



## CITY COUNCIL REGULAR SESSION

Monday, January 06, 2025 at 7:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

FOREST PARK CITY HALL  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

## AGENDA

### VIRTUAL MEETING NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestreamed and available on the City's

YouTube page - "*City of Forest Park GA*"

**CALL TO ORDER/WELCOME:**

**INVOCATION/PLEDGE:**

**ROLL CALL - CITY CLERK:**

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

**APPROVAL OF MINUTES:**

1. Council Approval of Council Work Session and Regular Meeting Minutes from December 16, 2024  
- City Clerk

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)**

**CITY MANAGER'S REPORT**

**PRESENTATIONS:**

**2. Senior Center Updates - Recreation and Leisure****Background/History:**

This presentation highlights key activities and program participation at the Forest Park Senior Center, demonstrating our continued commitment to providing social, recreational, educational, and wellness services to our Legacy Residents. Anne Foster, Senior Center Coordinator, is present to brief the Governing Body on updates relative to Senior Activities and Programs.

**CEREMONIAL: NONE****PUBLIC HEARINGS:**

- 3. Council Approval to deny Case # CUP-2024-04, Conditional Use Permit to open and operate a place of worship within the Institutional Commercial District (IC). Planning and Community Development**
- 4. Council Approval of Case # TA-2024-06 and TA-2024-07 Text Amendments for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) and Section 8-8-42 Urban Village District (UV) of the City of Forest Code of Ordinances. - Planning and Community Development**
- 5. Council Approval of Case # TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text. - Planning and Community Development**
- 6. Council Approval of Case # TA-2024-10 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions. - Planning and Community Development**
- 7. Council Approval of Case # TA-2024-11 Text Amendments for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance. - Planning and Community Development**

**CONSENT AGENDA:**

- 8. Council Approval to Surplus Vehicles: Fire and EMS Department**
- 9. Council Approval to Adopt the City of Forest Park Pedestrian Bridge Feasibility Study- Planning and Community Development**

**OLD BUSINESS: NONE****NEW BUSINESS:**

- 10. Council Approval of a Resolution to Become a Member of the Georgia Interlocal Risk Management Agency and Participate in one or more of GIRMA Funds- Human Resource**

**CLOSING COMMENTS BY GOVERNING BODY:**

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

**File Attachments for Item:**

- 1. Council Approval of Council Work Session and Regular Meeting Minutes from December 16, 2024**  
- City Clerk



## CITY COUNCIL WORK SESSION

Monday, December 16, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
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The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### DRAFT MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 pm.

**ROLL CALL:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		•
Kimberly James	Council Member, Ward 1		•
Hector Gutierrez	Council Member, Ward 3		•
Latresa Akins-Wells	Council Member, Ward 4		•
Allan Mears	Council Member, Ward 5		•

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Shalonda Brown, HR Director, Diane Lewis; Deputy HR Director, Fire Chief Latosha Clemons; David Halcomb, Deputy Fire Chief; Joshua Cox; IT Director; Pauline Warrior, Chief of Staff; Director, Marsellas Williams, Economic Director; Nicole Dozier, Planning Community Director; Dorothy Roper-Jackson, Court Director; James Shelby, Project Manager; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief; and Danielle Matricardi, City Attorney.

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to adopt the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to adopt the Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**CONSENT AGENDA:**

It was motioned to adopt the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**1. Council Discussion of Lighting Service Agreement for 4798 Jonesboro Rd – Public Works****Background/History:**

The City Of Forest Park is seeking approval from the Council to enter into a Lighting Service Agreement #LP101193 with Georgia Power. This agreement with Georgia Power will mitigate the low lighting issues at the corner of Jonesboro Rd and Watts Rd. This agreement is for Georgia Power to install 1 new LED light fixture on the existing pole. The City will incur a monthly cost of \$27.00 or \$324 per year.

4798 Jonesboro Rd      1 additional light fixture      \$324 per year.

Street Lighting 100-51-4260-53-1233

**2. Council Discussion of Surplus Vehicles – Public Works Department****Background/History:**

The Public Works Department has received authorization from the Police and Rec and Leisure Departments to surplus 15 inoperable vehicles. These vehicles were deemed too costly to repair due to their age and faulty components. Some of the vehicles will be replaced by newer models previously approved by the Council. The surplus vehicles will be listed for auction on public surplus. The attached documents provide detailed vehicle listings and departmental approvals.

**3. Council Discussion of 14 Temporary Easements for Sidewalk Improvements on Linda Way, Forest Park, GA- Public Works****Background/History:**

In continuation with our sidewalk improvement projects, the City needs to secure 14 temporary construction easements for the right-of-way on Linda Way. These easements are necessary to facilitate construction activities, access, and other project-related requirements. These easements will enable the City to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements

#### OLD BUSINESS: NONE

#### NEW BUSINESS:

##### 4. Council Discussion of Board Appointment – Executive Department

###### Background/History:

Throughout the course of the year, there are various board appointments that come up. Staff is seeking direction on the following board appointments:

Downtown Development Authority (Appointee to fill the unexpired term of **Nachae Jones, expiring December 19, 2024**. New Term to Expire December 19, 2028).

**Mayor Butler** noted that Ms. Jones has decided not to seek reappointment. She stated that the notice had been posted and sent to the governing body members. Mayor Butler stated that only one name has been submitted thus far. She noted that she would like the Council to consider appointing Joanne Evans to the board.

**Councilmember James** stated she thinks she is a great choice.

**Councilmember Gutierrez** noted he is happy about it.

**Councilmember Akins-Wells** thanked her.

**Councilmember Mears** thanked her.

##### 5. Council Discussion of Clayton County Board of Election to Conduct any and all Elections for the city – Executive Department

###### Background/History:

In keeping with the approach endorsed by the governing body last year, staff is recommending that Clayton County be entrusted with overseeing the election process. As the City Manager is the sole certified election superintendent currently on staff, I believe that delegating this responsibility to the County will ensure the highest standard of electoral integrity, while also mitigating any potential conflicts of interest that could arise from my direct involvement in an election process.

Furthermore, the associated costs will be minimal and comparable to those agreed upon last year when the County was approved to manage the election, although that election did not ultimately take place. The City Clerk will retain responsibility for managing the qualifying process for candidates, as has been standard protocol in past elections.

**City Manager Clark** noted he is looking forward to finalizing a Memorandum of Agreement similar to what was executed last year for the election. He noted they ended up not having it because there was no

opposition. He noted the process will be the same as last year. The Municipal Clerk will be serving as the qualifying officer and will work with the county on the cost.

**6. Council Discussion to issue a Call for the Special Election to Fill a Vacancy for Ward 2 – Executive Department**

**Background/History:**

City Councilmember Antione Dabouze's seat became vacant on September 23, 2024. A Special Election will be held on March 18, 2025, to fill this vacancy. Immediately after his resignation, Council voted pursuant to the Charter to hold a Special Election in March 2025. The purpose of this resolution is to issue the official notice of the election as well as fix and publish said qualifying fees for the municipal office to be filled during the Special Election. As with previous years, Staff is recommending a three-day qualifying period, commencing on the period Monday – Wednesday, in accordance with the Official Election calendar issued by the Secretary of State's Office.

**City Manager Clark** noted that when they heard about the resignation of Councilmember Antione, they only decided when they wanted to have the election. He said this is the actual call for the election, which has to be posted by February 2nd or 3rd, 2025, by state law. He noted that the election will be held in March, and the Secretary of State usually publishes an annual calendar for the different elections. He noted that the clerk has reached out and the schedule has not been published for 2025.

**Attorney Matricardi** noted for clarity, the resolution states March 3; she noted that when approving this in regular session, it needs to be clarified.

**Michelle Hood, Deputy City Clerk**, noted those are the dates from last year.

**City Manager Clark** noted those are the anticipated dates.

**Mayor Butler** noted that was a short time frame and want to make sure the date is correct before voting.

**City Manager Clark** noted that he made the point at the beginning that the Secretary of State has not published the yearly calendar. He said we are going off last year's calendar. He noted that we will not know for sure until the calendar is published. He stated the dates cannot be altered, but they can change whether it is three days or five days for qualifying. He noted that we would confirm. Mr. Clark pointed out that the resolution states that qualifying will be on Monday, Tuesday, and Wednesday when the state says qualifying will be for the 2025 March elections.

**7. Council Discussion of Budget Amendment for General Fund and Special Revenue (Police)- Finance Department**

**Background/History:**

The City of Forest Park's FY24-25 Operating Budget was unanimously adopted by the city council on June 26<sup>th</sup>, 2024. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget



amendment to accurately reflect the corrected operating revenue budget amount for the General Fund - \$42,665,374 and Special Fund (Police) - \$418,000 for FY24-25.

**Director Wiggins** noted that the correction will increase the stated general fund revenue previously adopted on June 26, 2024, from 41.9 to 42.7 and increase the expenditures from 42.1 to 42.7. He noted that Special Funds for police were previously reported at 8 thousand and will increase to 118 thousand. Director Wiggins said this will improve the city audit findings for the next fiscal year for the General and Special Funds. He stated he is basically adding 597 thousand plus dollars to revenue to amend the Budget. He noted at the same time, he would be transferring 436 thousand dollars to the fleet department for gas. He said the funds from another department with gas line items will be moved to the fleet to take care of the gas for the year. He noted that with this move there is some overage in revenue, which is where these funds come from. He said that staff is asking you to amend the budget for expenditures and revenues.

**8. Council Discussion of Ordinance requiring City Employees to resign upon Qualifying for Office – Ward 4 Councilmember Kimberly James- Legislative Offices**

The requested ordinance has been prepared to adopt and clarify the regulations concerning city employees as candidates for the Municipal Office. The proposed ordinance mandates that upon qualifying as a candidate for the specified elected offices, the employee must resign from employment. Qualification for office shall be conclusively presumed whenever an employee files a candidacy application and pays any related application fees.

**Councilmember Akins-Wells** noted she spoke to Attorney Matricardi about this and noted that whatever they decide to do is what they do. She said she thinks it is more personal than business. She noted this has happened before, but now people want to put policies in place forcing employees to resign. She noted she does not think it is okay.

**Councilmember Mears** noted that it has worked well for the past ten years and will be less complicated if they move forward with this.

**Councilmember James** noted she would like to make things clear. She stated that the policy in the past has been that you have to resign. She stated that the person who was going to run found out he would have to resign and withdraw from the race. She noted it is not new, but they just want to make it clear. Councilmember James noted it is standard policy, and she just wanted to make it clear.

**Councilmember Gutierrez** noted he remembered when this happened and thought it was already a policy. He asked what they were changing or voting on.

**Attorney Matricardi** noted this is to codify the policy because what they were doing was a typical practice. She noted that when looking at the personnel handbook and ordinances, it is not referenced. She said this is to prevent any type of conflict of interest with the day-to-day activities of employees.

**Councilmember Gutierrez** noted that they are just adding a description, but it is already common practice everywhere else.

**Attorney Matricardi** noted that most municipalities codify it in their Code of Ordinances, so this is just putting it on paper.

**Councilmember Akins Wells** asked if anyone had a copy of the policy, that is in place already.

City Manager Clark noted that they have not been able to locate it. He noted that Attorney Matricardi is going in that direction when speaking on a practice that has been in place but not codified.

**Councilmember Akins-Wells** noted that technically, it has not been in place because it is nowhere to be found, but it is just what the city has been doing.

**City Manager Clark** noted yes, it was practice not policy.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

It was moved to recess into Executive Session at 6:18 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

It was moved to reconvene the work session at 7:02 pm

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

**ADJOURNMENT:**

**Mayor Butler** adjourned the meeting at 7:02 pm.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.



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The Honorable Latresa Akins-Wells  
 The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
 Randi Rainey, City Clerk  
 Danielle Matricardi, City Attorney

## DRAFT MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 7:02 pm

**INVOCATION/PLEDGE:** Dr. Payton led the invocation and pledge.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		•
Kimberly James	Council Member, Ward 1		•
Hector Gutierrez	Council Member, Ward 3		•
Latresa Akins-Wells	Council Member, Ward 4		•
Allan Mears	Council Member, Ward 5		•

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Shalonda Brown, HR Director, Diane Lewis; Deputy HR Director, Fire Chief Latosha Clemons; David Halcomb, Deputy Fire Chief; Joshua Cox; IT Director; Pauline Warrior, Chief of Staff; Director, Marsellas Williams, Economic Director; Nicole Dozier, Planning Community Director; Dorothy Roper-Jackson, Court Director; James Shelby, Project Manager; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief; and Danielle Matricardi, City Attorney.

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to adopt the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to approve the agenda with the following addition: #12 Confirmation of the Public Works Director.

**APPROVAL OF MINUTES:**

1. **Council Approval of Council Work Session and Regular Meeting Minutes from December 2, 2024 -**  
City Clerk

It was motioned to approve the Council meeting minutes from December 2, 2024.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**PUBLIC COMMENTS: (All Speakers will have 3 Minutes)**

There were two 2 Public Comment speakers.

**Carl Evans** thanked the mayor for mentioning the hard work that Sandra did to bring the Marta Facility to the city. He noted the hard work he has done the past 7 to 8 months with animal control, that there is nothing available to people who cannot care for their fur babies, to surrender them. He would like the city to be the first to come up with a program to help the people. He wants the city in the forefront to come up with something. He noted there is one homeless shelter in Clayton County, which is unacceptable; something is needed to help the underprivileged people.

**LaWanda Folami** noted that there is an election coming up, and it is the city's duty to have things in place so there are no questions. She said you cannot run for a position if you are a state government employee. She congratulated the soccer team for winning their championship. She thanked the parents and the coaches. She noted she thinks Human Resources should have a vehicle to do their errands like the other departments. She noted that it is about to be a new year, and if they can't get on one accord, there will be changes.

**CITY MANAGER'S REPORT**

**City Manager Clark** noted the winner of the holiday tree is the Municipal Courts Service Department. He noted that the IT Department won last year, and the Senior Services has stepped up and made a fantastic tree with ornaments of those still alive and gone on before us. He thanked everyone who participated. He noted there were new employees and asked Ms. Scott to introduce their new team member.

**Onesia Scott** introduced Jesus Carranza as the new Code Compliance Officer.

**City Manager Clark** noted Recreation and Leisure has amazing news about the local soccer team.

**Director Maxwell** noted that on December 7th and 8th, the U12 Soccer Team participated in the generational Adidas and North Cross Cup in Norcross, Georgia, sponsored by Adidas. Director Maxwell noted that they won the championship and congratulated them.

**Mr. Clark** noted there were two employees he failed to introduce. First, with Fire and Emergency Elaine Homer and the new Council Aide Andrew Walker.

## PRESENTATIONS:

### 2. Forest Park Fire & EMS – Onboarded two (2) new hires to the Department – Introductions Only

The Forest Park Fire & EMS Department has recently onboarded two (2) new employees.

Kya West (recruit)

Elaine Comer (Staff Assistant)

Fire Chief Clemens will present the introductions.

**Chief Clemons** introduced Janiah Davis and Toney Taylor as new hires also.

**Kya West** noted she is from Riverdale and has been with the city for a month. She recited the mission statement and thanked the chief for hiring her.

**Tony Taylor** was a former Battalion Chief for Riverdale. He noted he had been with the city for 6 months and had been doing fire for 27 years. He noted that their station closed down, and the chief asked him to come to Forest Park. He thanked her for doing so.

**Janiah Davis** noted that she comes from Dekalb County. She noted that she spoke with the chief, who encouraged her to come. She noted that she has been doing fire for 25 years and is happy to be here.

**Elaine Comer** noted she was a previous city employee with approximately 18 years of experience, and this has been her home. She noted that the chief motivated her to come back, and she is happy to be here again.

**Pauline Warrior, Chief of Staff**, gave an overview for the month of November, noting that the Mayor and Council have been busy doing things with and in the community. There were Turkey Giveaways, Bingo Night, luncheon as well as other things. She gave an overview of the different departments within the city and noted there are 10 new businesses. She said Starr Park, the new City Center, Monument, and the Grapevine Vine are still being discussed.

### 3. Financial Reporting of the FY2024-2025 Monthly Financial Report

#### Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

**Director Wiggins** noted that revenue was budgeted at 42.1 million for the month of November, and the monthly take-in was a little over 1.1 million. He stated that the year-to-date for November was 24.2 thousand. He noted the expenses budgeted were 42.1 million, and the monthly spending was 2.6. The year-to-date was 2.6 million. Director Wiggins noted the budget for actual monthly spending, which is only 34 percent of the overall budget. He showed a summary of the other funds revenue and expenditure. Director Wiggins noted while talking to outside auditors they are on track to get their audit on time, to receive their budget award.

**CEREMONIAL: NONE**

**PUBLIC HEARINGS: NONE**

**CONSENT AGENDA:**

It was motioned to approve the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**4. Council Approval of Lighting Service Agreement for 4798 Jonesboro Rd – Public Works**

**5. Council Approval of Surplus Vehicles – Public Works Department**

**6. Council Approval of 14 Temporary Easements for Sidewalk Improvements on Linda Way, Forest Park, GA- Public Works**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**7. Council Approval of Board Appointment – Executive Department**

It was motioned to approve Jay Evans to the Downtown Development Authority Board.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**8. Council Approval of Clayton County Board of Election to Conduct any and all Elections for the city – Executive Department**

It was motioned to allow Clayton County to Conduct any/all elections for the City of Forest Park.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**9. Council Approval to issue a Call for the Special Election to Fill a Vacancy for Ward 2 – Executive Department**

It was motioned to approve the call for a Special Election for Ward 2 seat. The qualifying period will be January 6, 7, 8, from 8:30 am to 4:30 pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**10. Council Approval of Budget Amendment for General Fund and Special Revenue (Police)- Finance Department**

It was motioned to approve the Budget Amendment for General Fund and Special Revenue. (Police)

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**11. Council Approval of Ordinance requiring City Employees to resign upon Qualifying for Office – Ward 4 Councilmember Kimberly James**

It was motioned to approve the Ordinance requiring city employees to resign upon qualifying for office.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Mears  
Voting Nay: Councilmember Akins-Wells

**12. Council Approval of the appointment of the Public Works Director.**

It was motioned to approve the appointment of the Public Works Director Alton Matthews.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Mears  
Voting Nay: Councilmember Akins-Wells

**CLOSING COMMENTS BY GOVERNING BODY:**

**Councilmember James** welcomed the new employees and congratulated the soccer team and Director Maxwell on expanding the vision of the young people. She noted that the monthly Ward meeting takes place on Thursday, and the Mayor will host it. She said if you are not able to make it there will be a recording online. She wished everyone a Merry Christmas and a Happy New Year.

**Councilmember Gutierrez** welcomed all the new employees and congratulated Ms. Evans on her appointment to the board. He congratulated the Forest Park teams for winning. He said for the community to reach out if anything is needed and advised them to spend time with their family. He told everyone, if they are of age, not to forget about the Seniors Ball on Friday at 6:00 pm at 696.

**Councilmember Akins-Wells** noted that her in-law, Ms. Betty Edison, passed away yesterday, and she sends her condolences to the family. She welcomed the new employees and stated they had joined a great team. She noted that she believes in fair chances when it comes to the employees who are already here and has nothing against those coming in, which is why she voted no. Councilmember Akins-Wells noted she would also like to receive information weeks in advance if they are confirming someone and not the night they are to be confirmed. She noted she

understands the policy for workers running for office, but it should have come from someone other than the person being run against.

**Councilmember Mears** thanked everyone for coming. He congratulated the soccer team on their win and the coaches who helped them. He acknowledged Mr. Finch as the oldest citizen to attend the council meetings. He thanked the fire, police, and public works department and wished everyone a Merry Christmas.

**Mayor Butler** showed a video of her daughter flying a plane and landing it. She noted she received her private pilot license, and she is so very proud of her. She said 2024 is coming to a close and thanked them for all the hard work they have done. She said Forest Park is being talked about on so many different platforms for good reason, and she noted it is because of you all. She noted as the new minimum increase role in the pension, the Leaf Life Initiative that they are striving to make Forest Park a great place to live, work, and spend time. She noted it has been an honor to serve as the Mayor to this community.

**Councilmember Gutierrez** told Mr. Evans he would look into the comment about the animals. He noted that they may even start a committee that he can participate in.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

Mayor Butler adjourned the meeting at 7:56 pm.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.



**File Attachments for Item:**

**2. Senior Center Updates -Recreation and Leisure**

**Background/History:**

This presentation highlights key activities and program participation at the Forest Park Senior Center demonstrating our continued commitment to providing social, recreational, educational and wellness services to our Legacy Residents. Anne Foster, Senior Center Coordinator is present to brief the Governing Body on updates relative to Senior Activities and Programs.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

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**Subject:** Senior Center Updates -Recreation and Leisure

**Submitted By:** Anne Foster

**Date Submitted:** December 26, 2024

**Work Session Date:** January 06, 2024

**Council Meeting Date:** January 06, 2024

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**Background/History:**

This presentation highlights key activities and program participation at the Forest Park Senior Center demonstrating our continued commitment to providing social, recreational, educational and ellness services to our Legacy Residents.

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**Cost: \$** Budgeted for:  Yes  No

**Financial Impact:**

EnterTextHere

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**Action Requested from Council:**

EnterTextHere



Item #2.

# SENIOR CENTER UPDATES

**Anne Foster**

Senior Center Coordinator

404-366-4720 | [afoster@forestparkga.gov](mailto:afoster@forestparkga.gov)



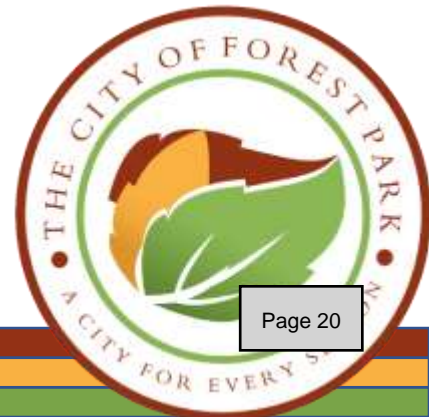
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# Presentation Agenda

Item # 2.

## PROGRAM HIGHLIGHTS

- Wellness Programs
- Social Activities
- Educational Programs
- Community Outreach
- Legacy Residents Recognized
- Looking To The Future



# Wellness Programs

Item # 2.



## FITNESS PROGRAMS

Participation in the Tuesday/Thursday Chair Exercise has increased. Legacy residents also walk in the Senior Center Coordinator's daily Walking Circle.

Attended monthly Health and Fitness Bootcamp sponsored by Community Healthcare with free healthy lunch and food giveaways.

# Wellness Programs

Item # 2.

## NUTRITION EDUCATION

University of Georgia Clayton County Extension Program expanded to weekly trips to their facility for fresh fruit and vegetable healthy cooking classes. Each participant also received fresh produce to take home during the summer months.



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# Wellness Programs

Item # 2.



## **MENTAL HEALTH SUPPORT**

Introduction of Morning Inspiration Breakfast wellness programs led by Dr. Lou Gholson with discussions on mental health, grief, social isolation, and anxiety related to aging.

Educational workshop on Alzheimer & dementia “Signs, Symptoms, & Treatment”.

# Social Activities

Item # 2.

## GAME DAYS

Regular game days featuring Bingo, the Price is Right, Family Feud, and Karaoke led by community partners (Oak Street, Jencare, Aetna, Blount Solutions, and Centerwell) are popular with Legacy residents.

Shuffleboard Lessons led by Legacy Residents who won Gold and Silver medals in this year's Senior Golden Olympics.

Added Cornhole to Calander as another method of increasing physical activity.

Dominoes and Diamond Art continues to be popular.

## ARTS & CRAFTS

Christmas Ornament Workshop led by Samaria McCoy for Christmas Ball ornament exchange.

Candle making workshop was also well received.



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# Social Activities



## FIELD TRIPS

- Dickey Farms
- Jaemore Farms
- Mayfest –Spivey Spash Down The Sock
- Georgia Tech – Tools for Life Alzheimer's Service Center Fall Festival
- Legacy Museum

## GUEST SPEAKER SERIES

Medicare Fraud Patrol partnered with the State Insurance Program to emphasize “Beware of Scams” aimed toward seniors.  
Breast Cancer Awareness – Honoring our own survivors.  
Sexual Assault Awareness Center



# Community Collaborations

Item # 2.



## **CLAYTON COUNTY HEALTH DISTRICT**

Basic CPR “Hands Only” class for seniors was well received. 25 Legacy Residents were certified.

## **FOREST PARK MINISTERS ASSOCIATION**

FPMA continues to support our Legacy Residents through the volunteer services of Mrs. Bernice Maple-Sims. Senior Center Coordinator attends their monthly meetings when possible. Center choir performs at their annual “Day of Prayer” in the park.



## **CHICK-FIL-A**

Eric Stallings (General Manager)  
Sponsors Birthday celebrations. Arranged field trip to Chick-Fil-A corporate office for a tour and lunch.

Page 26

# Community Collaborations

Item # 2.



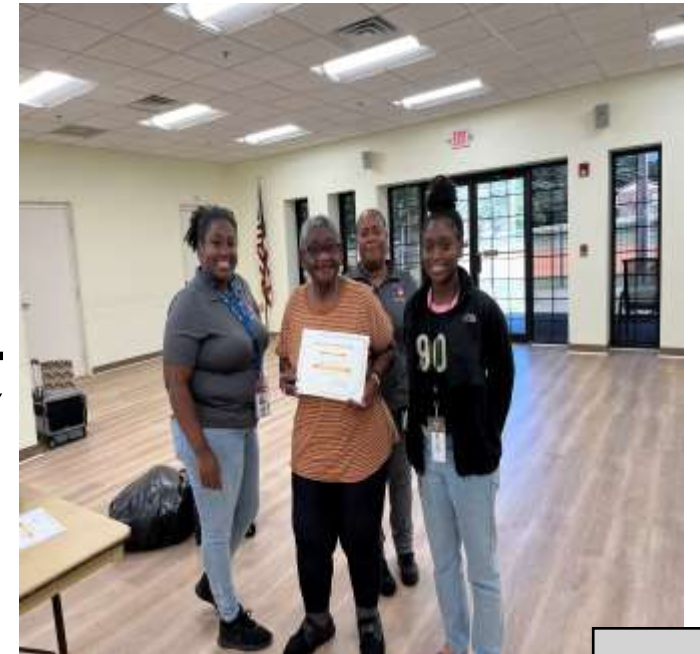
## CLAYTON COUNTY SENIOR SERVICES

Frank Bailey Senior Center facilitated Therapeutic Art Classes as part of their community outreach programs.



## CLAYTON COUNTY DEPARTMENT OF DIGITAL EQUITY

“Navigating Technology” monthly classes teach basic PC and laptop navigation and more. Participation has increased.



# LEGACY RESIDENTS RECOGNIZED



Virginia Wise – recipient of President Joseph Biden’s Lifetime Achievement Award

## SASSY SENIORS

Competed in the Georgia Golden Olympics

Priscilla Weems – Gold in 5K

Sheila Dodson Gold – Shot Put; Silver Disk Throw

Patricia Sneed Silver 50-yard meter sprint

Daisy Weatherspoon & Judy Smith competed in Shuffleboard

Sassy Seniors – competed in the Georgia Recreation & Park Association annual Senior Talent Show at the Forsyth County Senior Services in Cummings, GA, winning 1<sup>st</sup> Place in song with the performance of Ike & Tina Turner.

Won Overall Grand Prize in all categories (Line Dancing)



# Looking to the Future

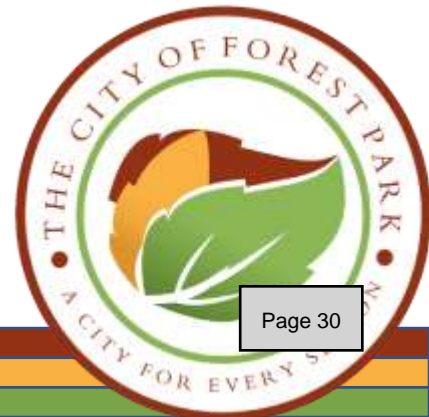
- **TRANSPORTATION (IN PROCESS - VAN FOR SENIOR CENTER HAS BEEN ORDERED).**
- **INCORPORATE FITNESS PROGRAM THAT SUPPORTS MINDFULNESS PRACTICES PROMOTING OVERALL WELL-BEING (RECENTLY TAI CHI INSTRUCTOR CERTIFIED).**
- **CONTINUE TO ESTABLISH PARTNERSHIPS WITH NEARBY SENIOR LIVING COMMUNITIES TO INCREASE SENIOR CENTER PARTICIPATION.**
- **FOCUS ON INCORPORATING MORE ACTIVE AND ENGAGING ACTIVITIES IN OUR PROGRAMING.**
- **CONTINUE TO ESTABLISH RELATIONSHIPS WITH COMMUNITY PARTNERS AND THE AREA AGENCY ON AGING TO STRENGTHEN AND EXPAND SENIOR CENTER PROGRAMING.**

# Q&A

Item # 2.

# THANK YOU!

We Are  #OneForestPark



**File Attachments for Item:**

**3. Council Approval to deny Case # CUP-2024-04, Conditional Use Permit to open and operate a place of worship within the Institutional Commercial District (IC).** Planning and Community Development



CITY OF FORESTPARK

# City Council Agenda Item

**Subject:** Council Discussion to deny Case # CUP-2024-04, Conditional Use Permit to open and operate a place of worship within the Institutional Commercial District (IC).

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 20, 2024

**Work Session Date:** January 06, 2025

**Council Meeting Date:** January 06, 2025

**Background/History:**

The applicant is requesting a Conditional Use permit to open and operate a place of worship at 528 Forest Pkwy Ste. G. This property is found within a commercial strip plaza that has 9 additional business suites on site. The square footage of the suite is approximately 1,270 square feet and the applicant is proposing to utilize this space to host worship services, gatherings, and church events. The hours of operation will be Monday to Friday 10am -5pm for administration, planning, and ministry functions, Friday, and Saturday 7pm – 10pm, and Sunday services will be held at 10:30am. The proposed capacity would be about twenty (20) to thirty (30) members in attendance for Sunday service and on Friday and Saturday, the applicant advised that there would be approximately fifty (50) to sixty (60) or more members in attendance.

Staff has reviewed criteria for a conditional use permit and the applicant does not meet necessary criteria for approval and will have a significant impact on traffic and neighboring businesses based on the size of parking availability, size of lot and influx of members in attendance. During the evening events on Friday and Saturday, if there are 50-60+ vehicles at one time, there would also be an increase in traffic flow on Forest Parkway and entering and exiting the parking lot. On Thursday December 19, 2024, The city of forest park Planning Commission voted to deny the conditional use permit request. If the Mayor and Council denies the proposed Conditional Use Permit Request, The applicant will not be able to move forward with their request of opening and operating a place of worship within the Institutional Commercial District (IC).

**Cost:** N/A

**Budgeted for:**  N/A  es   No

**Financial Impact:**

**Action Requested from Council:** To deny Case # CUP-2024-04, Conditional Use Permit Request.





November 26, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the December 4, December 11, and December 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, December 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Text Amendments, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on January 6, 2024, at 6:00 p.m.

- Case # VAR-2024-08 Variance request for 885 Kennesaw Drive., Parcel # 13018B D015. The applicant, Sophia Parrish, is requesting a variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single Family Residential District (RS).
- Case #VAR-2024-09 Variance Request for 0 Jones Road., Parcel # **13078A A010**. The applicant, Justin Muckle, is requesting a variance to decrease the minimum lot area from the required 8,200 sq. ft to 7,500 sq. ft and decrease the Minimum Lot Width from the required eighty (80) feet to fifty (50) feet to allow the construction of a new single-family home within the Single-Family Residential District (RS).
- Case #VAR-2024-10 Variance Request for 4888 Evans Dr., Parcel # **13050B H003**. The applicant, Ima Udoh (Hillview LLC/Udoh Enterprises), is requesting a parking variance to decrease the minimum parking requirements for retail sales uses from 20 spaces to 14 spaces to allow the construction of a new 4 story mixed used townhome development within the Downtown Mainstreet District (DM).
- Case # CUP-2024-04- Conditional Use for 528 Forest Pkwy, Suite G, Parcel # 13051B B010, - The applicant, Universal Kingdom of God, Inc (Glen Husbands Jr.) is requesting a conditional use permit to operate a place of worship within the Institutional Commercial District (IC).
- Case #TA-2024-06 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.
- Case #TA-2024-07 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-42 Urban Village District (UV) of the City of Forest

Park Code of Ordinances to amend such section, adding provisions to allow tiny homes as a permitted housing type within the UV District.

- Case #TA-2024-08 Text Amendment for Title 8. – Planning and Development, Chapter 2. – Building Regulation and code enforcement, Article C. – Plumbing, Section 8-2-21 Plumbing Code Adopted, of the City of Forest Park Code of Ordinances to amend such section, adding subsection A. Water efficiency code.
- Case #TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text.
- Case #TA-2024-10 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions.
- Case #TA-2024-11 Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720



# CITY OF FOREST PARK

Item # 3.

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

## Staff Report – Conditional Use Permit

Public Hearing Date: November 21, 2024

City Council Meeting: December 02, 2024

**Case:** CUP-2024-04

**Current Zoning:** GC – General Commercial District

**Council Ward District:** 2

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

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

**Staff Recommendation:** Denial of Conditional Use

### APPLICANT INFORMATION

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

### PROPERTY INFORMATION

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

### SUMMARY & BACKGROUND

The applicant is requesting a Conditional Use permit to open and operate a place of worship at 528 Forest Pkwy Ste. G. This property is found within a commercial strip plaza that has 9 additional business suites on site. The square footage of the suite is approximately 1,270 square feet and the applicant is proposing to utilize this space to host worship services, gatherings, and church events. The hours of operation will be Monday to Friday 10am -5pm for administration, planning, and ministry functions, Friday, and Saturday 7pm – 10pm, and Sunday services will be held at 10:30am. The proposed capacity would be about twenty (20) to thirty (30) members in attendance for Sunday service and on Friday and Saturday, the applicant advised that there would be approximately fifty (50) to sixty (60) or more members in attendance. This property is located within the Institutional Commercial District (IC). **Per Section 8-8-38 Institutional Commercial District (IC)**, Places of assembly and places of worship require a conditional use permit to operate in the Institutional Commercial District.

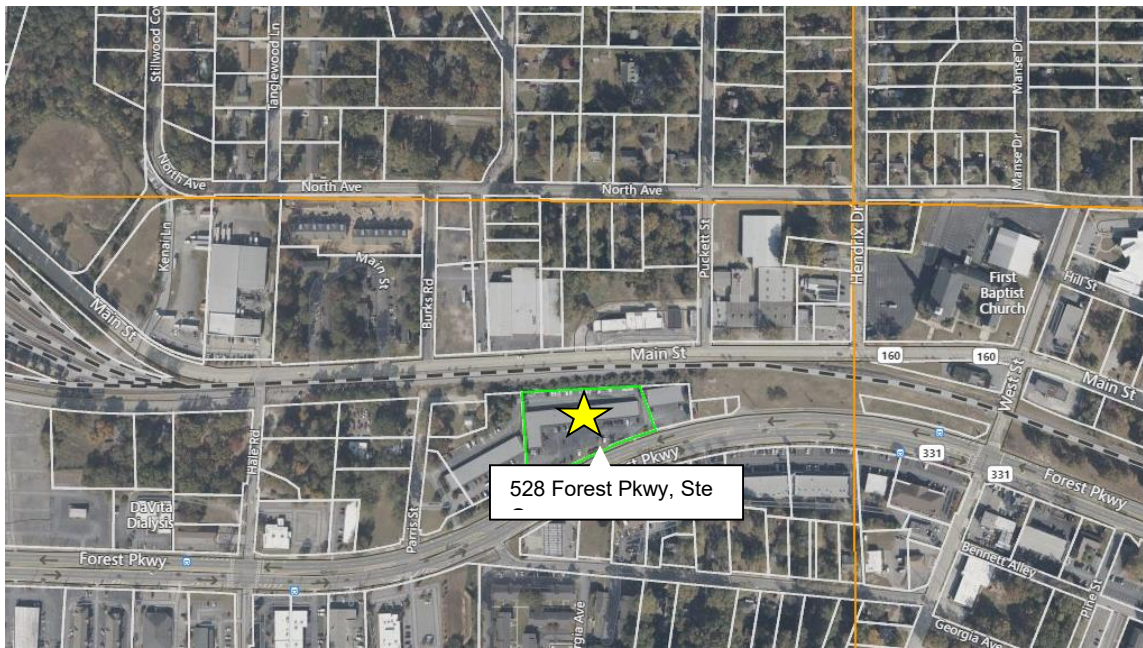
Prior to applying for the conditional use permit, the applicant was informed by staff that the use would not be suitable due to the size, capacity and parking requirements needed to operate. **Per Sec 8-8-90 Parking Standards**, Public Assembly Uses, would require one (1) parking space for each six (6) seats or total parking area equal to 3 times the gross floor area, whichever is greater. Where there are no fixed seats each 24 inches of bench or pew shall be considered 1 seat. Where there are no seats, benches, or pews, each 20 square feet of ground or floor area usable for seating shall be considered 1 seat. The same text also states Places of Worship are required to maintain one parking space for every six seats. With the surrounding businesses, some of which are medical centers and other commercial services, there are a requirement for 5 spaces for each doctor or dentist, plus one space for each two employees or one space for each 150 square feet of gross floor area, whichever is greater.

**Property Zoned Institutional Commercial District (IC)**

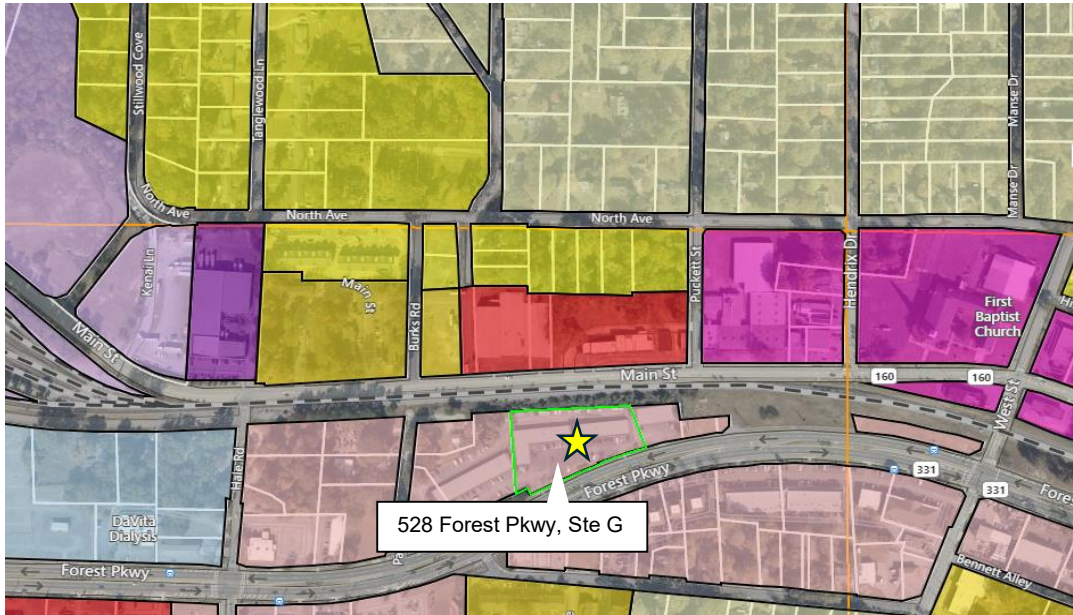
**ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES**

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

**AERIAL MAP**



### ZONING MAP



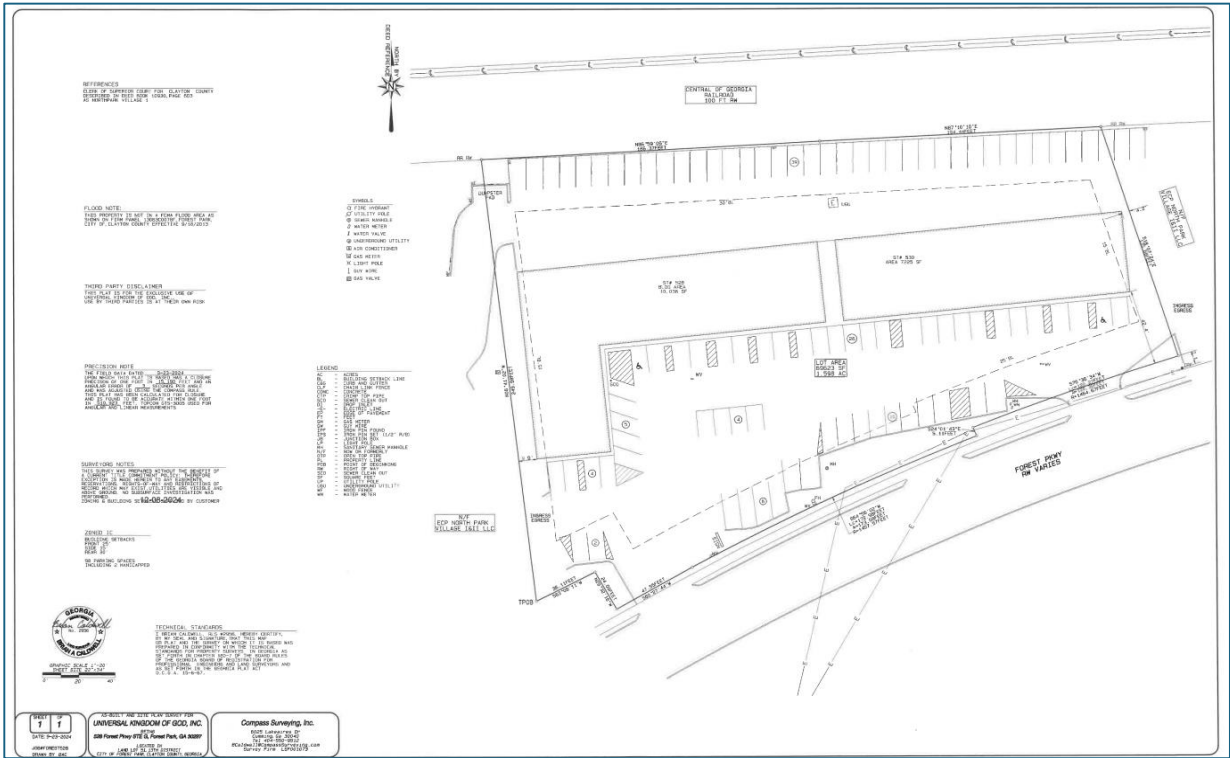
### SITE SURVEY

#### SITE PLAN

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



# SITE PLAN



# SITE PHOTOS







## ZONING CRITERIA AND ANALYSIS

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

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

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

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

### STAFF RECOMMENDATION

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

Attachments Included:

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

**File Attachments for Item:**

**4. Council Approval of Case # TA-2024-06 and TA-2024-07 Text Amendments for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) and Section 8-8-42 Urban Village District (UV) of the City of Forest Code of Ordinances.- Planning and Community Development**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # TA-2024-06 and TA-2024-07 Text Amendments for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) and Section 8-8-42 Urban Village District (UV) of the City of Forest Code of Ordinances.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 20, 2024

**Work Session Date:** January 06, 2025

**Council Meeting Date:** January 06, 2025

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**Background/History:**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended to allow tiny homes and cottage dwellings as additional housing types within the city. The proposed text amendments will be added to Section 8-8-50 Gillem District (GZ) and Section 8-8-42 Urban Village District (UV) of the City of Forest Code of Ordinances. On Thursday December 19, 2024, The city of forest park Planning Commission voted to approve the amendment to the ordinance. If the Mayor and Council approves the proposed text amendments, The city of Forest Park will be able to move forward with allowing developments of tiny homes and cottage dwellings within the City of Forest Park’s Gillem District and Urban Village District.

**Cost:** N/A

**Budgeted for:**   N/A   **es**        **No**

**Financial Impact:**

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**Action Requested from Council:** To Approve Case # TA-2024-06 and TA-2024-07 Text Amendments.

STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2024-\_\_\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND COUNCILMEMBERS  
2 KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN  
3 MEARS OF THE CITY OF FOREST PARK, GEORGIA TO AMEND TITLE 8 (PLANNING  
4 AND DEVELOPMENT), CHAPTER 8 (ZONING), ARTICLE A (GENERAL PROVISIONS)  
5 AND ARTICLE B (ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN  
6 GUIDELINES ESTABLISHED) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN  
7 ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL  
8 PURPOSES.

9 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia  
10 (“City”) is the Mayor and Council thereof; and

11 **WHEREAS**, these changes adhere to all zoning procedures as well as notice and hearing  
12 requirements pursuant to O.C.G.A. § 36-66-1, *et seq.*; and

13 **WHEREAS**, the City Council desires to amend its Code of Ordinances (“Code”) to include  
14 tiny homes and cottage dwellings as permissible and conditional uses in the Urban Village District  
15 and the Gillem District, respectively.

16 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,  
17 and welfare of the citizens of the City.

18 **BE IT AND IT IS HEREBY ORDAINED** by the Mayor and Council of the City of Forest  
19 Park, Georgia, and by the authority thereof:

20 **Section 1.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article A  
21 (“General Provisions”), Section 8-8-4 (“Definitions”) in the City’s Code of Ordinances is hereby

22 amended to be read and codified by inserting the following definition alphabetically behind the  
23 term “Construction plan(s)” and before the term “Covenants”:

24 “*Cottage dwelling* means a stick-built dwelling unit that shall not exceed six  
25 hundred (600) square feet in floor area, excluding lofts, with a minimum height of  
26 six feet and eight inches (6’8”). Cargo containers and trailers cannot be used as  
27 cottage dwellings.”

28 **Section 2.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article A  
29 (“General Provisions”), Section 8-8-4 (“Definitions”) in the City’s Code of Ordinances is hereby  
30 amended to be read and codified by inserting the following definition alphabetically behind the  
31 term “Temporary use / structure” and before the term “Townhouse”:

32 “*Tiny home* means a stick-built dwelling unit that shall not exceed five hundred  
33 (500) square feet in floor area, excluding lofts, with a minimum height of six feet  
34 and eight inches (6’8”). Cargo containers and trailers cannot be used as tiny  
35 homes.”

36 **Section 3.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article B  
37 (“Zoning Districts, Overlay Districts, and Design Guidelines Established”), Section 8-8-42  
38 (“Urban Village District (UV)”) in the City’s Code of Ordinances is hereby amended to be read  
39 and codified with permanent additions in **bold** and deletions in ~~striketrough~~ font as set forth in  
40 **Exhibit A** attached hereto and incorporated herein.

41 **Section 4.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article B  
42 (“Zoning Districts, Overlay Districts, and Design Guidelines Established”), Section 8-8-50  
43 (“Gillem District (GZ)”) in the City’s Code of Ordinances is hereby amended to be read and

44 codified with permanent additions in **bold** and deletions in ~~striketrough~~ font as set forth in  
45 **Exhibit B** attached hereto and incorporated herein.

46 **Section 5.** The preamble of this Ordinance shall be considered to be and is hereby  
47 incorporated by reference as if fully set out herein.

48 **Section 6.** This Ordinance shall be codified in a manner consistent with the laws of the  
49 State of Georgia and the City of Forest Park.

50 **Section 7.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
51 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their  
52 enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

53 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
54 extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this  
55 Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this  
56 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
57 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance  
58 is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this  
59 Ordinance.

60 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance  
61 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable  
62 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of  
63 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
64 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
65 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to  
66 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and

67 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
68 effect.

69 **Section 8.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
70 repealed.

71 **Section 9.** This ordinance shall become effective immediately upon its adoption by the  
72 Mayor and City Council of the City of Forest Park as provided in the City Charter.

73 **Section 10.** The City Clerk, with the concurrence of the City Attorney, authorized to correct  
74 any scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

75 **ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*



**EXHIBIT A**

76 TITLE 8 – PLANNING AND DEVELOPMENT

77 [...]

78 CHAPTER 8. – ZONING

79 [...]

80 ARTICLE B. – ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN GUIDELINES  
81 ESTABLISHED

82 [...]

83 *Sec. 8-8-42. – Urban village district (UV).*

UV – Urban Village District
District Intent, Permitted Uses, and Conditional Uses
<i>Intent</i>
The intent of the UV district is to allow a mixture of residential, commercial, and office uses within close proximity to each other.
The goal is to provide interconnected urban scale development in nodal and corridor areas that offer pedestrian connectivity and eliminate additional commuter trips for regionally oriented goods and services.
The creation of a regional destination with design amenities that accommodate mixed-use buildings with neighborhood serving retail, service, and other uses on the ground floor and residential units above the non-residential space.
Encouraging development that exhibits the physical design characteristics of pedestrian orientated, store-front style shopping streets; and promote the health and wellbeing of residents by encouraging physical activity, alternative transportation, and greater social interaction.
The district promotes a maximum density twenty-four (24) dwelling units per acre.
<i>Permitted Uses</i>
Residential
<ul style="list-style-type: none"> <li>• Residential dwellings on upper floors</li> <li>• <b>Tiny homes / Cottage dwellings</b></li> </ul>
Retail and Business Uses
<ul style="list-style-type: none"> <li>• Apparel and retail stores</li> <li>• Artisan galleries and theaters</li> <li>• Bank and loan associations</li> <li>• Barber shop and beauty salon</li> <li>• Breweries and distilleries</li> <li>• Convenience store with gasoline sales</li> <li>• Conference center</li> </ul>

- Dancing schools and other group instruction
- Day spa and aesthetician
- Department stores
- Fitness centers, gyms, yoga studios, and similar group instruction
- Florist and gift shops
- Food trucks and courts
- Furniture sales and showrooms
- Grocery store
- Hotels and hospitality
- Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.
- Medical and professional offices
- Night club, dance club, tavern, and similar establishments
- Restaurants, including outdoor dining
- Theaters, assembly halls, concert hall, or similar places of assembly

Public/Office/Institutional

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

*Conditional Uses*

Retail and Business Uses

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

*Accessory Uses*

- Home occupation

**EXHIBIT B**

84 TITLE 8 – PLANNING AND DEVELOPMENT

85 [...]

86 CHAPTER 8. – ZONING

87 [...]

88 ARTICLE B. – ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN GUIDELINES  
89 ESTABLISHED

90 [...]

