



CITY OF
FORESTPARK

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

Wednesday, February 25, 2026, at 5:30 PM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

Hector Gutierrez, Chairman

Alvin Patton, Member

Daniel Ray Allen, Member

Felicia Davis, Member

Victoria Williams, Member

Lois Wright, Member

**Rhonda Wright, Vice
Chairwoman**

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

[YouTube Channel](#)

MINUTES

CALL TO ORDER/WELCOME: Chairman Hector Gutierrez called the Development Authority meeting to order on February 25, 2026, at 5:32p.m.

Councilman Gutierrez welcomed reappointed Development Authority Board member Rhonda Wright along with new board members Daniel Ray Allen and Lois Wright.

PRESENT:

Hector Gutierrez

Daniel Ray Allen

Victoria Williams

Lois Wright

Rhonda Wright

ALSO PRESENT:

Mayor Gwen Ellison

Kirby Glaze, Esq. DA General Counsel

Rochelle B. Dennis, Economic Development Director

Charise Clay, Main Street Manager

Dieuvalda Lamartiniere, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/ DELETIONS: Victoria Williams made a motion to adopt the agenda with the deletion of Item #6: 2026 Landscape Scope of Work. The motion was seconded by Rhonda Wright. The

motion passed unanimously.

APPROVAL OF MINUTES: Victoria Williams made a motion to approve the January 21, 2026, Regula meeting minutes as submitted. Rhonda Wright seconded the motion. The motion unanimously passed.

LEGAL UPDATE

1. **2026 Development Authority Board Vice Chair Election:**
 - Councilman Hector Gutierrez called for nominations for the position of Vice Chair of the Development Authority.
 - Lois Wright nominated herself to serve as the Vice Chair of the Development Authority.
 - Victoria Williams nominated Rhonda Wright to serve as the Vice Chair of the Development Authority.
 - Victoria Williams made a motion to close the nominations. Rhonda Wright seconded the motion. The motion unanimously passed.
 - Hector Gutierrez called for the vote. Lois Wright cast a vote for herself. Rhonda Wright received three votes. Daniel Ray Allen abstained.
 - Rhonda Wright was affirmed as the Vice Chair of the Development Authority.

2. **Review & Approval of Development Authority Agenda Policy:** Attorney Kirby Glaze reviewed the proposed Development Authority Agenda Policy. Key points include:
 - **Agenda Preparation:** Any Board member may request an item be added by submitting it to the Secretary, along with supporting materials, by 3:00 p.m. on the Monday before the meeting week.
 - **Agenda Review:** A draft agenda is reviewed by the Chair, legal counsel, and City Economic Development staff by 10:00 a.m. Friday before the meeting, with comments due by 5:00 p.m. the same day.
 - **Publishing:** The Secretary posts the agenda publicly at City Hall and on the City website.
 - **Distribution:** Once posted, the Secretary emails the agenda and supporting materials to Board members and legal counsel.
 - **Amending the Agenda:** After posting, the agenda may be amended only by a majority vote of a quorum at the meeting during agenda adoption.
 - **Public Comments:** Lois Wright made a motion to add Public Comments as a standing Development Authority Agenda item. Daniel Ray Allen seconded the motion. The motion unanimously passed.
 - Rhonda Wright made a motion to approve the Development Authority Agenda Policy. Daniel Ray Allen seconded the motion. The motion unanimously passed.

OLD BUSINESS

3. **Project Update: Florence on Main (760-770 Main Street) Amended Contract:** Rhonda Wright made a motion to authorize the Chairman to sign the First Amendment to the Purchase Agreement to extend the contract closing to June 2027. Victoria Williams seconded the motion. The motion unanimously passed.

NEW BUSINESS

4. **2026 Development Authority Board Retreat Discussion:** Rochelle B. Dennis proposed a one-day Board retreat to be held in April or May 2026. Lois Wright suggested considering dates after April 15, 2026. Staff will distribute a board poll to confirm member availability. Staff is also researching dates for a joint DA, DDA, and URA retreat for Fall 2026.

ECONOMIC DEVELOPMENT UPDATE: Rochelle B. Dennis, Economic Development Director, delivered the Economic Development Update which included an update on 850 Main Street Discussion.

