



CITY OF
FORESTPARK

CITY OF FOREST PARK

PLANNING COMMISSION MEETING

Thursday, June 18, 2026 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

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 the April 18, 2026 Meeting Minutes

OLD BUSINESS:

NEW BUSINESS:

2. Case# VAR-2026-02 - Variance Request for 794 Main Street, Ward 2, Parcel # 13050B J001A. The applicant, Elizabeth Williams, is requesting a variance to allow a decrease in the minimum front yard setback from the required ten (10) feet to zero (0) feet.
3. Case# VAR-2026-03 - Variance Request for 4214 Boling Dr., Ward 3, Parcel #13016D D019. The applicant, Zayra Cruz, is requesting a variance from the accessory use standards.

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 MEETING**

Thursday, April 16, 2026 at 6:00 PM

Meeting will be live-streamed on Forest Park's [YouTube Channel](#)

[City Website](#)

Phone (404) 366.4720

CITY HALL COUNCIL CHAMBERS

785 Forest Parkway
Forest Park, GA 30297

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

**SaVaughn Irons-Kumassah Planning and
Community Development Interim Director**

MINUTES

I. CALL TO ORDER/WELCOME

Chairman Azfar Haque called the meeting to order at 6:07 PM and welcomed those in attendance.

II. ROLL CALL

PRESENT:

Azfar Haque
Michael Clinkscales
Roderick Jackson
Donald Williams

ABSENT:

Lois Wright

III. APPROVAL OF MINUTES

1. Approval of March 19, 2026 Meeting Minutes

A **motion** was made by Roderick Jackson to approve the March 19, 2026 meeting minutes. The motion was **seconded** by Donald Williams and **approved unanimously**.

IV. NEW BUSINESS

2. Case# VAR-2026-01 -Variance Request for 0 Stillwood Cove, Parcel # 13046C A016.

The applicant, Jesus Gonzalez, is requesting a variance to allow an increase in the number of permitted dwelling units and reductions to the required setbacks, including a decrease in the minimum rear yard setback from thirty (30) feet to twenty-five (25) feet and a reduction in the minimum front yard setback from twenty-five (25) feet to nineteen (19) feet. The request is to permit the construction of two (2) duplex structures, totaling four (4) dwelling units, within the Two-Family Residential (RT) District in Ward 1.

Staff Recommendation:

Approval with conditions based on the physical constraints of the property and consistency with the intent of the zoning district.

Public Comment:

The floor was opened for public comment. One speaker, Mr. Philip Little of Forest Park, Georgia, addressed the Planning Commission regarding concerns about the proposed development, including increased density and potential impacts to the surrounding community. Public comment was closed.

Board Discussion:

The Planning Commission discussed the proposed development, including zoning allowances for duplex use, minimal setback reductions, and the importance of supporting residential growth and development within the City. Additional discussion included existing conditions of nearby vacant properties and overall community impact.

Action:

A motion was made by Michael Clinkscales to approve the variance request with staff-recommended conditions.

The motion was seconded by Roderick Jackson and approved unanimously.

- 3. Case #CUP-2026-02 – Conditional Use Permit for 4959 West Street, Parcel ID # 13051D A067 and 4965 West Street, Parcel # 13051D A066. The applicant, Lauren Davis, is requesting a conditional use permit to establish a childcare center within the Single-Family Residential District (RS) in Ward 2.**

Staff Recommendation:

Approval with conditions, including compliance with parking standards, consistency with approved site conditions, and adherence to all applicable regulations.

Public Comment:

The floor was opened for public comment at approximately 6:40 PM. No individuals came forward to speak.

Public comment was **closed**.

Board Discussion:

The Planning Commission acknowledged improvements made to the property, including

repaving and restriping of the parking lot. It was also noted that approval of the conditional use permit would remain with the property owner, eliminating the need for future tenants to reapply.

Action:

A **motion** was made by Michael Clinkscales to approve the conditional use permit with staff-recommended conditions.

The motion was **seconded** by Donald Williams and **approved unanimously**.

