest Drive  
Forest Park, GA 30297

**Applicant:**

Winston Lewis  
4593 Ernest Drive  
Forest Park, GA 30297

### PROPERTY INFORMATION

**Parcel Number:** 13048A C029

**Address:** 4593 Ernest Drive

**Current Zoning:** RS – Residential Single Family

**Acreage:** 0.2300

**FLU:** RS – Residential Single Family

### ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

<u>Directions</u>	<u>Zoning &amp; Use</u>	<u>Directions</u>	<u>Zoning &amp; Use</u>
<u>North</u>	RS – Residential Single Family	<u>East</u>	RS – Residential Single Family
<u>South</u>	RS - Residential Single Family	<u>West</u>	RS – Residential Single Family

### SUMMARY & BACKGROUND

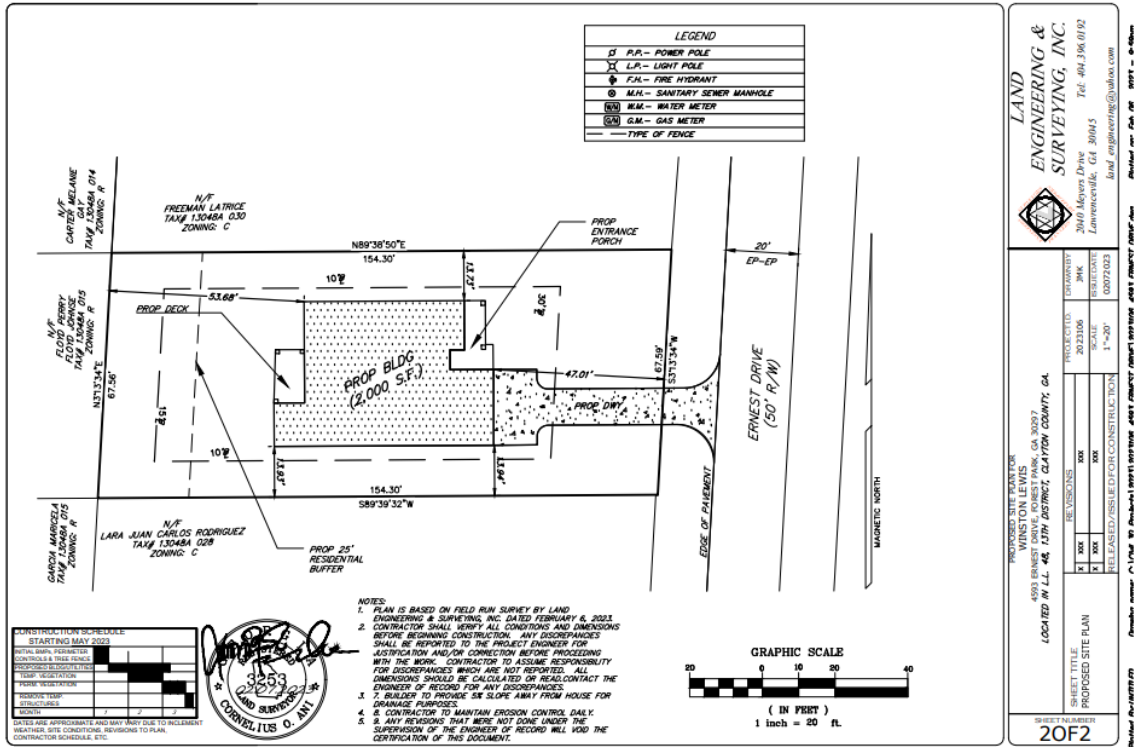
The street frontage for the parcel is Ernest Road; surrounding parcels are all designated RS Residential Single Family with future land uses of Single Family. Adjacent to this district, however, lies the GC General Commercial District with a great deal of retail, restaurant, professional office, and other general services.

The applicant Winston Lewis is requesting a variance to reduce the minimum RS district lot width requirement of 80 feet to 65 feet.