91 *Sec. 8-8-50. – Gillem district (GZ).*

GZ – Gillem District
District Intent, Permitted Uses, and Conditional Uses
<i>Intent</i>
The intent of the GZ district is to allow an appropriate mix of industrial, commercial, office, residential and public uses, while improving the aesthetics of the built environment.
By further establishing uses that complement the city's main street development efforts and allow for the repurpose of the former Fort Gillem area, the city can encourage a grid of connected street improvements to improve access and reduce congestion near the Interstate.
It is further intended to promote development of compatible land uses on a scale larger than that of individual small parcels in a comprehensively planned setting and to promote the purposes set forth in the Gillem Logistics Center Master Declaration of Covenants Plan and other plans approved by the City of Forest Park Urban Redevelopment Authority.
<i>Permitted Uses</i>
Retail and Business Uses
<ul style="list-style-type: none"> <li>• Pre-K and adult and child day care centers</li> <li>• Apparel and retail stores</li> <li>• Auditoriums, stadiums, and coliseums</li> <li>• Bank and loan associations</li> <li>• Breweries and distilleries</li> <li>• Catering establishments</li> <li>• Convenience store with gasoline sales</li> <li>• Conference center</li> <li>• Dancing schools and other group instruction</li> <li>• Fitness centers and gyms</li> <li>• Florist and gift shops</li> <li>• Furniture sales and showrooms</li> <li>• Grocery store</li> <li>• Fruit, vegetable, meat, seafood markets</li> </ul>

- Hotels and hospitality
- Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.
- Medical and professional offices
- Professional/business schools and colleges or other private schools offered for profit
- Recreational facilities, including tennis, badminton, basketball courts, batting cages, golf range, racing, and other open or enclosed facilities
- Restaurants
- Retail and commercial bakeries
- Shopping centers and department stores
- Theaters, assembly halls, concert hall, or similar places of assembly

#### Public/Institutional

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

#### Communications/Utilities

- Utility substation
- Water tower

#### Industrial and Warehousing

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

- Waste to energy facilities
- Wholesale business, warehouse, distribution, trucking terminal, and similar non processing storage and distribution uses

*Accessory Uses*

- Gate and security buildings
- Outdoor storage

*Conditional Uses*

Residential

- Triplex
- Quadraplex
- Apartments
- Townhouses
- Condominiums
- **Tiny homes / Cottage dwellings**

Retail and Business Uses

- Places of assembly
- Places of worship

Communications/Utilities

- Wireless telecommunications

## Sec. 8-8-42. - Urban Village District (UV)

### **Definitions**

Tiny Home – a small stick- built dwelling unit that's 500 square feet or less in floor area, excluding lofts. Cargo containers and trailers cannot be used as tiny homes.

Cottage Dwelling- a small stick-built home that is 600 square feet or less in floor area, excluding lofts. Cargo containers and trailers cannot be used as cottage homes.

### **Permitted Uses**

#### *Residential*

- Triplexes
- Quadraplex
- Apartments
- Townhouses
- Condominiums
- Tiny Homes / Cottage Dwellings

## Sec. 8-8-43. - Urban Village District (UV) Standards

### **Sec. 8-8-43. (a) Tiny Homes/Cottage Dwellings**

- 50 tiny home or cottages per acre
- 10 ft, front and rear setbacks
- 10 ft. min. between buildings
- 10 ft. minimum lot width
- 3% open space per 12 units
- 500 ft./600 ft. max living area

**Sec. 8-8-50. - Gillem District (GZ).****Definitions**

Tiny Home – a small stick- built dwelling unit that's 500 square feet or less in floor area, excluding lofts. Cargo containers and trailers cannot be used as tiny homes.

Cottage Dwelling- a small stick-built home that is 600 square feet or less in floor area, excluding lofts. Cargo containers and trailers cannot be used as cottage homes.

**Permitted Uses***Residential*

- Triplexes
- Quadraplex
- Apartments
- Townhouses
- Condominiums
- Tiny Homes / Cottage Dwellings

**Sec. 8-8-51. - Gillem District (GZ) Standards.****Sec. 8-8-51. (a) Tiny Homes/Cottage Dwellings**

- 50 tiny home or cottages per acre
- 10 ft. front and rear setbacks
- 10 ft. min. distance between buildings
- 10 ft. minimum lot width
- 3% open space per 12 units
- 500 ft./600 ft. max living area

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

**Case:** TA-2024-06

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

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

**Staff Recommendation:** Approval to amend Zoning Ordinance

**PROPOSED TEXT AMENDMENTS**

1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-06 includes an amendment to Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ), of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.

**BACKGROUND**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in a substantially adverse manner.

The following text amendments have been proposed:

1. An amendment to Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ), to Section 8-8-50 Gillem District (GZ), of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.

This update provides clarity on the available housing types that will be permitted in the Gillem District (GZ) and adding Tiny House/Cottage Dwelling as a conditional use for residential development.

**ARTICLE B. ZONING DISTRICTS, AND DESIGN GUIDELINES ESTABLISHED**

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

*District Intent, Permitted Uses, and Conditional Uses*



*Intent,*

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

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

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

*Permitted Uses**Retail and Business Uses*

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

*Public/Institutional*

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

*Communications/Utilities*

- Utility substation

- Water tower

### *Industrial and Warehousing*

#### Industrial and Warehousing

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

### *Accessory Uses*

- Gate and security buildings
- Outdoor storage

### *Conditional Uses*

#### Residential

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

#### Retail and Business Uses

- Places of assembly
- Places of worship

Communications/Utilities

- Wireless telecommunications

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

**Case:** TA-2024-07

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

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

**Staff Recommendation:** Approval to amend Zoning Ordinance

**PROPOSED TEXT AMENDMENTS**

1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-06 includes an amendment to Article B. – Zoning Districts, and Design Guidelines Established, 8-8-42 Urban Village District (UV) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow tiny homes as a permitted housing type within the UV District.

**BACKGROUND**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in a substantially adverse manner.

The following text amendments have been proposed:

1. An amendment to Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ), to Section 8-8-50 Gillem District (GZ), of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.

This update provides clarity on the available housing types that will be permitted in the Urban Village District (UV), adding Tiny House/Cottage Dwelling as a permitted use type for residential development within the district.

**ARTICLE B. ZONING DISTRICTS, AND DESIGN GUIDELINES ESTABLISHED**

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

*District Intent, Permitted Uses, and Conditional Uses*

*Intent,*

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

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

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

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

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

*Permitted Uses**Residential*

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

*Retail and Business Uses*

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

*Public/Office/Institutional*

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

*Conditional Uses*

*Retail and Business Uses*

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

*Accessory Uses*

- *Home occupation*

November 26, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the December 4, December 11, and December 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, December 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Text Amendments, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on January 6, 2024, at 6:00 p.m.

- Case # VAR-2024-08 Variance request for 885 Kennesaw Drive., Parcel # 13018B D015. The applicant, Sophia Parrish, is requesting a variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single Family Residential District (RS).
- Case #VAR-2024-09 Variance Request for 0 Jones Road., Parcel # **13078A A010**. The applicant, Justin Muckle, is requesting a variance to decrease the minimum lot area from the required 8,200 sq. ft to 7,500 sq. ft and decrease the Minimum Lot Width from the required eighty (80) feet to fifty (50) feet to allow the construction of a new single-family home within the Single-Family Residential District (RS).
- Case #VAR-2024-10 Variance Request for 4888 Evans Dr., Parcel # **13050B H003**. The applicant, Ima Udoh (Hillview LLC/Udoh Enterprises), is requesting a parking variance to decrease the minimum parking requirements for retail sales uses from 20 spaces to 14 spaces to allow the construction of a new 4 story mixed used townhome development within the Downtown Mainstreet District (DM).
- Case # CUP-2024-04- Conditional Use for 528 Forest Pkwy, Suite G, Parcel # 13051B B010, - The applicant, Universal Kingdom of God, Inc (Glen Husbands Jr.) is requesting a conditional use permit to operate a place of worship within the Institutional Commercial District (IC).
- Case #TA-2024-06 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.
- Case #TA-2024-07 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-42 Urban Village District (UV) of the City of Forest

Park Code of Ordinances to amend such section, adding provisions to allow tiny homes as a permitted housing type within the UV District.

- Case #TA-2024-08 Text Amendment for Title 8. – Planning and Development, Chapter 2. – Building Regulation and code enforcement, Article C. – Plumbing, Section 8-2-21 Plumbing Code Adopted, of the City of Forest Park Code of Ordinances to amend such section, adding subsection A. Water efficiency code.
- Case #TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text.
- Case #TA-2024-10 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions.
- Case #TA-2024-11 Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720



STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2025-\_\_\_\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND COUNCILMEMBERS  
2 KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN  
3 MEARS OF THE CITY OF FOREST PARK, GEORGIA TO AMEND TITLE 8 (PLANNING  
4 AND DEVELOPMENT), CHAPTER 8 (ZONING), ARTICLE A (GENERAL PROVISIONS)  
5 AND ARTICLE B (ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN  
6 GUIDELINES ESTABLISHED) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN  
7 ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL  
8 PURPOSES.

9 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia  
10 (“City”) is the Mayor and Council thereof; and

11 **WHEREAS**, these changes adhere to all zoning procedures as well as notice and hearing  
12 requirements pursuant to O.C.G.A. § 36-66-1, *et seq.*; and

13 **WHEREAS**, the City Council desires to amend its Code of Ordinances (“Code”) to include  
14 tiny homes and cottage dwellings as permissible and conditional uses in the Urban Village District  
15 and the Gillem District, respectively.

16 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,  
17 and welfare of the citizens of the City.

18 **BE IT AND IT IS HEREBY ORDAINED** by the Mayor and Council of the City of Forest  
19 Park, Georgia, and by the authority thereof:

20 **Section 1.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article A  
21 (“General Provisions”), Section 8-8-4 (“Definitions”) in the City’s Code of Ordinances is hereby

22 amended to be read and codified by inserting the following definition alphabetically behind the  
23 term “Construction plan(s)” and before the term “Covenants”:

24           “*Cottage dwelling* means a stick-built dwelling unit that shall not exceed six  
25           hundred (600) square feet in floor area, excluding lofts, with a minimum height of  
26           six feet and eight inches (6’8”). Cargo containers and trailers cannot be used as  
27           cottage dwellings.”

28           **Section 2.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article A  
29 (“General Provisions”), Section 8-8-4 (“Definitions”) in the City’s Code of Ordinances is hereby  
30 amended to be read and codified by inserting the following definition alphabetically behind the  
31 term “Temporary use / structure” and before the term “Townhouse”:

32           “*Tiny home* means a stick-built dwelling unit that shall not exceed five hundred  
33           (500) square feet in floor area, excluding lofts, with a minimum height of six feet  
34           and eight inches (6’8”). Cargo containers and trailers cannot be used as tiny  
35           homes.”

36           **Section 3.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article B  
37 (“Zoning Districts, Overlay Districts, and Design Guidelines Established”), Section 8-8-42  
38 (“Urban Village District (UV)”) in the City’s Code of Ordinances is hereby amended to be read  
39 and codified with permanent additions in **bold** and deletions in ~~striketrough~~ font as set forth in  
40 **Exhibit A** attached hereto and incorporated herein.

41           **Section 4.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article B  
42 (“Zoning Districts, Overlay Districts, and Design Guidelines Established”), Section 8-8-50  
43 (“Gillem District (GZ)”) in the City’s Code of Ordinances is hereby amended to be read and

44 codified with permanent additions in **bold** and deletions in ~~striketrough~~ font as set forth in  
45 **Exhibit B** attached hereto and incorporated herein.

46 **Section 5.** The preamble of this Ordinance shall be considered to be and is hereby  
47 incorporated by reference as if fully set out herein.

48 **Section 6.** This Ordinance shall be codified in a manner consistent with the laws of the  
49 State of Georgia and the City of Forest Park.

50 **Section 7.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
51 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their  
52 enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

53 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
54 extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this  
55 Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this  
56 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
57 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance  
58 is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this  
59 Ordinance.

60 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance  
61 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable  
62 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of  
63 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
64 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
65 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to  
66 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and

67 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
68 effect.

69 **Section 8.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
70 repealed.

71 **Section 9.** This ordinance shall become effective immediately upon its adoption by the  
72 Mayor and City Council of the City of Forest Park as provided in the City Charter.

73 **Section 10.** The City Clerk, with the concurrence of the City Attorney, authorized to correct  
74 any scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

75 **ORDAINED** this 6th day of January, 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**EXHIBIT A**

76 TITLE 8 – PLANNING AND DEVELOPMENT

77 [...]

78 CHAPTER 8. – ZONING

79 [...]

80 ARTICLE B. – ZONING DISTRICTS, OVERLAY DISTRICTS, AND DESIGN GUIDELINES  
81 ESTABLISHED

82 [...]

83 *Sec. 8-8-42. – Urban village district (UV).*

UV – Urban Village District
District Intent, Permitted Uses, and Conditional Uses
<i>Intent</i>
The intent of the UV district is to allow a mixture of residential, commercial, and office uses within close proximity to each other.
The goal is to provide interconnected urban scale development in nodal and corridor areas that offer pedestrian connectivity and eliminate additional commuter trips for regionally oriented goods and services.
The creation of a regional destination with design amenities that accommodate mixed-use buildings with neighborhood serving retail, service, and other uses on the ground floor and residential units above the non-residential space.
Encouraging development that exhibits the physical design characteristics of pedestrian orientated, store-front style shopping streets; and promote the health and wellbeing of residents by encouraging physical activity, alternative transportation, and greater social interaction.
The district promotes a maximum density twenty-four (24) dwelling units per acre.
<i>Permitted Uses</i>
Residential
<ul style="list-style-type: none"> <li>• Residential dwellings on upper floors</li> <li>• <b>Tiny homes / Cottage dwellings</b></li> </ul>
Retail and Business Uses
<ul style="list-style-type: none"> <li>• Apparel and retail stores</li> <li>• Artisan galleries and theaters</li> <li>• Bank and loan associations</li> <li>• Barber shop and beauty salon</li> <li>• Breweries and distilleries</li> <li>• Convenience store with gasoline sales</li> <li>• Conference center</li> </ul>

- Dancing schools and other group instruction
- Day spa and aesthetician
- Department stores
- Fitness centers, gyms, yoga studios, and similar group instruction
- Florist and gift shops
- Food trucks and courts
- Furniture sales and showrooms
- Grocery store
- Hotels and hospitality
- Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.
- Medical and professional offices
- Night club, dance club, tavern, and similar establishments
- Restaurants, including outdoor dining
- Theaters, assembly halls, concert hall, or similar places of assembly

Public/Office/Institutional

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

*Conditional Uses*

Retail and Business Uses

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

*Accessory Uses*

- Home occupation

**EXHIBIT B**

84 TITLE 8 – PLANNING AND DEVELOPMENT

85 [...]

86 CHAPTER 8. – ZONING

87 [...]

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GZ – Gillem District
District Intent, Permitted Uses, and Conditional Uses
<i>Intent</i>
The intent of the GZ district is to allow an appropriate mix of industrial, commercial, office, residential and public uses, while improving the aesthetics of the built environment.
By further establishing uses that complement the city's main street development efforts and allow for the repurpose of the former Fort Gillem area, the city can encourage a grid of connected street improvements to improve access and reduce congestion near the Interstate.
It is further intended to promote development of compatible land uses on a scale larger than that of individual small parcels in a comprehensively planned setting and to promote the purposes set forth in the Gillem Logistics Center Master Declaration of Covenants Plan and other plans approved by the City of Forest Park Urban Redevelopment Authority.
<i>Permitted Uses</i>
Retail and Business Uses
<ul style="list-style-type: none"> <li>• Pre-K and adult and child day care centers</li> <li>• Apparel and retail stores</li> <li>• Auditoriums, stadiums, and coliseums</li> <li>• Bank and loan associations</li> <li>• Breweries and distilleries</li> <li>• Catering establishments</li> <li>• Convenience store with gasoline sales</li> <li>• Conference center</li> <li>• Dancing schools and other group instruction</li> <li>• Fitness centers and gyms</li> <li>• Florist and gift shops</li> <li>• Furniture sales and showrooms</li> <li>• Grocery store</li> <li>• Fruit, vegetable, meat, seafood markets</li> </ul>

- Hotels and hospitality
- Indoor/outdoor recreation, including bowling alleys, golf, racing electronic gaming machines, etc.
- Medical and professional offices
- Professional/business schools and colleges or other private schools offered for profit
- Recreational facilities, including tennis, badminton, basketball courts, batting cages, golf range, racing, and other open or enclosed facilities
- Restaurants
- Retail and commercial bakeries
- Shopping centers and department stores
- Theaters, assembly halls, concert hall, or similar places of assembly

#### Public/Institutional

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

#### Communications/Utilities

- Utility substation
- Water tower

#### Industrial and Warehousing

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



- Waste to energy facilities
- Wholesale business, warehouse, distribution, trucking terminal, and similar non processing storage and distribution uses

*Accessory Uses*

- Gate and security buildings
- Outdoor storage

*Conditional Uses*

Residential

- Triplex
- Quadraplex
- Apartments
- Townhouses
- Condominiums
- **Tiny homes / Cottage dwellings**

Retail and Business Uses

- Places of assembly
- Places of worship

Communications/Utilities

- Wireless telecommunications

**File Attachments for Item:**

**5. Council Approval of Case # TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text. - Planning and Community Development**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 20, 2024

**Work Session Date:** January 06, 2025

**Council Meeting Date:** January 06, 2025

---

**Background/History:**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. Planning & Community Development fees have not been updated since 1959. For purposes of ensuring that fees cover the cost of service while remaining competitive with neighboring cities, the fees have been updated. Additionally, the text has been updated to reflect current practice in determining fees. This text update has also received approval on Thursday December 19, 2024, by The city of forest park Planning Commission. If the Mayor and Council approves the proposed text amendment to update fee schedule, The city of Forest Park will continue to move forward and remain competitive with neighboring cities.

**Cost:** N/A

**Budgeted for:**   N/A     es          **No**

**Financial Impact:**

---

**Action Requested from Council:** To Approve Case # TA-2024-09 Text Amendment to amend such section and update fee schedule text.

PERMITTING FEE COMPARISON CHART

Municipality:	Clay Co	Jonesboro	Riverdale	Forest Park	Morrow	Recommended Fees	Diff
Actual fees							
Rezoning	N/A	\$500 +	\$800	\$250	\$650	\$600	\$350
Commercial	N/A	N/A	\$500	\$250	\$150	\$250	-
Residential	N/A	N/A	\$650 A	\$250	\$650	\$650	\$400
Conditional use/SIUP	\$500	\$400	\$400 A	\$250	\$650	\$500	\$250
Variance	\$400	\$300 A	\$50	\$75	\$35	\$75	-
Verification Letter	\$100	\$50	\$450	\$250	\$650	\$500	\$250
BZA	\$400	\$300 A	\$500	\$250	\$650	\$600	\$350
Planning Commission	\$500	\$500					
LDP/Plan Review							
Commercial	\$300 + \$5 per A	\$200 + \$10 per A	\$1500 + \$80 per A	\$300-\$750 acres	\$1500 + \$80 per A		
Residential	\$300 + per lot	\$350 + \$5 per lot	same	\$300-\$750 lots	same		
Building Permits		Min. \$100	\$25	Min. \$50	Min. \$80	Min. \$80	
Plan Review							
Commercial	\$150	\$700 A	%50 of Permit fee	%50 of Permit fee	%50 of building fee	%50 of Permit fee	
Residential	\$250-\$500	\$150	\$150	same	same	same	
Permit Fees ***							
\$1-\$25	\$8.50	N/A	\$14	\$100	\$80	\$100	-
\$25-\$50	\$7.50	N/A	\$350	\$100	\$80	\$100	-
\$50-\$100	\$6.00	N/A	\$600	\$275	\$800	\$500	\$225+
\$100-\$500	\$5.50	N/A	\$950	\$950	\$1,750	\$950	-
\$500-\$1000	\$5.00	N/A	\$3,350	\$2,150	\$3,310	\$3,000	\$850+
\$1,000	\$4.50	N/A	\$5,850	\$3,900	\$5,735	\$4,500	\$600+
Trade Permits							
Plat Review	\$500/\$250	N/A	\$1000 of valuation of work being done	Min \$50	Min. \$80	\$300 + \$3 per lot	\$200/2 +
Certificate of Occupancy		\$400	\$350 + \$5 per lot	\$100 + \$1 per lot	N/A	Modify existing list	
		\$75 + gross receipts/flat fee	\$50-\$100	\$25-\$100	\$50		
Additional Fees							
Annexation	\$750	N/A	\$900	No Fee	N/A		
Zoning Modifications	\$400	\$500	\$500	No Fee	\$650		
Plan Revision/Resubmittal Reviews	\$475	N/A	\$350	No Fee	\$650		
Total Revenue Increase							\$3,225



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

## PLANNING COMMISSION STAFF REPORT

Hearing Date: December 19, 2024

**Date:** December 2, 2024

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

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

**Staff Recommendation:** Approval

### APPLICANT

**Name:** City Staff

**Site Address:** City-Wide

**City/State:** Forest Park, GA

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

### BACKGROUND

The Planning & Community Development fees have not been updated since 1959??. For purposes of ensuring that fees cover the cost of service while remaining competitive with neighboring cities, the fess have been updated. Additionally, the text have been updated to reflect current practice in determining fees.

**Attachments:** 1. Text Amendment Language

**ARTICLE G. - ~~FEES~~ Planning & Community Development Fee Schedule**

- **Sec. 8-7-81. - Fee schedule.**

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

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

\$1.00/lot thereafter

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

Final plat—\$10.00 each (3)

(Code 1959, § 17-28)

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

## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

### Planning & Zoning

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

### Building Permits

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

### Permit Fees

<i>Valuation</i>	<i>Fee</i>
\$1 – 50 K	\$100
\$50 -100	\$500
\$100 -500	\$950
\$500 -1000	\$3,000

\$1000 + \$4,500









## **ARTICLE G. - FEES Planning & Community Development Fee Schedule**

- **Sec. 8-7-81. - Fee schedule.**

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

(1)  
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(2)  
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(3)  
Final plat—\$10.00 each

(Code 1959, § 17-28)

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

## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

### Planning & Zoning

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

### Building Permits

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

### Permit Fees

<i>Valuation</i>	<i>Fee</i>
\$1 – 50 K	\$100
\$50 -100	\$500
\$100 -500	\$950
\$500 -1000	\$3,000
\$1000 +	\$4,500

November 26, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the December 4, December 11, and December 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, December 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Text Amendments, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on January 6, 2024, at 6:00 p.m.

- Case # VAR-2024-08 Variance request for 885 Kennesaw Drive., Parcel # 13018B D015. The applicant, Sophia Parrish, is requesting a variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single Family Residential District (RS).
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- Case #TA-2024-11 Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720

STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2025-\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND CITY  
2 COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-  
3 WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA TO AMEND  
4 ARTICLE G (FEES) WITHIN CHAPTER 7 (SUBDIVISIONS) OF TITLE 8 (PLANNING AND  
5 DEVELOPMENT) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN  
6 ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL  
7 PURPOSES.

8 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia (the  
9 “City”) is the Mayor and City Council thereof; and

10 **WHEREAS**, the City is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to  
11 its property, affairs, and local government; and

12 **WHEREAS**, the City desires to amend the fee schedule for subdivision plat applications  
13 by allowing the PCD Director to determine the fees with the approval of the Mayor and City  
14 Council; and

15 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,  
16 and welfare of the citizens of the City of Forest Park, Georgia.

17 **Section 1.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article G  
18 (“Fees”) of the City’s Code of Ordinances is hereby amended to be read and codified with added  
19 text in **bold** font and deleted text in ~~striketrough~~ font as set forth in **Exhibit A** attached hereto  
20 and incorporated herein.



21           **Section 2.** The preamble of this Ordinance shall be considered to be and is hereby  
22 incorporated by reference as if fully set out herein.

23           **Section 3.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
24 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
25 enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

26           (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
27 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this  
28 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this  
29 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
30 greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance  
31 is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this  
32 Ordinance.

33           (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance  
34 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable  
35 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of  
36 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
37 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
38 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to  
39 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and  
40 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
41 effect.

42           **Section 4.** This Ordinance shall be codified in a manner consistent with the laws of the  
43 State of Georgia and the City.

44            **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
45 repealed.

46            **Section 6.** The effective date of this Ordinance shall be the date of adoption unless  
47 otherwise stated herein.

48            **Section 7.** The City Clerk, with the concurrence of the City Attorney, is authorized to  
49 correct any scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

50            **SO ORDAINED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_

Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_ *City Attorney*

**EXHIBIT A**

51 TITLE 8 – PLANNING AND DEVELOPMENT

52 [...]

53 CHAPTER 7. – SUBDIVISIONS

54 [...]

55 **ARTICLE G. – FEES PLANNING AND COMMUNITY DEVELOPMENT**  
56 **DEPARTMENT’S FEE SCHEDULE**

57 Sec. 8-7-81. - Fee schedule.

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

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

60 ~~\$1.00/lot thereafter~~

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

62 ~~(3) Final plat — \$10.00 each~~

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

**File Attachments for Item:**

**6. Council Approval of Case # TA-2024-10 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions.-** Planning and Community Development



CITY OF  
**FORESTPARK**

# City Council Agenda Item

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**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 20, 2024

**Work Session Date:** January 06, 2025

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---

**Background/History:**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. Planning & Community Development plat procedures have not been updated since 1959. For purposes of clarity and transparency the plat procedures must be updated to reflect the current review and approval process. This text update has also received approval on Thursday December 19, 2024, by The city of forest park Planning Commission.

If the Mayor and Council approves the proposed text amendment to update Plat Procedures and Data, The city of Forest Park Planning & Community Development department will be able to move forward with procedures and data that currently reflect our current review and approval process.

**Cost:** N/A

**Budgeted for:**   N/A     es          **No**

**Financial Impact:**

---

**Action Requested from Council:** To Approve Case # TA-2024-10 Text Amendment to amend such section and update plat instructions.



November 26, 2024

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SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720



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

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

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

(Code 1959, § 17-3)

- **Sec. 8-7-12. - Conditional approval of preliminary plat.**
- (a) On reaching conclusions as described in [section 8-7-11](#) regarding his general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the planning commission and specified in article C, [section 8-7-22](#).
- (b) ~~Eight (8) copies~~ One (1) electronic copy of the preliminary plat and supplementary material specified, together with ~~two (2) copies of a~~ the written application for conditional approval of the preliminary plan must be submitted to the Planning & Community Development Department (~~forms obtained from the city clerk~~) shall be filed with the city clerk at least ~~45~~ 30-days prior to the meeting of the planning commission at which it is to be considered. ~~The city clerk shall be responsible for their proper distribution and the collection of a filing fee as specified in article G of these regulations.~~
- (c) No preliminary plat shall be acted upon by the planning commission without holding a hearing thereon. The secretary of the planning commission shall notify the subdivider, by

registered or certified mail, of the time and place of the hearing at least five (5) days prior to such hearing date.

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

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

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

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

- (1) Each lot in the proposed subdivision abuts an existing public street;
- (2) The proposed subdivision will not effect any major alterations of utility installations, or other existing or proposed public facilities; and
- (3) The application for final plat approval meets all the applicable procedural, design and other requirements of these regulations.

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

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

**(Code 1959, § 17-4)**

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

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

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

(c) The final plat, and other supplementary material required for approval, shall be submitted to the ~~city clerk at least seven (7)~~ Planning & Community Development Department at least thirty (30) days prior to the meeting of the planning commission at which it is to be considered. It shall also be required that the above material be submitted to the planning commission within six (6) months after approval of the preliminary plat; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the planning commission.

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

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

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

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

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

**(Code 1959, § 17-5)**

- 
- **ARTICLE C. - PLATS AND DATA**

- **Sec. 8-7-21. - Pre-application plats and data.**

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

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

(2)*General subdivision information* ) shall describe the existing conditions of the site and the proposed development as necessary to supplement the sketch plan. This information may include data on existing covenants, land characteristics, and available community facilities and utilities; and information describing the subdivision proposal such as number of residential lots, typical lot width and depth, price range, minimum floor area in structures, business areas, playgrounds, park areas and other public areas, proposed protective covenants and proposed utilities and street improvements.

(Code 1959, § 17-6)

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

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

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

- a. Proposed name of subdivision.
- b. Name and address of owner of record.
- c. Name, address and telephone number of subdivider.
- d. Date of survey, date of plat drawing, north point and graphic scale.
- e. Location (land district and land lot), and acreage.
- f. Number of residential lots and ~~typical~~ lot sizes.
- g. A sketched vicinity map indicating streets and highways, land lot lines, railroads and other significant features, within one (1) mile of the proposed subdivision, drawn at a scale sufficient to show the information required.

h. Exact boundary lines of the trace, giving lengths, bearings and present zoning.

i-Phase(s) or development timelines -,

j. Contour lines based on sea level datum and drawn at intervals not greater than ten (10) feet. The source of the topographic contours shown shall be specified.

k. Natural features within the proposed subdivision, including drainage channels, bodies of water and other significant features. On all watercourses the direction of flow shall be indicated.

l. Cultural features within the proposed subdivision, including street names, rights-of-way and pavement widths; easements; bridges; culverts; utility lines and structures; buildings; city and county lines; land lot lines; and such other information as the subdivider may desire.

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Name of subdivision.

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

c. Location of tract (land lot and land district) and acreage.

d. All dimensions accurate to the nearest one-tenth (  $1/10$  ) of a foot and all angles accurate to the nearest minute.

e. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and building line whether curved or straight. This shall include but not be limited to the radius, length of arc, internal angles and tangent distance for the center line of curved streets.

f. Exact locations, right-of-way widths, and names of all streets and alleys within and immediately adjoining the plat along with street center lines.

g. Street intersection angles and street pavement widths.

h. Building setback lines with dimensions.

i. Blocks lettered alphabetically with lots and sites numbered in numerical order.

j. Location, dimensions and purpose of: easements, public service utility rights-of-way lines; areas (other than streets) to be reserved, donated, or dedicated to public use; and sites to be used for other than single-family residences.

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

l. Location, material and description of all monuments and pins, including street markers.

m. Certification that the applicant is the landowner and dedicates streets, rights-of-way and any sites for public use.

n. Certification by the appropriate authorities for roads, water, sewers, and health that the subdivider has complied with one of the following alternatives:

- 1. all improvements have been installed in accordance with their requirements;
- 2. a performance bond has been posted in sufficient amount to assure completion of all required improvements; or
- 3. other guarantees of satisfactory completion of required improvements have been accepted with their conditions specified in the certification.

o. Space for the approval of the planning commission.

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

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

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

SAMPLE CERTIFICATIONS

ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:

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

By: \_\_\_\_\_  
\_\_\_\_\_

Registered C.E. No. \_\_\_\_\_  
Registered Ga. Land Surveyor No. \_\_\_\_\_

OWNER'S ACKNOWLEDGMENT:

STATE OF GEORGIA  
CLAYTON COUNTY  
CITY OF FOREST PARK

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

Owner \_\_\_\_\_

APPROVAL OF THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

Date this \_\_\_\_\_ day of \_\_\_\_\_.

\* This is only for single lot splits

APPROVAL OF THE FOREST PARK PLANNING COMMISSION

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

THE FOREST PARK PLANNING COMMISSION

By \_\_\_\_\_, Chairman

By \_\_\_\_\_, Secretary

APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

By \_\_\_\_\_, City Manager



(Code 1959, § 17-8)



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

## PLANNING COMMISSION STAFF REPORT

Hearing Date: December 19, 2024

**Date:** December 2, 2024

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

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

**Staff Recommendation:** Approval

### APPLICANT

**Name:** City Staff

**Site Address:** City-Wide

**City/State:** Forest Park, GA

**Request:** Staff requests approval of the updated plat procedures.

### BACKGROUND

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

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

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

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

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

(Code 1959, § 17-3)

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

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

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

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

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

(1) issue a certificate of preliminary plat approval;

(2) issue a certificate of preliminary plat approval subject to any necessary modifications the nature of which shall be indicated on the preliminary plat or attached to it in writing; or

(3) disapprove the preliminary plat, in which case the planning commission shall so notify the subdivider in writing, stating the reasons therefor.

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

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

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

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

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

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

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

**(Code 1959, § 17-4)**

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

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

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

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

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

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

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

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

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

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

**(Code 1959, § 17-5)**

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

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

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

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

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

(Code 1959, § 17-6)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Name of subdivision.

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

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



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

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

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

SAMPLE CERTIFICATIONS

ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:

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

By: \_\_\_\_\_  
\_\_\_\_\_

Registered C.E. No. \_\_\_\_\_  
Registered Ga. Land Surveyor No. \_\_\_\_\_

OWNER'S ACKNOWLEDGMENT:

STATE OF GEORGIA  
CLAYTON COUNTY  
CITY OF FOREST PARK

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

Owner \_\_\_\_\_

APPROVAL OF THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

Date this \_\_\_\_\_ day of \_\_\_\_\_.

\* This is only for single lot splits

APPROVAL OF THE FOREST PARK PLANNING COMMISSION

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

THE FOREST PARK PLANNING COMMISSION

By \_\_\_\_\_, Chairman

By \_\_\_\_\_, Secretary

APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

By \_\_\_\_\_, City Manager

(Code 1959, § 17-8)







STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2025-\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS  
2 KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF  
3 THE CITY OF FOREST PARK, GEORGIA TO AMEND ARTICLE B (PROCEDURE), ARTICLE C  
4 (PLATS AND DATA), AND ARTICLE G (FEES) WITHIN CHAPTER 7 (SUBDIVISIONS) OF TITLE  
5 8 (PLANNING AND DEVELOPMENT) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE  
6 AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL  
7 PURPOSES.

8 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia (the “City”)  
9 is the Mayor and City Council thereof; and

10 **WHEREAS**, the City is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its  
11 property, affairs, and local government; and

12 **WHEREAS**, the City desires to amend pre-application review for subdivision plat provisions by  
13 allowing the City’s Planning and Community Development Department (“PCD”) to review applications;  
14 and

15 **WHEREAS**, the City desires to amend the fee schedule for subdivision plat applications by  
16 allowing the PCD Director to determine the fees with the approval of the Mayor and City Council; and

17 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals, and  
18 welfare of the citizens of the City of Forest Park, Georgia.

19 **Section 1.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article B  
20 (“Procedure”) of the City’s Code of Ordinances is hereby amended to be read and codified with added text  
21 in **bold** font and deleted text in ~~striketrough~~ font as set forth in **Exhibit A** attached hereto and incorporated  
22 herein.

23            **Section 2.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article C (“Plats  
24 and data”) of the City’s Code of Ordinances is hereby amended to be read and codified with added text in  
25 **bold** font and deleted text in ~~strike through~~ font as set forth in **Exhibit B** attached hereto and incorporated  
26 herein.

27            **Section 3.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article G (“Fees”)  
28 of the City’s Code of Ordinances is hereby amended to be read and codified with added text in **bold** font  
29 and deleted text in ~~strike through~~ font as set forth in **Exhibit C** attached hereto and incorporated herein.

30            **Section 4.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by  
31 reference as if fully set out herein.

32            **Section 5.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections,  
33 paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed  
34 by the Mayor and Council to be fully valid, enforceable and constitutional.

35            (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent  
36 allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable  
37 from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further  
38 declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section,  
39 paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section,  
40 paragraph, sentence, clause or phrase of this Ordinance.

41            (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for  
42 any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid  
43 judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council  
44 that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not  
45 render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses,  
46 sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all  
47 remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid,  
48 constitutional, enforceable, and of full force and effect.

49            **Section 6.** This Ordinance shall be codified in a manner consistent with the laws of the State of  
50 Georgia and the City.

51            **Section 7.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
52 repealed.

53            **Section 8.** The effective date of this Ordinance shall be the date of adoption unless otherwise stated  
54 herein.

55            **Section 9.** The City Clerk, with the concurrence of the City Attorney, is authorized to correct any  
56 scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

57            **SO ORDAINED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*



## EXHIBIT A

58 TITLE 8 – PLANNING AND DEVELOPMENT

59 [...]

60 CHAPTER 7. – SUBDIVISIONS

61 [...]

62 ARTICLE B. – PROCEDURE

63 Sec. 8-7-11. - Pre-application review.

64 (a) Prior to the preparation of the subdivision plat, the subdivider shall prepare ~~sketch plans a~~  
 65 **sketch plan** and a general subdivision ~~proposals~~ **proposal** as outlined in article C, section 8-  
 66 ~~7-21. He or his~~ **The subdivider or the subdivider's** agent shall then confer ~~informally with~~  
 67 ~~the city manager (or an appropriate city official designated by the city manager)~~ **with the**  
 68 **Planning and Community Development Department** regarding the suitability of the ~~plans~~  
 69 **sketch plan**. This step does not require formal application or filing of the plat but does  
 70 require ~~notice being given, together with~~ **providing** a copy of the **proposed** sketch plan; to  
 71 the assistant city clerk at least 10 days before the date of the meeting at which the proposals  
 72 ~~are reviewed~~ **Planning and Community Development Department for review. The**  
 73 **following must be provided at the time of preliminary review:**

74 (1) *A sketch plan must show the proposed layout of streets, lots, and other features in*  
 75 *relation to existing conditions. The sketch plan may be a freehand sketch made*  
 76 *directly on a print of the topographic survey, if available. The sketch plan shall*  
 77 *include the existing topographic data stated in section 8-7-12 or such of these data*  
 78 *as is necessary for consideration of the proposed sketch plan.*

79 (2) *General subdivision information must describe the existing conditions of the site and*  
 80 *the proposed development as necessary to supplement the sketch plan. This*  
 81 *information may include data on existing covenants, land characteristics, and*  
 82 *available community facilities and utilities; and information describing the*  
 83 *subdivision proposal such as number of residential lots, typical lot width and depth,*  
 84 *price range, minimum floor area in structures, business areas, playgrounds, park*  
 85 *areas and other public areas, proposed protective covenants and proposed utilities*  
 86 *and street improvements.*

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

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

91 Sec. 8-7-12. - Conditional approval of preliminary plat.

92 (a) On reaching conclusions as described in section 8-7-11 regarding his general program and  
 93 objectives, the subdivider shall cause to be prepared a preliminary plat, together with other

94 supplementary material as deemed necessary by the planning commission and specified in  
 95 ~~article C, section 8-7-22~~ subsection (b) below.

96  
 97 **(b) The following shall be provided at the time of the application:**

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

- 102 a. **Proposed name of subdivision.**
- 103 b. **Name and address of owner of record.**
- 104 c. **Name, address and telephone number of subdivider.**
- 105 d. **Date of survey, date of plat drawing, north point and graphic scale.**
- 106 e. **Location (land district and land lot), and acreage.**
- 107 f. **Number of residential lots and typical lot sizes.**
- 108 g. **A sketched vicinity map indicating streets and highways, land lot lines,**  
 109 **railroads and other significant features, within one (1) mile of the proposed**  
 110 **subdivision, drawn at a scale sufficient to show the information required.**
- 111 h. **Exact boundary lines of the trace, giving lengths, bearings and present zoning.**
- 112 i. **Contour lines based on sea level datum and drawn at intervals not greater**  
 113 **than ten (10) feet. The source of the topographic contours shown shall be**  
 114 **specified.**
- 115 j. **Natural features within the proposed subdivision, including drainage**  
 116 **channels, bodies of water and other significant features. On all watercourses**  
 117 **the direction of flow shall be indicated.**
- 118 k. **Cultural features within the proposed subdivision, including street names,**  
 119 **rights-of-way and pavement widths; easements; bridges; culverts; utility lines**  
 120 **and structures; buildings; city and county lines; land lot lines; and such other**  
 121 **information as the subdivider may desire.**
- 122 l. **Proposed subdivision layout, including: Street names, central angles of street**  
 123 **intersections, approximate street grades, street surface widths; lot lines with**  
 124 **dimensions, lot number, block letters; building setback lines with dimensions;**  
 125 **sites to be reserved, developed or dedicated for public uses or for nonpublic**  
 126 **uses exclusive of single-family dwellings.**
- 127 m. **Location and results of percolation tests for any lots which will not be served**  
 128 **by a public sewage system, as required by the county health department.**



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

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

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

173                   (3) The application for final plat approval meets all the applicable procedural, design and  
 174 other requirements of these regulations- ; **and**

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

179                   (5) **Single lot splits may be approved administratively by the Director of the**  
 180 **Planning and Community Development Department.**

181       Sec. 8-7-13. - Approval of final plat.

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

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

190                   (c) The final plat, and other supplementary material required for approval, shall be submitted to  
 191 the ~~city clerk~~ **Planning and Community Development Department** at least ~~seven (7)~~ **thirty**  
 192 **(30)** days prior to the meeting of the planning commission at which it is to be considered. It  
 193 shall also be required that the above material be submitted to the planning commission within  
 194 six (6) months after approval of the preliminary plat; otherwise such approval shall become  
 195 null and void unless an extension of time is applied for and granted by the planning  
 196 commission.

197                   (d) Within ~~ten (10)~~ **thirty (30)** days after the submission of the final plat and supplementary  
 198 material required for approval, the planning commission shall express its final action.

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

202                   (f) ~~Twelve (12) copies of the~~ **The approved** final plat shall be ~~procured by the building inspector~~  
 203 **submitted to the Planning and Community Development Department for** distribution to

204 the various departments concerned, including one (1) copy for the ~~mayor and council and one~~  
 205 ~~(1) copy for the planning commission~~ city.

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

209 (h) The **approved** final plat (~~original tracing~~) may be obtained from the ~~city clerk~~ by the subdivider  
 210 **Planning and Community Development Department upon approval**.

211 (i) **The following shall be provided at the time of the application:**

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

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

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

218 a. **Name of subdivision.**

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

221 c. **Location of tract (land lot and land district) and acreage.**

222 d. **All dimensions accurate to the nearest one-tenth ( 1/10 ) of a foot and all**  
 223 **angles accurate to the nearest minute.**

224 e. **Sufficient data to determine readily and reproduce on the ground the**  
 225 **location, bearing, and length of every street line, lot line, boundary line, and**  
 226 **building line whether curved or straight. This shall include but not be**  
 227 **limited to the radium, length of arc, internal angles and tangent distance for**  
 228 **the center line of curved streets.**

229 f. **Exact locations, right-of-way widths, and names of all streets and alleys**  
 230 **within and immediately adjoining the plat along with street center lines.**

231 g. **Street intersection angles and street pavement widths.**

232 h. **Building setback lines with dimensions.**

233 i. **Blocks lettered alphabetically with lots and sites numbered in numerical**  
 234 **order.**

235 j. **Location, dimensions and purpose of: easements, public service utility**  
 236 **rights-of-way lines; areas (other than streets) to be reserved, donated, or**

237 dedicated to public use; and sites to be used for other than single-family  
 238 residences.

239 k. Location and size of all drainage structures, including catch basins, curbs,  
 240 gutters, grates and headwalls.

241 l. Location, material and description of all monuments and pins, including  
 242 street markers.

243 m. Certification that the applicant is the land owner and dedicates streets,  
 244 rights-of-way and any sites for public use.

245 n. Certification by the appropriate authorities for roads, water, sewers, and  
 246 health that the subdivider has complied with one of the following  
 247 alternatives:

248 1. all improvements have been installed in accordance with their  
 249 requirements;

250 2. a performance bond has been posted in sufficient amount to assure  
 251 completion of all required improvements; or

252 3. other guarantees of satisfactory completion of required improvements  
 253 have been accepted with their conditions specified in the certification.

254 o. Space for the approval of the planning commission.

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

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

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

262 **SAMPLE CERTIFICATIONS**

263 **ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:**

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

266 By: \_\_\_\_\_  
 267 \_\_\_\_\_

268 Registered C.E. No. \_\_\_\_\_  
 269 Registered Ga. Land Surveyor No. \_\_\_\_\_

270 **OWNER'S ACKNOWLEDGMENT:**

271 **STATE OF GEORGIA**  
 272 **CLAYTON COUNTY**  
 273 **CITY OF FOREST PARK**

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

278 Owner \_\_\_\_\_

279 **APPROVAL OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

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

282 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

283 By \_\_\_\_\_, Director

284 \*This is only for single lot splits.

285 **APPROVAL OF THE FOREST PARK PLANNING COMMISSION**

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

288 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

289 **THE FOREST PARK PLANNING COMMISSION**

290 By \_\_\_\_\_, Chairman

291 By \_\_\_\_\_, Secretary

292 **APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.**

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

300 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

301 By \_\_\_\_\_, City Manager

**EXHIBIT B**

302 TITLE 8 – PLANNING AND DEVELOPMENT

303 [...]

304 CHAPTER 7. – SUBDIVISIONS

305 [...]

306 ARTICLE C. – ~~PLATS AND DATA~~ **RESERVED**

307 ~~Sec. 8-7-21. Pre-application plats and data.~~

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

309 ~~(1) *Sketch plan* (two (2) copies) shall show in sketch form the proposed layout of streets, lots,~~  
 310 ~~and other features in relation to existing conditions. The sketch plan may be a freehand sketch~~  
 311 ~~made directly on a print of the topographic survey, if available. The sketch plan shall include~~  
 312 ~~the existing topographic data stated in section 8-7-22 or such of these data as is necessary for~~  
 313 ~~consideration of the proposed sketch plan.~~

314 ~~(2) *General subdivision information* (two (2) copies) shall describe or outline the existing~~  
 315 ~~conditions of the site and the proposed development as necessary to supplement the sketch~~  
 316 ~~plan. This information may include data on existing covenants, land characteristics, and~~  
 317 ~~available community facilities and utilities; and information describing the subdivision~~  
 318 ~~proposal such as number of residential lots, typical lot width and depth, price range, minimum~~  
 319 ~~floor area in structures, business areas, playgrounds, park areas and other public areas,~~  
 320 ~~proposed protective covenants and proposed utilities and street improvements.~~

321 ~~Sec. 8-7-22. Preliminary plats and data for conditional approval.~~

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

323 ~~(1) *Preliminary plat.* Eight (8) copies of blue-line prints shall be at a scale of not less than one~~  
 324 ~~hundred (100) feet to one (1) inch. It shall show all existing conditions required below and~~  
 325 ~~shall show all existing conditions and all proposals, including the following:~~

326 ~~a. Proposed name of subdivision.~~

327 ~~b. Name and address of owner of record.~~

328 ~~c. Name, address and telephone number of subdivider.~~

329 ~~d. Date of survey, date of plat drawing, north point and graphic scale.~~

330 ~~e. Location (land district and land lot), and acreage.~~



- 331 f. ~~Number of residential lots and typical lot sizes.~~
- 332 g. ~~A sketched vicinity map indicating streets and highways, land lot lines, railroads and~~  
 333 ~~other significant features, within one (1) mile of the proposed subdivision, drawn at a~~  
 334 ~~scale sufficient to show the information required.~~
- 335 h. ~~Exact boundary lines of the trace, giving lengths, bearings and present zoning.~~
- 336 i. ~~Unit divisions or stage development, if any, proposed by the subdivider.~~
- 337 j. ~~Contour lines based on sea level datum and drawn at intervals not greater than ten (10)~~  
 338 ~~feet. The source of the topographic contours shown shall be specified.~~
- 339 k. ~~Natural features within the proposed subdivision, including drainage channels, bodies~~  
 340 ~~of water and other significant features. On all watercourses the direction of flow shall~~  
 341 ~~be indicated.~~
- 342 l. ~~Cultural features within the proposed subdivision, including street names, rights of~~  
 343 ~~way and pavement widths; easements; bridges; culverts; utility lines and structures;~~  
 344 ~~buildings; city and county lines; land lot lines; and such other information as the~~  
 345 ~~subdivider may desire.~~
- 346 m. ~~Proposed subdivision layout, including: Street names, central angles of street~~  
 347 ~~intersections, approximate street grades, street surface widths; lot lines with~~  
 348 ~~dimensions, lot number, block letters; building setback lines with dimensions; sites to~~  
 349 ~~be reserved, developed or dedicated for public uses or for nonpublic uses exclusive of~~  
 350 ~~single family dwellings.~~
- 351 n. ~~Location and results of percolation tests for any lots which will not be served by a~~  
 352 ~~public sewage system, as required by the county health department.~~
- 353 o. ~~Location and size of all proposed drainage structures, including catch basins, curbs,~~  
 354 ~~gutters, grates and headwalls.~~
- 355 p. ~~Location of all proposed sanitary and storm sewer lines or improvements and any~~  
 356 ~~easements required with sufficient dimensions to location same on the ground.~~
- 357 q. ~~Location and description of all proposed monuments and pins.~~
- 358 (2) ~~Street profiles. When requested by the city manager or his designee, three (3) line profiles of~~  
 359 ~~proposed streets shall be required. These profiles shall show centerline elevations and~~  
 360 ~~elevation along right of way lines on either side of the street, exposed rock, street layout,~~  
 361 ~~width, curvature and drainage improvements.~~
- 362 (3) ~~Draft of protective covenants (one (1) copy) whereby the subdivider proposes to regulate~~  
 363 ~~land use in the subdivision and otherwise protect the proposed development.~~

364 ~~Sec. 8 7 23. Plats and data for final approval.~~

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

366 ~~(1) Final plat (one (1) original tracing) shall be drawn in ink on tracing cloth or paper. The~~  
 367 ~~scale of the final plat shall be one hundred (100) feet to one (1) inch. Each sheet size shall~~  
 368 ~~not exceed twenty two (22) inches by thirty four (34) inches.~~

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

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

374 ~~a. Name of subdivision.~~

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

377 ~~c. Location of tract (land lot and land district) and acreage.~~

378 ~~d. All dimensions accurate to the nearest one tenth ( 1/10 ) of a foot and all angles~~  
 379 ~~accurate to the nearest minute.~~

380 ~~e. Sufficient data to determine readily and reproduce on the ground the location, bearing,~~  
 381 ~~and length of every street line, lot line, boundary line, and building line whether~~  
 382 ~~curved or straight. This shall include but not be limited to the radius, length of arc,~~  
 383 ~~internal angles and tangent distance for the center line of curved streets.~~

384 ~~f. Exact locations, right of way widths, and names of all streets and alleys within and~~  
 385 ~~immediately adjoining the plat along with street center lines.~~

386 ~~g. Street intersection angles and street pavement widths.~~

387 ~~h. Building setback lines with dimensions.~~

388 ~~i. Blocks lettered alphabetically with lots and sites numbered in numerical order.~~

389 ~~j. Location, dimensions and purpose of: easements, public service utility rights of way~~  
 390 ~~lines; areas (other than streets) to be reserved, donated, or dedicated to public use; and~~  
 391 ~~sites to be used for other than single family residences.~~

392 ~~k. Location and size of all drainage structures, including catch basins, curbs, gutters,~~  
 393 ~~grates and headwalls.~~

394 ~~l. Location, material and description of all monuments and pins, including street markers.~~

395 m. Certification that the applicant is the land owner and dedicates streets, rights of way  
396 and any sites for public use.

