



CITY COUNCIL WORK SESSION

Monday, November 04, 2024 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.4720

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be live-streamed and available on the City's

YouTube page - "*City of Forest Park GA*"

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

CONSENT AGENDA:

- Council Discussion to Ratify the Emergency Requisition for Tree Removal Services-**
Procurement/Public Works

Background/History:

Approval is requested for Council ratification of the emergency requisition for tree removal services provided by PROTREE Inc. at the intersection of Ash St. and Shellnut Dr., necessitated by an immediate safety hazard.

On October 16, 2024, a large limb from an oak tree fell at this intersection, obstructing the roadway. Upon assessment, Public Works determined that the remaining structure posed an imminent threat to

public safety, leading to the immediate closure of the intersection. Due to the urgency, PROTREE Inc. was engaged for tree removal without the standard procedure of obtaining three competitive quotes.

Vendor: PROTREE Inc.

Cost: \$20,000

Line Item: ARPA Blight/Demolition, 253-51-4226-54-1404

Justification for Emergency Requisition:

Due to urgent safety concerns, obtaining three quotes was not feasible. PROTREE Inc. was selected to expedite the removal process, ensuring swift action to prevent potential harm to passing vehicles and pedestrians.

2. Council Discussion on the Request for Blanket Purchase Orders – Procurement/Public Works– Procurement/Public Works

Background/History:

As part of our ongoing efforts to streamline the procurement process, we are presenting the following contracted or sole-source vendors to establish Blanket Purchase Orders:

- **Collier Engineering** – \$45,590 for the Rockcut Rd Sidewalk project.
Fund: 253-51-4224-54-1400
Project: 23003854A
- **Collier Engineering** – \$58,400 for the Linda Way Sidewalk project.
Fund: 253-51-4221-54-1401
Project: 23008711A
- **Falcon Design** – \$23,400 for the Waldrop Rd Sidewalk project.
Fund: 253-51-4224-54-1401
Task Order: FDC 2023.02

NEW BUSINESS:

3. Council Discussion on the Reappoint of Councilmember Hector Gutierrez to the Development Authority (DA) Board-Executive Offices

Background/History:

Councilmember Gutierrez serves on the Development Authority (DA) board as the council-appointed member whose term expires November 18, 2024. Councilmember Gutierrez requests approval for reappointment for another four (4) year term set to expire on November 18, 2028.

4. Council Discussion to approve Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master plans-Planning and Community Development Department

Background/History:

Precision Planning Inc (PPI) is requesting approval to move forward with preparation of the City Parks Master Plans. The PCD department has applied for several grants to assist in funding park improvements. PCD has requested PPI to provide individual Master plans for six of the seven parks located within the city. The Parks that will be included are Bill Lee Park, Scott Boulevard Park, Theater Drive Park, Second Street Park, Perkins Park and Alder Drive Park. The primary use of the Master Plans will exhibit proposed

improvements and be used as a long-range plan for future park construction plans. Currently, there is a master plan exhibit for Starr Park in which the plans prepared for remaining parks will be similar. If the Mayor and Council approve the Task order Request, PPI will move forward with completing the City Parks Master Plans for the six remaining city parks.

5. Council Discussion to approve Case # TA-2024-04 – Text Amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline of the Code of Ordinances of the City of Forest Park-Planning and Community Development Department

Background/History:

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized. By Mayor and Council approving this text amendment, The Planning & Community development department will be able to move forward with ceasing the authorization of zoning approval within six (6) months of the date Planning & Community Development Staff approved the zoning verification and requires any owner of a property or his agent to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

File Attachments for Item:

1. Council Discussion to Ratify the Emergency Requisition for Tree Removal Services-
Procurement/Public Works

Background/History:

Approval is requested for the Council to ratify the requisition of emergency tree removal services provided by PROTREE at the intersection of Ash St. and Shellnut Dr. due to an immediate safety hazard.

On 10/16/2024, the limb of a large oak tree fell at the intersection of Ash St. and Shellnut Dr., blocking the road. Public Works assessed the tree and determined the remaining structure posed an imminent threat to public safety, necessitating the immediate closure of the intersection. Given the urgency, PROTREE INC was called to remove the tree without the standard three competitive quotes.

Vendor Name: PROTREE INC

Cost: \$20,000

Line Item (ARPA Blight/Demolition): 253-51-4226-54-1404

Justification for Emergency Requisition:

Due to the urgent safety concerns, securing three quotes was not feasible, and PROTREE was the selected vendor to expedite the removal process. Immediate action was taken to prevent potential harm to passing vehicles and pedestrians.

