



CITY OF
FORESTPARK

CITY OF FOREST PARK

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, February 26, 2026, at 3:00 PM

Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway Forest Park, GA 30297

Eric Stallings, *Chairman*
Delores Gunn, *Vice Chairwoman*
JoAnn Evans, *Member*
Dr. Bambi Hayes-Brown, *Member*
Kenneth Gray, *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.

MINUTES

CALL TO ORDER/WELCOME: Vice Chairman Eric Stallings called the Downtown Development Authority meeting to order on February 26, 2026, at 3:01 p.m. Vice Chairman Stallings welcomed and congratulated Dr. Bambi Hayes-Brown, Kenneth Gray, and Delores Gunn on their appointment and swearing in to the Downtown Development Authority Board.

PRESENT:

Eric Stallings
JoAnn Evans
Dr. Bambi Hayes-Brown
Kenneth Gray
Delores Gunn

ALSO PRESENT:

Mayor Gwen Webb Ellison
Interim City Manager Chief Latosha Clemons
Daneille Matricardi, Esq., City Attorney
Rochelle B. Dennis, Director of Economic Development
John Wiggins, Director of Finance
Charise Clay, Main Street Manager
Dieuvalda Lamartinere, Staff Assistant

DOWNTOWN DEVELOPMENT AUTHORITY OFFICER ELECTIONS

JoAnn Evans made a motion to nominate Eric Stallings to serve as the Chair of the Downtown Development Authority. Dr. Bambi Hayes-Brown then made a motion to close the nominations, which was seconded by Kenneth Gray. The motion passed unanimously. Eric Stallings was unanimously elected as Chair of the Downtown Development Authority.

JoAnn Evans made a motion to nominate Delores Gunn to serve as the Vice Chair of the Downtown Development Authority. Dr. Bambi Hayes-Brown then made a motion to close the nominations, which was seconded by Chair Eric Stallings. The motion passed unanimously. Delores Gunn was unanimously elected as Vice Chair of the Downtown Development Authority.

Vice Chair Delores Gunn made a motion to keep the Office of Economic Development Staff Assistant as the Secretary for the Downtown Development Authority. The motion was seconded by JoAnn Evans. The motion passed unanimously.

Vice Chair Delores Gunn made a motion to keep the Office of Finance as the Treasurer for the Downtown Development Authority. The motion was seconded by JoAnn Evans. The motion passed unanimously.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS/ DELETIONS

Vice Chair Delores Gunn made a motion to adopt the agenda for February 26, 2026, with the removal of item #8 and the correction of the board member names. JoAnn Evans seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES: Vice Chair Delores Gunn made a motion to approve the February 26, 2026, Downtown Development Authority meeting minutes as submitted. Dr. Bambi Hayes-Brown seconded the motion. The motion unanimously passed.

OLD BUSINESS

Update 4987 East Street Parcel Split: Director Rochelle B. Dennis delivered the update regarding 4987 East Street (Parcel ID 13050D C002), which is currently owned by the Downtown Development Authority. The parcel includes both the single-family residence located at 4987 East Street and the adjacent commercial lot at 891 Forest Parkway (former car lot building), all situated on one parcel.

Both properties are currently zoned C-3. The single-family residence at 4987 East Street requires rezoning to RS to align with its residential use, while the commercial lot at 891 Forest Parkway will remain zoned C-3.

Additionally, the parcel must be subdivided into two separate parcels: one for 4987 East Street and one for 891 Forest Parkway. The required commercial survey has been completed, and the parcel split application has been prepared and is ready to be submitted to Planning and Community Development for review and approval.

FINANCE UPDATE: John Wiggins, Director of Finance, provided the January 2026 Financial Report of the Downtown Development Authority.

- Operating Cash opening balance of \$5,865,180; Deposits totaling \$17,846; Ending balance of \$5,872,564
- Operating Revenue opening balance of \$3,639,477; Deposits totaling \$3,492,195; Ending balance of \$147,282
- Operating Expense Budget \$3,639,477; YTD Actual \$477,782; Encumbrance \$1,409; Budget Balance \$3,160,286
- Georgia Fund 1 Opening Balance \$2,150,013.42; Ending Balance \$2,156,795.73

- Director Dennis explained that Gallagher provides the Directors & Officers and General Liability Insurance
- Director Wiggins explained that the rate of interest-bearing accounts are revisited annually with Truist
- Director Wiggins explained that it is not the recommendation to move all DDA funds into a Georgia Fund 1 account as the DDA needs a separate operating account
- The other two DDA accounts are bond accounts

NEW BUSINESS

1. Downtown Development Authority Review and Approval of the 2026 Meeting Calendar:

Delores Gunn made a motion to approve the Downtown Development Authority 2026 Meeting Calendar. JoAnn Evans seconded the motion. The motion unanimously passed.