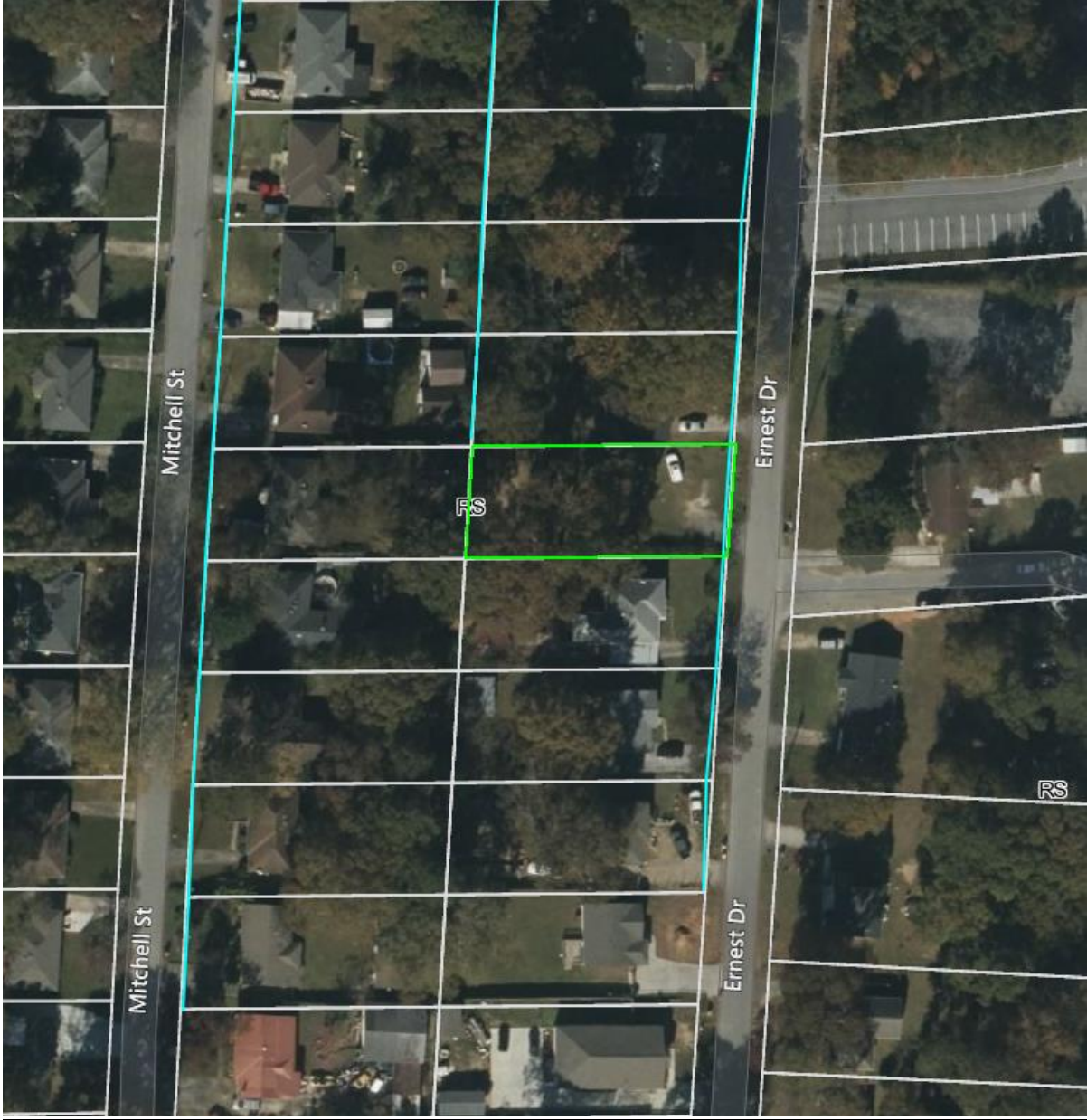
In this district where single-family homes are permitted, the applicant is proposing to build a two (2) story, 2,000 square feet single family home with a height of 31'-8" on a vacant lot. The maximum structure height district standard and requirement is 35 feet. The average

single-family home in this district is one (1) story, with a lot width of 65 feet. Per section 8-8-29, the minimum lot width is 80 feet with a minimum lot area of 8,200 square feet and a maximum lot coverage of 30%. The applicant has a lot width of 65 feet, a lot size of 10,029 square feet, and will have a lot coverage of 16%. Considering the applicant is requesting a variance for a reduction of lot width, the north side setback of the property from the house to the property line will be 13.37 feet, with the south side setback being 13.94 feet. The minimum side setback requirement for this district is 10 feet.

SITE PLAN



AERIAL MAP



ZONING MAP





SITE PHOTO – FEBRUARY 2023





## CONDITIONS FOR VARIANCES

The planning commission may grant a variance from the department standards of this ordinance where permitted under this ordinance, 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
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; 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.

## STAFF RECOMMENDATION

Staff recommends APPROVAL of a Variance from the 80 feet minimum lot width requirement per Section 8-8-29 to 65 feet based on surrounding parcels with lot widths of 65 feet or less:

1. The parcels adjacent to the proposed project as well as the surrounding parcels are all 65 feet and under in lot width.
2. The newly built structure will add value to the overall community and not be injurious to the public health, safety, morals, and general welfare towards the adjacent properties.
3. Applicant will have to apply and appear before Urban Design Review Board for consideration of proposed exterior house design elements.

### **Attachments included:**

Application  
 Justification Letter  
 Building Elevations and Floor Plan  
 Clayton County Tax Assessor Property Description  
 Property Deed  
 Site Plan

### **References:**

Property Owner - Winston Lewis  
 Clayton County Tax Assessor  
 City of Forest Park Zoning Map  
 Google Earth Map