



CITY OF
FORESTPARK

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

Monday, November 17, 2025, at 6:00 PM
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 Dr. Christopher Edens to serve as the City's Medical Director- Fire and EMS Division**

Background/History:

Since 2023, the Forest Park Fire & EMS Department has utilized the professional services of Dr. Christopher Edens as its Medical Director, providing emergency medical services. This request is to allow Dr. Edens to continue serving in this capacity on an annual basis, not to exceed five (5) years. The new term will begin on January 1, 2026, for one year, with four (4) automatic annual renewals. The annual cost is \$16,000 with a total amount of \$80,000 throughout the five years ending on December 31, 2030.

Funding Source: General Fund

VI. OLD BUSINESS

2. **Council Discussion on the Proposed Amendment to the Charter to Amend Section 2.15 (Inquiries and Investigations) of Article II (Governmental Structure)-** Attorney's Office

Background/History:

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 whole governing body before proceeding.

At the October 15, 2025, Regular Session Meeting, the amendment did not receive the necessary number of votes for passage. As a result, the proposed ordinance was re-advertised for three consecutive weeks.

The first reading and consideration of the ordinance was scheduled for the Regular Session on November 3, 2025, at 6:00 p.m. The second and final reading, with potential adoption, is scheduled for the Regular Session on November 17, 2025, at 7:00 p.m.

VII. NEW BUSINESS

3. **Council Discussion on the Beautification Committee Appointments—**Code Compliance Department

Background/History:

Staff is seeking approval for the reappointment of four Beautification Committee members for a one-year term: Ann Keith (Ward 2), Lashawn Boykin (Ward 3), Lois Wright (Ward 4), and Kwadernica Rhea (At-Large). Staff is also recommending approval of a new appointment to fill the vacant Ward 5 seat on the Beautification Committee.

4. **Council Discussion on a Partnership Agreement with The Rock Church of Atlanta, Inc. and the City of Forest Park-**Legislative Office

Background/History:

The Rock Church of Atlanta has served Forest Park residents for years as a trusted location for food distribution, collaborating with organizations like Hunger No More Outreach to provide support to hundreds of families in need. As food insecurity continued to rise, the need for secure and dependable storage became clear, and the lack of on-site capacity limited how much food could actually be delivered to our community.

This partnership agreement formalizes the long-standing relationship between the City and Rock Church, allowing the City to place and maintain a secure storage container on its property. At the same time, Rock Church continues to provide the location, site access, and operational support. The goal is to strengthen food distribution services, improve capacity, and ensure consistent service delivery to Forest Park residents who genuinely depend on these resources.

5. **Council Discussion and Decision on Case # RZ-2025-03- Rezoning Request for 4652 Jonesboro Road-** Planning and Community Development Department

Background/History:

The subject property is a 0.26± acre parcel at 4652B Jonesboro Road in Ward 3, located behind an existing commercial parcel that shares the same address and access point. Although the property is currently zoned RS (Single-Family Residential), it has historically been used for commercial purposes, including an automotive repair business that operated on the site for several decades. The applicant is requesting rezoning to GC (General Commercial), citing the long-term commercial use, and noting that the property has never functioned as residential.

Staff review of zoning maps from 2013 to 2024 confirms the parcel has consistently carried an RS designation, and no official record of prior commercial zoning was found. However, the parcel's physical layout, shared access with the front commercial parcel, and location along a major commercial corridor limit its suitability for residential use. Given the corridor context, historical commercial function, and site constraints, staff supports rezoning the property to GC, with the expectation that any future redevelopment will comply with current City standards for site design, access, buffering, and compatibility with surrounding properties.

Should the Mayor and City Council approve this rezoning request, the property may be reintegrated into a cohesive commercial site along the corridor and redeveloped in accordance with current zoning, development, and land use regulations.

6. **Council Discussion to Confirm the Establishment of a Development Impact Fee Program and Consider Appointment of the Development Impact Fee Advisory Committee** -Planning and Community Development Department

Background/History:

In response to continued growth and increasing demand on public infrastructure, the City has been evaluating the potential establishment of a Development Impact Fee Program in accordance with the Georgia Development Impact Fee Act (DIFA), O.C.G.A. § 36-71-1 et seq. Such a program would provide a structured and legally supported funding mechanism to ensure that new development contributes its proportionate share toward capital improvements needed to support growth.

This item was previously presented to the Mayor and Council on July 21, 2025, at which time staff briefed Council on the overall purpose of development impact fees, the requirement to prepare and adopt a Capital Improvements Element (CIE) as part of the Comprehensive Plan, and the state law requirement to appoint a Development Impact Fee Advisory Committee. The Advisory Committee serves in an advisory capacity to review and provide input on the draft impact fee ordinance, fee schedule, and project list before City Council consideration.