397 n. Certification by the appropriate authorities for roads, water, sewers, and health that the  
398 subdivider has complied with one of the following alternatives:

399 1. all improvements have been installed in accordance with their requirements;

400 2. a performance bond has been posted in sufficient amount to assure completion  
401 of all required improvements; or

402 3. other guarantees of satisfactory completion of required improvements have  
403 been accepted with their conditions specified in the certification.

404 o. Space for the approval of the planning commission.

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

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

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

411 SAMPLE CERTIFICATIONS

412 ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:

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

415 By: \_\_\_\_\_  
416 \_\_\_\_\_

417 Registered C.E. No. \_\_\_\_\_  
418 Registered Ga. Land Surveyor No. \_\_\_\_\_

419 OWNER'S ACKNOWLEDGMENT:

420 STATE OF GEORGIA  
421 CLAYTON COUNTY  
422 CITY OF FOREST PARK

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

427 Owner \_\_\_\_\_

428 APPROVAL OF THE FOREST PARK PLANNING COMMISSION

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

431 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

432 THE FOREST PARK PLANNING COMMISSION

433 By \_\_\_\_\_, Chairman

434 By \_\_\_\_\_, Secretary

435 APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

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

442 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

443 By \_\_\_\_\_, City Manager

444 Secs. 8-7-21 – 8-7-30. – Reserved.

**EXHIBIT C**

445 TITLE 8 – PLANNING AND DEVELOPMENT

446 [...]

447 CHAPTER 7. – SUBDIVISIONS

448 [...]

449 ARTICLE G. – ~~FEES~~ **PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT'S FEE**  
450 **SCHEDULE**

451 Sec. 8-7-81. - Fee schedule.

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

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

454 ~~\$1.00/lot thereafter~~

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

456 ~~(3) Final plat — \$10.00 each~~

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

**File Attachments for Item:**

**7. Council Approval of Case # TA-2024-11 Text Amendments for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.- Planning and Community Development**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion to approve Case # TA-2024-11 Text Amendments for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 20, 2024

**Work Session Date:** January 06, 2025

**Council Meeting Date:** January 06, 2025

## Background/History:

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update promotes environmental sustainability, enhances urban greenery, and mitigates the loss of trees due to development. A tree bank allows developers to offset tree removal by contributing to a fund dedicated to tree planting and maintenance in other areas, ensuring that the community continues to benefit from tree cover. This approach helps improve air quality, manage stormwater, and preserve biodiversity, while also fostering compliance with environmental regulations.

On Thursday December 19, 2024, The city of forest park Planning Commission voted to approve the amendment to the ordinance. If the Mayor and Council approves the proposed text amendment, The city of Forest Park will be able to move forward with establishing a tree bank ordinance.

**Cost:** N/A

**Budgeted for:** N/A es \_\_\_\_\_ No

## **Financial Impact:**

**Action Requested from Council:** To Approve Case # TA-2024-11 Text Amendment amending such section, adding section 8-8-142 Tree Bank Ordinance.

November 26, 2024

Clayton News Daily  
P.O. Box 368  
Jonesboro, GA 30253

Please run the following Public Hearings Section of the December 4, December 11, and December 18, 2024, Editions.

**TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:**

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, December 19, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The Mayor and City Council will conduct a meeting of Public Hearings for the listed Conditional Use Permit and Text Amendments, recommended by the Planning Commission at Forest Park City Hall Council Chambers, 745 Forest Parkway, on January 6, 2024, at 6:00 p.m.

- Case # VAR-2024-08 Variance request for 885 Kennesaw Drive., Parcel # 13018B D015. The applicant, Sophia Parrish, is requesting a variance to decrease the minimum side yard setback from the required ten (10) feet to six (6) feet on the right side of the property and decrease the minimum side yard setback from the required ten (10) feet to nine (9) feet on the left side of the property to allow the installation of a fence at the residential home within the Single Family Residential District (RS).
- Case #VAR-2024-09 Variance Request for 0 Jones Road., Parcel # **13078A A010**. The applicant, Justin Muckle, is requesting a variance to decrease the minimum lot area from the required 8,200 sq. ft to 7,500 sq. ft and decrease the Minimum Lot Width from the required eighty (80) feet to fifty (50) feet to allow the construction of a new single-family home within the Single-Family Residential District (RS).
- Case #VAR-2024-10 Variance Request for 4888 Evans Dr., Parcel # **13050B H003**. The applicant, Ima Udoh (Hillview LLC/Udoh Enterprises), is requesting a parking variance to decrease the minimum parking requirements for retail sales uses from 20 spaces to 14 spaces to allow the construction of a new 4 story mixed used townhome development within the Downtown Mainstreet District (DM).
- Case # CUP-2024-04- Conditional Use for 528 Forest Pkwy, Suite G, Parcel # 13051B B010, - The applicant, Universal Kingdom of God, Inc (Glen Husbands Jr.) is requesting a conditional use permit to operate a place of worship within the Institutional Commercial District (IC).
- Case #TA-2024-06 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-50 Gillem District (GZ) of the City of Forest Park Code of Ordinances to amend such section, adding provisions to allow additional housing types within the GZ District.
- Case #TA-2024-07 Text Amendment for Article B. – Zoning Districts, and Design Guidelines Established, Section 8-8-42 Urban Village District (UV) of the City of Forest



Park Code of Ordinances to amend such section, adding provisions to allow tiny homes as a permitted housing type within the UV District.

- Case #TA-2024-08 Text Amendment for Title 8. – Planning and Development, Chapter 2. – Building Regulation and code enforcement, Article C. – Plumbing, Section 8-2-21 Plumbing Code Adopted, of the City of Forest Park Code of Ordinances to amend such section, adding subsection A. Water efficiency code.
- Case #TA-2024-09 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Fees, Section 8-7-81 Fee Schedule, of the City of Forest Park Code of Ordinances to amend such section and update fee schedule text.
- Case #TA-2024-10 Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article B. – Procedure, Article C. Plats and Data of the City of Forest Park Code of Ordinances to amend such section, and update plat instructions.
- Case #TA-2024-11 Text Amendment for Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

SaVaughn Irons-Kumassah, Principal Planner  
Planning & Community Development Department  
404-366-4720

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

**Case:** TA-2024-11

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

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

**Staff Recommendation:** Approval to amend Zoning Ordinance

**PROPOSED TEXT AMENDMENTS**

1. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-11 includes an amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

**BACKGROUND**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in an adverse manner.

The following text amendments have been proposed:

1. An amendment to Title 8. – Planning and Development, Chapter 8. Zoning, Article E. – Tree Protection, of the City of Forest Park Code of Ordinances to amend such section, adding section 8-8-142 Tree Bank Ordinance.

This update promotes environmental sustainability, enhances urban greenery, and mitigates the loss of trees due to development. A tree bank allows developers to offset tree removal by contributing to a fund dedicated to tree planting and maintenance in other areas, ensuring that the community continues to benefit from tree cover. This approach helps improve air quality, manage stormwater, and preserve biodiversity, while also fostering compliance with environmental regulations.

**ARTICLE E. TREE PROTECTION**

**Section 8-8-142 Tree Bank Ordinance.**

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

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

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

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

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

## **2. APPLICABILITY**

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

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

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

### **2.2. Circumstances for Staff Review:**

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

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

### **2.3 Implementation:**

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

## **3. FEES IN LIEU OF TREE PLANTING**

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

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

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

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

## **4. TREE PLANTING AND MAINTENANCE**

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

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

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

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

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

## **5. ENFORCEMENT AND PENALTIES**

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

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

STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2025-\_\_\_\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND COUNCILMEMBERS  
2 KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN  
3 MEARS OF THE CITY OF FOREST PARK, GEORGIA TO AMEND THE CITY’S CODE OF  
4 ORDINANCES BY ADOPTING SECTION 8-8-142 (TREE BANK) WITHIN ARTICLE E  
5 (TREE PROTECTION), CHAPTER 8 (ZONING), TITLE 8 (PLANNING AND  
6 DEVELOPMENT); TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE  
7 DATE; AND FOR OTHER LAWFUL PURPOSES.

8 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia  
9 (“City”) is the Mayor and Council thereof; and

10 **WHEREAS**, these changes adhere to all zoning procedures as well as notice and hearing  
11 requirements pursuant to O.C.G.A. § 36-66-1, *et seq.*; and

12 **WHEREAS**, the City Council desires to establish a tree bank fund to balance development  
13 with environmental sustainability, ensuring that trees are planted where possible while allowing  
14 flexibility through tree banking contributions where necessary; and

15 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals,  
16 and welfare of the citizens of the City.

17 **BE IT AND IT IS HEREBY ORDAINED** by the Mayor and Council of the City of Forest  
18 Park, Georgia, and by the authority thereof:

19 **Section 1.** Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article E (“Tree  
20 Protection”) in the City’s Code of Ordinances is hereby amended by adopting Section 8-8-142

21 (“Tree Banking”) to be read and codified as set forth in **Exhibit A** attached hereto and incorporated  
22 herein.

23 **Section 2.** The preamble of this Ordinance shall be considered to be and is hereby  
24 incorporated by reference as if fully set out herein.

25 **Section 3.** This Ordinance shall be codified in a manner consistent with the laws of the  
26 State of Georgia and the City of Forest Park.

27 **Section 4.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
28 sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their  
29 enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

30 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest  
31 extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this  
32 Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this  
33 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the  
34 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance  
35 is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this  
36 Ordinance.

37 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance  
38 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable  
39 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of  
40 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the  
41 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any  
42 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to  
43 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and

44 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and  
45 effect.

46 **Section 5.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
47 repealed.

48 **Section 6.** This ordinance shall become effective immediately upon its adoption by the  
49 Mayor and City Council of the City of Forest Park as provided in the City Charter.

50 **Section 7.** The City Clerk, with the concurrence of the City Attorney, authorized to correct  
51 any scrivener’s errors found in this Ordinance, including any exhibits, as enacted.

52 **SO ORDAINED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, Mayor

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*



## EXHIBIT A

53 TITLE 8 – PLANNING AND DEVELOPMENT

54 [...]

55 CHAPTER 8. – ZONING

56 [...]

57 ARTICLE E. – TREE PROTECTION

58 [...]

59 Section 8-8-142. - Tree Banking.

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

64 (1) *Mission of the Fund.* The Fund aims to balance development with environmental  
65 sustainability, ensuring that trees are planted where possible while allowing  
66 flexibility through tree banking contributions where necessary.

67 (2) *Tree Bank Fund Contributions.* The Fund shall receive contributions from (i) fees  
68 paid by developers in lieu of planting or replacing trees on development sites as part  
69 of land use or building permit requirements; (ii) grants, donations, or other  
70 contributions from individuals, businesses, or organizations for tree-related activities;  
71 and (iii) city budget allocations, if applicable, for tree planting and environmental  
72 sustainability projects.

73 (3) *Administration of the Tree Bank Fund.* The Fund shall be administered by the City’s  
74 Department of Public Works or another designated city agency. The designated  
75 agency shall have the authority to use the Fund for the purposes set forth in this  
76 ordinance, including paying for tree planting, maintenance, and associated costs, as  
77 well as other tree-related projects.

78 (b) *Tree Banking Procedure and Process.* In the initial phase of development, City Planning  
79 and Community Development staff will review the project for tree banking during key  
80 stages of the development process, particularly during the predevelopment application  
81 meeting in which staff will review site plans or development permit application prior to

82 submission to decide if applicant will be required to plant trees per landscaping standards  
83 in section 8-8-89 or donate to tree fund. Applicants shall be notified during the review  
84 process about the specific requirements for tree planting or the donation to the Fund. All  
85 decisions shall be based on compliance with local tree protection laws, site feasibility, and  
86 project design. Staff shall monitor compliance during the construction phase to ensure that  
87 trees are planted as required, or Fund donations are made as agreed upon.

88 (1) The city review will focus on the following:

- 89 a. A review of existing trees on the site will occur to identify trees for preservation,  
90 removal, and new planting.
- 91 b. An assessment if the project complies with the landscaping standards in section  
92 8-8-89.
- 93 c. An evaluation of the feasibility of planting trees on-site given project  
94 constraints (i.e., space limitations, soil conditions, environment, etc.) If  
95 adequate space for tree planting cannot be provided, staff may consider  
96 alternative options such as donating to the tree fund or contributing to other  
97 environmental sustainability efforts.
- 98 d. In some cases, a combination of on-site tree planting and tree fund contributions  
99 may be required. This hybrid approach is typically used when there is limited  
100 space on-site, but planting some trees is still possible.

101 (2) Circumstances for city review will be based on the following:

- 102 a. *Residential Development.* For both new homes and multi-family  
103 developments, tree planting or contributions to the tree fund will be required  
104 based on the number of units and the size of the property.
- 105 b. *Commercial and Mixed-Use Development.* Projects such as office  
106 buildings, retail developments, or mixed-use spaces will also undergo  
107 review to determine if adequate space is available for tree planting or if a  
108 tree fund donation is necessary.
- 109 c. *Redevelopment Projects.* Projects involving the renovation or expansion of  
110 existing buildings may have different criteria depending on the extent of  
111 land alteration and available space for new trees.

112 d. *Public Projects.* Government-led initiatives will follow the same criteria but  
 113 may also be evaluated for opportunities to enhance public green spaces with  
 114 tree planting or donations.

115 (c) *Fees in lieu of tree planting.* When a development project or land-disturbing activity  
 116 results in the removal of trees, and the developer is unable to replace the removed trees  
 117 on-site due to space limitations or other reasons, the developer may pay a fee into the  
 118 Fund. Fees paid into the Fund shall be used exclusively for the planting, establishment,  
 119 maintenance, and care of trees within the City’s public spaces, rights-of-way, or other  
 120 designated areas as determined by the City Council.

121 (1) *Fee Calculation.* The amount of the fee shall be determined according to the  
 122 following criteria: (i) the number, size, and type of trees removed; (ii) the cost of  
 123 planting and maintaining a comparable number of trees in public spaces or other  
 124 locations is determined by the city; and (iii) landscaping standards within section  
 125 8-8-89 and overall environmental impact determined by the City and other  
 126 applicable regulations. Fees may be adjusted annually to reflect inflation or  
 127 changes in the costs of planting and maintaining trees.

128 (d) *Tree planting and maintenance.*

129 (1) *Selection of Planting Sites.* The City shall identify and prioritize areas for tree  
 130 planting, with a focus on (i) public parks and recreational areas; (ii) streets, rights-  
 131 of-way, and medians; (iii) areas impacted by development or tree loss; and (iv)  
 132 private property along the right-of-way. Any developer who plans to plant street  
 133 trees, will follow standards as outlined within the Sidewalk and street tree  
 134 standards in section 8-8-88(d).

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

138 (3) *Maintenance.* Trees planted through the Fund shall be maintained by the City or  
 139 its designated contractors. Maintenance shall include watering, pruning, pest  
 140 management, and other necessary activities to ensure the long-term health and  
 141 survival of the trees.

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

146 (e) *Enforcement and Penalties.*

147 (1) *Compliance.* Developers, contractors, and property owners must comply with the  
148 tree preservation and replacement requirements set forth in the City's Planning  
149 and Development Ordinance. Failure to do so may result in the assessment of  
150 additional fees or penalties.

151 (2) *Penalty for Non-Payment of Fees.* Failure to pay the required tree bank fee in lieu  
152 of planting may be subject to penalties as determined by section 1-1-8.

**File Attachments for Item:**

**8. Council Approval to Surplus Vehicles: Fire and EMS Department**



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Request for Council Approval to surplus vehicles

**Submitted By:** FIRE & EMS

**Date Submitted:** December 22, 2024

**Work Session Date:** January 6, 2025

**Council Meeting Date:** January 6, 2025

*The Fire and EMS Department requests the Council's approval to surplus vehicles. The vehicles will be placed on public surplus for auction. Please see attached documents for the listings we are requesting councils' approval on, so we can move forward with the auction. Additionally, four vehicles previously approved by Council on 6/21/2021 are included in the attached list.*

**Cost: \$** N/A **Budgeted for:** \_\_\_\_ **Yes** \_\_\_\_ **No**

**Financial Impact:** NONE

**Action Requested from Council:** Discussion and Approval

UNIT	Year	Make / Model	VIN	Mileage	Staff	TAG #	Council
303	2012	Chevy Tahoe	1GNLC2E0XCR300999	106,434	Staff	GV3425C	
304	2012	Chevy Tahoe	1GNSK2E01CR311337		Staff	GV3246C	
346	1990	FORD EXPLORER	1FMDU32X4MUB4759	54,071		GV1430B	9/25/2023
320	2015	ROSENBAUER	54F2CB619FWM10929	54,250	HQ	GV8315F	
321	1992	E-ONE	4ENRAAA86N1000455	22,168	HQ	60881	
FH01	2000	SCOTTY	1SST1PT2Y11SS526	?	HQ	147350	9/25/2023
MCI	1999	BLUE BIRD	4UZ6CFAA9XCA75489	93,826	HQ	GV2981C	9/25/2023
SQUAD 6	1988	Ford F800	1FDXK84A71VA2	3407.9	HQ	144915	
		400 Gal. Water Tank	SERIAL # 0710 1790	?	HQ	N/A	
FSI	2000	Ford E-450	1fdxe457yha20744	162,239		147324	9/25/2023
342	2009	Dodge Charger	2D3LA43T49H520316		Staff		

**RESOLUTION NO. 2025-\_\_\_\_****A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE SURPLUS OF SEVEN (7) VEHICLES FROM THE CITY'S FIRE AND EMERGENCY SERVICES DEPARTMENT.**

**WHEREAS**, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City's Fire and Emergency Services Department ("Department") requests the approval to surplus seven (7) vehicles since these vehicles are deemed too costly to repair due to age and faulty components; and

**WHEREAS**, the information regarding the seven (7) vehicles is listed as follows:

<b>YEAR, MAKE, AND MODEL</b>	<b>VIN #</b>	<b>UNIT #</b>	<b>DEPARTMENT</b>
2012 Chevrolet Tahoe	1GNLC2E0XCR309099	303	Fire / EMS
2012 Chevrolet Tahoe	1GNSK2E01CR311337	304	Fire / EMS
2015 Rosenbauer	54F2CB619FWM10929	320	Fire / EMS
1992 E-One	4ENRAAA86N1000455	321	Fire / EMS
1988 Ford F800	1FDXK84A7JVA2	Squad 6	Fire / EMS
400 Gal. Water Tank	SERIAL # 07101790	N/A	Fire / EMS
2009 Dodge Charger	2D3LA43T49H520316	342	Fire / EMS

**WHEREAS**, the surplus of these seven (7) vehicles is of no cost to the City and is necessary for the health, safety, and welfare of the citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department's request to surplus seven (7) vehicles as presented to the Mayor and Council on January 6, 2025 is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.



**SO RESOLVED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*Michelle Hood, Deputy City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**9. Council Approval to Adopt the City of Forest Park Pedestrian Bridge Feasibility Study-** Planning and Community Development



CITY OF FORESTPARK

# City Council Agenda Item

**Subject:** Council Discussion to adopt the City of Forest Park Pedestrian Bridge Feasibility Study

**Submitted By:** SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

**Date Submitted:** December 30, 2024

**Work Session Date:** January 06, 2025

**Council Meeting Date:** January 06, 2025

**Background/History:**

The City of Forest Park Planning & Community Development Department is requesting approval for adoption of the City of Forest Park Pedestrian Bridge Feasibility Study. The City of Forest Park received funding from the Atlanta Regional Commission (ARC) to perform a feasibility study and develop a concept plan for a potential pedestrian bridge connecting the City Center-City Hall Complex to Downtown Main Street. The City of Forest Park retained Kimley-Horn to perform the feasibility study, prepare a Georgia Department of Transportation (GDOT) concept report, and engage key stakeholders and the public. The purpose of this study is to evaluate the feasibility of constructing a pedestrian bridge over the Norfolk-Southern Railroad and SR 331/Forest Parkway. This study provides a comprehensive analysis of the project's viability, and addresses key factors such as safety, accessibility, and community benefits. It outlines the potential for improved pedestrian connectivity, to Starr park, reduced traffic congestion due to the train, and enhances public health through walking. The study also identifies cost, environmental impact, and funding options, helping to make an informed decision on whether the bridge is a worthwhile investment for the community. If the Mayor and Council approve to adopt the pedestrian bridge feasibility study, the approval will assist the project with moving forward to the next stages and potentially securing funding, conducting detailed design work, and beginning the planning and construction phases of the pedestrian bridge. The approval will also signify that the project is deemed viable and aligns with the community's goals and allows for further exploration of the planning, costs, and environmental impacts necessary to implement the bridge.

**Cost:** \$0.00

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:** N/A

**Action Requested from Council:** To Adopt the City of Forest Park Pedestrian Bridge Feasibility Study.



# City of Forest Park

# Pedestrian Bridge Feasibility Study



# Pedestrian Bridge Feasibility Study

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## **Pedestrian Bridge Feasibility Study**

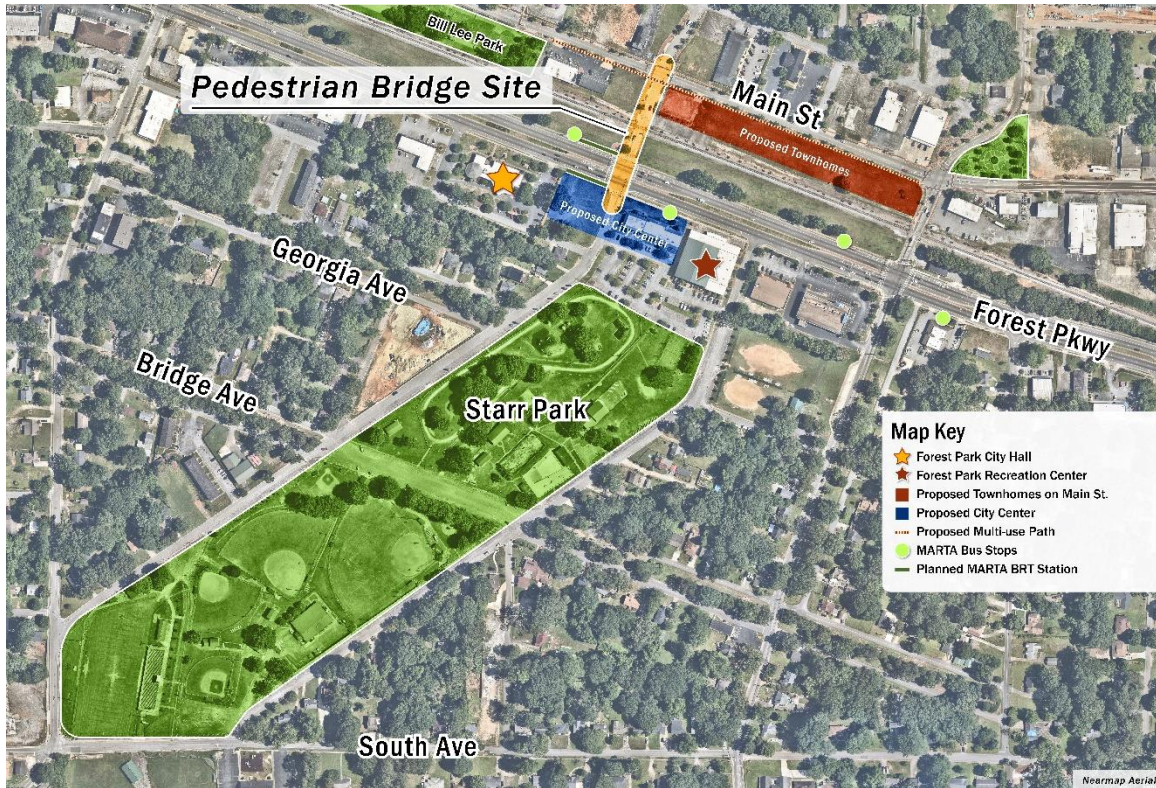
### **APPENDICES**

- APPENDIX A: Project Management Plan
- APPENDIX B: Stakeholder Engagement Summary
- APPENDIX C: City Center Plan
- APPENDIX D: Bridge Plan
- APPENDIX E: Cost Breakdown

## Pedestrian Bridge Feasibility Study

### 1.0 Introduction

The City of Forest Park received funding from the Atlanta Regional Commission (ARC) to perform a feasibility study and develop a concept plan for a potential pedestrian bridge connecting the City Center-City Hall Complex to Downtown Main Street. Kimley-Horn was retained by the City of Forest Park to perform the feasibility study, prepare a Georgia Department of Transportation (GDOT) concept report, and engage key stakeholders and the public. The purpose of this study is to evaluate the feasibility of constructing a pedestrian bridge over the Norfolk-Southern Railroad and SR 331/Forest Parkway.



### 2.0 Study Area

The study area is between Oak Street and Park Avenue on SR 331/Forest Parkway and around the intersection of Lake Drive and Main Street. The points of interests in the study area are:

- City Hall
- Starr Park
- Forest Park Recreation Center
- Bill Lee Park
- Main Street businesses
- Proposed townhomes on Main Street
- Proposed city center
- Proposed multi use trail on Main Street
- MARTA bus stops
- Planned MARTA BRT station



## Pedestrian Bridge Feasibility Study

### 3.0 Methodology

The tasks for this study included:

- Identification and engagement of key stakeholders
  - Once stakeholders are identified, the project team scheduled and conducted individually with each stakeholder.
  - Incuded Stakeholders were:
    - MARTA SR 54 BRT Team
    - Clayton County Department of Transportation
    - GDOT
    - City of Forest Park
    - Aerotropolis Alliance
    - ATL Airport Community Improvement Districts
    - Georgia Power
    - Norfolk-Southern
    - Local Business Owners
- Data Collection
  - Review available planning studies, GIS databases, roadway and site plans
  - Available Resources
    - Clayton County GIS
    - GDOT right of way plans
    - Numetric Crash data
    - Norfolk-Southern Public Improvements Projects Manual
    - City of Forest Park 2018 Comprehensive Plan Update
    - City of Forest Park 2023 Comprehensive Plan
    - AeroATL Greenway Plan
    - AeroATL Greenway Model Mile Feasibility Study
    - Downtown Forest Park Livable Centers Initiative Study
  - Develop bridge plan and elevation
- Documentation

## Pedestrian Bridge Feasibility Study

### 4.0 Former Study/Literature Review

Several past studies were reviewed to better understand the history and context of Downtown Forest Park and how infrastructure improvements will support its livability.

#### 4.1 2018 Comprehensive Plan

An update to the City's comprehensive plan was completed in 2018. The plan established a vision and identified priorities for the City related to economic development, housing, land use, and transportation. The 2018 Comprehensive Plan cited "walkability" as a major concern of residents noting that the railroad and state routes were impediments to pedestrian connectivity to community assets. A stated goal in the plan was to position the city for MARTA's high-capacity transit. Another goal in the plan is to "Create a unique sense of place in the region". A pedestrian bridge was listed as an implementation project in the 2018 Comprehensive Plan, having been included as a potential project as early as the 2010 Comprehensive Plan.

#### 4.2 2021 Downtown Forest Park Livable Centers Initiative Study

The Atlanta Regional Commission (ARC) created a program called the Livable Centers Initiative (LCI) to plan and implement walkable communities to improve mobility and healthy lifestyles. Findings from the 2021 LCI study demonstrated widespread support for improving walkability around Downtown Forest Park. Walkability was stated as a goal by itself, but also supports several other goals of Downtown like Main Street Linkage, Connected Streets, and Quality of Life. Studying the feasibility of a pedestrian bridge linking Main Street to Starr Park over the railroad and Forest Parkway is a key recommendation of the LCI implementation plan. Forest Parkway and the railroad together presents a wide barrier between the two community nodes of Main Street and the City Center that discourages pedestrian trips between the nodes. A pedestrian bridge would provide the connectivity that is comfortable for pedestrians and is an asset for other planned projects in the area like the multi-use trail on Main Street.



#### WALKABLE COMMUNITY

- Provide sidewalks on all streets
- Incorporate the planned Model Mile multiuse path as a key Downtown amenity
- Prioritize Downtown as a pedestrian-oriented place
- Explore the feasibility of a pedestrian bridge



2021 Downtown Forest Park Livable Centers Initiative Study June 2021

## Pedestrian Bridge Feasibility Study

### 4.3 2018 AeroATL Greenway Plan

The Aerotropolis Atlanta Alliance, Aerotropolis Atlanta Community Improvement Districts, and Atlanta Regional Commission developed a study for a greenway network for the communities in the south metropolitan area. The City of Forest Park identified two priority trail corridors. One trail runs roughly east and west connecting the State Farmers’ Market to Fort Gillem partially along Main Street in Downtown. The other trail corridor runs north and south between Hendrix Elementary School and WA Fountain Elementary School connecting to Starr Park. The Forest Park trails are planned to connect with the existing and proposed networks within the Atlanta region such as Finding the Flint initiative, Atlanta BeltLine, and South River Trails.

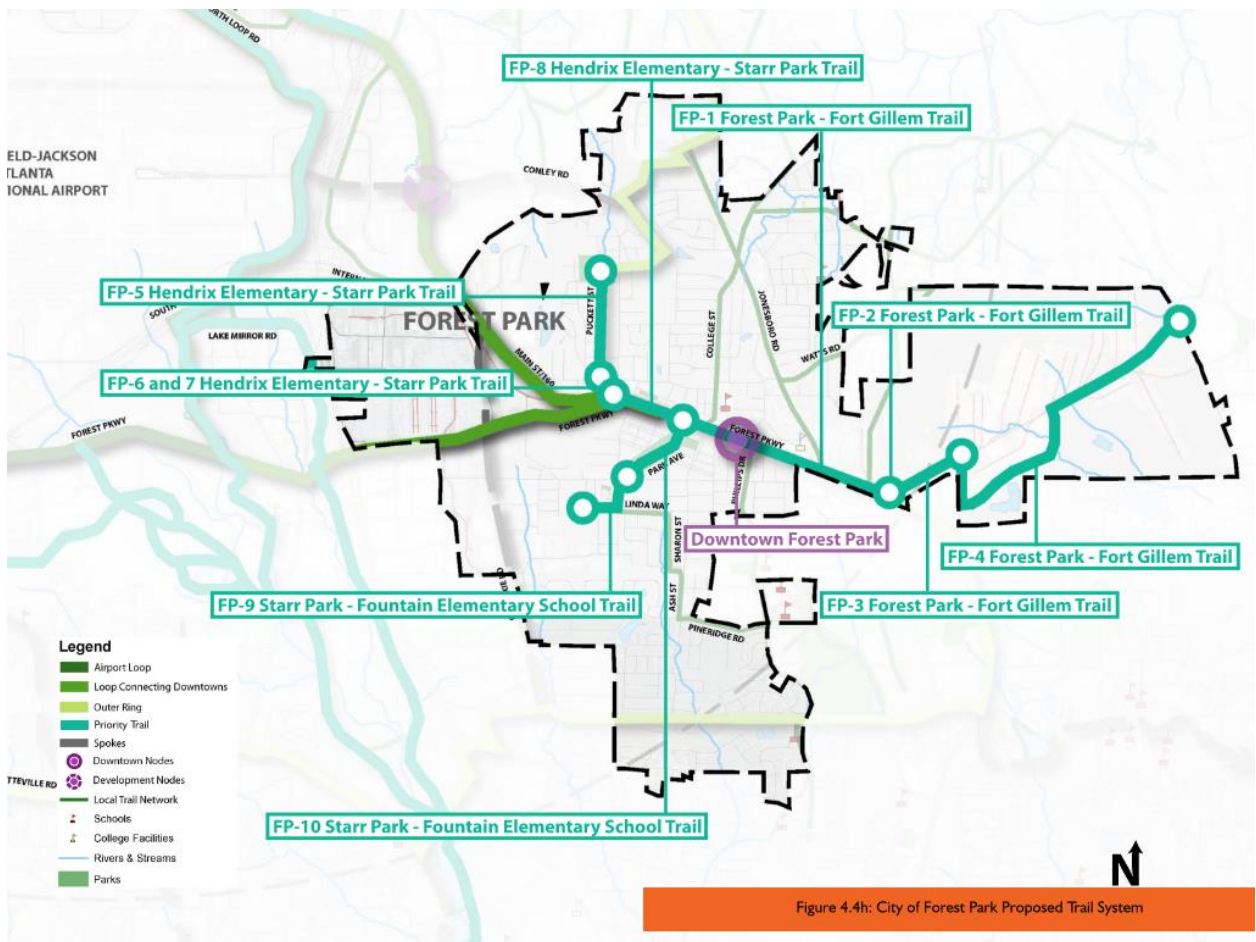


Figure 4.4h: City of Forest Park Proposed Trail System

AeroATL Greenway Report 11-6-2018

### 4.4 2020 AeroATL Model Mile Feasibility Study

After completion of the 2018 AeroATL Greenway Plan, a project was created to study and develop concepts for seven segments of the greenway network. A model mile project was studied for seven jurisdictions identified in the greenway plan. Forest Park selected the Lake Drive connection linking WA Fountain Elementary School to Starr Park and downtown.

## Pedestrian Bridge Feasibility Study

### 4.5 2023 City of Forest Park Comprehensive Plan

In 2023, another Comprehensive Plan was completed to update the findings and priorities from the 2018 Comprehensive Plan. Community input received during the 2023 Comprehensive Plan indicated a majority of residents feel pedestrian safety is poor or below average. Improving connectivity between Main Street, city center, and Starr Park was identified as a priority activity in the plan. The need to study the feasibility of a pedestrian bridge linking Main Street and Starr Park was reiterated in the 2023 plan.



## 5.0 Existing Conditions

### 5.1 Roadway Network

The proposed pedestrian bridge is in the vicinity of three public roads. SR 331/Forest Parkway is a four-lane divided minor arterial owned and maintained by GDOT. Forest Parkway has curb and gutter and five-foot sidewalks within the project area. The posted speed limit is 40 MPH with daily traffic of 20,000 vehicles a day. Historical plans from GDOT show the right of way on Forest Parkway to be approximately 10 feet from the edge of pavement on the south side and 14 feet from the edge of pavement on the northside of Forest Parkway.

Main Street is a city street with one lane in each direction with curb and gutter and five-foot brick sidewalks. The posted speed limit is 30 MPH, and the daily traffic is approximately 4,500 vehicles per day. Clayton County GIS shows Main Street to have 50 feet of right of way. The intersection with Lake Drive is signalized with cross walks and ADA accommodations on all four corners.

Lake Drive is a two-lane city street with curb and gutter and a 10 foot brick sidewalk on the west side. The east side of Lake Drive has no pedestrian facilities. The posted speed limit is 25 MPH. No traffic data is available for Lake Drive. Clayton County GIS shows Lake Drive to have 40 feet of right of way. The intersection with Forest Parkway is signalized with crosswalks and ADA accommodations in all four corners.

GDOT does not have any projects planned within the project area. The AeroATL Greenway plan does propose a multi-use trail along Main Street and another along Lake Drive.

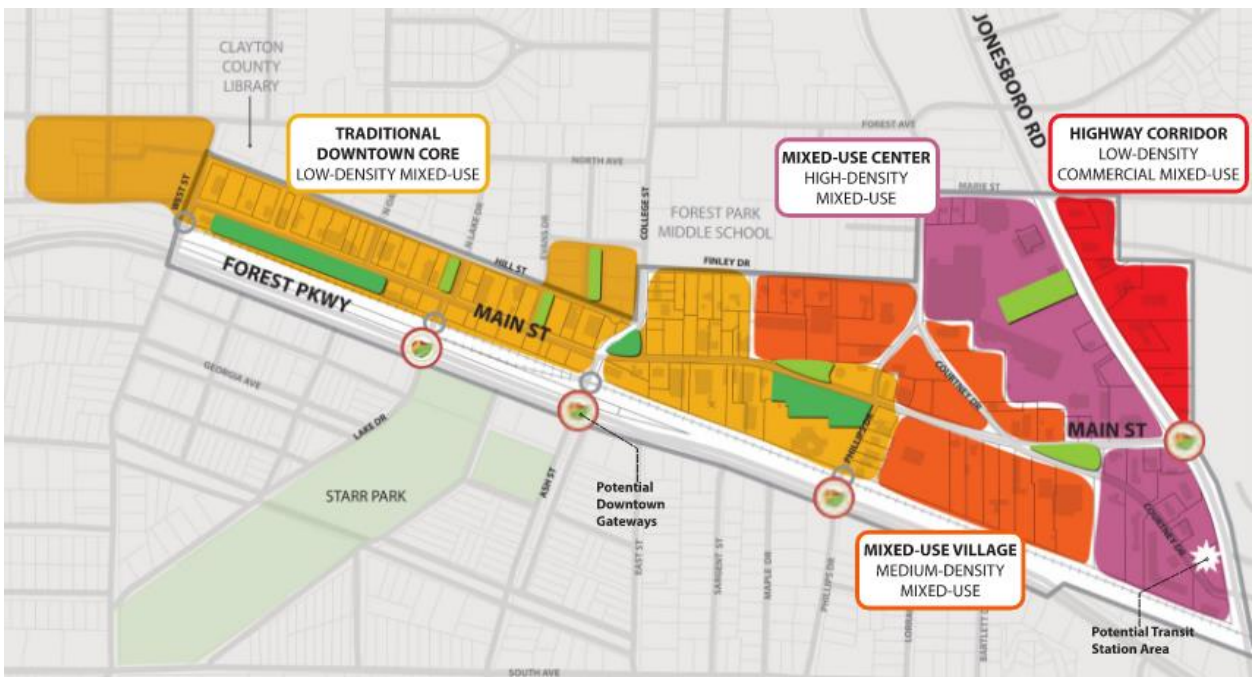
### 5.2 Railroad

Norfolk-Southern operates a single rail line within the project limits. The tracks cross Lake Drive at grade between Forest Parkway and Main Street. The crossing has crossbucks, gates, warning lights, bells, signs, and pavement markings. The 10-foot sidewalk on the approaches to the crossing stop before the crossing. No ADA accommodations are provided for pedestrians to leave the sidewalk and use Lake Drive to cross the tracks. Stakeholders revealed in interviews that trains are frequently parked in Forest Park blocking the Lake Drive crossing which prevents use of the crossing for cars and pedestrians.

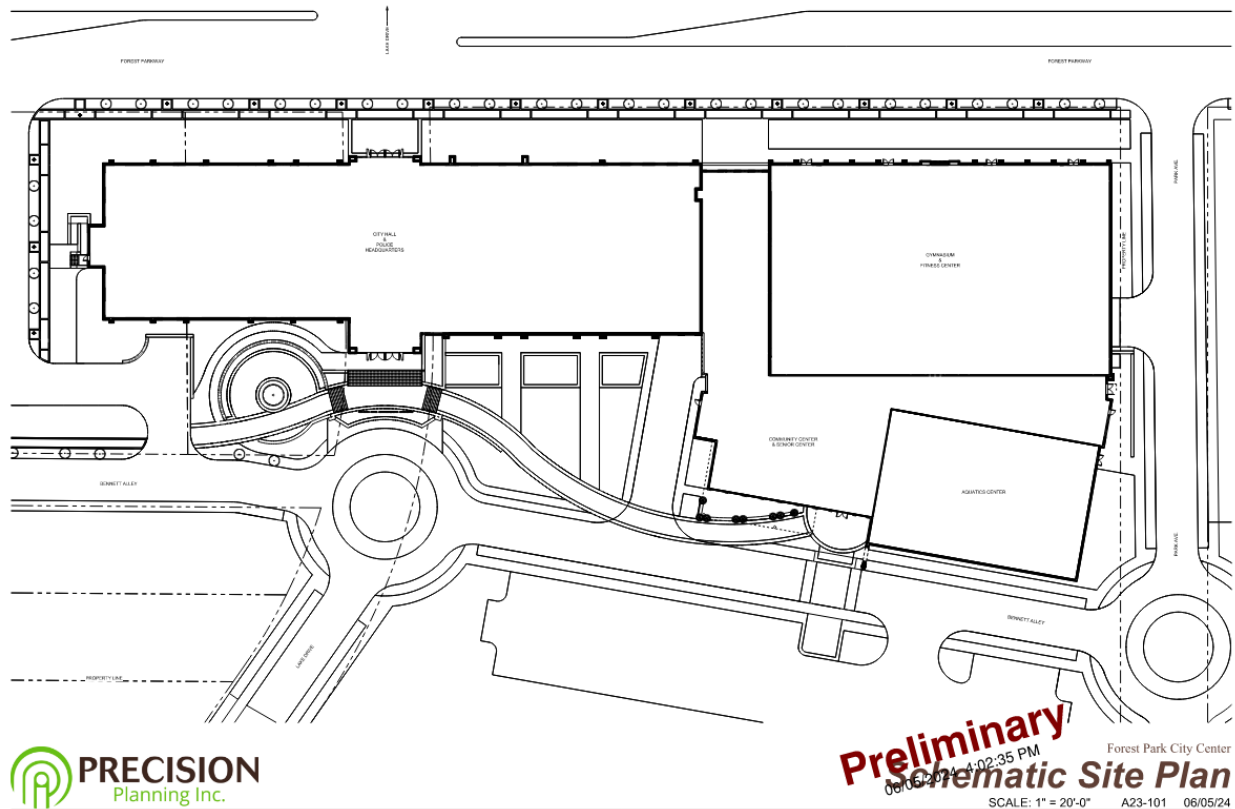
**Pedestrian Bridge Feasibility Study**

**5.3 Land Use & Planned Developments**

Main Street is currently lined with low density commercial buildings. Forest Parkway around Lake Drive features Forest Park City Hall to the west of Lake Drive and city offices and recreational building to the east of Lake Drive. Adjacent to the city facilities is commercial development. The 2021 LCI Study proposes changes to the zoning to promote a traditional small downtown core mixing townhomes, office and retail on Main Street. Building codes should encourage pedestrian activity with shared parking behind buildings and buildings close to the sidewalk. The current city zoning map is consistent with the 2021 LCI Study with Main Street near Lake Drive zoned for “Downtown Mainstreet” or “Multi-family Residential”. Forest Parkway near Lake Drive is zoned for “Institutional Commercial”.



2021 Downtown Forest Park Livable Centers Initiative Study June 2021



Precision Planning City Center Master Plan Schematic June 2024

## 5.4 Transit

MARTA serves Forest Parkway with two bus routes, Route 193 and 195. MARTA is currently working to develop a locally preferred alternative for a bus rapid transit (BRT) system between the East Point MARTA Station and Lovejoy. BRT station locations is a key deliverable for the team working on the project. A BRT station is planned near the intersection Forest Parkway and Lake Drive to serve the city center and Main Street area. One concern cited by the State Route 54 BRT team is the railroad poses a barrier that may discourage or prevent pedestrian connectivity from Main Street to the station.

## 5.5 Environmental Resources

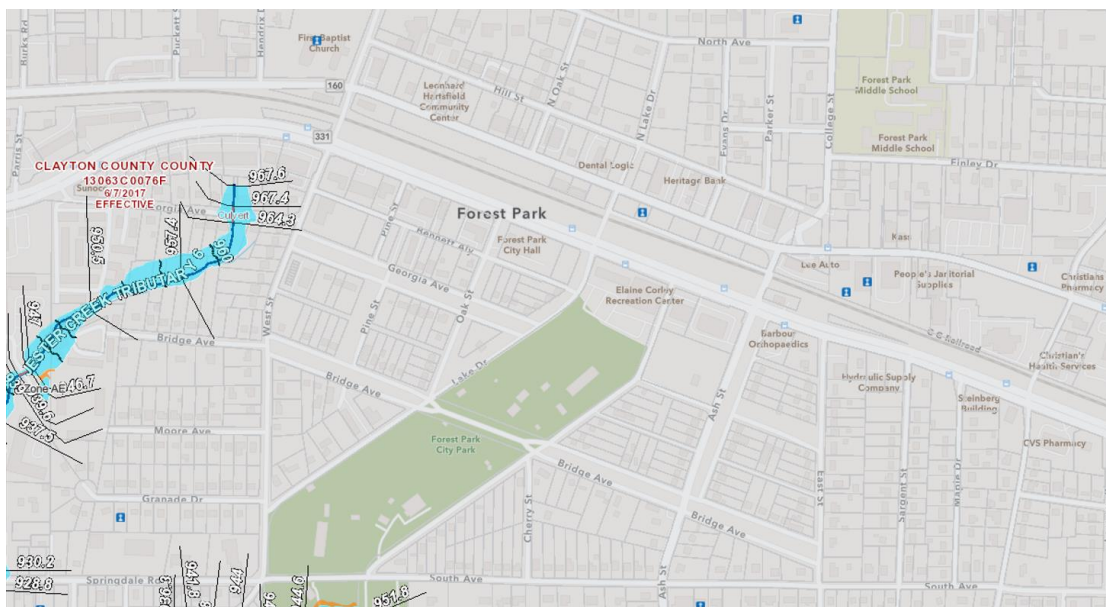
A screening for cultural and NEPA resources was conducted within the project area. A variety of resources were utilized including Georgia's Natural, Archaeological, and Historic Resources GIS (GNAHRGIS) database, historical maps and aerial photography, and Clayton County tax assessor records. The cultural resources screening identified no historic resources within the project area currently listed in the National Register of Historic Places (NRHP). The screening did identify the NRHP-eligible Macon & Western Railroad which bisects the project area. Several additional properties 50+ year old properties within the project area were also identified; however, none appear likely to be found eligible for listing in the NRHP. None of these properties were formally evaluated for NRHP eligibility. Starr Park is within the project area and is considered a NEPA resource and would be provided protections under Section 4(f).

### Pedestrian Bridge Feasibility Study

The project is within the GDOT MS4 area. A pedestrian bridge would likely receive a project level exemption under current guidelines.



Photo: Macon & Western Railroad (green) within project area. Source: Google Earth, 2021.



Clayton County GIS

## **Pedestrian Bridge Feasibility Study**

### **5.6 Utilities**

Overhead utilities along Forest Parkway would conflict with a pedestrian bridge. Georgia Power Distribution and communication facilities are running on both side of Forest Parkway. The communication lines are on poles owned by Georgia Power. No electrical transmission lines are within the project limits. No upgrades to the power lines are planned at this time. Fiber optic lines are buried on railroad right of way and should be avoided or relocated if in conflict with proposed pedestrian bridge substructure. There are no known utility conflicts on Main Street at this time.

### **5.7 Right of Way and Parcels**

Property adjacent to the south side of Forest Parkway is owned by the City of Forest Park. Norfolk-Southern owns the railroad right of way on the north side of Forest Parkway. A pedestrian bridge would require permanent easement for the bridge. Proposed bridge would have to comply with the Norfolk-Southern Public Projects Manual.



## Pedestrian Bridge Feasibility Study

### 6.0 Public Engagement

A pedestrian bridge is a major piece of infrastructure that can increase the quality of life of future users by increasing connectivity and access to key destinations. Therefore, an equitable public outreach and stakeholder engagement strategy must allow for considerable opportunities to educate, connect with, and hear from a wide variety of stakeholders.

The stakeholder engagement process implemented for this study utilized a variety of techniques and levels of involvement to gain a complete understanding of existing conditions, community goals and values, needs and opportunities, and desires for the future. This process included a variety of techniques to reach broad and diverse audiences with varying degrees of expertise; time availability; and investment in the outcomes of the study. The following methods were used to promote and encourage engagement:

- Distribution of press releases by the City of Forest Park Public Information Office.
- Distribution of announcements via the City of Forest Park social media channels.
- Distribution of physical flyers to Main Street and Forest Parkway tenants and businesses.
- Outreach to key stakeholders and partners to encourage information distribution.
- Distribution of an email campaign to outreach database.
- Establishment of a project website.
- Posting of all meeting announcements on the project website.
- Targeted Facebook campaigns to City of Forest Park residents.

#### KEY STAKEHOLDER ENGAGEMENT

##### Stakeholder Interviews

Key stakeholders were identified and interviewed in a series of virtual meetings to introduce the feasibility study to those who could potentially be affected by the project or are likely to have a keen interest in the study outcomes. During these virtual interviews, the study team identified what this study is seeking to accomplish, discussed potential issues related to accessibility and safety, discussed current and future projects and how this infrastructure project might impact or be impacted, and identified appropriate community engagement opportunities.

Interviews were held with the following key stakeholder groups:

- MARTA SR 54 BRT Team
- Clayton County Transportation Department
- GDOT (District 7)
- City of Forest Park
- Aerotropolis Atlanta
- Atlanta Airport CIDs

## Pedestrian Bridge Feasibility Study

- Local Business Owners/Operators
- Georgia Power Company

Many questions, ideas, challenges, and solutions were raised throughout the various discussions. A few common themes emerged from the interviews, which are summarized as follows:

**Urban Development and Connectivity:** It is important that the study considers the ongoing and planned urban development in the area. The bridge aims to connect key downtown destinations, enhancing accessibility and fostering connectivity between various developments and projects such as the new City Center complex and residential and commercial projects that are on the horizon.

**Integration with Transportation Projects:** There is a strong emphasis on integrating the pedestrian bridge with existing and planned transportation projects. Specifically, this project will provide connectivity to the Model Mile Greenway project, which is in close proximity to the northernmost touch down point for the bridge. It also presents an opportunity to align with the planned Bus Rapid Transit (BRT) network. The bridge is seen as complementary to the BRT, enhancing its effectiveness and accessibility.

**Stakeholder Engagement and Funding:** Stakeholder involvement is crucial, including coordination with governmental bodies, utilities, transportation agencies like GDOT and MARTA, and the Norfolk Southern Railroad. Funding discussions revolved around potential sources and the role of various entities in securing funding for the project.

**Community Placemaking:** The bridge is envisioned as a signature piece that enhances the city's identity and serves as a focal point for placemaking efforts. It is important to ensure the bridge design aligns with City branding, aesthetics, and design guidelines while also serving as a gateway and positive community asset. Additionally, considerations for aesthetics, landscaping, and signage can be used to create an inviting and functional space for pedestrians.

### Key Stakeholder Workshop

The key stakeholder interviewees were also convened as an Ad Hoc Committee and participated in a Visioning Workshop. The purpose of the workshop was to share and brainstorm ideas and details for the pedestrian bridge including potential design, construction materials, and amenities. The outcomes of this meeting were used to answer additional questions, to identify challenges with the bridge, and to help inform the direction of the community survey. The three key takeaways from this workshop are summarized as follows:

**Branding and Experience:** Determine the desired brand impact of the bridge and how it should influence the user experience, considering both the architectural design and the sensory impact when driving under the bridge.