Note:

This item will be forwarded to Mayor and Council for consideration at the May 4, 2026 meeting.

V. **ADJOURNMENT**

A **motion** was made by Michael Clinkscales to adjourn the meeting.

The motion was **seconded** by Donald Williams and **approved unanimously**.

The meeting was adjourned at 6:43 PM.

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.

Staff Report – Variance

Public Hearing Date: June 18, 2026

Case: VAR-2026-02

Current Zoning: Downtown Mainstreet (DM) District

Council Ward: 2

Proposed Request: Applicant is requesting a variance to allow a decrease in the minimum front yard setback from the required ten (10) feet to zero (0) feet to allow the construction of a cantilevered shade awning to extend from the face of the existing office building to the property line, within the Downtown Mainstreet (DM) District in Ward 2.

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner/Interim Planning Director

Staff Recommendation: Approval of Variance with Conditions

APPLICANT INFORMATION

<p>Owner of Record: Name: DEVELOPMENT AUTHORITY OF THE CITY OF FOREST PARK 794 Main ST Forest Park, GA 30297</p>	<p>Applicant: Elizabeth Williams 330 Research Dr. Ste A240 Athens, GA 30605</p>
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PROPERTY INFORMATION

Parcel Number: 13050B J001A	Acreage: 0.18 +/-
Address: 794 MAIN ST	FLU: Office/Professional

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use		Direction	Zoning & Use
North	DM: Downtown Mainstreet		East	DM: Downtown Mainstreet
South	DM: Downtown Mainstreet		West	DM: Downtown Mainstreet

SUMMARY & BACKGROUND

The subject property located at 794 Main Street, Parcel #13050B J001A, is a 0.18 +/- acre parcel situated within the Downtown Mainstreet (DM) District in Ward 2. The property is currently developed with an existing office building and includes a vacant area proposed for redevelopment as a new building addition that will be connected to the existing structure. The applicant is requesting a variance to allow a reduction in the required front yard setback from ten (10) feet to zero (0) feet to permit the installation of a cantilevered shade awning extending approximately ten (10) feet from the face of the proposed building addition to the property line. The proposed awning is intended to provide shade and weather protection for building occupants and visitors while enhancing the pedestrian environment along Main Street.

Pursuant to Sec. 8-8-37 Downtown Mainstreet District (DM) Standards, the Downtown Mainstreet (DM) District establishes a maximum front yard setback of ten (10) feet. While the proposed building addition is designed to comply with the district's setback requirements, the cantilevered awning would project into the required setback area and extend to the property line, thereby necessitating the requested variance. The variance request is limited to the architectural projection and does not seek relief for the principal building footprint or the proposed use of the property.

The Downtown Mainstreet District was established to encourage redevelopment that contributes to a vibrant, pedestrian-oriented environment while reinforcing the historic character and identity of the Main Street corridor. The district's design guidelines emphasize walkability, pedestrian comfort, active streetscapes, and architectural features that enhance the public realm. Specifically, the guidelines encourage the incorporation of awnings and canopies to provide shelter, emphasize building entrances, and create a more inviting pedestrian environment. The guidelines further contemplate buildings located near the sidewalk edge to support a traditional downtown development pattern and strengthen the relationship between buildings and the public realm.

According to the applicant, the proposed awning is intended to serve as a functional architectural feature that provides shade, weather protection, and improved pedestrian comfort at the building entrance. The awning does not create additional habitable floor area, alter the proposed office use, or extend into the public right-of-way. Rather, it serves as an accessory design element integrated into the overall building architecture. The applicant contends that strict application of the setback requirement would limit the ability to incorporate this feature as designed and would reduce the effectiveness of the pedestrian-oriented improvements proposed for the site.

