

AGENDA
City of Griffin Planning and Zoning Board
January 12, 2026
W. ELMER GEORGE HALL
6:00 PM

CALL TO ORDER

APPROVAL OF AGENDA

OLD BUSINESS

Approval of Minutes from 10-20-2025

NEW BUSINESS

Consider a Special Use Request, to allow a Personal Care Home at 208 West Chappell St.

STAFF COMMENTS

ADJOURN

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Approval of Minutes from 10-20-2025

Submitted By:

Tracie Pryor

Meeting Date:

12/01/2026

ATTACHMENTS:

[10-20-2025 Planning and Zoning Minutes.pdf](#)

City of Griffin Planning & Zoning Board
Minutes
6:00 P.M.
October 20, 2025

The City of Griffin Planning & Zoning Board held its regular monthly meeting on April 21, 2025, at 6:00 P.M. in the W. Elmer George Municipal Hall, 100 South Hill Street, Griffin. Members present were Bill Thielemann, Chair, Yoshunda Jones, Vice-Chair, Earle Shivers, Pamela Sutton and Jacob Wright.

Also present were Staff: Michelle Haynes, Planning & Development Services Director, and Tracie Pryor.

Call to Order..... Bill Thielemann

Declaration of Quorum Bill Thielemann

Approval of the Agenda

Motion/second by Earle Shivers/Pam Sutton to approve the agenda carried by a vote of 5-0.

OLD BUSINESS

Approval of Minutes

Motion/second by Earl Shivers/ Yoshunda Jones to approve minutes from July 21, 2025, as presented carried by a vote of 5-0.

Before we move on to new business, Chair stated as a matter of procedure going forward the Planning and Zoning Board (PZB) will vote by a show of hands, it is a matter of record on the minutes. A show of hands will be easier for an exact count.

NEW BUSINESS

Bill Thielemann stated that there is no zoning action tonight, what we are dealing with is 2 changes to the Unified Development Code (UDC).

The first item affects those throughout the state and there is a lot of information in our packets. He stated that Kelsey Carden, Staff Attorney, is the one that looked at this in depth, and she is the one that wrote the changes to take place and the changes you will see in your packet.

Kelsey Carden stated that there is a lot of information that you have in front of you. If there are any items or ordinance changes presented in the future, she likes to do a red line to see where we were and then an official ordinance document which is what we do through Municode who codifies our ordinance. As a point of clarification, although this is not a rezoning or a special use request, any sort of action to our zoning code is considered a rezoning. Any amendment to the Unified Development Code (UDC) is still considered a type of rezoning in accordance with state law. The reason we are required to bring this before the Planning and Zoning (PZB), is because in 2023 the General Assembly adopted HB155. It was as she considers a complete overhaul of Zoning Procedure Laws for the State of Georgia. Many attorneys have scratched their heads to try and figure out what the General Assembly meant and why they adopted what they did at that time. It was messy and they knew that there would be some clarifications that would need to be made. In 2025 the General Assembly kind of answered that request with HB155. The changes you have before you today are intended to handle the changes brought on by HB155. The most notable is clarifications on definitions for quasi-judicial agencies and quasi-judicial decisions that has been a huge point of concern for the last 3 years. It is separating your decisions that are separated out by variances, compared to your more legislative zoning actions like a zoning amendment, rezoning, or annexation. They are treated differently procedurally, it is more subsidized in the City of Atlanta than it is here. There are scenarios where State Law was defiantly geared towards a larger population city than ours, it was written for a City like Atlanta. We have been able to make it work with our current code in addition to those definitions and updates, there are a couple of housekeeping items as well. Mrs. Carden stated that she did replace certain positions throughout, such as Zoning Administrator or Director of Planning and Development with City Manager’s designee.to explain from her prospective, that is just a housekeeping measure because under our charter there is only 1 employee if the City of Griffin and Board of Commissioners (BOC) and that is the City Manager. Every employee that is hired underneath the City Manager is their designee by the powers that are bestowed upon them by the Board of Commissioners (BOC). We routinely have changes to our organizational chart. We may not have a Zoning Administrator; they may be called something else and in order to make sure our code is functional and that the people who are looking at it will know who to go to and who they are making applications to. Replacing it with City Manager’s designee insures we do not have inconsistencies throughout the years.

Bill Thielemann stated that it does not seem to be a big change.

Kelsey Carden stated the definitional changes in her opinion are still relatively minor and mean more to the groups of attorneys that put their heads together to say what does this mean. Basically, one of the concerns under the previous 1405 was that the quasi-judicial decisions were so ill defined that it appeared as if the decisions made in granting a building permit or administrative variances that did not go before a board were also considered to be quasi, meaning they were entitled to a right a notice and a hearing. Imagine publishing for every minor point in the Unified Development Code (UDC) or minor right that someone has in the Unified Development Code (UDC), publishing that in the newspaper and how much red tape that would cause. It obviously was not the intention of the General Assembly but there were concerns because it was not abundantly clear. They have gone through to make an effort to make it a more streamline and easy to read document. Mrs. Carden thinks when she says easy to read in relation to the 47 pages you have in front of you, I would not be surprised if you laughed at me because she and Michelle still have to sit there with a red pen and circle certain words and underline others just to dissect it. If you have any particular or specific questions about how it operates, not just the changes that are being brought before you now, Kelsey will be happy to schedule a time for the board to discuss so they will have a better understanding of the minutia of that process.

Bill Thielemann stated that if the board has questions, they can refer to the red lines that start on page 20 of the packet in front of them. He asked if anyone had questions. He stated that he guesses that this change affects every city throughout the State.

