



CITY OF
FOREST PARK

**CITY OF FOREST PARK
PLANNING COMMISSION MEETING**

Thursday, July 16, 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**

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

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

I CALL TO ORDER/WELCOME:

II ROLL CALL:

III APPROVAL OF MINUTES:

- 1. Approval of the June 18, 2026, Meeting Minutes**

IV NEW BUSINESS:

- 2. Case# RZ-2026-02 – Rezone Request for 0 Conrad Avenue, Ward 1. Parcel #13045A B001. The applicant, Barry Dunlop, is requesting the rezoning of an approximately 1.17+/- acre lot to allow for the development of a four-story multi-use building consisting of hospitality, retail, restaurant, and office uses. - Planning and Community Development**
- 3. Case# VAR-2026-04 – Variance Request for 357 Cynthia Lane, Ward 4, Parcel #13083C B014. The applicant, Jorge Cortez c/o Daniel Arrendondo is requesting a variance from Section 8-8-29, Single-Family Residential (RS) District Standards, to permit encroachment into the required 10-foot side setback for the construction of a deck. - Planning and Community Development**

4. **Case# CUP-2026-03 - Conditional Use Permit Request for 957 Astor Avenue, Ward 2, Parcel # 13048C C001. The applicant, Atiya Harris, is requesting a Conditional Use Permit to authorize the operation of a daycare facility. - Planning and Community Development**
5. **Case# TA-2026-02 – Text Amendment for Title 8. – Planning and Development, Chapter 7. Subdivisions, Article G. – Planning and Community Development Department Fee Schedule, section 8-7-81. – Fee Schedule, of the City of Forest Park Code of Ordinances. - Planning and Community Development**

V 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.



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Michael Clinkscales, Vice-Chairman

Lois Wright, Member

Roderick Jackson, Member

Donald Williams, Member

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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.

STAFF REPORT

Planning Commission Meeting: July 16, 2026

City Council Meeting: August 3, 2026

Case: RZ-2026-02

Current Zoning: PI- Planned Industrial

Proposed Request: Rezone property from Planned Industrial (PI) to General Commercial District (GC) to allow for the development of a four-story multi-use building consisting of hospitality, retail, restaurant, and office uses, located within Ward 2.

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

Staff Recommendation: Approval of Rezoning Request with Conditions

APPLICANT INFORMATION

Owner of Record: Legwork Plumbing Solutions

Address: 0 Conrad Ave

City/State: Forest Park, GA 30297

Applicant: Barry Dunlop

Address: 903 Bombay Lane

City/State: Roswell, GA 30076

PROPERTY INFORMATION

Parcel Number: 13045A B001

Address: 0 Conrad Ave

Acreage: 1.17 +/-

FLU: Industrial

SUMMARY & BACKGROUND

The subject property consists of approximately 1.17+/- acres located at **0 Conrad Avenue** and is currently zoned Planned Industrial District (PI). The Applicant is requesting to rezone the property to General Commercial District (GC) to allow for the development of a proposed four-story mixed-use commercial building consisting of hospitality, retail, restaurant, and office uses. The property is located in Ward 1.

The subject property is currently vacant and undeveloped. According to the Applicant's Letter of Intent, the property was previously cleared and mass graded prior to the current ownership. Public water and sanitary sewer are available to serve the site, and access is proposed from Conrad Avenue. The conceptual site plan depicts a four-story building containing approximately 43,500 square feet with associated surface parking, internal circulation, and stormwater management facilities.

The Applicant purchased the property in 2021, prior to the City's comprehensive zoning update. At the time of purchase, the property was zoned for commercial use. As part of the City's subsequent zoning ordinance update and map adoption, the property was rezoned to the Planned Industrial (PI) District, creating the need for the current rezoning request to accommodate the proposed commercial development.

The subject property is bordered by General Commercial (GC) zoning to the west, Planned Industrial (PI) zoning to the east and south, and property located outside the municipal limits to the north. Because the property directly adjoins commercially zoned property to the west, approval of the request would not create an isolated commercial zoning district.

The Future Land Use Map designates the property as Industrial, while the current zoning designation is Planned Industrial (PI). The proposed General Commercial (GC) zoning district would permit a variety of regional commercial uses, including hotels, restaurants, retail establishments, and professional offices, consistent with the Applicant's proposed mixed-use commercial development.

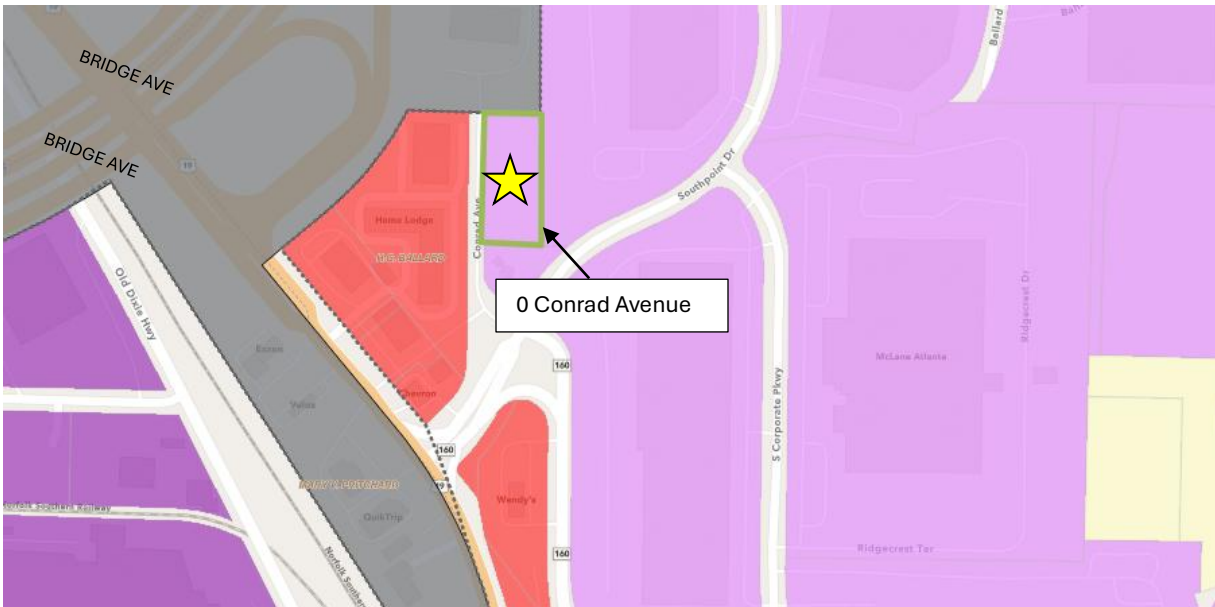
ZONING CLASSIFICATION OF CONTIGUOUS PROPERTIES

North	Outside of the City Limits	East	PI (Planned Industrial District)
South	PI (Planned Industrial District)	West	GC (General Commercial District)

AERIAL MAP

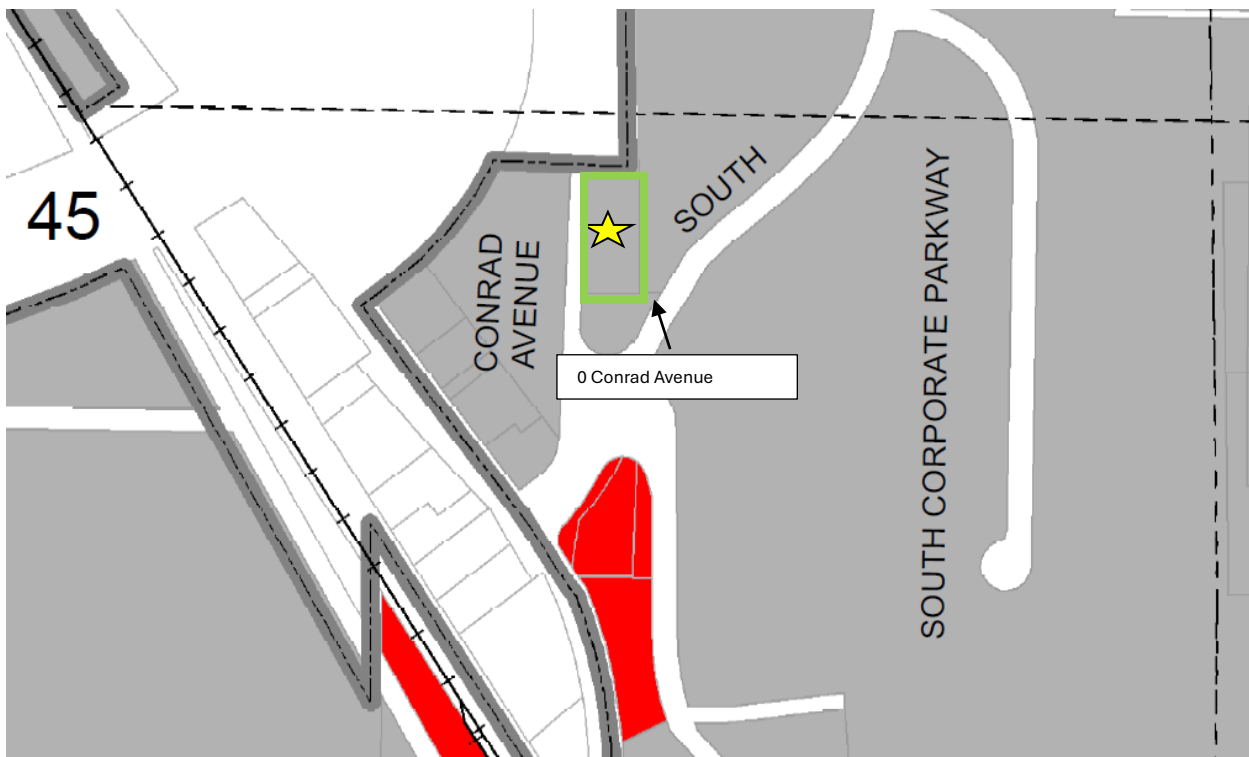


ZONING MAP



Current Zoning: PI (Planned Industrial District)

