



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.



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 17, 2025

Agenda Item #
V1

Requested By

Sandra Davis, Admin. Asst
Latosha Clemons, Fire Chief

Sponsor(s)

Talisa Adams, Procurement Manager

Department

Fire/EMS

Requested Action

Consent Item

Requirement for Board Action

Is this Item Goal Related?

Summary & Background

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-year period ending on December 31, 2030. Funding Source: General Fund

Fiscal Impact

\$16,000 per year for 5 years for a total of \$80,000

Exhibits Attached

Professional Contract Services Medical Director - Dr. Edens, 2025-11-13 - FP Res (Medical Director)

Staff Recommendation

Forest Park Fire Department

PROFESSIONAL SERVICES AGREEMENT FOR MEDICAL DIRECTOR

This Agreement ("Agreement") is made and entered into as of January 1, 2026 ("Effective Date"), by and between the **City of Forest Park, Georgia**, a municipal corporation (hereinafter "CITY") and **Christopher Edens, M.D.**, an individual (hereinafter "CONSULTANT").

WITNESSETH:

WHEREAS, the CITY operates an emergency medical services ("EMS") program as part of its Department of Fire and Emergency Services; and

WHEREAS, the CITY desires to retain the services of CONSULTANT to serve as the Medical Director for its EMS program; and

WHEREAS, CONSULTANT represents that he possesses the requisite skills, experience, and licenses to perform the services required hereunder;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

1. TERM AND RENEWAL

1.1. Initial Term. The initial term of this Agreement shall be for one (1) year, commencing on January 1, 2026 and concluding on December 31, 2026.

1.2. Renewal Term. This Agreement shall automatically renew upon the same terms and conditions at the expiration of the Initial Term for successive one-year periods ending on June 30th of each year for which it may be renewed, provided that the total duration of this Agreement, including any renewals, shall not exceed five (5) years from the Effective Date ("Renewal Term"). unless the City provides written notice of non-renewal to Contractor thirty (30) calendar days prior to the expiration of the applicable term, or if the Agreement is otherwise terminated pursuant to the terms herein.

2. SERVICES AND RESPONSIBILITIES OF CONSULTANT

CONSULTANT shall serve as the Medical Director for the CITY's EMS program and shall have the following responsibilities:

2.1. Medical Oversight. CONSULTANT shall accept responsibility for the medical performance of all Emergency Medical Technicians, Advanced Emergency Medical Technicians, and Paramedics employed by the CITY Fire Department.

2.2. Supervision. CONSULTANT shall directly and indirectly supervise and accept responsibility for the medical performance of all EMS personnel. CONSULTANT shall have full authority to direct and supervise medical activities in the field, in training, and for certifications. Such supervision shall be accomplished by, but not limited to:

- (a) Physical accompaniment of Paramedics and EMTs on calls for service;
- (b) Monitoring radio transmissions to and from hospital emergency departments;
- (c) Review of incident reports and associated documentation;
- (d) Conducting conferences and/or meetings in both individual and group settings;
- (e) Review of standard operating procedures and protocols for multi-agency medical responses.

2.3. Performance of Duties. These duties will be performed by CONSULTANT as often as necessary to ensure proper medical standards and procedures are followed. The Emergency Medical Services Coordinator shall act as CONSULTANT'S agent for quality assurance purposes.

2.4. Training. CONSULTANT shall utilize the Fire Department Training Division to assist in carrying out EMS training requirements. CONSULTANT agrees to assist in maintaining licensure for the State Office of EMS and the National Registry of Emergency Medical Technicians.

(a) This training will include one (1) in-person training no less than every 3 months for all shifts, or with arrangements for all shifts to access the training provided.

2.5. Protocols and Programs. CONSULTANT shall:

- (a) Develop and maintain Emergency Medical Services protocols, with periodic reviews;
- (b) Assist in the maintenance of the existing infection control program;
- (c) Provide interface to public health agencies at the city, state, and regional levels;
- (d) Participate in providing input to the State Office of EMS through Regional Meetings.

2.6. Reporting and Planning. CONSULTANT shall:

- (a) Provide the Fire Chief with written reports regarding the efficiency, effectiveness, and general performance of the EMS as requested;
- (b) Assist in the development of incident action plans for manmade or natural emergencies as requested;
- (c) Provide oversight to any incident that results in the injury of a firefighter and act as liaison with the treating facility as requested.

3. RELATIONSHIP WITH FIRE DEPARTMENT ADMINISTRATION

3.1. The Fire Chief, through Department staff and operational procedures, will establish Department policy for equipment, supply purchase and use, and manpower assignments. The CONSULTANT shall provide recommendations on manpower assignments.

3.2. The CONSULTANT, in conjunction with the Fire Chief, shall establish dispatch procedures and priorities.

3.3. CONSULTANT shall direct his requests for equipment, manpower, and supplies to the Fire Department Administration.

4. COMPENSATION

4.1. The CITY will pay CONSULTANT a fee of **\$16,000.00 per year**, payable in quarterly installments of **\$4,000.00** upon receipt of a valid invoice.

5. CITY SUPPORT

The CITY will provide CONSULTANT with access to desk space, telephone, internet, and radio communication equipment as needed and available. The CITY will assume the cost for necessary in-service instruction material, which shall become the property of the CITY.

6. REPRESENTATIONS AND WARRANTIES

6.1. **Licenses and Certificates.** CONSULTANT represents that he will secure, at his own expense, all medical licenses and certificates required to perform the work under this Agreement.

6.2. **No Assignment.** CONSULTANT shall not transfer, assign, or subcontract any work or services under this Agreement without the prior written approval of the CITY.

6.3. **No Solicitations.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee, to solicit or secure this Agreement and has not paid any fee, commission, or gift contingent upon the award of this Agreement.

7. DATA, CONFIDENTIALITY, AND QUALITY IMPROVEMENT

All reports, information, data, or other documents prepared by CONSULTANT under this Agreement shall be the property of the CITY and shall be kept confidential. CONSULTANT shall not make them available to any individual or organization without the prior written approval of the CITY. CONSULTANT will perform quality improvement activities while maintaining confidentiality consistent with healthcare laws and regulations.

8. AMENDMENTS

The CITY may, from time to time, request changes in the scope of services. No such change, including any change in compensation, shall be effective until a written amendment has been executed by both parties.

9. TERMINATION

9.1. **Termination for Cause.** If CONSULTANT fails to fulfill its obligations under this Agreement in a timely and satisfactory manner or violates any material provision, the CITY may terminate this Agreement by providing at least seven (7) days' written notice.

9.2. Termination for Convenience. The CITY may terminate this Agreement without cause upon thirty (30) days' written notice to CONSULTANT.

9.3. Effect of Termination. Upon termination, all materials prepared by CONSULTANT shall, at the CITY's option, become the CITY's property. CONSULTANT shall be entitled to compensation for satisfactory work performed up to the effective date of termination.

10. STANDARD OF CARE

CONSULTANT shall perform all services with that degree of care, learning, skill, and ability ordinarily possessed and employed by consultants in the emergency medical profession under similar circumstances and shall perform its duties without neglect or negligence.

11. INSURANCE

CONSULTANT shall maintain, at his own cost, malpractice insurance for the entire term of this Agreement. Cancellation of any policy shall comply with the notice requirements under the laws of the State of Georgia.

12. INDEMNIFICATION

CONSULTANT shall indemnify, defend, and hold harmless the CITY, its officers, agents, and employees from any and all claims, damages, losses, and liabilities arising out of or resulting from the negligent acts or omissions of CONSULTANT.

13. NOTICES

All notices under this Agreement must be in writing and delivered by personal delivery, certified mail, or commercial overnight courier to the addresses specified for each party. Notice to the CITY shall be sent with a concurrent copy to the Chief of the Department of Fire and Emergency Services.

14. MISCELLANEOUS

14.1. Force Majeure. Neither party shall be liable for failure to perform due to causes beyond its reasonable control, provided it gives prompt written notice to the other party.

14.2. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

14.3. Severability. If any provision is held invalid, the remainder of the Agreement shall continue in full force and effect.

14.4. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior communications, agreements, and understandings.

14.5. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one instrument.

14.6. **Survival.** Sections 7 (Data and Confidentiality), 12 (Indemnification), and any other provisions that by their nature should survive, shall survive the termination or expiration of this Agreement.