Kelsey Carden stated that every municipality or City that makes zoning decisions has a different development code, but these are the minimum procedures that are required. How those are executed, whether we have a Planning and Zoning Board versus a more specific board that just hears variance or special uses. Those are the differences between the city and the county. These definitional changes under quasi-judicial decisions as well as quasi-judicial boards of agencies is uniformed. The largest changes you will see are on page 43 on red lined document, that is from the original HB1405. We originally excluded it when that state law was changed because we were not sure how that applied to us. There were some discussions that were meant to strong arm the City of Atlanta at the time. Those have received some clarifying points from the General Assembly of what they intended under 408G as a separate type of scenario. It does have very limited applicability in the City of Griffin because we do not rezone in this matter. It is there incase we ever do but aside from that the rest is primarily housekeeping.

Bill Thielemann asked if 408G is a change or is it an addition to what was there before.

Kelsey Carden stated that it is a change to our code, but it was not a change to the state law. The way state law changed 1405 in 2023, they accentually created a specific type of zoning decision where if a municipality was on its on changing an entire areas use from single family residential use to multifamily use, you had to follow a much more rigorous procedures. We don't rezone that way, we don't take large tracks of land and volunteer ourselves to rezone them outside of comprehensive planning type of scenario and we don't like doing it that way because it has created mistakes in the past. We did not at the time that was adopted see that as something we would ever do and did not include it in there because it was very confusing and it did make it appear that all single family/multifamily changes would require the additional procedure. There have been some clarifying points to that on the applicability, and we just included it here now that they have ironed out case intact so that is there if it ever were to be used to be referenced by staff and citizens. It is not a change that happened in 2025, it happened in 2023 we are now incorporating into our code.

Michelle Haynes stated that staff does recommend approval.

Bill Thielemann stated to Mrs. Haynes, "being that you wrote it he would expect you to."

Kelsey Carden stated kudos to Drew Whalen because he took the first draft very far and herself and Mrs. Haynes went over it from a functional in-house perspective and did some rearranging to make sure that everything was inline as to where we expect to find certain items and where the citizens can find these procedures.

Bill Thielemann stated that 1403-D is an addition for us and most of the rest is a further defined of definitions and task.

Motion/second by Yoshunda Jones / Earl Shivers to recommend approval to Article 4 of the Unified Development Code. Motion carried 5-0.

Bill Thielemann stated that the second item affects the Unified Development Code (UDC) of Griffin. As he understands it, it is a result of the legislative action this year, local not statewide at least what we have before us. It looks like it is a suggestion

recommendation or guidance from the commissioners, and it deals with group homes. He asked Mrs. Carden to expand on this a little bit.

Kelsey Carden stated that this is actually Personal Care Homes. Almost 3 years ago, the commissioners recognized that we had an issue with Personal Care Homes for the disabled, Group Homes, or Boarding Homes. We were noticing a lot of untenable conditions that people were living in and it sparked a couple of things ending up in the news and questions were being raised as to why. It appeared that they came in and set up shop. Within the Department of Justice, consultation was given about 10 years ago and we decided to try to create a Special Use permit for someone who wanted to come in and open a Personal Care Home, Group Home, or Boarding Home, and they would have to go before the Board of Commissioner (BOC). We knew at that time what we created may need to have some changes. 3 years later and these changes are here, and they asked us to take a look at it again. Realizing as it relates to Personal Care Homes, we had an occupancy restriction that made it where people who were attempting to open a Personal Care Home could not get a state license because of the occupancy restrictions for a certain number of people. The Board of Commissioner (BOC) asked us to take a look at it and we presented it at a workshop and through collaboration came up with a minor change. The Personal Care Homes in the Unified Development Code (UDC) only differed from the state laws on 2 words and it was residential dwelling or located in a single-family dwelling. These were removed and replaced with operating in a permitted zoning district as provided in the UDC, Section 704, table 7.3. To bring it to the forefront for you under residential, Personal Care Home, Group Home, or Boarding Home are available with a Special Use permit, permitted in LDR-A, B, and C, MDR, HDR-A and B, NBD, PCD, PRD as well as Conservation Subdivision. They are allowed to submit a Special Use permit to operate in those districts. The Board of Commissioner (BOC) then utilizes what is in Section 503E and determines whether to grant the Special Use permit zoning standards or not. We did make a minor change as well or recommend a minor change. Under minimum structure size, instead of the use to read minimum house size and we replaced that with structure because it is not always going to be in a single-family dwelling. We are still keeping the minimum square footage of 1500 heated square feet, but we are removing the occupancy to size limitations. It used to read where you could only have a certain number of occupants for that 1500 heated square feet. Instead, we are going to let it rest with 2 residence cap per room and that really leans more towards the state because we do require that they obtain a state license so the state can tell them how many occupants they're allowed, and the fire marshal can tell them how many occupants overall in the facility. We are not tying their hands to where they can't open in a facility in a structure by simply adding that limitation. These changes are intended to make it more functional and more consistent with what the state law has as far as definitions, we rely more on the state definitions.

Bill Thielemann stated in the 3rd set of the packet, there are pages redlines with the changes. He discussed the information they are reviewing for recommendation and stated that it is pretty minor.

Earle Shivers asked if 1500 square feet is like a 3-bedroom house.

Michelle Haynes stated that it could be.

Earle Shivers stated that it would be 2 people per bedroom.

Kelsey Carden states a maximum of 2 people per bedroom.

Earle Shivers asked for example, if he was running the facility, is this a place he could live.

Kelsey Carden stated that a resident is defined to include any caregiver who lives in the house. So, if the caregiver lives in the house, then that would count as 1 resident. Example, if you have 2 bedrooms and 1 caregiver then you can only have 2 residences besides the caregiver.

