



CITY OF
FORESTPARK

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

Thursday, December 18, 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
JoAnn Evans, Member
Jacklyn Faith, Member
Nancy Howard, Member
Tre Holland, Member
Dhaval Shah, Member

MEETING NOTICE:

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

CALL TO ORDER/WELCOME

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/ DELETIONS

APPROVAL OF MINUTES

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

OLD BUSINESS

FINANCIAL UPDATE

2. December 2025 Financial Report - Economic Development

NEW BUSINESS

3. Review & Approval of 2026 DDA Meeting Calendar - Economic Development

4. Review & Approval of DDA Sponsorship Proposals - Economic Development
5. Review & Approval of DDA Public Relations Proposals - Economic Development
6. Review & Approval of Surveying Services for 891 Forest Parkway Parcel Split - Economic Development
7. Review & Approval of the Community Benefits Agreement from Digital Realty - Economic Development

ECONOMIC DEVELOPMENT UPDATE

8. Economic Development Update - Economic Development

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.



CITY OF
FORESTPARK

CITY OF FOREST PARK

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, October 23, 2025, at 3:00 PM

Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
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

(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)

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.

DO NOT TO DEVELOPMENT AUTHORITY FUND

Operating Cash:

	Beginning Budget	Deposits	WDs and Debits	Ending Balance
DDA Checking 4546, 0510	4,240,127	67,035	12,438	4,294,724
DDA Series 2023B 3693	746,265	1,400	-	747,665
DDA Main Street Checking 1160	810,926	1,521	-	812,447
Total Operating Cash:	5,797,318	69,956	12,438	5,854,836

Operating Revenue:

	Budget	YTD Actual	Encumbrance	Budget Balance
Taxes	81,000	-	-	81,000
Intergovernmental Rev	3,062,227	3,260,129	-	(197,902)
Investment Income	230,000	70,705	-	159,295
Miscellaneous Revenue	116,250	51,271	-	64,979
Other Financing Sources	150,000	-	-	150,000
Total Revenue Sources:	3,639,477	3,382,105	-	257,372

Operating Expense:

	Budget	YTD Actual	Encumbrance	Budget Balance	%Used
Salaries	45,000	5,761	-	39,239	13%
Exce Dir Salary Supplement	14,000	3,500	-	10,500	25%
Insurance Liability	1,500	-	-	1,500	0%
Travel for Employees	2,500	3,369	-	(869)	135%
Bank Charges/ Financial Service	250	250	-	(0)	100%
Training & Conferences	5,500	1,164	-	4,337	21%
Professional Services	315,000	33,925	1,223	279,853	11%
Technical Services	6,500	2,600	(2,600)	6,500	40%
Repairs and Maintenance	47,000	1,813	-	45,187	4%
Advertising/ Promo	35,000	-	-	35,000	0%
Printing/ Postage	1,200	837	-	363	70%
Dues and Subscriptions	1,000	-	-	1,000	0%
Public Relations	40,000	245	-	39,755	1%
Special Events	52,500	55,357	-	(2,857)	105%
Supplies	110,000	345	-	109,655	0%
Utilities	18,000	8,355	1,903	7,742	46%
Infrastructure / Construction	32,000	-	-	32,000	0%
Catalyst Development Site	65,000	-	-	65,000	0%
Purchase Property/Land DDA	20,000	360	-	19,640	2%
Reserve for Contingencies	35,000	-	-	35,000	0%
Interest Expense	300,000	-	-	300,000	0%
Property Sale	-	337,952	-	(337,952)	0%
Transfer to General Fund	2,482,527	-	-	2,482,527	0%
Total Expense:	3,639,477	455,833	525	3,183,119	13%

Total Net Position as of November 2025:

2,926,272	(525)	(2,925,747)
------------------	--------------	--------------------

