



CITY OF
FORESTPARK

**CITY OF FOREST PARK
PLANNING COMMISSION MEETING**

Thursday, August 20, 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.

I. CALL TO ORDER/WELCOME:

II. ROLL CALL:

III. APPROVAL OF MINUTES:

1. **Approval of the July 17, 2026, Meeting Minutes - Planning and Community Development**

Background/History:

IV. OLD BUSINESS:

V. NEW BUSINESS:

2. **Case# CUP-2026-04– Conditional Use Permit request for 904 Main Street, Ward 3, Parcel #13049A B012. The applicant, Sarah Buckner requesting a Conditional Use Permit to allow the construction of a four- story mixed use development consisting of 75 residential units and 9,680 square feet of commercial space.**
3. **Case# TA-2026-03- Text Amendment for Sec. 8-3-16.Nonconforming signs. To revise the City's nonconforming sign regulations to clarify the circumstances under which a legally nonconforming sign loses its grandfathered status.**

VI. 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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PLANNING COMMISSION MEETING**

Thursday, July 16, 2026 at 6:00 PM
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[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

SaVaughn Irons-Kumassah
Interim Planning and Community Development
Director

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

MINUTES

I CALL TO ORDER/WELCOME:

The meeting was called to order at 6:05 PM by Chairman Asfar Haque.

II ROLL CALL:

All Board Members were present.

ALSO PRESENT:

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

III APPROVAL OF MINUTES:

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

A motion to approve the June 18, 2026, meeting minutes was made by Vice Chairman Michael Clinkscales, seconded by Member Donald Williams, and approved unanimously.

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.**

Background/History:

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.

Staff Recommendation:

Approval of the rezoning request from Planned Industrial (PI) to General Commercial (GC), finding that it supports redevelopment of a vacant property, encourages economic development, and is compatible with surrounding uses. Staff recommended approval subject to conditions requiring a Traffic Impact Study, final site plan review, parking compliance, adequate loading and access, landscaping and buffering, Urban Design Review Board approval, and compliance with all applicable City ordinances and development standards.

Public Comments:

Barry Dunlop, civil engineer for the development, accepted all the conditions and is ready to move forward.

Board Discussion:

Vice Chairman Michael Clinkscales made a motion to approve Case# RZ-2026-02 with the conditions of approval as presented by staff. The motion was seconded by Member Roderick Jackson. The motion carried by a vote of 4–1.

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.

Background/History:

The applicant, Jorge Cortez, is requesting a variance to permit the construction of a deck that would encroach five (5) feet into the required ten (10) foot side setback. According to the applicant, the request is based on the property's unique physical characteristics, which create a hardship, rather than on economic or financial considerations.

Staff Recommendation:

Approval of the variance request subject to conditions. The approval applies only to the proposed deck as shown on the submitted site plan and requires compliance with all applicable City codes and regulations. The applicant must obtain all required permits and inspections prior to construction.

Public Comments:

No public comments were received regarding this petition.

Board Discussion:

Member Roderick Jackson made a motion to approve Case# VAR-2026-04 with the conditions of approval as presented by staff. The motion was seconded by Vice Chairman Michael Clinkscales and approved unanimously.

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.

Background/History:

The property applicant, Atiya Harris, 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. The subject property 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.

Staff Recommendation:

Approval of the Conditional Use Permit for the continued operation of Little Blossoms Learning Academy subject to conditions. The conditions require the childcare center to operate in accordance with the approved site plan, maintain required parking and traffic circulation, obtain City approval for any expansion or significant modifications, maintain all required licenses and regulatory compliance, and keep the property and site improvements in accordance with applicable City codes.

Public Comments:

Atiya Harris, the applicant, expressed her excitement and readiness to continue operating the childcare center.

Board Discussion:

Member Lois Wright made a motion to approve Case# CUP-2026-03 with the conditions of approval as presented by staff. The motion was seconded by Member Roderick Jackson and approved unanimously.

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.**

Background/History:

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. 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.

