



CITY OF FOREST PARK
PLANNING COMMISSION MEETING

Thursday, July 17, 2025 at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

Website: www.forestparkga.gov
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 June 20, 2025 Meeting Minutes

OLD BUSINESS:

PUBLIC HEARING:

2. Case# VAR-2025-10-Variance Request for 3953 Jonesboro Road, Parcel # 13015A A001. The applicant, Robert King, is requesting a variance to allow the reduction of the rear yard setback from the required thirty (30) feet to twenty-five (25) feet, an increase in the maximum lot coverage from the required seventy percent (70%) to seventy-six percent (76%), and a reduction in the required parking from fifty-eight (58) spaces to twenty-nine (29) spaces. These variances are being requested to permit the construction of a gasoline service station with an attached restaurant suite/business space in the General Commercial (GC) District, located in Ward 1.
3. Case# VAR-2025-11-Variance Request for 655 Bridge Avenue, Parcel # 13050C F011. The applicant, City of Forest Park, Public Works Department, is requesting a variance to reduce the required front yard setback from twenty-five feet (25') to eleven feet and eleven inches (11'11") for the purpose of constructing an accessory structure. The subject property is located within the General Commercial (GC) District, in Ward 2.

- [4.](#) Case #CUP-2025-03 – Conditional Use Permit for 4959 West Street, Parcel ID # 13051D A067 and 4965 West Street, Parcel # 13051D A066. The applicant, Breanna Jackson is requesting a conditional use permit to establish a childcare center within the Single-Family Residential District (RS) in Ward 2.
- [5.](#) Case #TA-2025-02 – Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article A. – Definitions, of the City of Forest Park Code of Ordinances to amend such section, adding Definitions for Electric Vehicle (EV) Charging Stations and Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article C. – Development and Use Standards, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-97 Electric Vehicle (EV) Charging Stations.

ADJOURNMENT:



**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

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 6:08 pm.

ROLL CALL:

PRESENT:

Michael Clinkscales
Donald Williams
Lois Wright

ABSENT:

Azfar Haque
Roderick Jackson

ALSO PRESENT:

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

APPROVAL OF MINUTES:

1. Approval of May 15, 2025 Meeting Minutes

A motion to approve the meeting minutes from May 15, 2025, was made by Lois Wright, seconded by Donald Williams, and approved unanimously.

OLD BUSINESS: None

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

Background/History:

The Council considered a variance request for 5116 Sargent Street, a 0.208± acre property that was recently rezoned from Single-Family Residential (RS) to Two-Family Residential (RT). The applicant requested 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 to accommodate a proposed two-family residential structure. The submitted site plan confirms that each unit will provide the required two off-street parking spaces. The Planning Commission approved the rezoning on May 16, 2025. Staff recommended approval of the variance with conditions: that the development substantially conform to the submitted site plan, each unit provides a minimum of two off-street parking spaces, and any future modifications impacting setbacks be subject to further review and approval.

There were no public comments.

A motion to approve the variance request for 5116 Sargent Street, reducing side and rear yard setbacks with staff-recommended conditions, was made by Lois Wright, seconded by Donald Williams, and approved unanimously.

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.

Background/History:

The subject property at 751 Bridge Avenue is a 0.50-acre corner lot situated in Ward 2 within the Single-Family Residential (RS) District, which requires a 10-foot side yard setback as outlined in Section 8-8-29 of the zoning code. The applicant is requesting a variance to reduce the east side yard setback from 10 feet to 4 feet, allowing for a home extension that includes expanding the master bedroom, enlarging and rebuilding an in-home office, and adding a third bedroom. Due to the lot's irregular shape and corner location, the applicant cannot meet current setback standards while achieving the proposed improvements. Staff recommends approval with conditions, including substantial conformance to the submitted site plan and additional review for any future modifications affecting setbacks. The request is supported by site constraints that limit development options while maintaining neighborhood consistency.

Billy Freeman spoke in support of his variance request, stating that his home, built in 1942, sits on the property line and was damaged due to storm-related flooding. He is requesting a variance to rebuild and improve the structure. Mr. Freeman expressed concerns about the city's permitting process, high costs, and fee structure, which he believes discourage property improvements, especially among landlords and low-income residents. He urged the board to consider touring the neighborhood near the city park to gain a better understanding of the challenges faced by property owners in maintaining their homes.

Chaundra Stub spoke in support of Mr. Freeman's variance request and confirmed she owns the two adjacent properties. She stated she has no objection to the variance. Ms. Stub also expressed frustration with the condition of a neighboring vacant structure, which she described as unsafe and repeatedly reported to code enforcement due to drug activity and structural damage. She noted that the condition of the property negatively affects her ability to improve or raise rents on her properties and called on the city to take action to address the ongoing issue.

SaVaughn Irons-Kumassah clarified that although the existing home is a non-conforming structure due to its age and original placement on the property line once changes are made to the structure—such as modifying the exterior footprint or setbacks—it must comply with current zoning standards. Since the applicant is adjusting the structure within the 10-foot side yard setback requirement, a variance is required. She noted that the lot's corner configuration contributed to the need for the variance and confirmed that all conditions will be met as long as the development conforms to the submitted site plan. Any future changes to the structure's footprint will require additional review and approval.

A motion to approve the variance request for 751 Bridge Avenue to reduce the east side yard setback from 10 feet to 4 feet with staff-recommended conditions was made by Donald Williams, seconded by Lois Wright, and approved unanimously.