Michelle Haynes stated that Planning and Development recommend approval.

Motion/second by Yoshunda Jones/Pam Sutton to recommend approval to the changes in Section 503 of the Unified Development Code. Motion carried 5-0.

Comments

Bill Thielemann discussed/recommended to the new members to look at the Planning and Development website for knowledge. He also stated that he has a copy of the Comprehensive Plan if anyone wants to borrow it. He acknowledged Savannah Fenley for being recognized as the strongest link in the chain, nominated by Karen Bennett. He stated it speaks well for Michelle and her department.

Michelle Haynes stated all of her staff are good. She stated that she would be glad to print a copy of the Comprehensive Plan for anyone that wants one of their own. She stated that it is a good read, it is what governs what our department does. Comprehensive Plan is our vision for the next 5 to 25 years. We sat down with the citizens, and they said what they'd like to see and that is what we tried to implement.

Michelle stated that she would like to do Zoning 101 workshop if any of the board members are interested. It will go over what zoning is and what role the Planning and Zoning Board plays. We can look at doing a workshop the first of the year after we elect the new chair and vice-chair. It won't take more than an hour depending on the questions that are asked. This will give a better understanding of our role, your role, and the commissions.

Bill Thielemann discussed his thoughts on Zoning 101. He suggested since we voted for chair in August, we look at Zoning 101 in March and do the election at that time.

Michelle Haynes stated that it may be sooner than March for the workshop.

Tracie Pryor stated that election for chair and vice chair is done in January. The reason it was later in the year was because we either did not meet or if we did, we only had 3 people, so we waited.

Bill Thielemann thanked Kelsey Carden for making this easy to understand.

STAFF COMMENTS Michelle Haynes, Director

ADJOURN Bill Thielemann

Respectfully submitted,

Bill Thielemann, Chair

Michelle Haynes, Director

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Special Use Request, to allow a Personal Care Home at 208 West Chappell St.

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Suzette Brown, is seeking approval of a Special Use Permit for a personal care home at 208 West Chappell Street. The purpose of the request is to provide safe, supportive, and supervised residential care for up to six (6) adults who are unable to live independently due to age, disability, or other similar conditions. The proposed home will have a family-like environment with 24-hour trained staff who will assist with daily living activities, medication management, and personal care - all in full compliance with the Georgia Department of Community Health (DCH) regulations. A Special Use Permit would allow this type of facility and service. This parcel is in the Medium Density Residential (MDR) zoning district.

STAFF RECOMMENDATION:

Staff recommends APPROVAL for the Special Use Permit (25-SUP-01) requested by Suzette Brown to allow for a personal care home located at 208 West Chappell Street.

FINANCIAL IMPACT:

N/A

Submitted By:

Tracie Pryor

Meeting Date:

12/01/2026

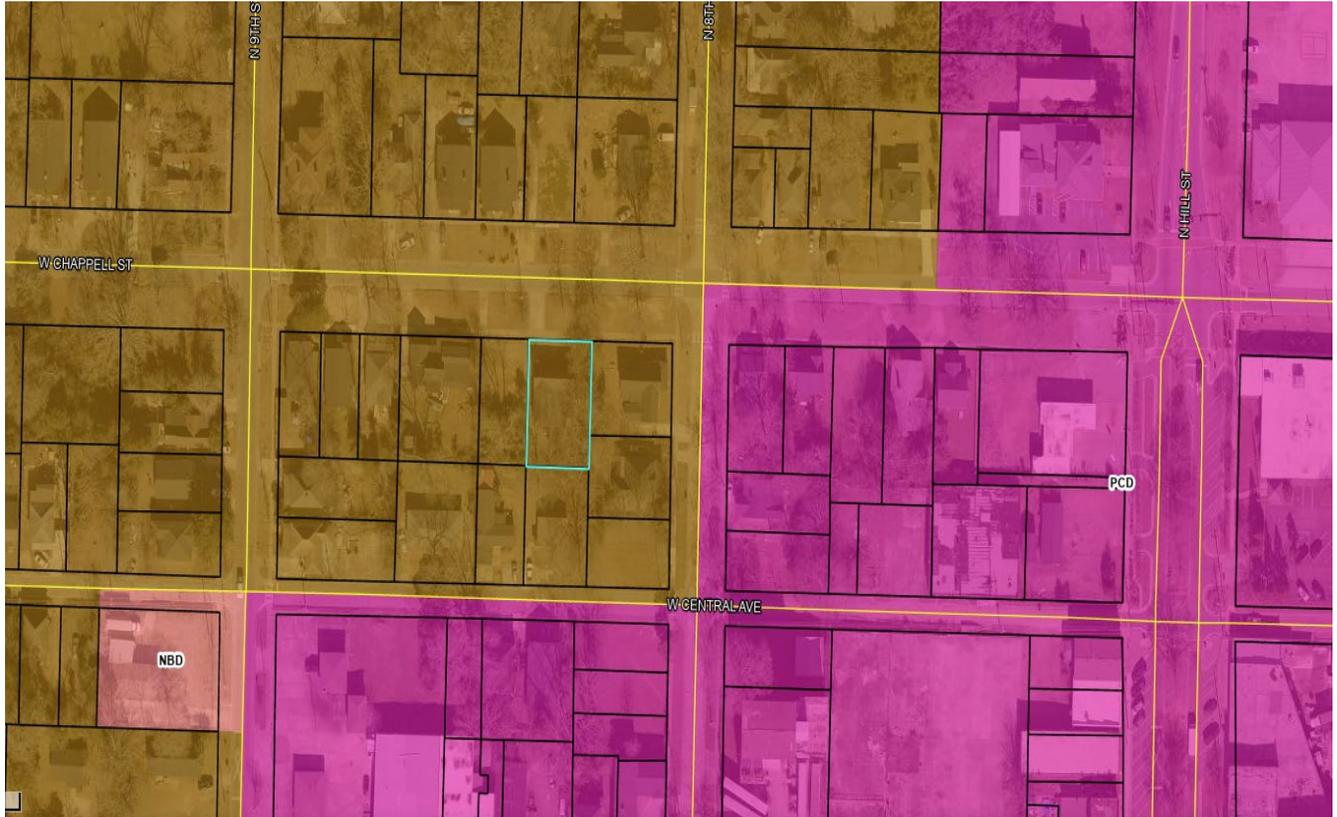
ATTACHMENTS:

[208 W Chappell St SU Staff Report.pdf](#)

[Application; 208 W Chappell St.pdf](#)

208 West Chappell Street
Special Use Permit Request
File No. 25-SUP-01

Applicant: Suzette Brown
Owner: Chappell Stone, LLC



Land Use Classification	Residential
Current Zoning	Medium Density Residential
Proposed Use	Residential – Personal Care Home
Parcel Size	.16 +/- Acres
Tax Map, Block and Lot No.	012 22004
Planning and Zoning Board	Ann Dukes District 2
City Commission	Rose Curtis District 2
Citizen Notification	Legal notice was run in the December 27, 2025, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on December 23, 2025.

Proposal:

The applicant, Suzette Brown, is seeking approval of a Special Use Permit for a personal care home at 208 West Chappell Street. The purpose of the request is to provide safe, supportive, and supervised residential care for up to six (6) adults who are unable to live independently due to age, disability, or other similar conditions. The proposed home will have a family-like environment with 24-hour trained staff who will assist with daily living activities, medication management, and personal care - all in full compliance with the Georgia Department of Community Health (DCH) regulations. A Special Use Permit would allow this type of facility and service. This parcel is in the Medium Density Residential (MDR) zoning district.



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

- | | |
|---------------|------------------------------|
| Article 406 | Special Use Permit Provision |
| Article 408 | Public Hearing |
| Article 503 E | Personal Care Home |
| Article 708 | Medium Density Residential |

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

FINDINGS: Upon review and evaluation of the applicant's request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

FINDINGS: The dwelling, which is 1936 square feet, will consist of four (4) bedrooms and two (2) bathrooms. Per the applicant, there may be up to six (6) residents at one time. Ms. Brown will not live at this location; however, 24-hour around the clock awake care will be provided. Such care may consist of meals, education, medical needs, and other daily needs the residents may require. Per Article 503 E, each personal care home, group home for disabled persons, and boarding home shall be subject to the following requirements:

- (1) Minimum Structure Size: one thousand five hundred (1,500) heated square feet;
- (2) No more than two (2) residents occupying a private living space. "Resident" as used within this sub-section shall be interpreted to include client(s) receiving personal services, caregiver(s), and any other adult or child domiciled in the structure;
- (3) Compliance with the requirements of the Americans with Disabilities Act, 42 U.S.C. § 126 et seq.;
- (4) Compliance with the requirements of any and all State regulations and licensing requirements governing the operation of the facility, including but not limited to regulations of the Department of Community Health, the Department of Behavioral Health and Developmental Disabilities, and/or the Department of Human Services, as applicable;
 - (a) Copies of State licenses or other documentation required for lawful operation of the facility must be provided to the City of Griffin.

- (5) Receipt of a certificate of inspection and approval by the fire marshal and building inspector demonstrating compliance with applicable minimum life safety and building codes;
- (6) Issuance of an occupational tax certificate for the facility from the City of Griffin.

The size of the house and the number of residents are in compliance with Article 503 E. There are four bedrooms; therefore, a maximum of eight (8) residents are allowed per Article 503 E 2. There is a small driveway where staff and / or visitors may park. Granting the Special Use Permit request will not adversely affect the existing properties or uses.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

FINDINGS: The applicant's proposed use as a personal care home is compatible with the adjacent properties and land uses within the area. The subject property is located on a local street and is surrounded by residential uses and undeveloped property.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

FINDINGS: The proposed use will not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility.

5. AFTER CONSIDERATION OF THE APPLICATION AND THE FACTS, AND THE STANDARDS FOR EXERCISING ZONING POWER CONTAINED IN SECTION 405, THE BOARD OF COMMISSIONERS MUST DETERMINE THAT THE STANDARDS ARE SATISFIED SUCH THAT THE BENEFITS OF AND NEED FOR THE PROPOSED SPECIAL USE OUTWEIGH ANY POSSIBLE HARMFUL EFFECTS, NEGATIVE IMPACTS, OR DAMAGES TO THE NEIGHBORING PROPERTIES OR THE CITY IN GENERAL. IN MAKING THIS DETERMINATION, THE BOARD OF COMMISSIONERS MAY CONSIDER THE EFFECTS OF THE PROPOSED USE ON TRAFFIC FLOW, PUBLIC INFRASTRUCTURE AND SERVICES, AVAILABILITY OF OFF-STREET PARKING, HOURS AND MANNER OF OPERATION OF PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE, INGRESS AND EGRESS OF THE PROPERTY, THE PEACEFUL ENJOYMENT OF PRIVATE PROPERTY IN THE COMMUNITY, AND OTHER RELEVANT FACTORS.

FINDINGS: The proposed use will not have a harmful effect, negative impact, or cause damage to the neighboring properties or the city in general. There are proper ingress and egress at this location and the use should not affect traffic flow.

