AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
October 27, 2026
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

PRESENTATIONS AND DELEGATIONS

1. Recognize Amanda Carmichael as the September Strongest Link in the Chain award recipient. *Human Resources Director, Stephanie Woods, will address.*

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. Subject to the Citizen Comment Policy adopted on February 13, 2024 and posted for public view, all speakers shall be limited to three minutes which will be strictly followed and enforced. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

2. Receive comments regarding a request for a Special Use Permit to allow a Place of Assembly at 315 North 3rd Street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

3. Receive comments regarding a request for a Variance from the two (2) acre lot size and the requirement that a place of assembly be located on a public right-of-way fronting an arterial or collector street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

CONSENT AGENDA

4. Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting and Regular Meetings on October 13, 2026.

5. Consider the purchase of a John Deere 320 P-Tier Backhoe Loader from Dobbs Equipment LLC, best quote, in the amount of $129,719.91 for the Wastewater Collections Division. *Director of Water and Wastewater, Brandon Lewis, will address.*

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

6. Consider a request for a Special Use Permit to allow a Place of Assembly at 315 North 3rd Street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

7. Consider a request for a Variance from the two (2) acre lot size and the requirement that a place of assembly b located on a public right-of-way fronting an arterial or collector street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

8. Consider a Trademark License Agreement with the Georgia Department of Economic Development's Georgia Film Office granting the City a license to use the Camera Ready Program trademark. *Director of Planning and Development, Michelle Haynes, will address*.

9. Consider an agreement with Site Med, Single Source, to conduct on-site NFPA 1582 firefighter medical exams in the amount of $33,985.00. *Fire Chief John Hamilton will address.*

10. Consider a Task Order Form, under a Master Services Agreement with LJA Engineering, Inc., for Potato Creek Sewer Basin PC8100 Design and Bid Services in the amount of $318,800.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

11. Consider acceptance of the Electric Cities of Georgia (ECG) Year-End Settlement and Contract Payment Reimbursement, in the amount of $18,656.89 and deposit 100% into the Electric Department's Pole Attachment Inventory Fund. *Electric Director, Jason Crane will address.*

12. Consider resolution to adopt proposed changes to the City of Griffin Consolidated Fee Schedule, last updated March 2026. *Assistant City Manager of Development Services, Kelsey Carden, and Director of Public Works, Mariza Eller, will address.*

13. Mayor Hollberg to appoint a member to the Planning and Zoning Board for At-Large to succeed Neal Baldwin, who resigned his seat on September 22, 2026.

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact ***Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com*** *as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Recognize Amanda Carmichael as the September Strongest Link in the Chain award recipient. *Human Resources Director, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The "Strongest Link in the Chain" award is given monthly to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a "strong link" in the chain. Nominations are received from any City employee and are vetted by Department Directors who recommend the award recipient to the City Manager.

The recognized employee receives one day off with pay, a gift certificate to a local restaurant, a "Strongest Link in the Chain" plaque, and the symbolic "chain", which he or she will be the custodian of until a subsequent employee is recognized.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
27/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
September 2026, Amanda Carmichael.pdf

Strongest Link in the Chain (Individual) Nomination Form

Nominee Name Amanda Carmichael Department Finance

Nominee Dept. Director signature required to move forward. Nominator to get this before submitting this form to Human Resources to be considered.

Nominee Department Director Approval for submission Deborah Manning-Gilbert Date 10/11/26

Your (Nominator) Name Deborah Manning-Gilbert Department Finance

Submission Date to HR 10/12/26

Is this monthly nomination? Yes ☑ No ☐ If yes, which month September

Is this an annual nomination? Yes ☐ No ☐ If yes, which year _____

Reason for the Nomination

Using the program criteria, explain in detail why the employee deserves to be recognized as the *Strongest Link in the Chain*. Use a separate sheet if necessary.