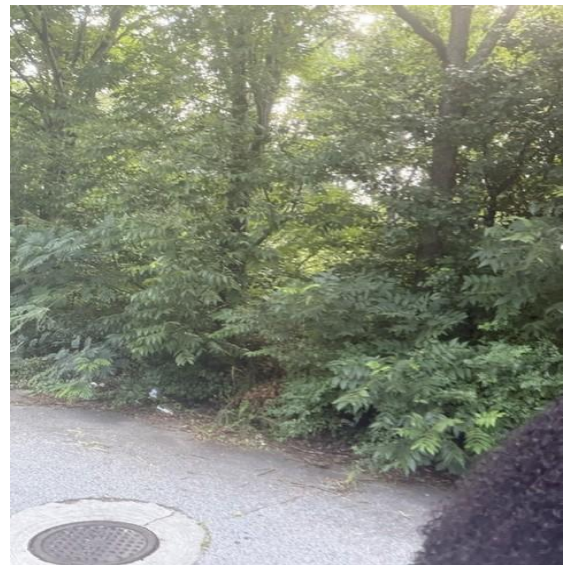
FUTURE LAND USE MAP



Future Land Use: Industrial

SITE PHOTOS





SURROUNDING PROPERTIES



**Zoned GC (General Commercial District)
(West of Parcel)**



**Outside of the City Limits
(North of Parcel)**

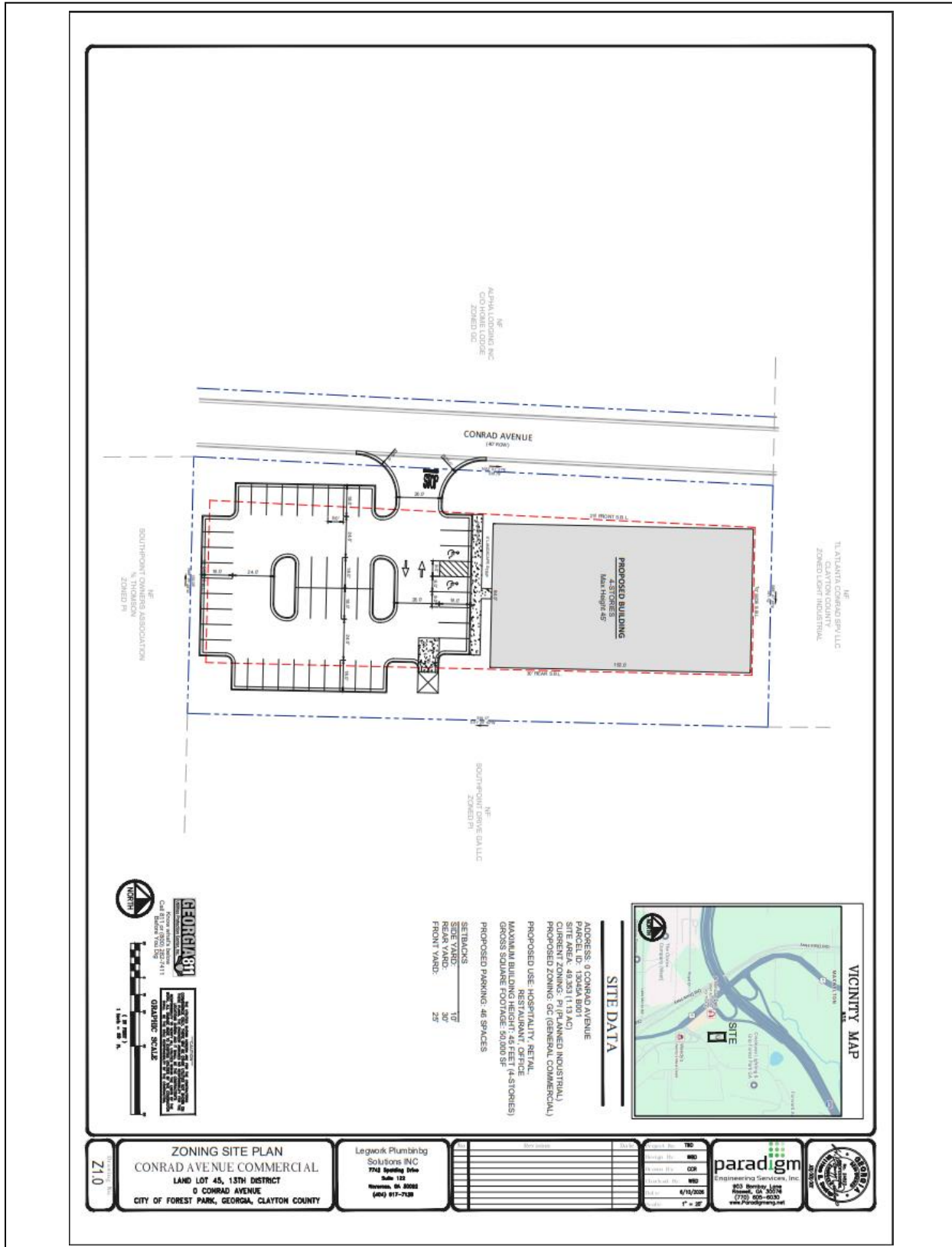


**Zoned PI (Planned Industrial District
(South of Parcel))**



**Zoned PI (Planned Industrial District
(East of Parcel))**

SITE PLAN



Impact Summary

Would the proposed amendment be consistent and compatible with the city's land use and development plans, goals, and objectives?

☒ Yes ☐ No

The proposed amendment is generally consistent with the City's goal of encouraging economic development and commercial investment by facilitating redevelopment of a currently vacant property. The requested General Commercial (GC) zoning district would permit a variety of commercial uses that may contribute to employment opportunities, increased tax revenue, and reinvestment within the community. Additionally, the property was commercially zoned when acquired by the Applicant in 2021, prior to the City's comprehensive zoning update.

However, staff notes that the property's Future Land Use designation is Industrial, and the site is surrounded primarily by industrially zoned properties. While the request would not create an isolated commercial zoning district due to the adjacent General Commercial zoning to the west, additional evaluation is warranted to determine the long-term compatibility of the proposed commercial development with surrounding industrial operations.

Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?

☒ Increase ☐ Decrease ☐ No Impact

The proposed amendment has the potential to increase traffic volumes along Conrad Avenue and surrounding roadways due to the proposed hospitality, retail, restaurant, and office uses. Unlike the property's current vacant condition, the proposed development would generate customer, employee, service, and delivery traffic throughout the day. Given the site's proximity to industrial businesses and truck traffic, staff recommends that a Traffic Impact Study be completed to evaluate roadway capacity, access management, circulation, and any necessary transportation improvements prior to final development approval.

Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?

☐ Increase ☐ Decrease ☒ No Relationship

The proposed amendment itself is not expected to adversely affect public safety. Any future development will be subject to review by the City's Building, Fire, Engineering, and other applicable departments to ensure compliance with all building, fire, life safety, and emergency access requirements.

Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?

☒ Promote ☐ Diminish ☐ No Influence

The proposed amendment has the potential to promote the public health and general welfare by encouraging redevelopment of a vacant property and expanding commercial services and employment opportunities within the City. However, staff recognizes the importance of ensuring that future commercial activity is compatible with the surrounding industrial environment and that appropriate infrastructure improvements are provided to support the proposed intensity of development.

Would the proposed amendment tend to increase, to decrease, or to have no influence on the adequacy of light and air?

☒ Promote ☐ Diminish ☐ No Influence

The proposed amendment is not expected to significantly diminish the adequacy of light and air. Development of the property will be subject to the City's zoning, landscaping, buffering, and site design standards to minimize impacts on adjacent properties.

Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?

☐ Cause ☒ Prevent ☐ No Influence

The amendment would not cause overcrowding of land. The property has long functioned as a quadraplex, and the rezoning does not permit an increase in units beyond the existing configuration. The lot size and development pattern remain unchanged.

Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area as dense in population as to adversely affect the health, safety, and general welfare of the city?

☐ Cause ☐ Prevent ☒ No Influence

The proposed amendment is commercial in nature and is not expected to affect residential population distribution within the City.

Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?

☐ Impede ☒ Facilitate ☐ No Impact

Public water and sanitary sewer are available to serve the property. However, due to the scale and intensity of the proposed mixed-use commercial development, additional review will be required during the site development process to verify the adequacy of transportation infrastructure, utility capacity, stormwater management, and other public facilities.

Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?

☒ Yes ☐ No

The proposed amendment can be compatible with surrounding development if appropriate site planning, buffering, landscaping, and access management measures are incorporated. Staff notes that the surrounding area consists primarily of industrial development, and consideration should be given to potential operational conflicts related to truck traffic, noise, and industrial activities. These factors should be evaluated during the development review process to ensure compatibility between the proposed commercial uses and adjacent industrial operations.

Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?

☒ Promote ☐ Diminish ☐ No Influence

Redevelopment of the currently vacant property has the potential to improve the visual appearance of the corridor through new construction, landscaping, buffering, and compliance with the City's architectural and site development standards. The proposed development would replace an undeveloped site with an active commercial investment that may contribute positively to the area's overall appearance.

Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?

☐ Yes ☒ No

No measurable adverse economic impact is anticipated. If developed in accordance with City standards, the project has the potential to increase the City's tax base, encourage private investment, and enhance commercial activity within the area. Any potential operational concerns associated with surrounding industrial uses should be addressed during the development review process.

Would the proposed amendment create an isolated district, unrelated to adjacent and nearby districts?

☐ Yes ☒ No

No. The proposed General Commercial zoning district would directly adjoin existing General Commercial zoning located immediately west of the subject property. As such, approval of the request would not create an isolated zoning district and would represent an extension of an existing commercial zoning pattern.

Staff Review

Public Works, Police, and Fire departments

At the time of this report, formal departmental comments have not been received. Should the rezoning be approved, the proposed development will be subject to review by Public Works, Fire, Police, Engineering, and other applicable departments during the site development and permitting process to ensure compliance with all applicable local, state, and federal regulations.

Planning & Community Development Department

Planning & Community Development (PCD) staff has conducted a comprehensive review of the rezoning request to amend the zoning designation of the subject property from **Planned Industrial (PI)** to **General Commercial (GC)** to accommodate a proposed four-story mixed-use commercial development consisting of hospitality, retail, restaurant, and office uses.

Staff recognizes that the request presents an opportunity to encourage redevelopment of a vacant property and expand commercial investment within the City. The Applicant also purchased the property in 2021 when it was zoned for commercial use, prior to the City's comprehensive zoning update that redesignated the property as Planned Industrial.

Staff further notes that the requested rezoning would not create an isolated commercial district, as the property directly adjoins General Commercial zoning to the west. However, the subject property remains surrounded primarily by industrial zoning and industrial land uses, and the Future Land Use Map designates the property as Industrial.

Due to the scale and intensity of the proposed development and its location within an active industrial area, staff has identified several planning considerations that should be carefully evaluated prior to final action. These include the compatibility of the proposed commercial uses with surrounding industrial operations, the potential impacts associated with truck traffic and circulation, site access, and the long-term functionality of the development within the surrounding industrial corridor.

Given the scale and intensity of the proposed mixed-use commercial development, staff has identified several planning considerations that should be addressed during the development review process. These include the compatibility of the proposed commercial uses with the surrounding industrial corridor, the adequacy of roadway capacity and site access, and compliance with the City's parking and circulation standards. Staff recommends that a Traffic Impact Study be completed to evaluate anticipated traffic volumes, truck movements, roadway capacity, and access management. In addition, the applicant should provide a detailed parking analysis demonstrating compliance with Section 8-8-90 of the Zoning Ordinance based on the final mix of proposed uses.

STAFF RECOMMENDATION

Staff recommends **approval of the rezoning request from Planned Industrial (PI) to General Commercial (GC), subject to the following conditions**, as the request would facilitate redevelopment of a vacant property, would not create an isolated commercial zoning district, and has the potential to promote commercial investment and economic development within the City. However, due to the scale and intensity of the proposed mixed-use development and its location within an established industrial corridor, staff recommends the following conditions to ensure compatibility with surrounding uses and compliance with the City's development standards.

Conditions of Approval:

1. Traffic Impact Study

Prior to the approval of any Land Development Permit or Site Development Plans, the Applicant shall submit a Traffic Impact Study prepared by a licensed professional engineer. The study shall evaluate projected traffic volumes, roadway capacity, site access, truck movements, internal circulation, and any recommended transportation improvements. The Traffic Impact Study shall be reviewed and approved by the City Engineer and Planning & Community Development Department.

2. Site Plan Review

The conceptual site plan presented with the rezoning application is for illustrative purposes only. Final site development plans shall be submitted for review and approval by the Planning & Community Development Department and all applicable reviewing agencies and shall comply with all provisions of the City of Forest Park Code of Ordinances.

3. Parking Compliance

Prior to issuance of a Land Development Permit, the Applicant shall submit a detailed parking analysis demonstrating compliance with Section 8-8-90 of the City of Forest Park Zoning Ordinance based on the final allocation of hotel, restaurant, retail, and office uses. Any shared parking calculations or reductions shall be subject to City review and approval.

4. Loading, Circulation, and Access

The development shall provide adequate loading facilities, internal circulation, driveway design, and emergency vehicle access in accordance with the City's Zoning Ordinance, Engineering Standards, and Fire Code. Final access locations shall be subject to review and approval by the City Engineer and applicable reviewing agencies.

5. Landscaping, Buffering, and Screening

The development shall comply with all applicable landscaping, screening, and buffering requirements of the City of Forest Park Code of Ordinances. Any required buffers adjacent to incompatible land uses shall be installed and maintained in accordance with City standards.

6. Urban Design Review Board Approval

Prior to the issuance of any Land Development Permit or building permits, the Applicant shall obtain approval from the Urban Design Review Board (UDRB) for the proposed architectural design, building elevations, site layout, landscaping, lighting, signage, and other applicable site improvements in accordance with the City of Forest Park Code of Ordinances. Any substantial modification to the approved design shall require additional review and approval by the UDRB.

7. General Compliance

Development and use of the property shall comply with all applicable provisions of the City of Forest Park Code of Ordinances and adopted development standards

Next Steps

Final approval of the rezoning request rests with the Mayor and City Council. The Applicant or the Applicant's representative shall be present at the Mayor and Council Meeting scheduled for **Monday, August 3, 2026**, to present the request and respond to any questions regarding the proposed development. Following any approval by Mayor and Council, the Applicant shall proceed with all required development reviews, including Urban Design Review Board (UDRB) approval, site plan review, permitting, and compliance with all applicable conditions of approval prior to commencement of construction.

Staff Report – Variance

Public Hearing Date: July 16, 2026

Case: VAR-2026-04

Current Zoning: Single-Family Residential District (RS)

Council Ward: 4

Proposed Request: An application submitted by Jorge Cortez c/o Daniel Arrendondo requesting a Variance from Section 8-8-29, Single-Family Residential (RS) District Standards, to permit encroachment into the required 10-foot side setback for the construction of a deck. The subject property is located at 357 Cynthia Lane, Forest Park, Georgia (Parcel #13083C B014) in Ward 4.

