



CITY OF
FORESTPARK

**CITY OF FOREST PARK
CITY COUNCIL WORK SESSION MEETING**

Monday, November 3, 2025, at 6:00 p.m.
Forest Park City Hall | Council Chambers
745 Forest Parkway, Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA
The Honorable Kimberly James The Honorable Delores A. Gunn
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears
Latosha Clemons, Interim City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL MEETING NOTICE

Council Meetings will be live-streamed and available on [Forest Park's YouTube Channel](#).

- I. **CALL TO ORDER/WELCOME**
- II. **ROLL CALL - CITY CLERK**
- III. **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS**
- IV. **ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS**
- V. **CONSENT AGENDA**
 1. **Council Discussion to enter into a contract with Axon, formally known as Fūsus- Police Department**

Background and History:

The City of Forest Park Police Department entered into an agreement with Fūsus in January 2023 as part of its ongoing technology initiative for citywide camera integration. Fūsus has since been acquired by Axon, which now requires execution of a new contract under the Axon name. The terms of the agreement remain unchanged, with the only revision being the company name.

- VI. **OLD BUSINESS**
 2. **Council Discussion on a Proposed Amendment to the Charter to Amend Section 2.15 (Inquiries and Investigations) of Article II (Governmental Structure)-Executive Offices**

Background/History:

In accordance with O.C.G.A. § 36-35-3, the Mayor and Council of the City of Forest Park are authorized to amend the City Charter. The proposed amendment seeks to revise Section 2.15, "Inquiries and Investigations," of Article II, "Governmental Structure."

At the recent strategic planning retreat, the governing body reached a consensus to amend the Charter by revising the investigation process. Under the proposed revision, investigations would still be permissible, but would require formal approval by the full governing body before proceeding.

The amendment did not receive the necessary number of votes for passage at the September 15, 2025, regular session meeting. As a result, the proposed ordinance must be re-advertised for three consecutive weeks.

The ordinance's first reading and consideration are scheduled for the Work Session meeting on November 3, 2025, at 6:00 p.m. The second and final reading, along with potential adoption, is scheduled for the Regular Session meeting on November 17, 2025, at 7:00 p.m.

VII. NEW BUSINESS

3. Council Discussion on the 2026 City Council Meeting Calendar - Executive Offices

Background/History:

Section 2.20 of the City Charter provides that "the city council shall hold regular meetings at a stated time and place by ordinance, not less than twice a month."

The City of Forest Park typically holds council meetings on the first and third Mondays of each month. However, when a national holiday falls on a Monday, the meeting is rescheduled to the 1st Tuesday of that month. These adjusted dates are noted in red on the attached calendar.

Staff is requesting approval of the 2026 City Council meeting calendar as presented.

4. Council Discussion on the 2026 City Council Observed Holidays Calendar- Executive Offices

Background/History:

Each year, the City of Forest Park adopts an official holiday calendar to provide consistency for employees and residents. The calendar generally follows federal and state observances, including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas.

When a holiday falls on a weekend, it is observed on the nearest weekday in alignment with common government practice. The proposed 2026 Holiday Calendar follows these standards to ensure continuity of operations and clarity for the public. Staff is requesting approval of the 2026 Observed Holiday Calendar.

5. Council Discussion to approve Case # CUP-2025-05- Conditional Use Permit for 564 Main Street to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mainstreet District (DM) in Ward 2- Planning and Community Development Department

Background/History:

The applicant, Mid-South Roof Systems (MSRS), requests approval of a Conditional Use Permit (CUP) for the property located at 564 Main Street to allow the adaptive reuse and

renovation of an existing 2.85± acre commercial site within the Downtown Mainstreet (DM) zoning district. The site, formerly used for exhibit and display manufacturing, is proposed to be redeveloped into a multi-functional corporate campus housing MSRS's administrative offices, workforce training facility, and operational support functions.

The project includes the renovation and repurposing of several existing buildings to accommodate office, training, and support activities, along with the demolition of a small garage and partial structure to improve site access, parking, and landscaping. While the DM district permits professional offices, the proposed training and material storage uses are not specifically listed as allowable uses, necessitating the CUP request.

The CUP process allows the city to evaluate the compatibility of such uses within the district. The proposed training center is internal to MSRS's workforce and is not expected to create adverse impacts related to traffic, noise, or neighborhood character. The project represents a strategic reinvestment and adaptive reuse that supports economic vitality and aligns with the City's goals for revitalization of the downtown area. A public hearing will be held during the regular session meeting.

VIII. EXECUTIVE SESSION

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation, or Real Estate) OCGA is §50-14-1(A)(2).

IX. ADJOURNMENT

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



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 3, 2025

Agenda Item #
V1

Requested By Brandon Criss, Police Chief	Sponsor(s)
Department Police	

Requested Action Action Item
Requirement for Board Action
Is this Item Goal Related?
Summary & Background <u>Background and History:</u> The City of Forest Park Police Department entered into an agreement with Fūsus in January 2023 as part of its ongoing technology initiative for citywide camera integration. Fūsus has since been acquired by Axon, which now requires execution of a new contract under the Axon name. The terms of the agreement remain unchanged, with the only revision being the company name.
Fiscal Impact
Exhibits Attached Fusus Service Agreement-PD, 10.31 Forest Park PD - Amendment 1 with Quote 103025[32]
Staff Recommendation

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. 2025-____

A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCIL MEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA APPROVING THE FIRST AMENDMENT TO THE MASTER SERVICES AND PURCHASING AGREEMENT WITH AXON, FORMERLY KNOWN AS FŪSUS, FOR CITYWIDE CAMERA INTEGRATION FROM THE CITY’S POLICE DEPARTMENT.