14.7. **Effect of Agreement.** This Agreement shall not become binding on the CITY until it has been executed by the CITY, approved as to form by the CITY Attorney, and delivered to CONSULTANT.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Executed on behalf of:

CITY OF FOREST PARK, GEORGIA,

Angelyne Butler, *Mayor*

CONSULTANT:

Christopher Edens, M.D.

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 PROFESSIONAL MEDICAL DIRECTOR SERVICES AGREEMENT WITH DR. CHRISTOPHER EDENS FROM THE CITY’S FIRE AND EMERGENCY SERVICES 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, since 2023, the City’s Fire and Emergency Services Department (“Department”) has utilized the professional services of Dr. Christopher Edens as its Medical Director, providing oversight, direction, and quality assurance for the City’s emergency medical services operations; and

WHEREAS, Dr. Edens has continuously and satisfactorily performed these duties since 2023; and

WHEREAS, the City desires to continue the services of Dr. Edens in this capacity under a new professional services agreement commencing January 1, 2026, for a term of one (1) year, with four (4) automatic annual renewals, not to exceed five (5) years in total, ending on December 31, 2030; and

WHEREAS, the annual cost for these services is Sixteen Thousand Dollars (\$16,000.00), with the total amount over the five-year term not to exceed Eighty Thousand Dollars (\$80,000.00), to be funded through the City’s General Fund; and

WHEREAS, the City finds that the continued engagement of Dr. Edens serves a valid public purpose by ensuring the Department maintains the highest standards of medical oversight and compliance with applicable laws and protocols; and

WHEREAS, the approval of the agreement is in the best interest of the health, safety, and welfare 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 professional medical director services agreement with an annual compensation of \$16,000.00 as presented to the Mayor and Council on November 17, 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 17th 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 17, 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> 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.	
Fiscal Impact N/A	
Exhibits Attached 2025-7-28 __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 August 6, 2025, August 13, 2025, and August 20, 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 September 2, 2025 and September 15, 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 ~~striketrough~~ 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 17, 2025

Agenda Item #
VII3

Requested By Nia Rodriguez, Administrative Assistant	Sponsor(s)
Department Code Compliance	

Requested Action Presentation
Requirement for Board Action
Is this Item Goal Related?
Summary & Background 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.
Fiscal Impact
Exhibits Attached Oath of Office-Ann Keith_2026, Oath of Office-Kwadernica Rhea_2026, Oath of Office-Lashawn Boykin_2026, Oath of Office-Louis Wright_2026, 2025-11-13 - FP Res (Beautification Committee)
Staff Recommendation



CITY OF
FORESTPARK

State of Georgia County of Clayton

OATH OF OFFICE FOR BOARD/COMMISSION/AUTHORITY APPOINTEES

I, Ann Keith, solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Georgia and that I will in all respects observe the provisions of the charter and ordinances of the City of Forest Park and I will well and truly perform the duties of a member of the Beautification Committee of the City of Forest Park; and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection.

So, help me, God, or so I affirm this ____ day of _____ 20____.

Ann Keith
Beautification Committee

Sworn to and subscribed before me, the undersigned,

Angelyne Butler, Mayor

Attest:

City Clerk, City of Forest Park



CITY OF
FOREST PARK

State of Georgia County of Clayton

OATH OF OFFICE FOR BOARD/COMMISSION/AUTHORITY APPOINTEES

I, Kwadernica Rhea, solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Georgia and that I will in all respects observe the provisions of the charter and ordinances of the City of Forest Park and I will well and truly perform the duties of a member of the Beautification Committee of the City of Forest Park; and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection.

So, help me, God, or so I affirm this ____ day of _____ 20____.

Kwadernica Rhea
Beautification Committee

Sworn to and subscribed before me, the undersigned,

Angelyne Butler, Mayor

Attest:

City Clerk, City of Forest Park



CITY OF
FOREST PARK

State of Georgia County of Clayton

OATH OF OFFICE FOR BOARD/COMMISSION/AUTHORITY APPOINTEES

I, Lashawn Boykin, solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Georgia and that I will in all respects observe the provisions of the charter and ordinances of the City of Forest Park and I will well and truly perform the duties of a member of the **Beautification Committee** of the City of Forest Park; and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection.

So, help me, God, or so I affirm this ____ day of _____ 20____.

Lashawn Boykin
Beautification Committee

Sworn to and subscribed before me, the undersigned,

Angelyne Butler, Mayor

Attest:

City Clerk, City of Forest Park



CITY OF
FOREST PARK

State of Georgia County of Clayton

OATH OF OFFICE FOR BOARD/COMMISSION/AUTHORITY APPOINTEES

I, Louis Wright, solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Georgia and that I will in all respects observe the provisions of the charter and ordinances of the City of Forest Park and I will well and truly perform the duties of a member of the Beautification Committee of the City of Forest Park; and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection.

So, help me, God, or so I affirm this ____ day of _____ 20____.

Louis Wright
Beautification Committee

Sworn to and subscribed before me, the undersigned,

Angelyne Butler, Mayor

Attest:

City Clerk, City of Forest Park

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 REAPPOINTMENT OF FOUR (4) MEMBERS TO THE FOREST PARK BEAUTIFICATION COMMITTEE FROM THE CITY'S CODE COMPLIANCE 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 Forest Park Beautification Committee ("Committee") plays a vital role in enhancing and preserving the aesthetic quality, cleanliness, and overall appearance of the City; and

WHEREAS, the City's Code Compliance Department ("Department") recommends the reappointment of the following individuals to serve as members of the Beautification Committee for a one (1) year term: Ann Keith (Ward 2), Lashawn Boykin (Ward 3), Lois Wright (Ward 4), and Kwadernica Rhea (At-Large); and

WHEREAS, the Ward 5 seat on the Committee is currently vacant, and Department anticipates bringing forward a recommended new appointee for City Council consideration and approval at a later date; and

WHEREAS, the City finds that these appointments and reappointments promote community engagement, support ongoing beautification initiatives, and serve the best interests of the residents 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 appoint the following individuals to the Beautification Committee for a one (1) year term: Ann Keith (Ward 2), Lashawn Boykin (Ward 3), Lois Wright (Ward 4), and Kwadernica Rhea (At-Large), as presented to the Mayor and Council on November 17, 2025, is hereby approved. Furthermore, the Mayor and Council further acknowledge that the Ward 5 seat remains vacant and hereby authorize the Department to identify and appoint a qualified individual to fill the Ward 5 seat, with the name of the appointee to be submitted to the Mayor and Council at a later date.

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 17th 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 17, 2025

Agenda Item #
VII4

Requested By Danielle Matricardi, City Attorney	Sponsor(s)
Department Legislative	

Requested Action Action Item
Requirement for Board Action
Is this Item Goal Related?
Summary & Background 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 their 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.
Fiscal Impact
Exhibits Attached 2025-8-26 - Partnership K (Rock Church)[30], 2025-11-13 - FP Res (Rock Church)
Staff Recommendation

PARTNERSHIP AGREEMENT
between the
CITY OF FOREST PARK, GEORGIA
and
THE ROCK CHURCH OF ATLANTA, INC.

This Partnership Agreement (“**Agreement**”) is entered into this ____ day of _____, 2025 (“**Effective Date**”) by and between The Rock Church of Atlanta, Inc. (“**Rock Church**”) and the City of Forest Park, Georgia (“**City**”).

WHEREAS, Rock Church is a Georgia nonprofit organization with a longstanding commitment to community service, including its role as a key host site for food distribution programs that serve all residents of the City, regardless of religious affiliation; and

WHEREAS, the City recognizes the importance of supporting community-based food distribution efforts as part of its ongoing commitment to addressing food insecurity among its residents; and

WHEREAS, both Rock Church and the City share a mutual interest in promoting the health, well-being, and food security of individuals and families within the City community; and

WHEREAS, the City stands to receive a substantial benefit from this partnership through increased access to nutritious food for underserved populations, reduced strain on municipal resources, and strengthened community engagement and resilience;

WHEREAS, the parties desire to enter into a formal partnership to support and enhance food distribution efforts through coordinated resources, outreach, and operations;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

- (1) **Purpose.** The purpose of this Agreement is to establish a collaborative partnership between the City and Rock Church to support the continued operation and expansion of local food distribution services that address food insecurity among Forest Park residents. This Agreement outlines the mutual commitments of the parties to improve the efficiency, sustainability, and impact of Hunger No More Outreach, Inc.’s food bank operations by enabling secure, on-site storage of food supplies at Rock Church, which is located at 4815 Courtney Drive, Forest Park, Georgia 30297 (“**Location**”).
- (2) **Responsibilities of the City.** The City shall provide the following services under this Agreement:
 - (a) Purchase a secure, weather-resistant storage container suitable for food storage (approximately 12,000-pound capacity) to be kept at the Location (“**Container**”).
 - (b) Retain full ownership and control of the Container.
 - (c) Cover the cost of transportation and delivery of the Container to the Location.