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval to ratify the Emergency Requisition for Tree Removal Services-Procurement/Public Works

Submitted By: Nigel Wattley

Date Submitted: 10-28-2024

Work Session Date: 11-4-2024

Council Meeting Date: 11-4-2024

Background/History:

Item Description: Approval is requested for Council to ratify the requisition of emergency tree removal services provided by PROTREE at the intersection of Ash St. and Shellnut Dr. due to an immediate safety hazard. On 10/16/2024, the limb of a large oak tree fell at the intersection of Ash St. and Shellnut Dr., blocking the road. Public Works assessed the tree and determined the remaining structure posed an imminent threat to public safety, necessitating the immediate closure of the intersection. Given the urgency, PROTREE INC was called to remove the tree without the standard three competitive quotes.

Vendor Name: PROTREE INC

Cost: \$20,000

Line Item (ARPA Blight/Demolition): 253-51-4226-54-1404

Justification for Emergency Requisition:

Due to the urgent safety concerns, securing three quotes was not feasible, and PROTREE was the selected vendor to expedite the removal process. Immediate action was taken to prevent potential harm to passing vehicles and pedestrians.

Action Requested from Council:

Approval by Council to ratify the \$20,000 requisition to PROTREE for emergency tree removal services.

Cost: \$ 20,000

Budgeted for: ☒ X **Yes** ☐ **No**

Financial Impact:

CITY OF FOREST PARK PURCHASE REQUISITION FORM

For purchases valued \$1,000 and up

This form must be completed prior to creating a Purchase Order

Department :	Public Works	Date: 10/22/2024	Requisition Number: 25-06077
Prepared By:	NIGEL WATTLEY		
Explanation			
This Requisition is for:		This requisition is for the immediate removal of a hazardous tree located at the corner of Ash St and Shellnut St. The tree was a significant safety risk, and due to its condition, Ash St had to be closed. I was unable to obtain three quotes, as the tree needed to be removed as soon as possible to eliminate the risk of falling on passing vehicles.	
☒ Services ☐ Goods ☐ Public Works Construction ☐ Other _____			
Justification for Request:			
See attached x _____ page(s) or _____ line item(s) and attached specifications _____ pages			

Budget

Attach proof of available funds and provide the following:

Budget Line Item:	253-51-4226-54-1404		
Funds Available:	Yes	Cost of goods or services:	\$20,000

Vendor

New vendors must complete the Vendor/Supplier Information Form and provide a w-9 and E-Verify Affidavit.

Select whether vendor is a new or current vendor of the City and provide the following:

☐ New	☒ Current	Vendor Name:	PROTREE INC	
Current Vendor Number:		230768		
If Statewide Contract, provide the following: (Attach one quote. Three quotes are not needed)				
Statewide Contract ID number:				
If Requisition is replacing a current Contract, provide the following:				
Current Contract Number:		Contract Expiration Date:		

Solicitation

Complete this section only if a formal bid or RFP advertisement is needed.

Also attach Solicitation Request Form

Estimated cost of goods or services:	
Is cooperative purchase option available?	
Date goods or services are needed:	

Signatures

Department Head Authorization:		Date:	10/22/2024
Purchasing Authorization:		Date:	
Finance Director:		Date:	
City Manager:		Date:	

Instructions:

- Complete requisition form in its entirety. (No previous versions of the Requisition Form will be accepted)
- Attach 3 quotes (or justification if 3 quotes could not be obtained) and proof of budgeted funds.
- Have New Vendors to send Vendor Information Form, w-9, and E-Verify directly to accountspayable@forestparkga.gov.
- Email Requisition form and additional documents to procurement@forestparkga.gov.
- Once a fully signed requisition has been returned to you, create PO and proceed with purchase.
- Once service is received, submit signed Requisition, Invoice, and PO to Accounts Payable (copy Procurement) for payment.

Please complete, sign, and return Requisition Form along with all required documents to procurement@forestparkga.gov
 Requisition will not be approved and PO will not be paid if not completed properly.





NON-COMPETITIVE PROCUREMENT REQUEST

Please Check the Type of Procurement Request:

☒ Emergency
☐ Sole or Single Source

DATE: 10/22/2024

FROM: Department: Public Works
 Director/Department Head: Nigel Wattley

TO: John Wiggins, Director of Finance
 Department of Finance – Procurement
 745 Forest Parkway, Forest Park, Georgia 30296

Requisition Number: 25-06077
 Suggested Supplier: PROTREE INC
 Description of Product/Services: Removal of large Oak tree
 Estimate Amount of Purchase: \$ 20,000

1. Explain why the product/service requested is the only product/service that can satisfy your requirements and explain alternatives that are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. Describe what steps have been undertaken.