WHEREAS, the City of Forest Park, Georgia (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council; and

WHEREAS, the City’s Police Department entered into a Master Services and Purchasing Agreement with Fūsus in January 2023 as part of its ongoing technology initiative to integrate citywide cameras; and

WHEREAS, Fūsus has been acquired by Axon, requiring execution of a First Amendment to the Master Services and Purchasing Agreement (“Amendment”) under the Axon name; and

WHEREAS, the approval of this Amendment is in the best interest of the welfare, health, and safety of the citizens of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA, AS FOLLOWS:

Section 1. Approval. The Department’s request to approve the First Amendment to the Master Services and Purchasing Agreement (“Amendment”) under the Axon name as presented to the Mayor and Council on November 3, 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 3rd day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. 2025-_____

A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA APPROVING THE FIRST AMENDMENT TO THE MASTER SERVICES AND PURCHASING AGREEMENT WITH AXON, FORMERLY KNOWN AS FŪSUS, FOR THE RENEWAL OF CITYWIDE CAMERA INTEGRATION FROM THE CITY'S POLICE DEPARTMENT.

WHEREAS, the City of Forest Park, Georgia ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council; and

WHEREAS, the City's Police Department entered into a Master Services and Purchasing Agreement with Fūsus in January 2023 as part of its ongoing technology initiative to integrate citywide cameras; and

WHEREAS, Axon has since incorporated its subsidiary Fūsus and related cloud-based integration services into its portfolio, thereby requiring execution of a First Amendment to the Agreement ("Amendment") to include these expanded products and services with an annual cost of \$75,000.00; and

WHEREAS, the proposed Amendment incorporates additional terms relating to Axon's Fūsus cloud services, including license, data storage, third-party component responsibilities, and data privacy provisions; and

WHEREAS, all other terms and conditions of the original Agreement shall remain unchanged and in full force and effect; and

WHEREAS, the approval of the Amendment is in the best interest of the City and will support the continued modernization of public safety technology and camera integration efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA, AS FOLLOWS:

Section 1. Approval. The Department's request to approve the Amendment to the Master Services and Purchasing Agreement under the Axon name as presented to the Mayor and Council on November 3, 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 3rd day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 3, 2025

Agenda Item #
VI2

Requested By Danielle Matricardi, City Attorney	Sponsor(s)
Department Executive	
Requested Action Ordinance (without public hearing)	
Requirement for Board Action	
Is this Item Goal Related?	
Summary & Background <u>Background/History:</u> In accordance with O.C.G.A. § 36-35-3, the Mayor and Council of the City of Forest Park are authorized to amend the City Charter. The proposed amendment seeks to revise Section 2.15, "Inquiries and Investigations," of Article II, "Governmental Structure." At the recent strategic planning retreat, the governing body reached a consensus to amend the Charter by revising the investigation process. Under the proposed revision, investigations would still be permissible, but would require formal approval by the full governing body before proceeding. The amendment did not receive the necessary number of votes for passage at the October 15, 2025, regular session meeting. As a result, the proposed ordinance must be re-advertised for three consecutive weeks. The ordinance's first reading and consideration are scheduled for the Work Session meeting on November 3, 2025, at 6:00 p.m. The second and final reading and potential adoption are scheduled for the Regular Session meeting on November 17, 2025, at 7:00 p.m.	
Fiscal Impact N/A	
Exhibits Attached 2025-10-30 - FP Charter Amendment	
Staff Recommendation Approval	

STATE OF GEORGIA
COUNTY OF CLAYTON

ORDINANCE NO. 2025-____

1 AN ORDINANCE TO AMEND THE CHARTER OF THE CITY OF FOREST PARK BY
2 AMENDING ARTICLE II (GOVERNMENTAL STRUCTURE), PART 1 (COUNCIL
3 COMPOSITION), SECTION 2.15 (INQUIRIES AND INVESTIGATIONS); TO PROVIDE FOR
4 SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN
5 ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER
6 LAWFUL PURPOSES.

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

9 **WHEREAS**, the City desires to amend its Charter by home rule ordinance; and

10 **WHEREAS**, a synopsis of this Ordinance shall be advertised once per week for three (3)
11 weeks within sixty (60) days preceding the final adoption of this Ordinance, in accordance with
12 Section 36-35-3(b)(1) of the Official Code of Georgia, in a newspaper of general circulation on
13 October 8, 2025, October 15, 2025, and October 22, 2025; and

14 **WHEREAS**, the notice of the adoption of this Ordinance provides that a copy of the
15 proposed ordinance shall be available for inspection in the Office of the Forest Park City Clerk
16 and the Office of the Clayton County Superior Court Clerk, in accordance with Section 36-35-
17 3(b)(1) of the Official Code of Georgia, and a copy of the proposed ordinance shall be placed in
18 said locations; and

19 **WHEREAS**, this Ordinance shall be considered at two (2) consecutive public meetings,
20 no less than seven (7) and no more than sixty (60) days apart, in accordance with Section 36-35-

3(b)(1) of the Official Code of Georgia, with public meetings held on November 3, 2025 and November 17, 2025; and

WHEREAS, the amendments contained herein will benefit the health, safety, morals, and welfare of the citizens of the City.

BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA THAT, and by the authority thereof:

Section 1. Section 2.15 (“Inquiries and Investigations”) of Article II (“Governmental Structure”) of the Charter of the City of Forest Park, Georgia is hereby amended with permanent additions in **bold** font and permanent deletions in ~~strike through~~ font to be read and codified as set forth below:

“Sec. 2.15. - Inquiries and investigations.

The city council may make inquiries and investigations into the affairs of the city and the conduct of any department, office or agency thereof, and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the city council shall be punished as provided by ordinance. ~~The mayor and council members may individually make inquiries of any city employee concerning the operations of the city.”~~

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

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

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

46 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest
47 extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this
48 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this
49 Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the
50 greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance
51 is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this
52 Ordinance.

53 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance
54 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable
55 by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of
56 the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the
57 greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any
58 of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to
59 the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and
60 sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and
61 effect.

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

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

66 **ORDAINED** this 17th day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 3, 2025

Agenda Item #
VII3

Requested By Latosha Clemons, Fire Chief Randi Rainey, City Clerk	Sponsor(s)
Department Executive	
Requested Action Action Item	
Requirement for Board Action	
Is this Item Goal Related?	
Summary & Background <u>Background/History:</u> Section 2.20 of the City Charter provides that “the city council shall hold regular meetings at a stated time and place by ordinance, not less than twice a month.” The City of Forest Park typically holds council meetings on the first and third Mondays of each month. However, when a national holiday falls on a Monday, the meeting is rescheduled to the 1st Tuesday of that month. These adjusted dates are noted in red on the attached calendar. Staff is requesting approval of the 2026 City Council meeting calendar as presented.	
Fiscal Impact	
Exhibits Attached 2026 Mayor_Council Meeting Dates, Updated 2026 Council Meeting Deadline, 2025-10-29 - FP Res (City Council Calendar)	
Staff Recommendation	



2026 Mayor & Council Meetings Schedule

Work Session & Regular Sessions

January	Monday, January 5, 2026 Tuesday, January 20, 2026	Work Session – 6pm Regular – 7pm
February	Monday, February 2, 2026 Monday, February 16, 2026	Work Session – 6pm Regular – 7pm
March	Monday, March 2, 2026 Monday, March 16, 2026	Work Session – 6pm Regular – 7pm
April	Monday, April 6, 2026 Monday, April 20, 2026	Work Session – 6pm Regular – 7pm
May	Monday, May 4, 2026 Monday, May 18, 2026	Work Session – 6pm Regular – 7pm
June	Monday, June 1, 2026 Monday, June 15, 2026	Work Session – 6pm Regular – 7pm
July	Monday, July 6, 2026 Monday, July 20, 2026	Work Session – 6pm Regular – 7pm
August	Monday, August 3, 2026 Monday, August 17, 2026	Work Session – 6pm Regular – 7pm
September	Tuesday, September 8, 2026 Monday, September 21, 2026	Work Session – 6pm Regular – 7pm
October	Monday, October 5, 2026 Monday, October 19, 2026	Work Session – 6pm Regular – 7pm
November	Monday, November 2, 2026 Monday, November 16, 2026	Work Session – 6pm Regular – 7pm
December	Monday, December 7, 2026 Monday, December 21, 2026	Work Session – 6pm Regular – 7pm

FOREST PARK CITY COUNCIL

2026 Agenda Deadlines – City Council

EFFECTIVE AS OF APRIL 3, 2025, ALL AGENDA ITEMS ARE DUE THE MONDAY BEFORE COUNCIL MEETINGS.

All corresponding documents, such as contracts, IGAs, resolutions, ordinances, presentations, etc., must be entered simultaneously.

Council Meeting Date	Agenda Items Due
January 5, 2026	December 29, 2025
January 20, 2026	January 12, 2026
February 2, 2026	January 26, 2026
February 16, 2026	February 9, 2026
March 2, 2026	February 23, 2026
March 16, 2026	March 9, 2026
April 6, 2026	March 30, 2026
April 20, 2026	April 13, 2026
May 4, 2026	April 27, 2026
May 18, 2026	May 11, 2026
June 1, 2026	May 26, 2026
June 15, 2026	June 8, 2026
July 6, 2026	June 29, 2026
July 20, 2026	July 13, 2026
August 3, 2026	July 27, 2026
August 17, 2026	August 10, 2026
September 8, 2026	August 31, 2026
September 21, 2026	September 14, 2026
October 5, 2026	September 28, 2026
October 19, 2026	October 12, 2026
November 2, 2026	October 26, 2026
November 16, 2026	November 9, 2026
December 7, 2026	November 30, 2026
December 21, 2026	December 14, 2026

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. 2025-_____

A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA APPROVING THE 2026 CITY COUNCIL MEETING CALENDAR FROM THE CITY’S EXECUTIVE OFFICES.

