



CITY OF
FOREST PARK

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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

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.

MINUTES

CALL TO ORDER/WELCOME:

The meeting was called to order at 6:06 PM by Chairman Asfar Haque.

ROLL CALL:

PRESENT:

Azfar Haque
Michael Clinkscales
Roderick Jackson
Donald Williams

ABSENT:

Lois Wright

ALSO PRESENT:

SaVaughn Irons-Kumassah, Interim Director/Principal Planner
Wallace Washington, City Attorney
Ryan Saddler, Planner I
Kandice Gardner, Planning & Community Development Office Coordinator

APPROVAL OF MINUTES:

1. Approval of the April 16, 2026 Meeting Minutes

The Board reviewed the minutes from the April 16th meeting. SaVaughn Irons-Kumassah noted that the meeting date listed in the Approval of Minutes section should be corrected from April 18th to April 16th. Vice Chairman Michael Clinkscales made a motion to approve the minutes with the correction. The motion was seconded by Member Roderick Jackson. The motion passed unanimously.

- Planning and Community Development

Background/History:

OLD BUSINESS:

None.

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.**

- Planning and Community Development

Background/History:

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.

Staff Recommendation:

Approval of the variance request to reduce the required front yard setback from ten (10) feet to zero (0) feet to allow the construction of a cantilevered shade awning extending from the existing office building to the property line at 794 Main Street (Parcel #13050B J001A), within the Downtown Mainstreet (DM) District, subject to the following conditions the variance approval shall apply only to the cantilevered shade awning as shown on the plans submitted with the application and shall not be interpreted as approval for any additional encroachments into required setbacks. Any substantial changes to the approved plans, including modifications to the location, dimensions, or design of the awning, shall require further review and approval by the City.

Public Comment:

Mr. Weston Baumgartner, the architect for the project, stated, affirming that all City requirements would be met

Board Disucssion:

The Board inquired about the proposed use of the building and whether it is consistent with the City's plans and development objectives.

Action:

A motion was made by Roderick Jackson to approve the variance request with staff-recommended conditions. The motion was seconded by Donald Williams and approved unanimously.

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. - Planning and Community Development**

Background/History:

The applicant, Zayra Cruz, 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. 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.

Staff Recommendation:

Approval of the variance request with conditions. The variance approval shall apply only to the existing accessory structure as depicted on the submitted site plan and application materials. The shed shall not be expanded, enlarged, or otherwise modified further into any required setback area without additional review and approval by the City of Forest Park. The applicant shall obtain all required permits, inspections, and approvals from the City of Forest Park Building Department prior to any work being performed. Additionally, the proposed storage shed shall be used solely for storage purposes and shall not be utilized as an accessory dwelling unit (ADU), dwelling unit, or any other habitable living space.

Public Comments:

Miguel, the resident of the property, stated that the shed would be used solely for storing tools and confirmed that no electrical or water service would be installed in the structure.

Board Discussion:

The Planning Commission discussed the proposed use of the accessory structure and expressed concerns regarding whether electrical and water service would be installed in the structure.

Action:

Member Roderick Jackson made a motion to approve the variance request with the staff-recommended conditions, including that the shed shall not be converted into a dwelling unit or any other habitable living space. If the property owner wishes to use the structure as a dwelling unit in the future, they shall be required to comply with all applicable City of Forest Park ordinances and obtain the necessary approvals. The motion was seconded by Vice Chairman Michael Clinkscales and passed unanimously.

ADJOURNMENT:

Vice Chairman Michael Clinkscales made a motion to adjourn at 6:32 PM. The motion was seconded by Member Donald Williams and approved unanimously.

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.