



CITY OF
FORESTPARK

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

Thursday, October 16, 2025, at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

[City Website](#)

Phone (404) 366.4720

**PLANNING & COMMUNITY
DEVELOPMENT**

785 Forest Parkway
Forest Park, GA 30297

AGENDA

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

CALL TO ORDER/WELCOME

ROLL CALL

APPROVAL OF MINUTES

1. Approval of Meeting Minutes from September 18, 2025

OLD BUSINESS

NEW BUSINESS

2. **Case# VAR-2025-15 - Variance Request for 564 Main Street, Parcel# 13051B D001.** The applicant, April Ingraham, is requesting multiple variances from the City of Forest Park, GA Zoning Ordinance including modifications to parking area screening requirements, a reduction in parallel parking space dimensions, allowance for existing reduced front and side yard setbacks, permission to maintain existing building setbacks along Main Street, Puckett Street, North Avenue, and Hendrix Drive, and approval to exceed the maximum 30,000 square feet of floor area for a single commercial tenant to allow a total of 47,127 square feet. The requested variances are intended to allow for the renovation and redevelopment of an existing commercial building and associated site improvements within the Downtown Main Street (DM)

District, located in Ward 2.

3. **Case# CUP-2025-05 - Conditional Use Permit Request for 564 Main Street, Parcel# 13051B D001.** The applicant, April Ingraham, is requesting a conditional use permit to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mixed-Use District (DM) in Ward 2.
4. **Case # RZ-2025-03 - Rezoning Request for 4562 Jonesboro Road, Parcel# 13048D A017.** The applicant, David Springer, is requesting to rezone the property from Single-Family Residential (RS) to General Commercial District (GC) to allow the site to be utilized as a commercial use for future development within Ward 3.

ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.



**CITY OF FOREST PARK
PLANNING COMMISSION MEETING**

Thursday, September 18, 2025, at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

Website: www.forestparkga.gov
Phone Number: (404) 366.4720

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

MINUTES

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

CALL TO ORDER/WELCOME: Vice Chairman Michael Clinkscales called the meeting to order at 6:07 PM.

ROLL CALL:

PRESENT:

Michael Clinkscales
Roderick Jackson
Donald Williams
Lois Wright

ABSENT:

Azfar Haque

ALSO PRESENT:

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

APPROVAL OF MINUTES:

1. Approval of August 21, 2025, Meeting Minutes
Lois Wright made a motion to approve the August 21, 2025, Meeting Minutes. The motion was seconded by Donald Williams and approved unanimously.

OLD BUSINESS: None

NEW BUSINESS:

2. **Case# VAR-2025-13 - Variance Request for 5163 and 5265 Old Dixie Highway, Parcel # 13077A A009 and Parcel # 13077A A001. The applicant, Metropolitan Atlanta Rapid Transit Authority, is requesting a variance to exceed the maximum number of accessory structures permitted on a property. The requested variances are intended to allow for the construction of a new multipurpose Operations and Maintenance Facility within the Planned Industrial (PI) District, located in Ward 4.**

Background/History:

The applicant, the Metropolitan Atlanta Rapid Transit Authority (MARTA), requests two variances to support development of a 31.24-acre multi-purpose Operations and Maintenance Facility within the Planned Industrial District. The request included reducing the rear yard setback from thirty (30) feet to twenty-one (21) feet and allowing five accessory structures instead of the three permitted to accommodate specialized buildings necessary for transit operations. Staff found the request consistent with the ordinance's intent, citing the project's public benefit and operational needs, and recommended approval with conditions regarding site compliance, structure limits, setback reduction, utility coordination, subdivision restrictions, permitting compliance, and Urban Design Review Board approval.

PUBLIC COMMENTS:

No public comments were received regarding this petition.

Lois Wright made a motion to approve Case# VAR-2025-13 with the conditions of approval as presented by staff. The motion was seconded by Donald Wright and approved unanimously.

Case# VAR-2025-14 - Variance Request for 876 Slaton Street, Parcel # 13047D C014. The applicant, Patricia Maxwell, is requesting a variance to allow a decrease in the minimum required side yard setback from ten (10) feet to five (5) feet to allow the construction of an addition to the primary structure within the Single-Family Residential (RS) District, located in Ward 2.

Background/History:

The applicant, Patricia Maxwell, requests a variance to reduce the minimum side-yard setback from ten (10) feet to five (5) feet to allow a residential addition within the Single-Family Residential (RS) District. Ms. Maxwell explained the improvement was intended to enhance her home's livability and appearance in preparation for retirement. Staff recommended approval with conditions to ensure compliance with building codes, stormwater management, fencing, and permitting requirements, and resolution of a prior stop-work order. The applicant and contractor affirmed their commitment to meet city standards.

PUBLIC COMMENTS:

Patricia Maxwell stated that she is preparing for retirement and wishes to improve her home's appearance and the overall neighborhood.

Contractor Sharra Sutton spoke on behalf of the applicant, affirming that all City requirements would be met and that all previous issues would be resolved.

Donald Williams made a motion to approve Case# VAR-2025-174 with the conditions of approval as presented by staff. The motion was seconded by Roderick Jackson and approved unanimously.

ADJOURNMENT:

Donald Williams made a motion to adjourn at 6:34 PM. The motion was seconded by Lois Wright and approved unanimously.

Staff Report – Variance

Public Hearing Date: October 16, 2025

Case: VAR-2025-15

Current Zoning: Single- Downtown Mainstreet (DM) District

Council Ward: 2

Proposed Request: Variance to remove the required screening wall for parking areas adjacent to streets with residential frontages to provide a minimum 8-foot buffer with dense, mature plantings and bioswales, eliminate the required low wall or continuous vegetation screening for parking adjacent to buildings and sidewalks, in favor of natural vegetative buffers, reduce the required 10-foot side and front yard setbacks, allowing existing building setbacks of 2.2 feet on Puckett Street and 7.5 feet along the interior property line to remain, within the Single-Family Residential (RS) District, to allow existing building setbacks from the back of sidewalk along Main Street, Puckett Street, North Avenue, and Hendrix Drive to remain, where a zero setback is otherwise required, exceed the maximum 30,000 square feet of floor area for a single commercial tenant, allowing a total of 47,127 square feet to allow for the renovation and redevelopment of an existing commercial building and associated site improvements within the Downtown Mainstreet (DM) District, located in Ward 2.

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

Staff Recommendation: Approval of variance with conditions

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: Mid-South Roof Systems	April Ingraham (Mid-South Roof Systems)
564 Main Street	564 Main Street
FOREST PARK, GA 30297	Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13051B D001	Acreage: 2.85 +/-
Address: 564 Main Street	FLU: Commercial

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

SUMMARY & BACKGROUND

The subject property is located at 564 Main Street, within Ward 2, and comprises approximately 2.85+/- acres in the Downtown Main Street (DM) District. The site is an irregularly shaped, fully developed parcel bordered by four public streets—Main Street, North Avenue, Hendrix Drive, and Puckett Street. The property contains an existing commercial building originally constructed under previous zoning standards, with significant as-built conditions that no longer conform to current development regulations. The applicant, April Ingraham, is seeking a series of variances to enable the renovation and adaptive reuse of the site for a consolidated commercial operation.

The applicant is requesting relief from six distinct zoning requirements, including screening and design standards for off-street parking, dimensional requirements for parking spaces, and various front and side yard setback requirements. The requested variances are tied directly to the physical and functional limitations of the existing site layout, building footprint, and infrastructure, including utility placements and street frontages.

Specifically, the applicant seeks to:

1. Replace required low screening walls for parking lots abutting residential frontages with dense vegetative buffers and bioswales.
2. Remove the requirement for continuous vegetation or low walls adjacent to sidewalks in favor of naturalistic landscape treatments.
3. Reduce the dimensions of required parallel parking spaces from 10' x 24' to 8' x 20'.
4. Maintain existing side and front yard setbacks that range from 2.2 feet to 7.5 feet, where 10 feet is required.
5. Allow all existing building setbacks from the back of sidewalk along Main Street, Puckett Street, North Avenue, and Hendrix Drive to remain, where a zero setback is required by code.
6. Accommodate an increased total floor area (addressed under a separate conditional use request and therefore not evaluated in this variance report).

According to the applicant’s justification, strict enforcement of the DM District's development standards would significantly constrain the site's ability to accommodate compliant parking, site circulation, and renovation efforts—effectively undermining the feasibility of reuse. The site’s legacy conditions, including nonconforming setbacks and limited developable area, are cited as preexisting constraints not created by the current owner.