- (d) Arrange for and ensure proper placement and installation of the Container, including site preparation as needed.
 - (e) Maintain insurance coverage for the Container, including liability and property insurance, as appropriate under City policy.
 - (f) Periodically inspect the Container to ensure it remains in safe and operable condition.
 - (g) Perform or fund necessary repairs and maintenance to preserve the Container's integrity and usability.
- (3) **Responsibilities of Rock Church.** Rock Church shall provide the following services under this Agreement:
- (a) Designate and provide adequate space at the Location for the placement of the Container.
 - (b) Ensure the Location is accessible, safe, and suitable for food storage operations.
 - (c) Allow authorized representatives from Hunger No More Outreach, Inc. and the City access to the Container during normal operating hours for food distribution and related activities.
 - (d) Coordinate with Hunger No More Outreach, Inc. to ensure that use of the Container aligns with scheduled food bank operations.
 - (e) Provide access to utilities (e.g., electricity) for the Container if needed and agreed upon or notify the City in writing if such services are unavailable or limited.
 - (f) Monitor the general condition of the Container and promptly report any damage, unauthorized access, or safety concerns to the City.
 - (g) Maintain the Location in a clean and orderly condition to support safe and efficient operations.
 - (h) Provide the designated Location at no cost to the City, recognizing the public benefit provided through food distribution services.
- (4) **Duration.** This Agreement shall commence on the Effective Date and shall terminate without any further obligation on behalf of the City on June 30, 2026 ("**Initial Term**"), unless terminated earlier in accordance with the terms of this Agreement. At the expiration of the Initial Term, this Agreement, with the exact same terms and conditions, shall automatically renew for two (2) subsequent annual terms ("**Renewal Term(s)**"), unless either party has provided signed written notice of non-renewal prior to the end of the Initial Term or Renewal Term.
- (5) **Termination.** Either party may terminate this Agreement upon thirty (30) calendar days signed written notice to the other party. In the event of termination, any unspent funds shall be returned to the City, and any ongoing training shall be concluded in a non-disruptive manner.

- (6) **Confidentiality.** Both parties agree to maintain the confidentiality of all information shared during the term of this Partnership Agreement, except as required by law.
- (7) **Amendments.** This Agreement may be amended only by written agreement signed by both parties.
- (8) **Governing Law.** This Agreement is made and entered into in the State of Georgia, and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the State Courts of Clayton County, Georgia.
- (9) **Independent Contractors.** Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and Rock Church. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency, or similar arrangement between the City and Rock Church. It is expressly agreed that Rock Church is acting as an independent contractor and not as an employee in providing the Services under this Agreement.
- (10) **Indemnification.** To the fullest extent permitted by law, Rock Church agrees to indemnify, defend, and hold harmless the City and its board members, directors, officers, officials, employees, agents, and legal representatives (collectively, the “**City Indemnitees**”) from and against any and all liabilities, demands, losses, damages, fines, penalties, costs or expenses (including but not limited to reasonable attorney’s fees and costs or fines or penalties charged by any governmental entity), incurred by any City Indemnatee as a result of or arising out of (i) the wrongful misconduct or negligence (including fraud) of Rock Church or its employees, agents, and representatives in performing this Agreement; (ii) a material breach by Rock Church of its covenants; or (iii) failure by Rock Church or its employees, agents, and representatives to comply with all applicable federal, state, or local law, rule or regulation in connection with services provided under this Agreement. Rock Church expressly agrees that any bond or insurance protection required by this Agreement, or otherwise provided by Rock Church, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City Indemnitees as provided herein. These obligations shall survive termination.
- (11) **Risk Management Requirements.** Rock Church shall abide by the City’s applicable Risk Management Requirements, attached to this Agreement as **Exhibit A**, and incorporated herein by reference.
- (12) **Work on the Designated Premises.** If Rock Church, Rock Church’s employees, volunteers, subcontractors, or agents enter the designated premises for any reason in connection with this Agreement, Rock Church and such other parties shall observe all the City’s security requirements and all safety regulations.
- (13) **Severability.** If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

- (14) **Notices.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties.

If to the City:

City of Forest Park, Georgia
Attn: City Manager
745 Forest Pkwy
Forest Park, Georgia 30297
rlark@forestparkga.gov

With a copy to:

Denmark Ashby & Matricardi LLC
Attn: City Attorney
100 Hartsfield Centre Pkwy, Ste. 400
Atlanta, Georgia 30354
dmatricardi@dam.law

If to Rock Church:

The Rock Church of Atlanta, Inc.
Attn: April Hutchins, CFO
4815 Courtney Drive
Forest Park, Georgia 30297

- (15) **Entire Understanding.** This Agreement, which includes the exhibits attached hereto, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces all prior discussions, representations, and understandings, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement on the Effective Date first above written.

CITY OF FOREST PARK, GEORGIA:

THE ROCK CHURCH OF ATLANTA, INC:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

ATTEST:

ATTEST:

City Clerk

Corporate Secretary

EXHIBIT A
RISK MANAGEMENT REQUIREMENTS

Rock Church will provide minimum insurance coverage and limits as per the following: Rock Church will file with the City Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) days' notice to the City if coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by City Management, admitted doing business in the State of Georgia, and rated Secure ("A+" or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

**CONTRACTS FOR UP TO
\$50,000**

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired, and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Forest Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**CONTRACTS FOR MORE THAN
\$50,000**

Worker's Compensation – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion Collapse and Underground ("xcu") perils, the "City of Forest Park, Georgia" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

RISK MANAGEMENT REQUIREMENTS (Cont'd)

CONTRACTS FOR UP TO \$50,000	CONTRACTS FOR MORE THAN \$50,000
-------------------------------------	---

LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.

Owner's Protective Liability – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

**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 TO ENTER INTO A PARTNERSHIP AGREEMENT WITH THE ROCK CHURCH OF ATLANTA, INC. FROM THE CITY’S LEGISLATIVE OFFICE.

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 Rock Church of Atlanta, Inc. (“Rock Church”) is a Georgia nonprofit organization with a longstanding commitment to community service and serves as a key host site for food distribution programs benefiting Forest Park residents, regardless of religious affiliation; and

WHEREAS, the City recognizes the importance of supporting community-based food distribution efforts to address food insecurity and promote the health and well-being of individuals and families residing within the City; and

WHEREAS, under the proposed Partnership Agreement, the City shall purchase, deliver, place, insure, and maintain a secure, weather-resistant storage container for use at Rock Church’s location to support Hunger No More Outreach, Inc.’s food bank operations; and

WHEREAS, providing the storage container and supporting these operations will yield a substantial public benefit by increasing access to nutritious food for underserved households, enhancing operational efficiency for local food distribution partners, reducing strain on municipal social-service resources, and strengthening community engagement; and

WHEREAS, because the storage container shall remain City-owned, the City may also utilize the container for municipal operational needs, including but not limited to emergency response support, community assistance initiatives, public outreach events, or other lawful City purposes; and

WHEREAS, the Mayor and City Council find that entering into this Partnership Agreement is in the best interest of the City, promotes the general welfare of the community, and advances the City’s strategic efforts to support food security initiatives.

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

Section 1. Approval. The request for the City to enter into the proposed Partnership Agreement with Rock Church as presented to the Mayor and Council on November 17, 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 17th 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 17, 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 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.
Fiscal Impact N/A
Exhibits Attached RZ-2025-03 4652 B Jonesboro Rd City Council Agenda Item, LEGAL AD FINAL 10-16-2025, RZ-2025-03 FINAL STAFF REPORT, RZ-2025-03 PC DECISION LETTER, 2025-11-13 - FP Ord (Rezone 4652 Jonesboro)
Staff Recommendation Staff recommends to approve the Rezoning Request with conditions. The conditions are as follows:

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



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Decision on Case # RZ-2025-03- Rezoning Request for 4652 Jonesboro Road

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

Date Submitted: November 7, 2025

Work Session Date: November 17, 2025

Council Meeting Date: November 17, 2025

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.