All parking is off-street and there is no proposed signage. Emergency vehicles will have easy access to the location and building should the residents require emergency services.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED, INCLUDING DESIGN TREATMENTS REQUIRED BY ARTICLE 5 AND 6.

FINDINGS: The request for a Special Use Permit to allow a personal care home is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code.

Planning Staff's Comments:

The applicant, Suzette Brown, is seeking approval of a Special Use Permit for a personal care home at 208 West Chappell Street. The purpose of the request is to provide safe, supportive, and supervised residential care for up to six (6) adults who are unable to live independently due to age, disability, or other similar conditions. The proposed home will have a family-like environment with 24-hour trained staff who will assist with daily living activities, medication management, and personal care - all in full compliance with the Georgia Department of Community Health (DCH) regulations. A Special Use Permit would allow this type of facility and service. This parcel is in the Medium Density Residential (MDR) zoning district.

Planning Staff's Recommendation:

Staff recommends **APPROVAL** for the Special Use Permit (25-SUP-01) requested by Suzette Brown to allow for a personal care home located at 208 West Chappell Street.

Submitted by:

Michelle Haynes, Director
Planning and Development Services

12689



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE**

Date Received: 11-14-25

Application Number: 25-SUP-01

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Special Use Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 3rd Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Special Use Process.

Special Use Application Submission Requirements:

1. Complete Special Use Application
2. Complete Special Use Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial \$400.00/Residential \$350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Special Use attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 11-14-25 Application Number: 25-SUP-01

Applicant/Agent/Representatives Name: Chappell Stone LLC

Address: 208 W Chappell Street

City: Griffin State: GA Zip: 30223

Telephone Number(s): 678-595-6696 Email: ChappellStoneLLC@gmail.com

Project Name/ Description: Chappell Stone Village

Address: 208 W Chappell Street Griffin GA 30223

Parcel Number(s): 012-22004 Current Zoning: MDR Parcel(s) Size: 0.16 acres

FLUM/Character Area suburban Unified Development Code Section: Article 708 B

Property Owner Name: Chappell Stone LLC / Suzette Brown

Address: 1304 Darian Lane

City: Locust Grove State: GA Zip: 30248

Telephone Number(s): 678-595-6696 Email: ChappellStoneLLC@gmail.com

I attest that this Special Use Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

Suzette Brown
Applicant Signature

Suzette Brown
Printed Name

11/14/2025
Date



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE**

Date Received: 11-14-25

Application Number: 25-SUP-01

The following information must be submitted with the Special Use Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property
- A. The following information must be submitted with the Special Use Application:
1. Completed application form.
 2. Detailed description of existing land uses on all contiguous property;
 3. The location of the subject property including street numbers, if available;
 4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
 5. A site plan drawn to scale showing:
 - a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
 - b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
 - c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
 6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
 7. The present and proposed zoning district classification for the subject property;
 8. The name and address of the owner of the subject property;
 9. The area of land of the subject property, stated in square feet if less than one acre;
 10. Date of application;
 11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
 12. Documentation supporting the request based upon the standards of this article.



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE**

Date Received: 11-14-25

Application Number: 25-SUP-01

B. Please provide written answers to the following criteria to justify a Request for Special Use:

1. State how the request will not be detrimental to the use or development of the adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.
2. State how the request will not adversely affect existing property and uses and if/how it can be placed on a lot of sufficient size to satisfy the space requirements for the use.
3. Indicate the general compatibility of the proposed special use with adjacent properties and other land uses in the general area.
4. State how will the proposed use not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility or type of physical activity.
5. After consideration of the application and the facts, and the standards for exercising zoning power contained in Section 405, indicate how the Board of Commissioners can determine that the standards are satisfied such that the benefits of and need for the proposed special use outweigh any possible harmful effects, negative impacts, or damages to the neighboring properties or the city in general. In making this determination, the Board of Commissioners may consider the effects of the proposed use on traffic flow, public infrastructure and services, availability of off-street parking, hours and manner of operation of proposed use, outdoor lightning, signage, ingress and egress of the property, the peaceful enjoyment of private property in the community, and other relevant factors.
6. Indicate how all specific requirements established in this ordinance for the particularized special use requested, including design treatments required by Articles 5 and 6 are met.



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 11-14-25

Application Number: 25-SUP-01

OWNER'S AUTHORIZATION

This is to certify that: Suzette Brown is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

- Rezoning
- Variance
- Special Use
- Development Plan
- Plat Approval
- Temporary Use

Applicant Name: Chappell Stone LLC

Suzette Brown
Property Owner Signature

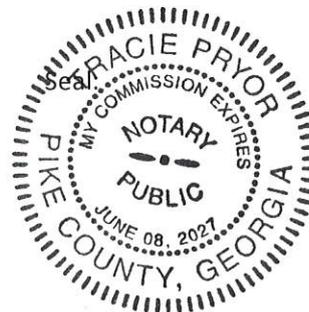
Suzette Brown
Printed Name

11/14/2025
Date

Legal Representative Signature Printed Name Date

[Signature]
Notary Signature

Commission Expiration Date: June 8, 2027





PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 11-14-25

Application Number: 25-SUP-01

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

Yes

No

If yes, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of \$250.00 or more).

Suzette Brown
Applicant Signature

Suzette Brown
Printed Name

11/17/2025
Date

Application for Special Use

Date: November 13, 2025

To:
City of Griffin Planning and Development Department
Attn: Board of Commissioners
100 South Hill Street
Griffin, Georgia 30223

Subject: Justification for Special Use Permit Request – Personal Care Home at 208 W Chappell Street, Griffin, GA 30223

Dear Members of the Board of Commissioners,

On behalf of Chappell Stone Village, I respectfully submit this justification in support of a Special Use Permit to operate a Personal Care Home located at 208 W Chappell Street, Griffin, Georgia 30223.

