



CITY OF
FORESTPARK

**CITY OF FOREST PARK
PLANNING COMMISSION MEETING**

Thursday, November 20, 2025 at 6:00 PM
City Hall | 745 Forest Parkway, Forest Park, GA 30297

[City Website](#)

Phone (404) 366.4720

**PLANNING & COMMUNITY
DEVELOPMENT**

785 Forest Parkway
Forest Park, GA 30297

AGENDA

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

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

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of October 16, 2025 Meeting Minutes - Planning and Community Development

OLD BUSINESS:

NEW BUSINESS:

2. **Case# CUP-2025-06 - Conditional Use Permit Request for 5370 Ash Street, Parcel# 13079D G010. The applicant, Waketa Brown, is requesting a Conditional Use Permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4. - Planning and Community Development**

ADJOURNMENT:

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



CITY OF
FORESTPARK

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

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

[City Website](#)

Phone (404) 366.4720

PLANNING & COMMUNITY DEVELOPMENT

785 Forest Parkway
Forest Park, GA 30297

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

MINUTES

CALL TO ORDER/WELCOME:

The meeting was called to order at 6:05 p.m. by Chairman Azfar Haque.

ROLL CALL:

PRESENT: Chairman Haque, Vice-Chair Michael Clinkscales, Member Lois Wright, Member Roderick Johnson, Member Donald Williams.

ALSO PRESENT: Nicole Dozier, Planning & Community Development Director; SaVaughn Irons-Kumassah, Principal Planner

APPROVAL OF MINUTES:

1. Approval of September 18, 2025, Meeting Minutes

A motion to approve the September 18, 2025, meeting minutes was made by Vice Chairman Clinkscales, seconded by Member Williams, and approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

- 2. Case# VAR-2025-15 - Variance Request for 564 Main Street, Parcel# 13051B D001. The applicant, April Ingraham, is requesting multiple variances from the City of Forest Park, GA Zoning Ordinance including modifications to parking area screening requirements, a reduction in parallel parking space dimensions, allowance for existing reduced front and side yard setbacks, permission to maintain**

existing building setbacks along Main Street, Puckett Street, North Avenue, and Hendrix Drive, and approval to exceed the maximum 30,000 square feet of floor area for a single commercial tenant to allow a total of 47,127 square feet. The requested variances are intended to allow for the renovation and redevelopment of an existing commercial building and associated site improvements within the Downtown Main Street (DM) District, located in Ward 2.

Background/History:

The applicant, April Ingraham, requested a variance to remove the required screening wall for parking areas adjacent to streets with residential frontages and instead provide a minimum 8-foot landscape buffer utilizing dense, mature plantings and bioswales. The request also included eliminating the required low wall or continuous vegetation screening for parking areas adjacent to buildings and sidewalks in favor of natural vegetative buffers; reducing the required 10-foot side and front yard setbacks to allow existing setbacks of 2.2 feet on Puckett Street and 7.5 feet along the interior property line to remain; allowing the 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; and exceeding the maximum 30,000 square feet of floor area permitted for a single commercial tenant to allow a total of 47,127 square feet. These variances were requested to support the renovation and redevelopment of an existing commercial building and associated site improvements within the Downtown Main Street (DM) District, located in Ward 2. Staff recommended approval with conditions, which include replacing the required low screening wall for parking areas adjacent to residential frontages with a minimum 8-foot landscape buffer consisting of dense vegetation and bioswales along North Avenue and Puckett Street; eliminating the required continuous low wall or vegetation screening for parking adjacent to buildings and sidewalks in favor of natural vegetative buffers; reducing the minimum required parallel parking space dimensions from 10 feet by 24 feet to 8 feet by 20 feet; allowing the existing side yard setbacks of 2.2 feet along Puckett Street and 7.5 feet along the interior property line to remain in place of the required 10 feet; and allowing the existing front yard setbacks from the back of sidewalk along Main Street, North Avenue, Hendrix Drive, and Puckett Street to remain instead of the required zero setback.

A motion to approve the variance request with staff-recommended conditions was made by Member Williams, seconded by Member Wright, and approved unanimously.