WHEREAS, the City of Forest Park, Georgia (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council; and

WHEREAS, Section 2.20 of the City Charter provides that “the City Council shall hold regular meetings at a stated time and place by ordinance, not less than twice a month”; and

WHEREAS, the City typically holds council meetings on the first and third Mondays of each month; and

WHEREAS, when a national holiday falls on a Monday, the meeting is rescheduled to the first Tuesday of that month; and

WHEREAS, the City hereby adopts the proposed 2026 City Council meeting calendar, more particularly described in **Exhibit A** attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA, AS FOLLOWS:

Section 1. Approval. The 2026 City Council meeting calendar, attached hereto as **Exhibit A**, as presented to the Mayor and Council on November 3, 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 3rd day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A



2026 Mayor & Council Meetings Schedule Work Session & Regular Sessions

January	Monday, January 5, 2026 Tuesday, January 20, 2026	Work Session – 6pm Regular – 7pm
February	Monday, February 2, 2026 Monday, February 16, 2026	Work Session – 6pm Regular – 7pm
March	Monday, March 2, 2026 Monday, March 16, 2026	Work Session – 6pm Regular – 7pm
April	Monday, April 6, 2026 Monday, April 20, 2026	Work Session – 6pm Regular – 7pm
May	Monday, May 4, 2026 Monday, May 18, 2026	Work Session – 6pm Regular – 7pm
June	Monday, June 1, 2026 Monday, June 15, 2026	Work Session – 6pm Regular – 7pm
July	Monday, July 6, 2026 Monday, July 20, 2026	Work Session – 6pm Regular – 7pm
August	Monday, August 3, 2026 Monday, August 17, 2026	Work Session – 6pm Regular – 7pm
September	Tuesday, September 8, 2026 Monday, September 21, 2026	Work Session – 6pm Regular – 7pm
October	Monday, October 5, 2026 Monday, October 19, 2026	Work Session – 6pm Regular – 7pm
November	Monday, November 2, 2026 Monday, November 16, 2026	Work Session – 6pm Regular – 7pm
December	Monday, December 7, 2026 Monday, December 21, 2026	Work Session – 6pm Regular – 7pm



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 3, 2025

Agenda Item #
VII4

Requested By Latosha Clemons, Fire Chief Randi Rainey, City Clerk	Sponsor(s)
Department Executive	
Requested Action Action Item	
Requirement for Board Action	
Is this Item Goal Related?	
Summary & Background <u>Background/History:</u> Each year, the City of Forest Park adopts an official holiday calendar to provide consistency for employees and residents. The calendar generally follows federal and state observances, including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas. When a holiday falls on a weekend, it is observed on the nearest weekday in alignment with common government practice. The proposed 2026 Holiday Calendar follows these standards to ensure continuity of operations and clarity for the public. Staff is seeking approval of the 2026 Observed Holiday Calendar.	
Fiscal Impact None	
Exhibits Attached 2026 CoFP Observed Holidays, 2025-10-29 - FP Res (Holiday Calendar)	
Staff Recommendation Approval	



CITY OF FOREST PARK 2026 OBSERVED HOLIDAYS

New Year's will be observed on Thursday, January 1st, 2026

Martin Luther King Day will be observed on Monday, January 19th

Memorial Day will be observed on Monday, May 25th

Juneteenth will be observed on Friday, June 19th

Independence Day will be observed on Friday, July 3rd

Labor Day will be observed on Monday, September 7th

Thanksgiving will be observed on Thursday, November 26th &

Friday, November 27th

Christmas Eve will be observed on Thursday, December 24th

Christmas Day will be observed on Friday, December 25th

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. 2025-83

A RESOLUTION BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, APPROVING THE 2026 OBSERVED HOLIDAY CALENDAR FROM THE CITY’S EXECUTIVE OFFICES.

WHEREAS, the City of Forest Park, Georgia (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council; and

WHEREAS, each year the City adopts an official holiday calendar to provide consistency for employees and residents; and

WHEREAS, the holiday calendar generally follows federal and state observances, including New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas; and

WHEREAS, when a holiday falls on a weekend, it is observed on the nearest weekday in alignment with common government practice; and

WHEREAS, the proposed calendar follows these standards to ensure continuity of operations and clarity for the public; and

WHEREAS, the City’s Executive Office has submitted the 2026 Holiday Calendar, more particularly described in **Exhibit A** attached hereto and incorporated herein, for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA, AS FOLLOWS:

Section 1. Approval. The 2026 Forest Park Holiday Calendar, attached hereto as Exhibit A, as presented to the Mayor and Council on November 3, 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 3rd day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A



CITY OF FOREST PARK 2026 OBSERVED HOLIDAYS

New Year's will be observed on Thursday, January 1st, 2026

Martin Luther King Day will be observed on Monday, January 19th

Memorial Day will be observed on Monday, May 25th

Juneteenth will be observed on Friday, June 19th

Independence Day will be observed on Friday, July 3rd

Labor Day will be observed on Monday, September 7th

Thanksgiving will be observed on Thursday, November 26th &

Friday, November 27th

Christmas Eve will be observed on Thursday, December 24th

Christmas Day will be observed on Friday, December 25th



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 3, 2025

Agenda Item #
VII5

Requested By Nicole Dozier, Planning and Community Development Director	Sponsor(s)
Department Planning and Community Development	