Staff's analysis acknowledges that the DM District was designed to promote pedestrian-oriented, higher-density, mixed-use development. However, this site represents a uniquely large, single-user parcel with multiple frontages and an existing building footprint that predates the district's urban form standards. The request to replace hard-edge walls with green infrastructure and landscape buffers aligns with contemporary planning principles related to sustainability and stormwater management and may present a more context-sensitive interface with adjacent residential uses.

The request to reduce parallel parking dimensions reflects common urban parking standards, particularly for on street or constrained infill contexts. While not ideal in all cases, the proposed 8' x 20' dimensions are widely accepted in similar environments and may be appropriate here, given the constrained block configuration and total parking demand.

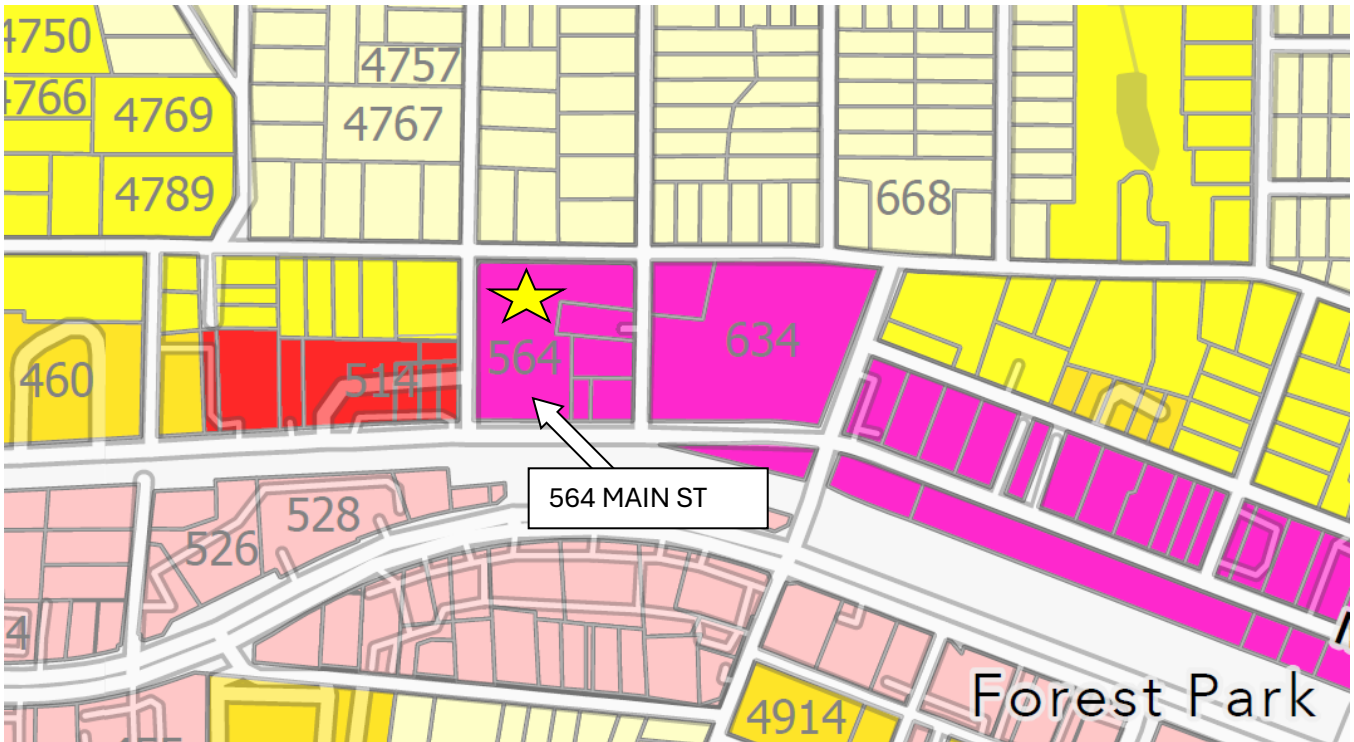
Regarding setback reductions, staff notes that these are existing conditions inherited by the applicant, and the variances are primarily procedural in nature—intended to bring forward nonconforming elements into compliance to support renovation. While substantial deviations exist from the current code, especially in the case of the Main Street frontage, the applicant proposes a net improvement by reducing the prior setback and installing new on-street parking and sidewalks, which improves the public realm and better aligns with the district's walkability goals.

Ultimately, while the cumulative nature of the variance requests could raise concerns about erosion of the DM District's intent, the constrained physical layout and the adaptive reuse character of the project distinguish it from greenfield development or speculative proposals. Staff recommends the Planning Commission evaluate the requests within the broader context of downtown reinvestment goals, sustainability, and feasibility of functional reuse, while weighing the implications for future precedent and compatibility with the surrounding area.

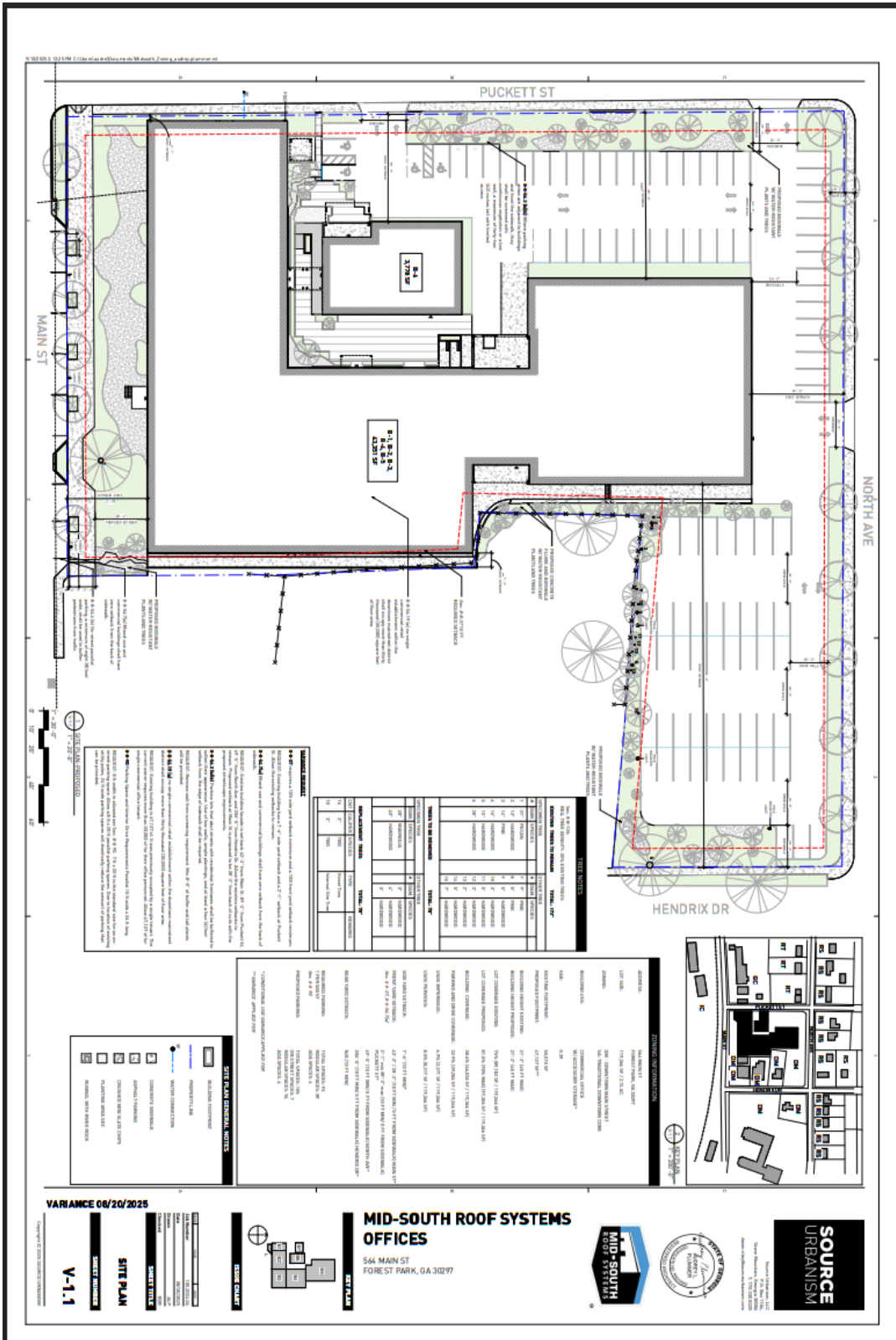
AERIAL MAP



ZONING MAP



SITE PLAN



GENERAL NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE INTERNATIONAL PLUMBING CODE (IPC).
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL MAINTAIN THE SITE IN A SAFE AND SOUND CONDITION THROUGHOUT THE CONSTRUCTION PROCESS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ADJACENT PROPERTIES.
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10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ADJACENT PROPERTIES.