- 3. Case# CUP-2025-05 - Conditional Use Permit Request for 564 Main Street, Parcel# 13051B D001. The applicant, April Ingraham, is requesting a conditional use permit to establish and operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mixed-Use District (DM) in Ward 2.**

Background/History:

The applicant, April Ingraham, requested a Conditional Use Permit to operate a workforce training center as part of a multi-functional corporate campus within the Downtown Mixed-Use (DM) District in Ward 2. The Conditional Use Permit allows Building B-5 to be used for internal employee training related to roofing trades, including non-commercial mock-up construction and storage of training materials, with all activities occurring indoors and with no public access, retail, or manufacturing permitted. Staff recommended approval with conditions, including a requirement that Building B-5 be used solely as an internal workforce training facility for hands-on instruction in roofing trades, non-commercial mock-up construction, and the storage of training materials for internal use only. No public access, retail activity, manufacturing, or sales operations are permitted, and all training must occur indoors and be limited to employees of Mid-South Roof Systems or affiliated personnel. The applicant must complete all proposed site improvements, including demolition of the detached garage (Building B-7) and a portion of the

main building (Building L), installation of new surface and on-street parking, enhanced landscaping and screening, and pedestrian and ADA-accessible upgrades. The existing 29-foot silo tower must be preserved and maintained as a signature architectural element. Existing yard encroachments may remain provided no additional encroachment occurs, and any future modifications comply with current zoning requirements. The project must be developed in substantial accordance with the submitted site plan, elevations, photographs, renderings, and landscape and parking plans. Training operations must avoid excessive noise, traffic, or disturbances to surrounding properties, and deliveries are limited to light-duty trucks and vans. All applicable local, state, and federal building, fire safety, accessibility, and occupational training regulations must be met, and all required permits and licenses must be obtained before the facility is occupied or begins operation.

A motion was made by Vice Chairman Clinkscales to approve the conditional use permit request with staff-recommended conditions, seconded by Member Wright, and approved unanimously.

- 4. Case # RZ-2025-03 - Rezoning Request for 4562 Jonesboro Road, Parcel# 13048D A017. The applicant, David Springer, is requesting to rezone the property from Single-Family Residential (RS) to General Commercial District (GC) to allow the site to be utilized as a commercial use for future development within Ward 3.**

Background/History:

The subject property is a 0.26-acre parcel in Ward 3 at 4652B Jonesboro Road, located behind a commercial frontage parcel and historically used for automotive repair, despite being zoned Single-Family Residential (RS). The applicant, Butch Springer, reports that the site has operated commercially since the late 1970s and believes the RS zoning may result from a past mapping error that now prevents reinvestment in the property. Staff reviewed zoning maps from 2013 through 2024 and the Future Land Use Map, all of which show the parcel as RS with a Low-Density Residential designation; however, staff acknowledges that the structure's long-standing commercial use, lack of residential access, and its functional connection to the commercial parcel fronting Jonesboro Road make residential use impractical. Given the corridor's commercial character and the site's physical constraints, staff supports rezoning the parcel from RS to GC to allow appropriate commercial redevelopment, subject to conditions. These include limiting the rezoning to Parcel# 13048D A017; requiring a detailed site plan prior to any development or occupancy addressing access, circulation, parking, landscaping, buffering, stormwater, and compliance with all development standards; providing landscape buffers along the sides and rear to protect adjacent residential areas; and limiting future commercial uses to neighborhood-scale activities permitted in the GC district, with any high-impact use requiring additional review by the Planning Commission and Mayor and Council.

A motion was made by Member Jackson to approve the rezoning request with staff-recommended conditions, seconded by Member Williams, and approved unanimously.

ADJOURNMENT:

Chairman Haque adjourned the meeting at 7:04 pm.

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CITY OF FOREST PARK

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

Staff Report – Conditional Use Permit

Public Hearing Date: November 20, 2025

City Council Meeting: December 01, 2025

Case: CUP-2025-06

Current Zoning: Single Family Residential District (RS)

Proposed Request: Applicant is requesting a Conditional Use Permit to establish and operate a Place of Worship within the Single-Family Residential District (RS) in Ward 4.