Requested Action Action Item
Requirement for Board Action
Is this Item Goal Related?
Summary & Background The applicant, Mid-South Roof Systems (MSRS), requests approval of a Conditional Use Permit (CUP) for the property located at 564 Main Street to allow the adaptive reuse and renovation of an existing 2.85± acre commercial site within the Downtown Mainstreet (DM) zoning district. The site, formerly used for exhibit and display manufacturing, is proposed to be redeveloped into a multi-functional corporate campus housing MSRS's administrative offices, workforce training facility, and operational support functions. The project includes the renovation and repurposing of several existing buildings to accommodate office, training, and support activities, along with demolition of a small garage and partial structure to improve site access, parking, and landscaping. While the DM district permits professional offices, the proposed training and material storage uses are not specifically listed as allowable uses, necessitating the CUP request. The CUP process allows the city to evaluate the compatibility of such uses within the district. The proposed training center is internal to MSRS's workforce and is not expected to create adverse impacts related to traffic, noise, or neighborhood character. The project represents a strategic reinvestment and adaptive reuse that supports economic vitality and aligns with the City's goals for revitalization of the downtown area.
Fiscal Impact
Exhibits Attached LEGAL AD FINAL 10-16-2025, CUP-2025-05 FINAL STAFF REPORT, CUP-2025-05 CUP Agenda Item 564 Main Street, CUP-2025-05 PC Decision Letter, 2025-10-29 - FP CUP Ord (564 Main)
Staff Recommendation

September 23, 2025

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

Please run the following Public Hearings Section of October 01, October 08, and October 15, 2025, 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, October 16, 2025, 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 at Forest Park City Hall Council Chambers, 745 Forest Parkway, on Monday November 03, at 6:00 p.m.

- **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. The following variances have been requested:
 - A variance request 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.
 - A variance request to eliminate the required low wall or continuous vegetation screening for parking adjacent to buildings and sidewalks, in favor of natural vegetative buffers.
 - A variance request to reduce the required dimensions for parallel parking spaces from ten (10) feet wide by twenty-four (24) feet long to eight (8) feet wide by twenty (20) feet long.
 - A variance request to 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.
 - A variance 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.
 - A variance to exceed the maximum 30,000 square feet of floor area for a single commercial tenant, allowing 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 Mainstreet (DM) District, located in Ward 2.

- **Case# CUP-2025-05 -**Conditional Use Permit Request for 564 Main Street, Parcel 13051B D001. The applicant, April Ingraham (Mid-South Roof Systems), 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.

- **Case # RZ-2025-03** – Rezoning Request for 4562 Jonesboro Road, Parcel # **13048D A017**. The applicant, David Sprinkle 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.

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



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: October 16, 2025

City Council Meeting: November 03, 2025

Case: CUP-2025-05

Current Zoning: Downtown Mainstreet 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 Mainstreet 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:

Name: MSRS 564 MAIN STREET LLC

Address: 564 MAIN STREET

City/State: Forest Park, GA 30297

Applicant:

Name: April Ingrahm

Address: 3688 Clearview Ave Ste 101

City/State: Atlanta, GA 30340

PROPERTY INFORMATION

Parcel Number: 13051B D001

Address: 564 MAIN ST

Acreage: 2.85 +/-

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 Mainstreet District), 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)

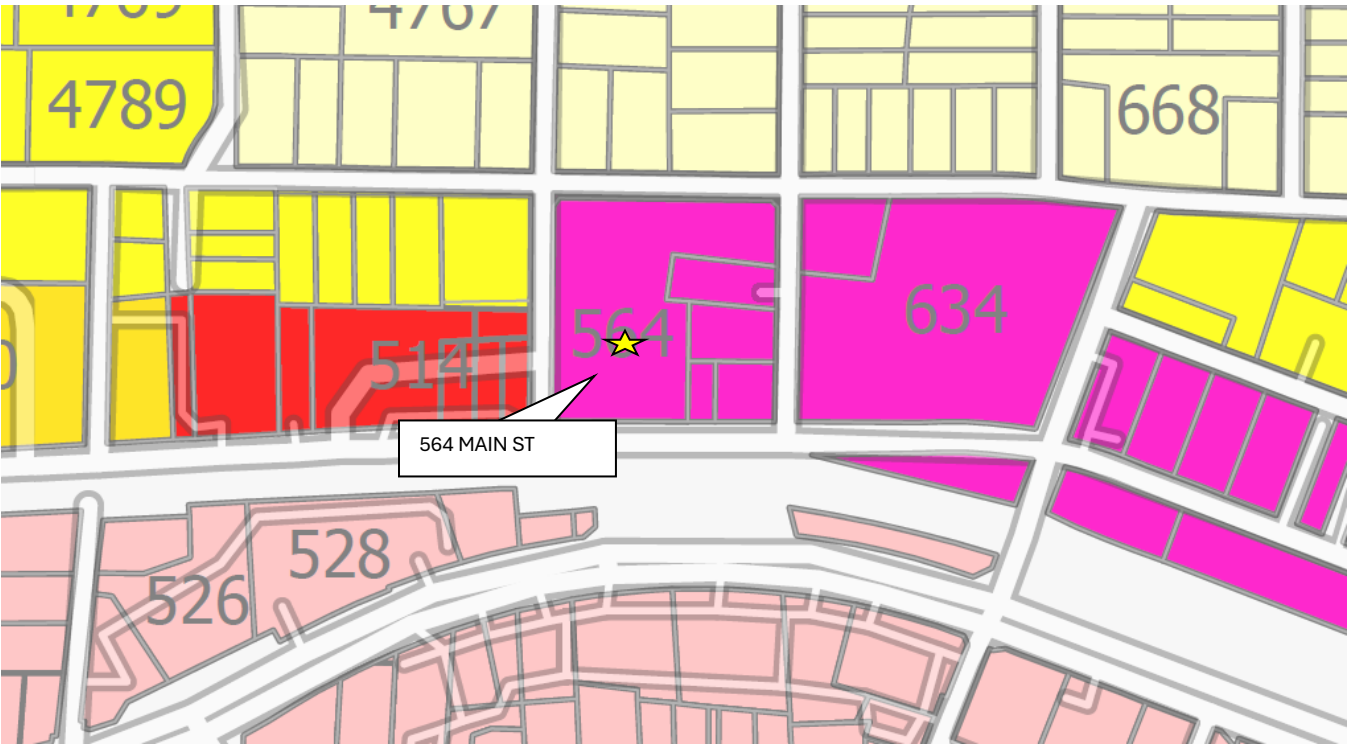
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