Amanda has been with the Finance Department for almost 22 years now, starting in an entry-level role and progressing to her current role as Controller. In addition to ensuring that day-to-day Finance tasks run smoothly, she is the main contact for our yearly financial audit and handles many requests for assistance from various departments. This year, she is also a main resource for our Tyler accounting software implementation. During this year's audit process and ongoing Tyler project, I had to take medical leave. Amanda covered my duties while I was out. Before I returned, our budget analyst also had to take medical leave and Amanda covered her duties as well. To say she was stretched to the limit does not begin to describe it. She performed duties of two positions plus her own, all with the special projects of audit and Tyler implementation in the mix. I want to nominate her for strongest link because of her obvious commitment to the city and the Finance Department.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a Special Use Permit to allow a Place of Assembly at 315 North 3rd Street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The purposes of the Places of Assembly district are to encourage the beneficial development of assembly uses and to properly regulate such uses in a non-discriminatory manner. It is the express intention of the board of commissioners that, in the event of any ambiguity in the language of this article, the administration and staff of the city shall interpret this article in the manner that best complies with all applicable federal laws, including but not limited to the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C.A. Section 2000cc, et seq. Per the Permitted Use Chart found in Article 704, a place of worship is permitted in Medium Density Residential zoning district only through a Special Use Permit. The applicant's request for a Special Use Permit, to operate a Place of Worship at 315 North 3rd Street, has been reviewed in accordance with requirements outlined under Section 406 and Article 721 of the City of Griffin's UDC.

Planning Staff has found the request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code; however, two (2) requirements in Article 721 F (3) have not been met: (1) Must be located on a lot fronting a public right-of-way, classified as either an arterial or collector street; and (2) Must be located on a tract of land not less than two acres in area. Variance application (26-VAR-06) has been submitted in conjunction with this Special Use Permit Application. Although the parcel does not meet either requirement, granting the Special Use Permit request will not adversely affect the existing properties or uses, and Staff is recommending approval of the Variance request as well.

STAFF RECOMMENDATION:

Staff recommends CONDITIONAL APPROVAL of the Special Use Permit (26-SUP-02) submitted by Yusuf Ali to allow for a Place of Assembly located at 315 North 3rd Street with the following conditions:

a. The applicant must apply for a variance from the requirements that the lot be a minimum two (2) acres and the requirement that it front a public right-of-way, classified as either an arterial or collector street;
b. A plat combining all affected adjacent tracts into one parcel shall be submitted to Planning & Development for review prior to submittal of civil plans.

c. Annually obtain an occupational tax certificate from the City of Griffin (non-profit).

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
27/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
26-SUP-02 315 N 3rd St Staff Report.pdf
315 N 3rd St Concept Site Plan.pdf
315 N 3rd St SUP Application.pdf

315 North 3rd Street
Special Use Permit Request
File No. 26-SUP-02

Applicant: Yusuf Ali
Owner: Griffin Islamic Community Center c/o Mahood Ahmed



Land Use Classification	Residential
Current Zoning	Medium Density Residential (MDR)
Proposed Use	Places of Assembly
Parcel Size	0.25 +/-
Tax Map, Block and Lot No.	007 17010A
Planning and Zoning Board	District 2 Ann Dukes
City Commission	District 2 Rose Curtis
Citizen Notification	Legal notice was published in the September 5th, 2026, 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 September 3rd, 2026.

Proposal:

The applicant, Yusuf Ali, is seeking approval of a Special Use Permit to allow for a Place of Assembly to utilize the parcel located at 315 North 3rd Street for a place of worship. The property is zoned Medium Density Residential (MDR) and is a developed lot. This request for a special use permit is for the specific purpose of combining several of the adjacent lots to create additional parking and to expand the existing facility to better serve its members and the residents of Griffin and the surrounding communities. 409 E Chappell Street, 419 East Chappell Street, and 425 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. Per Article 721, a Special Use Permit is required to designate the subject property as a Place of Assembly (PAO). The purpose of the PAO district is to encourage the beneficial development of assembly uses and to properly regulate such uses in a non-discriminatory manner.

Proof of signs posted below:



Proof of signs posted continuted:



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 708	Medium Density Residential (MDR)
Article 721F	Places of Assembly Overlay District (PAO)

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. The current building was constructed in 1963 according to the Spalding County Tax Accessor report. The proposed use of a place of assembly on this property will not adversely affect the health, safety and welfare of the general public.

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: Granting the Special Use Permit request will not adversely affect the existing properties or uses. The existing property uses in this area are residential and some commercial. The current parcel is a quarter of an acre (.25), which has allowed space for the structure and some off-street parking as shown in the application documents. The applicant has also stated that once the lots are combined, the existing residential structure at 419 East Chappell Street will be demolished to allow for the proposed parking improvements and the expansion of the structure. This will provide more off-street parking options for the members of the Griffin Islamic Community Center. Some members are currently parking on the street.