Ward District: 4

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

Staff Recommendation: Approval of Conditional Use Permit Request with Conditions

APPLICANT INFORMATION

Owner of Record:

Name: GREEN PRAIRIES LLC

Address: 5370 Ash Street

City/State: Forest Park, GA 30297

Applicant:

Name: Waketa Brown

Address: 5370 Ash Street

City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13079D G010

Address: 5370 ASH ST

Acreege: 5.30 +/-

FLU: Commercial

SUMMARY & BACKGROUND

The subject property at 5370 Ash Street is located within the Single-Family Residential (RS) zoning district in Ward 4, where a Place of Worship is permitted only through approval of a Conditional Use Permit (CUP). The CUP process allows the city to review and ensure that the proposed use is compatible with surrounding residential development, that adequate infrastructure is in place, and that potential impacts on the neighborhood are effectively mitigated.

The site has historically been used for religious purposes and retains the physical layout and design typical of such facilities. The proposed reestablishment of a Place of Worship is therefore consistent with the property’s prior use and the surrounding neighborhood context. The existing structure and site

improvements appear adequate to accommodate the proposed congregation, and no exterior modifications or new construction are proposed.

Land Use Compatibility:

Surrounding land uses consist primarily of single-family residences. The continued use of the property for worship-related activities is considered generally compatible with residential areas, provided that the church’s operations are managed to minimize traffic, noise, and parking impacts. The applicant has indicated that services and gatherings will occur within the existing building, and staff will assist with traffic and parking management during larger events. These measures should help maintain neighborhood character and ensure safe and efficient circulation.

Infrastructure and Public Services:

The site is served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use is not expected to place significant additional demand on city services or utilities. Adequate off-street parking is available on-site to support the intended level of activity.

Comprehensive Plan Consistency:

The City’s Comprehensive Plan encourages adaptive reuse of existing structures and supports the continued presence of faith-based and community-serving institutions within neighborhoods when appropriately scaled. The proposed Place of Worship aligns with these goals by preserving an existing facility, promoting neighborhood engagement, and contributing to the social and cultural vitality of the community.

Neighborhood and Environmental Impacts:

No adverse environmental impacts are anticipated. The applicant has stated that all activities will occur indoors and within the existing site boundaries, limiting potential noise or disturbance to adjacent residences. The property’s established landscaping and building setbacks provide an appropriate buffer from surrounding homes.

Overall, staff finds that the proposed use is compatible with surrounding development, consistent with the Comprehensive Plan, and supportive of the City’s goals for community enrichment and adaptive reuse. The request, as conditioned, would allow the property to be effectively utilized while maintaining neighborhood character and protecting adjacent residential properties.

Property Zoned General Commercial District (GC)

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RS- Single Family Residential	East	Clayton County (Morrow)
South	RS- Single Family Residential	West	RS- Single Family Residential