Staff Report Compiled By: Ryan Saddler, Planner I

Staff Recommendation: Approval with Conditions

APPLICANT INFORMATION

Owner of Record:

Jorge Cortez
357 Cynthia Lane
Forest Park, GA 30297

Applicant:

Jorge Cortez
357 Cynthia Lane
Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13083C B014

Acreage: 0.34+/-

Address: 357 Cynthia Lane

FLU: Low Density Residential

ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

Direction	Zoning & Use	Direction	Zoning & Use
North	RM: Single-Family Residential	East	RS: Single-Family Residential
South	Outside City Limits	West	RS: Single-Family Residential

SUMMARY & BACKGROUND

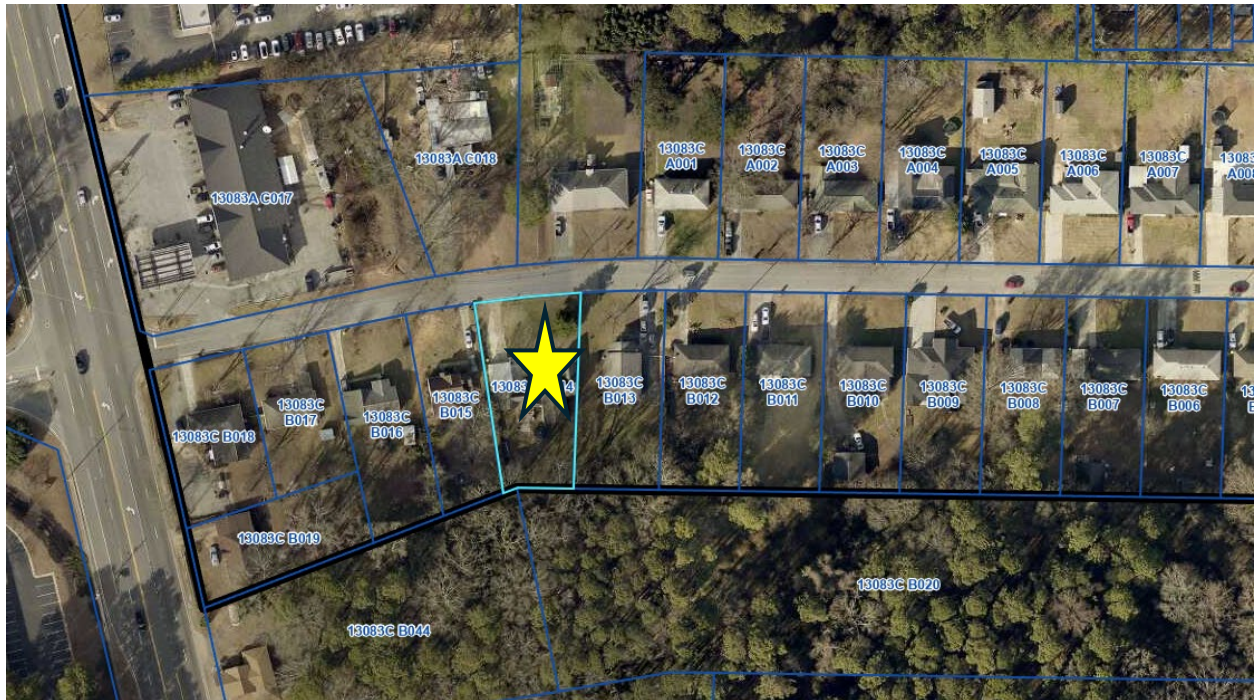
The subject property located at 357 Cynthia Lane is a 0.34± acre parcel situated within the Single-Family Residential (RS) Zoning District in Ward 4. The applicant is requesting a variance from *Section 8-8-29 – Single-Family Residential (RS) District Standards* and *Section 8-8-75(6)(d) – Accessory Use/Structure Standards* to allow the construction of a deck that will encroach five (5) feet into the required ten (10) foot side setback.

According to the applicant, the variance request is primarily driven by unique physical characteristics of the property rather than economic considerations. The submitted survey and construction drawings demonstrate that the existing residence, foundation configuration, and site topography create practical limitations that significantly restrict the location of a code-compliant deck. Specifically, the grading at the rear of the property, combined with the elevation differences between the dwelling and surrounding yard, limits the feasible placement of a deck while maintaining functional access to the home.

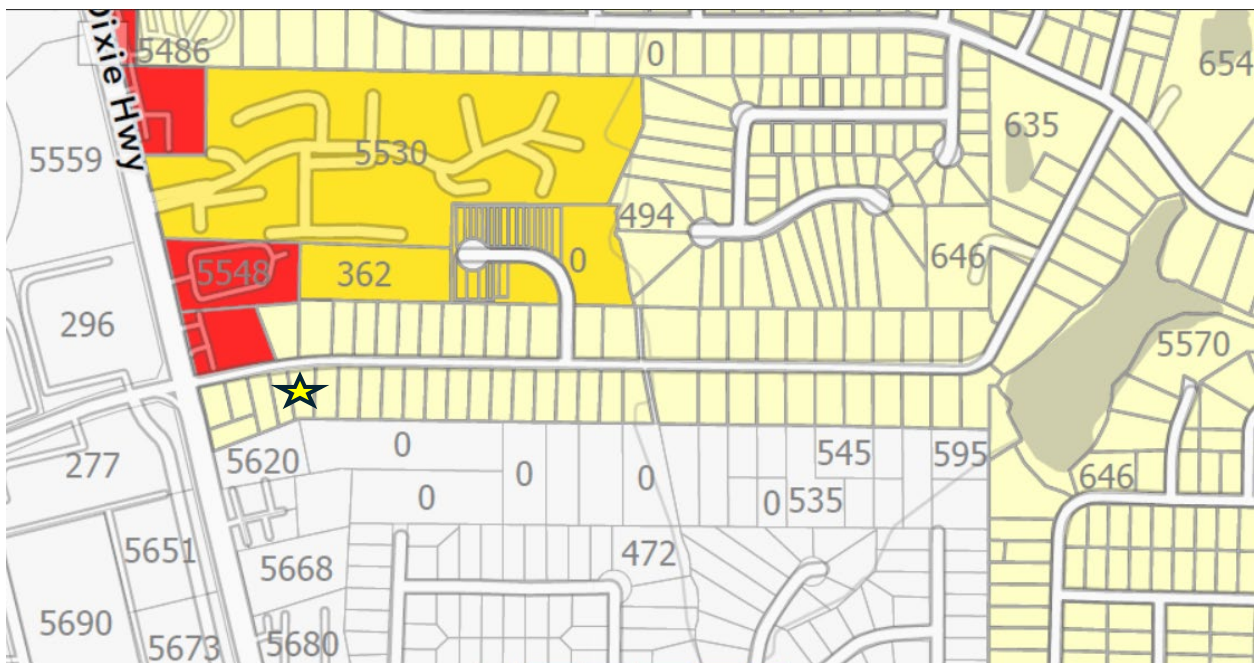
Pursuant to *Section 8-8-75(6)(d)*, accessory structures are required to maintain a minimum setback of ten (10) feet from the side and rear property lines unless otherwise restricted by ordinance. Based on the submitted site plan, the proposed deck will maintain a five (5) foot side setback, resulting in a five (5) foot encroachment into the required setback. The proposed design has been developed to accommodate these existing site conditions while providing adequate structural support, proper load distribution, and safe ingress and egress from the residence. Strict application of the setback requirements would substantially limit the applicant's ability to construct a functional deck without requiring significant modifications to the existing structure or site.

Additionally, pursuant to *Section 8-8-193 – Development Standards Variances*, staff finds that the requested variance is not self-imposed and is not based upon a perceived reduction of, or restriction on, economic gain. Rather, the request is necessitated by the unique physical characteristics of the property, including the existing topography, foundation configuration, and layout of the residence, which create practical difficulties in constructing a code-compliant deck. The requested relief is limited in scope and represents the minimum variance necessary to accommodate a safe and functional accessory structure. Furthermore, the requested relief does not appear to adversely impact adjacent properties or the public interest, as the proposed deck remains accessory to the principal dwelling and does not alter the residential use of the property.

AERIAL MAP



ZONING MAP



SURVEY/ SITE PLAN

SURVEYORS NOTES

1. STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR. LOCATIONS OF UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. NO EXCAVATION WORK MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES. BEFORE EXCAVATION ARE BEGUN, CALL THE UTILITIES PROTECTION CENTER FOR ADDITIONAL INFORMATION.
2. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENT OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT A CURRENT TITLE SEARCH MAY DISCLOSE.
3. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT THE EXPRESS RECTIFICATION OF THE SURVEYOR NAMING SUCH PERSON, PERSONS OR ENTITY.
4. BEARINGS SHOWN WERE COMPUTED FROM ANGLES TURNED FROM A SINGLE MAGNETIC OBSERVATION.
5. THIS PROPERTY IS SUBJECT TO CURRENT ZONING REGULATIONS AND RESTRICTIONS.
6. ALL REBARS SET ARE 1/2" REBARS UNLESS OTHERWISE NOTED.
7. THE EXISTENCE, SIZE AND LOCATION OF IMPERVIOUS BUFFERS ARE SUBJECT TO FINAL DETERMINATION BY THE LOCAL ISSUING AUTHORITY, CITY, OR COUNTY.
8. CONTOUR INTERVAL= 2 FEET
9. ALL DISTANCES SHOWN ON PLAT ARE GROUND DISTANCES.

NOTE:

1. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 65,580 FEET AND AN ANGULAR ERROR OF 00'00"06" PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN 1: 183,383 FEET
2. ANY & ALL UNDERGROUND UTILITIES, I.E. SEWER, STORM, GAS, WATER, ETC. HAVE NOT BEEN FIELD LOCATED BY CONVENTIONAL SURVEY METHODS.
3. NO VISIBLE EVIDENCE OF A CEMENTARY FOUND.
4. ZONING AND SETBACK SHOULD BE CONFIRMED AND VERIFIED BY PLANNING AND ZONING PRIOR TO DESIGN OR CONSTRUCTION ACTIVITIES.