   Section 721 F.3 within Places of Assembly requires a minimum lot size of 2 acres and for the lot to be located fronting a public right-of-way, classified as either an arterial or collector street. The subject property currently is a .25 +/- acre tract of land; however, the community center will combine this address with three (3) other parcels to create a new .99 +/- acre lot. Per the City of Griffin Comprehensive Transportation Plan and Article 2 of the UDC, the arterial streets are US 19/41, SR 16, SR 155, SR 92, and Bus 19/41 and the collector streets are Meriwether St., College St., Poplar St., Solomon St., Experiment St., Broad St., Maple Drive, McIntosh Rd., Old Atlanta Hwy., and Hill St. The remaining roadways in the city are classified as local streets. Although the parcel does not meet either requirement, 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 place of worship / place of assembly is compatible with the adjacent properties and land uses within the area. The properties to the north, south, east and west are all zoned Medium Density Residential (MDR), and the majority of them are used as residential. The properties immediately adjacent to this parcel are owned by the Griffin Islamic Community Center. Combined, all four (4) lots total .99 +/- acres.

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 should not constitute a nuisance or hazard or otherwise adversely affect the public interest of the surrounding properties due to the number of participants or individuals visiting the property. The use has been in existence for many years.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: There will be little to no increase in general traffic, and on certain days for worship services and events the expansion of the parking lot will stop parking on the street. As this parcel is currently a developed lot with proposed improvements, all applicable development, architectural, and parking requirements must be met in accordance with Griffin's Unified Development Code. This includes providing adequate on-site parking and proper ingress and egress to the property. This property could be accessed from East Quilly Street, North 3rd Street, and East Chappell Street.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: The request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code. The applicant has agreed to adhere to all architectural, parking, landscaping, fencing, and development codes requirements per Griffin's Unified Development Code and all other applicable building and life safety codes.

Planning Staff's Comments:

The purposes of the Places of Assembly district are to encourage the beneficial development of assembly uses and to properly regulate such uses in a non-discriminatory manner. It is the express intention of the board of commissioners that, in the event of any ambiguity in the language of this article, the administration and staff of the city shall interpret this article in the manner that best complies with all applicable federal laws, including but not limited to the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C.A. Section 2000cc, et seq.

Per the Permitted Use Chart found in Article 704, a place of worship is permitted in Medium Density Residential zoning district only through a Special Use Permit. The applicant's request

for a Special Use Permit, to operate a Place of Worship at 315 North 3rd Street, has been reviewed in accordance with requirements outlined under Section 406 and Article 721 of the City of Griffin's UDC. Planning Staff has found the request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code; however, two (2) requirements in Article 721 F (3); 1. Must be located on a lot fronting a public right-of-way, classified as either an arterial or collector street and 2. Must be located on a tract of land not less than two acres in area, have not been met. Variance application (26-VAR-06) has been submitted alongside this special use application. Although the parcel does not meet either requirement, granting the Special Use Permit request will not adversely affect the existing properties or uses.

Planning Staff's Recommendation:

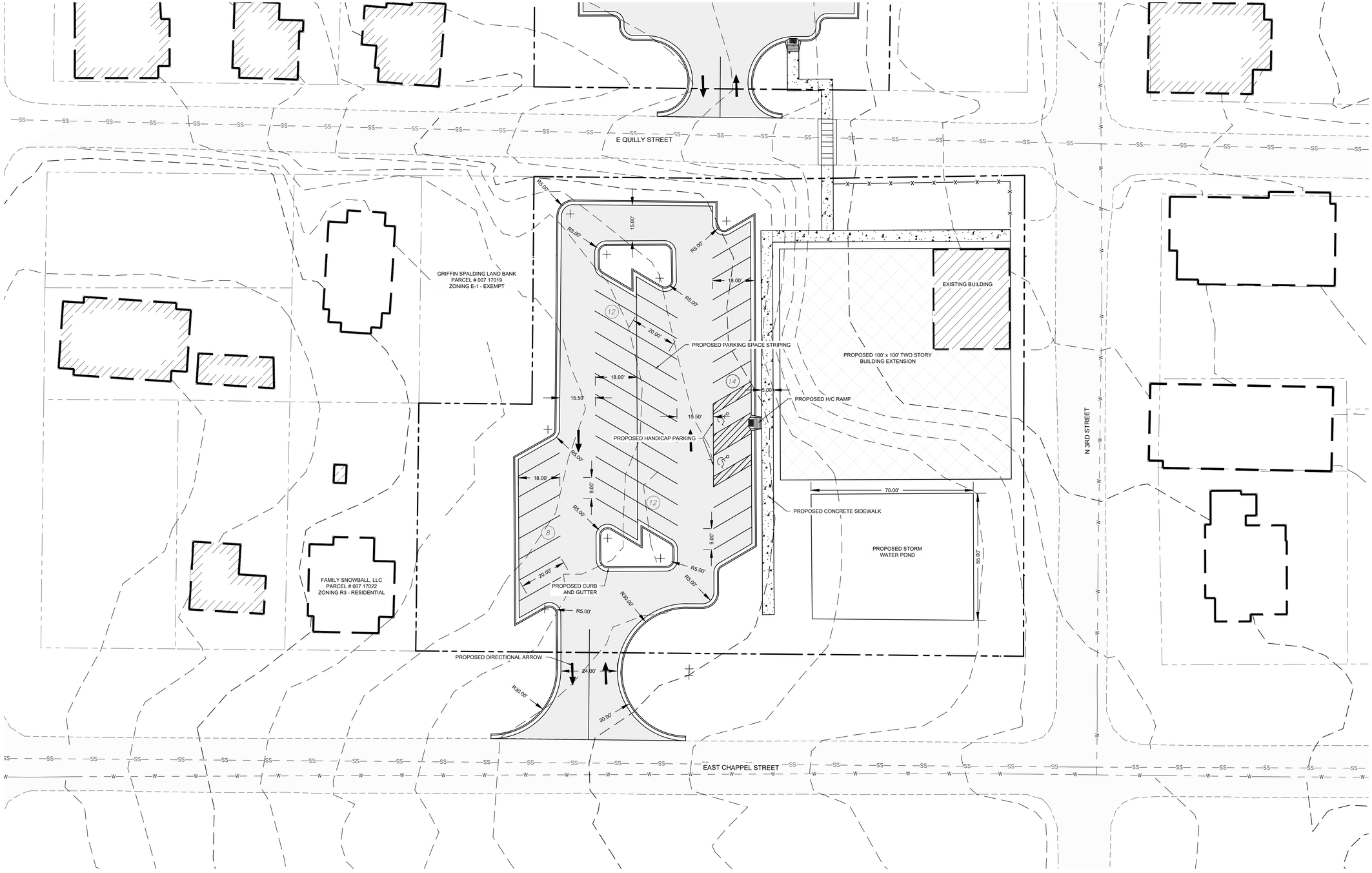
Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (26-SUP-02) submitted by Yusuf Ali to allow for a Place of Assembly located at 315 North 3rd Street with the following conditions:

a. The applicant must apply for a variance from the lot be located fronting a public right-of-way, classified as either an arterial or collector street and from the minimum two (2) acre lot size;

b. A plat combining all affected adjacent tracts into one parcel shall be submitted to Planning & Development for review prior to submittal of civil plans.

c. Annually obtain an occupational tax certificate from the City of Griffin (non-profit).

Submitted by:
Channing Cawthon, Planning Manager
Planning and Development



GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

1 inch =20 ft.

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO.	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700

LJA ENGINEERING
LICENSE NUMBER: PEF007932

NOT FOR CONSTRUCTION
PRINTED:
March 18, 2026

CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDINGCOUNTY

PROJECT NUMBER
PCG4753-24045

SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT

SHEET NUMBER
01
SHEET 01 OF 01

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

Applicant/Agent/Representatives Name: Yusuf Ali

Address: [redacted]

City: Griffin State: GA Zip: 30224

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: Griffin Islamic Community Center

Address: 315 N 3rd Street

Parcel Number(s): 007 17010A (Current) Current Zoning: R-3 Parcel(s) Size: _____

007 17010, 007 17011, 007 17012 (Lot Combination)

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Griffin Islamic Community Center

Address: [redacted]

City: Griffin State: GA Zip: 30224

Telephone Number(s): [redacted] Email: [redacted]

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.