TOTAL TO BE DEMOLISHED		TOTAL 'N'	
NO. OF UNITS	SQ. FT.	NO. OF UNITS	SQ. FT.
1	10,000	1	10,000
2	20,000	2	20,000
3	30,000	3	30,000
4	40,000	4	40,000
5	50,000	5	50,000
6	60,000	6	60,000
7	70,000	7	70,000
8	80,000	8	80,000
9	90,000	9	90,000
10	100,000	10	100,000



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VARIANCE 08/20/2025

SITE PLAN

V-1.1

EXISTING CONCEPT

MID-SOUTH ROOF SYSTEMS OFFICES

544 MAIN ST
FOREST PARK, GA 30029



SITE PHOTOS





VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends APPROVAL with conditions of the variance to: Staff recommends **APPROVAL with conditions** of the variance to:

1. **Replace the required low screening wall** for parking areas adjacent to streets with residential frontages (per Sec. 8-8-54.2(b)(6)) with a minimum 8-foot landscape buffer utilizing dense, mature vegetation and bioswales along North Avenue and Puckett Street.
2. **Eliminate the required continuous low wall or vegetation** screening for parking areas adjacent to buildings and sidewalks (per Sec. 8-8-54.2(b)(4)) in favor of natural vegetative buffers.
3. **Reduce the minimum required parallel parking space dimensions** from 10 feet wide by 24 feet long (per Sec. 8-8-90) to 8 feet wide by 20 feet long.
4. **Allow the existing side yard setback of 2.2 feet along Puckett Street** and 7.5 feet along the interior property line to remain, in lieu of the required 10-foot setbacks (per Sec. 8-8-37).
5. **Allow the existing front yard setbacks** from the back of sidewalk along Main Street, North Avenue, Hendrix Drive, and Puckett Street to remain, in lieu of the required zero setback (per Sec. 8-8-54.7(a)).

Staff finds that the applicant has demonstrated practical difficulties related to the pre-existing site layout, existing building encroachments, and dimensional constraints that were not self-imposed. The variances are necessary to enable the adaptive reuse of an underutilized site, and the proposed alternative buffering and screening measures meet the intent of the ordinance by promoting visual relief, environmental benefits, and compatibility with adjacent residential properties.

The variance requests, as conditioned, will not result in substantial detriment to the public good, nor will they impair the intent or purpose of the DM District zoning standards. On balance, the proposal supports reinvestment in a key downtown property, enhances streetscape conditions, and maintains a high standard of site design through alternative compliance strategies.

Conditions of Approval:

1. The proposed vegetative buffers along North Avenue and Puckett Street shall include native or drought-tolerant plant species and be installed at a density sufficient to visually screen parking areas from residential views year-round.
2. The bioswale design shall be reviewed and approved by the City Engineer to ensure stormwater management and integration with the streetscape.
3. All parking spaces must be clearly marked and striped according to the approved site plan. ADA-compliant spaces must meet all applicable federal and state requirements.
4. The site plan shall reflect the proposed setbacks and parking dimensions as approved through this variance and must be recorded with the final permit submittal.
5. This variance approval shall apply only to the proposed reuse of the existing structure. Any future redevelopment or demolition of the existing building may require full compliance with the zoning ordinance or separate variance review.

Attachments Included

- Justification Letter



CITY OF FOREST PARK

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

Staff Report – Conditional Use Permit

Public Hearing Date: August 21, 2025

City Council Meeting: September 01, 2025

Case: CUP-2025-05

Current Zoning: Downtown Mixed-Use District (DM)

Proposed Request: Applicant is requesting a Conditional Use Permit to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mixed-Use District (DM) in Ward 2.

Ward District: 2

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

Staff Recommendation: Approval of Conditional Use

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: MSRS 564 MAIN STREET LLC	Name: April Ingrahm
Address: 564 MAIN STREET	Address: 3688 Clearview Ave Ste 101
City/State: Forest Park, GA 30297	City/State: Atlanta, GA 30340

PROPERTY INFORMATION

Parcel Number: 13051B D001	Acreage: 2.85 +/-
Address: 564 MAIN ST	FLU: Commercial

SUMMARY & BACKGROUND

The applicant for 564 Main Street, Mid-South Roof Systems (MSRS), is requesting a Conditional Use Permit (CUP) to allow the adaptive reuse and renovation of an existing 2.85 +/- acre commercial parcel located within the Downtown Mixed-Use (DM) zoning district. The subject property, formerly used for exhibit and display manufacturing, is proposed to be redeveloped into a multi-functional campus to support MSRS’s corporate administrative offices, workforce training facility, and operational support functions.

The site currently includes several commercial buildings which will be renovated and repurposed: Buildings B1 through B4 (approximately 27,550 square feet) will accommodate corporate offices; Building B-6 (3,555 square feet) will be dedicated to Human Resources, IT, and reception services; and

Building B-5 (14,938 square feet) will be converted into a specialized employee training center focused on hands-on technical instruction, including roofing mock-up construction and storage of training materials. The applicant also proposes to demolish an existing garage (Building B-7) and a portion of the main building to allow for enhanced site access, parking, and landscaping improvements.

The subject property is zoned DM (Downtown Mixed-Use), which permits professional offices and a variety of retail and institutional uses but does not explicitly allow the proposed training and material storage activities associated with Building B-5’s function. As such, the applicant has submitted a CUP application to seek approval for this specific use, which is not enumerated as a permitted or conditional use within the zoning ordinance for this district.

Conditional Use Permits serve as a mechanism to allow uses that are not automatically permitted within a zoning district but may be compatible with surrounding development under appropriate conditions. The CUP process allows for a careful review of the proposed use’s impact on traffic, utilities, public safety, neighborhood character, and the environment. It provides the city with flexibility to accommodate evolving business needs while ensuring that land use compatibility and community standards are maintained.

In this case, the proposed training center use is low-impact, internal to the MSRS workforce, and does not include manufacturing or retail sales on site. The applicant has demonstrated that the project will not generate excessive traffic, environmental disturbances, or detract from the character of the neighborhood. The requested CUP enables the City to evaluate and place reasonable conditions on the use to ensure it aligns with the broader goals of the DM zoning district, supporting economic revitalization and adaptive reuse while balancing community interests.

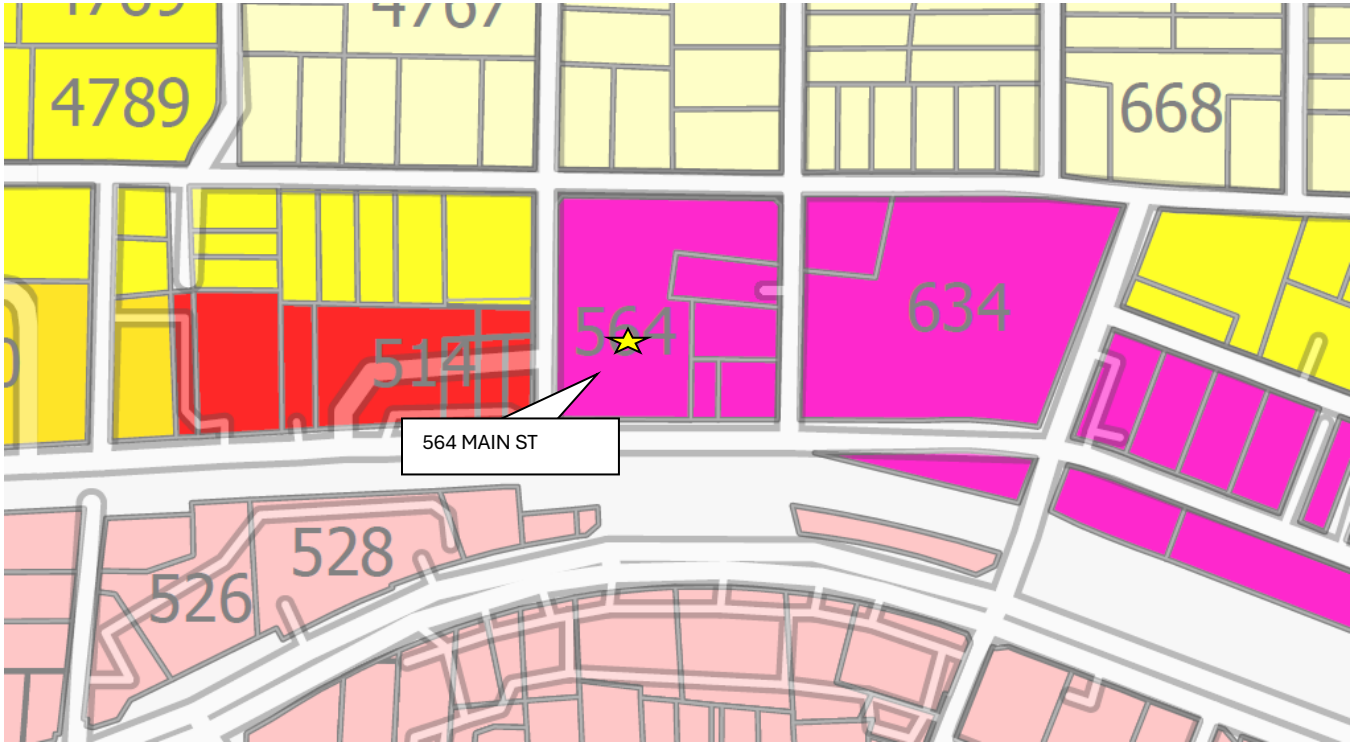
Given the site’s size of approximately 2.85 acres and the comprehensive site improvements planned, including demolition, new parking, landscaping, and pedestrian enhancements, the proposal reflects a strategic reinvestment that is anticipated to have a positive effect on adjacent properties and contribute to the area’s ongoing revitalization.