Cost: N/A

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

Financial Impact: N/A

Action Requested from Council: Approve Case #RZ-2025-03 — a request to rezone the property at 4652 Jonesboro Road from RS (Single-Family Residential) to GC (General Commercial) to allow the site to be utilized as a commercial use.

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

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

Case: RZ-2025-03

Current Zoning: RS- Single Family Residential

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

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

Staff Recommendation: Approval of Rezoning Request with Conditions

APPLICANT INFORMATION

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

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

PROPERTY INFORMATION

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

Acreage: 0.26 +/-
FLU: Low Density Residential

SUMMARY & BACKGROUND

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

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

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

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

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

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

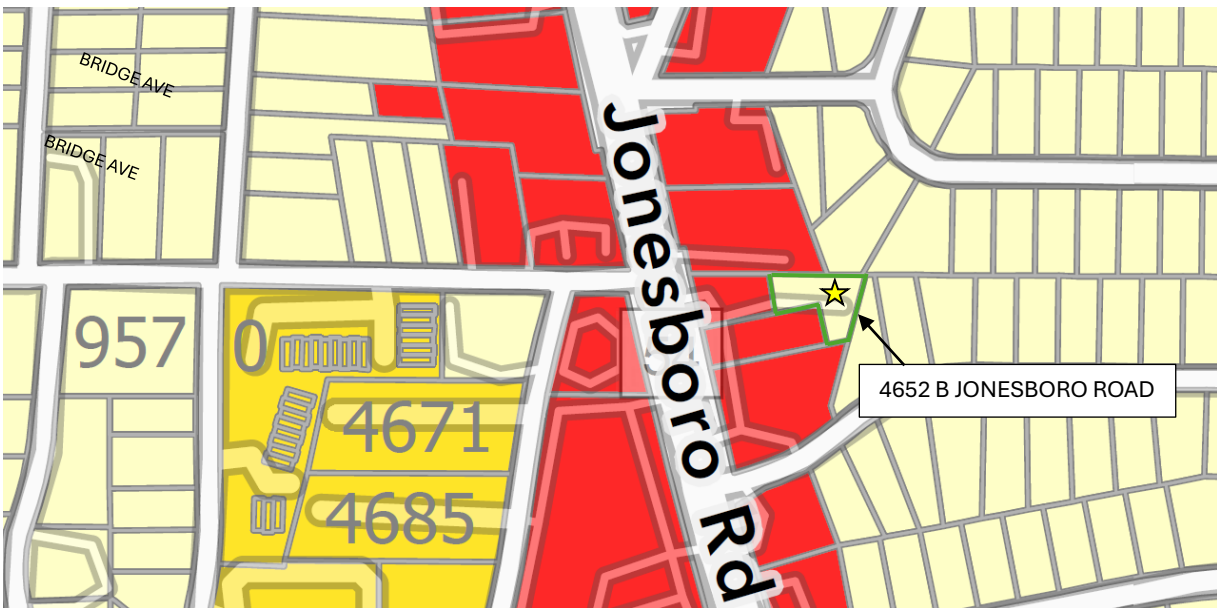
ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

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

AERIAL MAP

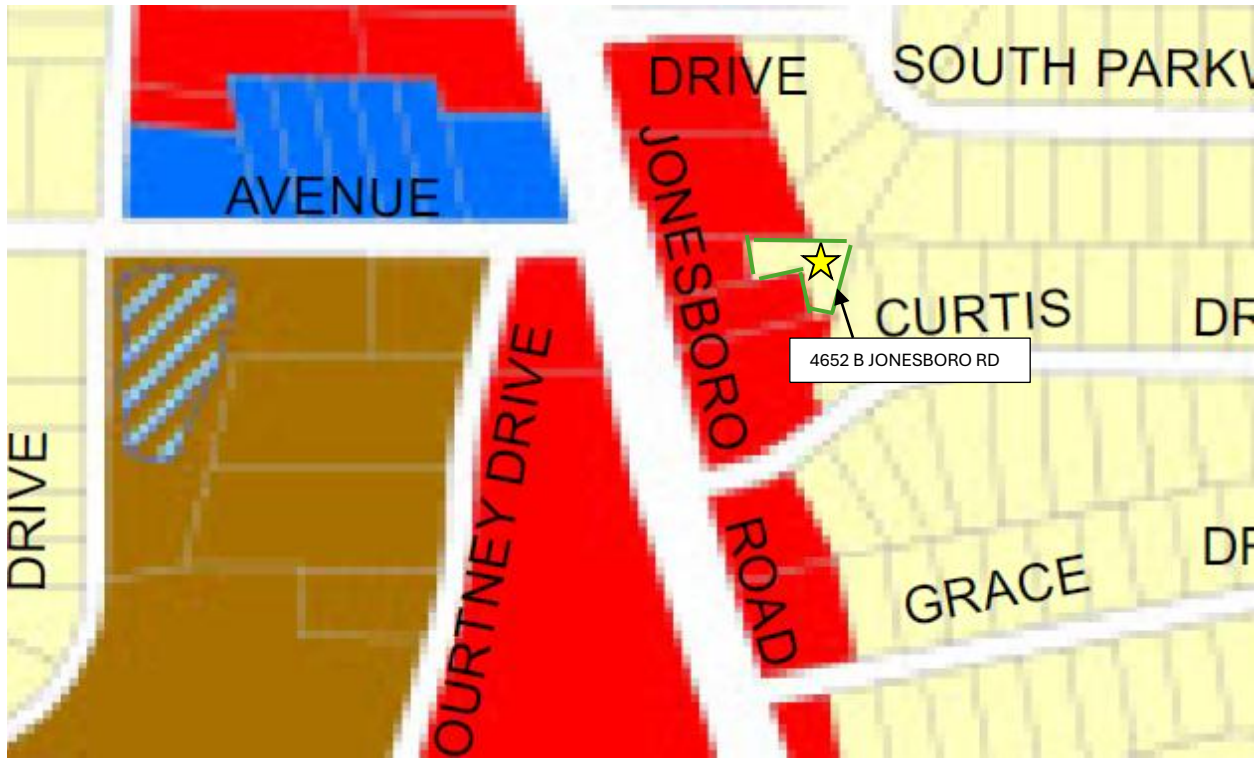


ZONING MAP



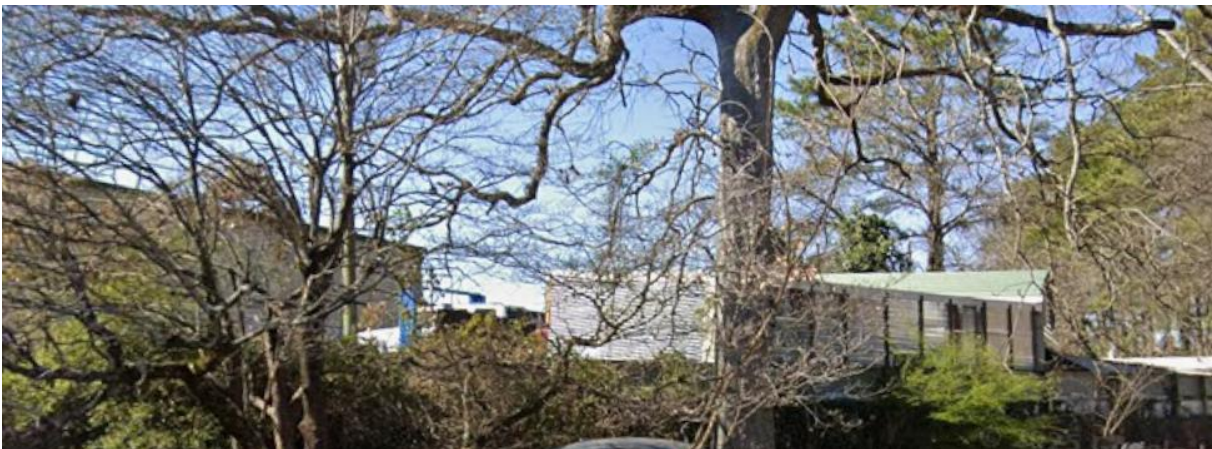
Current Zoning: RS (Single-Family Residential)