LEGEND

P.O.B. POINT OF BEGINNING
P.O.R. POINT OF REFERENCE
O.H.P. OVERHEAD POWER LINE
P.P. POWER POLE
L.L.L. LAND LOT LINE
I.P.F. 1/2" IRON PIN FOUND
I.P.S. 1/2" IRON PIN SET
O.T.P. OPEN TOP PIPE FOUND
C.L. CENTER LINE
① LOT NUMBER
W.M. WATER METER
G.M. GAS METER

CURVE TABLE				
CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	100.17	1737.33	S84°10'57"W	100.15

LINE TABLE		
LINE	LENGTH	BEARING
L1	13.93	S68°16'07"W

SURVEYOR'S CERTIFICATE

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any red property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Regulation for Professional Engineers and Land Surveyors, Official Code of Georgia Annotated, Section 15-6-67.

WALTER F. PRINCE Georgia RLS No. 2808 Date **2-7-2025**

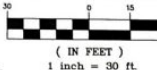


HURD PRINCE & ASSOCIATES, INC.

Consulting Planners & Surveyors
110 MLK SR HERITAGE TRAIL
STOCKBRIDGE, GEORGIA 30281-3424

Phone (678)-593-5450 Cell (404) 372-7304

GRAPHIC SCALE



FLOOD STATEMENT

NO PORTION OF THIS PROPERTY IS LOCATED IN A FEDERAL FLOOD AREA AS INDICATED BY F.I.A. OFFICIAL FLOOD HAZARD MAP PANEL # 13063C0057F DATE 06/07/2017

INSTRUMENT USED:

GEOMAX ZOOM 90 ROBOTIC TOTAL STATION.
REFERENCE USE DEED BOOK: 7122 PAGE: 308
REFERENCE USE PLAT BOOK: 5 PAGE: 18-19

LOT AREA
14,953. sq.ft.
0.343 acres

ZONING: RS
MINIMUM STREET FRONTAGE= 80'
MINIMUM LOT AREA= 8,200 s.f.
MINIMUM SET BACKS
FRONT YARD SETBACK = 25'
REAR YARD SETBACK = 30'
SIDE YARD SETBACK = 10'

LOT COVERAGE AREA OF IMPERVIOUS SURFACE:

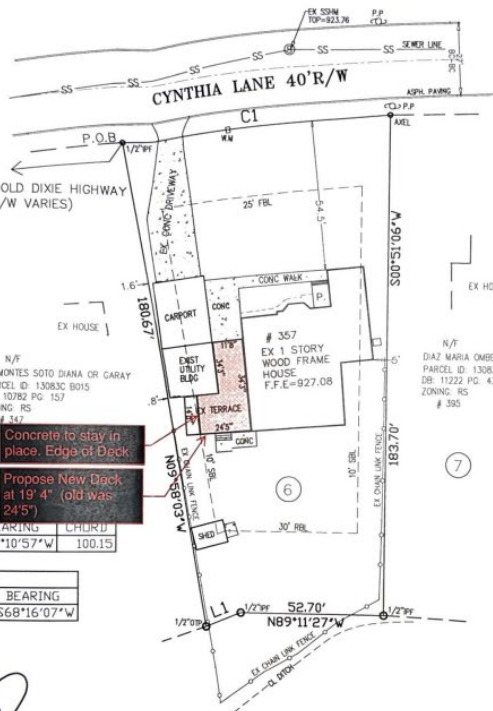
EX. HOUSE/ PORCH ----- 2,030 SQ.FT.
EX. CONC DRIVEWAY ----- 803 SQ.FT.
EX. CARPORT/ BLDG ----- 840 SQ.FT.
EX. CONC WALK ----- 406 SQ.FT.
EX. SHED/ CONC ----- 123 SQ.FT.
EX. CONC ----- 95 SQ.FT.
NEW TERRACE ----- 575 SQ.FT.

TOTAL IMPERVIOUS AREA ----- 4,872 SQ.FT.
LOT COVERAGE 4,872 SQ.FT./ 14,953 SQ.FT. = 33%

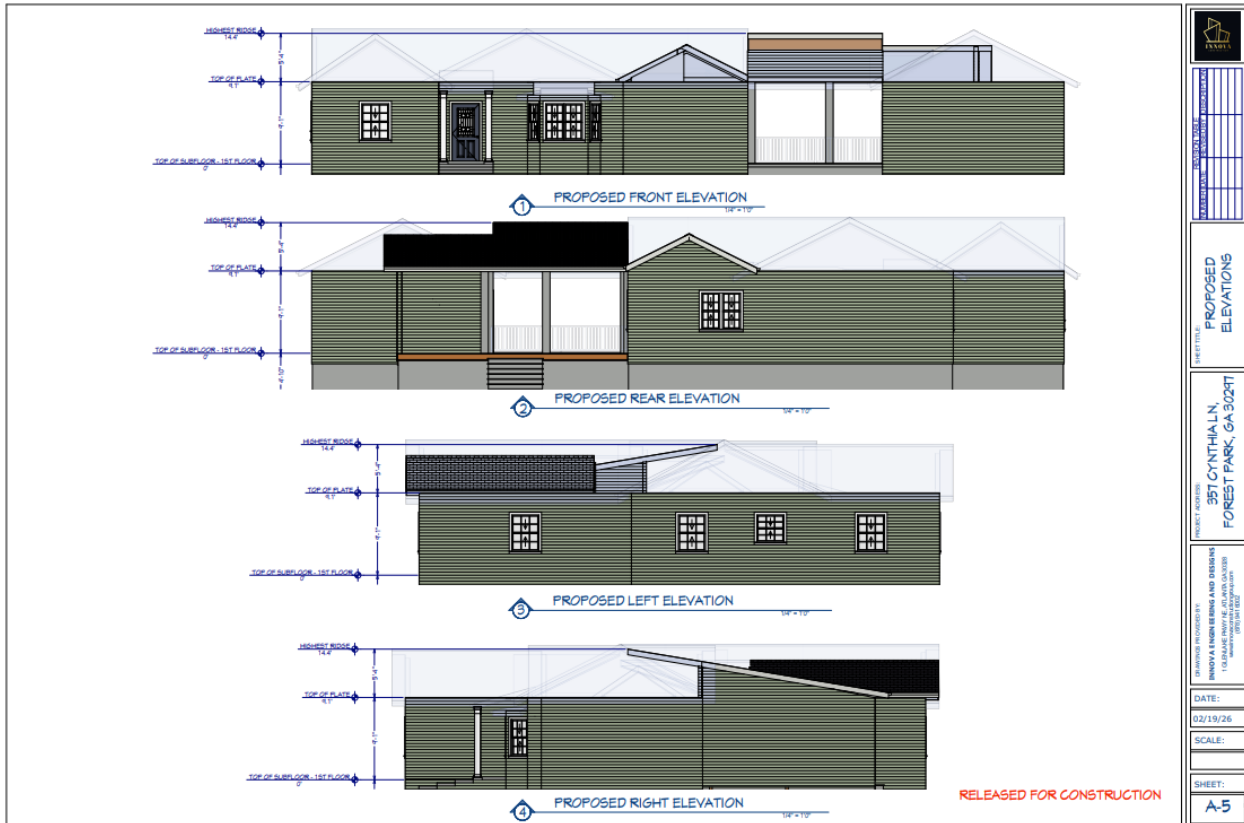
BOUNDARY SURVEY OF EXISTING CONDITION FOR:

JORGE CORTEZ

357 CYNTHIA LANE
FOREST PARK GA, 30297
PARCEL ID: 13083C 8014
LAND LOT: 83 13TH DISTRICT
CITY OF FOREST PARK
CLAYTON COUNTY, GEORGIA
DATE OF FIELD SURVEY: 2-5-2025 (R&J)
SCALE 1"=30' DATE OF PLAT 2-7-2025
SHEET SIZE 11" X 17" JOB # 28734

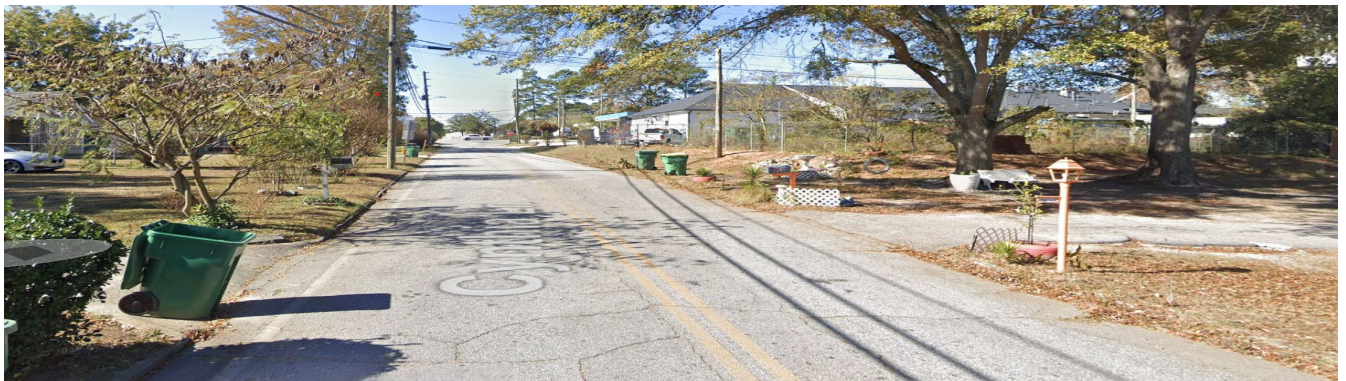


PROPOSED ELEVATION



PROPOSED ELEVATIONS	
351 CYNTHIA LN, FOREST PARK, GA 30031	
DATE: 02/19/26	
SCALE:	
SHEET: A-5	

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 variance to allow the proposed deck to encroach five (5) feet into the required ten (10) foot side setback. Staff finds that the request satisfies the applicable variance criteria of Section 8-8-193 *Development Standards Variances*.