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, allowing for the construction and use of the temporary structures as classrooms while the second floor of the school is under construction. The property is located within the Single-Family Residential District (RS) in Ward 5.**

Background/History:

The subject property at 5881 Philips Drive consists of two parcels totaling approximately 6± acres within the Single-Family Residential (RS) District in Ward 5. The applicant is requesting a variance to extend the allowable duration for temporary portable classroom structures from the current 12-month maximum to 24 months. These structures are needed to maintain educational operations during the phased construction of the second floor of the existing school. Under current zoning (Sec. 8-8-76 and Sec. 8-4-7), temporary buildings used during construction are limited to 12 months, making the requested extension a variance matter requiring Planning Commission approval. If granted, the variance would permit the continued use of the temporary classrooms for an additional 12 months, thereby supporting uninterrupted educational services. Staff recommends approval with conditions, including upgrading the gravel driveway to meet city standards, ensuring parking and access meet code requirements, limiting the structure placement to 24 months with no further extensions, maintaining an active construction timeline, securing all necessary permits, ensuring code compliance for the structures, keeping the site orderly and accessible, notifying nearby property owners, and restoring the site after the structures are removed.

Cameron Quick, the owner's representative with the Georgia Charter School Association, which operates as the facility resource center representing the school, spoke in support of the variance request and confirmed the school agrees with all staff-recommended conditions.

A motion to approve the variance request for 5881 Philips Drive, extending the use of temporary portable classroom structures from 12 to 24 months with staff-recommended conditions, was made by Lois Wright, seconded by Donald Williams, and approved unanimously.

ADJOURNMENT:

A motion to adjourn the meeting at 6:31 pm was made by Lois Wright, seconded by Donald Williams, and approved unanimously.

Staff Report – Variance

Public Hearing Date: July 17, 2025

Case: VAR-2025-10

Current Zoning: General Commercial (GC) District

Council Ward: 1

Proposed Request: Variance to reduce the rear yard setback from the required thirty (30) feet to twenty-five (25) feet, an increase in the maximum lot coverage from the required seventy percent (70%) to seventy-six percent (76%), and a reduction in the required parking from fifty-eight (58) spaces to twenty-nine (29) spaces to permit the construction of a gasoline service station with an attached restaurant suite/business space in the General Commercial (GC) District, located in Ward 1.

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

Staff Recommendation: Approval of variance with conditions

APPLICANT INFORMATION

Owner of Record:

Name: HOUDINI ENTERPRISES LLC
4884 COLLEGE ST
FOREST PARK, GA 30297

Applicant:

Robert King
3953 Jonesboro Road
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13015A A001

Acreage: 1.33 +/-

Address: 3953 Jonesboro Road

FLU: Commercial

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	GC: General Commercial District	East	GC: General Commercial District
	LI: Light Industrial District and		
South	GC: General Commercial District	West	LI: Light Industrial District

SUMMARY & BACKGROUND

The subject property is a vacant, tree-covered parcel located at 3953 Jonesboro Road, within Ward 1. It is situated west of Jonesboro Road and south of Ruskin Drive, and consists of approximately 1.33 +/- acres within the General Commercial (GC) District. According to Section 8-8-41 of the Zoning Code, properties in the GC District must comply with specific development standards, including rear yard setbacks, maximum lot coverage, and minimum parking requirements as outlined in Section 8-8-90 (Parking Standards).