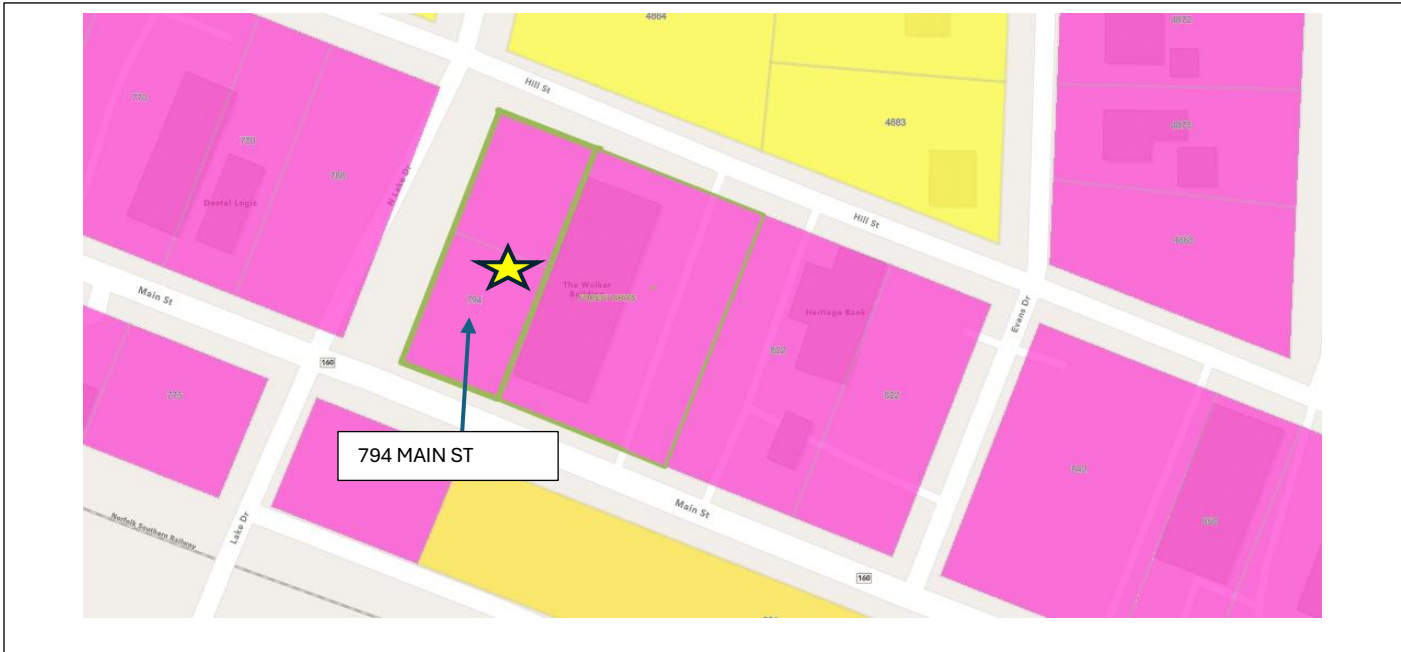
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AERIAL MAP



ZONING MAP



PROPOSED STRUCTURE



SITE PHOTOS



VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends APPROVAL WITH CONDITIONS of the variance request to reduce the required front yard setback from ten (10) feet to zero (0) feet to permit a cantilevered shade awning extending from the proposed building addition to the property line within the Downtown Mainstreet (DM) District. Staff finds that the request is limited to an architectural feature intended to enhance pedestrian comfort and support the walkable, pedestrian-oriented design objectives of the Downtown Mainstreet District. Furthermore, the proposed awning does not create additional habitable floor area, alter the permitted use of the property, or extend into the public right-of-way.

Recommended Conditions of Approval:

1. The variance approval shall apply solely to the cantilevered shade awning as depicted on the plans submitted with the application and shall not be construed as approval for any additional encroachments into required setbacks.
2. Any substantial deviation from the approved plans, including changes to the location, dimensions, or design of the approved awning, shall require further review and approval by the City.

Attachments Included:

- Survey
- Site Plan
- Proposed Structures
- Letter of Intent

Staff Report – Variance

Public Hearing Date: June 18, 2026

Case: VAR-2026-03

Current Zoning: Single-Family Residential District (RS)

Council Ward: 3

Proposed Request: Applicant is requesting a variance from the accessory use standards for the construction of a 20 ft. x 20 ft. accessory structure shed within the required ten (10) foot setback from the rear property line, within the Single-Family Residential (RS) District in Ward 3.