Property Zoned General Commercial District (GC)

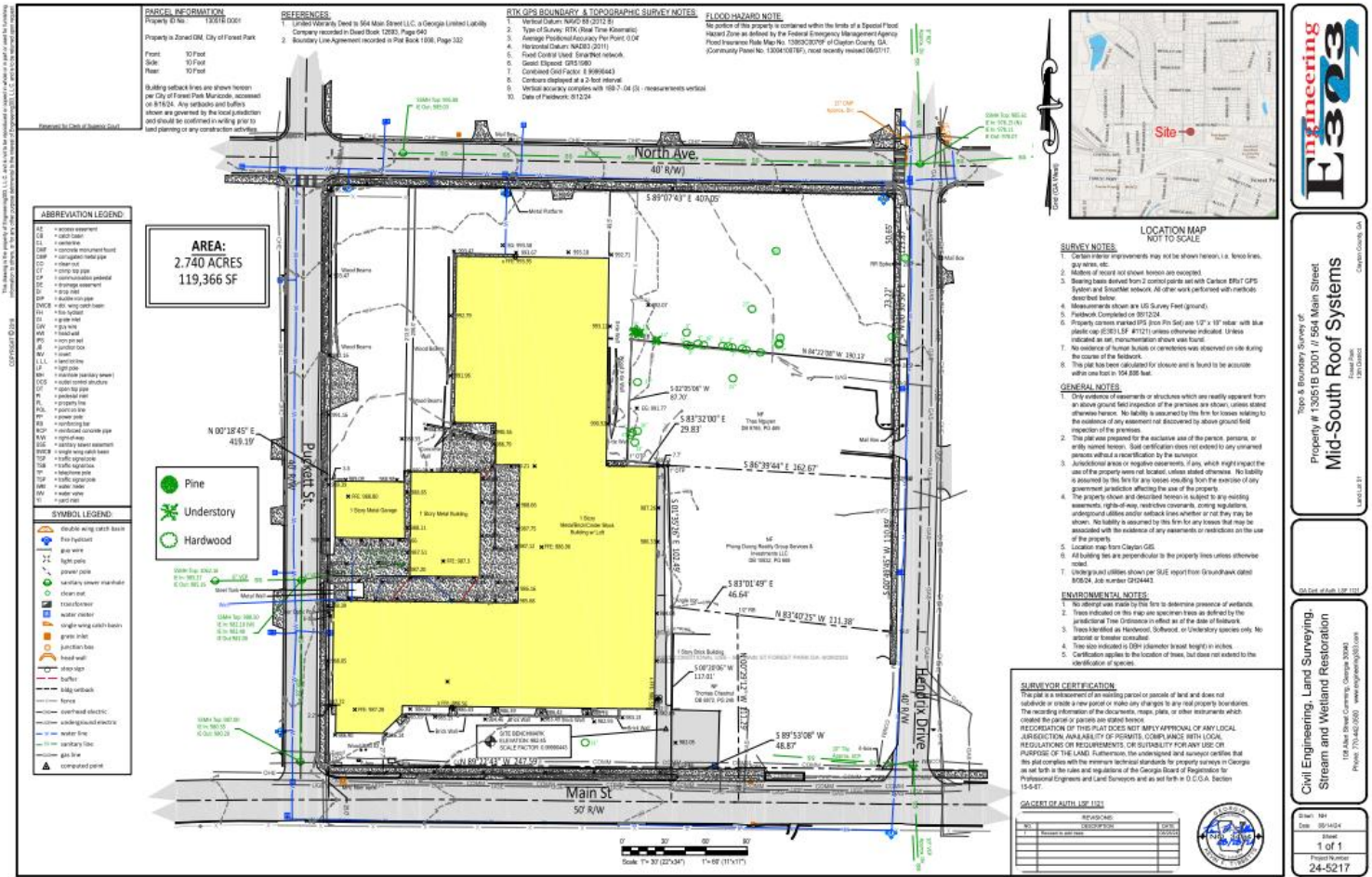
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RS: Single-Family Residential	East	DM: Downtown Mixed-Use District
South	IC: Institutional Commercial District	West	GC: General Commercial District

ZONING MAP



SURVEY





Topo & Boundary Survey of
Property # 13051B 0001 / 564 Main Street
Mid-South Roof Systems

Civil Engineering, Land Surveying,
Stream and Wetland Restoration

118 Ashby Street, Cumming, Georgia 30041
Phone: 770.482.0900, www.e303engineering.com

Rev: 01
Date: 05/14/24
Sheet: 1 of 1
Project Number: 24-5217

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?** Yes. The proposed Conditional Use Permit is consistent with the City's adopted land use and development goals. The adaptive reuse of an underutilized commercial property aligns with the Downtown Mixed-Use (DM) district's emphasis on economic revitalization, infill development, and mixed commercial functions. Although the training use is not a listed use, it complements the site's primary office functions and advances workforce development, which supports broader economic and planning objectives.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposed amendment is expected to have no adverse impact on traffic safety or congestion. The use is internal to company employees, not open to the public, and operates on a predictable schedule. Adequate on-site parking is provided, and no changes are proposed to access points. Traffic volumes are expected to be similar to typical office use.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** No significant relationship to safety concerns is anticipated. No structural expansion is proposed; buildings will be renovated in accordance with all current fire, life safety, and building codes. The adaptive reuse of existing structures does not introduce hazardous materials or activities that pose elevated risk.
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 CUP promotes the public health and general welfare by enabling a productive and low-impact use on a previously underutilized site. The project brings new jobs, workforce development opportunities, and increased site activity, which enhances public safety and neighborhood vitality.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** **No influence.** The CUP does not include building expansions or height increases. Existing structures will be retained, and site improvements (e.g., landscaping, circulation) may enhance overall spatial quality.
6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** **No influence.** The project proposes no increase in building footprint or site density. The proposed reuse is compatible with the existing 2.85-acre site and does not introduce residential or high-traffic commercial intensification.
7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship with the population distribution within the city, thus creating any area so dense in population as to adversely affect the health, safety, and general welfare of the city?** The proposed amendment would have **No impact.** The project does not increase population density, nor does it introduce residential components. It supports existing employment-based land use patterns in the downtown area.

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 amendment would have **No impact**. All necessary infrastructure exists on-site. The adaptive reuse results in service demands typical of commercial/office use and does not exceed the capacity of local utilities or transportation networks. Deliveries are infrequent and minimal in scale.
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 proposed use is compatible with surrounding development. The adaptive reuse improves the visual and functional quality of the site without introducing disruptive elements. The training use is confined indoors, generates minimal noise or traffic, and the site's redevelopment is expected to enhance nearby property values through reinvestment.

No known environmental constraints exist on-site, and the project includes landscaping and circulation upgrades that improve site permeability and appearance.
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?** The proposed amendment would have **No negative influence**. The renovation of existing buildings and removal of outdated structures will improve the site's appearance. Landscaping, pedestrian upgrades, and retention of the 29' silo tower as a landmark enhance the area's visual identity and contribute positively to streetscape aesthetics.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?** The proposed amendment is expected to have **No measurable adverse economic effects are anticipated**. On the contrary, reinvestment in the site is expected to improve surrounding property values by reducing vacancy and enhancing neighborhood vitality. The internal nature of the training use avoids any external industrial impacts.
12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts?** No, the proposed use remains within the framework of a mixed-use, employment-oriented district. The project's office and training uses are integrated and do not establish a standalone or incompatible use. The proposal supports land use continuity in the district and acts as a transitional use between heavier industrial and residential areas.