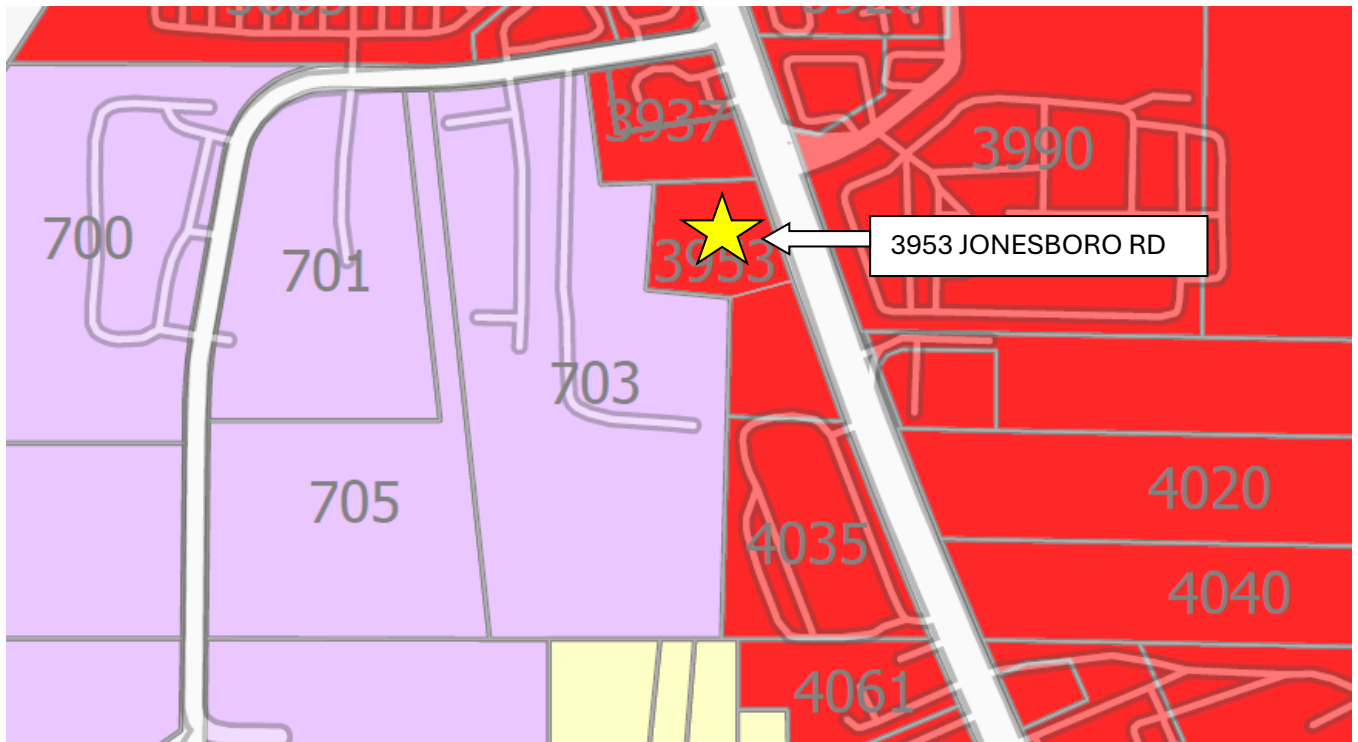
The developable area of the site is approximately 0.99 acres, with 300 feet of frontage along Jonesboro Road. The parcel's irregular shape with size dimensions of approximately 116.5 feet to the north, 210 feet to the south, and a 245-foot rear property line—creates site design challenges that impact building placement and internal traffic circulation. To accommodate a functional site layout and ensure safe vehicular movement, the applicant is requesting the following variances: a reduction in the required rear yard setback from thirty (30) feet to twenty-five (25) feet; an increase in the maximum allowable lot coverage from seventy percent (70%) to seventy-six percent (76%); and a reduction in the required number of parking spaces from fifty-eight (58) to twenty-nine (29). These variances are necessary to support the construction of a gasoline service station with an attached restaurant suite or commercial tenant space.

Staff notes that the requested variances are intended to address the physical constraints of the site while allowing a commercial development that aligns with the purpose and intent of the General Commercial (GC) District. Approval of these variances would support compatible land use within the corridor, promote reinvestment in a vacant parcel, and contribute to economic development efforts within Ward 1.