**Functionality and Activation:** Focus on the practical aspects of the bridge's functionality and explore how to activate and utilize the space between Forest Parkway and the Norfolk Southern Railroad, including potential activities and garden opportunities at the touchdown locations.

## Pedestrian Bridge Feasibility Study

**Design Considerations:** Decide whether the bridge should lean more towards an architectural or billboard style, address elevation changes including slope requirements, and plan for elevator redundancy in case of malfunctions.

### PUBLIC ENGAGEMENT STRATEGY

Engagement with the general public was implemented through online engagement, social media, and a series of in person public engagement events hosted at key stages in the planning process used to educate and gain feedback from stakeholders and the public. The specific elements of this strategy are described below.

#### Online Engagement

A project webpage (<https://forestparkpedbridge.com/>) was launched at the onset of the study and served as the main source of study information, documents, and announcements for the general public. Meeting flyers and displays were posted on the site. A document library was also created that included links to relevant plans and studies, such as the AeroATL Greenway Plan, the Forest Park LCI Plan, and the Forest Park Comprehensive Plan.

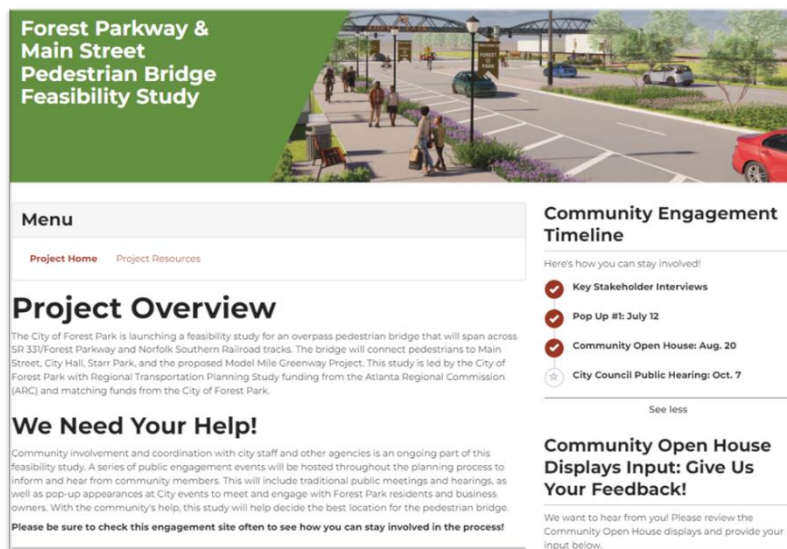
Online engagement was enhanced through interactive engagement opportunities including a quick poll and an online survey. These tools were used to gather feedback, data, and diverse perspectives from stakeholders to inform the feasibility study. Additionally, a discussion “forum” was posted to collect input on the draft concepts.

At the time of this reporting, the project website saw:

- A total of 1,311 visits from 1,177 unique visitors
- A total of 67 document downloads
- A total of 67 quick poll entries
- A total of 93 online survey entries

#### Social Media Outreach

Social media outreach offered a convenient method to promote and encourage participation in the project and helped to reach people who may not have been able to participate in person. Content was developed in close coordination with the City of Forest Park Public Information Office for posting on established social media platforms and for distribution



## Pedestrian Bridge Feasibility Study

through the City’s electronic newsletter as deemed appropriate. An example of the social media post and performance analytics can be found in the appendix.

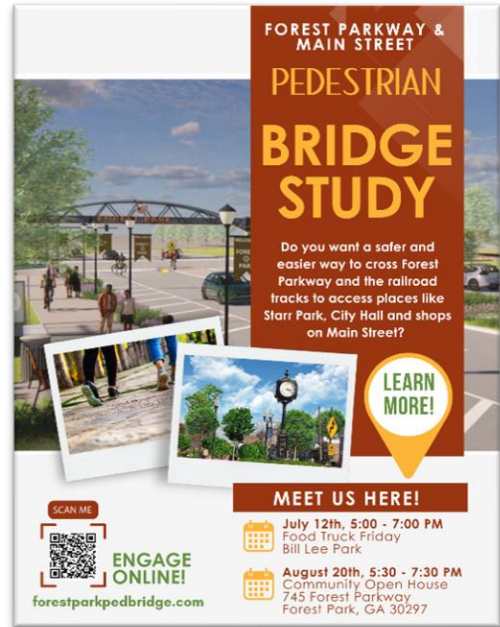
### In-Person Engagement

Designed to be accessible to all community members, the in-person engagement strategy included a pop-up appearance to meet people where they are and a more traditional community open house meeting to formally unveil the draft concepts to the public and to collect input. A flyer, available in English, Spanish and Vietnamese, was created to highlight the public input opportunities.

#### Community Pop-Up

The purpose of the community pop-up was to connect with and gather input from community members via a community survey, to share information about the study and process, and to encourage attendance at the community open house meeting.

Four members of the engagement team along with two interpreters (Spanish and Vietnamese) hosted the pop-up at an existing “Food Truck Friday” event at Bill Lee Park, near the potential pedestrian bridge location.



The setup for the pop-up engagement included a tent; a map of the potential bridge location; a graphic rendering of a potential bridge design for illustrative purposes; flyers in English, Spanish and Vietnamese with a QR code and link to the interactive website; a sign-up sheet to receive email updates; and a brief survey. The team also handed out flyers to passersby that were less inclined to engage directly.



### Community Open House

A community open house event was hosted to educate the public on the purpose of the pedestrian bridge and to get feedback on the design concept. The community open house

## Pedestrian Bridge Feasibility Study

was hosted on Tuesday, August 20, 2024, at the Forest Park City Council Chambers from 5:30 – 7:30 PM. A total of 22 community stakeholders attended the meeting, as well as City staff.

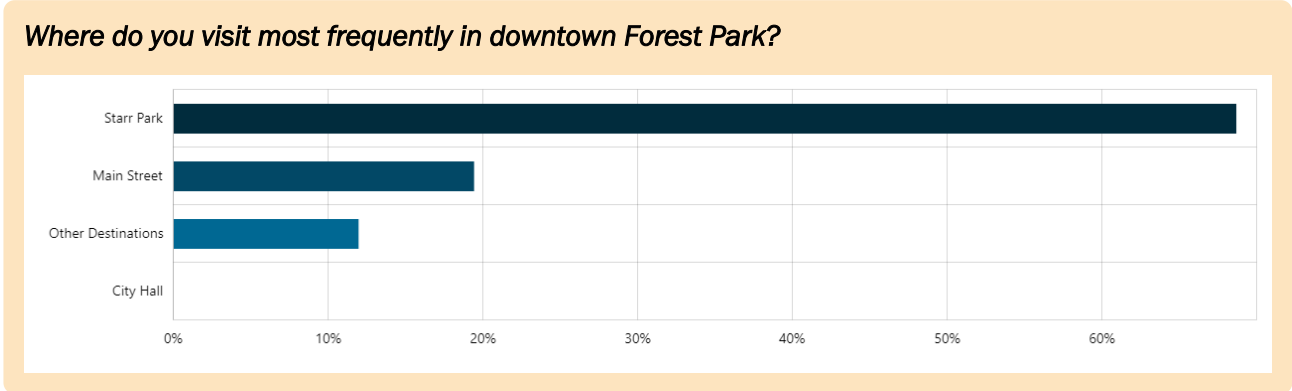
The open house began with a welcome by City of Forest Park Mayor Angelyne Butler, MPA, who encouraged those in attendance to give their input and ask questions. The meeting transitioned to an open house format that allowed for stakeholders to drop in and attend at a time most convenient for them during the open house hours. Attendees received a comment form and survey when entering the open house and were encouraged to visit the study displays and engage with the project team.

### WHAT WE HEARD: COMMUNITY INPUT RESULTS

The community was invited to provide input via the website quick poll, at the pop-up event, during the community open house via a general comment form and printed survey identical to the online survey, and via the website survey. The results of these methods of input are summarized below.

#### Online Quick Poll Results

The quick poll received input between the time period of May 14, 2024 – July 15, 2024, and asked one question - Where do you visit most frequently in downtown Forest Park? Response options included Starr Park, Main Street, City Hall, or Other Destinations.



A total of 67 individuals responded to the poll. Of the 67 responses submitted, 69% responded that Starr Park is where they visit most frequently, followed by Main Street (19%) and Other Destinations (12%).

#### Pop Up Event Input

The team conversed with 24 individuals and a total of 14 surveys were collected during the pop-up event on July 12, 2024. Generally, the survey respondents commented that:

- Walking to destinations within the city is rarely or never done.

## Pedestrian Bridge Feasibility Study

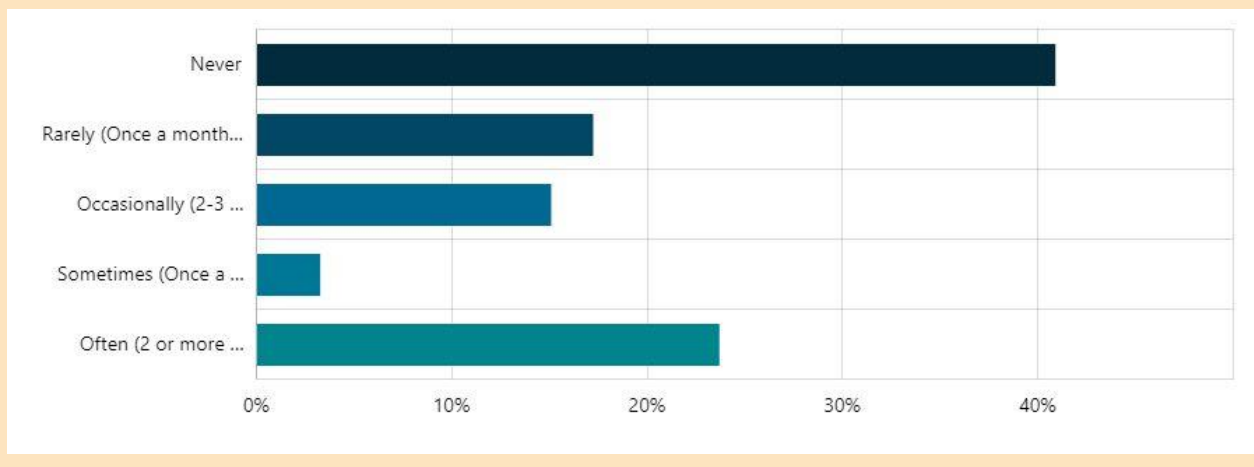
- Safety and personal health/abilities are the greatest hinderances to physical activity,
- A pedestrian bridge “could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle” and
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

Verbal comments also centered around pedestrian safety and lack of safe, easy, pedestrian access across the roadway and railroad tracks.

### Online Survey Results

The online survey received input between the time period of June 21, 2024 – August 23, 2024, and asked four questions. A total of 93 individuals responded to the survey. Input for each question is summarized below.

#### Q1: How frequently do you walk to destinations within the City?

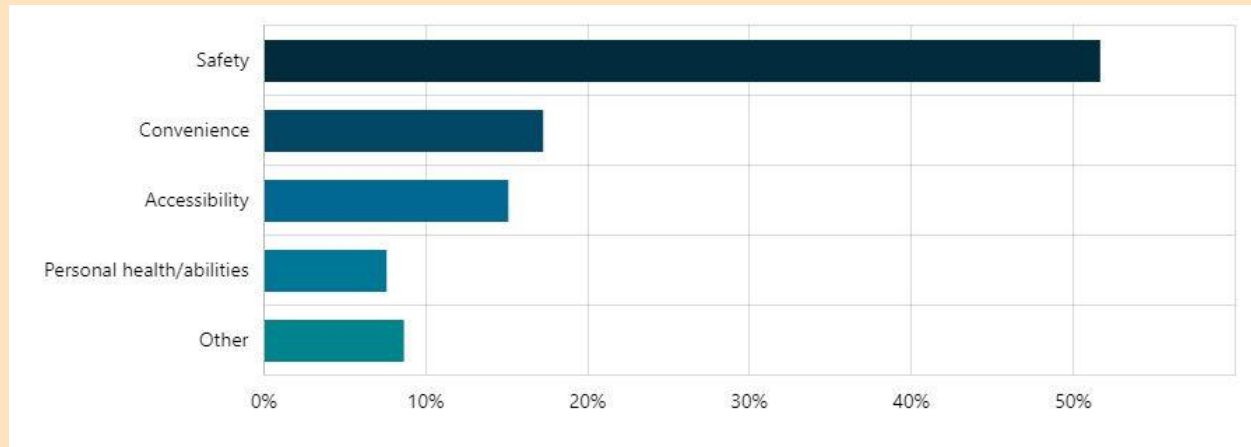


The majority (approximately 41%) report never walking to destinations within the city. However, the remaining 59% of those responding to the survey report walking:

- Rarely (once a month or less): 17%
- Occasionally (2 – 3 times a month): 15%
- Sometimes (once a week): 3%
- Often (2 or more times a week): 24%

**Pedestrian Bridge Feasibility Study**

**Q2: What are the primary factors that influence your decision to walk or not walk to key city locations?**

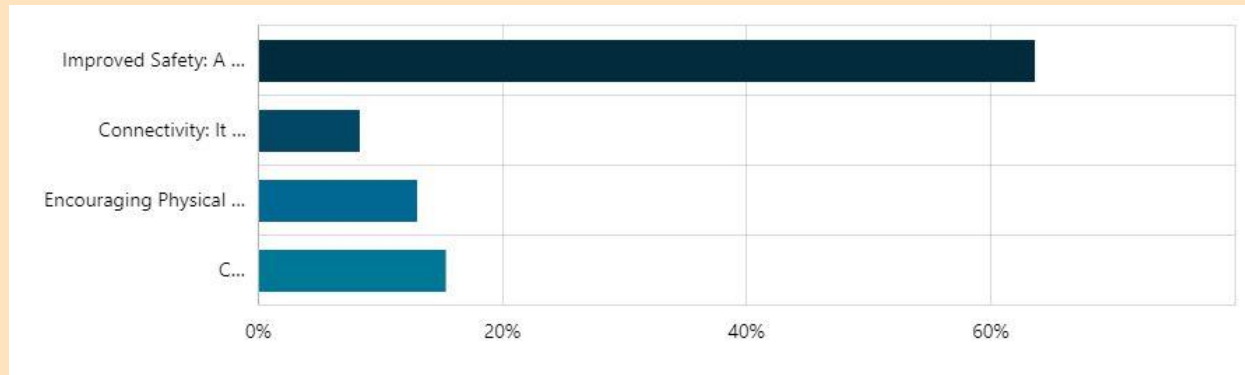


When exploring the primary factors that influence respondents' decisions to walk or not walk to key city locations, most replied that safety was the primary factor followed by convenience and accessibility:

- Safety: 52%
- Convenience: 17%
- Accessibility: 15%
- Personal health/abilities: 8%
- Other: 8%

## Pedestrian Bridge Feasibility Study

**Q3: In what specific ways do you believe a pedestrian bridge could enhance walkability and promote active living in our community?**



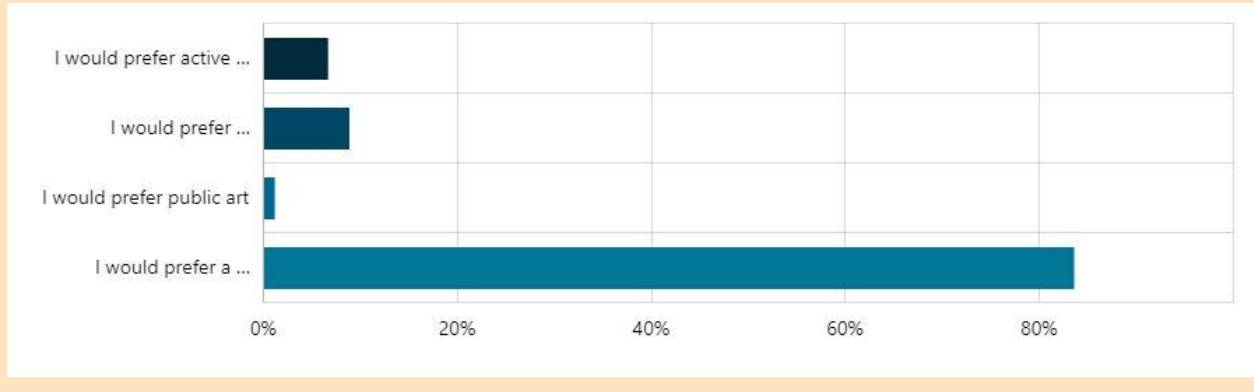
This question offered four detailed response options. “Improved Safety” was by far the leading response selected regarding the specific ways a pedestrian bridge could enhance walkability and promote active living:

- **Improved Safety:** A pedestrian bridge could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle: 64%
- **Connectivity:** It would enhance connectivity between neighborhoods, parks, schools, and other community destinations, making it easier for residents to access amenities without relying on cars: 8%
- **Encouraging Physical Activity:** By creating a convenient and accessible route for pedestrians and cyclists, the bridge could encourage people to incorporate walking and biking into their daily routines, promoting active living and healthier lifestyles: 13%
- **Community Engagement:** The presence of a pedestrian bridge could foster a sense of community by providing a space for social interaction and recreational activities, such as walking groups, events, and gatherings, thereby promoting active living: 15%



**Pedestrian Bridge Feasibility Study**

**Q4: The pedestrian bridge may provide opportunities for small pocket parks or public spaces in three locations. How would you envision the utilization of these spaces to serve the community's needs?**



The final survey question asked for input on opportunities to activate spaces near the bridge touchdown points. Options include active recreational amenities (playgrounds, sports courts), passive recreational amenities (benches, greenery), public art, or a combination of all three. An overwhelming majority (83%) selected that they would prefer a combination of amenities in these locations:

- I would prefer active recreational amenities: 7%
- I would prefer passive recreational elements: 9%
- I would prefer public art: 1%
- I would prefer a combination of all three: 83%

**Community Open House Comment Form & Survey Input**

The August 20, 2024, Community Open House utilized comment forms to collect open-ended input from those in attendance. A total of seven (7) comment forms were returned. This input is summarized as follows:

- This is a much-needed bridge to enhance safety in the city.
- I like the concept of the bridge, but I feel that the steps will prevent a lot of people from using it. I would like to see "Welcome to Forest Park" on both sides of the bridge
- Consider parking at midway touch down in grassy area to shorten the walk distance from end to end.
- Make sure motorized vehicles/scooters are allowed/permitted
- I love the idea! I am into my 3rd month of being 69 years old. I would love to park my car and walk around Main St. and other places. Who will be the maintainer of the

## Pedestrian Bridge Feasibility Study

bridge? Will police be visible along the bridge? Will the bridge be open 24/7? Trash receptacles would be great. Will there be cameras located in or around elevators? How will the bridge keep people from jumping or throwing things off?

- Interested in knowing how the BRT line will integrate with this pedestrian bridge design. Looks great right now.
- All for pedestrian safety especially children crossing to the park! Love the idea of a bridge over Forest Pkwy and promoting walkable cities!
- Respectfully, this is an absolute mistake and obvious misallocation of funds. I am against the bridge.

Those in attendance at this meeting were also given the option to take the online survey in print format to be returned the night of the meeting. A total of six (6) surveys were received. This input is summarized as follows:

- Walking to destinations within the city is rarely done.
- Convenience and personal health/abilities are the greatest hinderances to physical activity.
- A pedestrian bridge could equally enhance walkability and promote active living by improving safety, enhancing connectivity, encouraging physical activity, and by fostering a sense of community.
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

### CITY COUNCIL COORDINATION

The final public event was an appearance before the City of Forest Park City Council. Open to the public to attend, the selected design concept was shown to the City Council for approval by the governing body at the October 7, 2024 meeting.

# Pedestrian Bridge Feasibility Study

## 7.0 Alternative Analysis

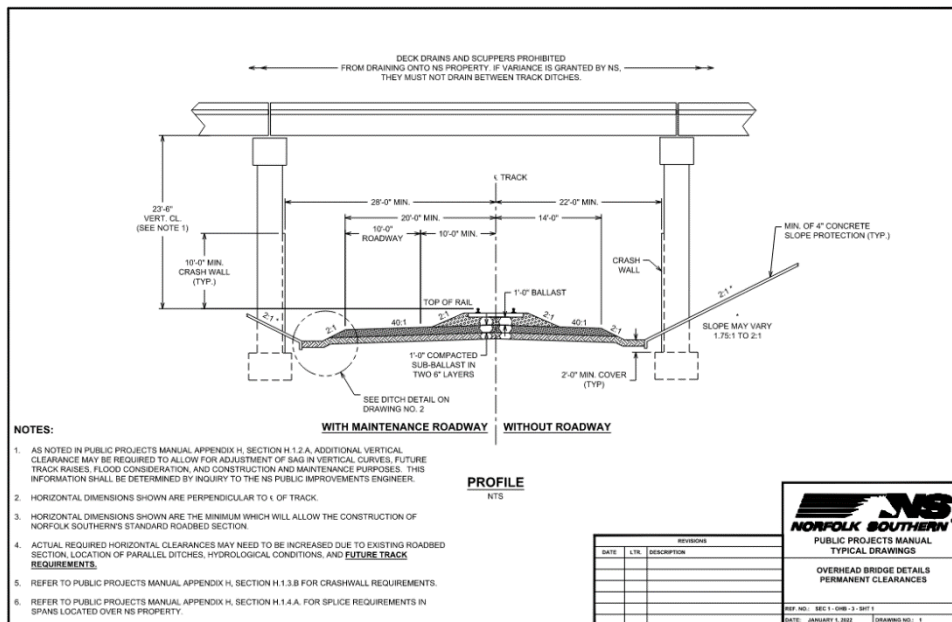
Design constraints for a pedestrian bridge are dictated by clearance requirements of the railroad and GDOT, maintaining utility service, ADA requirements, and proposed developments near Lake Drive. Other considerations in this study include developing options that avoid or minimize environmental impacts that commonly delay or cancel projects and right of way impacts. The concept development process also considered elements beyond just connectivity, but also how a pedestrian bridge can serve as a gateway for downtown Forest Park and enhance the pedestrian experience.

### 7.1 Railroad Constraints

A new bridge over Norfolk-Southern has some key requirements. Typically, Norfolk-Southern requires that a bridge span be long enough to provide space for an additional line. Rail lines are to be separated by a minimum of 14 feet from center of track to center of track. There are no known plans to add a second track through Forest Park so space must be provided on either side of the existing line to preclude an impediment to any potential widening. Bridge piers must be located at least 25 feet from the centerline of the nearest track or a crash wall is required to protect the pier. To avoid the cost of a crash wall, the bridge span was set to be over 25 feet from a potential future track on either side of the existing track. The horizontal clearance zone used in the feasibility study was a minimum of 45 feet from the centerline of the existing track. With the expected skew of the bridge the resulting span length of the pedestrian bridge over the railroad is 103 feet long.

The vertical clearance of a new bridge over the Norfolk-Southern Railroad must allow for a railroad car stacked with two standard trucking containers on top. The minimum vertical clearance over the existing rail and any potential future rails is 23'-6".

Norfolk-Southern requires that a pedestrian structure be fully enclosed with fencing or a canopy over the railroad right of way. Stormwater must be directed away from the railroad.



## Pedestrian Bridge Feasibility Study

### 7.2 GDOT Requirements

Bridge piers represent a crash hazard to errant vehicles leaving the roadway. Forest Parkway is signed for 40 MPH so the minimum horizontal clear zone required by the AASHTO Roadside Design Guide is 14 feet from the edge of the traveled way. The concept plan for the study proposes the bridge pier, stairs, and elevator be 17 feet from the face of curb on the south side of Forest Parkway and 13 feet on the north side. With the 2.5 foot curb and gutter and the 9 foot wide paved shoulder, the clear zone is achieved without needing to protect the bridge sub structure. A single span is proposed over Forest Parkway to avoid constructing a pier in the middle of the road. The resulting span is 115 feet long.

GDOT requires the vertical clearance under the bridge to be 17'-6" minimum.

### 7.3 Utilities

Overhead utilities will need to be buried before constructing the pedestrian bridge. Conduit must be installed for power and communication lines. Georgia Power facilities must be in a separate conduit run than the communication lines. Georgia Power lines cannot be located under the foundation of the bridge structure and must be at least 10 feet away from the bridge foundation. Communication conduit should be placed under sidewalk between Forest Parkway and the bridge pier. Georgia Power conduit should be placed north of the bridge pier and elevator.

### 7.4 ADA

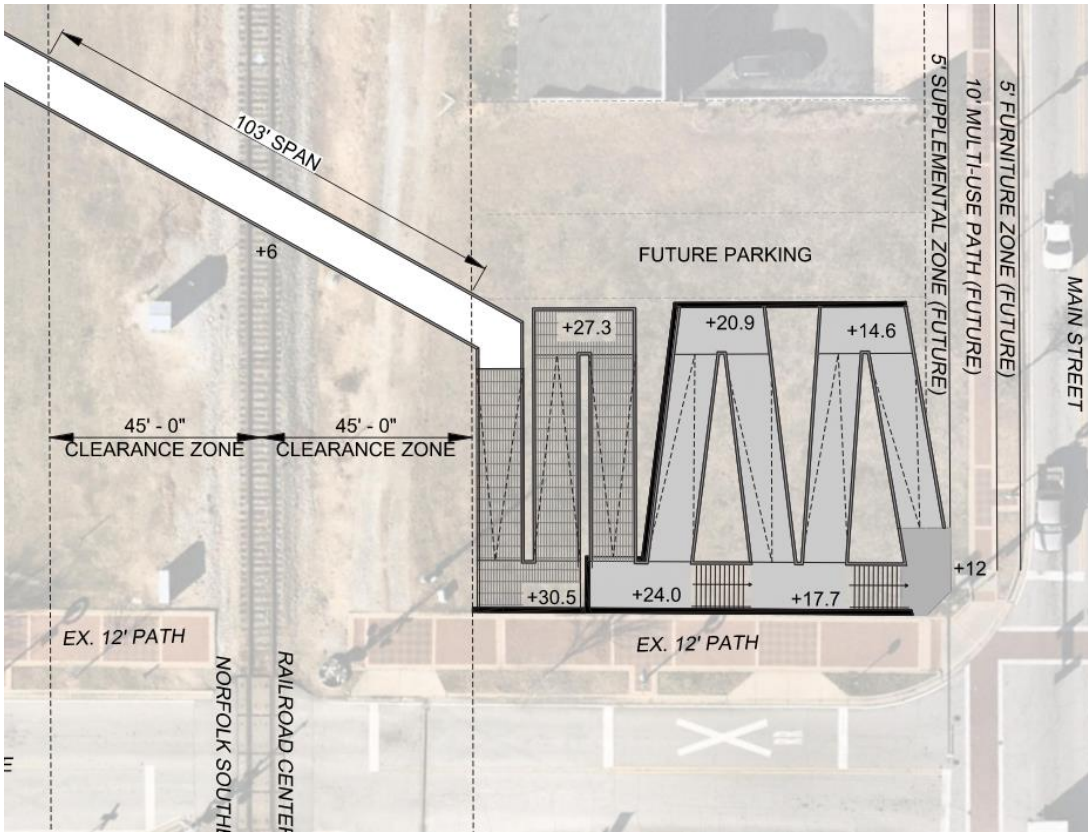
To meet the requirements of the Americans with Disabilities Act, the ramps on the bridge cannot exceed 8.33% grade. On the north end of the bridge the ADA pathway requires switch backs or curves on the ramps to bring the pedestrian route down to the grade of Main Street. Due to the terrain and proposed development on the south end of the bridge, ramps are not practical. To comply with ADA on the south end of the bridge an elevator is required. Another elevator is required to allow ADA access to the north side of Forest Parkway including the existing MARTA bus stop and proposed BRT station.

### 7.5 Bridge Layout

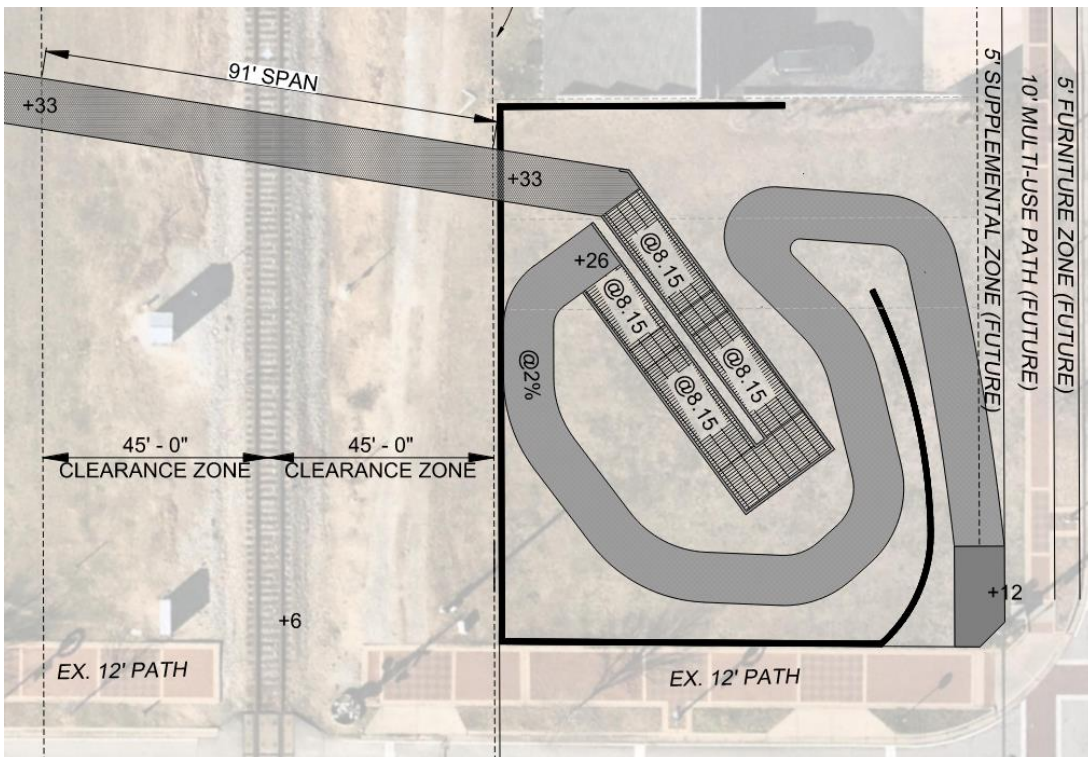
The beginning and end points of the pedestrian bridge were determined by proposed development on Forest Parkway and Main Street. The proposed city center building on Forest Parkway is planned to utilize most of the undeveloped city owned parcel on the southwest corner of Forest Parkway and Lake Drive. The bridge pier, stairs, and elevator will have to be constructed at the corner of the existing driveway on Forest Park to the current city hall. The north end of the facility is to connect at the southwest corner of Main Street and Lake Drive with the structure utilizing some of the city owned parcel between Lake Drive and an existing commercial development. Once the bridge has crossed the railroad right of way on the north side, the ramps and stairs begin dropping to match the grade at the corner of Lake Drive and Main Street. Two options were considered for providing an ADA compliant path from the bridge to the existing grade. Option 1 uses a traditional switchback design for ADA path and stairs. Option 2 is a curved meagering pathway without stairs. Option 1 was selected as the preferred alternative because it leaves some of the city owned parcel open for other uses.

# Pedestrian Bridge Feasibility Study

Option 1

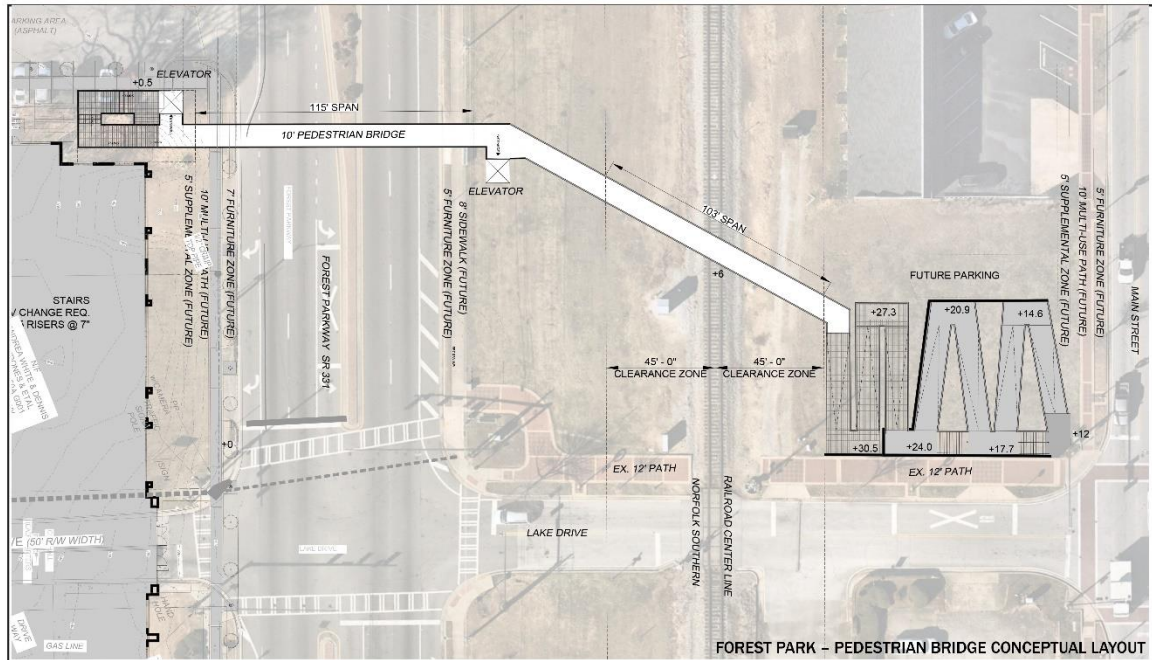


Option 2



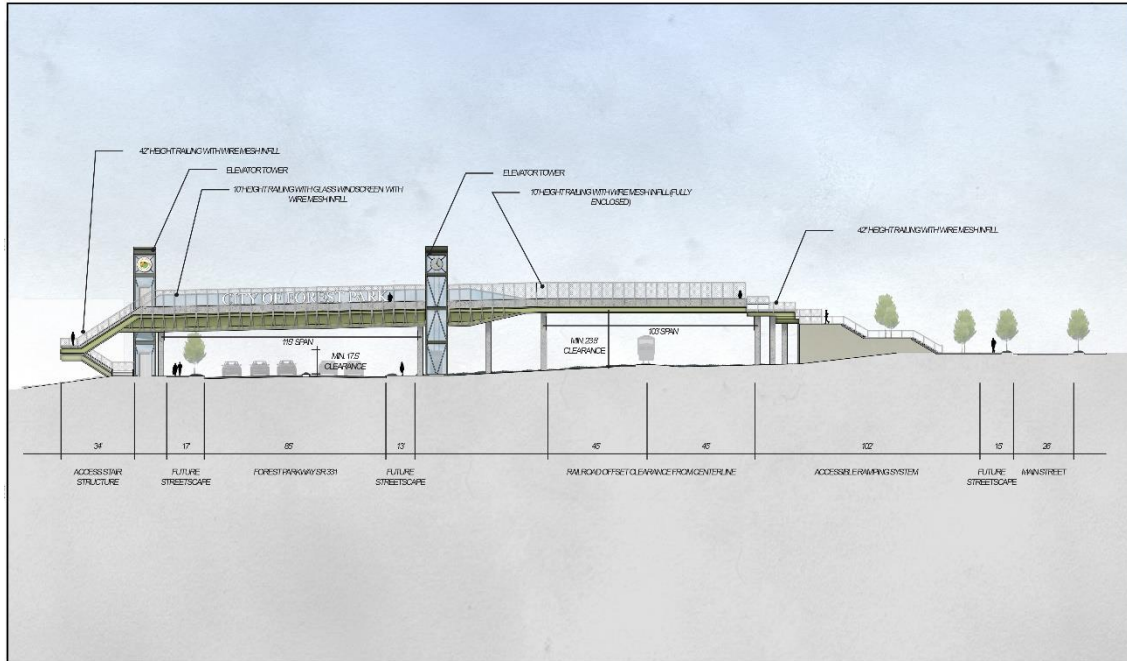
## Pedestrian Bridge Feasibility Study

The final recommendation for the pedestrian bridge is a four span structure. The first span begins at the stairs and elevator tower on the south side of Forest Parkway. Span 1 would be approximately 115 feet long crossing perpendicular to Forest Parkway including the sidewalks and streetscapes. Two short spans would angle the bridge toward Lake Drive before a 103 foot span over the railroad. Span 4 ends at the ramps and stairs. The stairs and ramps should be supported with a mechanically stabilized earth (MSE) retaining wall.



### 7.6 Aesthetics

Previous planning studies reflect the desire for a bridge that serves as a landmark for the downtown area. During the stakeholder visioning session, several ideas were presented to explore themes for the pedestrian bridge. Stakeholders favored modern aesthetic treatments and some means of placing the City's brand. The elevator towers can be a means to frame the span over Forest Parkway which is the portion that is most prominent view for drivers. The bridge can serve as a signal to drivers that they are in an active pedestrian area. A rendering was developed for the bridge as a potential option. The final aesthetic elements of the facility will need to be determined during final design. The rendering presented to the public can be done using a standard bridge design with elements added that are not structural. The features shown in the element do provide things the participants in the visioning session prefer such as the ability to add lighting to enhance the bridges appearance and an opportunity to place the city seal on the elevator towers. The elevator towers could include etched glass to add to the character of downtown Forest Park. Form liners or paint can be used on the MSE wall on the north end of the project.



**7.7 Benefits of Pedestrian Bridge**

A proposed pedestrian bridge in Downtown Forest Park is one of several projects in the City. Continuous pedestrian connectivity is vital to the success of the other planned projects. Forest Park is finalizing a master plan to construct a new city center including a police station and city hall to begin construction in 2025. MARTA is in the early stages of developing a Bus Rapid Transit (BRT) route that connects the East Point MARTA Station to south Clayton County with a station located near the Forest Park City Center. The Forest Park Model Mile is proposed to run along Lake Drive and would connect with the proposed pedestrian bridge at the new city center and Starr Park. A future path is planned to connect the State Farmers Market to Fort Gillem via Main Street. The City is also expecting residential and commercial developments along Main Street. The success of the planned projects make connectivity to both sides of SR 331/Forest Parkway and the railroad vital so residents north of the railroad have access to the amenities south of Forest Parkway. Parked trains on the railroad create an unpredictable barrier severing the pedestrian connectivity between the projects that are meant to function as a cohesive city center. The busy arterial, Forest Parkway, also discourages pedestrian activity. Furthermore, the bridge can serve as a gateway to the city center and an attractive landmark to complement the other projects and signaling to drivers the change to a city center.

A pedestrian bridge will serve to ensure that trains and a busy arterial do not sever a convenient link for pedestrians between all the planned projects. If a parked train prevents residents from being able to reliably access the BRT station on Forest Parkway, then the investment into the new transit facilities will be underutilized. With BRT servicing the Forest Park City Center and a pedestrian bridge ensuring connectivity to and from the stops, the BRT station is an asset to the City.

## Pedestrian Bridge Feasibility Study

The planned trail network can expect more foot and bike traffic if the critical east-west segment running along Main Street is reliably connected to the planned north-south segment between Starr Park and Main Street. The proposed development at the City Center and Main Street will complement each other enhancing the collective investment with the safe and continuous crossing of the railroad and Forest Parkway. Stakeholders have witnessed pedestrians climbing between rail cars of a parked trains around the Lake Drive crossing. Fortunately, no records show that a pedestrian has suffered injury or death from climbing between railcars, the risk for serious injury or death remains. Similarly, GDOT records do not show a pedestrian crash on Forest Parkway near Lake Drive, the planned development and BRT station will attract more pedestrian activity thereby increasing pedestrian exposure to crash risk. A pedestrian bridge eliminates the exposure of pedestrians crossing the railroad and Forest Parkway.

### 8.0 Opinion of Probable Costs

The project costs are expected to be:

Preliminary Engineering	\$1,200,000
Utility Relocation	\$200,000
Right of Way and Easement	\$50,000
Construction	\$5,600,000
Total	\$7,050,000

The estimate for the preliminary engineering includes survey, structural design, environmental studies, utility coordination, railroad coordination, landscape architectural design, electrical engineering (lighting and elevators), mechanical engineering (elevators), and activities required by the GDOT Plan Development Process. The preliminary engineering costs assumes the project will be implemented using federal funding. Federal funding requires the National Environmental Policy Act is followed. The estimate for utility relocation is based on the need to bury the aerial utility lines. The right of way costs are for the permanent easement needed from Norfolk-Southern including the negotiation and closing attorney fees. The construction estimate uses a square foot cost for similar bridges, square foot retaining wall costs for the north end of the bridge, typical stair costs, and two elevators. Additional costs are assumed for aesthetic treatments of the bridge and a contingency.

### 9.0 Funding Sources

Potential sources of implementation funding include:

- The Atlanta Regional Commission (ARC): ARC solicits applications for projects periodically for federal funding. Awarded projects can use the funds for preliminary engineering, right of way, utility relocation, and construction. Funding will require a 20% match from the local sponsor. Local sponsors must have current Locally



## Pedestrian Bridge Feasibility Study

- Administered Project (LAP) certification from GDOT prior to project beginning any of the federally funded activities. <https://atlantaregional.org/>
- GDOT Transportation Alternatives (TA) Program: GDOT accepts applications for pedestrian facilities that enhances pedestrian connectivity and a improves safety for vulnerable road users. Applications are typically due in August and funding is identified in the State Transportation Block Grant at least through 2026. Grants are awarded competitively. Funding will require a 20% match from the local sponsor. Minimum funding amounts are \$1,000,000 and the maximum is subject to annual funding availability and number of awarded projects within the state. <https://www.dot.ga.gov/GDOT/Pages/TAP.aspx>
  - Rebuilding American Infrastructure with Sustainability and Equity or RAISE Discretionary Grant program: RAISE grants are administered by the United States Department of Transportation. Grants are awarded competitively. Grants can be awarded directly to the applicant. Funding will require a 20% match from the local sponsor. <https://grants.gov/>
  - Georgia Transportation Infrastructure Bank (GTIB): GTIB awards grants and infrastructure loans to local governments in Georgia. GTIB applications are usually due every January. GTIB has a limited budget for grants, but loans have less restrictions than grants. <https://srta.ga.gov/gtib/>
  - Clayton County Special Local Option Sales Tax (SPLOST): City may request inclusion in upcoming SPLOST.

## 10. Next Steps

To implement the project, the City should begin applying for federal funding grants such as RAISE or state funding through GTIB. ARC typically opens a call for projects every two years where local governments can apply for funding for implementation funding for new projects. The competitive grant programs require a commitment from the applicants to provide matching funds from non-federal sources, i.e. state or local match. The feasibility study with a demonstration of public support provides much of the supporting documentation needed for a federal grant application.

# APPENDIX A:

## Project Management Plan



# Forest Parkway & Main Street Pedestrian Bridge Feasibility Study

## Project Management Plan

Submitted  
March 27, 2024

## Project Management Plan

### Document Overview

The Project Management Plan includes a list of key contacts, the scope of work that has been negotiated with City of Forest Park as well as an overall schedule for the Forest Park and Main Street Pedestrian Bridge Feasibility Study.

### Key Contacts

The following individuals will serve on the Consultant Team for the plan:

**Mike Lobdell (Kimley-Horn)**

Consultant Team, Project Manager

Direct: 404-998-8673, Cell: 404-274-7587

[mike.lobdell@kimley-horn.com](mailto:mike.lobdell@kimley-horn.com)

**Jon Tuley (Kimley-Horn)**

Consultant Team, Public Engagement

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[jon.tuley@kimley-horn.com](mailto:jon.tuley@kimley-horn.com)

**Nick Bauer (Kimley-Horn)**

Consultant Team, Structural Lead

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**Gabe Hogan (Kimley-Horn)**

Consultant Team, Landscape Architect Lead

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**Jen Price (Sycamore Consulting)**

Consultant Team, Public Engagement Lead

Direct: 404-377-9147

[jenprice@sycamoreconsulting.net](mailto:jenprice@sycamoreconsulting.net)

## Scope of Services

### Overview

The study is a planning effort led by the City of Forest Park with Regional Transportation Planning Study (RTPS) funding from the Atlanta Regional Commission (ARC) and matching funds from the City of Forest Park. Funding is provided to local governments for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region's Plan. The purpose of these studies is to develop project concepts that improve safety, mobility, connectivity, and access to all roadway users, while also preparing them for advancement into scoping and/or Preliminary Engineering (PE) phases (in future Transportation Improvement Program (TIP) project solicitations).

The study must be completed by October 31, 2024.

### Project Objectives

The Forest Parkway and Main Street Pedestrian Bridge Feasibility Study will have the following objectives:

1. Develop a feasibility study and concept plan to facilitate the construction of a pedestrian bridge that will connect Starr Park and the proposed City Center-City Hall Complex to the Downtown Main Street District. The bridge will provide better connectivity in the city, and access to the city's amenities (Starr Park, City Center-City Hall Complex, and the Recreation Center), as well as other government facilities. The railroad impedes connectivity in the city, SR 331/Forest Parkway is a multi-lane highway and pedestrians compete with automobile traffic and trains. A pedestrian overpass bridge will provide safer crossing over the Norfolk Southern railroad tracks and State Route 331/Forest Parkway.
2. Assess potential design constraints, right-of-way, utility, and environmental impacts and determine mitigation or avoidance strategies.
3. Develop implementation plan with schedule, funding sources and project cost estimates.
4. Achieve local stakeholders support and input from affected agencies (i.e.: ARC, GDOT District 7, and Norfolk Southern Railroad).
5. Provide data on best location for bridge landings, span of bridge, examine the multi-land state route and railroad tract, the height of bridge for safe passage of the train under the bridge, and coordination with GDOT and the railroad for any right-of-way acquisition, utility relocation, intersection improvement, and the feasibility to move forward with the project including estimated construction costs.

### Task 1. Project Management, Public Involvement and Agency Coordination

The City and consultant team will work together to develop a Project Management Team (PMT). The PMT will serve as the decision-making body for the study. The PMT will consist of LaShawn Gardiner and SaVaughn Irons from the City of Forest Park; Ansley Goddard and Amy Goodwin from the ARC; Mike Lobdell and Jon Tuley with Kimley-Horn; and Jen Price from Sycamore Consulting. The PMT will meet monthly in-person and also coordinate as needed via email, phone, and virtually meetings for timely resolution of issues. Project Manager, Mike Lobdell, will be the prime point of contact for the team and the PMT. Mike Lobdell will meet with the Consultant Team one week ahead of the scheduled monthly meetings with the PMT. After the PMT meetings, the consultant team will prepare and distribute minutes with key decisions and action items. The internal

meetings in between PMT meetings ensure the team is accountable to the rest of team and provide time to resolve the inevitable unforeseen items before the next PMT meeting.

Stakeholder engagement is the critical first step in project development. Key Stakeholders will be identified by the PMT at the project kick off meeting. Sycamore will lead the effort of interviewing the stakeholders. Having the support and buy-in from key team members such as the Georgia Department of Transportation (GDOT) and the Atlanta Regional Commission (ARC) is important for alignment of projects with state and federal funding opportunities. Buy-in of Norfolk-Southern RR and Georgia Power is also critical for efficient implementation because crossing their facilities is necessary to implement a pedestrian bridge.

#### Deliverables:

1. Kick-off meeting and meeting summary
2. Project Management Plan
3. PMT meeting minutes
4. Stakeholder and Public Engagement Strategy
5. Project website and communication materials
6. Public engagement meetings and activities summary

## Task 2: Existing Conditions & Technical Analysis

The feasibility study will coordinate the concepts for the pedestrian bridge with other initiatives and plans done in the City. The City will provide current planning studies for the redevelopment around City Hall, Model Mile, AeroATL Greenway, and the City of Forest Park Comprehensive Master Plan. The consultant team will reach out to MARTA to discuss proposed BRT route, GDOT, Georgia Power, and Norfolk Southern Railroad.

One of the deliverables for this contract is a draft GDOT Limited Scope Concept Report. The concept report will not be circulated through GDOT at this time, but the Task 2 will be gathering data needed for a GDOT concept report on a pedestrian bridge project.

Task 2 activities include:

1. Review an assessment of available base data, GIS information, property plats, relevant plans and studies, engineering design plans for planned or programmed transportation projects in the study area, current land use, zoning or policies that impact the study area, and developments underway, permitted or programmed in the study area.
2. Conduct environmental analysis and survey to determine potential impacts, and the need for avoidance or mitigation, as related to cultural and historic resources, MS4 permits, floodplains, wetlands, stream buffer, existence of underground storage tanks, threatened and endangered species, and other resources covered by NEPA.
3. Research Right-of-Way (ROW) information to determine number of parcels, easement, property owners, and other impacts, and estimated costs for acquisitions including easements.
4. Identify pre-existing utilities that could be impacted by any of the concepts identified. Reach out to Georgia Power and Norfolk-Southern Railroad to understand what their facilities mean for the project.
5. Evaluate the possibility of placing existing utilities underground.

**Deliverables:**

1. Existing Conditions Analysis Memo

**Task 3: Alternative Analysis & Concept Plan Development**

Through feedback received by the Stakeholders in Task 1, the consultant team will prepare a concept layout, typical sections, and up to two alternate concept layouts for the proposed bridge project based on the existing conditions, technical analysis, and public involvement. The layouts will focus on the constructability of the bridge, touch down points, and compatibility with existing and proposed development. The layouts will also plan for beneficial connections to the planned multi-use trail on Forest Parkway and BRT station using plans available in the Summer of 2024.

Developed layouts and graphics will be shared with the PMT for feedback and comments. After the PMT comments are addressed, the alternatives will be presented to the public in an open house meeting for public feedback. The comments received at the open house will be addressed and appropriate adjustments made to the preferred alternative.

Specific elements are:

1. Evaluation of the relative feasibility and constructability of alternative pedestrian pathways over Forest Parkway/SR 331 and the Norfolk Southern Railroad.
2. Include cost benefits of each alternative and document decision making process for determining preferred alternative.
3. Evaluation of innovation stormwater management alternatives and minimization of environmental impacts. Concepts should also be consistent with ARC's and GDOT's Complete Streets and other design policies and incorporate FHWA's Proven Safety Countermeasures where appropriate.
4. Prepare an implementation schedule that identifies the logical phases of implementation, potential funding or implementation partners, responsibilities, cost estimates, timeline, and potential sources of funding for each phase.