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**



Forest Park Main Street & Economic Development Update December 18, 2025

Rochelle B. Dennis

Economic Development Director

(470) 542-6286 | rdennis@forestparkga.gov

Main Street Update

- **UPCOMING EVENTS**

- Wreath Decorating Contest – December 2025

- **SEASONAL LIGHT POLE BANNERS**

- Light Pole Banners

- **FUTURE PROJECTS**

- Story-telling & video
- Business Window Clings & Coir Rugs
- Public Art
- Asset inventory of all Main Street District Businesses & vacant commercial properties
- Real Estate Signs

- **2026 CALENDAR (Pending)**

- Wine Crawl – April 2026
- Longest Table – April 2026
- Yoga in Park - July 2026
- Blues on Main – October 2026
- Scarecrow Showdown – October 2026
- Pawtober Fest – October 2026
- Small Business Saturday– November 2026
- Wreath Decorating Contest – December 2026





Thursday, December 18

WINTER WREATH SHOWCASE

City Hall Front Lawn

745 Forest Pkwy., Forest Park, GA 30297

Help bring cheer to Forest Park! Decorate a provided wreath individually or as a team in this festive competition. To participate, register using the QR code below. Registration period will begin December 2 until December 12.

All wreaths must be decorated onsite and completed by 5 p.m. on December 17. Judging will take place on December 18 at 1 p.m. Winners will be announced that day. The wreaths will be placed on stands along the edge of City Hall, located at 745 Forest Pkwy.

Scan QR Code to Register



Economic Development Update

- **FOREST PARK BUSINESS ASSOCIATION**

- Forest Park Business Awards – December 12, 2025 @ 9am (Gym)

- **FILM FOREST PARK**

- **HOUSING**

- **GICH** – Georgia Initiative for Community Housing - Recognized at GICH Fall Retreat in Savannah
- Clayton County Housing Collective
- Housing Assessment & Strategy

- **DEPARTMENT UPDATES**

- Staff Assistant Interviews
 - Final Interviews – Conditional Offer Extended
- American Connection Corp Host Site / Interns
- Property signs
- New Business Welcome Packets
- Concierge Project Meetings w/ PCD
- Standard Operating Procedures
- Vacant Commercial Registry
- Forest Park High Partnership

- **WORKFORCE DEVELOPMENT**

- Elevate Program Partnership
- Computot Computer Giveaway (under review)
- Forest Park Job Fair (in partnership with Councilwoman Wells)
- Trade Pathways Job Fair (pending)
- Clayton County Workforce Collective
- CareerReady ATL
- AeroATL Workforce Collective
- GA Power Partnership
 - LOT (Local Opportunity for Today and Tomorrow)
 - Lighcast

- **CITY PLAZA BLIGHT**

- Assessment & Data Collection
- Signage, landscape, lighting, maintenance, upgrades, façade, parking
- Grant program (draft)

Economic Development Update

- **ADMIN / OTHER**

- DA, DDA, URA DCA Reports & Annual Registration
- Impact Fees Assessment (PCD)
- Business Investment – Incentives – Public-Private Partnership
- Tax Allocation Districts (TADs)
- Corporate Engagement
- Slavin – City Manager Recruitment

- **GRANT OPPORTUNITIES**

- Community Development Block Grant (CDBG)
- Amex Shop Small Grants Program
- UWay Building a Brighter Future Together
- ClaytonFutureMakers Momentum 500 Grant

- **UPCOMING ENGAGEMENTS**

- State of Aerotropolis (December 10th)
- South Metro Development Outlook Conference (February 11th)
- Clayton County Chamber of Commerce Gala (February 2026)
- State of Clayton County (TBD)
- **2026 ECONOMIC DEVELOPMENT CALENDAR (DRAFT)**
 - Forest Park Business Association Breakfast (Quarterly)
 - Economic Development Town Hall
 - GA Cities Week / Wine Crawl
 - 2nd Annual Job Fair
 - Off the Rails Development Tour
 - “Trade” Show
 - Ribbon Cuttings (Fridays)
 - Grand Openings
 - Welcome Wednesdays
 - Data Center Town Hall
 - Economic Development Week
 - Clayton County Restaurant Week / Black Restaurant Week