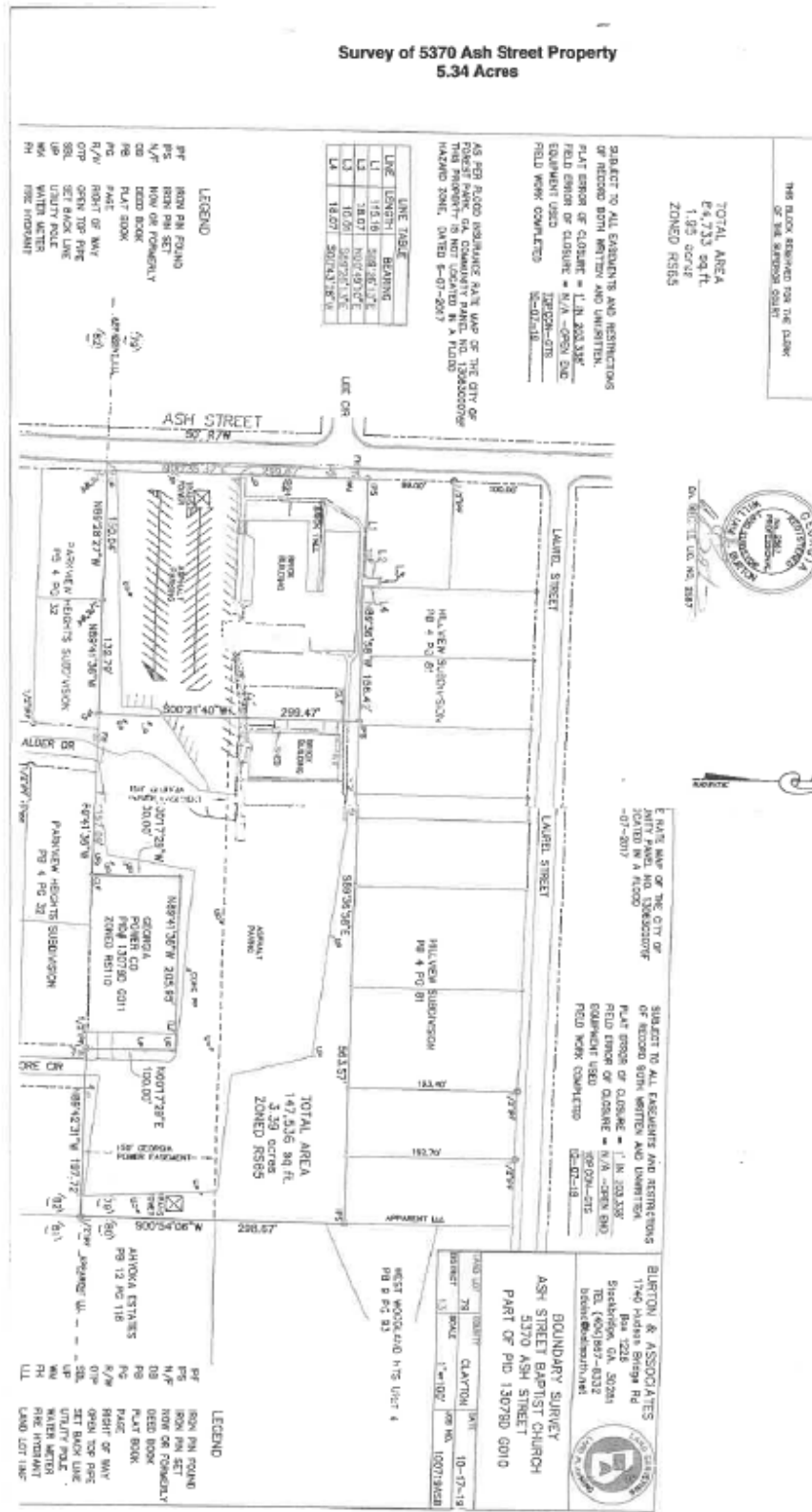
AERIAL MAP



ZONING MAP



SURVEY



SITE PHOTOS





ZONING CRITERIA AND ANALYSIS

- 1. Would the proposed amendment be consistent and compatible with the City's land use and development, plans, goals, and objectives?** Yes. The proposed Conditional Use Permit is consistent with the City's adopted land use and development goals. The reestablishment of a Place of Worship at 5370 Ash Street aligns with the City's Comprehensive Plan objective to support faith-based and community institutions within established neighborhoods. The proposed use represents the adaptive reuse of an existing facility originally constructed for religious purposes, maintaining neighborhood stability and reinforcing the City's goal of preserving community-serving uses within residential areas.
- 2. Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposed CUP is expected to have no adverse impact on traffic safety or congestion. The applicant anticipates modest attendance levels consistent with prior operations at the site. Adequate on-site parking is available, and no changes are proposed to access points. Traffic volumes are expected to remain within the capacity of the local street network, and staff support will be provided during services and special events to ensure safe and efficient circulation.
- 3. Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** No significant relationship to safety concerns is anticipated. No significant relationship to fire or life-safety concerns is anticipated. The applicant is not proposing new construction or structural expansion. Any interior improvements will be subject to review and permitting to ensure compliance with current fire, building, and life-safety codes.
- 4. Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?** The proposed CUP would promote public health, safety, and general welfare by facilitating the continued use of an existing facility for community-serving purposes. The Place of Worship provides opportunities for social connection, outreach, and neighborhood engagement, which enhance the overall well-being of the surrounding community.
- 5. Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** No influence. No influence. The proposal involves no building expansion, height increase, or site intensification. Existing building setbacks, landscaping, and open space will be retained, ensuring continued access to adequate light and air for surrounding properties.
- 6. Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** No influence. The project does not increase building footprint or site density. The existing structure will continue to be used for assembly purposes consistent with its original design, and no additional development or residential intensification is proposed.