Recommended Conditions of Approval:

1. The variance shall apply only to the construction of the deck as depicted on the site plan and construction drawings submitted with the variance application. Any additional modification to the approved plans shall require additional review and approval by the City.
2. The proposed deck shall maintain a minimum five (5) foot side setback as shown on the approved site plan and shall not encroach further into the required setback.
3. The applicant shall obtain all required building permits and inspections from the City's Community Development Department prior to commencement of construction.
4. The deck shall be constructed in accordance with all applicable provisions of the City's Zoning Ordinance, Building Code, and all other applicable regulations.
5. Approval of this variance shall not be construed as approval of any additional improvements, structures, or uses not specifically authorized by this action.

Staff Report – Conditional Use Permit

Public Hearing Date: July 16, 2026

City Council Meeting: August 3, 2026

Case: CUP-2026-03

Current Zoning: RS – Single Family Residential District

Proposed Request: Applicant is requesting a Conditional Use Permit to establish a childcare center within the Single-Family Residential District (RS) in Ward 2.

Council Ward District: 2

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

Staff Recommendation: Approval of Conditional Use with Conditions

APPLICANT INFORMATION

Owner of Record:

Name: MCKENZIE FRANK H OR PAMELA Y
OR HUGHES SHERIKA MCKENZIE

Address: 125 Fernway Dr

City/State: Fayetteville, GA 30214

Applicant:

Name: Atiya Harris

Address: 957 Astor Ave

City/State: Forest Park, GA 30297

PROPERTY INFORMATION

Parcel Number: 13048C C001

Acreage: 0.99

Address: 957 Astor Ave, Forest Park, GA 30297

FLU: Low Density Residential

SUMMARY & BACKGROUND

The property applicant is requesting approval of a Conditional Use Permit (CUP) to allow the continued operation of a licensed childcare and early learning center, Little Blossoms Learning Academy, located at 957 Astor Avenue, Forest Park, Georgia (Parcel No. 13048C C001). The subject property consists of approximately 0.99 +/- acres and contains an existing one-story brick building that has historically operated as a childcare facility. The applicant proposes to continue utilizing the existing building to provide childcare services for children ranging from 6 weeks through school age.

According to the applicant's Letter of Intent, the property has previously operated as a daycare center under prior ownership, and the request represents the continuation of a long-standing community-serving use rather than the introduction of a new land use. The applicant is currently under contract to purchase the property and is seeking Conditional Use Permit approval to continue operating the facility as Little Blossoms Learning Academy. The proposed improvements are limited to cosmetic renovations, interior updates, routine maintenance, educational equipment upgrades, and other minor

enhancements intended to improve the appearance and functionality of the existing facility. No additions to the building or significant site modifications are proposed.

The submitted conceptual site plan demonstrates that the existing site will continue to provide a safe and functional layout for the proposed use. The plan includes a designated one-way parent drop-off and pick-up circulation pattern, seven on-site parking spaces (including one ADA-accessible space), controlled access gates, multiple emergency exits, fenced outdoor playground areas, an outdoor learning garden, and preservation of existing mature trees. These site features are intended to support safe operations while minimizing impacts to the surrounding residential neighborhood.

The subject property is located within the Single-Family Residential (RS) District. The intent of the RS District is to provide for the development of single-family residential neighborhoods while allowing certain community-serving institutional uses that are compatible with residential development. Pursuant to Section 8-8-28 of the City of Forest Park Zoning Ordinance, Pre-K and day care centers are permitted as a Conditional Use within the RS District. Accordingly, approval of a Conditional Use Permit by the Planning Commission and Mayor and Council is required for the continued operation of the childcare center under the proposed ownership. Although the property has historically operated as a daycare facility, the Conditional Use Permit process provides the City with the opportunity to ensure that the continued use remains compatible with the surrounding neighborhood and consistent with the intent of the zoning district.

The applicant has indicated that the facility will comply with all applicable federal, state, and local regulations, including licensing requirements through the Georgia Department of Early Care and Learning (DECAL), as well as all applicable building, fire, health, sanitation, and zoning requirements.

Based on the applicant's Letter of Intent, the submitted conceptual site plan, and the historic operation of the property as a childcare facility, the proposed request is not expected to create additional impacts on surrounding properties, public infrastructure, or traffic patterns beyond those historically associated with the site. Approval of the Conditional Use Permit is associated with the land use of the property and is not specific to a particular property owner or operator.

Property Zoned General Commercial District (GC)

