
Planning and Zoning Commission

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January 26, 2026, Planning and Zoning Commission Minutes

Voting Board Members Present: Steve Coleman (Chair), James Freeman, Noah Harbuck, Martin Pennington, and Hal Clarke

Voting Board Members Not Present: Kathy Rowland and Chris Soule

Staff Present: Dean Nelson, Will Campbell, Rachel Floyd, and Neil Halvorson (Present for Attorney Brian Causey).

- I. **Call to Order:** Steve Coleman called the meeting to order at 5:04 p.m.
- II. **Approval of Agenda:** James Freeman motioned to approve the agenda as advertised, seconded by Martin Pennington. The motion carried unanimously (5-0).
- III. **Approval of Minutes:**
 - a) Regular Meeting – December 22, 2025

Mr. Nelson made the Board aware of an edit to include the closing of the public hearing at 6:32 p.m. that occurred after the December 22, 2025, minutes were electronically distributed to the Board via email on January 22, 2026. The change was already reflected in the printed agenda packets distributed to the Board, so an amendment to the minutes was not necessary.

- b) Called Meeting – January 14, 2026

Mr. Nelson brought to the Board's attention a correction made after the minutes were distributed via email. Mr. Harbuck's motion in the Called Meeting was corrected to include a 200-foot undisturbed buffer and an additional 100-foot setback as a condition of approval. The change was reflected in the printed agenda packets, so no amendment was necessary.

Mr. Harbuck motioned to approve both the regular and called meeting minutes. Mr. Freeman seconded the motion. The motion was approved unanimously. (5-0)

IV. Tabled Business:

- a) **Tabled agenda item from August 25, September 22, and October 27, November 24, and December 22, 2025, meetings – Preliminary Plat Review for Edgar Hughston Builders, LLC.**

Mr. Coleman motioned to table the item until the next meeting, seconded by Mr. Clarke. The motion carried unanimously. (5-0)

V. Design Review:

- a) Todd Ussery, Building Renovations at 13 North Lee Street

Mr. Nelson presented his report on the design review, including zoning maps, a summary of the pre-application meeting with the applicant, the applicant's letter of intent, current pictures of the property, and renderings/drawings of the proposed renovations. He also stated the staff recommendation to approve the design review.

Mr. Ussery came forward to explain his plans for the building, stating his intention to remove the arch feature in front of the building and add a dark-colored brick to the front façade.

Mr. Clarke asked if the building will be flush with the buildings on each side. Mr. Ussery replied that the subject building will still be set back. Mr. Clarke asked if the parapet would be extended to match the height of the surrounding buildings. Mr. Ussery stated the parapet will be flush with the current section of parapet above the building's door.

Mr. Clarke inquired if the awning would stick out further than the buildings on either side. Mr. Ussery stated he is currently unsure of the dimensions of the awning because it has not been sourced yet, but he does not anticipate that it would stick out much further than the buildings if at all. Mr. Clarke asked about the awning being galvanized. Mr. Ussery clarified that the awning is galvalume.

Mr. Harbuck asked if the bushes in front of the building would be kept or if the area would be concreted. Mr. Ussery stated he plans to concrete the area after waterproofing to avoid water intrusion since the floor of the building is slightly below grade.

Mr. Clarke asked if the building has a crawl space. Mr. Ussery stated he believes it's a slab.

Mr. Coleman provided some history about the previous uses of the surrounding buildings.

Mr. Ussery stated the building has metal tresses with a metal decking for the roof.

Mr. Clarke asked how the applicant plans to use the building. Mr. Ussery stated the building will remain office spaces with three tenants.

Mr. Clarke asked if the applicant had considered a nicer door. Mr. Ussery responded that he plans to replace the door at the same time as the windows, so the materials and style will match, and that he wants to keep as much glass as possible to provide light.

Mr. Clarke asked if HVAC units will be hidden behind the parapet wall. Mr. Ussery confirmed.

Mr. Ussery explained his preliminary plans for lighting and signage. Mr. Nelson explained the process for a sign permit. Mr. Coleman suggested downward lighting.

Mr. Harbuck motioned to approve the design review. Mr. Pennington seconded the motion. The motion carried unanimously. (5-0)

VI. Additional Business:

Mr. Coleman stated he is attending the GAZA conference in February and hopes to bring back valuable information to share with the board.

VII. Adjournment:

The meeting was adjourned at 5:28 p.m.