STAFF RECOMMENDATION

Staff recommends **APPROVAL OF THE CONDITIONAL USE PERMIT REQUEST with conditions** to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mixed-Use District (DM) in Ward 2.

The request by MSRS to approve a Conditional Use Permit for adaptive reuse—including a workforce training facility—is consistent with the intent of the DM District and broader City policies. The training use, while not listed as a permitted or conditional use, is low-intensity, internal to the business, and compatible with the neighborhood. Given the planned improvements, low impact on infrastructure and public services, and alignment with the City’s revitalization goals, staff recommends approval with appropriate conditions to ensure long-term compatibility.

This Conditional Use Permit (CUP) will allow the adaptive reuse and redevelopment of an existing 2.85± acre commercial site located at 564 Main Street for the following specified uses and improvements:

Conditions of Approval are as follows:

1. **Authorized Uses.**

The CUP permits the operation of a workforce training facility in **Building B-5**, including:

- Hands-on, internal employee instruction related to roofing and related construction trades.
- Construction of non-commercial roofing mock-ups for training purposes.
- Storage of training materials and equipment strictly for internal use.

2. **Use Limitations.**

- No public access or customer-facing retail, manufacturing, or sales operations are permitted as part of the training facility.
- All instructional activities must occur indoors and shall be limited to employees of Mid-South Roof Systems (MSRS) or affiliated personnel.

3. **Site Improvements.**

The applicant shall complete the following site upgrades as represented in the submitted application package:

- **Demolition** of the existing detached garage structure (Building B-7) and a portion of the main building (Building L) to improve site circulation.
- **Installation of new surface parking and on-street parking** to meet code and operational needs.
- **Enhanced landscaping and screening** along street frontages and within parking areas.
- **Pedestrian and ADA-accessible upgrades** to sidewalks, entries, and public interface areas.

4. **Preservation of Landmark Feature.**

The existing **29-foot silo tower** located near Puckett Street shall be retained as a **signature architectural element** and maintained in good visual and structural condition.

5. **Retention of Existing Yard Encroachments.**

Yard encroachments on street-facing elevations that predate current ownership are acknowledged and may remain in place, provided no further encroachment occurs. Any changes or expansions shall comply with current zoning standards.

6. **Compliance with Plans and Representations.**

The project shall be developed **substantially in accordance with the site plan, floor plans, elevations, and written materials** submitted with the CUP application, including:

- Use descriptions by building (B1–B6)
- Photographs and renderings
- Parking and landscape plans

7. **Operational Impacts.**

- Training activities shall be scheduled to avoid excessive noise, traffic, or disturbances to adjacent properties.
- Deliveries associated with the training center shall be limited to light-duty trucks or vans; no use of semi-trailers or 18-wheelers is permitted.

8. **Licensing and Code Compliance.**

All applicable local, state, and federal regulations related to building, fire safety, accessibility, and occupational training shall be met. All required permits and licenses must be obtained prior to occupancy or operation of the training facility.

The CUP is justified based on the following findings:

- The proposed use is **compatible** with surrounding development and land use goals for the DM District.
- The training center is **internal, low-impact**, and supports local employment and reinvestment in underutilized property.
- The CUP allows the City to ensure that the training use, while not explicitly listed, is **managed under appropriate conditions** to maintain public welfare, infrastructure capacity, and neighborhood character.

Attachments Included:

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

STAFF REPORT
Planning Commission Meeting: October 16, 2025
City Council Meeting: November 3, 2025

Case: RZ-2025-03

Current Zoning: RS- Single Family Residential

Proposed Request: Rezone property from Single Family Residential (RS) to General Commercial District (GC) to allow the site to be utilized as a commercial use for future development within ward 3.

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

Staff Recommendation: Approval of Rezoning Request with Conditions

APPLICANT INFORMATION

Owner of Record: Professional Property Investments, LLC
Address: 4652 Jonesboro Road
City/State: Forest Park, GA 30297

Applicant: Butch Springer
Address: 4652 Jonesboro Road
City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13048D A017
Address: 4652 B Jonesboro Road

Acreage: 0.26 +/-
FLU: Low Density Residential

SUMMARY & BACKGROUND

The subject property is a single parcel totaling approximately 0.26± acres in Ward 3, located at 4652B Jonesboro Road, situated along a major arterial corridor that serves as a transitional area between residential neighborhoods and commercial development. The parcel is located directly behind a separate front-facing commercial parcel that shares the same address (4652 Jonesboro Road) and is developed with an existing structure that has historically been used for commercial purposes.

The property is currently zoned Single-Family Residential (RS), although the applicant is requesting a rezoning to General Commercial (GC) to allow for future commercial redevelopment of the site. According to the applicant's letter of intent, the existing structure on the property previously operated as Driveline Services, an automotive repair business that served the community for over 40 years. The applicant states that commercial use of the site began as early as 1978 and continued until approximately five years ago. They also note that property tax records have historically identified the parcel as commercial in use or designation.

The applicant contends that the current residential zoning may be the result of a mapping error or oversight during prior zoning updates and that the property has never been used for residential purposes. The applicant cites this discrepancy as creating a hardship, as the current zoning limits the ability to reinvest in the site or return it to viable commercial use.

Staff conducted a comprehensive review of the City's official zoning maps, including those from 2013, 2016, 2021, and the current 2024 Zoning Map, as well as the Future Land Use Map. All documents consistently show the parcel as being designated RS – Single-Family Residential, with a Low-Density Residential land use classification. No records were found indicating that the parcel was ever zoned for commercial use within the City's zoning framework. While it is possible the use predated the City’s incorporation or zoning ordinance enforcement, staff were unable to substantiate the applicant’s claims through official land use or zoning records.

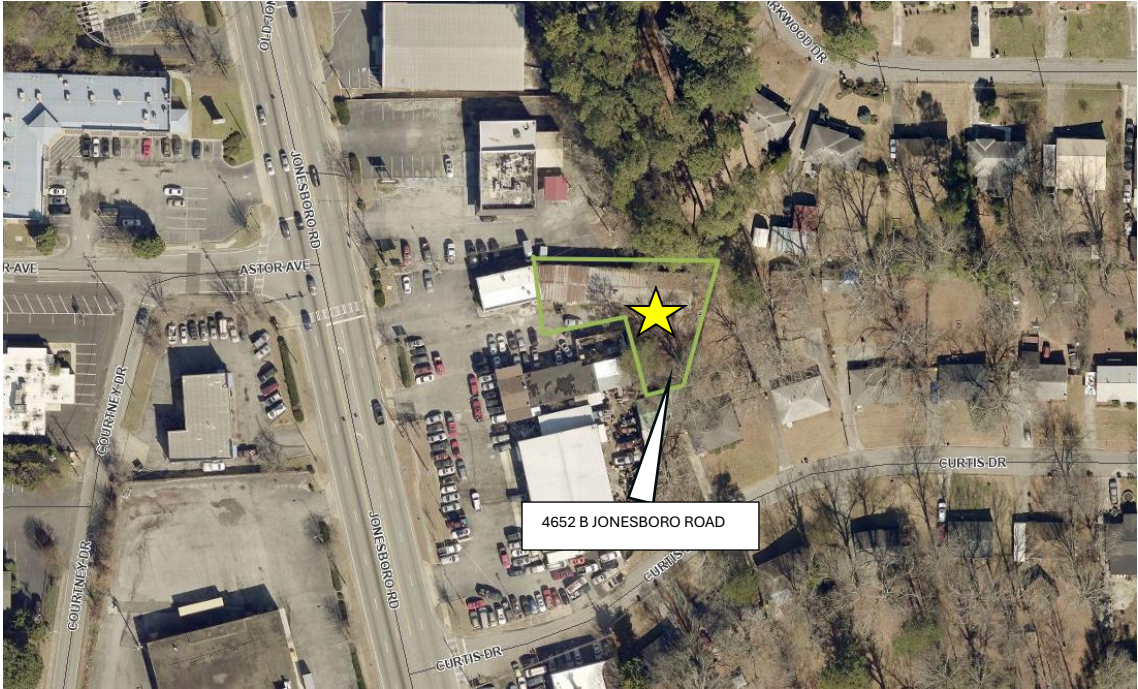
Despite the inconsistency between historic use and current zoning, staff recognizes that the property has been functionally tied to the front commercial parcel, sharing an address and vehicular access from Jonesboro Road, with no side or rear access available. This restricts the property’s feasibility for residential use and supports consideration for commercial redevelopment, particularly as part of a unified commercial site with the front parcel.