Public Comments:

There were no public comments.

Board Disucssion:

Member Donald Williams made a motion to approve Case# TA-2026-02. The motion was seconded by Member Lois Wright and approved unanimously.

V ADJOURNMENT:

Vice Chairman Michael Clinkscales made a motion to adjourn at 7:06 PM. The motion was seconded by Member Lois Wright 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.



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Planning & Community Development Department
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Planning Commission Staff Report

Meeting Date: August 20, 2026

Case: TA-2026-03

Proposed Request: Sec. 8-3-16. Nonconforming signs

Prepared by: Ryan Saddler, Planner I

Staff Recommendation: Approval

PROPOSED TEXT AMENDMENT

The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2026-03 includes an amendment to **Title 8 – Planning and Development, Chapter 8 – Zoning, Article A – General Provisions, Sec. 8-3-16. - Nonconforming signs** of the City of Forest Park Code of Ordinances. The amendment would modify the nonconforming requirements of the sign ordinance by revising subsection (2) to remove language allowing the substitution or interchange of sign panels on a nonconforming sign without regard to a change in the business, tenant, occupancy, or use, and by adding subsection (3)(e) to establish that a change in tenant, occupancy, or principal use shall terminate the sign's legal nonconforming status.

BACKGROUND

In an effort to improve the overall aesthetic character and visual appearance of the City, staff is proposing amendments to the existing nonconforming sign regulations. The proposed amendment is intended to address nonconforming signs when there is a change in business, tenant, occupancy, or principal use, and to ensure that new or substantially changed uses do not continue to rely on outdated or nonconforming sign standards.

The proposed amendment would clarify when a nonconforming sign loses its legal nonconforming status and must be removed or brought into compliance with the City's current sign regulations. This change is intended to support the City's efforts to promote a more consistent, attractive, and visually cohesive environment while providing clear and predictable standards for property and business owners.

Sec. 8-3-16. Nonconforming signs. (Current Language)

- (1) It is the policy of the City of Forest Park to encourage the compliance of all signs within the city with the terms and requirements of this section. The city finds that nonconforming signs may



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adversely affect the public health, safety, and welfare of the city. Such signs may adversely affect the aesthetic characteristics of the city and may adversely affect public safety due to the visual impact of said signs on motorists and the structural characteristics of said signs.

(1) No sign shall be permitted or erected on any lot which has located thereupon an existing nonconforming sign until the nonconforming sign has either been removed or brought into compliance with this section.

(2) *Maintained.* A nonconforming sign shall not be replaced by another nonconforming sign, except that the substitution or interchange of quality material panels, painted boards, or dismountable material on nonconforming signs shall be permitted as long as the nonconforming sign retains its grandfathering rights. All nonconforming signs shall be maintained in good repair, free from peeled paint, rust, missing panels, missing letters, etc. Minor repairs and maintenance of nonconforming signs shall be permitted. However, no structural repairs, changes in shape, size, or design shall be permitted except to make a nonconforming sign comply with all requirements of this section. Repairs; material change. Minor repairs and maintenance of nonconforming signs shall be permitted when the cost of such repair does not exceed twenty-five (25) percent of the replacement cost of the existing sign, provided, however, that no structural repairs or changes in the size or shape of a nonconforming sign shall be permitted except to make the sign comply with the standards of this chapter.

(3) *Legal-nonconforming or "grandfathering" and provisions.* Nonconforming signs may stay in place until one (1) of the following conditions occurs:

- a. The advertised business ceases at the location for a period of more than thirty (30) days and/or the sign is not used for a period of more than thirty (30) days;
- b. The deterioration of the sign or damage to the sign makes it a hazard or renders it dilapidated, unsightly, or unkempt;
- c. The sign has been damaged to such an extent that more than minor repairs (greater than twenty-five (25) percent of the sign replacement cost of the existing sign) or a material change is required to restore the sign. No structural repairs or changes in the size or shape of a nonconforming sign shall be permitted except to make the sign comply with the standards of this chapter; or
- d. If the business or use for which the nonconforming sign(s) was installed is expanded or modified, and if the value of the expansion or modification exceeds fifty (50) percent of the value of the existing improvements. The sign or signs shall be immediately brought into compliance with this chapter with a new permit secured therefore or shall be removed. All improvements to a single business or use within any 12-month period shall be treated cumulatively in the administration of this subparagraph.