The tree needed to be removed immediately, due to one of its large limbs falling the night before and this vendor is reliable with tools readily available.

2. Will this purchase obligate the City of Forest Park to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more “like” items in the future to match this one?)

The City would not be obligated to this vendor in the future, this is one of three vendor used for this type of service

3. Explain the impact to the City or Public if this Sole, Single or Emergency Source is not approved.

Imminent public safety hazard

Department contact for additional information: NAME: Vincent Hicks Phone#: (404) 925-6101

I hereby request that this non-competitive procurement request be approved for the procurement of the above statement of work, material, equipment, commodity, or service.

Signature: [Signature]
 (Department/Head)

Date: 10/23/2024

Do Not Write Below – Department of Finance – Procurement Only

Procurement Officer Comments:

☐ Approved

☐ Disapproved

Signed:

Date:

INVOICE

Pro Tree INC.
279 South Main Street
Jonesboro, GA 30236

protree@protreeinc.com
(770)471-4292
http://protreeinc.com



Bill to
City of Forest Park
P.O. Box 69
Forest Park, GA 30298

Ship to
WORK COMPLETED AT:
5625 Ash Street
Forest Park, 30297

Invoice details

Invoice no.: 46857
Terms: Due on receipt
Invoice date: 10/21/2024
Due date: 10/21/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/18/2024	Tree Removal	Cut & remove one large red oak (100' tall, 5' wide base), split down the middle, 1/3 in the street, other two halves still attached hanging over power lines and streets, cut stump low. Two crews - 10/17/24 - 10/18/24			\$20,000.00

Total **\$20,000.00**

Ways to pay**Note to customer**

Payment due upon receipt. If debt is not paid in 30 days, item will be
turned over to collections.

Pay invoice

RESOLUTION NO. 24-126

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE REQUISITION OF EMERGENCY TREE REMOVAL SERVICES PROVIDED BY PROTREE, INC. AT THE INTERSECTION OF ASH STREET AND SHELLNUT DRIVE DUE TO AN IMMEDIATE SAFETY HAZARD FROM THE CITY'S PUBLIC WORKS DEPARTMENT.

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, on October 16, 2024, a limb of a large oak tree fell at the intersection of Ash Street and Shellnut Drive, effectively blocking the road; and

WHEREAS, the City's Public Works Department ("Department") has made the determination the structure poses an imminent threat to public safety, necessitating the immediate closure of the intersection; and

WHEREAS, due to the urgent safety concerns securing three quotes through the custom bid process necessary as specified in the City's Purchasing Policy; and

WHEREAS, the Department requests the City Council to approve the requisition of emergency tree removal services provided by Protree Inc. in the amount of Twenty Thousand Dollars and 00/100 Cents (\$20,000.00) from ARPA line item 253-51-4226-54-1404; and

WHEREAS, the approval of the requisition of emergency tree removal services is necessary for the health, safety, and general welfare of the citizens.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

Section 1. Approval. The Department's request to approve the requisition of emergency tree removal services provided by Protree Inc. in the amount of Twenty Thousand Dollars and 00/100 Cents (\$20,000.00) from ARPA line item 253-51-4226-54-1404 as presented to the Mayor and City Council on November 4, 2024 is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this 4th day of November 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
Randi Rainey, City Clerk

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

2. Council Discussion on the Request for Blanket Purchase Orders – Procurement/Public Works–
Procurement/Public Works

Background/History:

As part of our ongoing efforts to streamline the procurement process, the following contracted or sole source vendors are being presented to create Blanket Purchase Orders:

Collier Engineering - 54-1400	\$ 45,590	Rockcut Rd Sidewalk project	Fund: 253-51-4224-
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(Project: 23003854A)

Collier Engineering - 1401	\$ 58,400	Linda Way Sidewalk project	Fund: 253-51-4221-54-
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(Project: 23008711A)

Falcon Design - 54-1401	\$ 23,400	Waldrop Rd Sidewalk project	Fund: 253-51-4224-
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(Task Order- FDC 2023.02)

CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Consent Agenda – Request for Blanket Purchase Orders – Procurement/Public Works

Submitted By: Nigel Wattley

Date Submitted: 10-28-2024

Work Session Date: 11-4-2024

Council Meeting Date: 11-4-2024

Background/History:

As part of our ongoing efforts to streamline the procurement process, the following contracted or sole source vendors are being presented to create Blanket Purchase Orders:

Collier Engineering -	\$ 45,590	Rockcut Rd Sidewalk project (Project: 23003854A)	Fund: 253-51-4224-54-1400
Collier Engineering -	\$ 58,400	Linda Way Sidewalk project (Project: 23008711A)	Fund: 253-51-4221-54-1401
Falcon Design -	\$ 23,400	Waldrop Rd Sidewalk project (Task Order- FDC 2023.02)	Fund: 253-51-4224-54-1401

Action Requested from Council:

Consideration and approval of Blanket Purchase Orders

Cost: \$ 127,390

Budgeted for: ☒ Yes ☐ No

Financial Impact:

RESOLUTION NO. 2024-__

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE BLANKET PURCHASE ORDER FOR PROJECT 23003854A, PROJECT 23008711A, and TASK ORDER FDC 2023.02 FROM THE CITY’S PUBLIC WORKS DEPARTMENT AND THE CITY’S PROCUREMENT DEPARTMENT.

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City’s Public Works Department and the City’s Procurement Department (collectively, “Departments”) request the City Council to approve the Blanket Purchase Order (“BPO”); and

WHEREAS, the BPO includes the contract with the City and Collier Engineering for the Rockcut Road sidewalk project (Project 23003854A) in the amount of Forty-Five Thousand, Five Hundred and Ninety Dollars and 00/100 Cents (\$45,590.00); and

WHEREAS, the BPO includes the contract with the City and Collier Engineering for the Linda Way Sidewalk project (Project 23008711A) in the amount of Fifty-Eight Thousand, Four Hundred Dollars and 00/100 Cents (\$58,400.00); and

WHEREAS, the BPO includes the contract with Falcon Design Consultants for the Waldrop Road Sidewalk project (Task Order FDC 2023.02) in the amount of Twenty-Three Thousand, Four Hundred Dollars and 00/100 Cents (\$23,400.00); and

WHEREAS, the Departments’ requests the approval of the BPO with the total cost of One Hundred and Twenty-Seven Thousand, Three Hundred and Ninety Dollars and 00/100 Cents (\$127,390.00); and

WHEREAS, the approval of this BPO will help in the safety, aesthetic, and wellness of the citizens of the City.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

Section 1. Approval. The Departments’ request to approve the Blanket Purchase Order in the amount of One Hundred and Twenty-Seven Thousand, Three Hundred and Ninety Dollars and 00/100 Cents (\$127,390.00) as presented to the Mayor and City Council on November 4, 2024, is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk (“Clerk”) and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this ____ day of _____, 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

3. Council Discussion on the Reappoint of Councilmember Hector Gutierrez to the Development Authority (DA) Board-Executive Offices

Background/History:

Councilmember Gutierrez serves on the Development Authority (DA) board as the council-appointed member whose term expires November 18, 2024. Councilmember Gutierrez requests approval for reappointment for another four (4) year term set to expire on November 18, 2028.



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion on the Reappoint of Councilmember Hector Gutierrez to the Development Authority (DA) Board

Submitted By: Executive Offices

Date Submitted: 10/16/2024

Work Session Date: 11/4/2024

Council Meeting Date: 11/4/2024

Background/History:

Councilmember Gutierrez serves on the Development Authority (DA) board as the council-appointed member whose term expires November 18, 2024. Councilmember Gutierrez requests approval for reappointment for another four (4) year term set to expire on November 18, 2028.

Action Requested from Council: Approval of reappointment

Cost: \$	Budgeted for:	Yes	No
	_____	_____	_____

Financial Impact:



10/9/2024

RE: Boards/Commissions Re-Appointment

Dear Councilmember Hector Gutierrez,

I hope this message finds you well. As your current term on the Development Authority Board approaches its conclusion, we would like to express our gratitude for your valuable contributions during your time with the board. Your commitment, expertise, and dedication have been instrumental in advancing the work of the Development Authority Board.

Given your outstanding performance and continued interest in the board's mission, we are reaching out to inquire about your interest in being re-appointed for another 4- years. Your colleagues and the broader community have highly valued your insights and leadership, and we believe that your continued involvement would be a significant asset to the ongoing efforts of the Development Authority Board.

If you are interested in being considered for re-appointment, please let us know as soon as possible. We will happily arrange a meeting if you have any questions or wish to discuss your potential re-appointment further.

We are grateful for your service and hope that you will consider continuing your work with the Development Authority.

Thank you again for your dedication, and we look forward to hearing from you.