The purpose of this request is to provide safe, supportive, and supervised residential care for up to five (5) adults who are unable to live independently due to age, disability, or similar conditions. The proposed home will function in a family-like environment with 24-hour trained staff providing assistance with daily living activities, medication management, and personal care — all in full compliance with the Georgia Department of Community Health (DCH) regulations.

The following narrative demonstrates that the proposed Personal Care Home meets or exceeds all applicable standards outlined in the City of Griffin Zoning Ordinance, including Articles 5 and 6, and satisfies the criteria for Special Use approval.

Respectfully submitted,

Suzette Brown
Program Director/Owner
Chappell Stone Village
208 W Chappell Street
Griffin, Georgia 30223
678-595-6696
ChappellStoneLLC@gmail.com

1. Completed application form

In summary, the requested use will complement the surrounding neighborhood, maintaining its residential integrity while providing a needed community service. The operation will not adversely affect neighboring property values, public health, safety, or welfare.

2. Detailed description of existing land uses on all contiguous property

The subject property at **208 W Chappell Street, Griffin, GA 30223 (Parcel 012-22004)** is surrounded primarily by established residential uses on all sides. The immediate context is characterized by small-lot single-family dwellings with typical in-town setbacks and driveways, consistent with the neighborhood pattern along West Chappell Street.

- **North (Parcel 012-22004A):** Adjoining parcel developed with a single-family residence fronting West Chappell Street. The home is set back from the street with a maintained front yard and private driveway.
- **South (Parcel 012-22003):** Contiguous parcel to the rear of the subject property developed with a single-family home and associated yard area. No commercial or institutional uses are present.
- **East (Parcel 008-12005):** Adjacent parcel containing a detached single-family dwelling with accessory yard improvements. The property is similar in character to the subject site and other nearby residences.
- **West (Parcel 012-22005):** Adjoining parcel improved with a detached single-family dwelling and driveway. The property maintains residential use consistent with the surrounding neighborhood pattern.

Overall, all contiguous parcels are residential in nature, with detached homes on individual lots. The surrounding context represents a stable, low-intensity residential block along West Chappell Street. The proposed special use would therefore occur within an established residential environment.

3. Location of property: 208 W Chappell Street, Griffin, 30223

4. Boundary plat, prepared with Georgia Plat Act: Advised not needed

5. Site Plan Drawn to scale showing: Provided by City of Griffin – Michelle Haynes

6. Spalding County Tax Map, Block and Lot number

208 W Chappell St., Griffin, GA 30223 (Parcel ID 012-22004):

- Parcel ID / Tax Parcel Number: 012-22004
- Lot number (as listed in the property listing): *Lot 145*
- I was **not able** to locate a publicly-listed “Block” or separate “Tax Map / Block” number in the sources I reviewed.

7. **Zoning district classification:** Residential Medium Density Residential (MDR) (MDR)
8. **Name and address of owner:** Suzette Brown, 1304 Darian Lane, Locust Grove, GA 30248
9. **Area of Land of the property – square feet:** 6,969.6 sq feet / 0.16 acres
10. **Date:** November 13, 2025
11. **N/A**
12. **Documentation supporting request:** see below

Justification for Special Use Permit – Personal Care Home

1. Impact on Adjacent Properties and Neighborhood

The proposed Personal Care Home will not be detrimental to the use or development of adjacent properties or to the neighborhood as a whole. The operation will preserve the residential character of the area and will be consistent in scale, appearance, and function with surrounding single-family dwellings. Specific measures to ensure compatibility include:

- **Residential Character Maintained:**
The property will retain its current exterior design and landscaping. No commercial signage, lighting, or alterations inconsistent with the residential setting will be introduced. The home will appear indistinguishable from neighboring residences.
- **Minimal Traffic and Noise:**
The number of residents will be limited in accordance with local zoning and state licensing requirements (a maximum of five residents). As such, traffic generation will be similar to that of a single-family home, limited to staff shift changes, occasional visitors, and service vehicles. Activities within the home will occur indoors, ensuring minimal noise or disruption to neighbors.
- **Adequate Parking and Access:**
The property provides sufficient off-street parking for staff and visitors. Driveway use will comply with local traffic and safety standards to prevent any congestion or obstruction of public streets.
- **Property Maintenance and Appearance:**
The home will be well-maintained, with regular landscaping and upkeep to meet neighborhood standards. This ensures continued compatibility and contributes positively to neighborhood aesthetics and property values.
- **Community Stability and Safety:**
Residents will be carefully screened and supervised 24 hours a day by trained and licensed staff. The home will adhere to all state health, fire, and safety codes. This high

standard of care and oversight will help ensure a safe and stable environment, free from nuisances or disturbances.

- **Encouragement of Inclusive Neighborhoods:**

The Personal Care Home supports the City's goal of fostering inclusive and supportive neighborhoods where residents of all ages and abilities can live in dignity. The home will integrate seamlessly into the community, promoting social responsibility and compassion without placing undue burden on local infrastructure or services.

In summary, the requested use will complement the surrounding neighborhood, maintaining its residential integrity while providing a needed community service. The operation will not adversely affect neighboring property values, public health, safety, or welfare.

2. Effect on Existing Properties and Lot Suitability

The Personal Care Home will not adversely affect existing properties or their current uses and is located on a lot of sufficient size and configuration to accommodate the proposed use while meeting all dimensional, setback, and design standards.