Given the corridor’s existing commercial character, the structure’s historic commercial use, and the site's physical constraints, staff supports the request to rezone the parcel from RS to GC to facilitate appropriate redevelopment. Any proposed redevelopment or reactivation of the site should comply with current City requirements for access, parking, screening, landscaping, stormwater management, and buffering to ensure compatibility with adjacent properties.

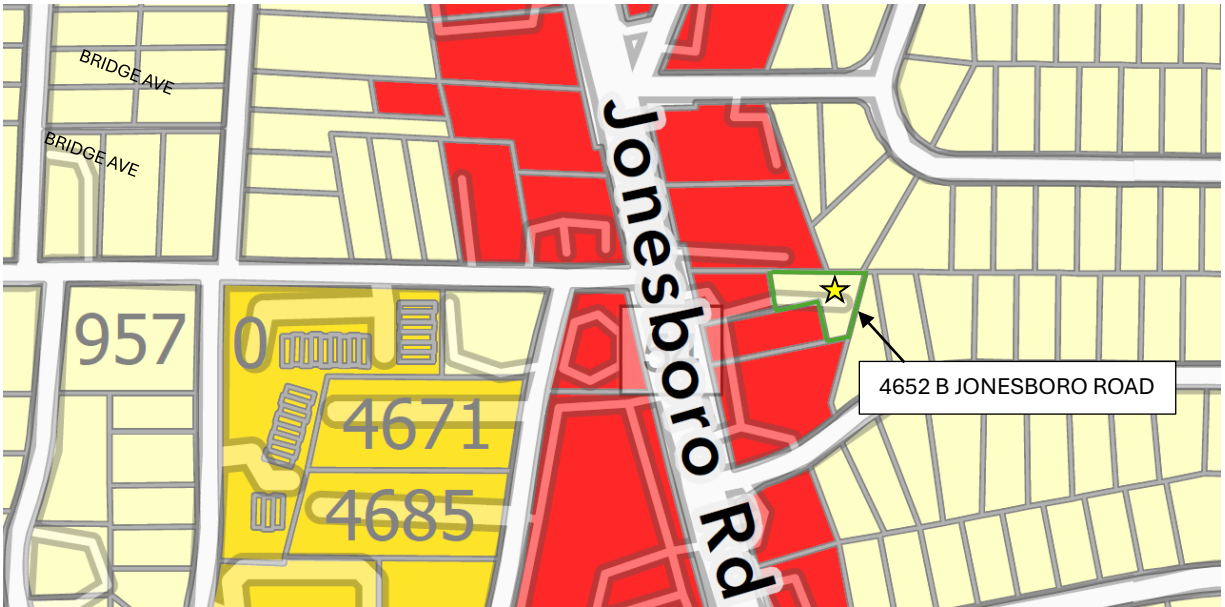
ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

North	Split Zoning: GC (General Commercial District) RS (Single-Family Residential District)	East	RS (Single-Family Residential District)
South	Split Zoning: GC (General Commercial District) RS (Single-Family Residential District)	West	GC (General Commercial District)

AERIAL MAP

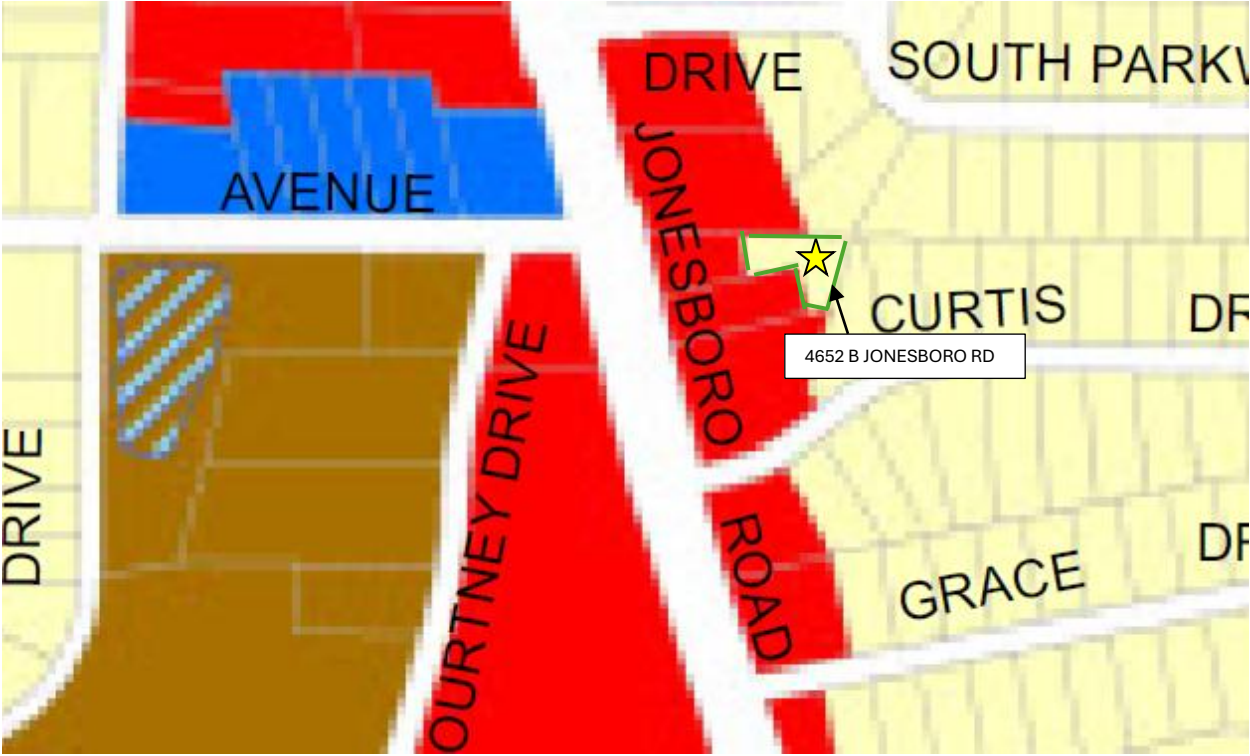


ZONING MAP



Current Zoning: RS (Single-Family Residential)

FUTURE LAND USE MAP



Future Land Use: Low Density Residential

SITE PHOTOS





SURROUNDING PROPERTIES



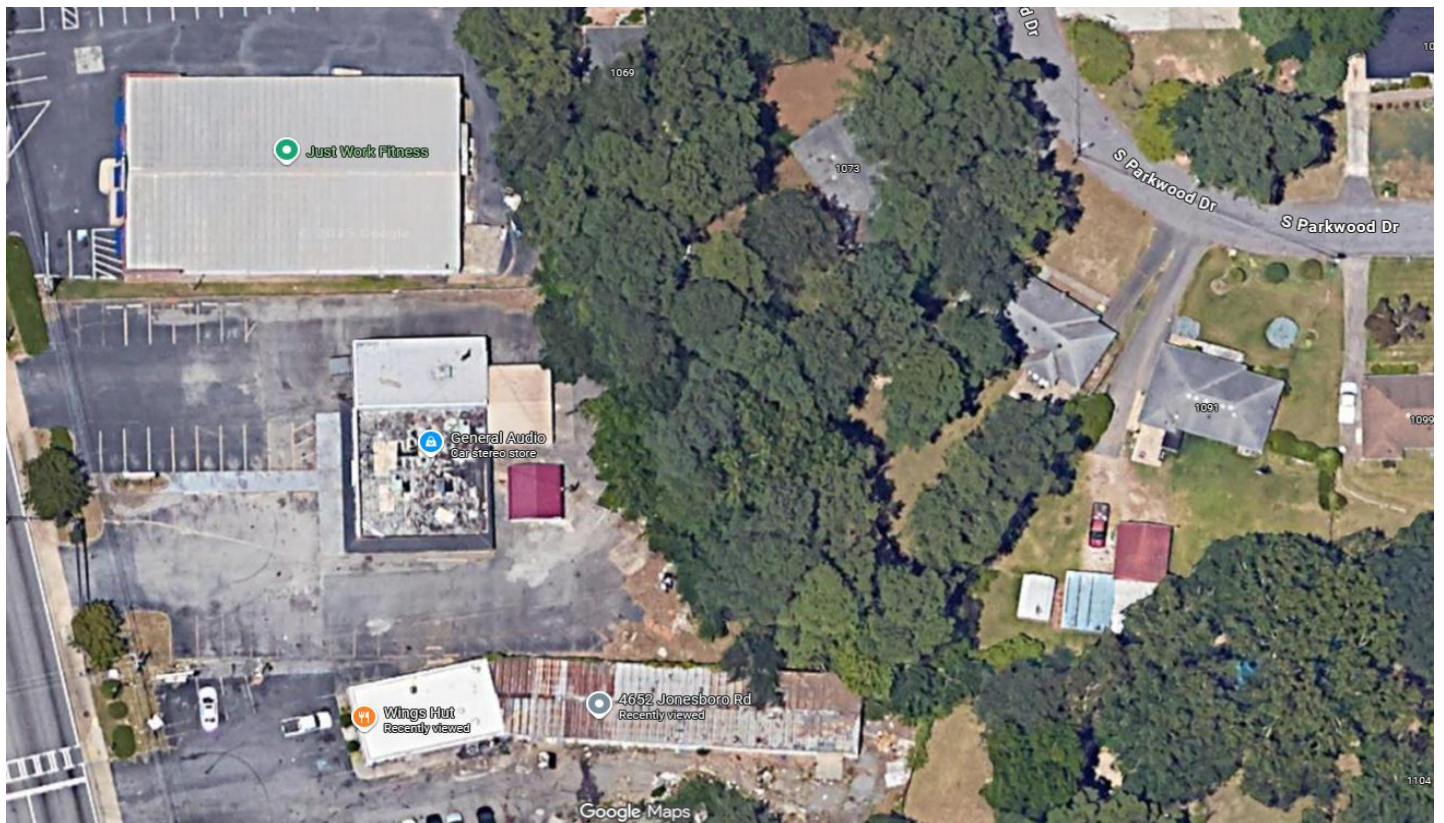
**Commercial: Zoned GC (General Commercial District)
(West of Parcel)**