Staff Report Compiled By: Ryan Saddler, Planner I

Staff Recommendation: Approval with Conditions

APPLICANT INFORMATION

Owner of Record:	Applicant:
Name: Lucas Zayra Nashely Cruz & Vasques Angel Cruz	Zayra Cruz
4214 Boling Dr	4214 Boling Dr
Forest Park, GA 30297	Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13016D D019	Acreage: 0.24+/-
Address: 4214 Boling DR	FLU: Low Density Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use		Direction	Zoning & Use
North	RS: Single-Family Residential		East	RS: Single-Family Residential
South	RS: Single-Family Residential		West	RS: Single-Family Residential

SUMMARY & BACKGROUND

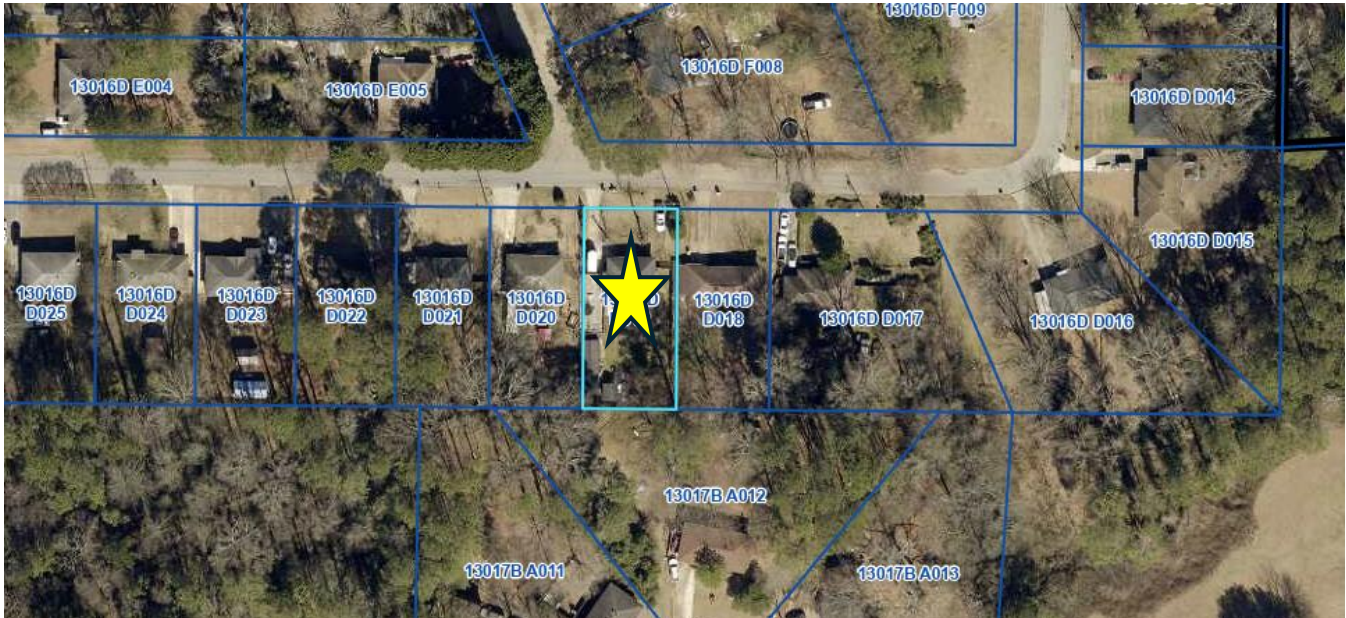
The subject property located at 4214 Boling Dr is a 0.24+/- acre parcel situated within the Single-Family Residential (RS) District in Ward 3. The applicant is requesting a variance from the accessory to use standards for the construction of a 20 ft. x 20 ft. accessory structure shed within the required ten (10) foot setback from the rear property line.