PENDING PROJECTS

- **CARTER ON SCOTT (0 Scott Road) – 17 Single Family Homes**
 - LDP Issued; waiting on erosion control
- **MARTA O&M (Old Dixie)**
 - Variance approved; waiting on submission of building permits & plans
- **CHERRY STREET – 6 Single Family Homes**
 - Getting plats recorded to make parcel IDs and addresses
- **721 MORROW ROAD**
 - 48 2-story Townhomes w/ Front Garage
 - Waiting on church to move forward w/ parcel split
- **1035 MAIN STREET (Co-working business)**
 - UDRB approved exterior changes; waiting on building plans
- **564 MAIN STREET – Roofing Company HQ**
 - Variance and CUP approved; waiting on building plans
 - Paving Lot – on-street parking
- **CURTIS DRIVE (SFH)**
 - UDRB Dec. 19th
- **1010 FERGUSON COURT (Duplex)**
 - County approved address
 - Development plans resubmit Jan. 2026
- **3953 JONESBORO ROAD – Gas Station**
 - Variance approved; Next steps UDRB
- **BANK OF AMERICA (Main Street)**
 - Full exterior rebrand
- **CITY CENTER**
 - Budget & FFE discussions
- **STARR PARK**
 - Plans need to be resubmitted
- **PEDESTRIAN BRIDGE**
- **FOUNTAIN ELEMENTARY**
 - New school design; combining Unidos & Fountain
- **STATE FARMER’S MARKET**
 - LDP

BUSINESS RETENTION EXPANSION

- **80 Acres** (Gillem 400)
 - **Skoria** (scouting locations)
 - **Smoothie King** (scouting locations)
 - **AtWork** (530 Forest Parkway)
 - **Witty's Seafood** Ribbon Cutting – TBD
 - **ShoeTrend** Ribbon Cutting - TBD
 - **Nalia House** Ribbon Cutting (College Street) – TBD
 - **Sukari Spirits** (bottling facility expansion)
 - **Statewide Projects**
 - **Natural Farm Pet** (Expansion of packing facility)
 - **Aerotropolis Catalytic Site**
 - **701 Forest Parkway** (possible medical facility)
 - **Sherwin Williams** – ground up retail (Forest Parkway)
 - **Matthews Industrial Technologies** (1500 Southpoint - Prologis)
- **Monthly BRE Engagement**
 - New Business Welcome
 - Ribbon Cuttings
 - BRE Visits
 - Opportunities for increased engagement

Downtown Development Authority

- **College Street Development**
 - Residential Development (proposed)
 - Mixed-Use Development (proposed)
- **Main Street Development**
 - Mixed-Use Development (proposed)
- **891 Forest Parkway – 4987 East Street**
 - Parcel Split & Rezoning
- **Gillem 600 Tax Abatement**
 - Pending (DDA)
- **Scannell Spec Building – Gillem**
 - Groundbreaking held October 23rd
 - Tax Abatement (DDA) pending
- **Digital Realty**
 - Site Tour (N. VA) October 2025
 - Tax Abatement (DDA) pending; Presented to BOC (November 11th) for consideration of County Tax Abatement
 - CBA proposal for approval
 - Cleaning & remediation of site; Phased development; 2028 completion; Permitting packet in process of submission
- **Public Relations / Marketing**
 - Michael Bailey Commercial Realty- right to advertise (under review)
 - Media Placement with Site Selection Magazine (under review)
 - Digital Media placement with Multiview (under review)
 - South Metro Development Outlook Conference – Sponsorship (under review)
- **4879 West Street (Auto Brokerage)**
 - Scheduling pre-development meeting
- **4882 Hale Road**
 - Property sold for single family home build (July 2025)
 - Development plans (pending)
- **NOUVEAU ON MAIN (751-771 Main Street)**
 - Property sold for mixed-use development (March 2025)
 - Plans not submitted; still waiting on update from owner
- **Admin / Board**
 - Re-bid of landscape services
 - 3 board positions up for renewal