AERIAL MAP



ZONING MAP



SURVEY	
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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 Mainstreet 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



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion to approve Case # CUP-2025-05- Conditional Use Permit for 564 Main Street to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mainstreet District (DM) in Ward 2.

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

Date Submitted: October 27, 2025

Work Session Date: November 03, 2025

Council Meeting Date: November 03, 2025

Background/History:

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

The project includes the renovation and repurposing of several existing buildings to accommodate office, training, and support activities, along with demolition of a small garage and partial structure to improve site access, parking, and landscaping. While the DM district permits professional offices, the proposed training and material storage uses are not specifically listed as allowable uses, necessitating the CUP request.

The CUP process allows the city to evaluate the compatibility of such uses within the district. The proposed training center is internal to MSRS's workforce and is not expected to create adverse impacts related to traffic, noise, or neighborhood character. The project represents a strategic reinvestment and adaptive reuse that supports economic vitality and aligns with the City's goals for revitalization of the downtown area.

Cost: N/A

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

Action Requested from Council: To approve case # CUP-2025-05



October 21, 2025

April Ingrahm
564 Main ST (Parcel ID# 13051B D001)
Forest Park, GA 30297

RE: Conditional Use Permit Request (CUP-2025-05)

Dear April Ingrahm,

On Thursday October 16, 2025, the City of Forest Park Planning Commission voted to recommend approval of your Conditional Use Permit with Conditions to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mainstreet District (DM) for Mayor and Council. 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.

9. **Planning Commission Added Condition – Preservation of Silo Tower.**

The existing silo tower shall not be removed or demolished in the future and shall be maintained in perpetuity as a defining architectural and historic feature contributing to the character of the building and surrounding neighborhood.

The recommendation to approve this Conditional Use Permit—with conditions—authorizes the ability to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Main Street District (DM), in Ward 2. Please note that the planning commission serves as an advisory board only. Final approval for your request will be considered by the Mayor and Council at their next meeting scheduled for Monday, November 3, 2025, at 6:00 PM. This Conditional Use Permit Request is for the property above listed as 564 Main ST (Parcel ID# **13051B D001**).

Please contact me if you have any questions.

Sincerely,

SaVaughn Irons-Kumassah

SaVaughn Irons-Kumassah, Principal Planner
Planning & Community Development

**STATE OF GEORGIA
COUNTY OF CLAYTON**

ORDINANCE NO. 2025-____

AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND COUNCILMEMBERS KIMBERLY JAMES, DELORES A. GUNN, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF THE CITY OF FOREST PARK, GEORGIA, TO APPROVE A CONDITIONAL USE PERMIT FOR CERTAIN REAL PROPERTY LOCATED AT 564 MAIN STREET, FOREST PARK, GEORGIA 30297 (PARCEL ID 13051B D001); TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the City of Forest Park, Georgia (the “City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the Mayor and Council of the City is the duly elected governing authority thereof; and

WHEREAS, the governing body is authorized by its authorized by its Charter to regulate zoning within the limits of the City; and

WHEREAS, Mid-South Roof Systems (“Applicant”) has requested a Conditional Use Permit (“CUP”) to allow the adaptive reuse and renovation of the existing commercial parcel into a multi-functional campus supporting Applicant’s corporate administrative offices, workforce training facility, and operational support functions; and

WHEREAS, the total subject property is approximately 2.85 acres located at 564 Main Street, Forest Park, Georgia 30297 (Parcel ID 13051B D001) (“Property”) and is currently zoned within the Downtown Mixed-Use zoning district (“DM Zoning District”); and