- **Properties:**
 - The Development Authority owns 14 unique properties concentrated in the Downtown Main Street District
 - Two properties (794 Main and 760-770 Main) are under contract
 - 850 Main is in the final stages of renovation for lease
 - 842 Main is proposed for a food truck park
 - Best opportunities for development: 4888 Evans Drive & 5035 Jonesboro Road
- **Pending Development:**
 - 760-770 Main Street (Prestwick Development)
 - 794 Main Street (Georgia Utility Contractors Association)
- **850 Main Street:**
 - **Appraisal:**
 - As is Market Value \$1,675,000
 - Prospective Market Value \$2,090,000
 - Prospective Market Value Upon Stabilization \$2,120,000
 - **Punch List**
 - The Econ Dev team met Fire Marshall Sam Batten at 850 Main St. on 2/24/2026 for a complete walkthrough of the facility (interior & exterior). Major items he noticed: all suite door locks must be replaced with Thumb Turn Locks, all fire extinguishers need to be serviced, ceiling tiles in mechanical closets need to be replaced, removal of the exhaust hood in the upstairs kitchen and a report on repairs to the elevator. He will have a formal report available by the end of the week. Based on observations, he rated the space as "B".
 - Staff is waiting to schedule walk-thru with Health Department (Café inspection)
 - Elevator operation
 - New locks and keys for each unit
 - Building insurance
 - Updated restroom signs
 - Common Area Maintenance
 - Wi-Fi for building / common area
 - Janitorial service (common area and restrooms)
 - Trash service
 - Landscaping
 - Exterior signage & signage for each unit
 - Utilities
 - **Possible Tenants**
 - Three (3) tenants that are interested in the Café space.
 - Two (2) tenants are interested in office space.
- **850 Main Street – Event Facility Rental:**

- Staff presented a draft Facility Rental Agreement for 850 Main Street for the Board's review, feedback, and consideration.
- The Board asked staff to consider a nonprofit rental and a Forest Park resident rental rate.
- Staff discussed the need to consider purchasing chairs and tables for the event space.
- Staff recommend an MOU with the City for Recreation & Leisure to manage the facility rental of the ballroom. Terms will need to be negotiated with the City with a percentage of the rental fees coming to the DA.
 - Tables, chairs, trashcans
 - AV Equipment
 - Kitchenette update
- **Food Truck Park Research – 842 Main Street:**
 - Staff is researching the feasibility of a food truck park at 842 Main Street, including zoning requirements and examples of successful implementations in other municipalities.
- **842 Main Street – Lease Default:**
 - Lease signed March 1, 2025
 - Lease amount \$1,850 per month
 - Paid amounts:
 - October 2025 \$1,516.00
 - **Total Due for 2025 - \$20,020.00**
 - January 2026 \$1,820.00
 - **Total Due for 2026 \$1,820.00 (February)**
 - **Total Rent Due \$21,840.00**
 - Attorney Glaze has reached out to Dr. Solano's attorney. The attorney has 10 days to reply with a resolution.
 - The dentist will have 30 days to bring his lease current.
 - The Board requested that staff and Attorney Glaze review the contract to address provisions related to late fees and returned check fees.
 - Attorney Glaze recommended that the Board consider outsourcing the management of property and lease entities to a private entity.
- **670 Main Street – Parking Lease Agreement:**
 - 670 Main is an undeveloped lot; the church has been using it for parking and distributions; the DA has a lease to present to them for their continued use
- **4975 Lake Drive:** Lois Wright requested that staff and Attorney Glaze review the Purchase and Sale Agreement for 4975 Lake Drive, specifically regarding reconveyance provisions. She expressed concern that the project, sold in August 2020, has not progressed and remains incomplete.
- **Finances:**
 - Staff is working with the City to move the DA finances back into the City. Currently at First Horizon Bank
 - With board approval, Finance will serve as the DA treasurer
 - We hope to have this process complete by April 1, 2026
 - The last Finance Report we received from Marshall Jones (the DA Accountants) was November 2025. After the DA finances are brought back into the city, we will terminate the services of Marshall Jones.
 - **Expenses**
 - GA Power
 - Clayton County Water Authority

- Kirby Glaze
- **Revenue**
 - \$1,850 per month Lease Payment
 - \$1,400 per month – billboard ground lease
 - \$300,000 at closing – Prestwick Development 760-770 Main Street
 - \$150,000 at closing – GUCA 794 Main Street
- **Kroger Pilot Payment:**
 - Issued September 2025 for \$1,212,750
 - DA Account balance as of 2/16/26 \$1,166,725.43
 - The Development Authority has asked the City to accept a \$1M payment of the Pilot Payment with a balance of approximately \$200K paid after the closing of 760-770 Main Street.
- **Future Projects:**
 - EV Park
 - Digital billboards as an additional revenue source
 - Food Truck Park at 5035 Jonesboro Road or 842 Main Street
 - Container Development
 - Accessory Dwelling Units
 - Solar Farm
 - **Other**
 - Starting in Q2 the Office of Economic Development will deliver a quarterly update on all board authority activities during City Council.
 - The DA needs to consider an update to the IGA or and MOU with the City.
 - Staff are researching branded padfolios for Board Members
 - Moving to shared file system for board meeting agendas and packets. Hope to launch March 2026.

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)

Board members took a moment to introduce themselves and highlight their professional and community experiences.

ADJOURNMENT: Victoria Williams made a motion to adjourn the meeting at 7:14 p.m. The motion was seconded by Rhonda Wright. The motion unanimously passed.

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.