FUTURE LAND USE MAP



Future Land Use: Low Density Residential

SITE PHOTOS





SURROUNDING PROPERTIES



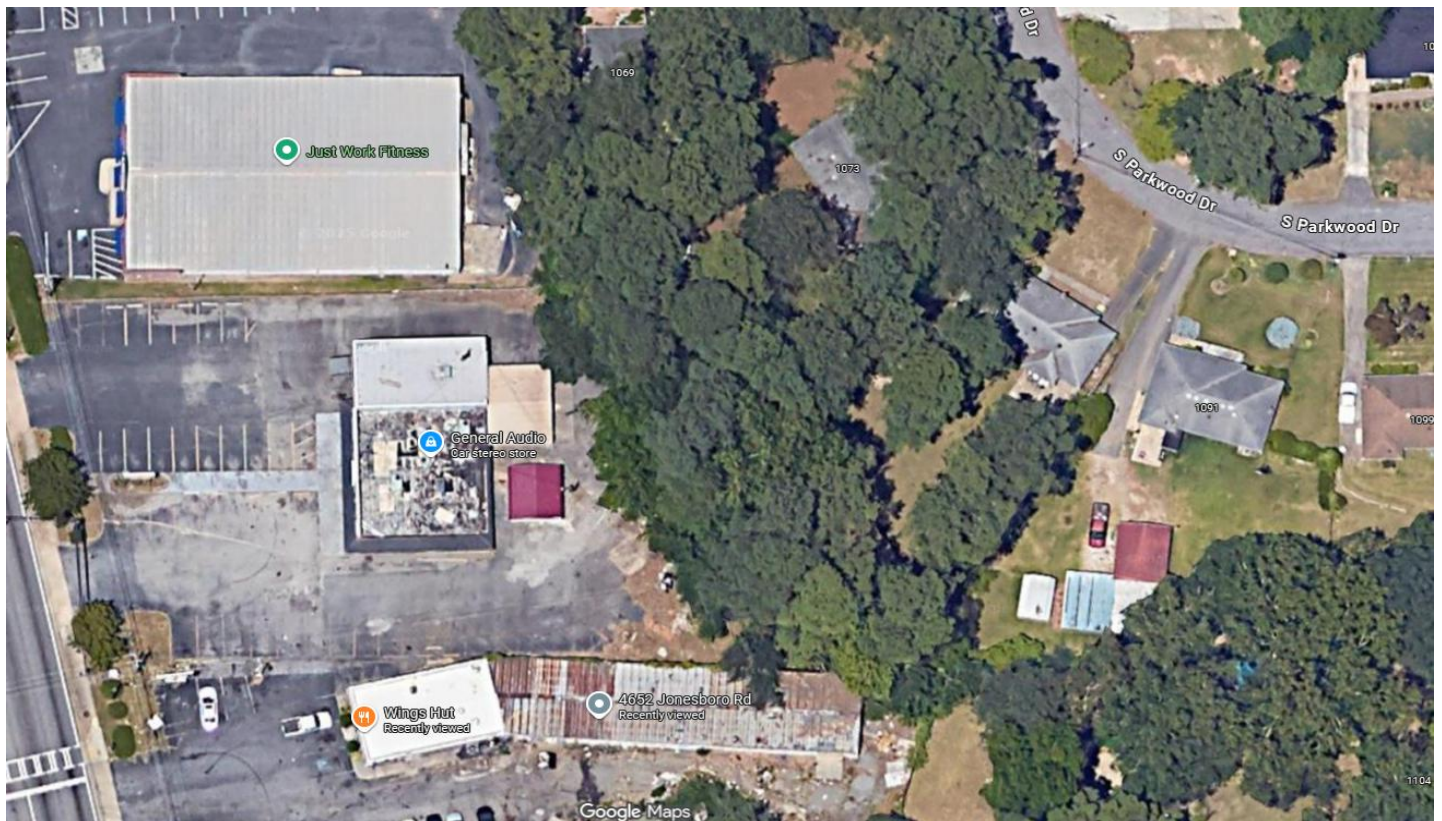
**Commercial: Zoned GC (General Commercial District)
(West of Parcel)**



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



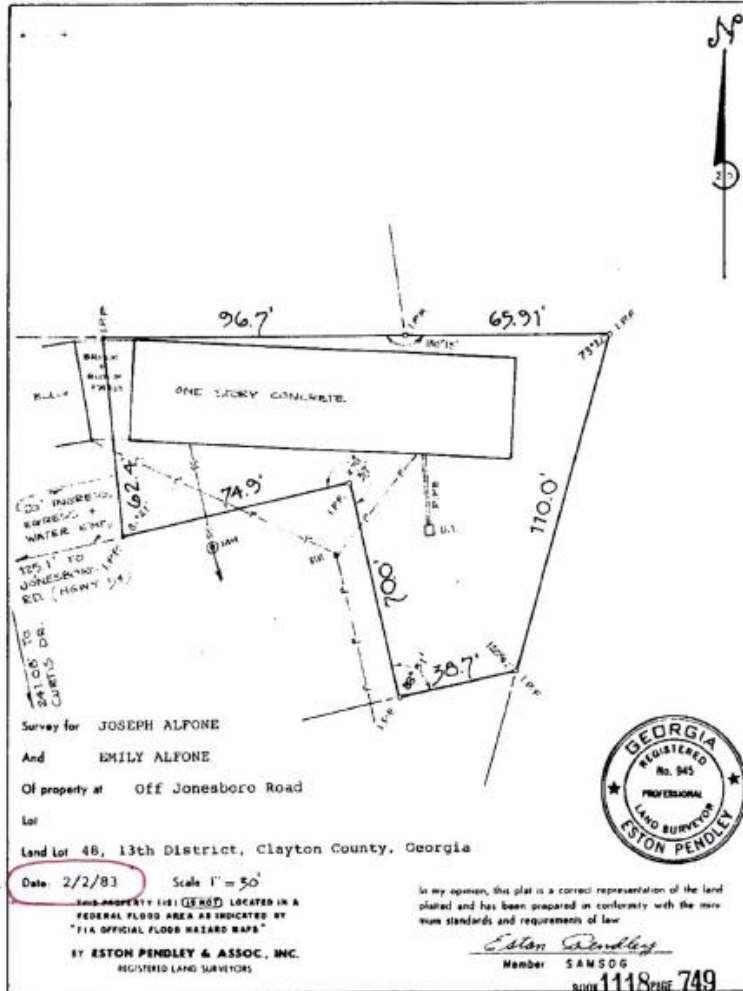
Split Zoning:
GC (General Commercial District)
RS (Single-Family Residential District
(South of Parcel)

