



CITY OF
FORESTPARK

**CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, November 20, 2025 at 3:00 PM
Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

AGENDA

Angelyne Butler, Chairwoman
Eric Stallings, Vice Chairman
Joanne Evans, Member
Jacklyn Faith, Member
Nancy Howard, Member
Tre Holland, Member
Dhaval Shah, Member

MEETING NOTICE:

VIRTUAL MEETING NOTICE: Council Meetings will be live-streamed and available on Forest Park's YouTube Channel.

CALL TO ORDER/WELCOME

APPROVAL OF MINUTES

1. Review and Approval of the October 23, 2025, Meeting Minutes - Economic Development

FINANCIAL UPDATE

OLD BUSINESS

NEW BUSINESS

2. Review & Approval of DDA Sponsorship Proposals - Economic Development
3. Review & Approval of DDA Public Relations Proposals - Economic Development
4. Review & Approval of the Gillem 600 & 650 Tax Abatement - Economic

Development

5. Review & Approval of the Digital Realty Tax Abatement - Economic Development
6. Review & Approval of the Scannell Tax Abatement - Economic Development
7. Review & Approval of Surveying Services for 891 Forest Pkwy Parcel Split - Economic Development
8. Review & Approval of the 2026 Meeting Calender - Economic Development

ECONOMIC DEVELOPMENT UPDATE

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)

ADJOURNMENT

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



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ECONOMIC DEVELOPMENT

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Forest Park, GA 30297

Angelyne Butler, *Chairwoman*

Eric Stallings, *Vice Chairman*

JoAnn (Jay) Evans, *Member*

Jacklyn Faith, *Member*

Nancy Howard, *Member*

Tre Holland, *Member*

Dhaval Shah, *Member*

MEETING NOTICE:

CDC requirements of masks and social distancing will be adhered.

MINUTES

CALL TO ORDER/WELCOME: Chairwoman Angelyne Butler called the Downtown Development Authority meeting to order on October 23, 2025, at 3:09 p.m.

PRESENT:

Angelyne Butler
Eric Stallings
JoAnn Jay Evans
Nancy Howard

ALSO PRESENT:

Danielle Matricardi, Esq., City Attorney
Rochelle B. Dennis, Director of Economic Development
John Wiggins, Director of Finance
Charise Clay, Main Street Manager

ADOPTION OF THE AGENDA WITH ADDITIONS / DELETIONS: Jay Evans made a motion to adopt the agenda for October 23, 2025, with the addition of Discussion on Tax Incentive Request for Gillem Building 600 & 650. Nancy Howard seconded the motion. The motion unanimously passed.

OLD BUSINESS

NEW BUSINESS

2. **September 2025 Financial Report:** John Wiggins, Director of Finance, provided the September 2025 Financial Report of the Downtown Development Authority.
 - The DDA had an opening balance of \$2,646,646, deposits totaling \$3,302,751, debits totaling \$360,904, and an ending balance of \$45,588,492.
 - YTD operating revenue beginning balance of \$3,639,477, deposits totaling \$3,278,368, and ending balance of \$361,109
 - YTD operating expense beginning balance of \$3,639,477, deposits totaling \$59,829, encumbrance totaling \$19,518, and ending balance of \$3,560,139

3. **Economic Development Update** – Rochelle B. Dennis, Director of Economic Development provided the update.
 - After an internal search, Charise Clay has been promoted to the role of Main Street Manager.
 - Pawtober Fest – October 25, 2025
 - New Main Street sign is up on Lake at the railroad tracks
 - Blues on Main was an absolute hit
 - Congratulations to Public Works on winning the inaugural Great Scarecrow Showdown
 - Forest Park end of year business award is in planning stage for early December 2025
 - Interviewing for Econ Dev Staff Assistant
 - Working with Solomon Staffing Group on their new business expansion
 - TI Asset Management is the new property management team at the Park at Fort Gillem

4. **Discussion on Tax Incentive Request for Gillem Building 600 & 650** – Frances Jackson with Robinson Weeks Partners made the request.

EXECUTIVE SESSION

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Eric Stallings made a motion to enter Executive Session at 3:53 p.m. The motion was seconded by Nancy Howard. The motion passed unanimously.

Jay Evans made a motion to exit Executive Session and reconvened the Regular Meeting at 4:07 p.m. Nancy Howard seconded the motion. The motion passed unanimously.

ADJOURNMENT

Chairwoman Angelyne Butler adjourned the meeting at 4:08 p.m.

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

Downtown Development Authority

[DDA]

Board meets at 3:00pm on the 4th Thursday of every month

Meeting Location: Council Chambers in City Hall

(745 Forest Parkway, Forest Park, GA, 30297)

2025 Meeting Calendar

January 22, 2026

February 26, 2026

March 26, 2026

April 23, 2026

May 28, 2026

June 25, 2026

July 23, 2026

August 27, 2026

September 24, 2026

October 22, 2026

*November 19, 2026

*December 17, 2026



***Alternative dates for Holidays**