**Residential: Zoned RS (Single-Family Residential)
(East of Parcel)**



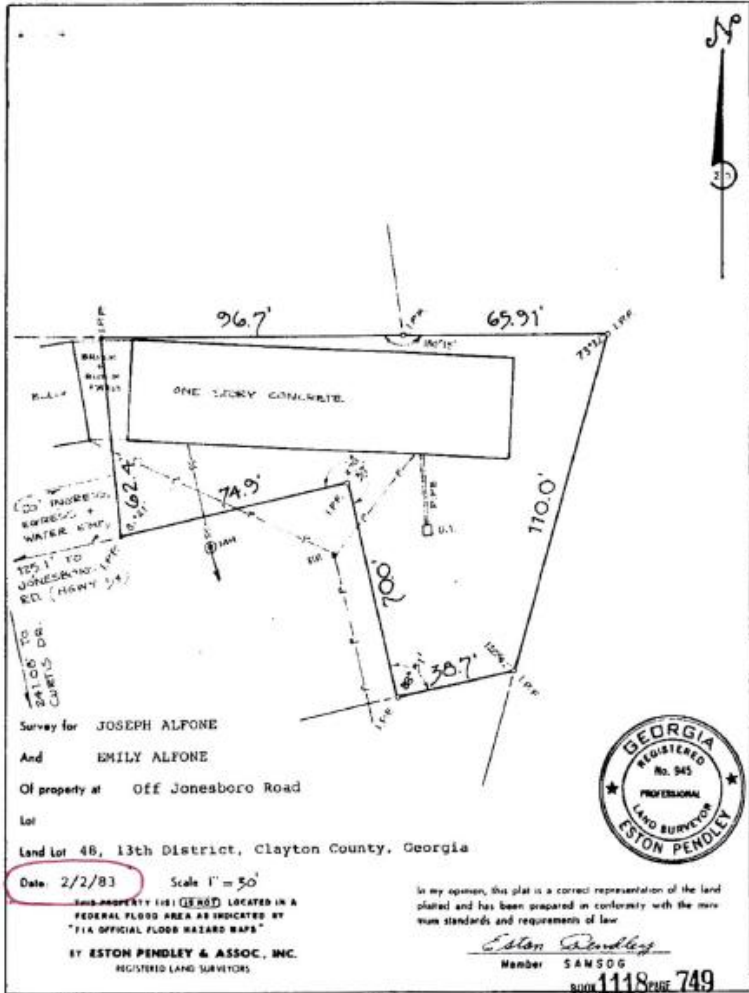
Split Zoning:
GC (General Commercial District)
RS (Single-Family Residential District
(South of Parcel)



Split Zoning:
GC (General Commercial District)
RS (Single-Family Residential District
(North of Parcel)

BOUNDARY SURVEY

Exhibit "B"



LEGEND

○	PROPERTY CORNER FOUND
○	PROPERTY CORNER SET
⊕	POWER POLE
⊖	CLAY WIRE
⊙	UTILITY POLE
⊗	SAWTOOTH SEWER MANHOLE
---	PROPERTY LINE
---	ADJACENT LINE
---	LAND LOT LINE
---	OVERHEAD POWER LINE
---	METAL FENCE
---	CHAIN LINK FENCE
---	RIGHT-OF-WAY
---	CONCRETE AREA
---	ASPHALT AREA

REFERENCES & NOTES:

1. **CLOSURE CHAINS**
PROFESSIONAL PROPERTY INVESTMENTS LLC
2. **DEEDS**
DB 13927 PG 153
DB 1118 PG 240
3. **PARCEL ID:**
130480 AD17

PO = PLAT BOOK
DO = DEED BOOK
N/W = N.W. OR NORTHWEST
S/W = S.W. OR SOUTHWEST
O/P = OPEN TOP POLE

THIS SURVEYOR DOES NOT GUARANTEE THAT ALL EASEMENTS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.

SES
ENGINEERING
PLANNING
SURVEYING

THIS DRAWING IS THE PROPERTY OF SCANLON ENGINEERING SERVICES, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN, AND IS NOT TO BE USED ON OTHER PROJECTS OR EXTENDED TO THIS PROJECT OR REPRODUCED IN WHOLE OR IN PART WITHOUT AN AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION.

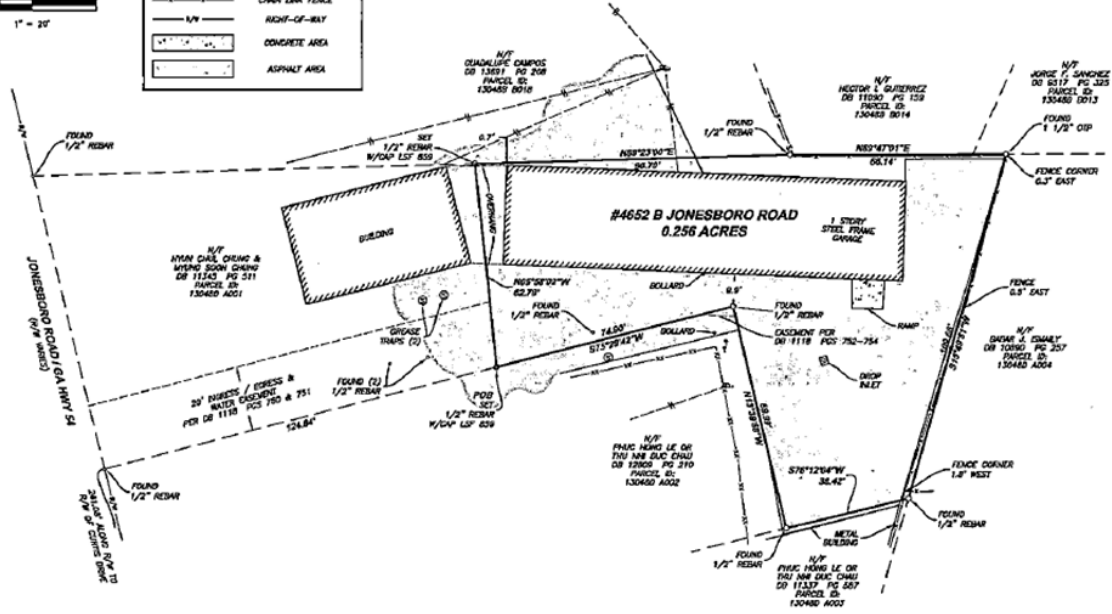
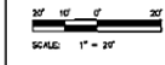
BOUNDARY / AS-BUILT SURVEY FOR
PROFESSIONAL PROPERTY INVESTMENTS

LOCATED IN LAND LOT 48 OF THE 1st DISTRICT, CITY OF FOREST PARK, CLAYTON COUNTY, GEORGIA.

SCANLON ENGINEERING SERVICES, INC.
111 EAST BAKER STREET
FOREST PARK, GA 30054
TEL: 770.421.1111
FAX: 770.421.1112
WWW: www.scanloneng.com

GEORGIA
REGISTERED
LAND SURVEYOR
No. 3412
10/19/05
MARK A. BOONEN
M.A.S.