Pursuant to Sec. 8-8-75 of the City of Forest Park Zoning Ordinance, accessory structures within Single-Family (RS) residential zoning districts are required to maintain a minimum rear yard setback of ten (10) feet. The applicant constructed a new accessory shed along the rear property line, resulting in an encroachment into the required rear setback area. The shed was intended to replace an older deteriorating storage structure and provide additional space for the organization of tools and maintenance equipment associated with the property.

The applicant indicates that the structure was constructed without knowledge of the applicable permitting and zoning requirements and was subsequently issued a Stop Work Order after construction had commenced. The applicant further states that the shed was completed over the course of a single weekend and represents an investment of approximately \$15,000. According to the applicant, removal of the structure would create a financial hardship and would limit their ability to maintain and improve the overall appearance and functionality of the property.

The request is primarily driven by the existing placement of the structure and the applicant's desire to retain the shed in its current location. The applicant asserts that the structure will not negatively impact adjacent properties and has provided letters of support from neighboring property owners. Additionally, the applicant notes their long-standing involvement within the community and efforts to maintain the property in a clean and orderly manner. Staff notes that the hardship presented is primarily self-created, as the structure was installed prior to obtaining required permits and verifying setback compliance. Variances are generally intended to address unique property conditions rather than circumstances resulting from construction completed without approval.