AERIAL MAP



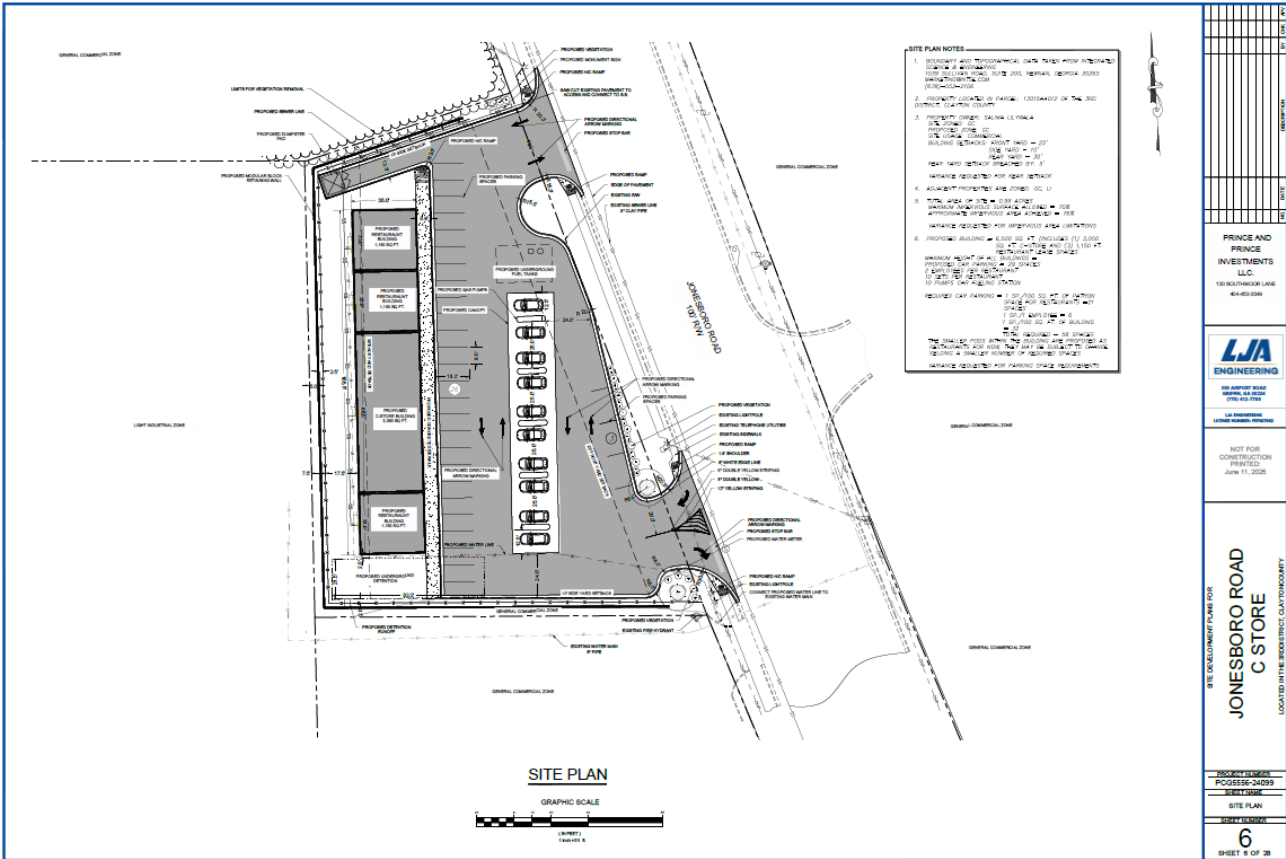
ZONING MAP



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 rear yard setback from thirty (30) feet to twenty-five (25) feet, increase the maximum lot coverage from seventy percent (70%) to seventy-six percent (76%), and reduce the required number of parking spaces from fifty-eight (58) to twenty-nine (29) to allow for the construction of a gasoline service station with an attached restaurant suite or business space, subject to the following conditions:

1. **Site Plan Compliance:** Development shall substantially conform to the site plan submitted with the variance application, including building placement, driveway access, and circulation patterns, subject to minor modifications approved by the Planning Director to ensure compliance with zoning and development standards.
2. **Landscaping and Buffering:** The applicant shall provide enhanced landscaping along the rear property line and side boundaries, subject to review and approval by the Planning Department, to mitigate any potential visual or noise impacts on adjacent properties.
3. **Parking Management:** A shared parking or parking management plan shall be submitted and approved by the Planning Director demonstrating that the reduced number of parking spaces will adequately serve the proposed use, including strategies to minimize on-site congestion and ensure adequate circulation.
4. **Building Design and Materials:** Architectural elevations and building materials shall be reviewed and approved by the Planning Department to ensure compatibility with surrounding development and adherence to applicable design guidelines for the General Commercial District.
5. **Lighting and Security:** A site lighting plan shall be submitted and approved by the Planning Department. Lighting shall be shielded to prevent glare on adjacent properties and roadways and shall comply with local lighting standards.

6. **Use Restrictions:** The property shall be developed only as a gasoline service station with an attached restaurant or commercial tenant space as described in the variance application. Any significant change in use may require a new variance or administrative review.
7. **Urban Design Review Board (UDRB) Approval:** Prior to any consideration or approval of the gasoline service station use, the applicant shall submit architectural renderings and material samples for review and approval by City staff. The applicant must apply for and receive formal approval from the Urban Design Review Board (UDRB) for the site's overall design, building façade, landscaping, and buffer treatments. No permits shall be issued for site development or construction until UDRB approval has been obtained.
8. **All Applicable Regulations:** The applicant shall comply with all other applicable local, state, and federal regulations, including fire code, stormwater management, signage, and access requirements as determined by the relevant reviewing departments.

Attachments Included

- Justification Letter

Staff Report – Variance

Public Hearing Date: July 17, 2025

Case: VAR-2025-11

Current Zoning: General Commercial District (GC)

Council Ward: 2

Proposed Request: Variance Request to reduce the required front yard setback from twenty-five feet (25') to eleven feet and eleven inches (11'11") for the purpose of constructing an accessory structure. The subject property is located within the General Commercial (GC) District, in Ward 2

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

Staff Recommendation: Approval of variance

APPLICANT INFORMATION

Owner of Record:

Name: City of Forest Park Georgia
745 Forest Parkway
Forest Park, GA 30034

Applicant:

City of Forest Park Public Works Dept.
655 Bridge Avenue
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13050C F011

Acreage: 0.60 +/-

Address: 655 Bridge Avenue

FLU: Commercial

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

SUMMARY & BACKGROUND

The subject property, located at 655 Bridge Avenue, is situated within Ward 2 and lies within the General Commercial (GC) District on an approximately 0.60 +/-acre lot. In accordance with Section 8-8-41. General Commercial District (GC) Standards, of the zoning code, properties in the GC District must comply with specific setbacks and development standards.

The applicant is requesting a variance to reduce the required front yard setback from twenty-five feet (25') to eleven feet and eleven inches (11'11"). This variance is necessary to allow for the construction of a new concrete slab for the future metal maintenance building. Due to the shape of the parcel and its location on a corner lot, the applicant is unable to meet the required front yard setback to complete the proposed addition.