**Deliverables:**

1. Concept Plan

**Task 4: Prepare Project Deliverables**

Task 4 includes the preparation of a Draft GDOT Concept Report for the pedestrian bridge connection over SR 331/Forest Parkway and NS Railroad. The concept report will not be submitted to GDOT as part of this project. Along with the draft GDOT concept report, the consultant team will prepare a feasibility study documenting:

- the methodology for developing and selecting a preferred alternative
- public engagement summary
- opinion of probable construction costs
- a proposed timeline for implementation
- risks to project implementation
- technical analysis

**Deliverables:**

1. Forest Parkway & Main Street Pedestrian Bridge Feasibility Study (City of Forest Park) Summary Document: Prepare a document summarizing the goals of the project, methodology, public involvement process and input obtained, existing conditions, technical analysis findings and cost estimates. Include concept layout and typical sections for any preferred alternatives.
2. Completed draft GDOT Concept Report Form, including appendices (ex: traffic and safety data, environmental surveys, etc.).
3. Prepare a GDOT Concept Report for the preferred concept, which includes analysis of potential environmental impacts, ROW (temporary and permanent) and utility relocation cost estimates (Including railroads), and a concept layout and typical sections. Seek preliminary review and comments of concept report from appropriate GDOT staff.
4. In addition, a formal presentation of the completed study and recommended solutions shall be presented to the City Council and City Staff.

## Project Schedule

ACTIVITY	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
Task 1: Stakeholder Engagement			①	*	①		**	②	***
Task 2: Data Gathering									
Task 3: Alternatives Analysis									
Task 4: Documentation									
Plan Completion									
	① Key Stakeholder Interviews								
	* Stakeholder Committee Visioning Workshop								
	** Community Open House								
	*** City Council Presentation								
	● Pop Up Engagements								



# APPENDIX B:

## Stakeholder Engagement Summary

# Forest Parkway & Main Street Pedestrian Bridge Feasibility Study

## Summary of Community Engagement

A pedestrian bridge is a major piece of infrastructure that can increase the quality of life of future users by increasing connectivity and access to key destinations.

Therefore, an equitable public outreach and stakeholder engagement strategy must allow for considerable opportunities to educate, connect with, and hear from a wide variety of stakeholders.

The stakeholder engagement process implemented for this study utilized a variety of techniques and levels of involvement to gain a complete understanding of existing conditions, community goals and values, needs and opportunities, and desires for the future. This process included a variety of techniques to reach broad and diverse audiences with varying degrees of expertise; time availability; and investment in the outcomes of the study. The following methods were used to promote and encourage engagement:

- Distribution of press releases by the City of Forest Park Public Information Office.
- Distribution of announcements via the City of Forest Park social media channels.
- Distribution of physical flyers to Main Street and Forest Parkway tenants and businesses.
- Outreach to key stakeholders and partners to encourage information distribution.
- Distribution of an email campaign to outreach database.
- Establishment of a project website.
- Posting of all meeting announcements on the project website.
- Targeted Facebook campaigns to City of Forest Park residents.

## KEY STAKEHOLDER ENGAGEMENT

### Stakeholder Interviews

Key stakeholders were identified and interviewed in a series of virtual meetings to introduce the feasibility study to those who could potentially be affected by the project or are likely to have a keen interest in the study outcomes. During these virtual interviews, the study team identified what this study is seeking to accomplish, discussed potential issues related to accessibility and safety, discussed current and future projects and how this infrastructure project might impact or be impacted, and identified appropriate community engagement opportunities.

Interviews were held with the following key stakeholder groups:

- MARTA SR 54 Bus Rapid Transit (BRT) Team
- Clayton County Transportation Department
- Georgia Department of Transportation (GDOT) District 7 Staff
- City of Forest Park staff
- Aerotropolis Atlanta Alliance
- Atlanta Airport CIDs
- Local Business Owners/Operators
- Georgia Power Company

Many questions, ideas, challenges, and solutions were raised throughout the various discussions. A few common themes emerged from the interviews, which are summarized as follows:

**Urban Development and Connectivity:** It is important that the feasibility study considers the ongoing and planned urban development in the area. The bridge aims to connect key downtown destinations, enhancing accessibility and fostering connectivity between various developments and projects such as the new City Center complex and residential and commercial projects that are on the horizon.

**Integration with Transportation Projects:** There is a strong emphasis on integrating the pedestrian bridge with existing and planned transportation projects. Specifically, this project will provide connectivity to the Model Mile Greenway project, which is in close proximity to the northernmost touch down point for the bridge. It also presents an opportunity to align with the planned Bus Rapid Transit (BRT) network. The bridge is seen as complementary to the BRT, enhancing its effectiveness and accessibility.

**Stakeholder Engagement and Funding:** Stakeholder involvement is crucial, including coordination with governmental bodies, utilities, transportation agencies like GDOT and MARTA, and the Norfolk Southern Railroad. Funding discussions revolved around potential sources and the role of various entities in securing funding for the project.

**Community Placemaking:** The bridge is envisioned as a signature piece that enhances the city's identity and serves as a focal point for placemaking efforts. It is important to ensure the bridge design aligns with City branding, aesthetics, and design guidelines while also serving as a gateway and positive community asset. Additionally, considerations for aesthetics, landscaping, and

signage can be used to create an inviting and functional space for pedestrians.

### **Key Stakeholder Workshop**

The key stakeholder interviewees were also convened as an Ad Hoc Committee and participated in a Visioning Workshop. The purpose of the workshop was to share and brainstorm ideas and details for the pedestrian bridge including potential design, construction materials, and amenities. The outcomes of this meeting were used to answer additional questions, to identify challenges with the bridge, and to help inform the direction of the community survey. The three key takeaways from this workshop are summarized as follows:

**Branding and Experience:** Determine the desired brand impact of the bridge and how it should influence the user experience, considering both the architectural design and the sensory impact when driving under the bridge.

**Functionality and Activation:** Focus on the practical aspects of the bridge's functionality and explore how to activate and utilize the space between Forest Parkway and the Norfolk Southern Railroad, including potential activities and garden opportunities at the touchdown locations.

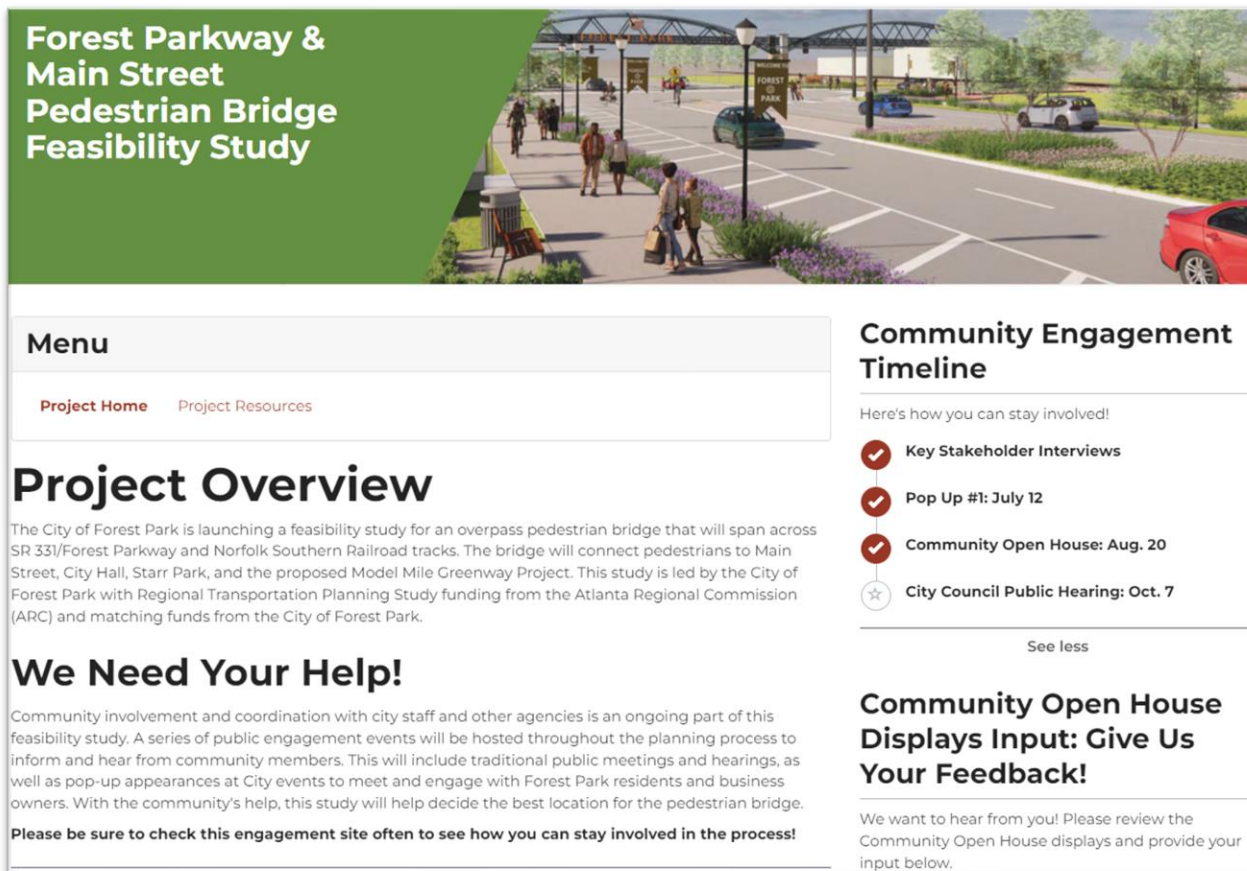
**Design Considerations:** Decide whether the bridge should lean more towards an architectural or billboard style, address elevation changes including slope requirements, and plan for elevator redundancy in case of malfunctions.

## **PUBLIC ENGAGEMENT STRATEGY**

Engagement with the general public was implemented through online engagement, social media, and a series of in-person public engagement events hosted at key stages in the planning process used to educate and gain feedback from stakeholders and the public. The specific elements of this strategy are described below.

### **Online Engagement**

A project webpage (<https://forestparkpedbridge.com/>) was launched at the onset of the study and served as the main source of study information, documents, and announcements for the general public. Meeting flyers and displays were posted on the site. A document library was also created that included links to relevant plans and studies, such as the AeroATL Greenway Plan, the Forest Park LCI Plan, and the Forest Park Comprehensive Plan.



**Forest Parkway & Main Street Pedestrian Bridge Feasibility Study**

**Menu**

[Project Home](#) [Project Resources](#)

**Project Overview**

The City of Forest Park is launching a feasibility study for an overpass pedestrian bridge that will span across SR 331/Forest Parkway and Norfolk Southern Railroad tracks. The bridge will connect pedestrians to Main Street, City Hall, Starr Park, and the proposed Model Mile Greenway Project. This study is led by the City of Forest Park with Regional Transportation Planning Study funding from the Atlanta Regional Commission (ARC) and matching funds from the City of Forest Park.

**We Need Your Help!**

Community involvement and coordination with city staff and other agencies is an ongoing part of this feasibility study. A series of public engagement events will be hosted throughout the planning process to inform and hear from community members. This will include traditional public meetings and hearings, as well as pop-up appearances at City events to meet and engage with Forest Park residents and business owners. With the community's help, this study will help decide the best location for the pedestrian bridge.

**Please be sure to check this engagement site often to see how you can stay involved in the process!**

**Community Engagement Timeline**

Here's how you can stay involved!

- ✓ Key Stakeholder Interviews
- ✓ Pop Up #1: July 12
- ✓ Community Open House: Aug. 20
- ☆ City Council Public Hearing: Oct. 7

[See less](#)

**Community Open House Displays Input: Give Us Your Feedback!**

We want to hear from you! Please review the Community Open House displays and provide your input below.

Online engagement was enhanced through interactive engagement opportunities including a quick poll and an online survey. These tools were used to gather feedback, data, and diverse perspectives from stakeholders to inform the feasibility study. Additionally, a discussion “forum” was posted to collect input on the draft concepts.

At the time of this reporting, the project website saw:

- A total of 1,311 visits from 1,177 unique visitors
- A total of 67 document downloads
- A total of 67 quick poll entries
- A total of 93 online survey entries

### Social Media Outreach

Social media outreach offered a convenient method to promote and encourage participation in the project and helped to reach people who may not have been able to participate in person. Content was developed in close coordination with the City of Forest Park Public Information Office for posting on established social media platforms and for distribution through the City's electronic newsletter as deemed appropriate. An example of the social media post and performance analytics can be found in the appendix.

## In-Person Engagement

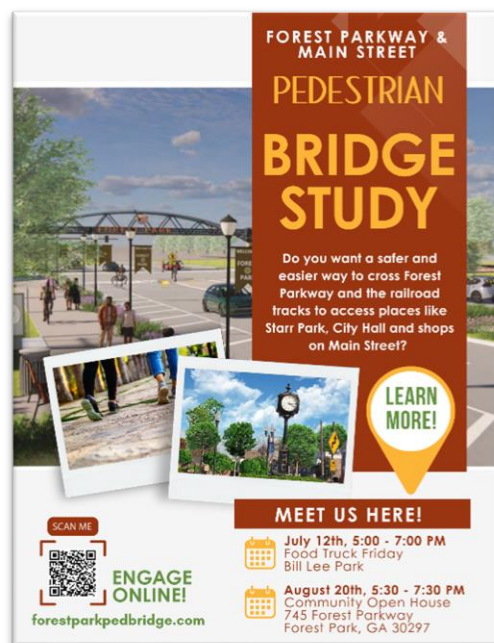
Designed to be accessible to all community members, the in-person engagement strategy included a pop-up appearance to meet people where they are and a more traditional community open house meeting to formally unveil the draft concepts to the public and to collect input. A flyer, available in English, Spanish and Vietnamese, was created to highlight the public input opportunities.

### Community Pop-Up

The purpose of the community pop-up was to connect with and gather input from community members via a community survey, to share information about the study and process, and to encourage attendance at the community open house meeting.

Four members of the engagement team along with two interpreters (Spanish and Vietnamese) hosted the pop-up at an existing “Food Truck Friday” event at Bill Lee Park, near the potential pedestrian bridge location.

The setup for the pop-up engagement included a tent; a map of the potential bridge location; a graphic rendering of a potential bridge design for illustrative purposes; flyers in English, Spanish and Vietnamese with a QR code and link to the interactive website; a sign-up sheet to receive email updates; and a brief survey. The team also handed out flyers to passersby that were less inclined to engage directly.











### **Community Open House**

A community open house event was hosted to educate the public on the purpose of the pedestrian bridge and to get feedback on the design concept. The community open house was hosted on Tuesday, August 20, 2024 at the Forest Park City Council Chambers from 5:30 – 7:30 PM. A total of 22 community stakeholders attended the meeting, as well as City staff.

The open house began with a welcome by City of Forest Park Mayor Angelyne Butler, MPA, who encouraged those in attendance to give their input and ask questions. The meeting transitioned to an open house format that allowed for stakeholders to drop in and attend at a time most convenient for them during the open house hours. Attendees received a comment form and survey when entering the open house and were encouraged to visit the study displays and engage with the project team.

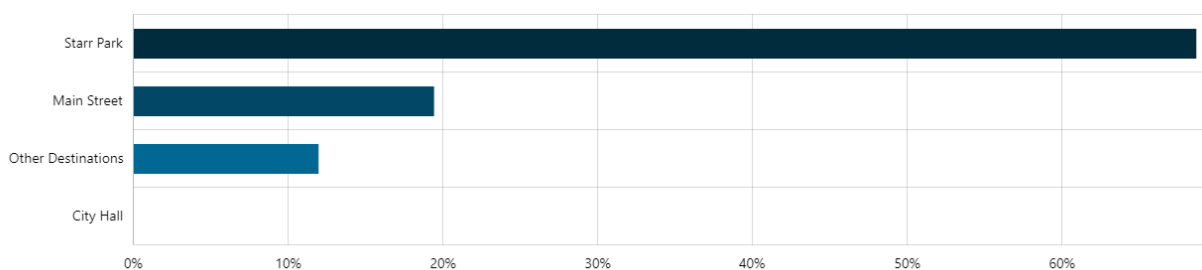
## WHAT WE HEARD: COMMUNITY INPUT RESULTS

The community was invited to provide input via the website quick poll, at the pop-up event, during the community open house via a general comment form and printed survey identical to the online survey, and via the website survey. The results of these methods of input are summarized below.

### Online Quick Poll Results

The quick poll received input between the time period of May 14, 2024 – July 15, 2024 and asked one question - Where do you visit most frequently in downtown Forest Park? Response options included Starr Park, Main Street, City Hall, or Other Destinations.

#### *Where do you visit most frequently in downtown Forest Park?*



A total of 67 individuals responded to the poll. Of the 67 responses submitted, 69% responded that Starr Park is where they visit most frequently, followed by Main Street (19%) and Other Destinations (12%).

### Pop Up Event Input

The team conversed with 24 individuals and a total of 14 surveys were collected during the pop-up event on July 12, 2024. Generally, the survey respondents commented that:

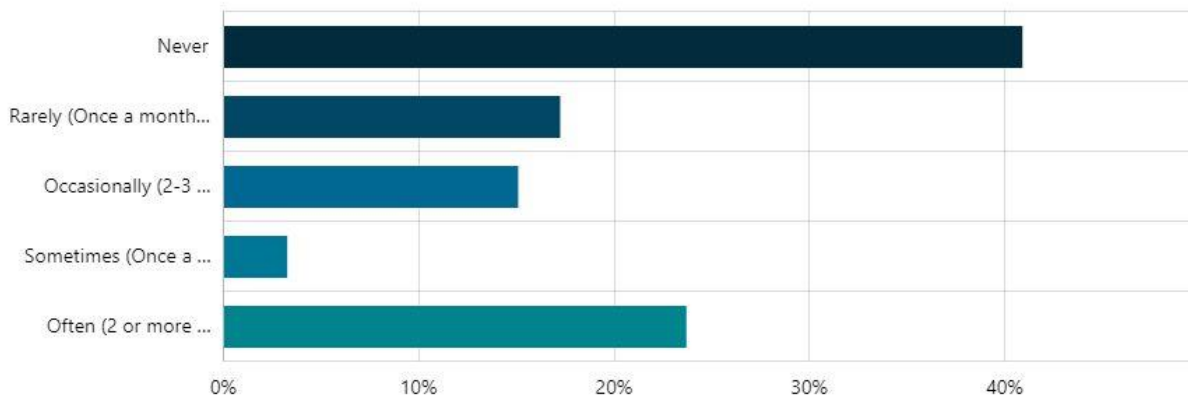
- Walking to destinations within the city is rarely or never done.
- Safety and personal health/abilities are the greatest hinderances to physical activity,
- A pedestrian bridge “could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle” and
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

Verbal comments also centered around pedestrian safety and lack of safe, easy, pedestrian access across the roadway and railroad tracks.

## Online Survey Results

The online survey received input between the time period of June 21, 2024 – August 23, 2024, and asked four questions. A total of 93 individuals responded to the survey. Input for each question is summarized below.

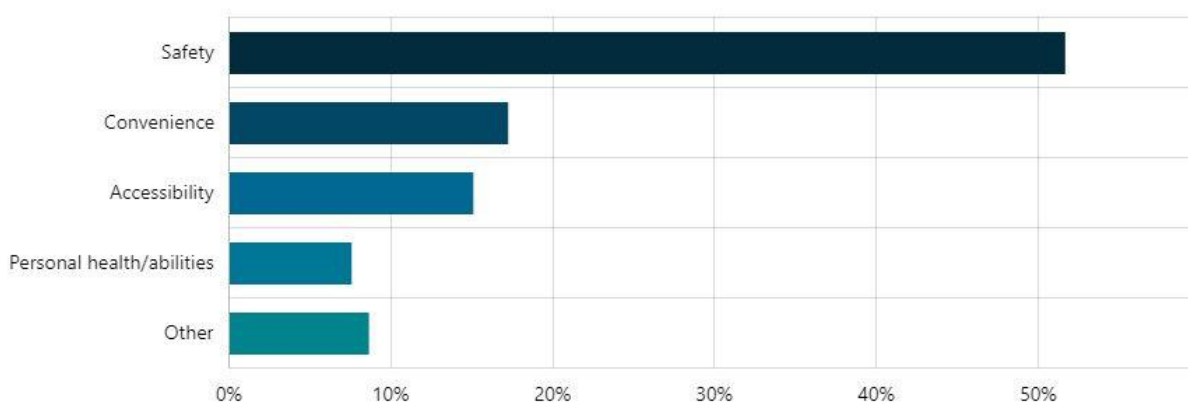
### Q1: How frequently do you walk to destinations within the City?



The majority (approximately 41%) report never walking to destinations within the city. However, the remaining 59% of those responding to the survey report walking:

- Rarely (once a month or less): 17%
- Occasionally (2 – 3 times a month): 15%
- Sometimes (once a week): 3%
- Often (2 or more times a week): 24%

### Q2: What are the primary factors that influence your decision to walk or not walk to key city locations?

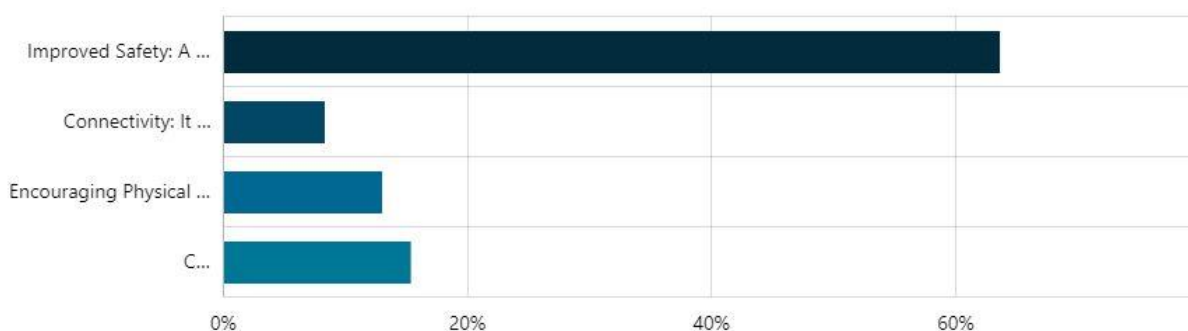


When exploring the primary factors that influence respondents' decisions to walk or not walk to key city locations, most replied that safety was the primary factor followed by convenience and accessibility:

- Safety: 52%

- Convenience: 17%
- Accessibility: 15%
- Personal health/abilities: 8%
- Other: 8%

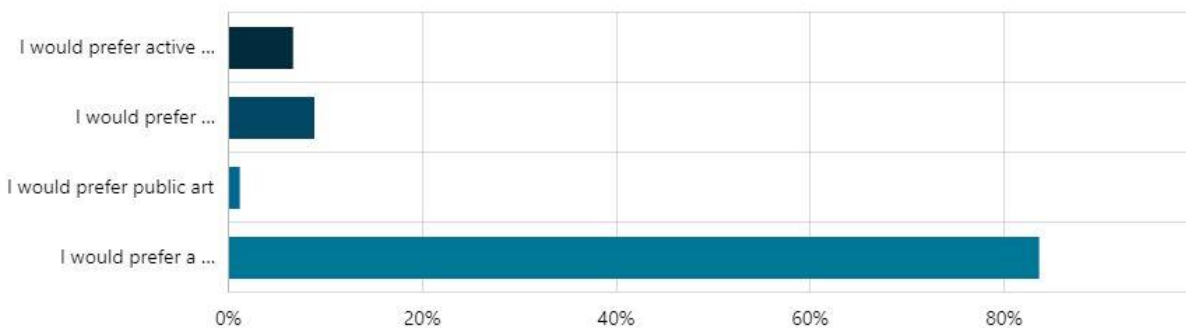
**Q3: In what specific ways do you believe a pedestrian bridge could enhance walkability and promote active living in our community?**



This question offered four detailed response options. “Improved Safety” was by far the leading response selected regarding the specific ways a pedestrian bridge could enhance walkability and promote active living:

- Improved Safety: A pedestrian bridge could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle: 64%
- Connectivity: It would enhance connectivity between neighborhoods, parks, schools, and other community destinations, making it easier for residents to access amenities without relying on cars: 8%
- Encouraging Physical Activity: By creating a convenient and accessible route for pedestrians and cyclists, the bridge could encourage people to incorporate walking and biking into their daily routines, promoting active living and healthier lifestyles: 13%
- Community Engagement: The presence of a pedestrian bridge could foster a sense of community by providing a space for social interaction and recreational activities, such as walking groups, events, and gatherings, thereby promoting active living: 15%

**Q4: The pedestrian bridge may provide opportunities for small pocket parks or public spaces in three locations. How would you envision the utilization of these spaces to serve the community's needs?**



The final survey question asked for input on opportunities to activate spaces near the bridge touchdown points. Options include active recreational amenities (playgrounds, sports courts), passive recreational amenities (benches, greenery), public art, or a combination of all three. An overwhelming majority (83%) selected that they would prefer a combination of amenities in these locations:

- I would prefer active recreational amenities: 7%
- I would prefer passive recreational elements: 9%
- I would prefer public art: 1%
- I would prefer a combination of all three: 83%

### Community Open House Comment Form & Survey Input

The August 20, 2024 Community Open House utilized comment forms to collect open-ended input from those in attendance. A total of seven (7) comment forms were returned. This input is summarized as follows:

- This is a much-needed bridge to enhance safety in the city.
- I like the concept of the bridge, but I feel that the steps will prevent a lot of people from using it. I would like to see "Welcome to Forest Park" on both sides of the bridge
- Consider parking at midway touch down in grassy area to shorten the walk distance from end to end.
- Make sure motorized vehicles/scooters are allowed/permitted
- I love the idea! I am into my 3rd month of being 69 years old. I would love to park my car and walk around Main St. and other places. Who will be the maintainer of the bridge? Will police be visible along the bridge? Will the bridge be open 24/7? Trash receptacles would be great. Will there be cameras located in or around elevators? How will the bridge keep people from jumping or throwing things off?
- Interested in knowing how the BRT line will integrate with this pedestrian bridge design. Looks great right now.
- All for pedestrian safety especially children crossing to the park! Love the idea of a bridge over Forest Pkwy and promoting walkable cities!
- Respectfully, this is an absolute mistake and obvious misallocation of funds. I am against the bridge.

Those in attendance at this meeting were also given the option to take the online survey in print format to be returned the night of the meeting. A total of six (6) surveys were received. This input is summarized as follows:

- Walking to destinations within the city is rarely done.
- Convenience and personal health/abilities are the greatest hinderances to physical activity.
- A pedestrian bridge could equally enhance walkability and promote active living by improving safety, enhancing connectivity, encouraging physical activity, and by fostering a sense of community.
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

## **CITY COUNCIL COORDINATION**

The final public event was an appearance before the City of Forest Park City Council. Open to the public to attend, the selected design concept was shown to the City Council for approval by the governing body at the October 7, 2024 meeting.

# APPENDIX

## Forest Parkway & Main Street Pedestrian Bridge Feasibility Study

### Key Stakeholder Interview – Common Themes

Key stakeholders were identified and interviewed in a series of virtual meetings to introduce the feasibility study to those who could potentially be affected by the project or are likely to have a keen interest in the study outcomes. During these virtual interviews, the study team identified what this study is seeking to accomplish; discussed potential issues related to accessibility and safety; discussed current and future projects and how this infrastructure project might impact or be impacted; and identified appropriate community engagement opportunities.

Interviews were held with the following key stakeholder groups:

- MARTA SR 54 BRT Team
- Clayton County Transportation Department
- GDOT (District 7)
- City of Forest Park
- Aerotropolis Atlanta
- Atlanta Airport CIDs
- Local Business Owners/Operators
- Georgia Power Company

Many questions, ideas, challenges, and solutions were raised throughout the various discussions. However, there were a few common themes that emerged from the key stakeholder interviews, summarized as follows:

**Urban Development and Connectivity:** It is important that the study considers the ongoing and planned urban development in the area. The bridge aims to connect key downtown destinations, enhancing accessibility and fostering connectivity between various developments and projects such as the new City Center complex and residential and commercial projects that are on the horizon.

**Integration with Transportation Projects:** There is a strong emphasis on integrating the pedestrian bridge with existing and planned transportation projects. Specifically, this project will provide connectivity to the Model Mile Greenway project which is in close proximity to the northernmost touch down point for the bridge. It also presents an opportunity to align with the planned Bus Rapid Transit (BRT) network. The bridge is seen as a complementary infrastructure to the BRT, enhancing its effectiveness and accessibility.

**Stakeholder Engagement and Funding:** Stakeholder involvement is crucial, including coordination with governmental bodies, utilities, and transportation agencies like GDOT and MARTA, and the Norfolk Southern Railroad. Funding discussions revolved around potential sources and the role of various entities in securing funding for the project.

**Community Placemaking:** The bridge is envisioned as a signature piece that enhances the city's identity and serves as a focal point for placemaking efforts. It is important to ensure the bridge design aligns with City branding and aesthetics, design guidelines, while also serving as a gateway and positive community asset. Additionally, considerations for aesthetics, landscaping, and signage can be used to create an inviting and functional space for pedestrians.

Summaries of individual interviews with key stakeholders are included in the pages that follow.

### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	MARTA BRT Team
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Natavis Eric Harris, MARTA Jenny Wang, VHB Allison Bell, VHB SaVaughn Irons, Forest Park James Shelby, Forest Park Jen Price, Sycamore Mike Lobdell, Kimley-Horn

### INTERVIEW SUMMARY

- Is this concept showing the exact location?
  - No. there is still some flexibility on exact touchdown points.



- With the redevelopment focus being on south side of Forest Pkwy and railroad, what will the bridge go to? Does it cross the Forest Parkway and RR?  
32
  - There is a townhome development being built and additional development planned west of Lake Drive as well. There is more development – not only residential but also commercial.
  - Townhomes are in the final stages.
  - Also east of area, more development is planned. Area will see an increase in density. Bridge will be a connector to them.
- Planned development info is helpful to the BRT team. If there is additional info on development happening in the general area, this will be good for the BRT study. They would like to have that info. Will coordinate with SaVaughn/city.
- BRT is in prelim stages. Study has been underway. Focus has shifted from commuter rail to BRT system on SR 54. Have identified four alternatives from East Point MARTA station to Lovejoy. The section in Forest Park is the same in all 4 alignments. Have identified some preliminary stations that will align well with the study/ped bridge in the vicinity of Lake Dr for BRT station.
- BRT study is going through conceptual design now.
- Ped bridge would work well with the BRT planning effort.
- East bound and west bound platforms will be on either side of the intersections. The team is now planning these locations and should be aligned well with general touchdown points for the ped bridge.
- What is the timeline of ped bridge study?
  - Drafting a GDOT concept report to city by Oct of this year.
- Is this an ARC study? Yes
- Is this study funded? No, this is just feasibility study and will show any constraints, pricing, and will set the City up for funding after Oct.
- What would the length of the bridge be? Approximately 350 feet. Will need 2 touchdowns, ADA pathway on railroad right of way.
- Have you been in touch with RR yet?
- BRT should have an Locally Preferred Alternative (LPA) in the fall and then the environmental work can start. The team is looking at a 2030 – 2032 opening year. Working on a more detailed schedule. It will be 6 to 8 years before it is complete. Looking to phase the project since it's so long (25 – 30 miles long).
- There is a standing bimonthly meeting for BRT and would love to have Forest Park on that call/meeting.
- Bridge study is funded through ARC /Forest Park. Has the city begun identifying funding for the implementation and construction?
  - No, but the city is looking at Congressional funding. This study will be the impetus for pursuing funding. The City has not looked at all of its avenues but is looking at ways to fund the bridge.

- This is like an ARC scoping phase to set the project up for PE, construction, etc.
- Ped bridges are also being studied in Clayton/Tara Blvd. and are a hot topic.
- What is ped activity like here? Are there crash incidents involving peds to support purpose and need?
  - Did not see this in the data pulled; just vehicular.
- Starr Park is the main reason why this bridge is needed.
- What do we need from the MARTA BRT team?
  - Concepts as they come together (end of May/early June)
  - Station area planning workshop in June – the team will host this near Clayton State – a 2 day charrette to stop by and talk about the needs and goals.
  - Participate in our upcoming workshop

### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Clayton County Transportation
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Keith Rohling, Assistant Director Clayton County Transportation Department Jon Tuley SaVaughn Irons- Kumassah James Shelby

### INTERVIEW SUMMARY

- Involved in the BRT Planning efforts with MARTA/VHB with the Southlake line including how the stops will work; this is still in flux.
- Since this is in the city there is not much by way of projects here from the County.
- Will there be elevators? No room for massive ramps.
  - Yes. That is likely.
- There may be a challenge getting people to use the ped bridge. There are some in Macon that do not get much use. One over Shirling Drive in Macon near a school and if the teachers are not there to make students use it, they won't use it. Where they're going from/to determines whether or not the bridge will get used.
  - The City believes that the development in the area, future development and current activity will make this attractive.
  - There is also a multiuse path coming to this area in the future. There will be a critical mass in the area to use the bridge.
- RR line is often times blocked so that makes this bridge more attractive.

- With the grade on the north side, it will help if you decide to go with a ramp. Looks like about 110 – 115 ft between the sidewalk and edge of rail. This may be enough space for a ramp; depends on what the railroad will let you access. There is enough vertical space and that will make it easier. On the other end, if you put ramps in you will have to bridge over Lake Drive to make it a viable ADA ramp.
- County insights on ped bridges? Tips? Other ideas?
  - Working with railroad is tediously slow. Will have to pay railroad to do reviews of your work. Be wary of the timeline on this
  - GDOT will be fairly receptive as long as you have proper height.
  - GA Power may be a struggle with trying to get utilities above the bridge. Have to be 10 ft below their neutral. If we're at 16 ft over roadway, that puts you at 26-28 ft and then 10 more ft (38) that's a pretty tall pole. May be challenging.
- Who maintains 54?
  - Right now, city maintains the median. County maintains all traffic signals.

### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Georgia DOT
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Paul DeNard, GDOT Landon Perry, GDOT Megan Wilson, GDOT Joshua Higgins, GDOT Mike Lobdell, Kimley-Horn Jen Price, Sycamore

### INTERVIEW SUMMARY

- Any GDOT activity/projects in this area?
  - At State Route 331/Forest Parkway there is a project coming here; off set left turn and right turn lanes being developed there but nothing else
- What time frame?
  - This is a feasibility study. Essentially a scoping phase with ARC
  - If this project has a need, there will be a need to look for additional funding
- Is the railroad at the table?
  - They are one of the stakeholders who we want to have at the table. There will definitely be a railroad permit needed in this area.
- Is this the only location being considered that does not have the associated grade changes?
  - This is the only location being considered since it's the main activity node of the city.

- Make sure to consider landings of the bridge. Will draw more people if it directly connects to the park and city center vs just the right of way on Forest Parkway.
- Concerns/Challenges
  - Did not see any major utility conflicts. There is some fiber optic lines buried somewhere along this route.
  - Only concern is the grade on Lake Drive
- Timeframe?
  - Would be at least 4 years from today being realistic.
- Funding
  - Consider alternative funding sources. The railroad may have additional funding for this so consider resources that increase and enhance pedestrian safety at railroad crossings.
  - If there is a situation where this goes through ARC and may impact their LOP (?) status.
- Our team can make sure GDOT is tied into the MARTA BRT study.
  - Will GDOT be removing ped movements from the intersection if the ped bridge comes to be? May look at channeling if we do keep the ped movements. Will this bridge get used if the option to cross is still there?
- Any other planned crossings on Forest Pkwy?
  - No that we know of

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Clayton County Transportation
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Bobby Jinks, Public Works Director, City of Forest Park James Shelby, Planning Director, City of Forest Park Jen Price, Sycamore Mike Lobdell, Kimley Horn

**INTERVIEW SUMMARY**

- Connectivity throughout downtown, Starr Park, and to the government offices is needed and this bridge will enhance the area. Is an important part of the future of the city
- Will create placemaking for downtown Forest Park.
- The bridge will be a signature piece and will be a prominent piece. Needs to be something that is a good signature piece
- Would like to see the city logo and name on the bridge.

- At the visioning session, we will have designers who can sketch ideas for how you want this signature piece to look
  - Are there elements within the city, features, etc. that we want to bring out in the design, we can work through these ideas during the workshop. Please send anything that you've seen and want envisioned to our team so that we can work these ideas into the plan.
- Bridge will have at least three places where it touches down; one on the south side and one on north side of Forest Pkwy and one at Main Street
- Need to make sure people want to use the bridge vs the crosswalk.
- 775 Forest Pkwy lot
  - City or DDA owns this lot
  - Will there be parking spaces over here too so people can park here and walk across?
  - Pavilion, dog park for townhomes may be located here. Not sure if there will be any parking here
  - There is overflow parking at townhome site.
- Is there an architectural template that we can follow? Will Precision Planning be developing this that we can use as a guide?
  - Right now, we are not close enough to this point but this is a good idea
- Materials?
  - Will want to use the logo but do not have any materials selected yet for the city center.
  - The workshop will help determine the 'flavor' of the bridge/what it can look like
- Landscaping and signage?
  - Yes, there is space for that here
  - Bushes and landscaping design can be used to lead/channel people toward the bridge and deter them from crossing the street.
  - Pocket park opportunities at touchdown points
  - City Center will be built and there will be hardscapes there. Will have to coordinate that with this design.
- Will there be an area between the police station and city building provide access?
  - Yes, a portion of Lake Drive on southside of Forest Pkwy will be closed
  - Can ped bridge tie into this area near the park and amphitheater.

Pedestrian bridges in the area:

- Acworth
- Peachtree Corners
- 278 toward Hiram (Lithia Springs/south of Hiram) – Silver Comet Trail
- Truist Park (one across 285; other on Cobb Pkwy)
- Newnan/Peachtree City area

- Many projects coming online at the same time:
  - City Center development
  - Starr Park development
  - Main Street Development
  - Model Mile
  - Ped bridge
- Other engagement opportunities
  - Pop up at Food truck Fridays;
  - Don't want to over saturate the public with meetings!

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 16, 2024	<b>Target Population:</b>	Aerotropolis Atlanta
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Shannon James, Aerotropolis Atlanta Brian Dorelus, Aerotropolis Atlanta Robert Caudill, Aerotropolis Atlanta Jen Price, Sycamore Jon Tuley, Kimley-Horn Mike Lobdell, Kimley Horn SaVaughn Irons, Forest Park James Shelby, Forest Park

**INTERVIEW SUMMARY**

**Aerotropolis Atlanta**

- Northeast 2 blocks from College St – big discussions about redeveloping the Four Square Shopping Center via the large surface parking lot to Main Street. Aero has had discussions with owners re: redevelopment. This is a catalytic site for Blueprint 2.0.
- The goal is to bring more density to the area. Recognize the need to create continuity in this area with city center plan
- Focusing on implementation with end users. Will connect their consultants with us to understand what they're planning, the impact and the flow and how this can be aligned (Pond & Co). This is separate from Model Mile study.
- Having convos about connecting to Greenway plan via infrastructure dollars being committed. The Beltline will come east of the airport and to Flint River. Will want to ultimately connect the Model Miel to this segment of the Beltline.

Can share the preliminary identified route for the Beltline south segment. This connection will create more opportunities.

- Agree with this bridge and the City’s thinking for this study. Walkability, activity and access are key.
- Jeff Goolsby – new contact at GA Power and on Aero Board – who we should talk to about utilities.
- Highly likely that Forest Park will become a centerpiece east of the airport. This could be a huge opportunity to create a destination for this area.
- Blueprint 2.0 efforts will help ensure that all of these projects are connected and have synergy (Model Mile, MARTA/BRT, City Center development, Ped Bridge).
- Funding – getting the city certified such that they can qualify for federal funding. This is in progress.

**Airport CIDs**

- Does not have any projects in Forest Park.
- Three miles to the west, there is an LCI study going on.
- Agree with the purpose of the study. The North / South connectivity will be increased by BRT/MARTA. Concerned with East/West connectivity. This could use some additional support/ this transit service needs to be increased. Transit generally south of the airport needs to be more complete. That’s happening with the BRT study.
- LCI is south of 5<sup>th</sup> runway in Riverdale area. Important to consider the bridge in the context of the Riverdale LCI as we consider how to increase alternative transportation options to the public.

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 17, 2024	<b>Target Population:</b>	Business Owners
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Skip Can, Forest Park Army/Navy Store Melissa Middleton, Forest Park Army/Navy Store Jen Price, Sycamore Mike Lobdell, Kimley Horn SaVaughn Irons, City of Forest Park

**INTERVIEW SUMMARY**

- What is the thought behind closing a portion of Lake Drive?

- How many access points/touch downs will the bridge have?
- Have seen people climbing over/around trains that are parked at Lake Drive
- When do we start??
- Definite need for this
- New school opening – students will need a way to get across the tracks.

### Stakeholder Interview Details

<b>Interview Date:</b>	April 17, 2024	<b>Target Population:</b>	Business Owners
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	George Crews (Region External for Henry, Area Manager), Southern Company Jeff J. Goolsby (Region Executive/External Affairs for Metro South), Southern Company Brandon M. Johnson (Distribution Engineer), Southern Company Jen Price, Sycamore Mike Lobdell, Kimley Horn SaVaughn Irons, City of Forest Park

### INTERVIEW SUMMARY

- Any expansions planned?
  - At this time, no. May upsize the wire to a larger wire for more capacity but that is many years down the line. No transmission lines planned.
- What would the separation need to be?
  - Can bury the lines – 3 sets of these cables can be buried, going past the intersection of Forest Parkway and Main Street, and would come out overhead further down.
- Does GA Power have an idea of linear foot costs?
  - The price is project based. No linear foot costs. What is your project liable to bring? This can be used to offset the costs.
  - Is there a minimal length that we need to consider? Is there a certain distance from the bridge foundations you would like to be?
    - Need 30 to 50 feet buffer from the foundation to start the burial
    - Do need a 10 foot wide path to clear. Cannot go under the foundation. The foundation cannot encroach.



- Will there be any lights on the bridge? Elevator?
  - Would anticipate an elevator and lighting on the bridge. Will be some sort of power on it.
- Burial of comms lines needs to be separate and should be 1 ft away from GA Power burial. Will be 4 ft deep burial; 6 inch conduit. The easement is 10 ft (5 ft on both sides of the path)
- What's the height of the BRT platform?
  - 14 in from top of the pavement.
- Is the BRT platform covered?
  - Yes ; 10 – 12 feet from ground to platform roof
- How soon will plans be available?
  - Not doing survey or final design
  - Will have aerial plan and some GIS backup; some dimensions of span, horizontal/vertical clearances, and how the other plans fit together by the end of Oct.
- Costs?
  - Will send load sheets. Team will we have prelim load info that can be provided to begin getting an idea of costs.
- How soon will you need project costs info?
  - Mid September would be great.
- Transformers size can be determined as soon as we have more info.

# APPENDIX

## Public Engagement Flyers

**FOREST PARKWAY & MAIN STREET**

### PEDESTRIAN BRIDGE STUDY

Do you want a safer and easier way to cross Forest Parkway and the railroad tracks to access places like Starr Park, City Hall and shops on Main Street?

**LEARN MORE!**

**MEET US HERE!**

- July 12th, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park
- August 20th, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

SCAN ME  
ENGAGE ONLINE!  
forestparkpedbridge.com

**FOREST PARKWAY & MAIN STREET**

### ESTUDIO DE PUENTE PEATONAL

¿Quisiera cruzar Forest Parkway y las vías ferroviarias de manera más segura y más rápida para llegar a lugares como Starr Park, City Hall y las tiendas en Main Street?

**¡OBTENGA MÁS INFORMACIÓN!**

**¡LO ESPERAMOS AQUÍ!**

- 12 de Julio, 5:00 - 7:00 P. M.  
Viernes de Food Trucks  
Bill Lee Park
- 20 de agosto, 5:30 - 7:30 P. M.  
Reunión abierta pública  
745 Forest Parkway Forest Park, GA 30297

Escanee este código  
¡PARTICIPA EN LINEA!  
forestparkpedbridge.com

**FOREST PARKWAY & MAIN STREET**

### NGHIÊN CỨU CẦU ĐI BỘ

Bạn có muốn có một cách an toàn và dễ dàng hơn để băng qua Forest Parkway và đường ray xe lửa như công viên Starr Park, Tòa thị Chính và mua sắm trên đường Main Street không?

**TÌM HIỂU THÊM!**

**GẶP CHÚNG TÔI TẠI ĐÂY!**

- 12 Tháng 7, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park
- 20 Tháng 8, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

SCAN ME  
THAM GIA TRỰC TUYẾN!  
forestparkpedbridge.com

# Social Media Campaign #1

**FOREST PARKWAY & MAIN STREET**



**Pedestrian Bridge Feasibility Study**

**WHAT IS THIS STUDY ALL ABOUT?**

Our community needs easy access to important destinations like Starr Park, City Hall and government offices.

**WHAT IS THIS STUDY ALL ABOUT?**

This study will help identify the best way to connect people using city amenities to Downtown Forest Park.

**WHAT IS THIS STUDY ALL ABOUT?**

We also need a safer way to cross the railroad tracks and Forest Parkway.

**LEARN MORE!**

SCAN ME!

[forestparkpedbridge.com](http://forestparkpedbridge.com)

# Facebook Analytics

**Performance** ⓘ  
\$179.99 spent over 18 days.

Link clicks ⓘ	347	Reach ⓘ	18,055
		Cost per Link Click ⓘ	\$0.52

**Activity**

Post engagements 356

Link clicks 347

Post reactions 8

Post comments 1

**Audience**

This ad reached 18,055 people in your audience.

People Placements Locations

46.9% Women 53.1% Men

Age Group	Women (%)	Men (%)
13-17	0.5	0.5
18-24	1.5	2.0
25-34	5.5	9.5
35-44	9.5	13.0
45-54	9.5	10.5
55-64	10.5	11.0
65+	11.0	8.5

# Social Media Campaign #2

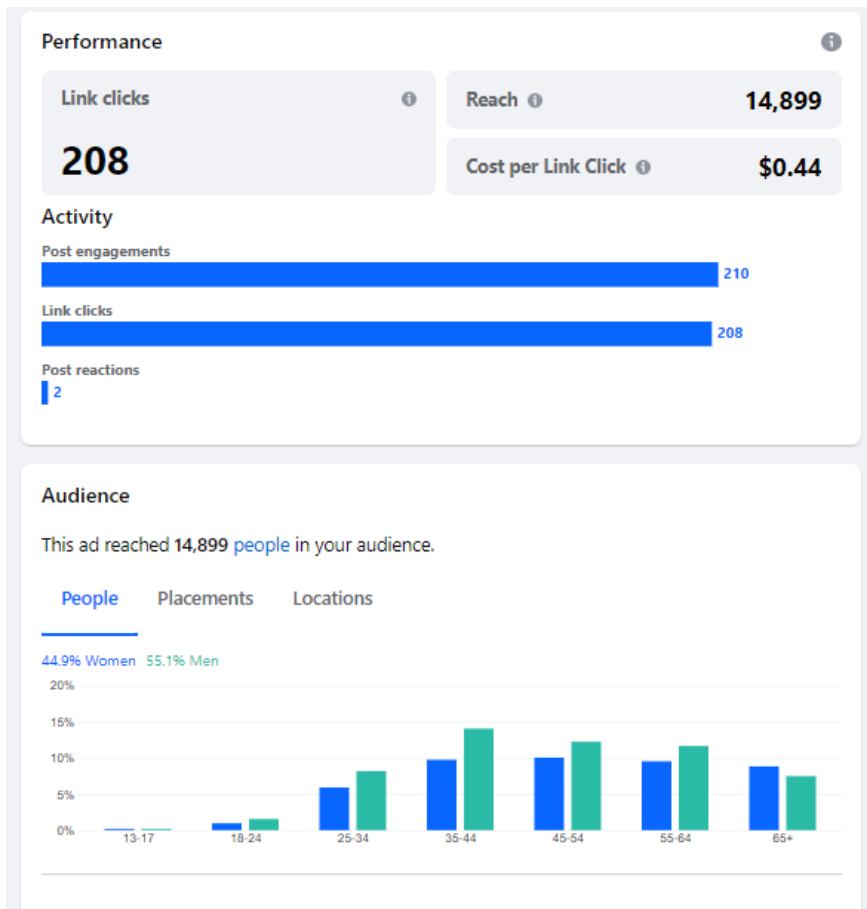
**Take the Community Survey!**

How can we improve walkability and safety in downtown Forest Park? Give us your feedback on the community survey!