7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship with the population distribution within the city, thus creating any area so dense in population as to adversely affect the health, safety, and general welfare of the city? No impact.** The proposed use will not affect population distribution or density. The Place of Worship is a community-serving use that does not introduce residential occupancy or population-based intensification within the area.
8. **Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities? No impact.** The site is adequately served by existing municipal infrastructure, including water, sewer, and public streets. The proposed use will not generate demand beyond existing service capacity, and routine facility operations are comparable to previous use levels.
9. **Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?** The proposed use is **compatible** with surrounding development and is not expected to diminish the value, use, or enjoyment of nearby properties. The church's activities will occur indoors within the existing building, minimizing potential noise or disruption. The existing landscaping and building setbacks provide appropriate buffers from adjacent residences, and no adverse environmental impacts are anticipated.

No known environmental constraints exist on-site, and the project includes landscaping and circulation upgrades that improve site permeability and appearance.
10. **Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?** The proposed CUP would have **no negative influence** on aesthetics. The existing structure will be maintained and enhanced through routine upkeep, landscaping, and signage consistent with city standards. The continued use of the site for religious purposes preserves the established visual character of the area.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property? No.** The reactivation of the site for compatible community use is expected to have a positive influence on surrounding property values by reducing vacancy and maintaining neighborhood vitality. The use is low-impact and compatible with surrounding residential development.
12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts? No.** The Place of Worship use is consistent with the surrounding **Single-Family Residential (RS)** zoning and compatible with adjacent neighborhood character. The proposed CUP does not create an isolated or incompatible use but instead continues a long-standing land use pattern that integrates well within the surrounding residential fabric.

STAFF RECOMMENDATION

Based on the information provided by the applicant, the analysis of applicable zoning criteria, and consistency with the City's Comprehensive Plan, **staff recommends approval with conditions** of the **Conditional Use Permit (CUP)** request to establish and operate a **Place of Worship** at **5370 Ash Street**, located within the **Single-Family Residential (RS)** District in **Ward 4**, subject to the following conditions:

Recommended Conditions of Approval

1. **Use Limitation:**

The Conditional Use Permit shall be limited to the operation of a **Place of Worship** as described in the application and supporting materials. Any substantial expansion, intensification, or change in use shall require review and approval by the City through the appropriate permitting process.
2. **Compliance with Codes:**

The applicant shall obtain all required building, fire, and life-safety permits and **inspections** prior to occupancy or commencement of operations. All improvements shall comply with the City of Forest Park Code of Ordinances and applicable State of Georgia regulations.
3. **Parking and Traffic Management:**
 - a. The applicant shall maintain on-site parking sufficient to accommodate worship services and associated activities.
 - b. During larger events or special gatherings, designated staff or volunteers shall be responsible for managing on-site circulation and parking to ensure safety and prevent overflow into adjacent residential streets.
4. **Noise and Hours of Operation:**

All activities shall be conducted in a manner that does not create noise, vibration, or other disturbances inconsistent with the residential character of the area. Regular worship services, meetings, and events shall be limited to **6:00 a.m. – 10:00 p.m.**, unless otherwise approved by the Planning Director.
5. **Property Maintenance:**

The site and all existing structures shall be maintained in good repair and kept free of debris and overgrowth. Landscaping and buffers shall be preserved and, where necessary, enhanced to maintain compatibility with surrounding residential properties.
6. **Signage:**

Any proposed signage shall comply with the City's sign ordinance for the RS zoning district and be reviewed through the appropriate permitting process.
7. **Compliance Review:**

The City reserves the right to conduct periodic inspections to verify compliance with the conditions of approval. Failure to comply may result in modification or revocation of the Conditional Use Permit in accordance with Section **Sec. 8-8-190. - Termination of conditional use permit.**

Conclusion

Staff find the proposed **Conditional Use Permit for a Place of Worship at 5370 Ash Street**:

- Is consistent with the goals and policies of the Comprehensive Plan.
- Maintains compatibility with the surrounding Single-Family Residential neighborhood.
- Utilizes an existing facility with minimal physical or operational impacts; and
- Supports the City’s objective of fostering community-oriented and faith-based institutions within established neighborhoods.

Attachments Included:

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