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

services; and Building B-5 (14,938 square feet) for a specialized employee training center focused on hands-on technical instruction, including roofing mock-up construction and storage of training materials; and

WHEREAS, the Applicant proposes to demolish an existing garage (Building B-7) and a portion of the main building to allow for enhanced site access, parking, landscaping, and pedestrian improvements; and

WHEREAS, the DM Zoning District permits professional offices and various retail and institutional uses but does not explicitly allow the proposed training and material storage activities associated with Building B-5, necessitating a CUP for this specific use; and

WHEREAS, the proposed training center use is low-impact, does not involve manufacturing or retail sales, and the Applicant has demonstrated that it will not generate excessive traffic, environmental disturbances, or detract from the character of the neighborhood; and

WHEREAS, the City Planner and Planning Commission recommend approval of the CUP application *subject to certain conditions* included in the City's Staff Report, more particularly described in **Exhibit A** attached hereto and incorporated herein; and

WHEREAS, the City finds that the CUP application does conform to the requirements of its designated zoning district, and the proposed use shall not negatively impact the surrounding properties and is consistent with the City's future land use; and

WHEREAS, a public hearing pursuant to the provisions of the Zoning Procedures Act has been properly held prior to the adoption of this Ordinance; and

WHEREAS, the health, safety, morals and general welfare of the citizens of the City will be positively impacted by the adoption of this Ordinance.

BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FOREST PARK, GEORGIA, and by the authority thereof:

Section 1. The Applicant's request for the CUP concerning the Property to establish and

operate a multi-functional campus within the DM Zoning District is hereby approved, *subject to all conditions being met contained within the City's Staff Report.*

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

Section 3. (a) The approval granted herein is subject to all applicable local, state, and federal regulations, including but not limited to building codes, fire safety codes, and business licensing requirements.

(b) It is hereby declared to be the intention of the Mayor and Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

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

Section 4. The effective date of this Ordinance shall be the date of unless otherwise specified therein.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

Section 6. The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Forest Park, Georgia. It is the intention of the governing body, and it is hereby ordained that the provision of this ordinance shall become and be made part of the Code Ordinances, City of Forest Park, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

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

SO ORDAINED this 3rd day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____(SEAL)
City Clerk

APPROVED BY:

City Attorney

EXHIBIT A



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: October 16, 2025

City Council Meeting: November 03, 2025

Case: CUP-2025-05

Current Zoning: Downtown Mainstreet 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 Mainstreet 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 Mainstreet District), 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)

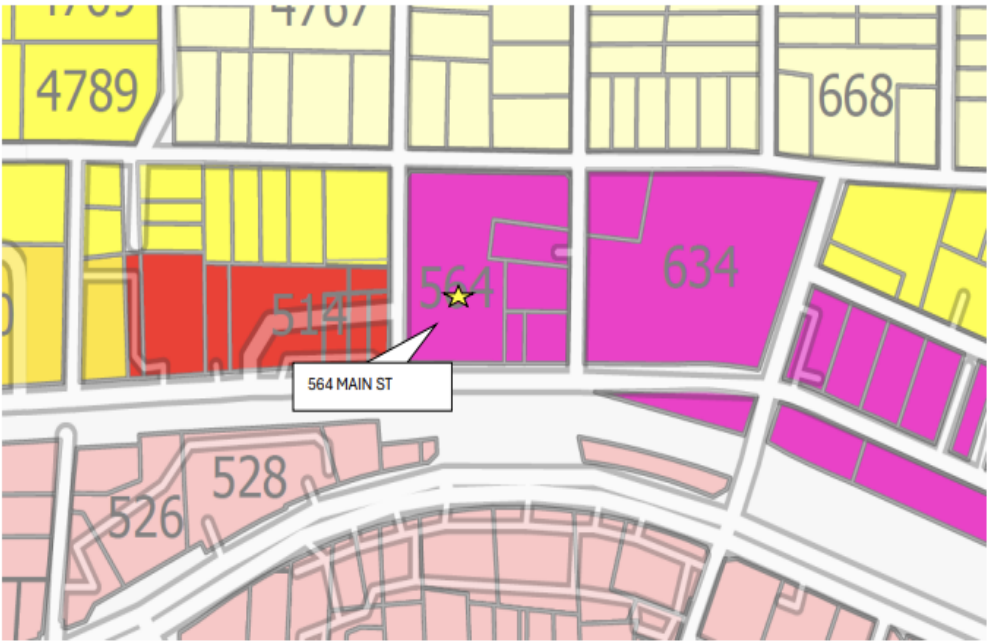
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