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(4) In the event that a sign loses its legal-nonconforming (grandfathering) status, the applicant shall not be granted a business license until the nonconforming sign is brought into compliance with the regulations in the chapter 3, Signs, otherwise known as the sign ordinance.

All signs within the city must be brought into compliance or removed within three (3) years from the adoption of this chapter. At this time, all signs will lose their legal nonconforming status.

(Ord. No. 21-11, § 3(Exh. C), 9-7-2021; Ord. No. 22-07, § 1, 5-2-2022)

Sec. 8-3-16. – Nonconforming Signs (Proposed Language)

(1) No sign shall be permitted or erected on any lot which has located thereupon an existing nonconforming sign until the nonconforming sign has either been removed or brought into compliance with this section.

- (2) Maintained. A nonconforming sign shall not be replaced by another nonconforming sign, except that the substitution or interchange of quality material panels, painted boards, or dismountable material on nonconforming signs shall be permitted ~~as long as the nonconforming sign retains its grandfathering rights~~ only for the same business, tenant, occupancy, or use for which the sign was originally established, provided the sign retains its legal nonconforming status. A change in tenant, occupancy, or principal use shall terminate the sign's legal nonconforming status pursuant to subsection (3)(e).

All nonconforming signs shall be maintained in good repair, free from peeled paint, rust, missing panels, missing letters, etc. Minor repairs and maintenance of nonconforming signs shall be permitted. However, no structural repairs, changes in shape, size, or design shall be permitted except to make a nonconforming sign comply with all requirements of this section.

Repairs; material change. Minor repairs and maintenance of nonconforming signs shall be permitted when the cost of such repair does not exceed twenty-five (25) percent of the replacement cost of the existing sign, provided, however, that no structural repairs or changes in the size or shape of a nonconforming sign shall be permitted except to make the sign comply with the standards of this chapter.

(3) Legal-nonconforming or "grandfathering" and provisions. Nonconforming signs may stay in place until one (1) of the following conditions occurs:

a. The advertised business ceases at the location for a period of more than thirty (30) days and/or the sign is not used for a period of more than thirty (30) days;

b. The deterioration of the sign or damage to the sign makes it a hazard or renders it dilapidated, unsightly, or unkempt;



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c. The sign has been damaged to such an extent that more than minor repairs (greater than twenty-five (25) percent of the sign replacement cost of the existing sign) or a material change is required to restore the sign. No structural repairs or changes in the size or shape of a nonconforming sign shall be permitted except to make the sign comply with the standards of this chapter; or

d. If the business or use for which the nonconforming sign(s) was installed is expanded or modified, and if the value of the expansion or modification exceeds fifty (50) percent of the value of the existing improvements. The sign or signs shall be immediately brought into compliance with this chapter with a new permit secured therefore or shall be removed. All improvements to a single business or use within any 12-month period shall be treated cumulatively in the administration of this subparagraph; or

e. A change in tenant, occupancy, or principal use occurs for the property, regardless of whether the nonconforming sign remains continuously in use. Upon such change, the nonconforming sign shall immediately lose its legal nonconforming status and shall be removed or brought into compliance with the provisions of this chapter.

(4) In the event that a sign loses its legal-nonconforming (grandfathering) status, **including pursuant to subsection (3)(e)**, the applicant shall not be granted a business license until the nonconforming sign is brought into compliance with the regulations in Chapter 3, Signs, otherwise known as the sign ordinance.

All signs within the city must be brought into compliance or removed within three (3) years from the adoption of this chapter. At this time, all signs will lose their legal nonconforming status.