**ENGAGE**  
ONLINE!

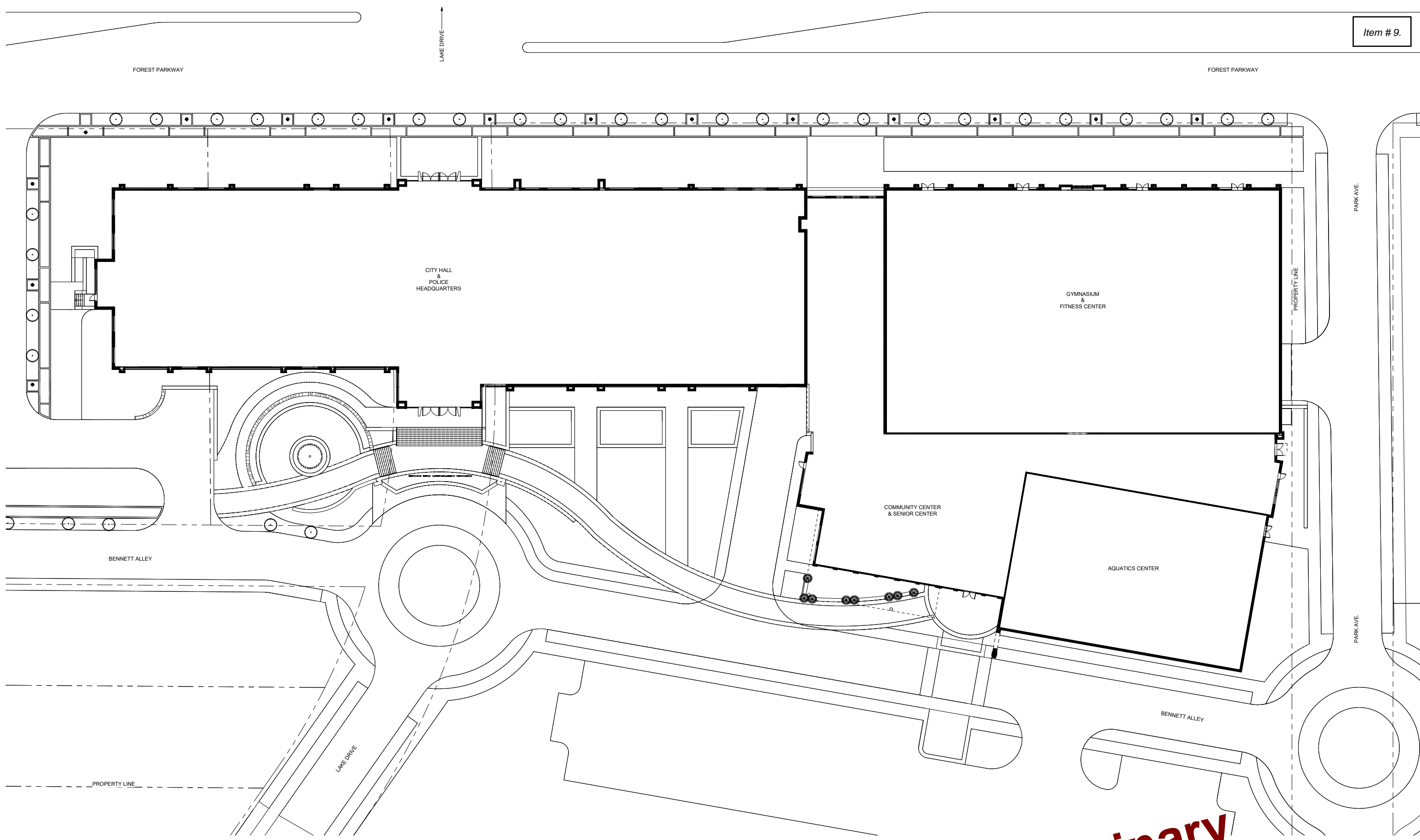
ForestParkPedBridge.com

## Facebook Analytics



# APPENDIX C:

## City Center Plan



# APPENDIX D:

## *Crash Summary*



Date and Time	Roadway (From Crash Report)	Intersection Name (from Crash Report)	KABCO Severity	Manner of Collision (Crash Level)	# of Fatalities per Crash	# Serious Injuries	# Visible Injuries	# Complaint Injuries	# of Vehicles	Weather Conditions	Surface	Light Conditions (Crash Level)
8/30/2022 15:14	Hwy 331	Hwy 331 and N Lake Dr	(C) Possible Injury / Complaint	Angle (Other)	0	0	0	1	2	Clear	Dry	Daylight
4/30/2020 16:30	Main St	Lake Dr and Main St	(O) No Injury	Angle (Other)	0	0	0	0	2	Clear	Dry	Daylight
1/15/2021 9:11	Bennett Dr	Lake Dr and Bennett Dr	(O) No Injury	Angle (Other)	0	0	0	0	2	Clear	Dry	Daylight
12/15/2021 17:12	Forest Pkwy	Lake Dr and Forest Pkwy	(O) No Injury	Angle (Other)	0	0	0	0	3	Clear	Dry	Daylight
10/12/2019 17:22	Lake Dr	Lake Dr and Forest Pkwy	(O) No Injury	Angle (Other)	0	0	0	0	2	Cloudy	Dry	Daylight
1/13/2022 19:04	Lake Dr	Lake Dr and Forest Pkwy	(O) No Injury	Head On	0	0	0	0	2	Clear	Dry	Dark-Lighted
2/7/2020 18:47	Forest Pkwy	Lake Dr and Forest Pkwy	(K) Fatal Injury	Head On	3	0	0	2	3	Clear	Dry	Dark-Lighted
11/12/2021 18:16	Forest Pkwy	Lake Dr and Forest Pkwy	(O) No Injury	Left Angle Crash	0	0	0	0	2	Clear	Dry	Dark-Lighted
9/18/2021 18:37	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Left Angle Crash	0	0	0	1	2	Clear	Dry	Daylight
6/30/2020 8:33	Forest Pkwy	Lake Dr and Forest Pkwy	(A) Suspected Serious Injury	Not a Collision with Motor Vehicle	0	2	0	0	1	Clear	Dry	Daylight
9/21/2021 14:00	Lake Dr	Main St and Lake Dr	(O) No Injury	Not a Collision with Motor Vehicle	0	0	0	0	1	Cloudy	Wet	Daylight
7/28/2020 22:10	Lake Dr	Lake Dr and Forest Pkwy	Unknown	Not a Collision with Motor Vehicle	0	0	0	0	1	Clear	Dry	Dark-Lighted
1/2/2020 6:30	Lake Dr	Main St and Lake Dr	(O) No Injury	Not a Collision with Motor Vehicle	0	0	0	0	1	Rain	Wet	Daylight
7/23/2021 19:22	Main St	Lake Dr and Main St	(A) Suspected Serious Injury	Not a Collision with Motor Vehicle	0	1	0	2	1	Clear	Dry	Daylight
12/21/2018 8:46	Main St	Lake Dr and Main St	(O) No Injury	Not a Collision with Motor Vehicle	0	0	0	0	1	Rain	Wet	Daylight
5/18/2020 17:45	700 Forest Pkwy	Lake Dr and 700 Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	3	Rain	Wet	Daylight
6/25/2020 16:32	700-Blk Forest Pkwy	Lake Dr and 700-Blk Forest Pkwy	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Rain	Wet	Daylight
9/3/2020 8:09	Forest Pkwy	Lake Dr and Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	1	Clear	Dry	Daylight
8/12/2020 17:26	800 Blk Forest Pkwy	Ash St and 800 Blk Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	2	Rain	Wet	Daylight
5/2/2020 17:46	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Clear	Dry	Daylight
10/15/2020 10:16	Lake Dr	Main St and Lake Dr	B) Suspected Minor/Visible Injury	Rear End	0	0	1	0	2	Clear	Dry	Daylight
10/28/2021 15:15	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Clear	Dry	Daylight
3/24/2020 14:52	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Clear	Dry	Daylight
8/7/2022 15:13	Lake Dr	Lake Dr and Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	2	Clear	Dry	Daylight
10/24/2022 11:40	Hwy 331	Hwy 331 and N Lake Dr	(O) No Injury	Rear End	0	0	0	0	2	Clear	Dry	Daylight
10/29/2021 9:53	Forest Pkwy	Lake Dr and Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	2	Cloudy	Standing	Daylight
9/27/2022 7:31	Hwy 331	Hwy 331 and N Lake Dr	(O) No Injury	Rear End	0	0	0	0	2	Clear	Dry	Daylight
3/6/2020 15:16	Main St	Lake Dr and Main St	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Clear	Dry	Daylight
9/1/2020 16:48	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Rear End	0	0	0	1	2	Clear	Dry	Daylight
3/14/2022 14:04	Lake Dr	Lake Dr and Forest Pkwy	(O) No Injury	Rear End	0	0	0	0	3	Clear	Dry	Daylight
6/22/2022 10:43	Forest Pkwy	Lake Dr and Forest Pkwy	(C) Possible Injury / Complaint	Right Angle Crash	0	0	0	1	2	Clear	Dry	Daylight
11/26/2018 18:05	Forest Pkwy	Lake Dr and Forest Pkwy	(O) No Injury	Sideswipe-Same Direction	0	0	0	0	2	Cloudy	Dry	Dark-Not Lighted
9/5/2022 10:03	Forest Pkwy	Lake Dr and Forest Pkwy	B) Suspected Minor/Visible Injury	Sideswipe-Same Direction	0	0	1	0	2	Cloudy	Dry	Daylight

# APPENDIX E:

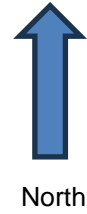
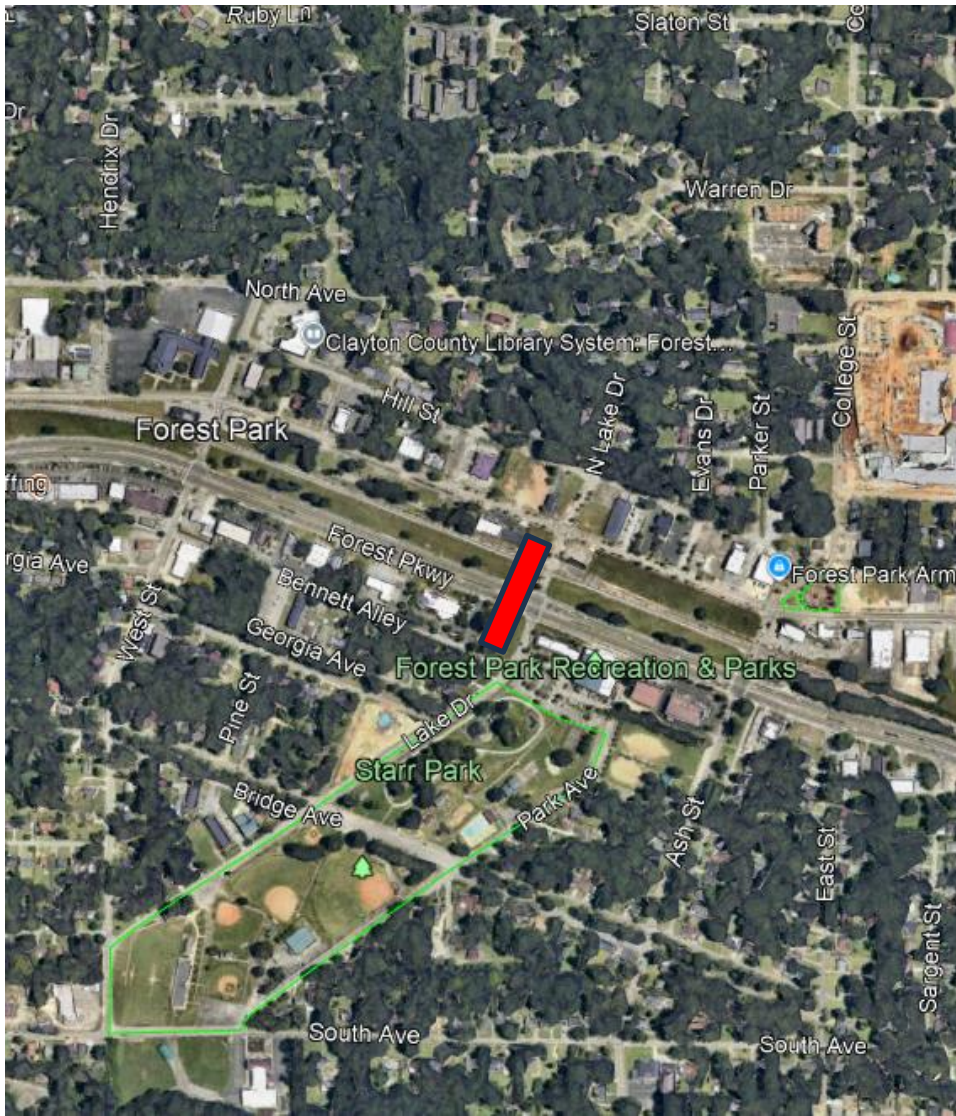
## *Cost Breakdown*

## Forest Park Pedestrian Bridge over Norfolk-Southern & Forest Parkway

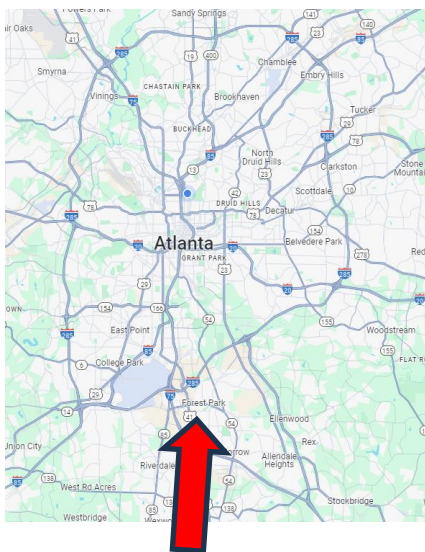
<b>Preliminary Engineering</b>		<b>\$ 1,200,000.00</b>
Roadway Design	\$ 150,000.00	
Landscape Architectural	\$ 150,000.00	
Structural	\$ 400,000.00	
Mechanical & Electrical	\$ 200,000.00	
Environmental	\$ 300,000.00	
<b>Utilities</b>		<b>\$ 156,000.00</b>
Burial of Overhead Utilities		
<b>Section 404 Mitigation</b>		<b>\$ -</b>
<b>Right of Way</b>		<b>\$ 47,550.00</b>
Permanent Easement Cost	\$ 17,550.00	
<b>Negotiation and Legal Fees</b>	\$ 30,000.00	
<b>Construction</b>		<b>\$ 5,537,500.00</b>
Bridge	\$ 2,000,000.00	
Architectural Features	\$ 500,000.00	
Elevators	\$ 1,200,000.00	
Stairs	\$ 200,000.00	
Retaining Wall	\$ 430,000.00	
Mobilization, Traffic Control, Erosion Control	\$ 100,000.00	
Contingency	\$ 1,107,500.00	
<b>Total Project Cost</b>		<b>\$ 6,941,050.00</b>



### PROJECT LOCATION MAP



Google Earth



Google Maps

**Project Location**

## PLANNING & BACKGROUND DATA

**Prepared By:** Kimley-Horn      **Date Completed:** 6/5/2024

**Project Justification Statement:** The study awarded to the City of Forest Park as part of the Atlanta Regional Commission’s (ARC) Livable Centers Initiative (LCI). The study is to determine the feasibility and public support for a pedestrian bridge in downtown Forest Park. The project was identified in the 2021 Downtown Forest Park LCI Study. A key finding from the public engagement during the 2021 LCI Study was the need to improve the walkability of Downtown Forest Park. The downtown area has businesses on Main Street and Bill Lee Park north of SR 331/Forest Parkway and the railroad. South of SR 331/Forest Parkway and the railroad is City Hall, the City Recreation Center, and Starr Park. As noted by City officials and business owners, trains are frequently stopped in Downtown Forest Park blocking the grade crossing at Lake Drive. The facilities of SR 331/Forest Parkway and the railroad separating the two pedestrian oriented centers discourages pedestrian activity.

A proposed pedestrian bridge in Downtown Forest Park is one of several projects in the City. Continuous pedestrian connectivity is vital to the success of the planned projects. Forest Park is finalizing a master plan to construct a new city center including a police station and city hall. MARTA is in the early stages of developing a Bus Rapid Transit (BRT) route that connects the East Point MARTA Station to south Clayton County with a station located near the Forest Park City Center. ARC funded a Greenway Master Plan for the municipalities surrounding Hartsfield-Jackson Atlanta International Airport. After the studied was completed, seven of the jurisdictions began developing concepts for trails planned in their respective jurisdictions. The seven concepts are called the AeroATL Greenway Model Miles. The Forest Park Model Mile is proposed to run along Lake Drive and would connect with the proposed pedestrian bridge at the new city center and Starr Park. A future path is planned connecting the State Farmers Market to Fort Gillem via Main Street. The City is also expecting residential and commercial developments along Main Street. The planned projects make connectivity to both sides of SR 331/Forest Parkway and the railroad more important. The feasibility study of the proposed pedestrian bridge must coordinate with the other planned projects to maximize the benefit to the public and private investments.

The pedestrian bridge will begin on the south side of SR 331/Forest Parkway near Lake Drive with a span over SR 331/Forest Parkway touching down on the north side of SR 331/Forest Parkway. A second span will bridge over the railroad with a touch down near Main Street and Lake Drive. Aerial utilities will be buried in the vicinity of the pedestrian bridge. A bridge will ensure a continuous pedestrian pathway between Main Street, MARTA bus stops, and the City Center that is ADA compliant. Stopped trains and a four lane arterial will not be barriers for pedestrians between the two destinations.

**Existing conditions:** SR 331/Forest Parkway is a four-lane divided minor arterial owned and maintained by GDOT. Forest Parkway has curb and gutter and five-foot sidewalks within the project area. The posted speed limit is 40 MPH with daily traffic of 20,000 vehicles a day. Main Street is a city street with one lane in each direction with curb and gutter and five-foot brick sidewalks. The posted speed limit is 30 MPH, and the daily traffic is approximately 4,500 vehicles per day. Lake Drive is a two-lane city street with curb and gutter and a 10 foot brick sidewalk on the west side. The east side of Lake Drive has no pedestrian facilities. The posted speed limit is 25 MPH. Current pedestrian crossing over the Norfolk Southern Railroad is via a 10 foot wide brick sidewalk along the west side of Lake Drive. Sidewalk is not continuous across the tracks and ADA ramps are located at the intersection of Lake Drive at Main Street and Lake Drive at SR 331/Forest Parkway. Persons in wheel chairs needing to cross the tracks at Lake Drive would have to use the general purpose lanes of Lake Drive. Pedestrians crossing SR 331/Forest Parkway at Lake Drive must cross at grade. The crosswalk is approximately 80 feet long.

**Other projects in the area:** MARTA SR 54 Bus Rapid Transit Corridor

**MPO:** Atlanta TMA      **TIP #:** N/A

**Congressional District(s):** 5

**Federal Oversight:**    PoDI    Exempt    State Funded    Other

**Projected Traffic:** 24 HR T: 7 % Current Year (2022): 20,300

Traffic data source: TADA

Traffic Projections Performed by: N/A

Date approved by the GDOT Office of Planning: *Date* N/A

**AASHTO Functional Classification (Mainline):** Minor Arterial

**AASHTO Context Classification (Mainline):** Urban

**AASHTO Project Type (Mainline):** New Construction

**Is the project located on a NHS roadway?**  No  Yes

**Complete Streets - Bicycle, Pedestrian, and/or Transit Standards Warrants:**

Warrants met:  None  Bicycle  Pedestrian  Transit

Pedestrian warrants 1, 2, and 4 are met. Bicycle warrants 2 and 3 are met. Transit warrants 1 and 2 are met.

**Is this a 3R (Resurfacing, Restoration, & Rehabilitation) Project?**  No  Yes

**Pavement Evaluation and Recommendations**

Initial Pavement Evaluation Summary Report Required?  No  Yes

Feasible Pavement Alternatives:  HMA  PCC  HMA & PCC

**Is the project located on a Special Roadway or Network?**  No  Yes

**Do the limits of the project include one or more signalized intersections?**  No  Yes

**Is Federal Aviation Administration coordination anticipated?**  No  Yes

## DESIGN AND STRUCTURAL

**Description of the proposed project:** The proposed pedestrian bridge would begin on the south side of SR 331/Forest Parkway approximately 180 feet west of the existing intersection of SR 331/Forest Parkway and Lake Drive. The bridge will span approximately 115 feet over SR 331/Forest Parkway and 103 feet over the Norfolk-Southern Railroad. The project will terminate approximately 15 feet from the southwest corner of Main Street and Lake Drive. The proposed bridge is to provide a continuous connection between Starr Park and the new City Center on the south side of SR 331/Forest Parkway to Main Street and the Model Mile on the north side of the Norfolk-Southern Railroad.

**Major Structures:**

Structure	Existing	Proposed
N/A	N/A	270 feet long, 10 feet wide 3 span bridge

**Accelerated Bridge Construction (ABC) techniques anticipated:**  No  Yes

**Mainline Design Features:**

Pedestrian bridge is to begin on south side of SR 331/Forest Parkway approximately 180 feet west of the intersection of SR 331/Forest Parkway and Lake Drive. Pedestrians can access the bridge via stairs or an elevator on both side of SR 331/Forest Parkway. Span 1 will be approximately 115 feet long with a minimum vertical clearance of 17.5 feet over SR 331/Forest Parkway. An elevator will provide access to pedestrians needing access to the north side of SR 331/Forest Parkway and proposed BRT station. Span 2 is an intermediate span approaching railroad tracks. Span 3 is proposed to be approximately 103 feet with a minimum 23.5 feet of vertical clearance

from the bottom of the structure to the top of rail. The north end of the bridge will connect with stairs and ADA compliant ramps to tie into the sidewalk on the southern side of Main Street at Lake Drive.

SR 331/Forest Parkway	<b>Functional Classification: <i>Minor Arterial</i></b>		
Feature	Existing	*Policy	Proposed
<b>Typical Section:</b>			
- Number of Through Lanes	4		4
- Lane Width(s) (-ft)	12-ft	11-12-ft	12-ft
- Median Width (-ft) & Type	20-ft raised	20-ft raised	20-ft raised
- Border Area Width (-ft)	12-ft	10-16-ft	13-17-ft
- Cross Slope (%)	2%	2%	2%
- Sidewalks (-ft)	5-ft	5-ft	5-ft
- Auxiliary Lanes	12-ft RTL and LTL		12-ft RTL and LTL
- Bike Accommodations	None	None	None
Posted Speed (mph)	40 mph		40 mph
<b>Design Speed (mph)</b>	<b>40 mph</b>		<b>40 mph</b>
<b>Minimum Horizontal Curve Radius (-ft)</b>			<b>N/A</b>
<b>Maximum Superelevation Rate (%)</b>	<b>4%</b>		<b>N/A</b>
<b>Access Control</b>	<b>By permit</b>	<b>By permit</b>	<b>By permit</b>

\*According to current GDOT Design Policy if applicable

**Design Exceptions/Design Variances to FHWA or GDOT Controlling Criteria anticipated:**

None anticipated

**Design Variances to GDOT Standard Criteria anticipated:**

None anticipated

**Lighting Proposed:**     No                     Yes

Lighting proposed on pedestrian walkway

**Off-site Detours Anticipated:**     No                     Undetermined                     Yes

If yes: Roadway type to be closed:                     Local Road                     State Route

Detour route selected:                     Local Road                     State Route

District concurrence with detour route:  No/Pending                     Received *Date*

Detour presented to public:                     No                     Yes *Date*

An overnight closure of SR 331/Forest Parkway will likely be needed to set the bridge. Traffic can be routed to Main Street during closure.

**Transportation Management Plan [TMP] Required:**     No                     Yes

## INTERCHANGES AND INTERSECTIONS

**Interchanges/Major Intersections:** SR 331/Forest Parkway at Lake Drive is a signalized intersection within the project limits.

**Intersection Control Evaluation (ICE) Required:**     No                     Yes



Roundabout Concept Validation Required:  No  Yes  Completed

## UTILITY AND PROPERTY

**Railroad Involvement:** Yes. The proposed pedestrian bridge will require a permit from Norfolk-Southern Railroad.

**Utility Involvements:** Georgia Power, AT&T, and signal communication overhead utilities will be buried in the vicinity of the bridge. Underground fiber optic cable near railroad tracks will be avoided.

**SUE Required:**  No  Yes

**Public Interest Determination Policy and Procedure recommended:**  No  Yes

**Right-of-Way (ROW):** Existing width: 107 ft. Proposed width: 107 ft.  
Required Right-of-Way anticipated:  None  Yes  Undetermined  
Easements anticipated:  None  Temporary  Permanent  Utility  Other

Anticipated total number of impacted parcels:	1	
Displacements anticipated:	Businesses:	0
	Residences:	0
	Other:	0
Total Displacements:		0

**Location and Design approval:**  Not Required  Required

**Impacts to federally managed property anticipated:**  No  Yes  Undetermined

## ENVIRONMENTAL AND PERMITS

**Anticipated Environmental Document:** *NEPA ~ PCE*

**Level of Environmental Analysis – The environmental considerations are based on:**

- A preliminary desktop or screening level environmental analysis and are subject to revision after the completion of resource identification, delineation, and agency concurrence.
- Completion of resource identification and delineation and are subject to revision after the completion of agency concurrence.
- Completion of resource identification, delineation, and agency concurrence.

**MS4 Permit Compliance – Is the project located in a MS4 area?**  No  Yes

**If yes, is the GDOT MS4 Permit anticipated to apply to all or part of this project?**  No  Yes

**Is ecology water quality mitigation anticipated?**  No  Yes

**Will a Non-MS4 Detention Report be required during preliminary design?**  No  Yes

**Environmental Permits, Variances, Commitments, and Coordination anticipated:** None

### Air Quality:

Is the project located in an Ozone Non-attainment area?  No  Yes

Is a Carbon Monoxide hotspot analysis required?  No  Yes

**NEPA/GEPA Comments & Information:** A variety of resources were utilized including Georgia’s Natural, Archaeological, and Historic Resources GIS (GNAHRGIS) database, historical maps and aerial photography, and Clayton County tax assessor records. The cultural resources screening identified no historic resources within the project area currently listed in the National Register of Historic Places (NRHP). The screening did identify the NRHP-eligible Macon & Western Railroad which bisects the project area. Several additional properties 50+ year old properties within the project area were also identified; however, none appear to be likely to be found eligible for listing in the NRHP. None of these properties were formally evaluated for NRHP eligibility. Starr Park is within the project area and is considered a NEPA resource and would be provided protections under Section 4(f).

**Public Involvement:** The feasibility study included a variety of public engagement activities. Stakeholders were identified by staff at the City of Forest Park and interviewed April of 2024. A visioning session was held with the stakeholders May 22, 2024. Some members of the project team attended a pop-up event at Bill Lee Park near the project site on July 12, 2024. A formal PIOH was held at City Hall on August 20, 2024.

The following methods were used to promote and encourage engagement and awareness:

- Distribution of press releases by the City of Forest Park Public Information Office
- Distribution of announcements via the City of Forest Park social media channels
- Distribution of physical flyers to Main Street and Forest Parkway tenants and businesses
- Outreach to key stakeholders and partners to encourage information distribution
- Distribution of an email campaign to outreach database
- Establishment of a project website
- Posting of all meeting announcements on the project website
- Targeted Facebook campaigns to City of Forest Park residents

## COORDINATION, ACTIVITIES, RESPONSIBILITIES, AND COSTS

**Constructability/Construction:** The construction of the bridge over SR 331/ Forest Parkway will likely require a short-term off-site detour that can be done over a weekend. Main Street is a convenient option to detour traffic. Construction over the railroad will require coordination with Norfolk-Southern including contracting for a flagger.

**Project Meetings:** N/A

**Other coordination to date:**

Project Activity	Party Responsible for Performing Task(s)
Concept Development	City of Forest Park
Design	City of Forest Park
Right-of-Way Acquisition	City of Forest Park
Utility Coordination (Preconstruction)	City of Forest Park
Utility Relocation (Construction)	Utility Owners
Letting to Contract	City of Forest Park
Construction Supervision	City of Forest Park
Providing Material Pits	N/A
Providing Detours	City of Forest Park
Environmental Studies, Documents, & Permits	City of Forest Park
Environmental Mitigation	City of Forest Park
Construction Inspection & Materials Testing	City of Forest Park

<b>Project Cost Estimate Summary and Funding Responsibilities:</b>						
	<b>PE Activities</b>		<b>ROW</b>	<b>Reimbursable Utilities</b>	<b>CST*</b>	<b>Total Cost</b>
	<b>PE Funding</b>	<b>Section 404 Mitigation</b>				
Date of Estimate:	9/15/2024	N/A	9/15/2024	9/15/2024	9/15/2024	
Proposed Funding Source(s):	Federal, Local	N/A	Federal, Local	Federal, Local	Federal, Local	
Programmed Cost:	N/A		N/A	N/A	N/A	N/A
Estimated Cost:	\$1,200,000	N/A	\$50,000	\$200,000	\$5,600,000	\$7,050,000
Total Cost Difference:						N/A

\*CST Cost includes Construction, Engineering and Inspection, Contingencies and Asphalt Fuel Price Adjustment.

## ALTERNATIVES DISCUSSION

### Alternative selection:

<b>Preferred Alternative:</b> 270 foot long by 10 foot wide pedestrian bridge spanning SR 331/Forest Parkway and Norfolk Southern Railroad			
<b>Estimated Property Impacts:</b>	<b>1</b>	<b>Estimated Total Cost:</b>	<b>\$7,050,000</b>
<b>Estimated ROW Cost:</b>	<b>*\$50,000</b>	<b>Estimated CST Time:</b>	<b>12 months</b>
<b>Rationale:</b> Preferred alternative provides a continuous, ADA compliant path connecting planned city center building, Starr Park, and proposed BRT stations with existing and planned development on Main Street and Bill Lee Park. The proposed pedestrian bridge will prevent railroad activities from disrupting pedestrian connectivity between the city center and Main Street. The bridge provides a unique placemaking and branding opportunity for downtown Forest Park.			

\*Estimated ROW cost by design team.

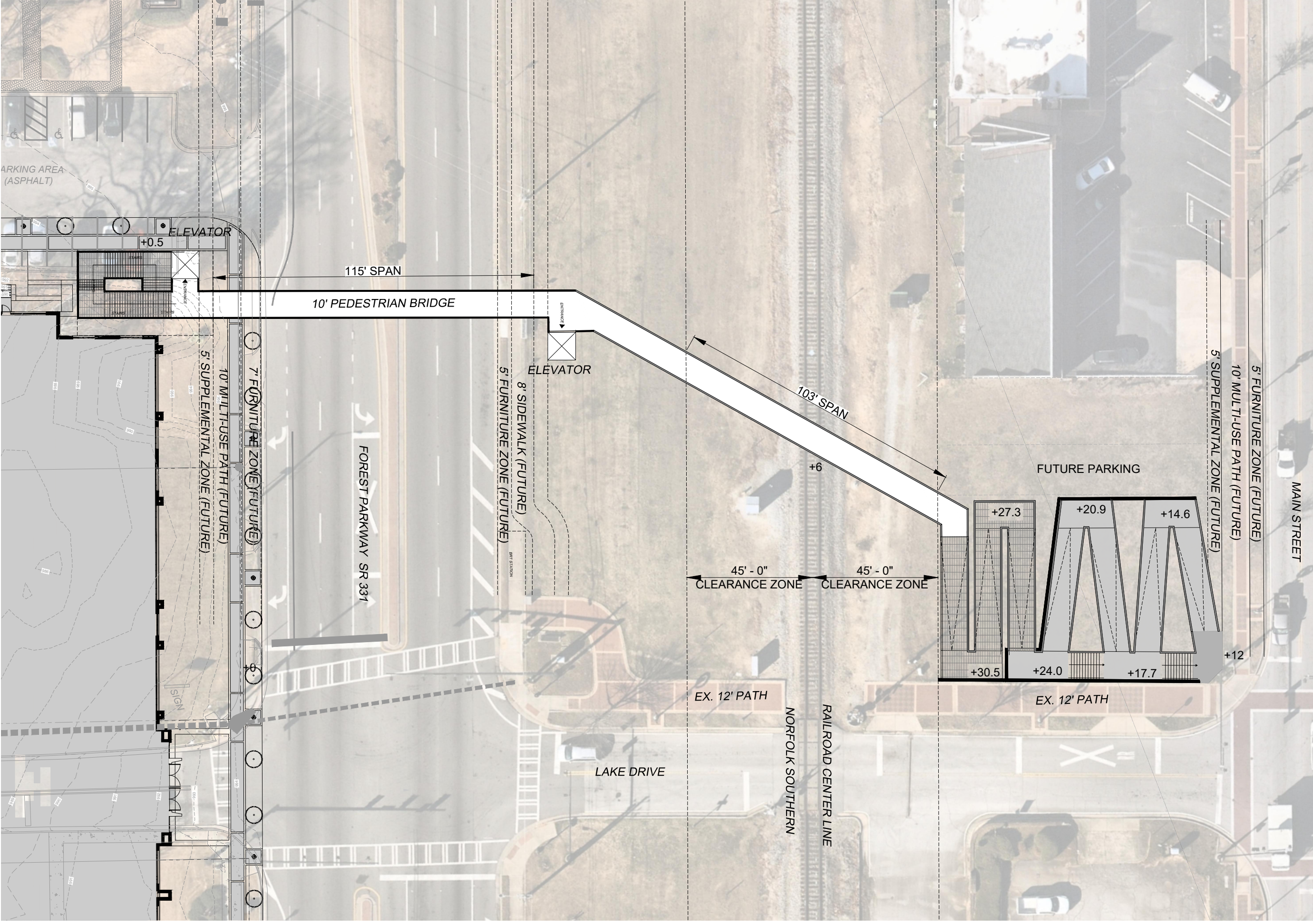
<b>No-Build Alternative:</b> No change to current pedestrian accommodations along Lake Drive across Norfolk Southern Railroad and SR 331/Forest Parkway			
<b>Estimated Property Impacts:</b>	<b>0</b>	<b>Estimated Total Cost:</b>	<b>0</b>
<b>Estimated ROW Cost:</b>	<b>0</b>	<b>Estimated CST Time:</b>	<b>0</b>
<b>Rationale:</b> No-build alternative does not address the barriers to connectivity for pedestrians separated by Norfolk-Southern and SR 331/Forest Parkway.			

<b>Alternative 1:</b> 150 foot long by 10 foot wide pedestrian bridge over Norfolk Southern Railroad			
<b>Estimated Property Impacts:</b>	<b>1</b>	<b>Estimated Total Cost:</b>	<b>\$4,000,000</b>
<b>Estimated ROW Cost:</b>	<b>*\$50,000</b>	<b>Estimated CST Time:</b>	<b>12 months</b>
<b>Rationale:</b> A bridge over the railroad only does provide continuous ADA compliant path over the railroad but does not address concerns of pedestrians crossing a four-lane divided state arterial. Other community goals of placemaking are not well addressed with a bridge only over the railroad.			

\*Estimated ROW cost by design team.

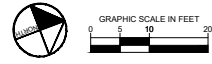
## **LIST OF ATTACHMENTS/SUPPORTING DATA**

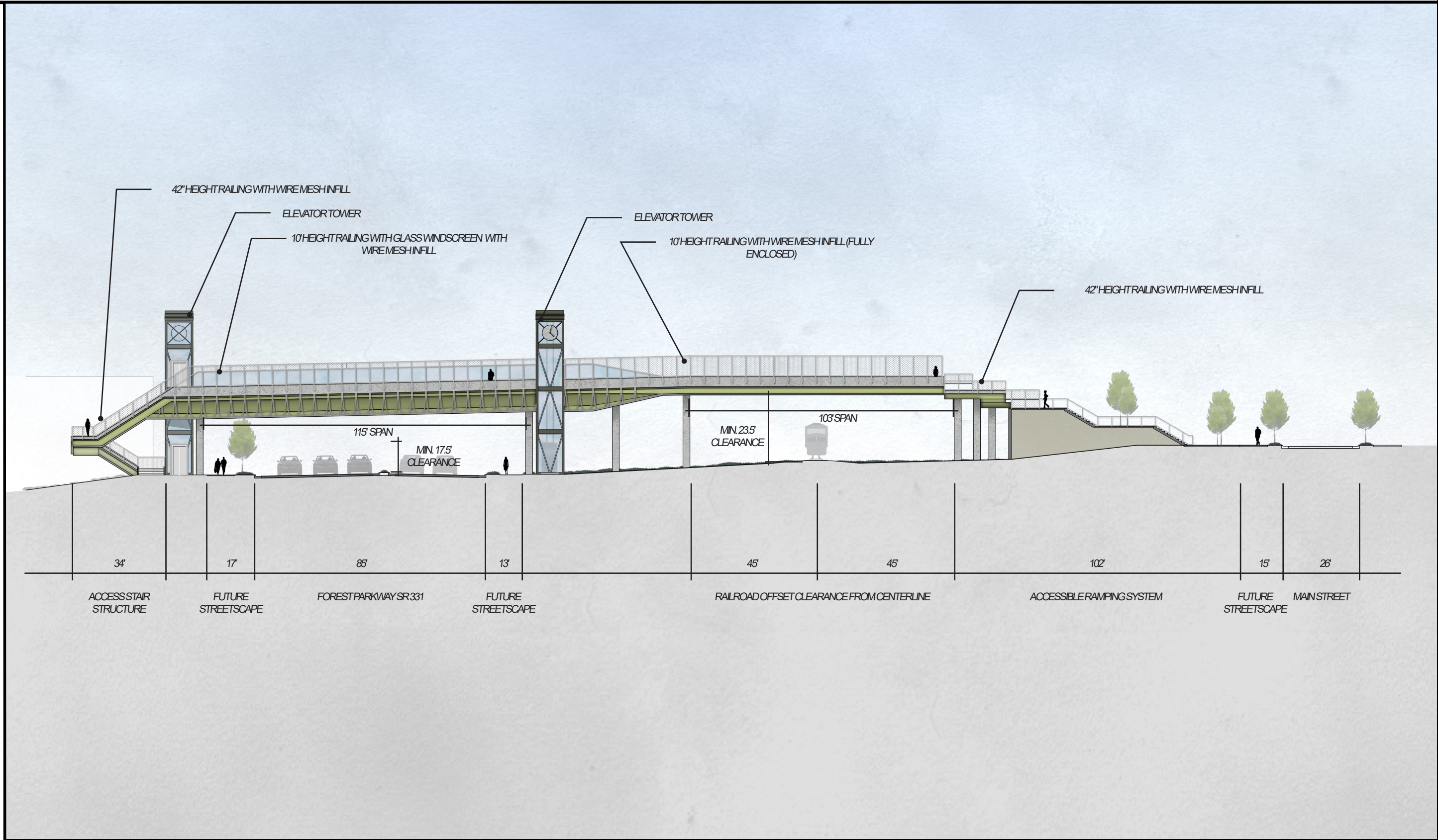
1. Concept Layout – Preferred Alternative.
2. Bridge Elevation
3. Detailed Cost Estimates
4. MS4 Concept Report
5. Public Involvement Summary



**FOREST PARK - PEDESTRIAN BRIDGE CONCEPTUAL LAYOUT**

DATE: JULY 2024





FOREST PARK PEDESTRIAN BRIDGE  
 FEASIBILITY STUDY  
 SECTION GRAPHIC

**Forest Park Pedestrian Bridge over Norfolk-Southern & Forest Parkway**

<b>Preliminary Engineering</b>		<b>\$ 1,200,000.00</b>
Roadway Design	\$ 150,000.00	
Landscape Architectural	\$ 150,000.00	
Structural	\$ 400,000.00	
Mechanical & Electrical	\$ 200,000.00	
Environmental	\$ 300,000.00	
<b>Utilities</b>		<b>\$ 156,000.00</b>
Burial of Overhead Utilities		
<b>Section 404 Mitigation</b>		<b>\$ -</b>
<b>Right of Way</b>		<b>\$ 47,550.00</b>
Permanent Easement Cost	\$ 17,550.00	
<b>Negotiation and Legal Fees</b>	\$ 30,000.00	
<b>Construction</b>		<b>\$ 5,537,500.00</b>
Bridge	\$ 2,000,000.00	
Architectural Features	\$ 500,000.00	
Elevators	\$ 1,200,000.00	
Stairs	\$ 200,000.00	
Retaining Wall	\$ 430,000.00	
Mobilization, Traffic Control, Erosion Control	\$ 100,000.00	
Contingency	\$ 1,107,500.00	
<b>Total Project Cost</b>		<b>\$ 6,941,050.00</b>

## PLE Evaluation

Attach the following checklist information to the Concept Report Template:

Is there a Project Level Exclusion that applies to this project:  No  Yes

If yes, please indicate which of the following exclusions apply:

- 1. Roadway not owned or operated (maintained) by GDOT may not require post-construction BMPs. Coordinate with the appropriate local government or entity to determine stormwater management requirements.
- 2. The project location is not in an GDOT's MS4 area.
- 3. Maintenance and safety improvement project such as resurfacing, maintenance projects that do not add impervious surface area, driveway access paving, shoulder paving and building, fiber optic line installation, sign addition, safety barrier installation, multi-use projects used solely for recreational purposes and separate from transportation projects (e.g. bike lanes on roads), and sound barrier installation. (RCUTs and roundabouts do not qualify for PLE 3 but they may be evaluated for PLE 5 during preliminary design).
- 4. Project with environmental documents approved or right-of-way plans submitted for approval on or before June 30, 2012.
- 5. Road project that disturbs less than 1 acre (**Evaluate during Preliminary Design**).
- 6. Site development/redevelopment project that creates, adds, or replaces less than 5,000 ft<sup>2</sup> of impervious area (**Evaluate during Preliminary Design**).
- 7. Project in MS4 area added to GDOT's 2017 MS4 permit with concept approval (start of preliminary engineering) before January 3, 2018.
- 8. Project in Combined Sewer Overflow area.

## Concept Outfall Evaluation

Complete the tables below and include as an attachment to the Concept Report. Add additional rows, if needed. It is understood that this information will be approximate based on available information at the time of the concept.

Drainage Area Summary		
Outfall	Pre-Development	Post-Development
	Area (Acres)	Area (Acres)
1		
2		
3		

Concept Level Judgement	
Outfall	Using a concept level judgement, is this outfall likely to have a structural BMP? *This will be finalized later in the design process.
1	
2	
3	

In addition to the above charts, attach the Drainage Area Map (using existing topographic information) to the Concept Report.

Things to consider while making this concept level judgement are:

- Discharges which exit right-of-way as sheet flow
- Flows that originate offsite
- Reduction or no change (or negligible increase) in impervious area
- Impact on a cultural / community resource
- Displacement of residence or business
- Violation of state or federal law (e.g. fill in a FEMA zone or structural BMP in the clear zone)



# Forest Parkway & Main Street Pedestrian Bridge Feasibility Study

## Summary of Community Engagement

A pedestrian bridge is a major piece of infrastructure that can increase the quality of life of future users by increasing connectivity and access to key destinations.

Therefore, an equitable public outreach and stakeholder engagement strategy must allow for considerable opportunities to educate, connect with, and hear from a wide variety of stakeholders.

The stakeholder engagement process implemented for this study utilized a variety of techniques and levels of involvement to gain a complete understanding of existing conditions, community goals and values, needs and opportunities, and desires for the future. This process included a variety of techniques to reach broad and diverse audiences with varying degrees of expertise; time availability; and investment in the outcomes of the study. The following methods were used to promote and encourage engagement:

- Distribution of press releases by the City of Forest Park Public Information Office.
- Distribution of announcements via the City of Forest Park social media channels.
- Distribution of physical flyers to Main Street and Forest Parkway tenants and businesses.
- Outreach to key stakeholders and partners to encourage information distribution.
- Distribution of an email campaign to outreach database.
- Establishment of a project website.
- Posting of all meeting announcements on the project website.
- Targeted Facebook campaigns to City of Forest Park residents.

## KEY STAKEHOLDER ENGAGEMENT

### Stakeholder Interviews

Key stakeholders were identified and interviewed in a series of virtual meetings to introduce the feasibility study to those who could potentially be affected by the project or are likely to have a keen interest in the study outcomes. During these virtual interviews, the study team identified what this study is seeking to accomplish, discussed potential issues related to accessibility and safety, discussed current and future projects and how this infrastructure project might impact or be impacted, and identified appropriate community engagement opportunities.

Interviews were held with the following key stakeholder groups:

- MARTA SR 54 Bus Rapid Transit (BRT) Team
- Clayton County Transportation Department
- Georgia Department of Transportation (GDOT) District 7 Staff
- City of Forest Park staff
- Aerotropolis Atlanta Alliance
- Atlanta Airport CIDs
- Local Business Owners/Operators
- Georgia Power Company

Many questions, ideas, challenges, and solutions were raised throughout the various discussions. A few common themes emerged from the interviews, which are summarized as follows:

**Urban Development and Connectivity:** It is important that the feasibility study considers the ongoing and planned urban development in the area. The bridge aims to connect key downtown destinations, enhancing accessibility and fostering connectivity between various developments and projects such as the new City Center complex and residential and commercial projects that are on the horizon.

**Integration with Transportation Projects:** There is a strong emphasis on integrating the pedestrian bridge with existing and planned transportation projects. Specifically, this project will provide connectivity to the Model Mile Greenway project, which is in close proximity to the northernmost touch down point for the bridge. It also presents an opportunity to align with the planned Bus Rapid Transit (BRT) network. The bridge is seen as complementary to the BRT, enhancing its effectiveness and accessibility.

**Stakeholder Engagement and Funding:** Stakeholder involvement is crucial, including coordination with governmental bodies, utilities, transportation agencies like GDOT and MARTA, and the Norfolk Southern Railroad. Funding discussions revolved around potential sources and the role of various entities in securing funding for the project.

**Community Placemaking:** The bridge is envisioned as a signature piece that enhances the city's identity and serves as a focal point for placemaking efforts. It is important to ensure the bridge design aligns with City branding, aesthetics, and design guidelines while also serving as a gateway and positive community asset. Additionally, considerations for aesthetics, landscaping, and

signage can be used to create an inviting and functional space for pedestrians.

### **Key Stakeholder Workshop**

The key stakeholder interviewees were also convened as an Ad Hoc Committee and participated in a Visioning Workshop. The purpose of the workshop was to share and brainstorm ideas and details for the pedestrian bridge including potential design, construction materials, and amenities. The outcomes of this meeting were used to answer additional questions, to identify challenges with the bridge, and to help inform the direction of the community survey. The three key takeaways from this workshop are summarized as follows:

**Branding and Experience:** Determine the desired brand impact of the bridge and how it should influence the user experience, considering both the architectural design and the sensory impact when driving under the bridge.

**Functionality and Activation:** Focus on the practical aspects of the bridge's functionality and explore how to activate and utilize the space between Forest Parkway and the Norfolk Southern Railroad, including potential activities and garden opportunities at the touchdown locations.

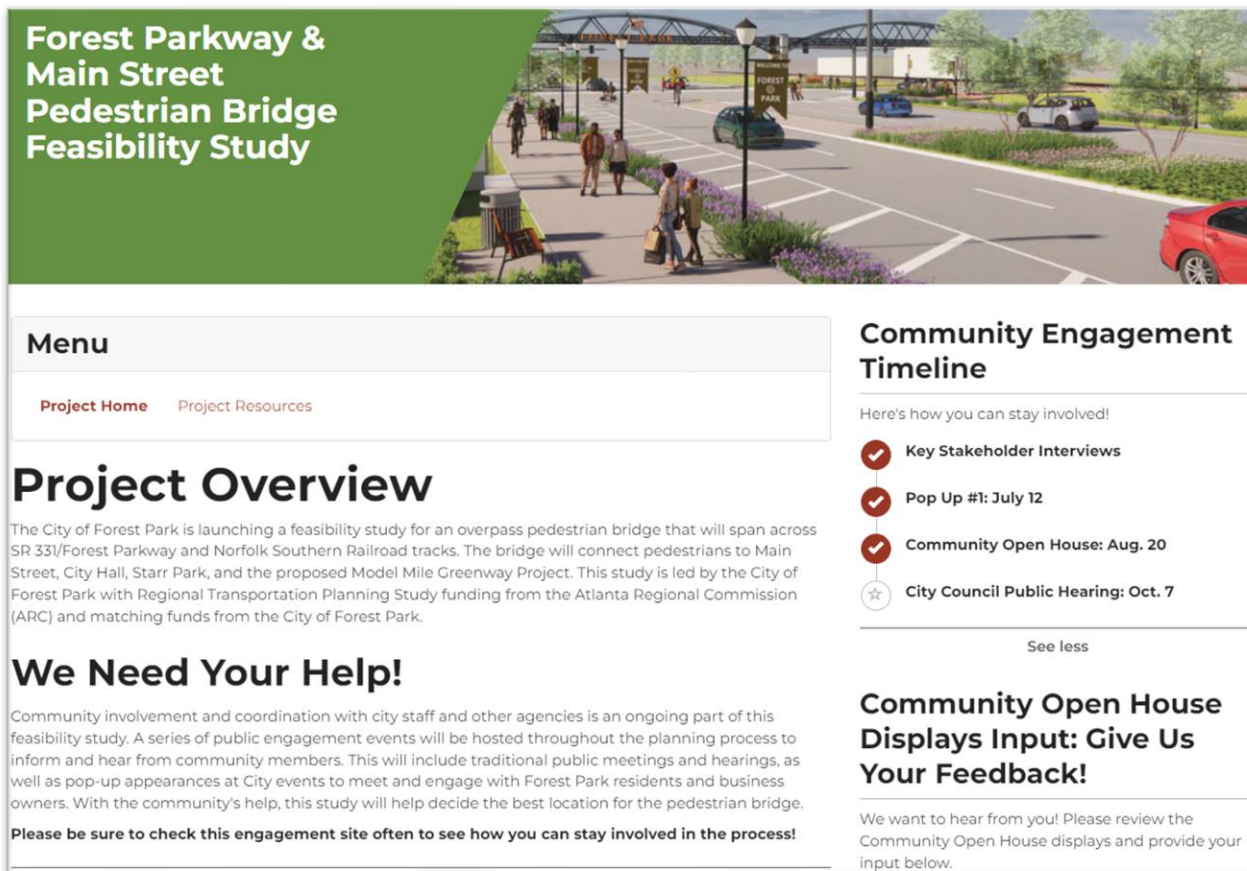
**Design Considerations:** Decide whether the bridge should lean more towards an architectural or billboard style, address elevation changes including slope requirements, and plan for elevator redundancy in case of malfunctions.

## **PUBLIC ENGAGEMENT STRATEGY**

Engagement with the general public was implemented through online engagement, social media, and a series of in-person public engagement events hosted at key stages in the planning process used to educate and gain feedback from stakeholders and the public. The specific elements of this strategy are described below.

### **Online Engagement**

A project webpage (<https://forestparkpedbridge.com/>) was launched at the onset of the study and served as the main source of study information, documents, and announcements for the general public. Meeting flyers and displays were posted on the site. A document library was also created that included links to relevant plans and studies, such as the AeroATL Greenway Plan, the Forest Park LCI Plan, and the Forest Park Comprehensive Plan.



**Forest Parkway & Main Street Pedestrian Bridge Feasibility Study**

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**Project Overview**

The City of Forest Park is launching a feasibility study for an overpass pedestrian bridge that will span across SR 331/Forest Parkway and Norfolk Southern Railroad tracks. The bridge will connect pedestrians to Main Street, City Hall, Starr Park, and the proposed Model Mile Greenway Project. This study is led by the City of Forest Park with Regional Transportation Planning Study funding from the Atlanta Regional Commission (ARC) and matching funds from the City of Forest Park.

**We Need Your Help!**

Community involvement and coordination with city staff and other agencies is an ongoing part of this feasibility study. A series of public engagement events will be hosted throughout the planning process to inform and hear from community members. This will include traditional public meetings and hearings, as well as pop-up appearances at City events to meet and engage with Forest Park residents and business owners. With the community's help, this study will help decide the best location for the pedestrian bridge.

**Please be sure to check this engagement site often to see how you can stay involved in the process!**

**Community Engagement Timeline**

Here's how you can stay involved!

- ✓ Key Stakeholder Interviews
- ✓ Pop Up #1: July 12
- ✓ Community Open House: Aug. 20
- ☆ City Council Public Hearing: Oct. 7

[See less](#)

**Community Open House Displays Input: Give Us Your Feedback!**

We want to hear from you! Please review the Community Open House displays and provide your input below.