Development Authority

- **794 Main Street – GUCA Training Center**

- Property sold May 2025
- Expansion of Georgia Utility Contractors Association HQ & Training Facility
- Presenting to Planning Commission / UDRB in coming months

- **760-770 Main Street – Florence on Main**

- Mixed-use 60-unit LMI apartment complex
- Sold to Prestwick Development May 2025
- They did not receive their DCA tax credits (September – October 2025)
- DA negotiating with developer how to continue to move forward with the project

- **850 Main Street Redevelopment**

- Finalizing event rental agreement for ballroom
- Finalizing lease terms for 5 micro-suites
- Finalizing lease terms for “café” space

- **CARTER ON MAIN (803 Main) - Townhomes**

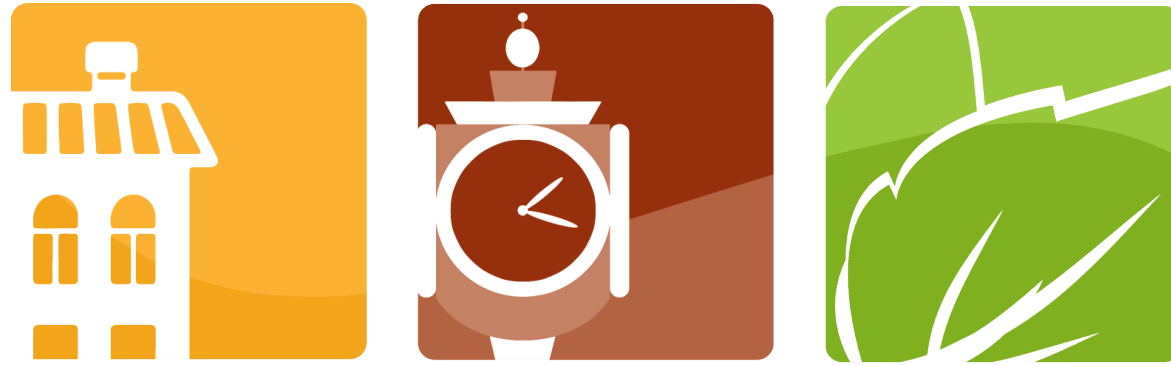
- Waiting on UDRB resubmission

- **Admin**

- Re-bid of landscape contract

Urban Redevelopment Agency

- **Metcalf Road Extension**
 - Road Construction
 - Lighting Plan w/ GA Power
- **Expansion of URA Boundaries – 330 Forest Parkway**
 - Mixed-Use Development (proposed)
- **Stephen’s Lake Geotechnical Findings**
- **Gillem 600 Tax Abatement**
 - Pending (DDA)
- **Scannell Spec Building – Gillem**
 - Groundbreaking held October 23rd
 - Tax Abatement (DDA) pending
- **GIS System – Replat of Gillem properties**
- **Grapevine Development - 833 Forest Parkway**
- **HD Supply**
 - Parking lot modifications for new generators
- **Digital Realty**
 - Site Tour (N. VA) October 2025
 - Tax Abatement (DDA) pending
 - Presented to BOC (November 11th) for consideration of County Tax Abatement
 - Cleaning & remediation of site
 - Phased development; 2028 completion
 - Permitting packet in process of submission
- **Park at Fort Gillem**
 - TI Asset Management – new property managers
 - Operating Budget (draft)
 - Operating Bank Account (established)
 - General Property Liability Insurance
- **POA**
 - Appointment of new URA / City rep on board



CITY OF
FORESTPARK
ECONOMIC DEVELOPMENT