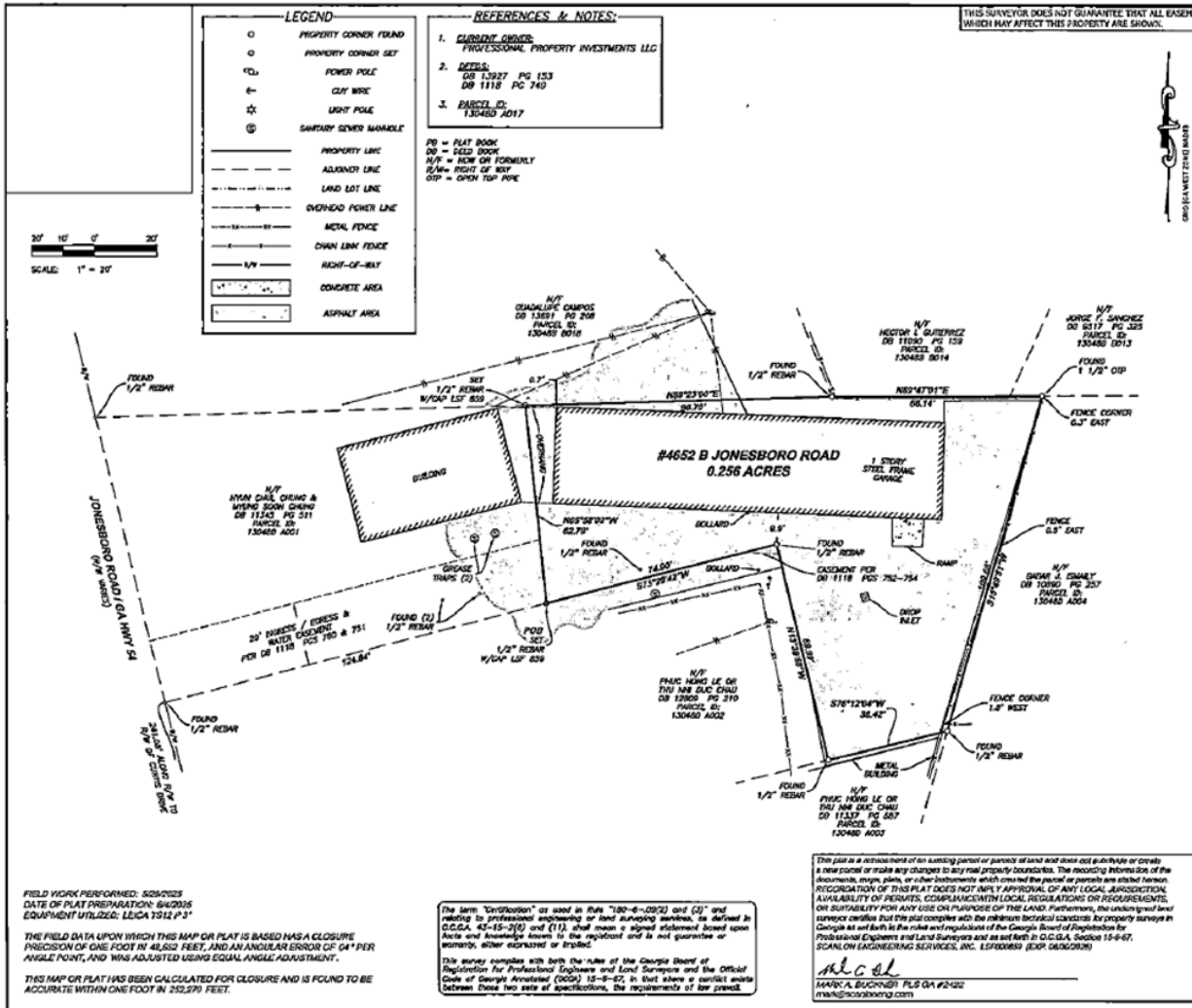


Split Zoning:
GC (General Commercial District)
RS (Single-Family Residential District
(North of Parcel)

BOUNDARY SURVEY

Exhibit "B"





SES

**ENGINEERING
PLANNING
SURVEYING**

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

**BOUNDARY / AS-BUILT SURVEY FOR
PROFESSIONAL PROPERTY
INVESTMENTS**

LOCATED ON LAND LOT 46 OF THE 1st DISTRICT,
CITY OF FORT PINE, CLAYTON COUNTY, GEORGIA

SCANLON ENGINEERING SERVICES, INC.
211 EAST BANCROFT STREET
FORT PINE, GEORGIA 30707
PHONE: 770.388.7300
FAX: 770.388.7301
WWW.SES-INC.COM

GEORGIA
REGISTERED
ENGINEER
No. 5142
10/10/21
MADE IN U.S.A.

**SHEET DESCRIPTION /
BOUNDARY /
AS-BUILT
SURVEY
SHEET NUMBER
956C**

SHEET 1 OF 1

Impact Summary

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

☒ Yes ☐ No

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

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

☐ Increase ☐ Decrease ☒ No Impact

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

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

☐ Increase ☐ Decrease ☒ No Relationship

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

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

☒ Promote ☐ Diminish ☐ No Influence

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

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

☐ Promote ☐ Diminish ☒ No Influence

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

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

☐ Cause ☐ Prevent ☒ No Influence

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

Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city?

☐ Cause ☐ Prevent ☒ No Influence

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

Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?

☐ Impede ☒ Facilitate ☐ No Impact

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

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?

☒ Yes ☐ No

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

Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?

☒ Promote ☐ Diminish ☐ No Influence

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

Staff Review

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

Planning & Community Development Department

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

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

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

Staff Recommendation

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

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

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

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

The following conditions shall apply:

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

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

Next Steps

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



October 21, 2025

Professional Property Investments, LLC (Butch Springer)
4652 B Jonesboro Road. (Parcel ID# **13048D A017**)
Forest Park, GA 30297

RE: Rezone Request (RZ-2025-03)

Dear Professional Property Investments, LLC,

On Thursday October 16, 2025, the City of Forest Park Planning Commission voted to approve your Rezoning Request with conditions. The conditions are as follows:

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

Please be advised that the Planning Commission serves in an advisory capacity to the Mayor & Council. As such, this item will be presented to the Mayor & Council for a final decision on Monday, November 17, 2025, at 6:00 PM. The meeting will take place in the City Hall Council

Chambers, located at 785 Forest Parkway, Forest Park, GA 30297. This Rezoning Request is for the property listed above at 4652 B Jonesboro Road. (Parcel ID# **13048D A017**).

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. 2025-12

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 AN APPLICATION TO REZONE CERTAIN REAL PROPERTY LOCATED AT 4652 JONESBORO ROAD (PARCEL ID 13048D A017) FROM THE SINGLE FAMILY RESIDENTIAL ZONING DISTRICT TO THE GENERAL COMMERCIAL ZONING DISTRICT; TO AMEND THE OFFICIAL ZONING MAP; 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 (“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 Charter to regulate zoning within the limits of the City; and

WHEREAS, the total subject property is located at 4652 Jonesboro Road, Forest Park, Georgia 30297 (Parcel ID 13048D A017), (hereinafter referred to as the “Property”), is approximately 0.26 acres, and is positioned within the Single-Family Residential zoning district (“RS Zoning District”); and

WHEREAS, Butch Springer ("Applicant") has requested to rezone the Property from the RS Zoning District to the General Commercial zoning district (“GC Zoning District”) to allow for

future redevelopment of the Property; and

WHEREAS, the Applicant seeks GC Zoning District status to allow the Property to be considered for future commercial redevelopment, but has not identified any specific commercial use at this time; and

WHEREAS, although the structure previously housed an automotive repair business, such historic use does not confer any continuing entitlement, and any automotive or automotive-related use shall comply with all requirements of the GC Zoning District and shall remain subject to all applicable City review, permitting, and approval processes to ensure compatibility with surrounding properties; and

WHEREAS, the City Planner and Planning Commission recommend approval of the rezoning 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 Council has considered the Staff Report and has found that this approval balances the Applicant's operational needs with the City's planning goals and is consistent with the City's Comprehensive Land Use Plan; 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. That the Applicant's request to rezone 4652 Jonesboro Road, Forest Park, Georgia 30297 (Parcel ID 13048D A017) from the RS Zoning District to the GC Zoning District

is hereby approved, *subject to all conditions set forth in the City's Staff Report.*

Section 2. That the Zoning Ordinance of the City be amended, and the Official Zoning Map of the City established in connection therewith be amended to reflect the rezoning of Parcel ID 13048D A017 from the RS Zoning District to the GC Zoning District. The City Clerk is hereby directed to update and maintain the official copy of said Zoning Map.

Section 3. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 4. (a) The approval granted herein is subject to all applicable local, state, and federal regulations.

(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 5. The effective date of this Ordinance shall be the date of adoption unless otherwise specified therein.