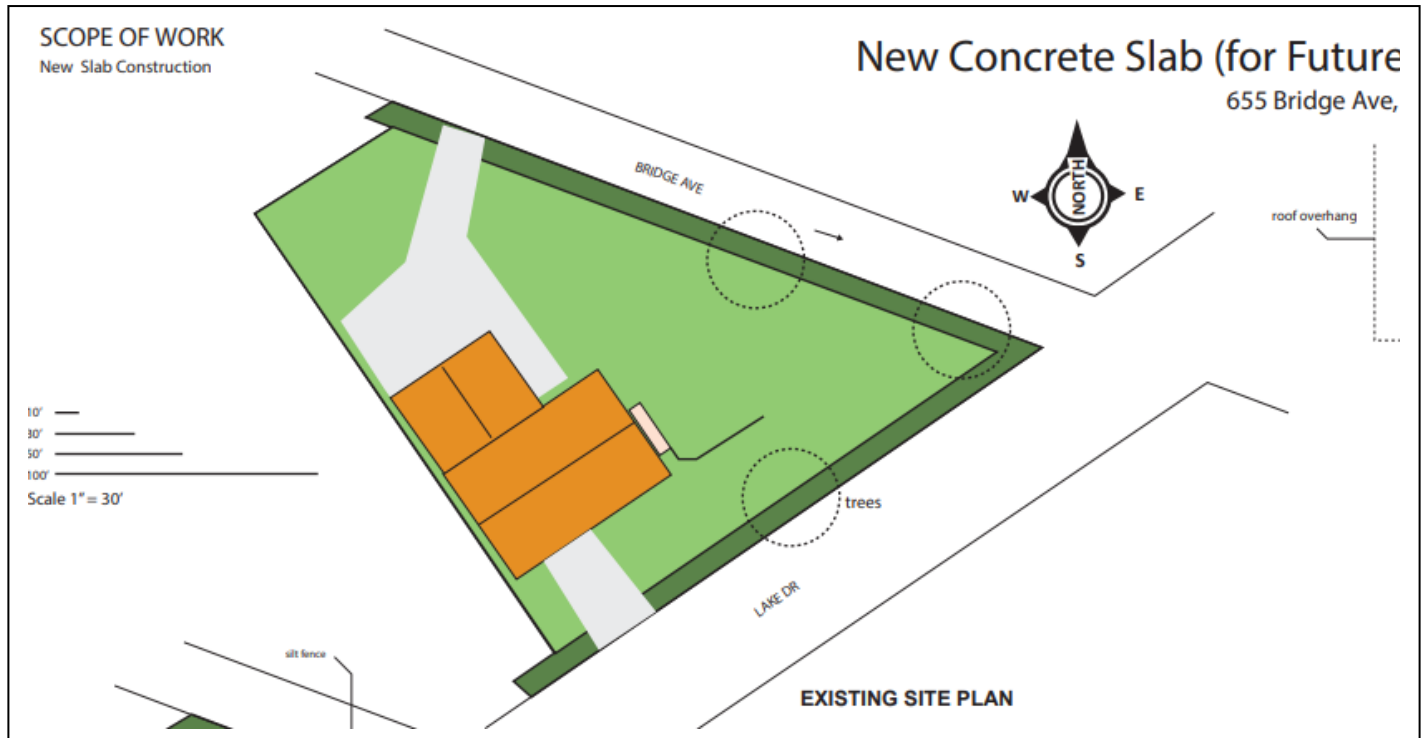
Approval of this variance will allow the City of Forest Park Public Works Department to move forward with the construction of the proposed maintenance building, which is essential to support ongoing municipal operations and service delivery. The requested reduction in setbacks is minimal and does not adversely impact neighboring properties or the character of the surrounding area. Additionally, the proposed development will enhance the functionality of the site while maintaining compliance with the overall intent of the General Commercial District standards.