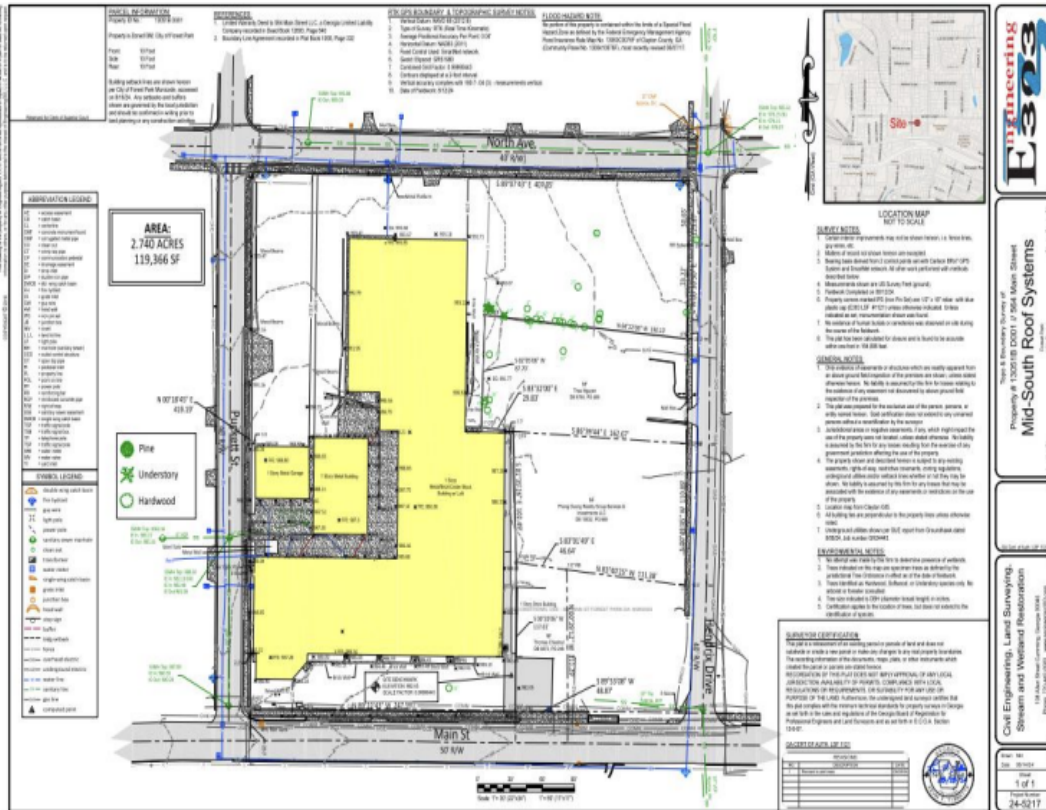
AERIAL MAP



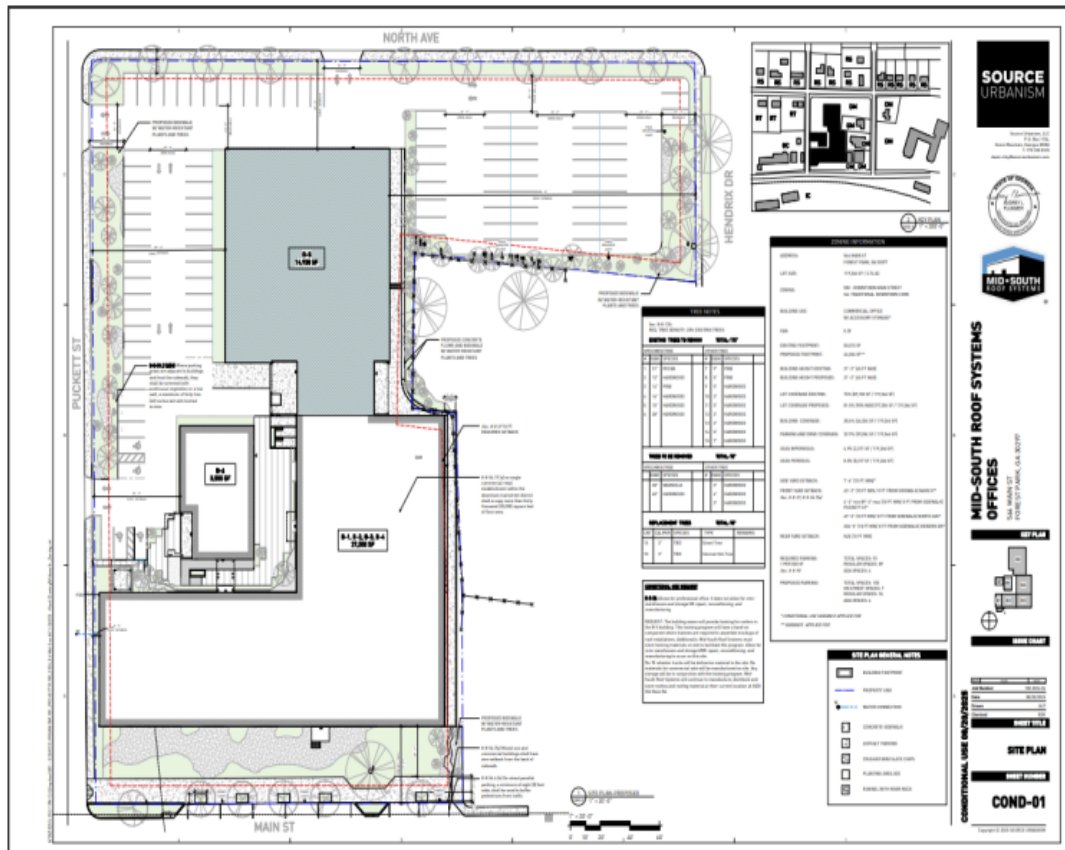
ZONING MAP



SURVEY



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?** 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 Mainstreet 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