Section 6. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

Section 7. This 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 of Ordinances, City of Forest Park, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

Section 8. 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 17th day of November, 2025.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____(SEAL)
City Clerk

APPROVED BY:

City Attorney

EXHIBIT A STAFF REPORT

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

Case: RZ-2025-03

Current Zoning: RS- Single Family Residential

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

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

Staff Recommendation: Approval of Rezoning Request with Conditions

APPLICANT INFORMATION

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

PROPERTY INFORMATION

Parcel Number: 13048D A017	Acreage: 0.26 +/-
Address: 4652 B Jonesboro Road	FLU: Low Density Residential

SUMMARY & BACKGROUND

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

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

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

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

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

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

ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

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AERIAL MAP

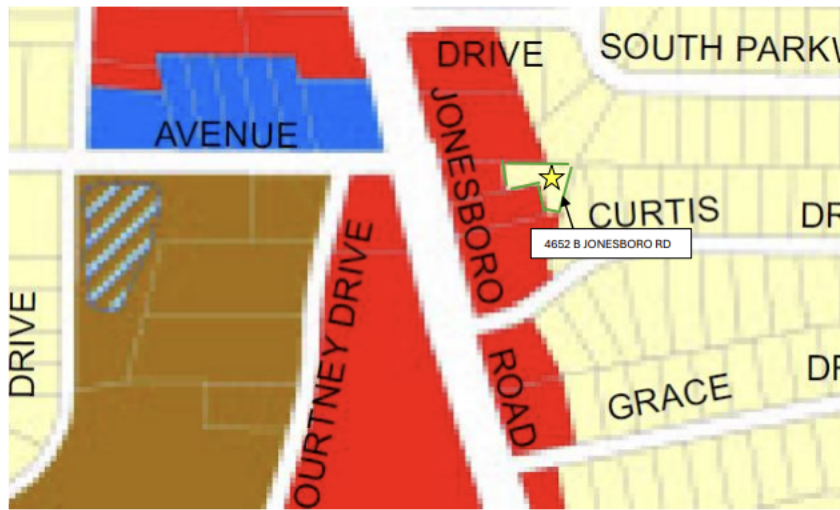


ZONING MAP



Current Zoning: RS (Single-Family Residential)

FUTURE LAND USE MAP



Future Land Use: Low Density Residential

SITE PHOTOS





SURROUNDING PROPERTIES



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



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



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

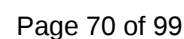


Split Zoning:
GC (General Commercial District)
RS (Single-Family Residential District
(North of Parcel)

BOUNDARY SURVEY

Exhibit "B"





Impact Summary

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

☒ Yes ☐ No

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

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

☐ Increase ☐ Decrease ☒ No Impact

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

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

☐ Increase ☐ Decrease ☒ No Relationship

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

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

☒ Promote ☐ Diminish ☐ No Influence

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

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

☐ Promote ☐ Diminish ☒ No Influence

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

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

☐ Cause ☐ Prevent ☒ No Influence

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

Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city?

☐ Cause ☐ Prevent ☒ No Influence

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

Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?

☐ Impede ☒ Facilitate ☐ No Impact

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

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?

☒ Yes ☐ No

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

Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?

☒ Promote ☐ Diminish ☐ No Influence

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

Staff Review

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

Planning & Community Development Department

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

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

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

Staff Recommendation

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

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

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

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

The following conditions shall apply:

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

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

Next Steps

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



CITY OF
FORESTPARK

City of Forest Park City Council

Agenda Item Summary

November 17, 2025

Agenda Item #
VII6

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 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 prior to 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 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, prior to 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.

Fiscal Impact

Exhibits Attached

Impact Fee Committee - City Council Agenda Coversheet, Attachment111725, 2025-11-13 - FP Res (Impact Fee)

Staff Recommendation



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council discussion to Confirm the Establishment of a Development Impact Fee Program and Consider Appointment of the Development Impact Fee Advisory Committee.

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

Date Submitted: November 10, 2025

Work Session Date: November 17, 2025

Council Meeting Date: November 17, 2025

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 prior to 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 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, prior to 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.

Cost: N/A

Budgeted for: _____ Yes _____ No

Financial Impact: TBD

Action Requested from Council: Staff requests that the Mayor and Council recommend stakeholder representatives to serve on the Development Impact Fee Advisory Committee, in accordance with O.C.G.A. § 36-71-5.



CITY OF FOREST PARK

Department of Planning & Community Development

11/10/25

To: City Council
From: Nicole Dozier, Planning & Community Development Director
Subject: Impact Fee Study – Advisory Committee

Sample Participants (5-10):

Azfar Hauge -Bulldog Insurance
Bobby Williams – Discount Mall
Tonya Campbell – Triton Realty Group (Home Occupation)???
John Wiggins – Finance Director or a finance participant
Rochelle Dennis- Economic Development Director

**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 TO ESTABLISH A DEVELOPMENT IMPACT FEE PROGRAM PURSUANT TO O.C.G.A. § 36-71-1 ET SEQ. AND TO APPOINT THE DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE FROM THE CITY’S PLANNING AND COMMUNITY DEVELOPMENT 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 is experiencing continued growth and increasing demand on public infrastructure, necessitating long-range planning and identification of appropriate funding mechanisms for capital improvements; and

WHEREAS, O.C.G.A. § 36-71-1 *et seq.*, authorizes municipalities to impose development impact fees to ensure that new development contributes its proportionate share toward the cost of capital facilities needed to serve such growth; and

WHEREAS, creation of a Development Impact Fee Program requires preparation and adoption of a Capital Improvements Element (CIE), adoption of a Development Impact Fee Ordinance and fee schedule, and appointment of a Development Impact Fee Advisory Committee; and

WHEREAS, under O.C.G.A. § 36-71-5(a), the Advisory Committee must consist of no fewer than five (5) and no more than ten (10) members, with at least fifty percent (50%) of the membership representing the development, building, or real estate industries, and the members are not required to be City residents; and

WHEREAS, the City’s Planning and Community Development Department (“Department”) has identified the following individuals as qualified stakeholder representatives who collectively satisfy the statutory composition requirements for the Advisory Committee:

Azfar Hauge	Bulldog Insurance
Bobby Williams	Discount Mall
Tonya Campbell	Triton Realty Group
John Wiggins	Finance Director
Rochelle Dennis	Economic Development Director

WHEREAS, the Advisory Committee serves in an advisory capacity to review and provide input on the draft Development Impact Fee Ordinance, fee schedule, and associated project list prior to City Council consideration; and

WHEREAS, the Department previously briefed the governing body on July 21, 2025, regarding the purpose of impact fees, statutory requirements, and the needed steps to establish the City's Development Impact Fee Program; and

WHEREAS, the Department has provided the Mayor and City Council with suggested names for potential Advisory Committee appointments to ensure compliance with statutory composition requirements and timely formation of the Committee; and

WHEREAS, the City finds that establishing the Development Impact Fee Advisory Committee and confirming the City's intent to develop a Development Impact Fee Program is in the best interest of the City and its residents.

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

Section 1. Approval and Appointment. The Department's request to establish a Development Impact Fee Program pursuant to O.C.G.A. § 36-71-1 *et seq.*, and to approve the appointment of Azfar Hauge, Bobby Williams, Tonya Campbell, John Wiggins, and Rochelle Dennis to serve as the City's Development Impact Fee Advisory Committee as presented to the Mayor and Council on November 17, 2025 is hereby approved.

Section 2. Implementation. Applicable City staff and the City Attorney are authorized to proceed with preparation of the Capital Improvements Element (CIE), the Development Impact Fee Ordinance, fee schedule, project list, and all related documents necessary to advance the Development Impact Fee Program.

Section 3. 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 4. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 5. 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 6. 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 17th 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 17, 2025

Agenda Item #
VII7

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 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 has 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.			
Fiscal Impact N/A TBD			

Exhibits Attached

Liquor License Update and Discussion - City Council Agenda Item

Staff Recommendation

No action required at this time.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council update and discussion regarding the maximum number of liquor license permitted in the city by code.

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

Date Submitted: November 10, 2025

Work Session Date: November 17, 2025

Council Meeting Date: November 17, 2025

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 has 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.

Cost: N/A

Budgeted for: _____ Yes _____ No

Financial Impact: TBD

Action Requested from Council: Staff requests that Mayor and Council discuss the current maximum number of liquor licenses permitted under Sec. 9.2.52 of the City Code and receive an update on the status of the pending liquor license application for Chamunda Corporation d/b/a Dixie Package, as well as the ongoing review of alcohol proximity requirements related to churches.

No formal action is requested at this time.



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 17, 2025

Agenda Item #
VII8

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 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.
Fiscal Impact
Exhibits Attached Tax Exemption 501c3 status - City Council Agenda Item

Staff Recommendation



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion Regarding Non-Profit Tax Exemption Requirements and Status of Liberty Ministries Family Worship, Inc. Business License Application.

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

Date Submitted: November 10, 2025

Work Session Date: November 17, 2025

Council Meeting Date: November 17, 2025

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.

Cost: N/A

Budgeted for: ☐ **Yes** ☐ **No**

Financial Impact: TBD

Action Requested from Council: Staff requests that the Mayor and Council provide any guidance or direction regarding the processing of nonprofit tax-exempt business license applications when required IRS 501(c)(3) documentation is not provided. No formal action is required at this time.