AERIAL MAP

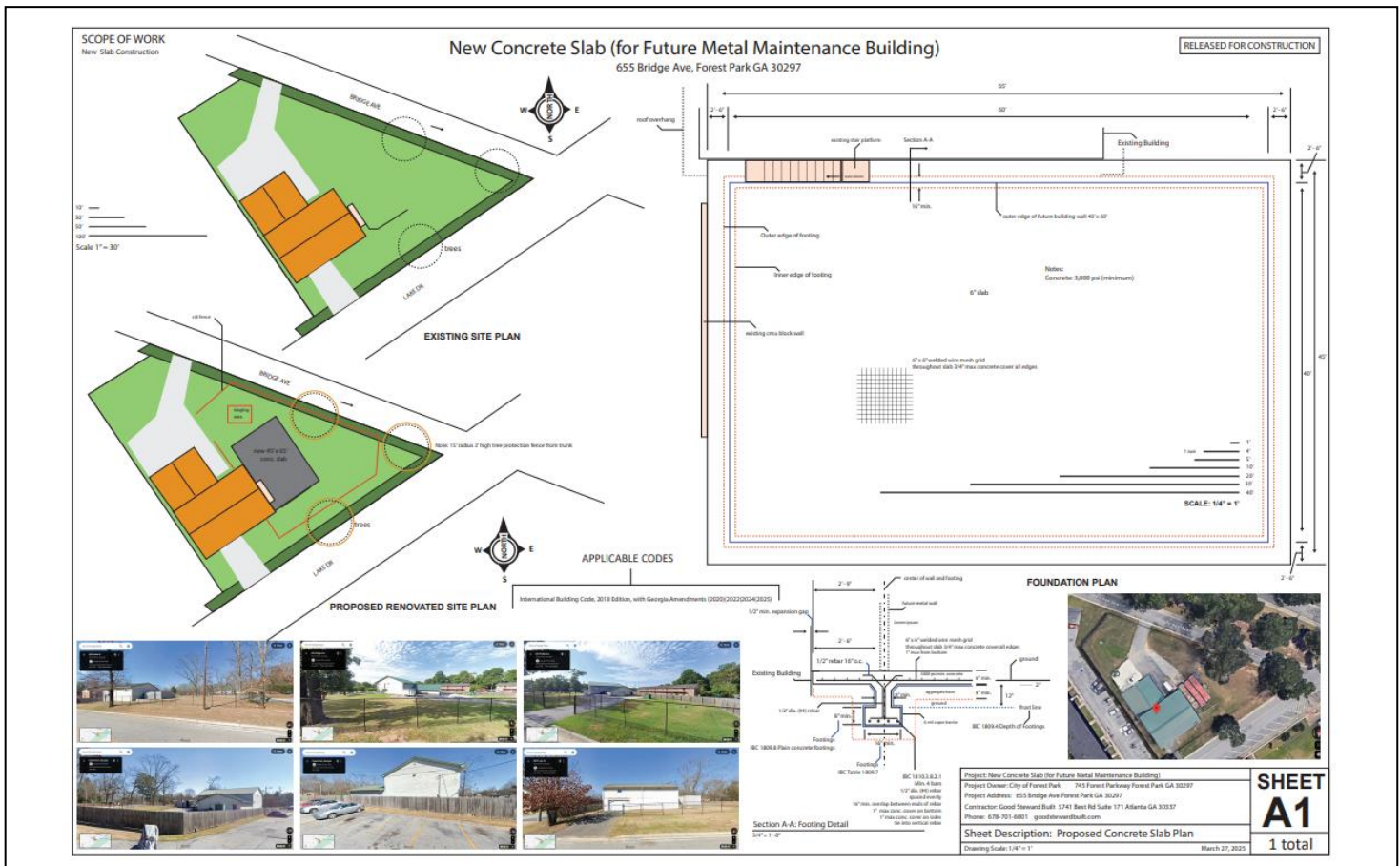
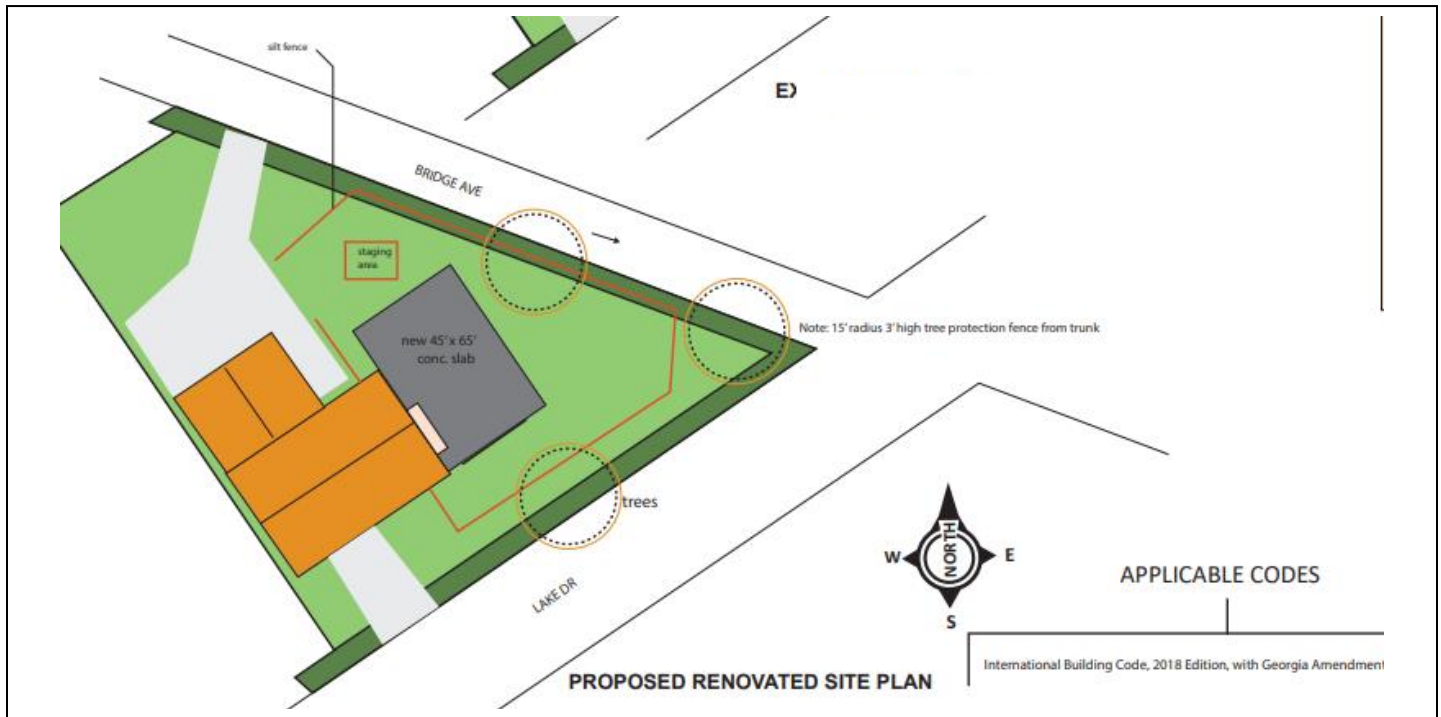


ZONING MAP



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** of the variance to reduce the required front yard setback from twenty-five feet (25') to eleven feet and eleven inches (11'11") for the purpose of constructing an accessory structure. The subject property is located within the General Commercial (GC) District, in Ward 2.

Attachments Included

- Justification Letter



CITY OF FOREST PARK

Item #4.

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

Staff Report – Conditional Use Permit

Public Hearing Date: July 17, 2025

City Council Meeting: August 4, 2025

Case: CUP-2025-03

Current Zoning: RS – Single Family Residential District

Proposed Request: Applicant is requesting a Conditional Use Permit to establish a childcare center within the Single-Family Residential District (RS) in Ward 2.