Online engagement was enhanced through interactive engagement opportunities including a quick poll and an online survey. These tools were used to gather feedback, data, and diverse perspectives from stakeholders to inform the feasibility study. Additionally, a discussion “forum” was posted to collect input on the draft concepts.

At the time of this reporting, the project website saw:

- A total of 1,311 visits from 1,177 unique visitors
- A total of 67 document downloads
- A total of 67 quick poll entries
- A total of 93 online survey entries

### Social Media Outreach

Social media outreach offered a convenient method to promote and encourage participation in the project and helped to reach people who may not have been able to participate in person. Content was developed in close coordination with the City of Forest Park Public Information Office for posting on established social media platforms and for distribution through the City's electronic newsletter as deemed appropriate. An example of the social media post and performance analytics can be found in the appendix.

## In-Person Engagement

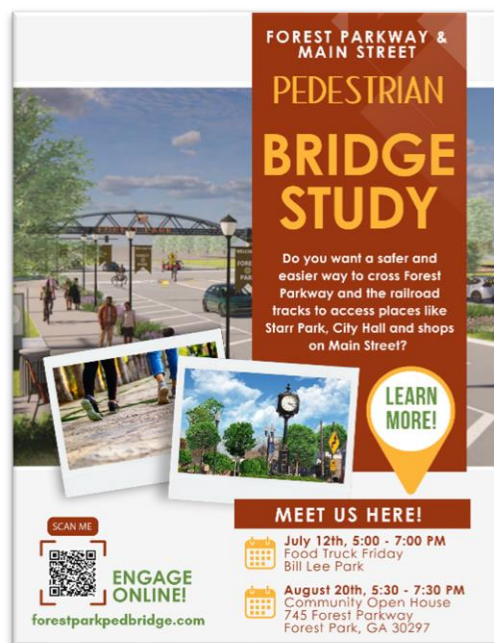
Designed to be accessible to all community members, the in-person engagement strategy included a pop-up appearance to meet people where they are and a more traditional community open house meeting to formally unveil the draft concepts to the public and to collect input. A flyer, available in English, Spanish and Vietnamese, was created to highlight the public input opportunities.

### Community Pop-Up

The purpose of the community pop-up was to connect with and gather input from community members via a community survey, to share information about the study and process, and to encourage attendance at the community open house meeting.

Four members of the engagement team along with two interpreters (Spanish and Vietnamese) hosted the pop-up at an existing “Food Truck Friday” event at Bill Lee Park, near the potential pedestrian bridge location.

The setup for the pop-up engagement included a tent; a map of the potential bridge location; a graphic rendering of a potential bridge design for illustrative purposes; flyers in English, Spanish and Vietnamese with a QR code and link to the interactive website; a sign-up sheet to receive email updates; and a brief survey. The team also handed out flyers to passersby that were less inclined to engage directly.









### **Community Open House**

A community open house event was hosted to educate the public on the purpose of the pedestrian bridge and to get feedback on the design concept. The community open house was hosted on Tuesday, August 20, 2024 at the Forest Park City Council Chambers from 5:30 – 7:30 PM. A total of 22 community stakeholders attended the meeting, as well as City staff.

The open house began with a welcome by City of Forest Park Mayor Angelyne Butler, MPA, who encouraged those in attendance to give their input and ask questions. The meeting transitioned to an open house format that allowed for stakeholders to drop in and attend at a time most convenient for them during the open house hours. Attendees received a comment form and survey when entering the open house and were encouraged to visit the study displays and engage with the project team.



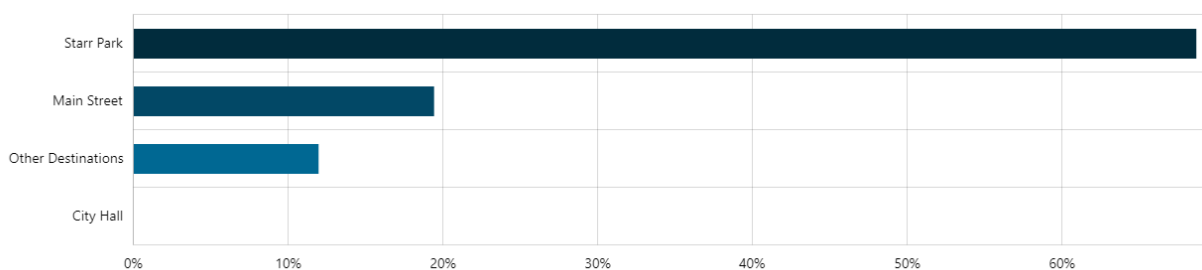
## WHAT WE HEARD: COMMUNITY INPUT RESULTS

The community was invited to provide input via the website quick poll, at the pop-up event, during the community open house via a general comment form and printed survey identical to the online survey, and via the website survey. The results of these methods of input are summarized below.

### Online Quick Poll Results

The quick poll received input between the time period of May 14, 2024 – July 15, 2024 and asked one question - Where do you visit most frequently in downtown Forest Park? Response options included Starr Park, Main Street, City Hall, or Other Destinations.

#### *Where do you visit most frequently in downtown Forest Park?*



A total of 67 individuals responded to the poll. Of the 67 responses submitted, 69% responded that Starr Park is where they visit most frequently, followed by Main Street (19%) and Other Destinations (12%).

### Pop Up Event Input

The team conversed with 24 individuals and a total of 14 surveys were collected during the pop-up event on July 12, 2024. Generally, the survey respondents commented that:

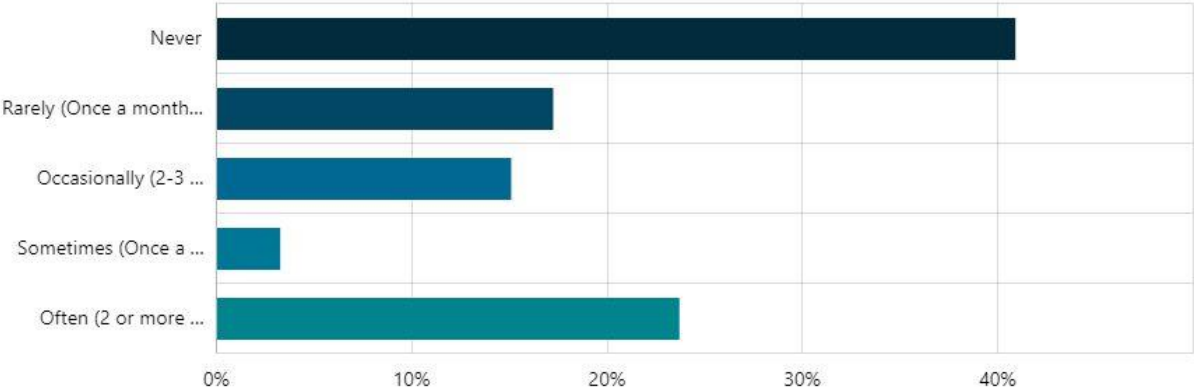
- Walking to destinations within the city is rarely or never done.
- Safety and personal health/abilities are the greatest hinderances to physical activity,
- A pedestrian bridge “could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle” and
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

Verbal comments also centered around pedestrian safety and lack of safe, easy, pedestrian access across the roadway and railroad tracks.

**Online Survey Results**

The online survey received input between the time period of June 21, 2024 – August 23, 2024, and asked four questions. A total of 93 individuals responded to the survey. Input for each question is summarized below.

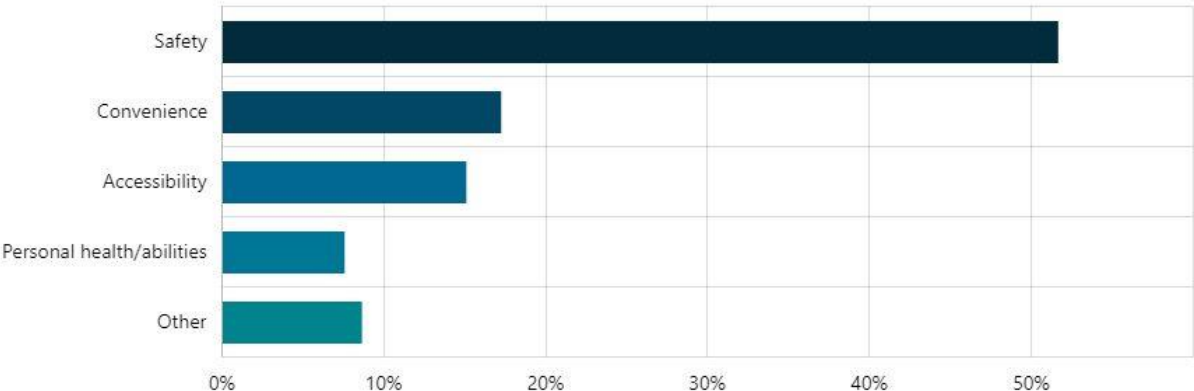
**Q1: How frequently do you walk to destinations within the City?**



The majority (approximately 41%) report never walking to destinations within the city. However, the remaining 59% of those responding to the survey report walking:

- Rarely (once a month or less): 17%
- Occasionally (2 – 3 times a month): 15%
- Sometimes (once a week): 3%
- Often (2 or more times a week): 24%

**Q2: What are the primary factors that influence your decision to walk or not walk to key city locations?**

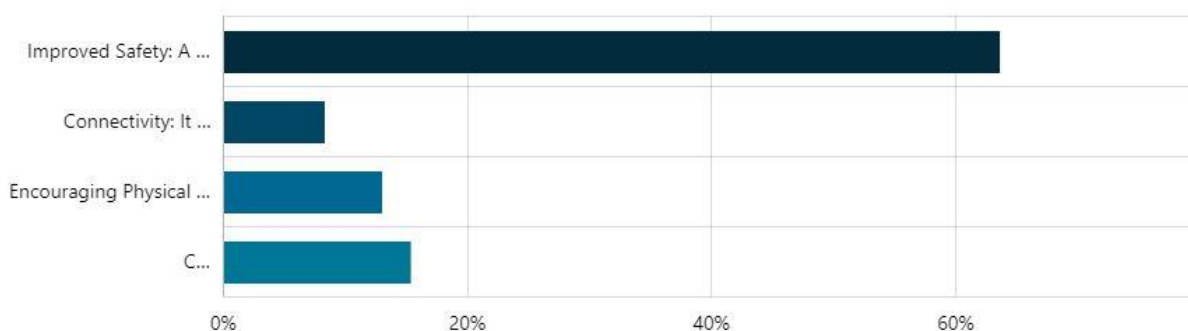


When exploring the primary factors that influence respondents’ decisions to walk or not walk to key city locations, most replied that safety was the primary factor followed by convenience and accessibility:

- Safety: 52%

- Convenience: 17%
- Accessibility: 15%
- Personal health/abilities: 8%
- Other: 8%

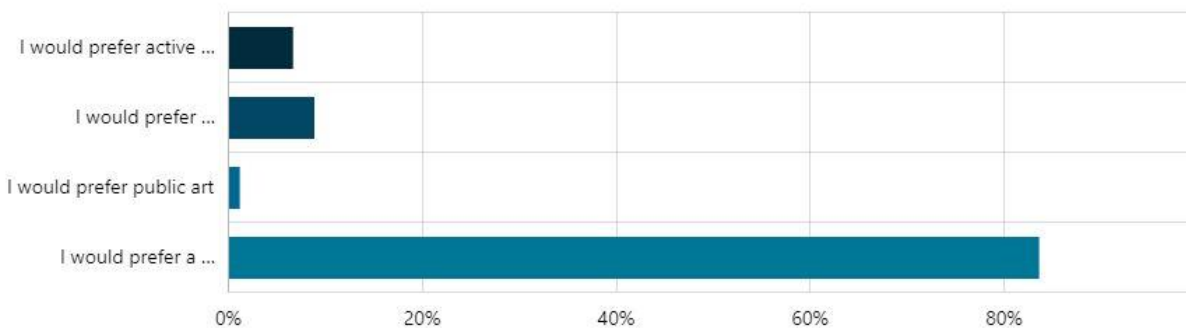
**Q3: In what specific ways do you believe a pedestrian bridge could enhance walkability and promote active living in our community?**



This question offered four detailed response options. “Improved Safety” was by far the leading response selected regarding the specific ways a pedestrian bridge could enhance walkability and promote active living:

- Improved Safety: A pedestrian bridge could provide a safe crossing over busy roads and the railroad tracks, reducing the risk of pedestrian accidents and promoting an active lifestyle: 64%
- Connectivity: It would enhance connectivity between neighborhoods, parks, schools, and other community destinations, making it easier for residents to access amenities without relying on cars: 8%
- Encouraging Physical Activity: By creating a convenient and accessible route for pedestrians and cyclists, the bridge could encourage people to incorporate walking and biking into their daily routines, promoting active living and healthier lifestyles: 13%
- Community Engagement: The presence of a pedestrian bridge could foster a sense of community by providing a space for social interaction and recreational activities, such as walking groups, events, and gatherings, thereby promoting active living: 15%

**Q4: The pedestrian bridge may provide opportunities for small pocket parks or public spaces in three locations. How would you envision the utilization of these spaces to serve the community's needs?**



The final survey question asked for input on opportunities to activate spaces near the bridge touchdown points. Options include active recreational amenities (playgrounds, sports courts), passive recreational amenities (benches, greenery), public art, or a combination of all three. An overwhelming majority (83%) selected that they would prefer a combination of amenities in these locations:

- I would prefer active recreational amenities: 7%
- I would prefer passive recreational elements: 9%
- I would prefer public art: 1%
- I would prefer a combination of all three: 83%

### Community Open House Comment Form & Survey Input

The August 20, 2024 Community Open House utilized comment forms to collect open-ended input from those in attendance. A total of seven (7) comment forms were returned. This input is summarized as follows:

- This is a much-needed bridge to enhance safety in the city.
- I like the concept of the bridge, but I feel that the steps will prevent a lot of people from using it. I would like to see "Welcome to Forest Park" on both sides of the bridge
- Consider parking at midway touch down in grassy area to shorten the walk distance from end to end.
- Make sure motorized vehicles/scooters are allowed/permitted
- I love the idea! I am into my 3rd month of being 69 years old. I would love to park my car and walk around Main St. and other places. Who will be the maintainer of the bridge? Will police be visible along the bridge? Will the bridge be open 24/7? Trash receptacles would be great. Will there be cameras located in or around elevators? How will the bridge keep people from jumping or throwing things off?
- Interested in knowing how the BRT line will integrate with this pedestrian bridge design. Looks great right now.
- All for pedestrian safety especially children crossing to the park! Love the idea of a bridge over Forest Pkwy and promoting walkable cities!
- Respectfully, this is an absolute mistake and obvious misallocation of funds. I am against the bridge.

Those in attendance at this meeting were also given the option to take the online survey in print format to be returned the night of the meeting. A total of six (6) surveys were received. This input is summarized as follows:

- Walking to destinations within the city is rarely done.
- Convenience and personal health/abilities are the greatest hinderances to physical activity.
- A pedestrian bridge could equally enhance walkability and promote active living by improving safety, enhancing connectivity, encouraging physical activity, and by fostering a sense of community.
- Active recreation, passive recreation and artwork combined should be considered if small pocket parks or public spaces in the touchdown locations are developed to serve the community.

## **CITY COUNCIL COORDINATION**

The final public event was an appearance before the City of Forest Park City Council. Open to the public to attend, the selected design concept was shown to the City Council for approval by the governing body at the October 7, 2024 meeting.

# APPENDIX

## Forest Parkway & Main Street Pedestrian Bridge Feasibility Study

### Key Stakeholder Interview – Common Themes

Key stakeholders were identified and interviewed in a series of virtual meetings to introduce the feasibility study to those who could potentially be affected by the project or are likely to have a keen interest in the study outcomes. During these virtual interviews, the study team identified what this study is seeking to accomplish; discussed potential issues related to accessibility and safety; discussed current and future projects and how this infrastructure project might impact or be impacted; and identified appropriate community engagement opportunities.

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Many questions, ideas, challenges, and solutions were raised throughout the various discussions. However, there were a few common themes that emerged from the key stakeholder interviews, summarized as follows:

**Urban Development and Connectivity:** It is important that the study considers the ongoing and planned urban development in the area. The bridge aims to connect key downtown destinations, enhancing accessibility and fostering connectivity between various developments and projects such as the new City Center complex and residential and commercial projects that are on the horizon.

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Summaries of individual interviews with key stakeholders are included in the pages that follow.

#### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	MARTA BRT Team
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Natavis Eric Harris, MARTA Jenny Wang, VHB Allison Bell, VHB SaVaughn Irons, Forest Park James Shelby, Forest Park Jen Price, Sycamore Mike Lobdell, Kimley-Horn

#### INTERVIEW SUMMARY

- Is this concept showing the exact location?
  - No. there is still some flexibility on exact touchdown points.

- With the redevelopment focus being on south side of Forest Pkwy and railroad, what will the bridge go to? Does it cross the Forest Parkway and RR?  
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  - There is a townhome development being built and additional development planned west of Lake Drive as well. There is more development – not only residential but also commercial.
  - Townhomes are in the final stages.
  - Also east of area, more development is planned. Area will see an increase in density. Bridge will be a connector to them.
- Planned development info is helpful to the BRT team. If there is additional info on development happening in the general area, this will be good for the BRT study. They would like to have that info. Will coordinate with SaVaughn/city.
- BRT is in prelim stages. Study has been underway. Focus has shifted from commuter rail to BRT system on SR 54. Have identified four alternatives from East Point MARTA station to Lovejoy. The section in Forest Park is the same in all 4 alignments. Have identified some preliminary stations that will align well with the study/ped bridge in the vicinity of Lake Dr for BRT station.
- BRT study is going through conceptual design now.
- Ped bridge would work well with the BRT planning effort.
- East bound and west bound platforms will be on either side of the intersections. The team is now planning these locations and should be aligned well with general touchdown points for the ped bridge.
- What is the timeline of ped bridge study?
  - Drafting a GDOT concept report to city by Oct of this year.
- Is this an ARC study? Yes
- Is this study funded? No, this is just feasibility study and will show any constraints, pricing, and will set the City up for funding after Oct.
- What would the length of the bridge be? Approximately 350 feet. Will need 2 touchdowns, ADA pathway on railroad right of way.
- Have you been in touch with RR yet?
- BRT should have an Locally Preferred Alternative (LPA) in the fall and then the environmental work can start. The team is looking at a 2030 – 2032 opening year. Working on a more detailed schedule. It will be 6 to 8 years before it is complete. Looking to phase the project since it's so long (25 – 30 miles long).
- There is a standing bimonthly meeting for BRT and would love to have Forest Park on that call/meeting.
- Bridge study is funded through ARC /Forest Park. Has the city begun identifying funding for the implementation and construction?
  - No, but the city is looking at Congressional funding. This study will be the impetus for pursuing funding. The City has not looked at all of its avenues but is looking at ways to fund the bridge.



- This is like an ARC scoping phase to set the project up for PE, construction, etc.
- Ped bridges are also being studied in Clayton/Tara Blvd. and are a hot topic.
- What is ped activity like here? Are there crash incidents involving peds to support purpose and need?
  - Did not see this in the data pulled; just vehicular.
- Starr Park is the main reason why this bridge is needed.
- What do we need from the MARTA BRT team?
  - Concepts as they come together (end of May/early June)
  - Station area planning workshop in June – the team will host this near Clayton State – a 2 day charrette to stop by and talk about the needs and goals.
  - Participate in our upcoming workshop

### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Clayton County Transportation
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Keith Rohling, Assistant Director Clayton County Transportation Department Jon Tuley SaVaughn Irons- Kumassah James Shelby

### INTERVIEW SUMMARY

- Involved in the BRT Planning efforts with MARTA/VHB with the Southlake line including how the stops will work; this is still in flux.
- Since this is in the city there is not much by way of projects here from the County.
- Will there be elevators? No room for massive ramps.
  - Yes. That is likely.
- There may be a challenge getting people to use the ped bridge. There are some in Macon that do not get much use. One over Shirling Drive in Macon near a school and if the teachers are not there to make students use it, they won't use it. Where they're going from/to determines whether or not the bridge will get used.
  - The City believes that the development in the area, future development and current activity will make this attractive.
  - There is also a multiuse path coming to this area in the future. There will be a critical mass in the area to use the bridge.
- RR line is often times blocked so that makes this bridge more attractive.

- With the grade on the north side, it will help if you decide to go with a ramp. Looks like about 110 – 115 ft between the sidewalk and edge of rail. This may be enough space for a ramp; depends on what the railroad will let you access. There is enough vertical space and that will make it easier. On the other end, if you put ramps in you will have to bridge over Lake Drive to make it a viable ADA ramp.
- County insights on ped bridges? Tips? Other ideas?
  - Working with railroad is tediously slow. Will have to pay railroad to do reviews of your work. Be wary of the timeline on this
  - GDOT will be fairly receptive as long as you have proper height.
  - GA Power may be a struggle with trying to get utilities above the bridge. Have to be 10 ft below their neutral. If we're at 16 ft over roadway, that puts you at 26-28 ft and then 10 more ft (38) that's a pretty tall pole. May be challenging.
- Who maintains 54?
  - Right now, city maintains the median. County maintains all traffic signals.

### Stakeholder Interview Details

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Georgia DOT
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Paul DeNard, GDOT Landon Perry, GDOT Megan Wilson, GDOT Joshua Higgins, GDOT Mike Lobdell, Kimley-Horn Jen Price, Sycamore

### INTERVIEW SUMMARY

- Any GDOT activity/projects in this area?
  - At State Route 331/Forest Parkway there is a project coming here; off set left turn and right turn lanes being developed there but nothing else
- What time frame?
  - This is a feasibility study. Essentially a scoping phase with ARC
  - If this project has a need, there will be a need to look for additional funding
- Is the railroad at the table?
  - They are one of the stakeholders who we want to have at the table. There will definitely be a railroad permit needed in this area.
- Is this the only location being considered that does not have the associated grade changes?
  - This is the only location being considered since it's the main activity node of the city.

- Make sure to consider landings of the bridge. Will draw more people if it directly connects to the park and city center vs just the right of way on Forest Parkway.
- Concerns/Challenges
  - Did not see any major utility conflicts. There is some fiber optic lines buried somewhere along this route.
  - Only concern is the grade on Lake Drive
- Timeframe?
  - Would be at least 4 years from today being realistic.
- Funding
  - Consider alternative funding sources. The railroad may have additional funding for this so consider resources that increase and enhance pedestrian safety at railroad crossings.
  - If there is a situation where this goes through ARC and may impact their LOP (?) status.
- Our team can make sure GDOT is tied into the MARTA BRT study.
  - Will GDOT be removing ped movements from the intersection if the ped bridge comes to be? May look at channeling if we do keep the ped movements. Will this bridge get used if the option to cross is still there?
- Any other planned crossings on Forest Pkwy?
  - No that we know of

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 15, 2024	<b>Target Population:</b>	Clayton County Transportation
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Bobby Jinks, Public Works Director, City of Forest Park James Shelby, Planning Director, City of Forest Park Jen Price, Sycamore Mike Lobdell, Kimley Horn

**INTERVIEW SUMMARY**

- Connectivity throughout downtown, Starr Park, and to the government offices is needed and this bridge will enhance the area. Is an important part of the future of the city
- Will create placemaking for downtown Forest Park.
- The bridge will be a signature piece and will be a prominent piece. Needs to be something that is a good signature piece
- Would like to see the city logo and name on the bridge.

- At the visioning session, we will have designers who can sketch ideas for how you want this signature piece to look
  - Are there elements within the city, features, etc. that we want to bring out in the design, we can work through these ideas during the workshop. Please send anything that you've seen and want envisioned to our team so that we can work these ideas into the plan.
- Bridge will have at least three places where it touches down; one on the south side and one on north side of Forest Pkwy and one at Main Street
- Need to make sure people want to use the bridge vs the crosswalk.
- 775 Forest Pkwy lot
  - City or DDA owns this lot
  - Will there be parking spaces over here too so people can park here and walk across?
  - Pavilion, dog park for townhomes may be located here. Not sure if there will be any parking here
  - There is overflow parking at townhome site.
- Is there an architectural template that we can follow? Will Precision Planning be developing this that we can use as a guide?
  - Right now, we are not close enough to this point but this is a good idea
- Materials?
  - Will want to use the logo but do not have any materials selected yet for the city center.
  - The workshop will help determine the 'flavor' of the bridge/what it can look like
- Landscaping and signage?
  - Yes, there is space for that here
  - Bushes and landscaping design can be used to lead/channel people toward the bridge and deter them from crossing the street.
  - Pocket park opportunities at touchdown points
  - City Center will be built and there will be hardscapes there. Will have to coordinate that with this design.
- Will there be an area between the police station and city building provide access?
  - Yes, a portion of Lake Drive on southside of Forest Pkwy will be closed
  - Can ped bridge tie into this area near the park and amphitheater.

Pedestrian bridges in the area:

- Acworth
- Peachtree Corners
- 278 toward Hiram (Lithia Springs/south of Hiram) – Silver Comet Trail
- Truist Park (one across 285; other on Cobb Pkwy)
- Newnan/Peachtree City area

- Many projects coming online at the same time:
  - City Center development
  - Starr Park development
  - Main Street Development
  - Model Mile
  - Ped bridge
- Other engagement opportunities
  - Pop up at Food truck Fridays;
  - Don't want to over saturate the public with meetings!

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 16, 2024	<b>Target Population:</b>	Aerotropolis Atlanta
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Shannon James, Aerotropolis Atlanta Brian Dorelus, Aerotropolis Atlanta Robert Caudill, Aerotropolis Atlanta Jen Price, Sycamore Jon Tuley, Kimley-Horn Mike Lobdell, Kimley Horn SaVaughn Irons, Forest Park James Shelby, Forest Park

**INTERVIEW SUMMARY**

**Aerotropolis Atlanta**

- Northeast 2 blocks from College St – big discussions about redeveloping the Four Square Shopping Center via the large surface parking lot to Main Street. Aero has had discussions with owners re: redevelopment. This is a catalytic site for Blueprint 2.0.
- The goal is to bring more density to the area. Recognize the need to create continuity in this area with city center plan
- Focusing on implementation with end users. Will connect their consultants with us to understand what they're planning, the impact and the flow and how this can be aligned (Pond & Co). This is separate from Model Mile study.
- Having convos about connecting to Greenway plan via infrastructure dollars being committed. The Beltline will come east of the airport and to Flint River. Will want to ultimately connect the Model Miel to this segment of the Beltline.

Can share the preliminary identified route for the Beltline south segment. This connection will create more opportunities.

- Agree with this bridge and the City’s thinking for this study. Walkability, activity and access are key.
- Jeff Goolsby – new contact at GA Power and on Aero Board – who we should talk to about utilities.
- Highly likely that Forest Park will become a centerpiece east of the airport. This could be a huge opportunity to create a destination for this area.
- Blueprint 2.0 efforts will help ensure that all of these projects are connected and have synergy (Model Mile, MARTA/BRT, City Center development, Ped Bridge).
- Funding – getting the city certified such that they can qualify for federal funding. This is in progress.

**Airport CIDs**

- Does not have any projects in Forest Park.
- Three miles to the west, there is an LCI study going on.
- Agree with the purpose of the study. The North / South connectivity will be increased by BRT/MARTA. Concerned with East/West connectivity. This could use some additional support/ this transit service needs to be increased. Transit generally south of the airport needs to be more complete. That’s happening with the BRT study.
- LCI is south of 5<sup>th</sup> runway in Riverdale area. Important to consider the bridge in the context of the Riverdale LCI as we consider how to increase alternative transportation options to the public.

**Stakeholder Interview Details**

<b>Interview Date:</b>	April 17, 2024	<b>Target Population:</b>	Business Owners
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	Skip Can, Forest Park Army/Navy Store Melissa Middleton, Forest Park Army/Navy Store Jen Price, Sycamore Mike Lobdell, Kimley Horn SaVaughn Irons, City of Forest Park

**INTERVIEW SUMMARY**

- What is the thought behind closing a portion of Lake Drive?

- How many access points/touch downs will the bridge have?
- Have seen people climbing over/around trains that are parked at Lake Drive
- When do we start??
- Definite need for this
- New school opening – students will need a way to get across the tracks.

### Stakeholder Interview Details

<b>Interview Date:</b>	April 17, 2024	<b>Target Population:</b>	Business Owners
<b>Meeting Location:</b>	Virtual (Zoom)	<b>Attendees:</b>	George Crews (Region External for Henry, Area Manager), Southern Company Jeff J. Goolsby (Region Executive/External Affairs for Metro South), Southern Company Brandon M. Johnson (Distribution Engineer), Southern Company Jen Price, Sycamore Mike Lobdell, Kimley Horn SaVaughn Irons, City of Forest Park

### INTERVIEW SUMMARY

- Any expansions planned?
  - At this time, no. May upsize the wire to a larger wire for more capacity but that is many years down the line. No transmission lines planned.
- What would the separation need to be?
  - Can bury the lines – 3 sets of these cables can be buried, going past the intersection of Forest Parkway and Main Street, and would come out overhead further down.
- Does GA Power have an idea of linear foot costs?
  - The price is project based. No linear foot costs. What is your project liable to bring? This can be used to offset the costs.
  - Is there a minimal length that we need to consider? Is there a certain distance from the bridge foundations you would like to be?
    - Need 30 to 50 feet buffer from the foundation to start the burial
    - Do need a 10 foot wide path to clear. Cannot go under the foundation. The foundation cannot encroach.

- Will there be any lights on the bridge? Elevator?
  - Would anticipate an elevator and lighting on the bridge. Will be some sort of power on it.
- Burial of comms lines needs to be separate and should be 1 ft away from GA Power burial. Will be 4 ft deep burial; 6 inch conduit. The easement is 10 ft (5 ft on both sides of the path)
- What's the height of the BRT platform?
  - 14 in from top of the pavement.
- Is the BRT platform covered?
  - Yes ; 10 – 12 feet from ground to platform roof
- How soon will plans be available?
  - Not doing survey or final design
  - Will have aerial plan and some GIS backup; some dimensions of span, horizontal/vertical clearances, and how the other plans fit together by the end of Oct.
- Costs?
  - Will send load sheets. Team will we have prelim load info that can be provided to begin getting an idea of costs.
- How soon will you need project costs info?
  - Mid September would be great.
- Transformers size can be determined as soon as we have more info.



# APPENDIX

## Public Engagement Flyers

**FOREST PARKWAY & MAIN STREET**

**PEDESTRIAN BRIDGE STUDY**

Do you want a safer and easier way to cross Forest Parkway and the railroad tracks to access places like Starr Park, City Hall and shops on Main Street?

**LEARN MORE!**

**MEET US HERE!**

July 12th, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park

August 20th, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

SCAN ME  
ENGAGE ONLINE!  
forestparkpedbridge.com

**FOREST PARKWAY & MAIN STREET**

**ESTUDIO DE PUENTE PEATONAL**

¿Quisiera cruzar Forest Parkway y las vías ferroviarias de manera más segura y más rápida para llegar a lugares como Starr Park, City Hall y las tiendas en Main Street?

**¡OBTENGA MÁS INFORMACIÓN!**

**¡LO ESPERAMOS AQUÍ!**

12 de Julio, 5:00 - 7:00 P. M.  
Viernes de Food Trucks  
Bill Lee Park

20 de agosto, 5:30 - 7:30 P. M.  
Reunión abierta pública  
745 Forest Parkway Forest Park, GA 30297

Escanee este código  
¡PARTICIPA EN LINEA!  
forestparkpedbridge.com

**FOREST PARKWAY & MAIN STREET**

**NGHIÊN CỨU CẦU ĐI BỘ**

Bạn có muốn có một cách an toàn và dễ dàng hơn để băng qua Forest Parkway và đường ray xe lửa như công viên Starr Park, Tòa thị Chính và mua sắm trên đường Main Street không?

**TÌM HIỂU THÊM!**

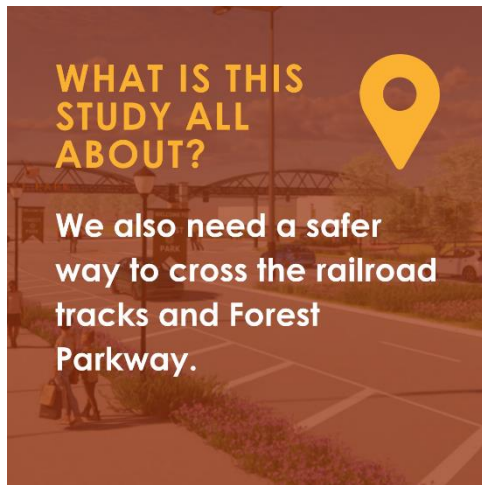
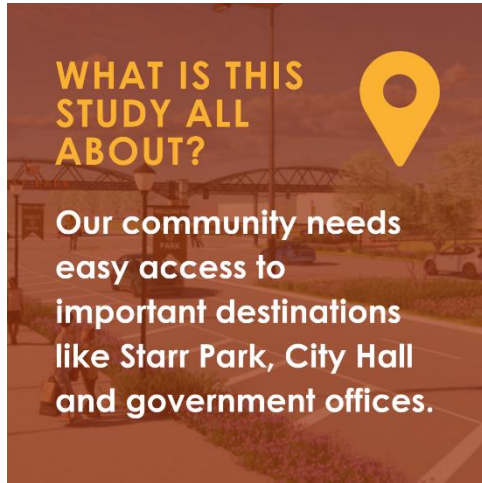
**GẶP CHÚNG TÔI TẠI ĐÂY!**

12 Tháng 7, 5:00 - 7:00 PM  
Food Truck Friday  
Bill Lee Park

20 Tháng 8, 5:30 - 7:30 PM  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

SCAN ME  
THAM GIA TRỰC TUYẾN!  
forestparkpedbridge.com

# Social Media Campaign #1



# Facebook Analytics

**Performance** ⓘ  
\$179.99 spent over 18 days.

Link clicks ⓘ	Reach ⓘ	18,055
<b>347</b>	Cost per Link Click ⓘ	<b>\$0.52</b>

**Activity**

Post engagements 356

Link clicks 347

Post reactions 8

Post comments 1

**Audience**

This ad reached 18,055 people in your audience.

People Placements Locations

46.9% Women 53.1% Men

Age Group	Women (%)	Men (%)
13-17	~0.5	~0.5
18-24	~1.5	~2.5
25-34	~6.0	~10.0
35-44	~10.0	~13.0
45-54	~10.0	~11.0
55-64	~11.0	~11.0
65+	~11.0	~9.0

# Social Media Campaign #2

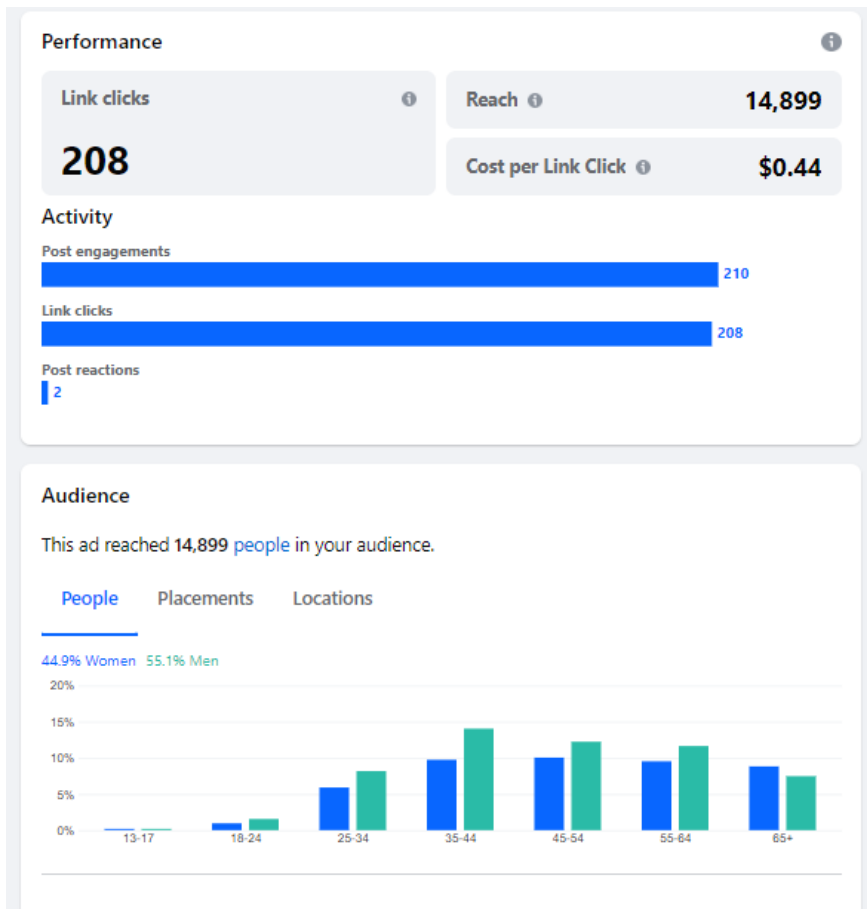
**Take the Community Survey!**

How can we improve walkability and safety in downtown Forest Park? Give us your feedback on the community survey!

**ENGAGE**  
ONLINE!

ForestParkPedBridge.com

## Facebook Analytics



**RESOLUTION NO. 2025-\_\_\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE ADOPTION OF THE CITY OF FOREST PARK PEDESTRIAN BRIDGE FEASIBILITY STUDY FROM THE CITY’S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City received funding from the Atlanta Regional Commission (“ARC”) to perform a feasibility study and develop a concept plan for a potential pedestrian bridge connecting the City Center-City Hall complex to the Downtown Main Street (“Project”); and

**WHEREAS**, the City retained Kimley-Horn to perform the City of Forest Park Pedestrian Bridge Feasibility Study (“Study”) which will evaluate the feasibility of constructing a pedestrian bridge over the Norfolk-Southern Railroad and SR 331/Forest Parkway; and

**WHEREAS**, the Study provides a comprehensive analysis of the Project’s viability, addresses key factors such as safety, accessibility, and community benefits, and outlines the potential for improved pedestrian connectivity and reduced traffic congestion; and

**WHEREAS**, the Study also identifies funding for the Project, the total cost for the Project, and the Project’s environmental impact; and

**WHEREAS**, the City’s Planning and Community Department (“Department”) requests the approval to officially adopt the Study to assist with the Project moving forward; and

**WHEREAS**, the approval of this Study is necessary for the health, safety, and welfare of the citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The Department’s request to approve the City of Forest Park Pedestrian Bridge Feasibility Study as presented to the Mayor and Council on January 6, 2025 is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_  
*City Clerk* (SEAL)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**File Attachments for Item:**

**10. Council Discussion of a Resolution to Become a Member of the Georgia Interlocal Risk Management Agency and Participate in one or more of GIRMA Funds- Human Resources**

**Background/History:**

The Ashley Wilson Act (HB 451) mandates that all public entities in Georgia provide a supplemental benefit program for first responders diagnosed with post-traumatic stress disorder (PTSD) as a result of exposure to traumatic events encountered in the line of duty. This legislation establishes a one-time financial safety net designed to help first responders cover uninsured costs associated with PTSD treatment and recovery.

The program ensures that first responders can access benefits quickly and confidentially, mitigating concerns about stigma or potential job loss. Importantly, this Act does not affect employer health plans, which are already required to cover PTSD and other mental health conditions.

This new program, referred to as the PTSD Program, becomes effective on January 1, 2025. Local government participation is required under this legislation, which includes completing an application and signing a participation agreement to implement the program. Approval of this agenda item will authorize the City to comply with the requirements of HB 451 and provide this critical benefit to its first responders.



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject:** Council Discussion and Approval of a Resolution to Become a Member of the Georgia Interlocal Risk Management Agency and Participate in one or more of GIRMA Funds

**Submitted By:** Human Resources Department

**Date Submitted:** December 31, 2024

**Work Session Date:** January 6, 2025

**Council Meeting Date:** January 6, 2025

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**Background/History:** The PTSD Program is new and going into effect 1/1/2025. This new Bill is requiring local governments to add this plan. The participation will require the local government agency to complete an application and sign a participation agreement.

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**Cost:** \$ n/a

**Budgeted for:**  Yes  No

**Financial Impact:** No

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**Action Requested from Council:**

My request is for Council to approve the Resolution to become a member of GIRMA and Participate in one or more of GIRMA Funds.



**GEORGIA INTERLOCAL RISK MANAGEMENT (GIRMA)  
FIRST RESPONDER PTSD APPLICATION AND PARTICIPATION AGREEMENT**

Employers eligible to participate in GIRMA (hereinafter a “Participating Employer” or “Employer”) shall complete this Application and Participation Agreement in order to purchase First Responder PTSD coverage fully insured by MetLife under the GIRMA Fund C Master Policy for a Lump Sum PTSD Diagnosis Benefit, a PTSD Disability (Income Replacement) Benefit, or a Combined Lump Sum PTSD Diagnosis Benefit and PTSD Disability (Income Replacement) Benefit. Once approved by GIRMA’s Program Administrator, the Participating Employer will receive a one-page Summary of Benefits identifying the purchased coverage(s) (the “First Responder PTSD Policy”) and a link to the Policy Certificate for the purchased coverage(s), so it may make these available to individuals performing service for them as an employed or volunteer “First Responder” as defined below (“First Responders”).

**Who Does What?**

- GIRMA is the Policyholder of a First Responder PTSD Policy insured by MetLife, which provides a Lump Sum Benefit and a Disability (Income Replacement) Benefit. These coverages together are designed to meet the requirements of the Ashley Wilson Act (the “Act”), effective January 1, 2025.
- Georgia Municipal Association, Inc., (“GMA”) is the Program Administrator for GIRMA. GMA uses information from the First Responder census data provided by the Participating Employer to bill for the premiums due under the First Responder PTSD Policy and maintains (either directly or through the broker for the First Responder PTSD Policy) Participating Employers’ Application and Participation Agreements.
- Participating Employers are responsible for providing census data to GMA’s broker that identifies all First Responders (as defined below) performing first responder services for them, classifying the First Responders by statutory definition and as employed or volunteer, and identifying those First Responders who are First Responders for another Public Entity.
- Participating Employers are responsible for submitting complete and accurate census data and paying premiums to GMA, communicating with First Responders about the coverages the Employer provides, providing the Summary of Benefits and link to the applicable Certificate to First Responders, and providing all requested information and documentation requested by GMA’s broker to ensure the census is current.
- Participating Employers are responsible for designating an authorized member of human resources staff to receive inquiries from MetLife related to work requirements or work status for disability claims and provide all information requested by MetLife for that purpose.
- To comply with the confidentiality provisions of the Act, GMA and its broker will not inform Participating Employers whether a First Responder has submitted a claim for benefits or received any such benefits.
- Participating Employers are responsible for ensuring that any information in their possession related to claims, and any other information that would reasonably identify an individual as having been diagnosed with PTSD, is used only in accordance with applicable laws and is kept confidential in the same way as mental health information related to an employer sponsored major medical plan or employee assistance program.
- Participating Employers are prohibited by law from taking any employment action solely as a result of a First Responder’s diagnosis, claims, or benefits.
- MetLife evaluates claims and pays approved claims under the First Responder PTSD Policy. All claims for benefits must be submitted to MetLife.
- First Responders do not need to inform the Participating Employer that they are making a claim.
- Neither GIRMA nor GMA have any role in claim determination or payment.

**Definition of First Responder.** A First Responder for the Participating Employer is an individual who meets one or more of the following definitions as a result of services he or she performs for the Participating Employer as an employee or volunteer:

- (A) 'Communications officer' as defined in Code Section 37-12-1;
- (B) 'Correctional officer' as defined in Code Section 45-1-8;
- (C) 'Emergency medical professional' as defined in Code Section 16-10-24.2;
- (D) 'Emergency medical technician' as defined in Code Section 16-10-24.2;
- (E) 'Firefighter' as defined in Code Section 25-4-2;
- (F) 'Highway emergency response operator' as defined in Code Section 45-1-8;
- (G) 'Jail officer' as defined in Code Section 45-1-8;
- (H) 'Juvenile correctional officer' as defined in Code Section 45-1-8;
- (I) 'Peace officer' as defined in Code Section 35-8-2;
- (J) 'Probation officer' as defined in Code Section 45-1-8; and
- (K) Law enforcement officer with the Department of Natural Resources.

**Employer Obligations:**

- Employer shall not require any kind of contribution from First Responders for the coverage(s) provided under the First Responder PTSD Policy.
- Employer is solely responsible for identifying all First Responders (as defined above). Any questions about First Responder status should be resolved by contacting legal counsel. Participating Employers that are members of GIRMA's Property and Liability Fund may call the GIRMA HelpLine at 800-721-1998 for free legal advice about whether an individual meets the statutory definition.
- Employer is solely responsible for keeping an accurate list of all First Responders, and providing correct and complete information to GMA's broker.
- Employer shall submit initial First Responder census data to the GMA broker in the form requested, and must update this census data as requested in order to ensure that all First Responders are properly identified and classified.
- The Employer's cost for coverage under the First Responder PTSD Policy will be based on the most recent census data at the time of billing.
- Employer shall provide the Summary of Benefits and a link to the applicable Certificate to all First Responders at no charge, and shall provide a copy of the applicable Policy to First Responders upon request.
- If the Policy is terminated for any reason, Employer shall provide notification of termination to all First Responders.
- Whenever requested to do so by MetLife or GMA, Employer shall provide MetLife or GMA the information requested.

**Benefits Exempt from Income Tax:**

- MetLife has determined that benefits it will pay under the policy are not subject to state or federal income taxation. Accordingly, MetLife will not report benefits to the IRS or withhold any amounts from benefit payments.
- MetLife will advise benefit recipients that benefits are not subject to federal or state income tax, so MetLife will not withhold taxes or provide a 1099 or W-2 or report benefit payments to the IRS. MetLife will remind benefit recipients that the benefits may offset other benefits received by the recipient or have other tax consequences and encourage them to consult their tax advisor for guidance.
- MetLife will provide a summary of benefits to the benefits recipient upon request.
- Legal counsel to GIRMA has advised GIRMA of the following:

- The Ashley Wilson Act provides that benefits payable pursuant to the Ashley Wilson Act are not subject to Georgia income tax.
  - Benefits payable under the policy to First Responders (as defined in the statute) are not subject to federal income tax because the Ashley Wilson Act is a statute in the nature of a workers' compensation act under Treas. Reg. Section 1.104-1(b) and the MetLife policy bases benefits solely on diagnosis of work-related injuries or sickness as described in the Act.
  - Participating Employers have no tax obligations arising from payment of benefits to their First Responders.
- A copy of the opinion letter is available upon request.

**Information Privacy and Security:**

- See the attached PTSD Privacy Notice, which will be posted on the website where policy information is published. This Notice explains the privacy requirements of the Ashley Wilson Act and how individually identifiable information is used and shared.
- As a critical illness and disability policy, the PTSD Program is not subject to the federal information privacy and security law that applies to group health plans (HIPAA). However, GMA, the GMA broker, and MetLife protect individually identifiable information and use and share it only in accordance with the privacy provisions of the Ashley Wilson Act and any other applicable privacy laws.
- Participating Employers will provide census data to GMA's broker using a secure portal established by the broker.

**Desired Coverage (See Attached Proposal for Estimated Annual Premiums):**

**Participating Employer is applying for and agreeing to purchase the First Responder PTSD Combined Lump Sum Diagnosis Benefit and PTSD Disability (Income Replacement) Benefit unless the following option is checked.**

\_\_\_\_\_ First Responder Lump Sum PTSD Diagnosis Benefit Only\* (*Alone, this coverage does NOT meet the requirements of the Ashley Wilson Act. Leave BLANK if you want the full coverage.*)

The coverage elected above automatically renews at each anniversary of the effective date, based on then current premiums established by the Program Administrator. Coverage may be terminated in accordance with the GIRMA Bylaws regarding termination of membership in a GIRMA Fund.

**On behalf of \_\_\_\_\_ [Name of Participating Employer], \_\_\_\_\_  
County, Georgia, I submit this Application and Participation Agreement and agree to its terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



## Privacy Notice for Georgia First Responders PTSD Program

*This Privacy Notice describes the individually identifiable information about First Responders that Program Administrators of the Georgia First Responders PTSD Program collect and how it is used and shared.*

**PROGRAM ADMINISTRATORS:** Certain employees of Georgia Municipal Association ("GMA") and Association County Commissioners of Georgia ("ACCG") provide administrative services for the PTSD Program. The Southeastern Series of Lockton Companies, Inc. serves as broker for the MetLife insurance policy that is offered through the PTSD Program. GMA, ACCG, and Lockton are all Program Administrators of the PTSD Program.

**PRIVACY OBLIGATIONS UNDER ASHLEY WILSON ACT:** The Ashley Wilson Act contains privacy requirements for information that "could reasonably be used to identify individuals making claims or who have made claims or who have received benefits." These privacy requirements were included because federal privacy law (HIPAA) does not apply to the Program. Program Administrators and MetLife treat this information as "sensitive mental health information" and only use and share the information to operate the Program, prepare aggregated reports, comply with the law, or as authorized by the First Responder.

Communications between First Responders (or their representatives) and Program Administrators or MetLife are confidential and privileged.

The Act ensures that First Responders can get the lump sum benefit in a confidential manner similar to receiving mental health benefits under a group health plan (subject to HIPAA) or under an employee assistance program, and limits interactions with the employer for disability benefits to those allowed for other mental health disability benefits.

- First Responders submit their claims for benefits directly to MetLife and do not need to inform the Employer.
- MetLife will not inform Program Administrators of claims or benefits without the First Responder's express authorization.
- MetLife and Program Administrators will never tell Employers whether a First Responder has made a claim for or received a lump sum benefit (without express authorization).
- For the disability benefit, MetLife will only communicate with a human resources contact at the Employer about work requirements and work status, which will indicate that the First Responder has submitted a claim for disability benefits.
- Due to the nature of the Program, MetLife does not need to and will not provide any reports of benefits to the IRS or the Employer.
- If an Employer learns of a claim or benefits from the First Responder or otherwise,

the Employer is prohibited by law from taking any employment action solely as a result of a First Responder's diagnosis, claims, or benefits.

- Employers are required to treat any information they may learn about claims or benefits confidentially as they would treat mental health information associated with a group health plan or employee assistance program.
- Employers are required to designate an employee who is authorized to securely submit eligibility information about First Responders to the Program Administrators' eligibility portal. This information identifies which employees and volunteers meet the definition of First Responder and does not contain any information about claims or benefits.