Sincerely,

Michelle Hood

Deputy City Clerk

City of Forest Park



CITY OF
FORESTPARK

State of Georgia County of Clayton

OATH OF OFFICE FOR BOARD/COMMISSION/AUTHORITY APPOINTEES

"I, Hector Gutierrez, do solemnly swear and affirm that I will support the Constitution of the United States and of the State of Georgia; that I will in all respects observe the provisions of the Charter and Ordinances of the City of Forest Park; that I will well and truly perform the duties as an Development Authority Board Member; that I am not the holder of any unaccounted for public money due this state or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia I am prohibited from holding; that I am otherwise qualified to hold said office according to the Constitution and laws of Georgia; and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection. So, help me, God."

So, help me, God, or so I affirm this 4th day of November 2024.

Hector Gutierrez
Development Authority

Sworn to and subscribed before me, the undersigned,

Angelyne Butler, Mayor

Attest:

City Clerk, City of Forest Park

File Attachments for Item:

4. Council Discussion to approve Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master plans-Planning and Community Development Department

Background/History:

Precision Planning Inc (PPI) is requesting approval to move forward with preparation of the City Parks Master Plans. The PCD department has applied for several grants to assist in funding park improvements. PCD has requested PPI to provide individual Master plans for six of the seven parks located within the city. The Parks that will be included are Bill Lee Park, Scott Boulevard Park, Theater Drive Park, Second Street Park, Perkins Park and Alder Drive Park. The primary use of the Master Plans will exhibit proposed improvements and be used as a long-range plan for future park construction plans. Currently, there is a master plan exhibit for Starr Park in which the plans prepared for remaining parks will be similar. If the Mayor and Council approve the Task order Request, PPI will move forward with completing the City Parks Master Plans for the six remaining city parks.

CITY OF
FOREST PARK

City Council Agenda Item

Subject: Council Discussion to approve Precision Planning Inc. Task Order PPI 2024.04 – City Parks Master plans.

Submitted By: SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

Date Submitted: October 21, 2024

Work Session Date: November 4, 2024

Council Meeting Date: November 4, 2024

Background/History:

Precision Planning Inc (PPI) is requesting approval to move forward with preparation of the City Parks Master Plans. The PCD department has applied for several grants to assist in funding park improvements. PCD has requested PPI to provide individual Master plans for six of the seven parks located within the city. The Parks that will be included are Bill Lee Park, Scott Boulevard Park, Theater Drive Park, Second Street Park, Perkins Park and Alder Drive Park. The primary use of the Master Plans will exhibit proposed improvements and be used as a long-range plan for future park construction plans. Currently, there is a master plan exhibit for Starr Park in which the plans prepared for remaining parks will be similar. If the Mayor and Council approve the Task order Request, PPI will move forward with completing the City Parks Master Plans for the six remaining city parks.

Cost: \$13,840.00

Budgeted for: X **Yes** **No**

Financial Impact: PPI proposes to provide the scope of services for a Not to Exceed fee of \$13,840.00, including reimbursable expenses. PPI will invoice monthly based on actual man-hours, according to contracted schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

Action Requested from Council: To Approve Task Order PPI 2024.04 – City Parks Master plans Request.

Task Order PPI 2024.04

400 Pike Boulevard
Lawrenceville, GA 30046

To: CITY OF FOREST PARK
745 Forest Parkway
Forest Park, GA 30297

Date: October 21, 2024

Attn: Ms. Nicole Dozier
Director of Planning & Community Development

From: Precision Planning, Inc.

Project: CITY PARKS MASTER PLANS

Task Order No. PPI 2024.04

PROJECT UNDERSTANDING

We understand that the Client plans to make improvements to the seven existing City Parks and that the Client is applying for several grants to assist in the funding of these park improvements. The Client has asked PPI to provide individual Master Plans for six of the seven parks. The Park Master Plans will primarily be used as exhibits in the grant applications to showcase the proposed improvements and will also be used as a long-range plan for future park construction plans. The Client already has a Master Plan exhibit for Starr Park. PPI will produce Master Plan exhibits for the remaining six parks similar to that prepared for Starr Park, as well as rough order of magnitude cost estimates.