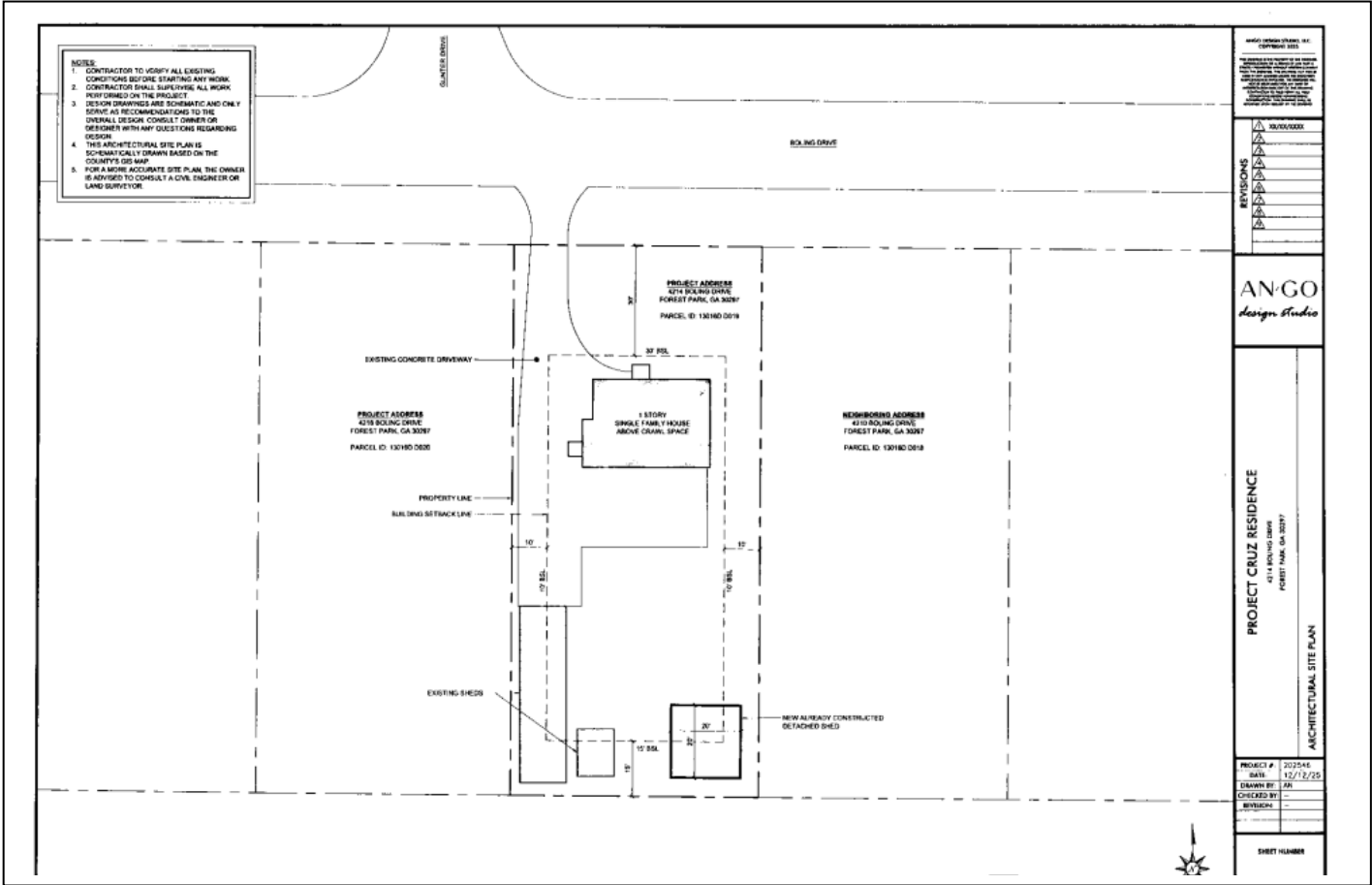
AERIAL MAP



ZONING MAP

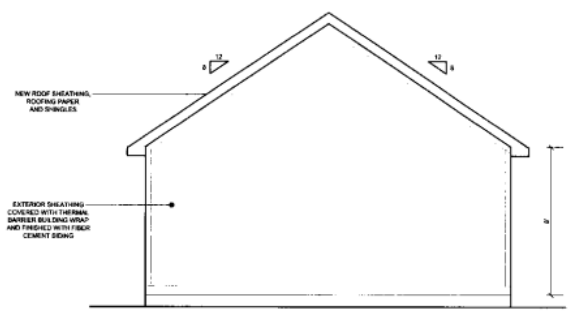


SURVEY

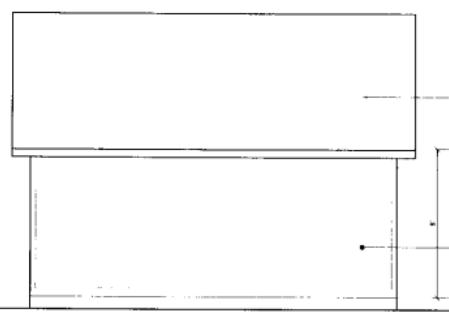


PROPOSED STRUCTURE

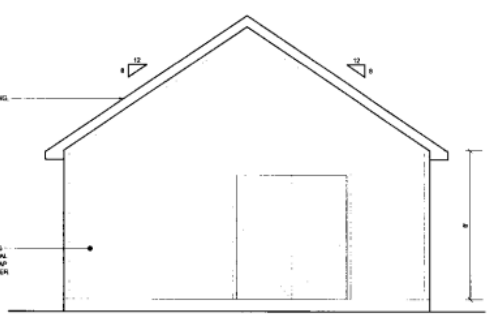
- NOTES:**
1. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS BEFORE STARTING ANY WORK.
 2. CONTRACTOR SHALL SUPERVISE ALL WORK PERFORMED ON THE PROJECT.
 3. DESIGN DRAWINGS ARE SCHEMATIC AND ONLY SERVE AS RECOMMENDATIONS TO THE CONTRACTOR. CONSULT OWNER OR DESIGNER WITH ANY QUESTIONS REGARDING DESIGN.
 4. DIMENSIONS SHOWN DOES NOT GUARANTEE ACCURACY NOR SUBSEQUENT ACTUAL DIMENSIONS IN FIELD. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL ACTUAL DIMENSIONS DURING CONSTRUCTION.
 5. CONTRACTOR MAY MAKE SUBSTITUTIONS ONLY WITH OWNER APPROVAL.
 6. CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL BUILDING CODES ARE MET BEFORE AND DURING CONSTRUCTION.