#### PROTECTED INDIVIDUALLY IDENTIFIABLE INFORMATION MAINTAINED BY PROGRAM ADMINISTRATORS; USE AND SHARING

Eligibility Data: A designated representative of each Employer that offers the Program securely submits the following information to the eligibility portal twice a year: **first and last name, social security number, date of birth, type of First Responder (by statutory definition), and employed or volunteer status**. This information is used to ensure proper billing of premiums and is securely shared with MetLife to enable MetLife to validate identity and determine eligibility for benefits when First Responders submit claims. To comply with the Act's privacy requirements, MetLife will NOT check with the Employer to determine eligibility when a claim is made.

Information Provided by First Responder: If a First Responder contacts a Program Administrator with questions about the Program, the Program Administrator may collect individually identifiable information necessary to answer the questions or direct the First Responder to the right resource and otherwise communicate with the First Responder. This information may include name, phone number, email, employer, employment status, and other information shared by the First Responder. This information is used to answer the questions and may be shared with other Program Administrators or MetLife as appropriate for answering the question and for customer service purposes.

Information About First Responder Claims or Receipt of Benefits: Program Administrators do not have access to information about whether a First Responder has submitted a claim for benefits or has received benefits unless the First Responder shares that information with the Program Administrator(s). MetLife is prohibited from sharing individually identifiable information about claims and benefits with the Program Administrators without an express written authorization from the First Responder. However, Program Administrators may learn about claims or benefits from a First Responder or someone acting on behalf of the First Responder. Program Administrators may share this information with other Program Administrators and MetLife as they deem appropriate for the operation of the Program.

Reports that Do Not Include Direct Identifiers: Program Administrators may request reports from MetLife that show use of benefits for purposes of evaluating the Program. These reports will not contain names or other direct identifiers. However, the reports may contain information (such as type of First Responder and geographic location of employer) that could be used with other information to identify individuals. These reports will be used as the Program Administrators deem appropriate for the operation of the Program and may be shared among the Program Administrators and with MetLife. Reports that could reasonably be used to identify an individual shall not be shared except as required by law.

#### PROTECTION OF INDIVIDUALLY IDENTIFIABLE INFORMATION

The Program Administrators and MetLife have privacy and information security policies and procedures and safeguards designed to ensure that individually identifiable information is protected from unauthorized access, misuse, and destruction. These controls are designed to meet a variety of applicable laws. For more information about MetLife's privacy practices, refer to the MetLife Privacy Notice posted on [GFRPTSDInsurance.com](http://GFRPTSDInsurance.com).

**A RESOLUTION TO BECOME A MEMBER OF THE GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA) AND PARTICIPATE IN ONE OR MORE OF GIRMA'S FUNDS**

WHEREAS, Article 9, Section 3, Paragraph 1 of the Constitution of Georgia authorizes municipalities and other political subdivisions to contract with each other for activities which the contracting parties are authorized by law to undertake; and

WHEREAS, Chapter 85 of Title 36 of the Official Code of Georgia Annotated authorizes certain public entities to execute intergovernmental contracts to become members of an interlocal risk management agency for the purpose of sharing their accident, disability, supplemental medical, general liability, motor vehicle and property damage risks in whole or in part; and

WHEREAS, municipalities within Georgia have found it increasingly difficult to obtain commercial insurance protection, and have found the costs of such protection often exceeds the ability of a public entity to pay; and

WHEREAS, public entities in Georgia need a stable method for managing their risks to avoid the unpredictable and cyclical nature of the commercial insurance market; and

WHEREAS, many Georgia public entities do not have sufficient resources to self-insure their risks on an individual basis; and

WHEREAS, the Public Entity of \_\_\_\_\_ ("Public Entity"), located in \_\_\_\_\_ County, Georgia, desires to become a Member of the Georgia Interlocal Risk Management Agency ("GIRMA"), an interlocal risk management agency formed pursuant to Chapter 85 of Title 36 of the Official Code of Georgia Annotated; and

WHEREAS, the intergovernmental contract requires all members of GIRMA to participate in at least one GIRMA Fund; and

WHEREAS, the governing authority of Public Entity has reviewed the intergovernmental contract, the Fund Election Form, and the bylaws of GIRMA and finds that the goals of GIRMA and the obligations imposed on Public Entity by membership in GIRMA and the Fund or Funds selected on the Fund Election Form are in accordance with the philosophy and public policy objectives of this community; and

WHEREAS, the governing authority of Public Entity finds that it is in the best interest of its residents to become a member of GIRMA and to join the Fund or Funds selected on the Fund Election Form;

NOW THEREFORE BE IT RESOLVED by the governing authority of Public Entity:

1. The \_\_\_\_\_ [Insert Title of Chief Officer] of Public Entity is authorized to execute the intergovernmental contract required for Public Entity to become a Member of GIRMA and the GIRMA Fund(s) marked in the Election Form. A copy of the intergovernmental contract and bylaws of GIRMA and the completed Fund Election Form are attached and made part of this resolution as Appendix 1.
2. The powers of GIRMA shall be limited to those contained in the documents attached as Appendix 1, as amended from time to time, and those contained in Chapter 85 of Title 36 of the Official Code of Georgia Annotated and the rules and regulations of the Insurance Commissioner of the State of Georgia.

3. The commencement of operations and the continuing operations of GIRMA and the obligation of Public Entity to fully participate in such operations shall be effectuated in accordance with the intergovernmental contract and bylaws and the Fund Election Form.
4. The \_\_\_\_\_ [Insert title of Chief Officer] of Public Entity is designated as Public Entity's representative to GIRMA, and is authorized to complete and execute any additional documents required for membership in GIRMA or the selected Fund or Funds.
5. Public Entity may change its representative by making a written request to Georgia Municipal Association, Inc., the Program Administrator for GIRMA.
6. This resolution shall be effective on the date of adoption.

Adopted this \_\_\_\_ day of 20 \_\_\_\_ . \_\_\_\_\_

(Name of Public Entity)

By: \_\_\_\_\_, \_\_\_\_\_

[Print Name of Person Authorized to Sign Resolutions, Title]

Attest: \_\_\_\_\_, \_\_\_\_\_

[Print Name of Person Authorized to Attest, Title]



**Appendix 1**

**Resolution to Become a Member of The Georgia Interlocal Risk Management Agency (GIRMA) and Participate in One or More of GIRMA'S Funds**

Intergovernmental Contract

GIRMA Fund Participation Election Form (Completed)

GIRMA Bylaws

WHEREAS, an intergovernmental contract originally was approved for use on June 10, 1987 by certain municipalities acting through a Board of Trustees of their own selection, and, in accordance with the Official Code of Georgia Annotated ("O.C.G.A.") Section 36-85-2, these municipalities formed and became members of the Georgia Interlocal Risk Management Agency ("GIRMA") by executing the intergovernmental contract, and

WHEREAS, GIRMA is an unincorporated nonprofit instrumentality wholly owned by its members, all of which are public entities, and after approval by GIRMA's Administrator, all additional members of GIRMA became members by executing the intergovernmental contract and adopting a resolution or ordinance;

WHEREAS, the form of this Amended and Restated Intergovernmental Contract has been approved in accordance with the bylaws, and all Members not expressing intent to withdraw within 30 days after the date of notice of the approval are parties to this Amended and Restated Intergovernmental Contract, and the intergovernmental contract previously executed by the Member is superseded by this Amended and Restated Intergovernmental Contract;

WHEREAS, this Amended and Restated Intergovernmental Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among the public entities who are now Members of the Georgia Interlocal Risk Management Agency ("GIRMA") and the \_\_\_\_\_ [Name of Prospective Member Entity] ("New Member") for the purpose of permitting New Member to participate in one or more group self-insurance funds for the management of liability and property damage risks of the Member public entities.

WHEREAS, New Member desires to become a Member of GIRMA in accordance with the Statute and the rules and regulations of the Insurance Commissioner of the State of Georgia:

NOW, THEREFORE IN CONSIDERATION OF the mutual covenants, promises and obligations contained herein, which were given to and accepted by each public entity becoming a party to this agreement the parties agree as follows:

**PARAGRAPH 1**  
**PURPOSE AND OPERATIONS OF THE GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**Section 1.1. Purpose of Georgia Interlocal Risk Management Agency and Intergovernmental Contract.** The purpose of GIRMA and of this agreement is to jointly exercise powers common to each participating public entity; to establish and administer one or more group self-insurance funds; to establish and administer a risk management service; to prevent or lessen the incidence and severity of casualty and property losses occurring in the operation of a Member of GIRMA; and to defend and protect, in accordance with this contract and related coverage descriptions, any Member of GIRMA against liability or loss as stated in such documents. The activities of GIRMA shall not constitute conduct of an insurance business.

**Section 1.2. Operations and Eligibility for Membership.** The Board of Trustees described in Paragraph 3 of this agreement shall direct the affairs of GIRMA. The Georgia Municipal Association shall be appointed as Administrator. The Administrator may recommend to the Board of Trustees the appointment of necessary Service Companies, attorneys and agents for operation of GIRMA. In order to become a member of GIRMA, an entity must be a "municipality", as defined in Chapter 85 of Title 36 of the Official Code of Georgia Annotated, as amended from time to time, and must be a political subdivision of a state or an entity the income of which is excluded from gross income under the Internal Revenue Code. Any entity that meets these criteria may become a member once it has taken all actions required by applicable law to join GIRMA and has been approved by GIRMA through its Administrator.

## PARAGRAPH 2 DEFINITIONS

**Section 2.1. Definitions.** In the interpretation of this agreement the following definitions shall apply unless the context requires otherwise:

- (1) "Administrator" shall mean the person or agency designated to supervise the administration of GIRMA and to perform such duties and exercise such powers as shall be specifically designated by the Board.
- (2) "GIRMA" shall mean the Georgia Interlocal Risk Management Agency.
- (3) "Board" shall mean the Board of Trustees of GIRMA.
- (4) "Coverage Description or Description" shall mean the written explication of General Liability, Motor Vehicle Liability, Property Damage and other claims for which Members are jointly self-insured through a Fund or Funds.
- (5) "Group Self-Insurance Fund," "Fund" or "Funds" shall have the meaning as defined in Chapter 85 of Title 36 of the Official Code of Georgia Annotated, as amended.
- (6) "Member" shall mean an entity that meets the eligibility requirements set forth in Section 1.2, has been approved by GIRMA through its Administrator, and is participating in GIRMA in conformity with this contract.
- (7) "Service Company" shall mean persons or agencies designated by the Board or Administrator to perform claim settlement services, make a determination of risk factors of Members and applicants for membership, institute loss prevention programs and accounting systems, acquire necessary excess insurance and reinsurance proposals, or perform other functions in the day-to-day operation of GIRMA as directed by the Board or Administrator.

## PARAGRAPH 3 BOARD OF TRUSTEES

**Section 3.1. Trustee Qualifications.** The qualifications to serve as a Trustee and the terms of office for Trustees shall be specified in the bylaws of GIRMA.

**Section 3.2. Selection of Board Members.** The Board of GIRMA shall be those persons selected in accordance with the bylaws of GIRMA.

**Section 3.3. Meetings.** All meetings of the Board shall be held and conducted in accordance with the bylaws adopted by the Board.

**Section 3.4. Liability of Trustees and Officers.** Trustees and officers of GIRMA shall use ordinary care and reasonable diligence in the exercise of their powers and the performance of their duties. They shall not be liable for mistakes of judgement or actions or failures to act when such mistakes, actions or failures are made in good faith and within the scope of their authority for GIRMA. Nor shall they be liable for any action or failure to act of any agent, employee or independent contractor of GIRMA, nor for loss incurred through investment of funds or failure to invest. No trustee or officer shall be liable for any action or failure to act of any other trustee or officer. No trustee or officer shall be required to give a bond or other security to guarantee the faithful performance of the duties hereunder except as may be required by the rules and regulations of the Insurance Commissioner. GIRMA shall defend and hold harmless any trustee or officer, and the Board of Trustees, against any and all loss, cost, damage or exposure arising from their actions or failures to act when such actions or failures are made in good faith and within the scope of their authority for GIRMA. GIRMA may purchase insurance providing such coverage for trustees and officers.

#### **PARAGRAPH 4 BOARD POWERS AND DUTIES**

**Section 4.1. Board Powers and Duties.** The Board, in addition to other powers and duties conferred or imposed by law, is authorized in the name of GIRMA to exercise the powers enumerated in Article III, Section I and in Article IV, Section 2 of the bylaws and to do all the acts necessary or incidental in performing and accomplishing the purposes set forth in this agreement and in the bylaws of GIRMA.

#### **PARAGRAPH 5 MEMBERSHIP**

**Section 5.1. Membership.** The membership of GIRMA consists of those eligible public entities who have executed this agreement, or its counterpart, by the duly constituted chief executive or administrative officers acting upon the resolution of the governing authority of the public entity and which have paid the prescribed contributions pursuant to the provisions of this agreement. Such entities may be admitted as Members upon approval of the Administrator in accordance with policies established by the Board, upon their execution of this agreement, or its counterpart, and by payment of prescribed contributions. Every Member agrees to the admission of additional Members in accordance with the provisions of this paragraph.

**Section 5.2. Member Representatives.** The chief executive or administrative officer of each Member shall designate in writing a representative to GIRMA and notify the Administrator of such designation. The representative shall be responsible to the Member for receiving all communications related to GIRMA, implementing loss control measures and executing the duties imposed on the Members by this agreement and the bylaws of GIRMA. All communications from the Administrator or any Service Company to the Member shall be addressed to the individual listed in the Administrator's records as the Member's designated representative. Each Member shall notify the Administrator immediately if a replacement representative is named.

#### **Section 5.3. Withdrawal.**

- (1) Each Member shall continue its membership until the completion of the second full fiscal year of GIRMA following its admission to GIRMA. Effective upon the conclusion of such period, a Member may withdraw on ninety (90) days advance written notice to GIRMA. A Member withdrawing shall have no right to the reserves on any claims maintained by GIRMA in the operation of a Group Self-Insurance Fund. GIRMA shall continue servicing of any covered claim of the Member after the withdrawal of the Member.
- (2) At the conclusion of a Member's second full fiscal year of membership, all membership shall be on a coverage year-to-coverage year basis. Effective at the end of any coverage year, GIRMA may, on ninety (90 days) advance written notice to a Member, determine not to renew a Member's membership in GIRMA or the Member's participation in the Fund.
- (3) Any Member, failing to make payments required by Paragraph 6 of this agreement when due, shall upon proper notice be immediately suspended from membership and the Member's coverage under any Fund and benefits hereunder shall immediately cease. If the Member shall subsequently submit the delinquent payment along with such penalties or interest that may be established by the board, the Administrator may reinstitute such membership in accordance with Board policy.
- (4) Terminated Members shall remain liable for assessments for any fiscal year in which they were Members. Terminated Members shall have no rights to surplus or dividends, but the Board may return all or a portion of any terminated Member's capital contribution.

**Section 5.4. Membership Review and Termination.** A Member may be involuntarily terminated for causes other than non-payment of contributions as provided in the bylaws.

**PARAGRAPH 6  
OBLIGATIONS OF MEMBERS**

**Section 6.1. Member Obligations.** Members of GIRMA agree to be obligated as follows:

- (1) To participate at all times in at least one Fund established by the Board.
- (2) To pay all contributions, assessments or other sums due to GIRMA at such times and in such amounts as shall be established by the Board or the Administrator.
- (3) To select a person to serve as a Member representative.
- (4) To allow the Board and its agents reasonable access to all facilities of the Member and all records, including but not limited to financial records, which relate to the purposes of GIRMA.
- (5) To allow attorneys appointed by GIRMA to represent the Member and its employees or officers in investigation, settlement discussions and all levels of litigation arising out of any claim made against a Member within the scope of loss protection furnished by the Fund or Funds established by GIRMA, and, with approval of the Administrator or in accordance with policies established by the Administrator, to enter into settlements of such litigation without the consent of the Member or its employees or officers.
- (6) To assist and cooperate in the defense and settlement of claims against the Member and its employees or officers.
- (7) To furnish full cooperation to GIRMA's attorneys, claims adjusters, Service Company and any agent employee, officer or independent contractor of GIRMA relating to the purposes of GIRMA.
- (8) To follow all loss reduction and prevention procedures established by GIRMA.
- (9) To furnish to the Administrator such budget operating and underwriting information as may be requested by the Administrator.
- (10) To report as promptly as possible, and in accordance with any Coverage Descriptions issued, all incidents which could result in GIRMA or any Fund established by GIRMA being required to pay claim for loss or injuries to the Member's property or injuries to persons or property when such loss or injury is within the scope of the protection of a Fund or Funds in which the Member participates.

**Section 6.2. Optional Defense of Fund Member.** A Member may hire co-defense counsel, at the Member's expense, to assist in the defense of claims; provided, however, the attorney selected by GIRMA to defend the claim shall be lead counsel in all matters.

**Section 6.3. Contractual Obligation.** This agreement shall constitute a contract among the Members of GIRMA. The obligations and responsibilities of the Members set forth herein include the obligation to take no action inconsistent with this agreement as originally written or validly amended, which shall remain a continuing obligation and responsibility of the Member. This agreement may be executed in duplicate originals and the agreement of a public entity thereto shall be evidenced by a signed copy of a resolution adopted by its legislative body authorizing an appropriate official of the public entity to execute the agreement on behalf of the public entity. The contracting parties have created a risk management agency for group self-insurance purposes only within the scope of this agreement, GIRMA's bylaws and related Coverage Descriptions. Nothing contained herein shall be deemed to create any relationship of surety, indemnification or responsibility between an individual Member for the debts or claims against any other individual Member. In accordance with Sections 36-85-9 and 36-85-15 of the Official Code of Georgia Annotated, each Member shall be jointly and severally liable for all legal obligations of a Fund and assessments may be required to meet any financial obligation of GIRMA or of any Fund.

#### PARAGRAPH 7

#### AMENDMENTS TO CONTRACT

**Section 7.1. Amendments.** This agreement may be amended by consent of the Members. A change or modification to this agreement may be agreed to by a vote of Members under such rules and procedures as the Board shall prescribe. Such vote may be conducted at a meeting of Members or may be conducted by mail. Any change or modification agreed to by a majority of the voting Members shall become effective immediately or at such future time as the amendment shall provide. Any Member not exercising its right of withdrawal within thirty (30) days after notice of the change or amendment shall be deemed to have consented to such a change or amendment. Any Member not consenting to such change or amendment may, at its option, withdraw with 90 days written notice and shall be entitled to a refund of any non-earned premiums.

#### PARAGRAPH 8

#### AUDITS AND FINANCIAL REPORTS

**Section 8.1. Annual Report.** The Board shall provide to the Members an annual report of the financial affairs of GIRMA and of each Fund maintained by GIRMA.

#### PARAGRAPH 9

#### OPERATION OF GROUP SELF-INSURANCE FUNDS

**Section 9.1. Loss Protection.** GIRMA will provide loss protection to each Member participating in a Fund as provided in the Coverage Description for the Fund.

**Section 9.2. Coverage Descriptions.** The Board or its designee may develop and issue such self-insurance Coverage Descriptions for Funds as it deems necessary or advisable. The limits of loss protection, scope of loss protection, amount of loss retention and Member contributions into a Fund shall be determined by the Coverage Description for the Fund. The Board may amend the Coverage Description or Descriptions from time to time as deems advisable. Such amended Coverage Descriptions shall be effective for GIRMA's subsequent coverage years.

*[To be completed by "New Members" joining after September 1, 2016]*

This foregoing Intergovernmental Contract is entered into on behalf of \_\_\_\_\_ (Name of New Member), this day of \_\_\_\_\_, 20\_\_, by the duly authorized officer whose signature appears below.

\_\_\_\_\_  
(Name of New Member)

\_\_\_\_\_  
(Authorized Signature/title)

\_\_\_\_\_  
Witness/title

Georgia Interlocal Risk Management Agency ("GIRMA")

Fund Participation Election Form for Prospective Members - For Use On and After January 1, 2025

As stated in Section 6.1 of the Intergovernmental Contract, a GIRMA member must participate in at least one Fund established by the GIRMA Board of Trustees. The Intergovernmental Contract and GIRMA Bylaws apply to all GIRMA members, regardless of the Fund or Funds in which they participate. Terms and conditions specific to a Fund are set forth in the Coverage Description for the Fund.

A coverage description for each GIRMA Fund is on file with the Georgia Department of Insurance and is provided to new Fund members after approval of membership in the Fund. A copy of the coverage descriptions are available to prospective members upon request.

All Prospective Members joining GIRMA on or after January 1, 2025 must complete this Fund Participation Election Form.

Please select the Fund or Funds in which the Prospective GIRMA Member named below will participate. This completed Form will be attached to the Resolution to Become a Member of the Georgia Interlocal Risk Management Agency (GIRMA) and Participate in One or More of GIRMA's Funds. If Fund B is selected, the Prospective Member also must complete the attached FIREFIGHTER CANCER COVERAGE APPLICATION AND PARTICIPATION AGREEMENT. If Fund C is selected, the Prospective Member also must complete the attached FIRST RESPONDER PTSD APPLICATION AND PARTICIPATION AGREEMENT.

Table with 2 columns: Fund A and Fund B. Fund A lists coverage types like Property liability, Automobile physical damage, etc. Fund B lists Firefighter Cancer lump sum and disability coverage. Fund C lists First Responder occupational PTSD lump sum and disability coverage.

The [Name of Prospective Member Entity] \_\_\_\_\_ elects to join

\_\_\_ Fund A \_\_\_ Fund B (FIREFIGHTER CANCER COVERAGE APPLICATION AND PARTICIPATION AGREEMENT required) [X] Fund C (FIRST RESPONDER PTSD APPLICATION AND PARTICIPATION AGREEMENT required). Membership in the Fund or Funds selected shall be effective on the date of approval by Georgia Municipal Association, Inc., the Program Administrator for GIRMA.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Signer: \_\_\_\_\_



**BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**Revised and Adopted June 23, 2023**

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**BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**ARTICLE I**

**NAME AND LOCATION**

- Section 1. The name of this organization shall be the Georgia Interlocal Risk Management Agency, ("GIRMA"). In October 1988, GIRMA was established by an intergovernmental contract among founding municipal corporations of Georgia for the management of liability and property damage risks, in accordance with Title 36, Chapter 85 of the Official Code of Georgia Annotated (the "Statute").
- Section 2. The principal office of GIRMA is located at 201 Pryor Street, SW, Atlanta, Georgia 30303.
- Section 3. Other offices for the transaction of business may be established as the GIRMA Board of Trustees (hereinafter referred to as the "Board") may determine.
- Section 4. These Bylaws are adopted pursuant to the Statute, the applicable rules and regulations of the Insurance Commissioner of the State of Georgia (the "Commissioner") and the intergovernmental contract creating GIRMA (the "Intergovernmental Contract").

**ARTICLE II**

**ELIGIBILITY FOR AND RENEWAL OF MEMBERSHIP**

- Section 1. Eligibility. To become a member of GIRMA, an entity must be a municipality as defined in Section 36-85-1 of the Official Code of Georgia Annotated, as amended from time to time, and must be a political subdivision of a state or an entity the income of which is excluded from gross income under the Internal Revenue Code. An entity that meets these criteria may become a member once it has taken all actions required by applicable law to join GIRMA and has been approved by GIRMA through its Administrator. Approved entities are called "Members" in these Bylaws. All Members agree to the terms of the Intergovernmental Contract.
- Section 2. Members may voluntarily withdraw after completion of two full fiscal

years of Membership by providing ninety (90) days advance written notice to the Administrator.

Section 3. After the first two full fiscal years of Membership, Membership will continue unless either the Administrator or the Member provides the other with ninety (90) days advance written notice of its decision to withdraw or not to renew the contract.

Section 4. See Article X for Involuntary Termination of a Membership mid-year.

**ARTICLE III**

**BOARD OF TRUSTEES**

Section 1. General Powers. The affairs of GIRMA shall be governed by the Board of Trustees ("Board"), which shall have such general powers as are conferred by Chapter 85 of Title 36 of the Official Code of Georgia Annotated. The Board shall have discretionary authority to adopt rules and regulations and to establish policies and procedures for the operation of GIRMA and to make and enter into contracts for such services as it deems necessary or expedient, to include contracts with the Georgia Municipal Association, Inc. ("GMA") providing for payment of reasonable institutional value fees.

Section 2. Number and Qualifications. The business and property of GIRMA shall be supervised by the Board, which shall consist of all of those individuals serving on the Board of Trustees of the Georgia Municipal Employees Benefit System ("GMEBS") established pursuant to Chapter 5 of Title 47 of the Official Code of Georgia Annotated, provided that all such individuals shall be employees of or elected or appointed officers of a municipal corporation that is a Member of GIRMA. In addition to the foregoing qualifications, all Trustees initially elected or appointed on or after January 1, 2021, shall be employees of or elected or appointed officers of a municipal corporation that participates in the GIRMA Property and Liability Insurance Fund. Every new Trustee must submit a completed application to the Commissioner to serve as Trustee of this Board. If the Commissioner objects to the election or appointment, the election or appointment to the Board will be invalidated on a prospective basis.

Section 3. Nomination, Election and Appointment of Trustees. Trustees shall be nominated, elected, and appointed in accordance with the GMEBS Bylaws.

Section 4. Compensation. Trustees shall not receive any salaries for their services, but the Board may adopt a travel policy setting forth a per diem allowance or the actual expenses of attendance, if any, for attendance at regular or special meetings of the Board and attendance at Board training and educational events, including, but not limited to, those involving investment managers or other service providers.

## ARTICLE IV

### POWERS AND DUTIES

Section 1. Administrator. Pursuant to a contract with the Board, GMA shall serve as Administrator and provide the services necessary to safeguard the assets of GIRMA and administer GIRMA. Such services shall include serving as attorney-in-fact and performing directly or contracting with outside entities to perform other types of administration for GIRMA, including claims administration, safety engineering and general administration. The Administrator's services shall include, but are not limited to:

- (a) Negotiating and managing contracts with outside agencies and consultants providing services directly to GIRMA;
- (b) Establishing and maintaining administrative and financial procedures for internal and external use consistent with the policies of the Board of Trustees;
- (c) In conjunction with the actuary appointed by the Board, establishing contribution rate methodologies for System Funds;
- (d) Billing for contributions and assessments in accordance with the terms of the Intergovernmental Contract, and in accordance with applicable law and the Board's funding policy;
- (e) Receiving, depositing, disbursing and accounting for all assets received and expended on behalf of GIRMA, and ensuring that all premiums or contributions received are timely remitted to the depository bank or banks;
- (f) Establishing the method for rating the risks of individual Members;
- (g) Providing risk management services including defense and settlement of claims;
- (h) Receiving applications for membership from prospective new members to GIRMA and approving or denying such applications for membership in accordance with such rules or policies as are promulgated by the Board;
- (i) Keeping a register of the post office address, electronic mail address and/or facsimile number of the designated contact for each Member;

- (j) Fulfilling any obligations set forth in contractual documents with the Members as obligations of the Administrator;
- (k) In conjunction with the investment manager and the custodian appointed by the Board, assuring that provisions are made for the valuation of assets;
- (l) In conjunction with the investment consultant appointed by the Board and the custodian appointed by the Board, assuring that funds are invested and reinvested in accordance with Board policy and direction;
- (m) Preparing or causing to be prepared annual fiscal reports regarding the operation of GIRMA and all other reports as directed in writing or through official action by the Board;
- (n) Determining and prorating income from GMEBS investments to the appropriate GIRMA Fund;
- (o) Arranging for the payment of claims due under GIRMA;
- (p) Providing information about GIRMA and offering technical support to the designated contact of the Member as appropriate;
- (q) Providing the Commissioner a copy of the contract with the Administrator and any amendments to the contract to the extent required by law;
- (r) Maintaining a fidelity bond and errors and omissions coverage or other appropriate liability insurance as required by applicable law and Commissioner regulations, and filing evidence of such coverage with the Commissioner to the extent required by law;
- (s) Receiving, reviewing and processing all correspondence submitted to GIRMA;
- (t) Assuring that all GIRMA files and records are maintained and available at all times to the Board;
- (u) Preparing and submitting all documents required to be filed with the Commissioner in accordance with applicable regulations;
- (v) Supporting legal compliance of GIRMA, and where appropriate, notifying the Board of actions taken or recommended in order to maintain compliance;
- (w) Recommending policies to the Board;
- (x) Preparing and submitting to the Board, prior to the beginning of each fiscal year, a proposed budget for GIRMA for that fiscal year for review, revision and approval by the Board; and
- (y) Providing such other administrative assistance as may be requested in writing or through official action of the Board and approved by the Administrator.

## Section 2.

Board of Trustees. In addition to its general powers set forth in Article III, the Board has the following specific powers and duties:

- (a) To provide general oversight of the operation of GIRMA and its business activities in accordance with these Bylaws, applicable

federal and state statutes, and applicable governmental regulations;

- (b) To incur debts, liabilities and obligations;
- (c) To acquire, hold, encumber or dispose of real and personal property;
- (d) To sue or be sued in the name of the GIRMA, and take all measures necessary or desirable in the prosecution or defense of claims;
- (e) To establish and arrange for the administration of such group self-insurance funds as the Board deems advisable;
- (f) To pay authorized losses on behalf of GIRMA Members participating in a fund or funds;
- (g) To employ legal counsel, accountants and such other professional services as it from time to time shall deem necessary;
- (h) To appoint an investment consultant, actuary, custodian and auditor for GIRMA on an annual basis, and to appoint investment managers as needed;
- (i) To establish an excess loss funding program as the Board deems necessary to protect the interest of the Members and GIRMA;
- (j) To contract for reinsurance with the advice of the Administrator;
- (k) To adopt rules and general policies necessary or appropriate for the efficient operation of GIRMA, which shall be followed by all committees, officers, agents and independent contractors providing services for GIRMA;
- (l) To enter into contracts for services provided directly to GIRMA by entities other than the Administrator;
- (m) To enter into contracts with GMA to serve as Administrator, and for licensing and other services, which may include providing for payment of reasonable institutional value fees;
- (n) To adopt underwriting guidelines that describe the requirements for admission and continued participation of Members;
- (o) To approve proper accounting and reporting procedures so that the Members shall be apprised of the nature of the claims arising within their jurisdiction, the manner in which these claims are being processed, and the impact of the claims upon GIRMA;
- (p) To take all necessary precautions to safeguard the assets of GIRMA, including but not limited to the following:
  - (1) Adopting an annual budget for each fiscal year of GIRMA;
  - (2) Retaining control of all monies collected or disbursed for GIRMA; all funds of any type shall remain in the custody of the Trustees or the custodian appointed by the Board;
  - (3) Having the accounts and records of the GIRMA audited annually or at any time which may be required for any



governmental agency to implement any uniform accounting system, and making copies of each year's audits available during that year to each Member, and, to the extent required by law, to the Commissioner; and

- (4) Abiding by all applicable federal and state statutes and administrative regulations;
- (q) To expend GIRMA assets for the purpose of purchasing fiduciary liability and general insurance deemed appropriate by the Trustees;
- (r) To approve dividends. That portion of premium contributions not needed for payment of claims, administrative expenses and/or appropriate reserves may be returned to the Members of GIRMA from time to time, in such amounts and proportions as the Board, in its discretion, may determine is proper, in accordance with applicable law and Commissioner regulations. No surplus accumulations may be returned if such payment will impair the capital stability and/or security of GIRMA. Any participant who withdraws and/or is not in good standing at the time of such distribution may be barred from receiving any portion of the distribution or may be subject to such restrictions as the Board, in its discretion, may impose;
- (s) To establish the method for collection of any assessments of Members, which become necessary to meet any financial deficiency of GIRMA or of any fund;
- (t) To approve revisions to the Intergovernmental Agreement when appropriate or necessary and submit the revisions to the Membership for approval at a regular or special meeting of the Membership;
- (u) To establish a group self-insurance fund or funds comprised of public monies from contributions of Members in order to pool and jointly self-insure the risks of general liability, motor vehicle liability, property damage, or any combination of such risks;
- (v) To establish a schedule of Member contributions which shall annually produce a sum of money necessary to pay the administrative expenses of GIRMA, to create adequate loss reserves for each fund and to meet any capital or surplus requirements. Each Member's contribution shall be determined in accordance with the method established by the Board; and
- (w) To perform any other function incident to their office and in keeping with applicable Georgia laws and the regulations of the Commissioner.

### Section 3.

Fraud Investigation and Reporting. Allegations of fraud relating to the Fund shall be reported to the Chair, Vice Chair, Secretary-Treasurer or the Administrator's Deputy Executive Director of RMEBS, who shall be charged with immediately notifying the

Secretary-Treasurer and the Deputy Executive Director of RMEBS, if they were not previously notified, and the Administrator of such allegation. The Administrator shall promptly report suspected fraud to the Office of the Commissioner of Insurance and Safety Fire Criminal Investigations Division in accordance with its stated procedures, and to the Board.

**ARTICLE V**

**MEETINGS OF THE BOARD OF TRUSTEES**

Section 1. Regular Meetings. The Board may provide for the time and place for the holding of regular meetings of the Board and shall hold at least two (2) regular meetings of the Board per year.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chairperson and, in his or her absence, by the Vice Chairperson, or upon the request of one-third of the members of the Board. The person or persons authorized to call special meetings of the Board may choose the place and date for the holding of the special meeting called. By unanimous consent of the Trustees, special meetings of the Board may be held without notice at any time and place in compliance with these Bylaws so long as any requirements of applicable law are satisfied. All notices of special meetings of the Board shall state the purposes thereof.

Section 3. Place of Meetings. All in-person meetings shall be held in the State of Georgia. All references in these Bylaws to the “place” of a meeting include a virtual place accessed via telecommunications or electronically, and notice of the location of such a virtual place shall include instructions for accessing the meeting.

Section 4. Notices. Notice of any regular or special meeting of the Board shall be given at least ten (10) days prior to such meeting by written notice sent by mail, facsimile or electronic mail to each Trustee at the Trustee’s address as shown by the records of the Board. The notice shall state the time, date, and place of the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail in a sealed envelope properly addressed, with postage thereon prepaid. Notice given by electronic means, either facsimile or electronic mail, shall be deemed to be delivered when sent. Any Trustee may waive notice of any meeting. The attendance of any Trustee at any meeting shall constitute a waiver of notice of such meeting, except when a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. The notice of a special meeting shall state the purpose

of the meeting. Business to be transacted at a regular meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by statute or these Bylaws.

Section 5. Quorum. Eight Trustees shall constitute a quorum for the transaction of business at any meeting of the Board. In the absence of a quorum, a majority of the Board participating may adjourn the meeting from time to time without further notice. Trustees may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Trustees participating may simultaneously hear each other during the meeting.

Section 6. Manner of Acting. The act of a majority of Trustees participating in a meeting (including those participating by proxy or those participating remotely) shall be the act of the Board, unless the act of a greater number is required by statute, regulation, or the Bylaws.

Section 7. Proxies. At any meeting of the Board, a Trustee entitled to vote may vote by proxy executed in writing (which writing may be electronic) by the Trustee or by his or her duly appointed attorney in fact. Proxies shall be recorded by the Secretary-Treasurer prior to the commencement of each meeting of the Board and shall be noted in the minutes.

**ARTICLE VI**

**OFFICERS**

Section 1. Officers. The officers of the Board of Trustees shall consist of a Chairperson, Vice Chairperson and Secretary-Treasurer.

Section 2. Election and Term of Office. The Chairperson and Vice Chairperson of the Board shall be the Trustees elected by the GMEBS Trustees to serve as the Chairperson and Vice Chairperson of the Board of Trustees of GMEBS, provided that such Chairperson and Vice Chairperson are employees of or appointed or elected officials of a municipal corporation that is a GIRMA Member. Additionally, effective on or after January 1, 2021, only Trustees who are employees of or appointed or elected officials of a municipal corporation that participates in the GIRMA Property and Liability Insurance Fund may serve as Chairperson or Vice Chairperson. Every new Chairperson or Vice Chairperson must submit a completed application to the Commissioner to serve as an officer of this Board. If the Commissioner objects to his or her

election, the election will be invalidated on a prospective basis. The GMA Executive Director shall serve as the Secretary-Treasurer.

- Section 3. Chairperson. The Chairperson shall be the principal executive officer of the Board and shall in general supervise and control all of the business and affairs of the Board. The Chairperson shall: preside at all meetings of the Members and the Board; call the annual meeting of the GIRMA Membership; sign contracts with GMA which the Board has authorized; call regular and special meetings of the Board; appoint an executive committee and special committees of the Board; serve as an ex-officio member of special committees; serve as chairperson of the executive committee; and perform such other duties as may be prescribed from time to time by the Board or as are consistent with the duties of the office of Chairperson.
- Section 4. Vice Chairperson. The Vice Chairperson shall: assist and aid the Chairperson whenever required in carrying out the duties of the Chairperson; preside at all meetings of the Members of GIRMA and of the Board in the absence of the Chairperson; be authorized to act on behalf of the Chairperson in the event of the Chairperson's incapacity or other failure to serve; and perform such other duties as may be assigned by the Chairperson or Board from time to time.
- Section 5. Secretary-Treasurer. The offices of Secretary and Treasurer shall be combined. The Secretary-Treasurer is a non-voting member of the Board. The Secretary-Treasurer is delegated the authority to perform, and is responsible to the Board for performing, the following duties either directly or through his or her designee:
- (a) Notifying Members of the time, date and place of annual Member meetings and soliciting and recording proxies for those unable to attend such meetings, and seeing that all other meeting notices required by these Bylaws or applicable law are duly provided;
  - (b) Notifying Trustees of Board meetings and soliciting and recording proxies for those unable to attend meetings, and seeing that all other meeting notices required by these Bylaws or applicable law are duly provided;
  - (c) Keeping a register of the post office address, electronic mail address and/or facsimile number of each member of the Board which shall be furnished to the Secretary-Treasurer by such Trustee;
  - (d) Performing all the duties consistent with the office of Secretary-Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson or the Board;

- (e) Executing contracts with service providers performing services directly to the Fund (except for contracts with GMA) after such service providers have been approved by the Board;
- (f) Serving as a permanent non-voting member of all Board committees, including but not limited to the Executive Committee; and
- (g) Signing all checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of GIRMA, except as otherwise stated by resolution of the Board.

**ARTICLE VII**

**BOARD COMMITTEES**

Section 1. Executive Committee. The Executive Committee shall be comprised of the five Trustees who serve on the GMEBS Executive Committee: the Chairperson, Vice-Chairperson, immediate past chairperson and two Trustees appointed by the Chairperson, provided that such Trustees are employees of or appointed or elected officials of municipal corporations that participate in the GIRMA Property and Liability Insurance Fund. The Executive Committee shall recommend policies, review and recommend program operating budgets, and act on behalf of the Board in the interim between Board meetings.

Section 2. Special Committee. The authority of a special committee is limited to the charge given the committee by the Chairperson when establishing such committee; however, the designation of such committee and the delegation of authority thereto shall not operate to relieve the Board, or any individual Trustee, of any responsibility imposed upon it or upon the Trustee by law. Each special committee appointed shall be deemed to have concluded its work upon reporting back to the Board.

Section 3. Audit Committee. The Audit Committee shall be comprised of the five Trustees who serve on the GIRMA Executive Committee. The Audit Committee shall meet at least once annually and is responsible for the duties set forth in Rule 120-2-60.14 of the Georgia Department of Insurance, including but not limited to annually selecting the auditor for the next fiscal year (subject to ratification by the full Board), reviewing the annual audit and following its approval of the annual audit, and reporting on and recommending the annual audit to the full Board for approval.

The Administrator shall schedule an annual meeting of the GIRMA Audit Committee to receive a report on, review, and vote to approve

or disapprove the annual audit and to select the auditor for the following year, subject to ratification by the full Board. This annual audit committee meeting may be held jointly with the annual audit committee meetings of the GMEBS and GMA WCSIF audit committees, provided that the Audit Committee receives a report specific to GIRMA and holds discussion and a vote on the GIRMA annual audit independently of any discussion or votes taken concerning the GMEBS or GMA WCSIF annual audit.

Section 4. Governance. The Notice, Quorum, Manner of Acting, and Proxies sections under Article V “Meetings of the Board of Trustees” shall apply to meetings of Board Committees, except that all references to Trustees in those sections shall be replaced with “Committee Members”, all references to the Board shall be replaced with “Board Committee”, and a majority of the Committee members shall constitute a Quorum.

**ARTICLE VIII**

**FISCAL YEAR**

Section 1. GIRMA shall operate on a fiscal year from 12:01 a.m. January 1 to 12:01 a.m. January 1 of each succeeding year. Each fiscal year shall be maintained separately for accounting purposes.

**ARTICLE IX**

**MEETINGS OF THE MEMBERS**

Section 1. Annual Meetings; Joint Annual Meeting. For the convenience of Members, when feasible, the Administrator shall schedule an annual, in-person meeting of GIRMA Members during the Administrator’s annual convention in an appropriate location. The annual, in-person meeting of the Members shall be held for the purposes of electing members to the GMEBS Board of Trustees, all of which also serve on the Board of Trustees of GIRMA and of the GMA Workers Compensation Self-Insurance Fund (“GMA WCSIF”), delivering of a statement of the general financial condition of GIRMA and transacting such other business as may come before the meeting. For the purpose of electing Trustees, the annual, in-person meeting of the Members shall be held jointly with the annual meetings of the “Members” of GMEBS (“GMEBS Members”) and the “Members” of GMA WCSIF (“GMA WCSIF Members”), as defined in their respective bylaws. For purposes of this Article, this

meeting shall be referred to as the “Joint Annual Meeting” and the GMA WCSIF Members, GIRMA Members and GMEBS Members shall be collectively referred to as the “Voting Employers”. In all manner, substance and effect, elections of Trustees to the Board shall take place simultaneously with and in the manner described in Article IX of the GMEBS bylaws. An oral report on the general financial condition of GIRMA shall be given to GIRMA Members at each annual meeting. At the same meeting, a written copy of this report shall be made available to the GIRMA Members by the Board Chairperson or his or her designee.

- Section 2. Special Meetings of the Members. If the election of Trustees is not held as designated herein at the annual, in-person meeting of the Members provided for in Section 1 above, or at any adjournment thereof, the Board shall cause the Trustee election to be held at a special meeting of the Members, jointly with the GMA WCSIF Members and the GMEBS Members, as soon thereafter as is reasonably convenient. Special meetings of the Members may be called by the chairperson of the Board or by not less than one-fourth (1/4) of the entities comprising the GIRMA Members.
- Section 3. Place of Meeting of the Members. The Board of Trustees may designate any place within the State of Georgia as the place of meeting for any special meeting of the Members.
- Section 4. Notice. Written notice stating the place, date and hour of any meeting of the Members shall be delivered by mail, electronic mail or facsimile, to each Member entitled to vote at such meeting, not less than ten (10) and no more than ninety (90) days before the date of such meeting, by or at the direction of the Chairperson, or the Secretary-Treasurer, or the officers or persons calling the meeting. In the case of a special meeting or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at its address as it appears on the records of the Administrator, with postage thereon prepaid. If notice is given electronically, either by electronic mail or facsimile, such notice shall be deemed to be delivered when sent to the electronic address for the Member as shown by the records of the Administrator.
- Section 5. Nomination of Trustees. Nomination of Trustees shall be made in accordance with the GMEBS Bylaws.

Section 6. Voting on Matters Relating to GIRMA (Other than Trustee Elections). Each Member shall be entitled to one (1) vote on each matter that the Board submits to a vote of the Members (other than Trustee elections). The vote of each Member shall be cast by its designated representative. Unless otherwise indicated in writing by a Member's chief executive or chief administrative officer, a Trustee shall be considered the designated representative for the Member for which he or she serves as an elected or appointed officer or employee. For each other Member, the chief executive or chief administrative officer shall be its designated representative. Except in the case of matters relating to the election or term limits of Trustees, no formal action will be taken based upon any Member vote without the consent of a majority of the Board present. The Board may in its discretion conduct a Member vote by mail ballot. In such case the mail ballot shall be deemed to be delivered when it is mailed or sent via facsimile or electronic mail in the manner required for provision of meeting notices under Section 4 above. The Board shall afford a reasonable period of time for return of mail ballots by Members. A majority vote of those Members voting shall be required for action on any matter submitted to a vote by mail ballot. With respect to election of Trustees, the applicable provisions of the GMEBS Bylaws shall control.

Section 7. Quorum. There is no quorum requirement. Rather, a majority vote of those Members voting in person or by proxy at a meeting shall be required for approval of any matter submitted to the Members for a vote.

Section 8. Proxies. At any meeting of the Members, a Member entitled to vote may vote by proxy executed in writing (which writing may be electronic) by the Member or by its designated representative. Proxies must be submitted to the Administrator at least 14 days prior to the meeting, unless a shorter period is necessary due to circumstances beyond the designated representative's control. Proxies shall be recorded by the Secretary-Treasurer prior to the commencement of the Annual Meeting and shall be noted in the minutes.

**ARTICLE X**

**INVOLUNTARY TERMINATION OF A MEMBERSHIP**

Section 1. Reasons. A Member may be involuntarily terminated as a Member of GIRMA in the middle of the year, and not as a result of GIRMA's



non-renewal, for:

- (a) Failure to timely pay its contribution, assessment, or otherwise to discharge its financial obligations to GIRMA when due;
- (b) Failure to timely report to the Administrator, or its designee accidents or other incidents which might involve indemnifications from GIRMA or from a fund established by GIRMA;
- (c) Failure to comply with the loss control and written management recommendations of GIRMA or GIRMA's representatives or agents;
- (d) Failure to comply with any requirements contained within a coverage description of a fund in which the Member participates;
- (e) Excessive losses; or
- (f) Failure to comply with the law, rules and regulations of the Georgia Insurance Commissioner, or the Intergovernmental Contract establishing GIRMA or these Bylaws.

Section 2.

Method. Termination for failure to pay a contribution or assessment when due, or for failure to otherwise discharge its obligations to a fund or to GIRMA when due shall be accomplished by written notice stating the time the termination will be effective, not less than fifteen (15) days from the date of notice, to be delivered in person or by depositing such notice in the U.S. Mail by at least first class mail to the last address of record of the Member, and receiving the receipt provided by the United States Postal Service for such deposit. Such notice may or may not be accompanied by a tender of the unearned premium paid by the Member, calculated on a pro rata basis. If such tender is not made simultaneously with such notice, it shall be made within fifteen (15) days of notice of termination, unless an audit or rate investigation is required, in which case such tender shall be made as soon as practicable.

Involuntary termination for any other cause shall require forty-five (45) days advance written notice.

The Commissioner of Insurance of the State of Georgia shall be furnished a copy of any termination notice forwarded to a Member.

Section 3.

Data. GIRMA will provide any terminated Member the data reasonably necessary for transition to a replacement insurer.

Section 4.

Reinstatement. Reinstatement shall be upon such terms as the Board may impose.

**ARTICLE XI**

**TERMINATION OF GIRMA OR GIRMA FUNDS**

Section 1. GIRMA shall cease its activities upon affirmative vote of not less than two thirds (2/3) of the Board requiring such cessation, with advance approval of the Commissioner if required by law. The Board may also terminate the existence of any fund or funds it has established by a majority vote of the Board, with advance approval of the Commissioner if required by law. To the extent of money remaining in a terminated fund, however, GIRMA shall continue to pay Members' claims and losses incurred prior to the date of a Fund's termination until the money in the terminated fund is exhausted. In the event that revenues remain in a terminated fund after payment of all claims, losses and other expenses, the Board may determine the method for calculating refunds to those Members who were Members at the time the fund ceased its activities. The Board shall determine the method that shall be used for the sale and distribution of proceeds in the event that there should be any property, real or personal, belonging to GIRMA at its termination. In the event of GIRMA's termination, the Board shall continue to meet for such period of time and with such frequency as may be necessary to wind down the affairs of GIRMA. The Board shall be authorized to sell, transfer or otherwise assign the processing and payment of claims to a third party in the event of termination of GIRMA or in the event of termination of a fund.

Section 2. The Commissioner may terminate GIRMA or any of its Funds only in accordance with applicable law, and subject to GIRMA's rights under applicable law.

**ARTICLE XII**

**WAIVER OF NOTICE**

Section 1. Whenever any notice is required to be given under the provisions of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE XIII**

**AMENDMENTS**

Section 1. Bylaws Amendments.

- (a) The Board shall have power to amend or repeal the Bylaws by an affirmative two-thirds majority vote of the Board at any regular or special meeting of the Board.
- (b) Written notice of proposed amendment(s) or repeal, including the language of the proposed amendment(s) or repeal, must be mailed or electronically provided to each Member not less than thirty (30) days prior to the meeting in which they are presented to the Board for adoption. Notice of approved bylaws amendments or repeal shall be provided to the Members at the next annual or special meeting of the Members following the Board's approval of such amendment(s) or repeal.

Section 2. Amendments to Intergovernmental Contract. Any amendment to the Intergovernmental Contract must be approved by a majority of the Members voting at a meeting of the Members.

**ARTICLE XIV**

**PARLIAMENTARY AUTHORITY**

Section 1. To govern processes and relationships within the organization in cases not provided for in statute or Bylaws, the current edition of Robert's Rules of Order shall be used. However, by resolution, the Board may determine to follow instead any set of Rules of Order determined by the Administrator's General Counsel or by the Board's separate legal counsel to be appropriate.



**RESOLUTION NO. 2025-\_\_\_\_**

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE GEORGIA INTERLOCAL RISK MANAGEMENT (GIRMA) FIRST RESPONDER PTSD APPLICATION AND PARTICIPATION AGREEMENT FROM THE CITY’S HUMAN RESOURCES DEPARTMENT.**

**WHEREAS**, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the Ashley Wilson Act (HB451) mandates all Georgia public entities to provide a supplemental benefit program (“PTSD Program”) for first responders diagnosed with post-traumatic stress disorder (“PTSD”) as a result of exposure to traumatic events encountered in the line of duty; and

**WHEREAS**, the PTSD Program shall not affect employer health plans and shall ensure that first responders can access benefits quickly and shall mitigate concerns about stigma or potential job loss; and

**WHEREAS**, PTSD Program becomes effective on January 1, 2025 and local government participation is required under the Ashley Wilson Act via signing a Georgia Interlocal Risk Management (“GIRMA”) First Responder PTSD Application and Participation Agreement (“Agreement”); and

**WHEREAS**, the approval of this Agreement is necessary for the health, safety, and welfare of the citizens.

**THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:**

**Section 1. Approval.** The request to approve the GIRMA First Responder PTSD Application and Participation Agreement to provide the PTSD Program via the Ashley Wilson Act as presented to the Mayor and Council on January 6, 2025 is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**SO RESOLVED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*