2. Downtown Development Authority Tenants and Property Report & Update:

Ivory Ledet delivered the update. Suite B at 819 Forest Parkway is currently vacant. The unit consists of approximately 1,500 square feet and is proposed to be listed at a rate of \$18 per square foot, equating to \$2,250 per month.

JoAnn Evans made a motion to approve the listing of 819 Forest Parkway, Suite B at a monthly rate of \$2,250. The motion was seconded by Dr. Bambi Hayes-Brown. The motion passed unanimously.

3. Review and Approval of Property Repairs at 819 Forest Parkway:

Ivory Ledet delivered the update. Due to age and weathering, the exterior lighting at 819 Forest Parkway required critical infrastructure upgrades and repairs. The work is currently 90% complete, with full completion anticipated within the next few weeks. The total project cost is estimated at \$7,200, to be completed by Lighting of Georgia.

JoAnn Evans made a motion to approve the submitted repairs. The motion was seconded by Dr. Bambi Hayes-Brown. The motion passed unanimously.

4. Discussion on Architectural Concept for 4987 East Street & 868 Forest Pkwy (Foodmart):

Staff requested approval to engage an architectural and engineering (A/E) firm to develop conceptual renderings for 4987 East Street and 868 Forest Parkway, focused on white box renovations to support maximum future use and redevelopment potential.

Dr. Bambi Hayes-Brown made a motion to authorize staff to gather quotes for architectural renderings for both properties. The motion was seconded by Delores Gunn. The motion passed unanimously.

ECONOMIC DEVELOPMENT UPDATE:

- Dieuvalda Lamartiniere is the new Staff Assistant in the Office of Economic Development Director
- Seasonal Main Street Banners are nearing completion and should be installed in Spring 2026
- Economic Development 2026 Calendar: The Economic Development 2026 integrated calendar features economic development and Main Street events
- The first Forest Park Business Association Breakfast of 2026 was held on January 29th and featured our annual City Services Resource Fair highlighting how our departments support the business community. We were honored to have Mayor Gwen Ellison serve as the keynote speaker.
- A ribbon cutting will be held on Friday, February 20, 2026, at 1:30pm at Shoe Trend (4705 Jonesboro Road)
- The Office of Economic Development will host its first Economic Development roundtable for brokers, developers, investors and the real estate community on Friday, February 27, 2026, at 11am in Council Chambers.

- Our Grapevine groundbreaking ceremony is scheduled for March 6, 2026.
- The Office of Economic Development has started engaging restaurant brokers for Grapevine tenants. A meeting is scheduled for February 13, 2026, with a national franchisee.
- Grow Your Business in Forest Park: Economic Development has created an integrated flyer which highlights all the services provided by the department including starting a business, available properties for development, Forest Park Business Association, Main Street events, business engagement and more
- Film Forest Park has hosted two music video productions
- Georgia Initiative for Community Housing (GICH) Spring Retreat to be held in Tifton in April 2026
- Our next Forest Park Business Association Breakfast will be held on April 22, 2026, and featured the Small Business Administration
- City Plaza Blight – Staff continues to move forward with a City Plaza Revitalization Playbook to incentivize property owners to modernize commercial properties particularly along Jonesboro Road
- Economic Development continues to work with Planning and Community Development on the Impact Fees Assessment
- Through an interdepartmental coordinated effort, a Congressional Directed Spending grant was submitted
- Staff is working through a integrated landing page that shows all city-wide pending projects that will live on the city website
- Vetting multiple proposal for Main Street residential and mixed-use 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: Delores Gunn made a motion to adjourn the meeting. The motion was seconded by JoAnn Evans. The motion unanimously passed. Chairman Eric Stallings adjourned the meeting at 4:30 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.