2 PROPOSED REAR ELEVATION
A201 SCALE: 1/2"=1'-0"



3 PROPOSED LEFT & RIGHT ELEVATION
A201 SCALE: 1/2"=1'-0"

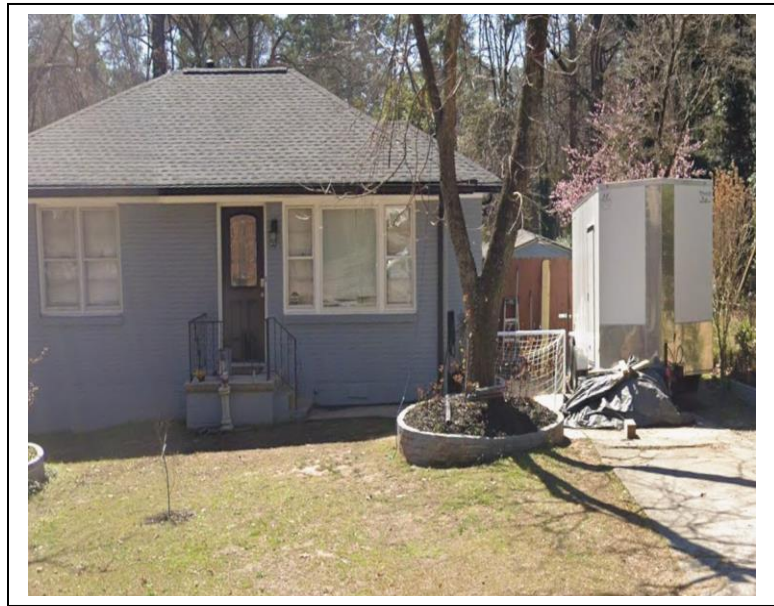


1 PROPOSED FRONT ELEVATION
A201 SCALE: 1/2"=1'-0"

ANGO CONSULTING ENGINEERS, INC. 4714 KENNEDY DRIVE FOREST HILLS, CA 95027 TEL: (925) 253-8800 FAX: (925) 253-8801 WWW.ANGOCONSULTING.COM
REVISIONS 1 2 3 4 5 6 7 8
ANGO <i>Design Studio</i>
PROJECT CRUZ RESIDENCE 4714 KENNEDY DRIVE FOREST HILLS, CA 95027
SHEET ELEVATIONS
PROJECT # 2022146 DATE 12/16/22 DRAWN BY AN CHECKED BY APPROVED BY
SHEET NUMBER A201

DESIGN DRAWING PERMIT SET

SITE PHOTOS



VARIANCE JUSTIFICATION

The Planning Commission may grant a variance from the development standards of this chapter in permittance under this chapter, if, after a public hearing, it makes findings of facts in writing, that:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community, per Sec. 8-8-193. (a) (1) of the Code of Ordinances.
2. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner per Sec. 8-8-193. (a) (2) of the Code of Ordinances; and
3. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain, per Sec. 8-8-193. (a) (3) of the Code of Ordinances.

STAFF RECOMMENDATION

Staff recommends **Approval with Conditions** of the requested variances to allow a variance from the accessory use standards for the construction of a 20 ft. x 20 ft. accessory structure shed within the required ten (10) foot setback from the rear property line, within the Single-Family Residential (RS) District.

The applicant's efforts to bring the property into compliance following the issuance of the Stop Work Order. Since being notified of the violation, the applicant has cooperated with City staff, submitted the necessary variance application materials, and initiated the required review process in an effort to retain the structure in a lawful manner.

Recommended Conditions of Approval:

1. The variance approval shall apply only to the existing accessory structure as shown on the submitted site plan and application materials.
2. The shed shall not be expanded, enlarged, or modified further into any required setback area without additional review and approval by the City of Forest Park.
3. The applicant shall obtain all required permits, inspections, and approvals from the City of Forest Park Building Department.

The variance will not be injurious to the public health, safety, morals, and general welfare of the community, and the use and value of the area adjacent to the property included in the variance will not be affected in an adverse manner.

Attachments Included

- Survey
- Site Plan
- Proposed Structures
- Letter of Intent