SHEET DESCRIPTION
BOUNDARY / AS-BUILT SURVEY
SHEET NUMBER
956C
SHEET 1 OF 1



FIELD WORK PERFORMED: 02/09/2023
DATE OF PLAT PREPARATION: 04/20/23
EQUIPMENT UTILIZED: LEICA T312 P3

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 48,502 FEET, AND AN ANGULAR ERROR OF 04\"/>

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 252,270 FEET.

The term "certification" as used in Rule 180-4-.02(2) and (3) and relating to professional engineering or land surveying services, as defined in O.C.G.A. 47-15-2(9) and (11), shall mean a signed statement based upon facts and knowledge known to the respondent and is not guarantee or warranty, either expressed or implied.

This survey complies with both the rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and the Official Code of Georgia Annotated (OCGA) 18-9-62, in that where a conflict exists between those two sets of specifications, the requirements of law prevail.

M.A. Boonen
MARK A. BOONEN PLS GA #2492
mab@scanloneng.com

This plat is a measurement of an existing parcel or parcels of land and does not guarantee or create a new parcel or make any changes to any real property boundaries. The recording of this plat does not constitute an approval of any local jurisdictional availability of permits, compliance with local regulations or requirements, or suitability for any use or purpose of the land. Furthermore, the uniform level reference provided does not constitute a warranty or guarantee for property surveys in Georgia and shall be the risk and responsibility of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 18-9-67. SCANLON ENGINEERING SERVICES, INC. L5FD00089 (EXP. 06/30/2026)

Impact Summary

Would the proposed amendment be consistent and compatible with the city's land use and development plans, goals, and objectives?

Yes No

Yes, the proposed amendment is consistent with the City's goals to support commercial activity along major corridors like Jonesboro Road. While the parcel is currently designated as residential, its historic commercial use and physical connection to the front commercial parcel make rezoning to General Commercial (GC) a context-sensitive response that supports reinvestment and corridor revitalization, aligning with broader planning goals.

Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?

Increase Decrease No Impact

The proposed amendment is expected to have minimal impact on traffic safety and congestion. Access to the site is limited to Jonesboro Road, a primary commercial corridor designed to handle higher traffic volumes. The applicant will be required to meet current site development standards, including parking and circulation, which will mitigate any potential impacts related to congestion or safety.

Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?

Increase Decrease No Relationship

The proposed amendment is not expected to impact fire safety or increase exposure to hazards. Any future commercial use or redevelopment will require full compliance with fire, life safety, and building codes, ensuring proper access and safety measures are in place.

Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?

Promote Diminish No Influence

The amendment promotes public health and general welfare by supporting reinvestment in an underutilized parcel along a key commercial corridor. Rezoning will enable the lawful and planned use of the existing structure for commercial purposes, while also requiring site improvements such as parking, landscaping, and buffer areas that enhance the area's safety, appearance, and functionality.

Would the proposed amendment tend to increase, to decrease, or to have no influence on the adequacy of light and air?

Promote Diminish No Influence

The proposed amendment is expected to have no influence on light and air. The site is developed with an existing structure, and any future improvements will be required to comply with zoning and building codes regulating setbacks and height, preserving adequate light and air for adjacent parcels.

Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?

Cause Prevent No Influence

The amendment is not expected to cause overcrowding. The size and configuration of the parcel limit the intensity of development, and the existing structure provides a clear development envelope. Future commercial use will be regulated through site plan reviews to prevent overuse or site congestion.

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 as dense in population as to adversely affect the health, safety, and general welfare of the city?

Cause Prevent No Influence

Rezoning the parcel for commercial use does not impact population distribution, as it removes the potential for residential development. Therefore, it is not expected to affect citywide population density or patterns in a way that could impact health, safety, or welfare.

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?

Impede Facilitate No Impact

The proposed amendment is expected to facilitate the adequate provision of public services and utilities. Rezoning will allow for coordinated redevelopment that meets city infrastructure standards and utility requirements. Any redevelopment will be reviewed for compliance with water, sewer, access, and stormwater standards, supporting efficient service delivery.

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?

Yes No

Yes, the proposed amendment is compatible with environmental and development conditions along the corridor. The parcel is located adjacent to other commercially developed properties and has been historically used for commercial activity. Required landscaping, buffering, and site plan review will mitigate any visual or operational impacts. Factors that could affect surrounding property values are expected to be minimal if development complies with City standards.

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?

Promote Diminish No Influence

The amendment is expected to promote the aesthetic value of the area by allowing reinvestment in an aging structure and requiring site upgrades in accordance with the City's development standards. Enhanced landscaping, screening, and buffering will improve visual compatibility with nearby properties and contribute positively to corridor appearance.

Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?

Yes No

No, measurable adverse economic impact is anticipated. The site has historically operated as a commercial property, and formalizing its zoning status will reduce uncertainty, support property value stabilization, and encourage lawful and productive use of the parcel, without encroaching on nearby residential properties.

Would the proposed amendment create an isolated district, unrelated to adjacent and nearby districts?

Yes No

No, the rezoning would not create an isolated district. The parcel is located within an established commercial corridor along Jonesboro Road, and the proposed GC zoning would be consistent with adjacent commercial uses. It forms a logical extension of the commercial area and does not disrupt established zoning patterns.

Staff Review

Public Works, Police, and Fire departments did not conduct formal reviews for this rezoning request, as no site development or building plans have been submitted at this stage. Additional departmental reviews will be required during the site plan and permitting process.

Planning & Community Development Department

Planning Staff has conducted a full review of the rezoning request and supports the recommendation to rezone the parcel located at 4652B Jonesboro Road. This recommendation is based on land use compatibility, the site's long-term commercial use, and the physical development pattern along Jonesboro Road. Although zoning maps have historically designated the parcel as residential, the presence of an existing commercial structure, the lack of rear or side access, and the property's dependence on the adjacent front commercial lot for access make residential use impractical.

Staff acknowledges the applicant's statement that the property was used for commercial purposes as far back as 1978 and that its current zoning designation may not reflect its historic use. Given its location along a major commercial corridor, the site is more appropriately aligned with General Commercial zoning.

This recommendation aligns with the City's development goals to promote reinvestment in underutilized sites, support compatible commercial development along arterial corridors, and maintain land use transitions that protect residential areas from commercial encroachment.

Staff Recommendation

Staff recommends **APPROVAL with Conditions** of the rezoning request for the parcel located at **4652B Jonesboro Road (Parcel #13048D A017)** from **Single-Family Residential (RS)** to **General Commercial (GC)**.

This recommendation is based on a detailed review of land use history, current access limitations, the surrounding development context, and the City's long-range planning goals. The parcel is located along Jonesboro Road, an active commercial corridor, and directly behind a

commercially used parcel with which it shares access. The site has been developed with a structure used for commercial purposes for over four decades and does not exhibit characteristics supportive of future residential use.

Rezoning the parcel to GC will formalize its existing and historic use while allowing the applicant to reinvest in the property within the bounds of current development regulations. This approach supports the City's intent to foster appropriate commercial activity along key corridors while minimizing impacts on adjacent residential areas.

The following conditions shall apply:

1. **Limit of Rezoning:** Only the parcel at **4652B Jonesboro Road (Parcel #13048D A017)** shall be rezoned from RS to GC. No other parcels are included in this rezoning action.
2. **Site Plan Review:** Prior to any new development, redevelopment, or commercial occupancy of the site, the applicant shall submit a detailed site plan for review and approval by the Planning Department and applicable City departments. The site plan must address:
 - o Vehicular access and internal circulation.
 - o Off-street parking in compliance with zoning requirements.
 - o Landscaping, screening, and buffer requirements.
 - o Stormwater management in accordance with City ordinances.
 - o Compliance with all applicable zoning and development standards.
3. **Buffering:** A landscape buffer, as required by the City's zoning ordinance, shall be provided along the sides and rear of the property to mitigate visual and operational impacts on any adjacent residential uses or districts.
4. **Use Restrictions:** Permitted commercial uses on the site shall be limited to those compatible with neighborhood-scale development, as defined by the GC zoning district. High-impact or intensive commercial uses shall be subject to additional review and may require further action by the Planning Commission and/or Mayor & Council, as applicable.

Staff finds that this conditional approval accommodates the applicant's operational needs, formalizes long-standing commercial activity, and ensures compatibility with surrounding development patterns. The recommendation supports the City's planning objectives for corridor development, minimizes the risk of land use conflicts, and contributes to a balanced and orderly growth strategy for the community.

Next Steps

Final approval of the rezoning request lies with the **City Council**. The applicant is required to be present at the **City Council meeting scheduled for Monday, November 3, 2025**, where the final decision on this request will be made.