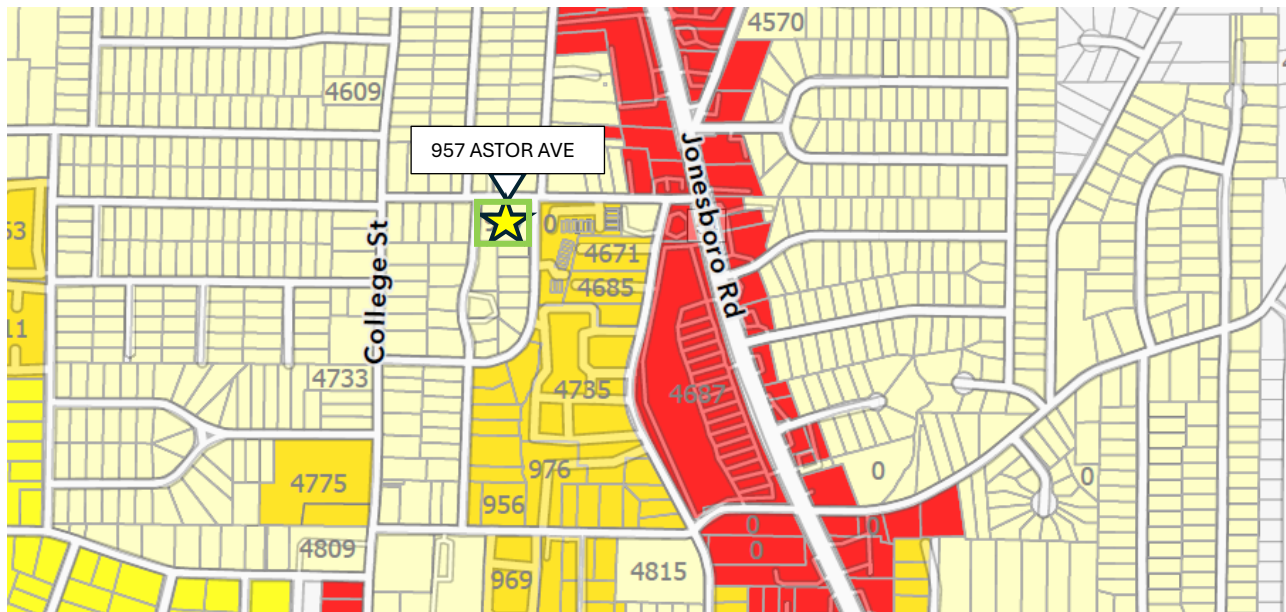
ZONING CLASSIFICATIONS OF CONTIGUOUS PROPERTIES

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

AERIAL MAP

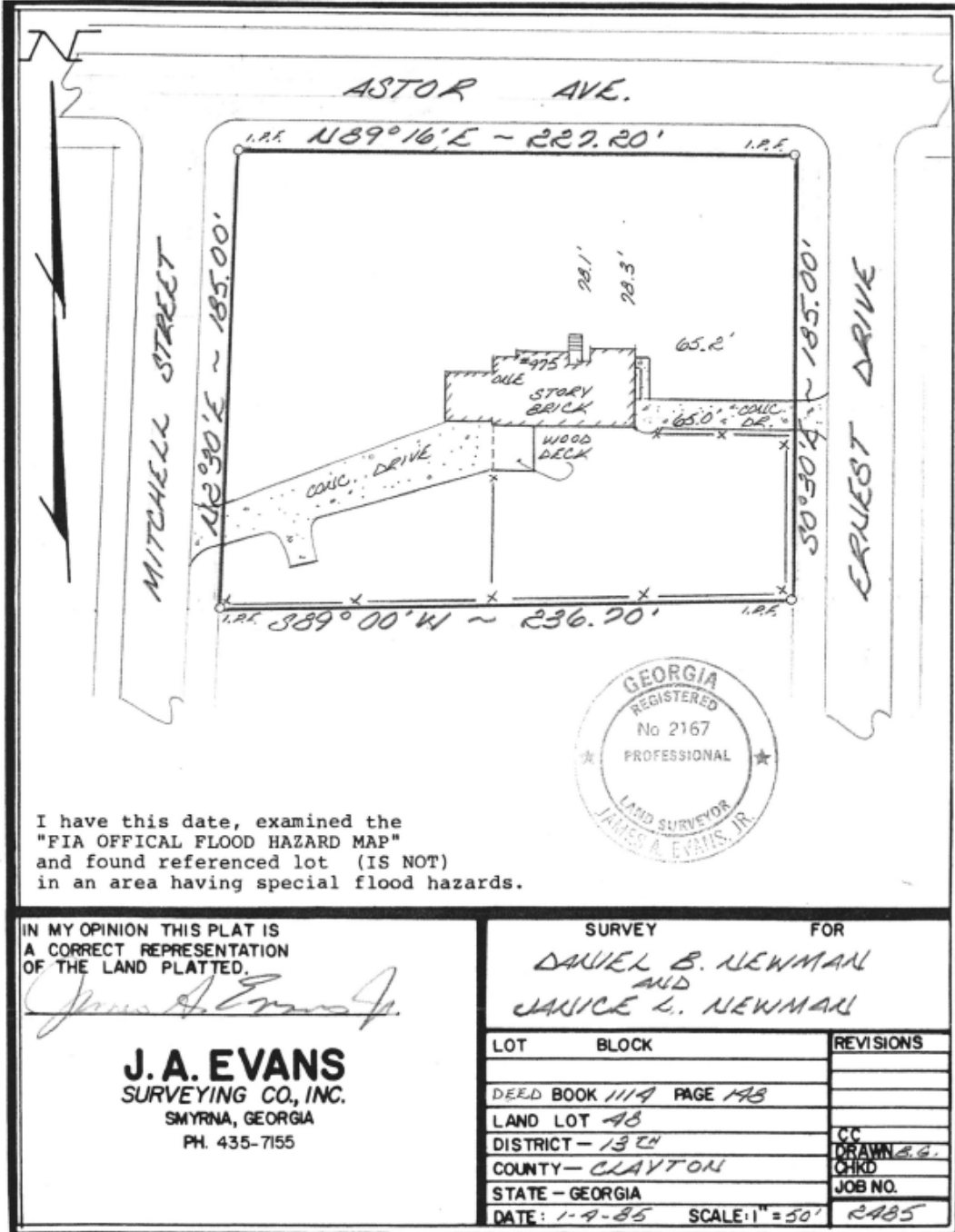


ZONING MAP

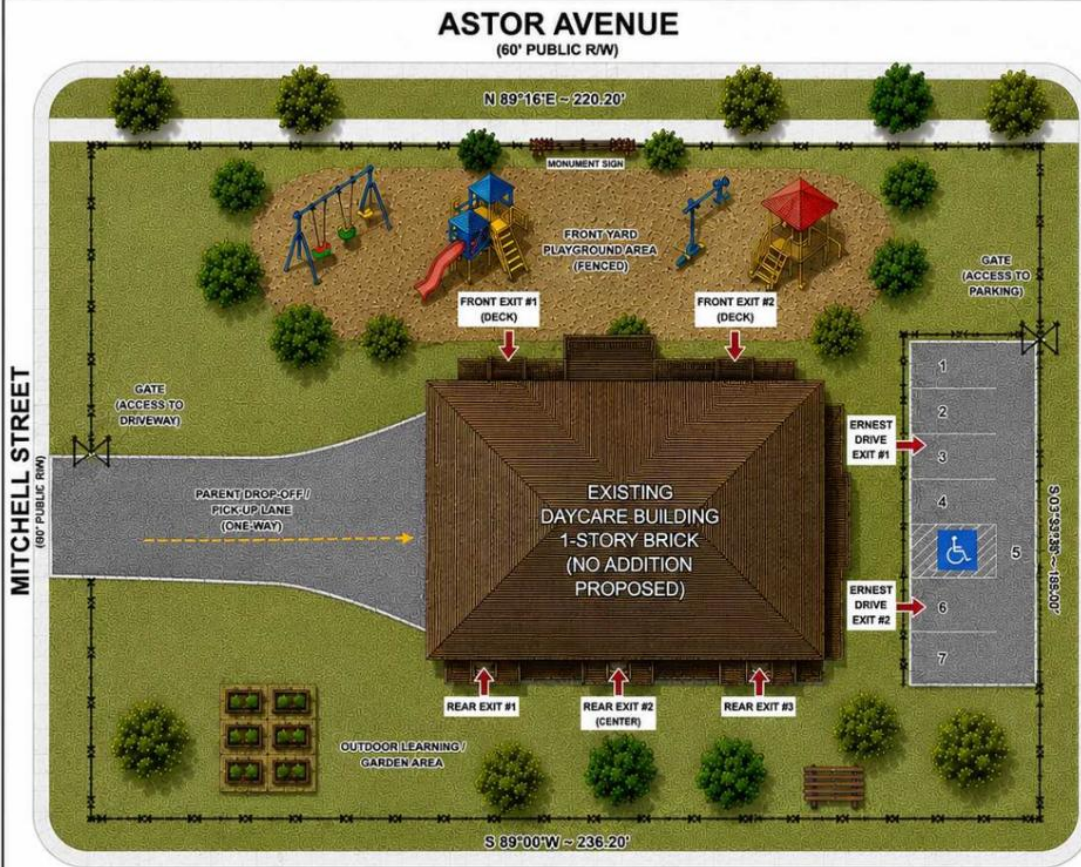


SURVEY

AF 33699



SITE PLAN



LITTLE BLOSSOMS LEARNING ACADEMY

957 ASTOR AVENUE
FOREST PARK, GA 30297

CONCEPTUAL SITE PLAN

CONDITIONAL USE PERMIT
CHILD CARE CENTER / DAYCARE

SITE INFORMATION

PARCEL SIZE:	40.99 ACRES (43,124 SQ. FT.)
EXISTING ZONING:	R-1 (RESIDENTIAL)
PROPOSED USE:	CHILD CARE CENTER / DAYCARE
BUILDING AREA:	EXISTING 1-STORY BRICK BUILDING (NO ADDITION PROPOSED)
TAX PARCEL ID:	13 024 01 007

LEGEND

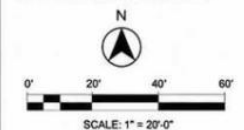
	EXISTING BUILDING
	CONCRETE / ASPHALT PAVEMENT
	LANDSCAPED AREA
	EXISTING TREE
	PARENT DROP-OFF / PICK-UP TRAFFIC FLOW (ONE-WAY)
	ADA PARKING SPACE WITH ACCESS AISLE
	EXIT / DOOR
	GATE
	6' CHAIN LINK FENCE (BLACK DASHED LINE WITH X)

PARKING SUMMARY

STAFF PARKING SPACES:	6
ADA PARKING SPACES:	1
TOTAL PARKING SPACES:	7

NOTES

- ALL EXISTING TREES TO REMAIN.
- NO BUILDING ADDITIONS PROPOSED.
- MINOR COSMETIC IMPROVEMENTS ONLY.
- PLAYGROUND EQUIPMENT TO MEET ALL DECAL AND CPSC SAFETY STANDARDS.
- ALL OPERATIONS WILL COMPLY WITH CITY OF FOREST PARK ZONING ORDINANCE AND GEORGIA DECAL LICENSING REQUIREMENTS.



CONTACT INFORMATION

LITTLE BLOSSOMS LEARNING ACADEMY CORP
ATTIYA HARRIS, CEO
PHONE: 404-781-3273
EMAIL:

SITE PLAN SUMMARY

- CONTROLLED ACCESS AT GATE
- DESIGNATED PARENT DROP-OFF / PICK-UP AREA
- ONE-WAY TRAFFIC CIRCULATION
- 7 PARKING SPACES TOTAL (6 STAFF, 1 ADA)
- FENCE ALONG LEFT SIDE AND REAR YARD
- FRONT YARD PLAYGROUND AREA FOR CHILDREN
- OUTDOOR LEARNING / GARDEN AREA
- MATURE TREE COVER FOR SHADE
- EMERGENCY ACCESS PROVIDED
- EXISTING USE: PREVIOUSLY OPERATED AS DAYCARE

NOTE: THIS IS A CONCEPTUAL SITE PLAN BASED ON A SURVEY BY J.A. EVANS SURVEYING CO., INC., DATED 1/9/96. NO FIELD SURVEY PERFORMED.