- **Lot Size and Configuration:** The parcel exceeds minimum area requirements, providing adequate separation, open space, and circulation.
- **Parking and Access:** Driveway and on-site parking accommodate caregivers, visitors, and deliveries safely while preserving residential character.
- **Infrastructure and Utilities:** The property is fully served by City water, sewer, and power; the low occupancy ensures minimal service impact.
- **Environmental Conditions:** Proper drainage and grading exist; no site alteration or stormwater issues are expected.
- **Privacy and Buffering:** Existing fencing and mature vegetation protect neighbors' privacy and create natural screening.
- **Neighborhood Cohesion:** The home functions like any single-family residence and will not diminish property values or hinder nearby development.
- **Compliance with City Codes:** All building, fire, and accessibility codes will be met without need for variances.

Therefore, 208 W Chappell Street possesses the space, design, and infrastructure to support the use while remaining fully compatible with adjoining parcels.

3. Compatibility with Adjacent Properties and Other Land Uses in the General Area

The proposed Personal Care Home is entirely compatible with adjacent properties and surrounding land uses, reinforcing the residential character of the neighborhood while fulfilling a growing social need.

- **Residential Land Use Consistency:** The area consists primarily of single-family homes. The proposed use retains this character and remains visually indistinguishable from neighboring houses.

- **Scale and Intensity:** With only five residents and limited staff, activity levels align with typical household occupancy.
- **Proximity to Services:** The property's location near healthcare providers, grocery stores, and parks ensures convenient access to essential services without burdening transportation systems.
- **Traffic Compatibility:** Trips from staff, visitors, and service deliveries are few and comparable to a family residence.
- **Architectural Harmony:** Building materials, height, and landscaping are consistent with the neighborhood aesthetic; no institutional features will be introduced.
- **Complementary Community Use:** This small care home strengthens the city's housing diversity by providing a supportive option for individuals requiring assistance while remaining community-integrated.
- **Positive Community Impact:** The facility will generate local employment and enhance neighborhood stability by maintaining a well-supervised, attractive property.

In summary, the home will blend seamlessly into the residential fabric of West Chappell Street, complementing surrounding land uses while supporting Griffin's vision for inclusive, livable communities.

4. Nuisance, Hazard, and Public Interest Considerations

The proposed Personal Care Home will not constitute a nuisance or hazard, nor adversely affect the public interest. Instead, it will serve as a compatible, stabilizing influence within an area already characterized by a significant number of elderly residents.

- **Limited Occupancy and Quiet Use:** Housing five residents, daily activities are domestic and occur indoors. No excessive noise, traffic, or outdoor events will occur.
- **Elderly Population Compatibility:** The surrounding neighborhood already contains many senior citizens. The Personal Care Home will complement this demographic, providing supervised, compassionate care that allows elderly individuals to remain within their community rather than relocate.
- **Low Traffic Generation:** Vehicle trips are limited to caregiver shifts and occasional visitors, well within normal residential levels.
- **Strict Safety and Health Compliance:** The home will meet all City and DCH fire, health, and building codes, including emergency exits, smoke detection, and accessibility features.
- **Professional Supervision:** Licensed caregivers will provide 24-hour oversight, ensuring residents' safety and orderly operation.
- **Public Benefit:** By offering accessible, small-scale residential care, the home addresses local demand for senior housing options, reduces pressure on institutional facilities, and supports family stability.
- **Enhanced Neighborhood Safety:** A continuously supervised property contributes to a sense of security and order in the area.

In conclusion, the Personal Care Home at 208 W Chappell Street will not create a nuisance or hazard; it will integrate into a community already home to many older adults and serve as a trusted neighborhood resource for senior care and companionship.

5. Board Determination – Standards, Benefits, and Balancing of Impacts

The City of Griffin Board of Commissioners can determine that the proposed Personal Care Home satisfies all applicable zoning and special-use standards and that the public benefits, demonstrated need, and positive community outcomes substantially outweigh any possible adverse effects.

1. **Alignment with Comprehensive Plan and Policy Goals:**

The proposed use aligns with Griffin’s long-term planning goals for inclusive, health-oriented neighborhoods. It promotes balanced residential development and supports the City’s objectives for expanding care options within the community fabric.

2. **Demonstrated Public Need:**

Griffin and the surrounding Spalding County area are experiencing a clear and growing demand for senior housing and personal care options. The U.S. Census and Georgia Department of Human Services data show an increasing percentage of residents aged 60 and above, yet there remains a shortage of small, licensed residential care facilities capable of providing non-institutional, neighborhood-based housing.

The proposed home at 208 W Chappell Street directly responds to this unmet need by:

- Offering a locally based alternative for seniors who wish to age in place within Griffin, rather than relocating to large corporate care centers outside the community.
- Providing an affordable, family-scale care environment for individuals who require daily support but do not need intensive medical supervision.
- Supporting family caregivers, many of whom struggle to balance employment and eldercare responsibilities, by providing a trusted, nearby placement option.
- Meeting the needs of an aging population concentrated in the Chappell Street area, where many residents are already elderly or have lived in the neighborhood for decades.

The home fills an essential gap in the City’s continuum of care — between independent living and full nursing home residency — while ensuring that aging or disabled adults can remain connected to their social networks, churches, and familiar surroundings.

3. **Social and Economic Benefits:**

The proposed Personal Care Home provides measurable and long-lasting social and economic benefits that extend well beyond the property itself.

- **Local Employment Creation:** The facility will create stable, year-round jobs for caregivers, certified nursing assistants, maintenance workers, and local service

providers. These positions not only support Griffin residents but strengthen the City's health care workforce.