SCOPE OF WORK

1. City Parks Master Plans will be prepared for the following City Parks:
 - Bill Lee Park
 - Scott Boulevard Park
 - Theater Drive Park
 - Second Street Park
 - Perkins Park
 - Alder Drive Park
2. Master Plans will be 11x17 colored site plan drawings showing existing park features and proposed park improvements. The improvements will be labelled with text and a leader line or legend that refers to a detailed photo or drawing of a stock element that conveys the image of what the improvement will look like. The detailed photo or drawing of the stock elements will either be on the one sheet plan or as a separate attachment.
3. Cost estimates for each park will be based on the quantity of each element or improvement multiplied by market prices from various sources. Please note that the cost estimates are for planning purposes only and are not to be construed as actual construction costs.
4. The base map drawings for the existing parks will be from Client-supplied boundary drawings of the properties or, if surveys are not available, from Clayton County GIS tax mapping and aerial imagery.
5. The issuance of drawings and cost estimates to the Client will be in electronic media PDF-format.
6. No meetings or site visits are included in this scope.

Task Order PPI 2024.04

400 Pike Boulevard
Lawrenceville, GA 30046

7. Park Elements and Improvements shall have a consistent theme and look for all City Parks and shall include but not be limited to the following:
- Access points to the parks (entryways and sidewalks or trails)
 - Parking
 - Decorative perimeter fencing (not chain link or security fencing)
 - Playground equipment
 - Playground surfacing and borders
 - Sunshade canopy covering
 - Seating
 - Pedestrian lighting
 - Covered picnic tables and gazebos
 - Trash receptacles
 - Potential community gardens
 - Landscaped areas
 - Outdoor fitness equipment
 - Walking trails and other passive recreation elements

COMPENSATION

PPI proposes to provide the Scope of Services listed above for a **Not to Exceed Fee of \$13,840.00**, including reimbursable expenses. PPI will invoice monthly based on actual man-hours, according to the contracted Schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Using Department

Authorized by: _____

Title: City of Forest Park City Manager

Printed Name: Ricky L. Clark, Jr.

Date: _____

Approved for Funding

Authorized by: _____

Title: Director of Finance

Print Name: _____

Date: _____

Budget Line Item # _____

Project # _____

RESOLUTION NO. 24-127

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE PRECISION PLANNING, INC.'S TASK ORDER PPI 2024.04 FOR THE CITY PARKS MASTER PLANS FROM THE CITY'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, on October 21, 2024, Precision Planning, Inc. sent Task Order PPI 2024.04 ("Task Order") to the City for the City Parks Master Plans ("Project"); and

WHEREAS, the City's Planning and Community Department ("Department") has applied for several grants to assist in funding the park improvements; and

WHEREAS, the understanding of the Project is to make improvements to the seven (7) existing parks and the City has requested Precision Planning, Inc. to provide individual master plans for six (6) of the seven (7) parks; and

WHEREAS, the Department requests the City Council to approve the Task Order so that Precision Planning, Inc. can move forward with completing the Project for the six (6) parks located at Bill Lee Park, Scott Boulevard Park, Theater Drive Park, Second Street Park, Perkins Park, and Alder Drive Park; and

WHEREAS, the approval of the Task Order is necessary for the health, safety, and general welfare of the citizens.

THEREFORE, THE CITY COUNCIL OF FOREST PARK, GEORGIA HEREBY RESOLVES:

Section 1. Approval. The Department's request to approve Precision Planning, Inc.'s Task Order PPI 2024.04 as presented to the Mayor and City Council on November 4, 2024 is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this 4th day of November 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

_____ (SEAL)
Randi Rainey, City Clerk

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

5. Council Discussion to approve Case # TA-2024-04 – Text Amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline of the Code of Ordinances of the City of Forest Park-Planning and Community Development Department

Background/History:

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized. By Mayor and Council approving this text amendment, The Planning & Community development department will be able to move forward with ceasing the authorization of zoning approval within six (6) months of the date Planning & Community Development Staff approved the zoning verification and requires any owner of a property or his agent to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion to approve Case # TA-2024-04 – Text Amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline of the Code of Ordinances of the City of Forest Park.

Submitted By: SaVaughn Irons-Kumassah, Principal Planner, Planning & Community Development Department

Date Submitted: October 23, 2024

Work Session Date: November 04, 2024

Council Meeting Date: November 04, 2024

Background/History:

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized. By Mayor and Council approving this text amendment, The Planning & Community development department will be able to move forward with ceasing the authorization of zoning approval within six (6) months of the date Planning & Community Development Staff approved the zoning verification and requires any owner of a property or his agent to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance.

Cost: N/A

Budgeted for: _____ Yes _____ No

Financial Impact: N/A.

Action Requested from Council: To Approve the proposed text amendment for Case # TA-2024-04.

September 24, 2024

Clayton News Daily
P.O. Box 368
Jonesboro, GA 30253

Please run the following Public Hearings Section of the October 2, October 9, and October 16, 2024, Editions.