Council Ward District: 2

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

Staff Recommendation: Approval of Conditional Use with Conditions

APPLICANT INFORMATION

Owner of Record:

Name: iCare Child Development Center

Address: 4959 & 4965 West St

City/State: Forest Park, GA 30297

Applicant:

Name: Breanna Jackson

Address: 4959 & 4965 West St

City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13051D A067 and 13051D A066

Acreage: 0.43 and 0.26

Address: 4959 and 4965 West St, Forest Park, GA 30297

FLU: Office/Professional

SUMMARY & BACKGROUND

The applicant is requesting approval of a Conditional Use Permit (CUP) to establish and operate a childcare center serving children aged 6 weeks to 12 years at 4959 and 4965 West Street. The proposed use includes utilizing the building at 4959 West Street for infants and toddlers (ages 6 weeks to 2 years), while the building at 4965 West Street will accommodate preschool-aged children (ages 3–4) and school-aged children enrolled in afterschool care. The proposed hours of operation are Monday through Friday, from 7:00 a.m. to 6:00 p.m.

The subject property is located within the Single-Family Residential (RS) District. In accordance with Section 8-8-28 of the Zoning Ordinance, Pre-K and daycare centers are conditionally permitted uses in this zoning district and therefore require Planning Commission approval.

This site has previously been used as a childcare center under prior ownership, demonstrating a history of similar operations at this location. The property is situated within a residential neighborhood, and

consideration has been given to compatibility with surrounding land uses, potential traffic impacts during peak hours, and the importance of maintaining communication with nearby residents to minimize disruptions.

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	RS- Single Family Residential	West	RS- Single Family Residential

AERIAL MAP



ZONING MAP





[illegible]

Parcel No. (APN)	13-051D- A-067
Land Use	MISCELLANEOUS
	SCHOOL
Buildings	1 Building
Building Area	1,773 SF
Lot Area	18,687 SF (0.43 ACRES)
Parcel No. (APN)	13-051D- A-066
Land Use	MISCELLANEOUS
	SCHOOL
Buildings	1 Building
Building Area	1,377 SF
Lot Area	11,456 SF (0.26 ACRES)

ADDRESS: 4959 and 4965 West Street
Forest Park, Ga. 30297
Scale: 1"=30'

THIS IS NOT A LEGAL SURVEY, NOR IS IT INTENDED TO BE OR REPLACE ONE
This work product represents only generalized locations of
features, objects or boundaries and should not be relied upon
as being legally authoritative for the precise location of any
feature, object or boundary.



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 aligns with the City's land use and development goals and objectives. The property is located within the Single-Family Residential (RS) District and previously operated as a childcare center.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposed use is not expected to have a significant impact on the transportation infrastructure, given the site's previous use. However, depending on student enrollment, there may be increased traffic during drop-off and pick-up times, which could contribute to localized congestion on surrounding streets.
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 is not anticipated to significantly alter fire safety or other hazard risks, based on the property's prior use and the anticipated enrollment size.
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 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 considering the previous use of this property was a childcare center in the past.
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 is not subject to any zoning restrictions that would negatively

impact the value or enjoyment of surrounding properties. Located within the Single-Family Residential (RS) District, childcare centers are allowed with an approved Conditional Use Permit. To minimize potential disruptions, applicants are encouraged to maintain open communication with neighboring residents regarding school schedules and operations.

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 on the City of Forest Park Zoning Ordinance Sec 8-8-28 Single Family Residential District (RS). This section of the ordinance states that Pre-k and Daycare centers are permitted as a conditional use under this said ordinance. There is no indication of any potential detrimental causes that would decrease the property value of surrounding or adjacent property.
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 open and operate a childcare center for children aged 6 weeks to 12 years of age within the Single-Family Residential District (RS). **WITH THE FOLLOWING CONDITIONS:**

1. The applicant must adhere to the City of Forest Park, GA Zoning Ordinance Parking standards outlined in Section 8-8-90.
2. If the applicant ceases to operate the business at this location, any subsequent operator or the property owner must obtain a new Conditional Use Permit (CUP) prior to commencing operations. Continued use of the property for this business type within the Single-Family Residential (RS) District shall not be permitted without prior approval of a new CUP by the Planning Commission and Mayor & Council.

Attachments Included:

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

STAFF REPORT – Text Amendments
Public Hearing Date: July 17, 2025
City Council Meeting: August 04, 2025

Case: TA-2025-02

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-2025-02 includes an amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article A. – General Provisions Section 8-8-4 Definitions, of the City of Forest Park Code of Ordinances to amend such section, adding Definitions for Electric Vehicle (EV) Charging Stations and Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article C. – Development and Use Standards, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-97 Electric Vehicle (EV) Charging Stations.

BACKGROUND

The purpose of this text amendment is to update the Code of Ordinances, Title 8 – Planning and Development, Chapter 8 – Zoning, to support the development of Electric Vehicle (EV) infrastructure. The amendment establishes definitions for EV-related terms and sets standards for the installation, use, and aesthetics of EV Charging Stations and EV Parks to promote sustainable, safe, and visually appealing infrastructure throughout the City of Forest Park.