- **Support for Local Small Businesses:** The operation will rely on nearby suppliers for food, cleaning, medical supplies, and household goods. This reinvests revenue directly into the Griffin economy, benefiting small and family-owned businesses.
- **Neighborhood Investment:** A well-maintained, continuously occupied home prevents vacancy, discourages blight, and upholds property values in the immediate area. The presence of 24-hour staff provides additional neighborhood vigilance and security.
- **Community Stability:** The Personal Care Home enhances the sense of stability and trust among residents by maintaining a quiet, orderly, and welcoming environment that reflects community values.
- **Social Contribution:** The home will integrate residents into neighborhood life by encouraging participation in local churches, community events, and volunteer programs, reinforcing social ties and shared civic responsibility.

In short, this project serves as both a social asset and an economic anchor, sustaining neighborhood vitality while fulfilling a critical human service function.

4. **Minimal Impacts on Infrastructure and Traffic:**

The small-scale nature of the facility ensures minimal demand on City infrastructure. Vehicle trips are limited to staff and visitors, easily accommodated by the existing road network and driveway capacity.

5. **Support for Public Health and Family Stability:**

The proposed Personal Care Home directly advances the City's public health objectives by providing preventive, community-based residential care that reduces strain on hospitals, emergency services, and larger medical institutions. It allows residents with manageable health conditions to receive consistent supervision and care in a home-like setting, preventing medical emergencies and promoting overall well-being.

- **Preventive Health Support:** Regular monitoring by trained caregivers helps prevent common senior health complications such as falls, dehydration, and medication errors.
- **Mental and Emotional Wellness:** The home's smaller, personalized environment fosters emotional stability and social connection, reducing loneliness and depression — both key risk factors for declining health among seniors.
- **Support for Local Families:** Many Griffin families struggle with caregiving responsibilities while maintaining employment. This facility offers a safe, licensed option close to home, easing caregiver stress and improving family balance.
- **Continuity of Community and Family Bonds:** Because residents can remain within the same community they've lived in for years, family members can easily visit and remain involved, strengthening social ties and family relationships.

Ultimately, this use promotes both individual well-being and community resilience. It ensures that aging residents can live with dignity and safety, while families and neighbors

remain engaged — outcomes that directly serve the City’s vision for a healthy, connected, and compassionate community.

6. Enhanced Quality of Life for Residents:

The Personal Care Home model offers residents a higher quality of life than institutional settings. Residents receive care in a familiar, homelike environment, surrounded by peers and caregivers who provide personalized attention, emotional support, and social interaction. The smaller scale allows for individualized routines, meals, and activities that maintain residents’ sense of autonomy and dignity.

Moreover:

- The family-style atmosphere promotes companionship and reduces loneliness, a major public health concern among older adults.
- The location within an existing residential neighborhood provides continuity with normal community life — residents can enjoy walks, visit nearby churches, or engage with neighbors in a safe environment.
- The low resident-to-staff ratio ensures attentive care, minimizing risks of neglect common in larger facilities.
- The presence of trained staff offers both medical monitoring and emotional support, contributing to improved physical and mental well-being.

By allowing residents to remain close to their families and lifelong community ties, this Personal Care Home provides not only housing but a sense of belonging, dignity, and stability. These outcomes directly serve the public interest and the City’s long-term goals for livable, compassionate neighborhoods.

7. Responsible Land Use:

The adaptive use of an existing home for a compatible, community-serving purpose demonstrates sustainable planning and efficient use of resources without creating new infrastructure costs.

8. Civic and Community Value:

This home reflects the City of Griffin’s commitment to compassionate, inclusive community development. It provides a model for well-managed, small-scale residential care that strengthens rather than disrupts neighborhoods.

In summary, the Board can reasonably find that the proposal:

- Fulfills a documented public need for accessible elder care;
- Aligns with City plans for inclusive and livable communities;
- Produces significant social and economic benefits; and
- Poses no adverse impacts to infrastructure, traffic, or neighborhood character.

The cumulative public benefits—expanded senior housing capacity, improved family stability, local job creation, enhanced public health, and preservation of community identity—clearly outweigh any potential minor effects.

6. Compliance with Specific Ordinance and Design Requirements (Articles 5 and 6)

The proposed use meets or exceeds all requirements of the City's Zoning Ordinance:

- **Setbacks and Lot Coverage:** Fully compliant with residential standards.
- **Parking and Access:** Sufficient off-street parking; safe ingress and egress maintained.
- **Landscaping and Buffers:** Existing vegetation preserved; supplemental screening as needed.
- **Lighting and Signage:** Residential-scale lighting; no commercial signage proposed.
- **Safety and Accessibility:** Meets ADA, building, and DCH life-safety codes.
- **Neighborhood Compatibility:** Exterior materials, height, and scale align with surrounding homes.

Conclusion

The proposed Personal Care Home at 208 W Chappell Street, Griffin, GA 30223 fully satisfies all criteria for Special Use Permit approval. It:

- Preserves neighborhood character and safety;
- Meets or exceeds all ordinance and design standards;
- Minimally impacts traffic and infrastructure; and
- Provides essential, compassionate care for up to five (5) local residents in need.

Accordingly, I respectfully request that the Board of Commissioners approve the Special Use Permit for this Personal Care Home in recognition of its compliance, compatibility, and public benefit to the City of Griffin.

Respectfully submitted,

Suzette Brown
Program Director/Owner
Chappell Stone Village
208 W Chappell Street
Griffin, Georgia 30223
678-595-6696
ChappellStoneLLC@gmail.com





Parcel ID	0112 22004	Owner	CHAPPELL STONE LLC
Class Code	Residential	Physical Address	1304 DARIAN LANE
Taxing District	GRIFFIN-TAD#1	Assessed Value	Value \$85804
	TAD#1	Land Value	Value \$9350
Acres	0.16		