TO THE CITIZENS OF FOREST PARK, CLAYTON COUNTY, GEORGIA, AND OTHER INTERESTED PARTIES:

NOTICE IS HEREBY GIVEN: The City of Forest Park Planning Commission will conduct a meeting on a series of Public Hearings for the purpose of considering the matters listed below. The Public Hearings will be held on Thursday, October 17, 2024, at 6:00 p.m. in the Forest Park City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297.

- Case # VAR-2024-07 Variance request for 100 METCALF EXTENSION RD., Parcel # **12178-2107002**. The applicant, PME Oakmont Gillem, LLC (Thomas Cobb), is requesting a variance to increase the maximum lot coverage from the required fifty (50) percent to seventy-seven (77) percent and decrease the minimum lot frontage from the required fifty (50) percent of the lot width to thirty (30) percent of the lot width, to allow the construction of a warehouse/distribution center within the Gillem District (GZ).
- Case #TA-2024-04 Text Amendment for Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process of the City of Forest Park Code of Ordinances to amend such section and add subsection (c) Zoning Verification Approval Timeline.
- Case #TA-2024-05 Text Amendment for Article S. – Residential Rental Dwelling Unit Inspection and Maintenance Program, Section 8-2-302 Self-Inspections of residential rental dwelling units of the City of Forest Park Code of Ordinances to amend such section, modifying the provisions of self-inspections of residential rental dwellings units.

SaVaughn Irons-Kumassah, Principal Planner
Planning & Community Development Department
404-366-4720

STAFF REPORT – Text Amendments
Public Hearing Date: October 17, 2024
City Council Meeting: November 4, 2024

Case: TA-2024-04

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

Staff Report Compiled By: SaVaughn Irons-Kumassah, Principal Planner

Staff Recommendation: Approval to amend Zoning Ordinance

PROPOSED TEXT AMENDMENTS

- I. The Planning & Community Development Department is proposing a text amendment to the Code of Ordinances. Case # TA-2024-04 includes an amendment to Article I. – Permits and Certificates, Section 8-8-238 Zoning Verification Process, adding subsection (c) Zoning Verification Approval Timeline.

BACKGROUND

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. 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 a substantially adverse manner.

Current Article I. Permits and Certificates:

Section 8-8-238 Zoning Verification Process.

(a) To determine in advance whether a structure or use existing or proposed for any property located within the city is or may be used or developed in compliance with this chapter, the owner of the property or his agent ("owner") may request a zoning verification letter from the director. Such request shall be in writing and on the form developed by the city, which form, at a minimum, shall require that the following information be provided regarding the property for which the certificate is being requested:

- (1) Identity of the owner of the subject property.
- (2) Identity of any agent of the owner of the subject property.
- (3) A legal description of the subject property.
- (4) A complete description and inventory of all existing structures on the subject property.
- (5) A complete description and inventory of all proposed structures to be located on the subject property.
- (6) A complete description and inventory of any and all activities presently occurring on the subject property; and

(7) A complete description and inventory of any and all activities proposed to occur on the subject property

(b) The issuance of a zoning verification letter shall merely constitute confirmation that the structures and/or uses located on or proposed for the subject property have been determined to be in compliance with the zoning ordinance of the city as effective on the date of issuance of the certificate and may be legally conducted thereon as of the date of issuance of the certificate.

(Ord. No. 21-11, § 1(Exh. A), 9-7-2021)

The following text amendments have been proposed:

- I. An amendment to Article I. Permits and Certificates – Section 8-8-238 Zoning Verification Process, to amend such section and, adding new subsection (c) Zoning Verification Approval Timeline.

This update provides clarity for the timeline in which a zoning verification approval expires and length of time the approval is authorized.

ARTICLE I. PERMITS AND CERTIFICATES

Section. 8-8-238. Zoning Verification Process.

(a) To determine in advance whether a structure or use existing or proposed for any property located within the city is or may be used or developed in compliance with this chapter, the owner of the property or his agent ("owner") may request a zoning verification letter from the Planning and Community Development Department. Such request shall be in writing and on the form developed by the city, which form, at a minimum, shall require that the following information be provided regarding the property for which the certificate is being requested:

- (1) Identity of the owner of the subject property.*
- (2) Identity of any agent of the owner of the subject property.*
- (3) A Parcel Identification number of the subject property.*
- (4) A complete description and inventory of all existing structures on the subject property.*
- (5) A complete description and inventory of all proposed structures to be located on the subject property.*
- (6) A detailed description and inventory of any and all activities presently and proposed to occur on the subject property.*

(b) The issuance of a zoning verification letter shall merely constitute confirmation that the structures and/or uses located on or proposed for the subject property have been determined to be in compliance with the zoning ordinance of the city as effective on the date of issuance of the certificate and may be legally conducted thereon as of the date of issuance of the certificate.