The following text amendments have been proposed:

1. Title 8. – Planning and Development, Chapter 8. Zoning, Article A. – General Provisions Section 8-8-4 Definitions, of the City of Forest Park Code of Ordinances to amend such section, adding Definitions for Electric Vehicle (EV) Charging Stations and Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article C. – Development and Use Standards, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-97 Electric Vehicle (EV) Charging Stations.

ARTICLE A. General Provisions

Section 8-8-4 Definitions.

The following definitions shall be added in alphabetical order:

- **Electric Vehicle (EV):** *A vehicle that operates, either partially or exclusively, on electric power supplied by a rechargeable battery or other energy storage device.*
- **Electric Vehicle Charging Station (EVCS):** *A public or private parking space equipped with battery charging equipment used to transfer electric energy to a vehicle's battery or storage device.*
- **Level 1 Charging Station:** *Provides charging through a standard 120V AC outlet. Typically used in residential or low-traffic commercial applications.*
- **Level 2 Charging Station:** *Provides charging through a 240V AC plug, often used in commercial, public, or multifamily locations.*
- **Level 3 Charging Station (DC Fast Charger):** *High-voltage direct current (DC) charging, typically for rapid charging in commercial or public settings.*
- **EV Park:** *A designated area or facility designed specifically for EV charging that includes multiple EV Charging Stations, enhanced landscaping, amenities, and public-use features.*
- **EV-Ready:** *A designation indicating that electrical infrastructure is installed to support the future placement of EV charging equipment.*

ARTICLE C. Development and Use Standards

Section 8-8-97: Electric Vehicle (EV) Charging Stations and EV Parks.

A. Purpose

To regulate the location, design, and development standards for Electric Vehicle Charging Stations and EV Parks, encouraging sustainable infrastructure while ensuring safety, accessibility, and visual appeal in all zoning districts.

B. Applicability

This section shall apply to all new EV Charging Stations, EV Parks, and major modifications of existing EV infrastructure on non-residential, multifamily, and public sites.

C. General Standards

1. Permitted Locations:

- a. Electric Vehicle Charging Stations (EVCS)** *are permitted as accessory uses in all zoning districts where parking is allowed, subject to site plan approval and compliance with this section.*
- b. Electric Vehicle Parks (EV Parks)** *facilities primarily dedicated to multiple EV Charging Stations and related amenities; are permitted as a principal or accessory use in all zoning districts, subject to site plan review, permitting and compliance with this section.*
- c. EV Parks** *in residential zoning districts must meet all development standards herein to ensure compatibility with surrounding land uses.*
- d. EV Charging Stations and EV Parks** *shall also be allowed as a conditional use in the Single-Family Residential District (RS) and the Two-Family Residential District (RT), subject to conditional use approval and compliance with all applicable development and design standards.*

2. Site Improvements:

a. Paving & Striping:

All EV Charging Stations and EV Parks shall be paved with asphalt or concrete and clearly striped.

b. Drive Aisles and Access:

Must be designed to accommodate safe vehicle circulation and ADA-compliant access to charging stations.

3. Aesthetic and Design Requirements:

EV Charging Stations and EV Parks shall be designed to be visually appealing and consistent with the surrounding built environment. The following elements are required:

a. Landscaping:

- 1. A continuous landscape buffer (minimum 5 feet in width) shall be installed along all property lines adjacent to public rights-of-way.*
- 2. Decorative planting beds, ground cover, and low-maintenance shrubs must be used throughout the EV Park.*
- 3. A tree strip/island with one (1) canopy tree and appropriate ground cover shall be installed for every eight (8) parking spaces.*
- 4. Landscape islands must be irrigated and maintained.*

b. Lighting:

- 1. LED site lighting is required for safety and visibility.*
- 2. Fixtures must be shielded and downward facing to minimize light pollution.*
- 3. Lighting design must complement adjacent development.*

c. Fencing and Screening:

- 1. All equipment, utility boxes, and transformers must be screened with decorative fencing, masonry walls, or landscaping.*
- 2. Fencing materials must be durable and visually compatible with the surrounding development.*

d. Signage:

- 1. Signage identifying EV charging stations and instructions for use shall be prominently displayed.*
- 2. Wayfinding signage shall be included if EV stations are not visible from the main entrance.*
- 3. Advertising on EVCS structures is prohibited unless approved through a separate sign permit.*

e. Trash Receptacles:

- 1. At least one trash receptacle must be provided per eight (8) EV parking spaces.*
- 2. Receptacles must be screened or enclosed to prevent overflow and litter.*

f. Informational Kiosks (Optional for EV Parks):

- 1. EV Parks may include digital kiosks or static information boards with sustainability, transportation, or city promotional content.*

4. Parking Requirements:

- a. EV Charging spaces may count toward minimum required off-street parking.*
- b. EVCS spaces must be clearly marked for EV use only.*
- c. Accessible EV charging spaces must comply with ADA standards.*
- d. EV Spaces must be a minimum of 11 feet wide and 20 feet long, with an access aisle of at least 5 feet in width.*

5. Maintenance and Operations:

- a. Equipment must be kept in good working order.*
- b. Non-functional stations must be repaired or removed within 30 days of notice.*
- c. Site must be kept clean, with regular maintenance of landscaping and amenities.*

6. Utility and Code Compliance:

- a. Installations must comply with applicable electric, building, and fire codes.*
- b. Applicants shall coordinate with the local utility provider for infrastructure planning.*