SITE PHOTOS





ZONING CRITERIA AND ANALYSIS

1. **Would the proposed amendment be consistent and compatible with the City's land use and development, plans, goals, and objectives?** Yes. The proposed Conditional Use Permit is consistent with the City's land use and development goals. The property is located within the Single-Family Residential (RS) District, where Pre-K and day care centers are permitted as a Conditional Use pursuant to Section 8-8-28 of the Zoning Ordinance. The request represents the continuation of a historically established childcare facility rather than the introduction of a new or incompatible land use. The proposal supports the City's objective of providing neighborhood-serving institutional uses while maintaining compatibility with surrounding residential development.
2. **Would the proposed amendment tend to increase, to decrease, or to have no impact on traffic safety and congestion in the streets?** The proposed use is not expected to have a significant impact on traffic safety or congestion. The conceptual site plan provides a designated one-way parent drop-off and pick-up circulation pattern, controlled access, and seven on-site parking spaces, including one ADA-accessible space. Because no expansion or increase in operational intensity is proposed, traffic patterns are expected to remain consistent with the property's historic use.
3. **Would the proposed amendment tend to increase, to decrease, or to have no relationship to safety from fire and other dangers?** The proposed use is not anticipated to increase fire hazards or other public safety concerns. The applicant has indicated the facility will comply with all applicable building, fire, life safety, health, sanitation, and licensing requirements, including those established by the Georgia Department of Early Care and Learning (DECAL). The conceptual site plan also identifies multiple building exits, emergency access, fenced play areas, and controlled site access that support the safe operation of the facility.
4. **Would the proposed amendment tend to promote, to diminish, or to have no influence on the public health and general welfare of the city?** The proposed Conditional Use Permit is expected to promote the public health and general welfare by providing quality childcare services to Forest Park residents and surrounding communities. Reliable childcare supports working families, early childhood education, workforce participation, and overall community stability while continuing a long-standing community service at this location.
5. **Would the proposed amendment tend to increase, to decrease or to have no influence on the adequacy of light and air?** The proposed use will have no influence on the adequacy of light and air. No additions or expansions to the existing building are proposed.

6. **Would the proposed amendment tend to cause, to prevent, or to have no influence on the overcrowding of land?** No. The proposed use will not result in overcrowding of land.
7. **Would the proposed amendment tend to cause, to prevent, or to have no relationship on the population distribution within the city, thus creating any area so dense in population as to adversely affect the health, safety, and general welfare of the city?** The proposed use will **have no relationship** to population distribution within the city. The request does not involve residential development or an increase in residential density and therefore is not expected to adversely affect the health, safety, or general welfare of the community.
8. **Would the proposed amendment tend to impede, to facilitate, or to have no impact on the adequate provision of transportation, water, sewerage, other public services, utilities, or facilities?** The proposed use is expected to **have no significant impact** on transportation, water, sewer, utilities, or other public services. The property has historically operated as a childcare facility, and no expansion is proposed. Existing infrastructure is expected to adequately support the continued operation of the site.
9. **Would the proposed amendment tend to be compatible with environmental conditions in light of surrounding developments? If compatible, what factors, if any, would diminish the value, use and enjoyment of surrounding properties?** The proposed use is **compatible with surrounding development**. Childcare centers are recognized as an appropriate Conditional Use within the RS District because they provide an important neighborhood-serving institutional use. The conceptual site plan preserves existing mature trees, landscaped open space, and fenced outdoor play areas while limiting improvements primarily to cosmetic renovations. No factors have been identified that would be expected to diminish the value, use, or enjoyment of surrounding properties.
10. **Would the proposed amendment tend to promote, to diminish, or to have no influence upon the aesthetic effect of existing and future uses of the property and the surrounding area?** The proposed Conditional Use Permit is expected to **have a** positive or neutral influence on the aesthetics of the property and surrounding area. The applicant proposes cosmetic building improvements, routine maintenance, landscaping preservation, and continued upkeep of the property without altering the existing residential character of the neighborhood.
11. **Would the proposed amendment have measurable adverse economic effect on the value of surrounding or adjacent property?** There is **no indication** that the proposed use would have a measurable adverse economic effect on surrounding or adjacent properties. The continued operation of a childcare center is specifically contemplated by **Section 8-8-28 of the City of Forest Park Zoning Ordinance** as a Conditional Use within the RS District. The request represents the continuation of a long-standing community-serving use and is not expected to negatively affect surrounding property values.

12. **Would the proposed amendment create an isolated district unrelated to adjacent and nearby districts?** **No.** Approval of the Conditional Use Permit would not create an isolated district unrelated to surrounding development. The request authorizes a land use specifically permitted as a Conditional Use within the RS District and continues an existing institutional use that has historically operated at this location. The proposal remains compatible with the surrounding residential neighborhood and the established development pattern.

STAFF RECOMMENDATION

Staff recommends APPROVAL OF A CONDITIONAL USE PERMIT to allow the continued operation of a childcare and early learning center (Little Blossoms Learning Academy) within the Single-Family Residential (RS) District, subject to the following conditions:

1. Development in Accordance with Approved Site Plan

The childcare center shall be developed and operated substantially in accordance with the conceptual site plan submitted with the Conditional Use Permit application. Any substantial changes to the site layout, circulation pattern, playground areas, parking configuration, or building footprint shall require review and approval by the City.

2. Parking and Circulation Compliance

The property owner and operator shall maintain all required parking, accessible parking, and the designated one-way parent drop-off and pick-up circulation in accordance with the approved site plan and the parking requirements of the City of Forest Park Zoning Ordinance.

3. No Expansion of Use Without Approval

Approval of this Conditional Use Permit is based upon the continued operation of the existing childcare facility within the existing building. Any expansion of the building, increase in site intensity, significant increase in enrollment beyond the capacity approved by the appropriate licensing agencies, or other material modification to the approved use shall require additional review and approval by the City.

4. Licensing and Regulatory Compliance

The property owner and operator shall maintain all required licenses and approvals, including but not limited to those issued by the Georgia Department of Early Care and Learning (DECAL), and shall remain in compliance with all applicable federal, state, and local laws, ordinances, building codes, fire codes, health regulations, and zoning requirements.

5. Property Maintenance

The property owner shall maintain the building, landscaping, playground areas, fencing,

parking lot, and all other site improvements in a safe, clean, and orderly condition in accordance with applicable City codes.

Attachments Included:

- Application
- Letter of Intent
- Authorization of Property Owner
- Floor Plan

STAFF REPORT – Text Amendments

Public Hearing Date: July 16, 2026

City Council Meeting: August 3, 2026

Case: TA-2026-02

Proposed Request: Text Amendments to The City of Forest Park Zoning Code of Ordinance

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

Staff Recommendation: Approval to amend Zoning Ordinance

PROPOSED TEXT AMENDMENTS

1. The Planning & Community Development Department is proposing a text amendment to the City of Forest Park Code of Ordinances, Title 8. Planning and Development, Chapter 7. Subdivisions, Article G. – Planning & Community Development Department Fee Schedule, Section 8-7-81. Fee Schedule.
2. *The proposed amendment establishes a new application fee of Seventy-Five Dollars (\$75.00) for Public Art Review Board Applications submitted to the City of Forest Park*

BACKGROUND

The Mayor and City Council recently adopted the Public Art Review Board to establish a formal review procedure for murals, sculptures, monuments, and other public art installation displays within the city. To fully implement the new process, the Planning & Community Development Department is requesting an amendment to Section 8-7-81 to recognize the Public Art Review Application Fee within the City's fee structure. The proposed application fee of **\$75.00** is intended to offset the administrative costs associated with processing applications, coordinating departmental review, and scheduling items before the Public Arts Review Board. The fee itself will be incorporated into the City's Planning & Community Development Fee Schedule, which is maintained separately from the Code of Ordinances. The requested text amendments will not be injurious to the public health, safety, morals, and general welfare of the community, and the use will not be affected in an adverse manner. Per **Sec. 8-7-81. - Fee schedule**. Fees are charged as determined by the planning and community development director, with the approval of the mayor and city council. Building fees are based on the gross square footage and the International Code Council's (ICC) current building valuation data.

The following amendment has been proposed:

Amend Section 8-7-81 to recognize the Public Art Application as a Planning & Community Development application subject to the City's adopted fee schedule.

The proposed Planning & Community Development Fee Schedule shall include:

- Public Arts Review Application — **\$75.00**

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