(c) Zoning Verification Approval Timeline:

(1) A zoning verification letter shall cease to be authorized and expire without any further action if business license or construction has not been approved, completed, started and/or occupancy granted within six (6) months of the date Planning & Community Development Staff approved the zoning verification.

(2) If zoning verification letter date of issuance has exceeded six (6) months past the approval date, the owner of the property or his agent ("owner") will be required to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance of the certificate.

STATE OF GEORGIA
COUNTY OF
CLAYTON

ORDINANCE 24-08

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FOREST PARK, GEORGIA TO AMEND TITLE 8 (PLANNING AND DEVELOPMENT), CHAPTER 8 (ZONING), ARTICLE I (PERMITS AND CERTIFICATES), SECTION 8-8-238 (ZONING VERIFICATION PROCESS) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of Forest Park, Georgia (“City”) is the Mayor and Council thereof; and

WHEREAS, this change adheres to all zoning procedures pursuant to O.C.G.A. § 36-66-36 and notice and hearing requirements pursuant to O.C.G.A. § 36-66-1, *et seq.*; and

WHEREAS, the City Council desires to add timeline provisions concerning the zoning verification process for permits and certificates; and

WHEREAS, the amendments contained herein would benefit the health, safety, morals, and welfare of the citizens of the City.

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of Forest Park, Georgia, and by the authority thereof:

Section 1. Title 8 (“Planning and Development”), Chapter 8 (“Zoning”), Article I (“Permits and Certificates”), Section 8-8-238 (“Zoning Verification Process”) in the City’s Code of Ordinances is hereby amended to be read and codified with permanent additions in **bold** and deletions in ~~striketrough~~ font as set forth below:

“Sec. 8-8-238. - Zoning verification process.

- (a) To determine in advance whether a structure or use existing or proposed for any property located within the city is or may be used or developed in compliance with this chapter, the owner of the property or his agent ("owner") may request a zoning verification letter from the director. Such request shall be in writing and on the form developed by the city, which form, at a minimum, shall require that the following information be provided regarding the property for which the certificate is being requested:

- (1) Identity of the owner of the subject property;
- (2) Identity of any agent of the owner of the subject property;
- (3) ~~A legal description~~ **Parcel Identification Number** of the subject property;
- (4) A complete description and inventory of all existing structures on the subject property;
- (5) A complete description and inventory of all proposed structures to be located on the subject property;
- (6) ~~A complete~~ **detailed** description and inventory of any and all activities presently **and proposed to occur** ~~occurring~~ on the subject property. ~~;~~ ~~and~~
- (7) ~~A complete description and inventory of any and all activities proposed to occur on the subject property.~~

- (b) The issuance of a zoning verification letter shall merely constitute confirmation that the structures and/or uses located on or proposed for the subject property have been determined to be in compliance with the zoning ordinance of the city as effective on the date of issuance of the certificate and may be legally conducted thereon as of the date of issuance of the certificate.

(c) Zoning Verification Approval Timeline:

- (1) **A zoning verification letter shall cease to be authorized and expire without any further action if business license or construction has not been approved, completed, started and/or occupancy granted within six (6) calendar months of the date Planning & Community Development Staff approved the zoning verification.**
- (2) **If zoning verification letter date of issuance has exceeded six (6) calendar months past the approval date, the owner of the**

property or his agent ("owner") will be required to reapply for zoning approval to determine if property still is in compliance with the zoning ordinance of the city as effective on the date of issuance of the certificate."

Section 2. The preamble of this Ordinance shall be considered to be and is hereby

incorporated by reference as if fully set out herein.

Section 3. This Ordinance shall be codified in a manner consistent with the laws of the

State of Georgia and the City of Forest Park.

Section 4. (a) It is hereby declared to be the intention of the Mayor and Council that all

sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.

In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses,

sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby expressly

repealed.

Section 6. This ordinance shall become effective immediately upon its adoption by the

Mayor and City Council of the City of Forest Park as provided in the City Charter.

Section 7. The City Clerk, with the concurrence of the City Attorney, authorized to correct

any scrivener's errors found in this Ordinance, including any exhibits, as enacted.

ORDAINED this 4th day of November 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

Randi Rainey, *City Clerk* (SEAL)

APPROVED AS TO FORM:

City Attorney