Under O.C.G.A. § 36-71-5, the Advisory Committee must consist of not fewer than five (5) and not more than ten (10) members, with at least fifty percent (50%) of the members representing the development, building, or real estate industries. The members do not have to be residents of the City. State law also allows the Mayor and Council to designate an existing body, such as the Planning Commission or Development Authority, to serve as the Advisory Committee if the membership composition satisfies the required industry representation threshold.

Staff has provided the Mayor and Council with suggested names for potential committee appointments to assist with meeting these statutory requirements and to support the timely formation of the Advisory Committee. The Committee's role will be to provide input on the draft Development Impact Fee Ordinance and fee schedule in 2026, before Council consideration. Adoption of the ordinance and fee schedule will be required to formally establish the City's Development Impact Fee Program.

Should the Mayor and Council approve the appointment of the Development Impact Fee Advisory Committee, staff will proceed with preparation of the Capital Improvements Element and related documents necessary to advance the program.

7. **Council Update and Discussion regarding the maximum number of liquor licenses permitted in the city by code**—Planning and Community Development Department

Background/History:

At the October 20, 2025, City Council meeting, staff provided an overview and discussion regarding the maximum number of liquor licenses permitted within the City, as established by Sec. 9.2.52 of the City Code. During that discussion, concerns were raised that the city may currently be at or near the maximum number of allowed licenses for wholesale and retail package sales of distilled spirits.

Pursuant to Sec. 9.2.52, the City is authorized to issue a combined maximum of seven (7) licenses for wholesale dealers and retail dealers of distilled spirits by the package. Additional licenses may not be issued unless and until the City's population reaches 21,000 residents. Upon reaching that population threshold, one (1) additional license may be considered for every 3,000 additional residents. Population counts for this purpose are determined using the most recent data published by the Atlanta Regional Commission or, if unavailable, the most recent U.S. decennial census.

Since the previous Council discussion, staff have reviewed the pending liquor license application submitted by Chamunda Corporation, d/b/a Dixie Package. All required documentation has been submitted by the applicant. The application remains pending final Planning & Community Development approval, which is contingent upon successful completion of the necessary building and trade permits, as well as fire and building inspections associated with planned construction and demolition at the site. Once these approvals are satisfied, the license will be issued through the City's online permitting portal. Staff will continue to monitor progress and provide updates as needed.

Additionally, during the prior meeting, Council requested that staff explore the City's alcohol sales proximity regulations as they relate to churches. Staff is seeking clarification from the City Attorney regarding whether the current distance requirements are established solely by City ordinance or are governed in part by State law, in order to determine whether potential amendments may be considered and, if so, what options may be available for Council discussion.

8. **Council Discussion Regarding Non-Profit Tax Exemption Requirements and Status of Liberty Ministries Family Worship, Inc. Business License Application**—Planning and Community Development Department

Background/History:

Section 3-3-11 of the City Code provides that nonprofit organizations, as defined pursuant to O.C.G.A. § 48-13-13(5), may be exempt from occupation taxes, regulatory fees, and administrative fees when operating for charitable purposes. To receive this exemption, qualifying nonprofits are required to apply annually and submit documentation demonstrating their federal tax-exempt status, including a current IRS 501(c)(3) determination letter. A separate exemption application must be submitted for each business location for which the exemption is sought.

Liberty Ministries Family Worship, Inc. submitted business license applications for the 2024–2025 license year. The applicant has provided most of the required documents; however, the Non-Profit Tax Exemption Application and the IRS 501(c)(3) determination letter specific to the church organization have not been submitted. While the applicant previously held a 501(c)(3) for a food pantry operation, they were unable to provide documentation establishing federal tax-exempt status for the church itself, nor documentation showing that the church is operating under an existing umbrella exemption.

Staff contacted the applicant via email to request the outstanding documents. No response or additional documentation has been received to date. The file remains pending and cannot be fully processed until the nonprofit exemption eligibility is verified. The application is also awaiting required fire and building inspections, which will proceed upon receipt of the necessary exempt status documentation.

Once all required documents are submitted and all departmental approvals are complete, the business license will be issued through the City’s online portal. Staff will continue to monitor the file and follow up with the applicant as needed.

9. Council Discussion on the ReForest Park Pilot Program- Public Works Department

Background/History:

The City of Forest Park is launching ReForest Park, a pilot initiative designed to reestablish effective, community-wide recycling through a modern, accountable, and educational framework. In partnership with Waste Management, this one-month pilot will reintroduce monitored recycling drop-off services—free of hauling costs—while focusing on reducing contamination, increasing resident engagement, and laying the groundwork for a permanent, fiscally sustainable recycling model.

This initiative represents a strategic milestone in our broader One Forest Park vision, reinforcing the city’s commitment to environmental stewardship, operational efficiency, and civic trust.

IX. 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).

X. 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.