CITY OF
FORESTPARK

City of Forest Park City Council
Agenda Item Summary
November 17, 2025

Agenda Item #
VII9

Requested By

Alton Matthews, Public Works Director

Sponsor(s)

Alton Matthews, Public Works Director, Alan
Owens, Waste Management

Department

Public Works

Requested Action

Consent Item

Requirement for Board Action

Is this Item Goal Related?

Summary & Background

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.

Fiscal Impact

Total estimated cost: \$3,000 - \$5,000

This includes: Service attendant (current staff) — \$2,500 - \$4,000 for a 1-month trial.

Public Education Materials - \$1,000 (Advertising)

Hauling fees, waived by WM for trial period.

Note: Funding is proposed through existing sustainability/resilience budget lines. No additional appropriation is required at this time.

Exhibits Attached

REFOREST PARK PILOT PROGRAM, 2025-11-13 - FP Res (Reforest Park Pilot)

Staff Recommendation

Alton Matthews, Director, City of Forest Park Public Works

Alan Owens, Public Sector Manager, Waste Management

REFOREST PARK PILOT PROGRAM

I. Executive Summary

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.

II. Background and Historical Context

Recycling has long been a priority issue for Forest Park, both at the leadership level and among residents. However, past efforts, including operation of a City-managed recycling center, encountered significant limitations:

1. **High contamination rates** rendered large volumes of recyclable materials unusable.
2. **Elevated landfill costs** were incurred due to improper sorting, negating environmental and financial goals.
3. **Lack of monitoring** and accountability under earlier subsidy models led to widespread misuse.

During the COVID-19 pandemic, many services—including recycling—were reduced or eliminated due to budget constraints. In 2022, a new operational contract with Waste Management was executed, prioritizing cost control and service oversight. That contract introduced **real-time monitoring capabilities** for curbside carts, presenting the City with new enforcement and education tools.

III. Program Description: *ReForest Park*

Objective:

To pilot a monitored, community drop-off recycling program that maximizes education, minimizes contamination, and builds the foundation for a permanent, scalable recycling solution.

Pilot Features:

1. **Duration:** 1 month (Trial Period)
2. **Location:** [Designated Drop-Off Site(s), TBD]
3. **Schedule:** [Days/Hours of Operation]
4. **Monitoring:** On-site service attendant supported by Waste Management technology
5. **Accepted Materials:** Clean, pre-sorted recyclables (specific list to be distributed in public materials)
6. **Partnership Terms:**
 1. **Waste Management will waive hauling costs** during the trial.
 2. **The City will cover the cost of the on-site service attendant** to support operations and educate residents.

IV. Strategic Goals

1. Environmental Stewardship

1. Reduce waste-to-landfill volume through proper recycling.
2. Promote sustainable habits across all demographics.

2. Education & Outreach

1. Clarify the difference between recycling and trash.
2. Offer simple, visual, multilingual guides on acceptable materials.
3. Engage youth and community leaders as sustainability ambassadors.

3. Accountability & Compliance

1. Establish a baseline for behavior through monitored activity.
2. Provide corrective education before enforcement.
3. Enable future data-driven enforcement of curbside violations.

4. Fiscal Responsibility

1. Avoid unnecessary landfill disposal fees.
2. Explore future cost-sharing models with community and regional partners.
3. Evaluate long-term feasibility before scaling.

V. Fiscal Impact

Category	Estimated Cost
Hauling (Waived by WM)	\$0 (Trial Period)
Service Attendant	~\$2,500–\$4,000 (1 month)
Public Education Materials	~\$1,000 (digital + print)
Total Estimated Cost	\$3,500–\$5,000

Note: Funding is proposed through existing sustainability/resilience budget lines. No additional appropriation required at this time.

VI. Risks & Mitigations

Risk	Mitigation Strategy
Low participation	Multi-platform outreach; partnerships with civic groups
Continued contamination	On-site education, signage, and service attendant engagement
Public confusion	FAQ campaign; consistent messaging via city channels
Escalating long-term costs	Trial data will inform any future expansion or budget impact

VII. Alignment with City Priorities

City Priority	How <i>ReForest Park</i> Supports It
<i>Sustainability</i>	Promotes environmental best practices and landfill diversion
<i>Equity & Engagement</i>	Provides public education and accessible drop-off for all
<i>Operational Efficiency</i>	Tests model with low overhead before committing to citywide scale
<i>Community Trust</i>	Demonstrates action on long-standing resident concerns

VIII. Recommendation

It is recommended that the Mayor and City Council formally endorse the *ReForest Park* pilot program. This initiative allows the City to responsibly re-engage in community recycling, test new accountability systems, and educate the public while keeping short-term costs low and long-term options open.

The success of this pilot will provide vital data and community feedback, both of which are essential for crafting a viable and lasting citywide recycling solution.

IX. Next Steps

1. **Finalize logistics with Waste Management** (site, dates, staffing)
2. **Launch community education campaign**
3. **Pilot begins** [Target Launch Date]
4. **Data collection and reporting** (weekly check-ins + end-of-month analysis)
5. **Present findings and recommendations to Council** (Post-pilot report)

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 TO AUTHORIZE THE REFOREST PARK PILOT PROGRAM FROM THE CITY’S PUBLIC WORKS 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 is committed to advancing its One Forest Park vision, which prioritizes environmental stewardship, operational efficiency, community engagement, and responsible use of public resources; and

WHEREAS, the City seeks to reestablish an effective, accountable, and fiscally sustainable citywide recycling system that reduces contamination, improves participation, and supports long-term waste diversion goals; and

WHEREAS, the Public Works Department (“Department”) requests approval of the ReForest Park Pilot Program, a one-month initiative conducted in partnership with Waste Management, which will provide monitored recycling drop-off services at no hauling cost to the City and will be accompanied by community education and engagement strategies (“Program”); and

WHEREAS, the Program shall allow the City to evaluate participation levels, contamination rates, operational needs, cost impacts, and resident feedback to determine the feasibility and structure of a permanent recycling model; and

WHEREAS, the City finds that launching the Program is in the best interest of the City and its residents and represents a strategic milestone in advancing environmental responsibility, civic trust, and long-term sustainability.

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

Section 1. Approval and Appointment. The Department’s request to establish the ReForest Park Pilot Program as presented to the Mayor and Council on November 17, 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 17th 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 17, 2025

Agenda Item #
VII10

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 City has been in the process of implementing the Tyler Technologies software system to support planning, permitting, licensing, and related regulatory functions. This system is intended to streamline workflows, improve interdepartmental coordination, and provide enhanced online access and payment capabilities for residents, businesses, and development professionals. At this time, staff has been awaiting the execution of the final contract in order to move forward with system setup and activation. Several key components, including additional licensing modules and the Tyler online payment integration, cannot be completed until the contract has been fully reviewed and signed. As a result, implementation progress has been delayed. Legal staff is currently working with Tyler Technologies to review the terms of the agreement and determine whether modifications can be made to reach a mutually acceptable contract. Once an agreed-upon contract is finalized, it will be ready to move forward for Council consideration. Staff is requesting that the Tyler Technologies contract be added to the Council agenda for discussion and approval, pending completion of legal review.	
Fiscal Impact	
Exhibits Attached Tyler Contract - City Council Agenda Item	
Staff Recommendation	



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of Contract with Tyler Technologies for Planning, Permitting, and Licensing Software.

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

Date Submitted: November 10, 2025

Work Session Date: November 17, 2025

Council Meeting Date: November 17, 2025

Background/History:

The City has been in the process of implementing the Tyler Technologies software system to support planning, permitting, licensing, and related regulatory functions. This system is intended to streamline workflows, improve interdepartmental coordination, and provide enhanced online access and payment capabilities for residents, businesses, and development professionals.

At this time, staff has been awaiting the execution of the final contract in order to move forward with system setup and activation. Several key components including additional licensing modules and the Tyler online payment integration cannot be completed until the contract has been fully reviewed and signed. As a result, implementation progress has been delayed.

Legal staff is currently working with Tyler Technologies to review the terms of the agreement and determine whether modifications can be made to reach a mutually acceptable contract. Once an agreed-upon contract is finalized, it will be ready to move forward for Council consideration.

Staff is requesting that the Tyler Technologies contract be added to the Council agenda for discussion and approval, pending completion of legal review.

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Cost: TBD

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

Financial Impact: TBD

Action Requested from Council: Staff requests that Mayor and Council discuss and consider approval of the Tyler Technologies contract, contingent upon final legal review and agreement of contract terms.