Applicant Signature

Yusuf J. Ali
Printed Name

7/28/26
Date

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Special Use Questionnaire

1. The Griffin Islamic Center is a long-standing fixture in the existing community. Incorporating the existing properties owned by the center will not cause a change to the adjacent parcels or the community it currently serves.
2. The proposed upgrade to the existing facility will allow the Griffin Islamic Center to better serve its members. The additional parking will better serve the community by eliminating on-street parking as it's currently constituted. There should be no needed setback variances to accommodate the proposed project.
3. The facility already exists and functions within the current community. This will result in no change to the day-to-day patterns within the prospective area.
4. As previously stated, the Giffin Islamic Center has been operating within its current community for quite some time. The additional parking will better serve the neighborhood while the facility is in use.
5. Acknowledged
6. Adequate parking and building footprints are provided within the existing property owned by the Giffin Islamic Center and the required setbacks as shown in the code and/or ordinances.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 1-28-26 Application Number: 26-SUP-02

OWNER'S AUTHORIZATION

This is to certify that: Mahmoodaa Ahmed 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: Daa'ood Amin

Property Owner Signature	Mahoodaa Ahmed Printed Name	5/27/2026 Date
Legal Representative Signature	Printed Name	Date

Jason B. Graham
Notary Signature

Commission Expiration Date: 6/26/28

Seal

JASON B GRAHAM
NOTARY PUBLIC
SPALDING COUNTY, GA
MY COMMISSION EXPIRES
JUNE 26 2028

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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:

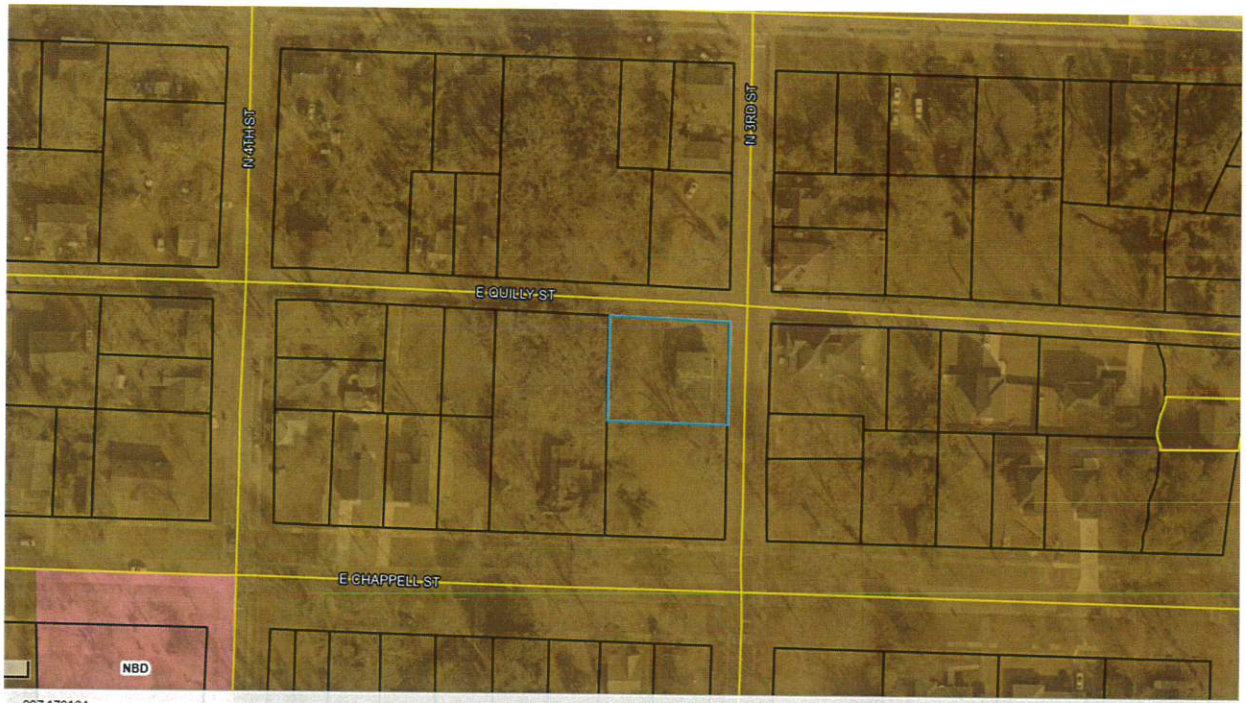
- Name and position of Government Official:

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

Applicant Signature

YUSUF J. AL.
Printed Name

7/28/26
Date

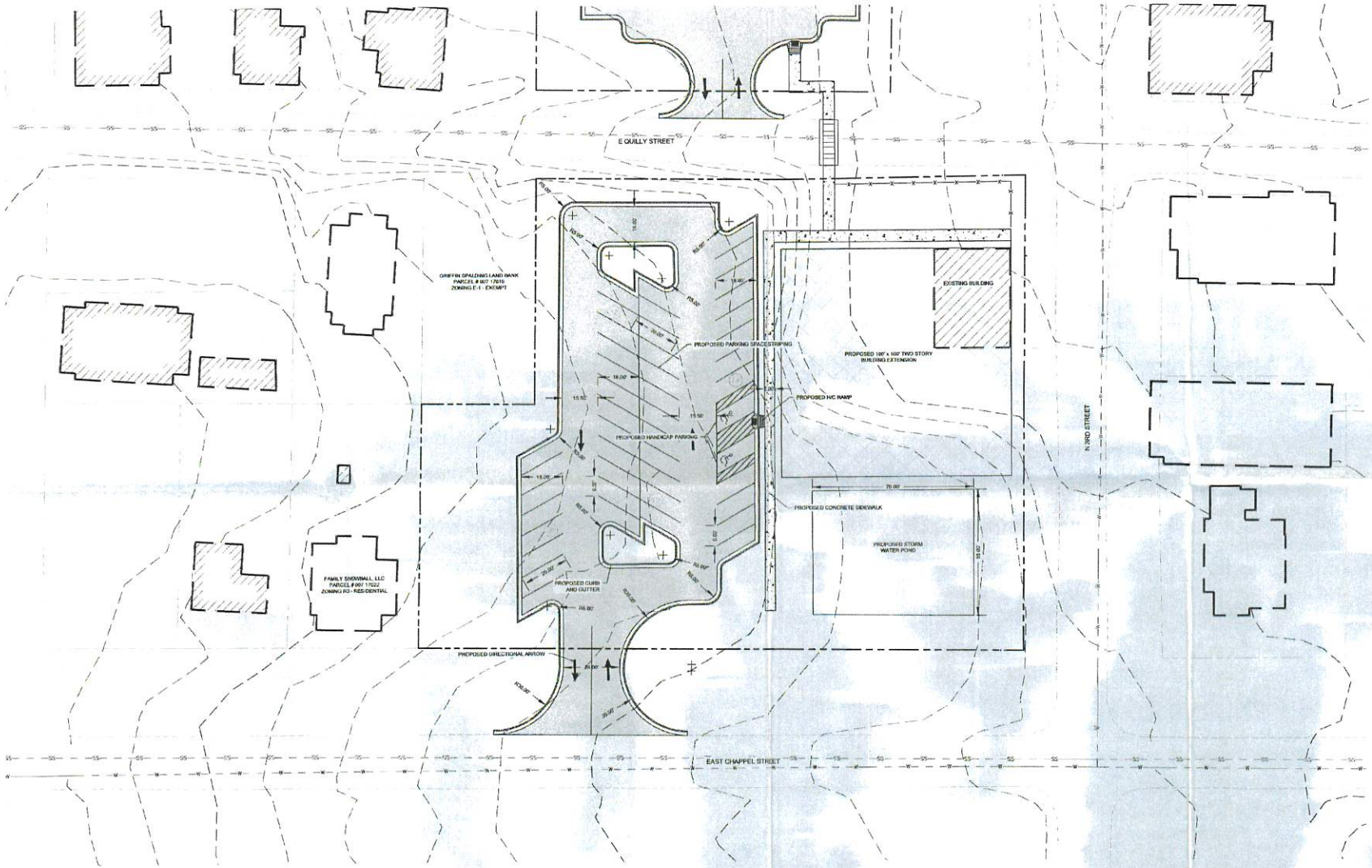


007 17010A
Exempt
GRIFFIN
0.25

Owner	ISLAMIC COMMUNITY CENTER OF GRIFFIN INC 315 NORTH THIRD ST GRIFFIN, GA 30223
Physical Address	315 N 3RD ST

Last 2 Sal
Date
2/10/201
2/3/1981





GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

(IN FEET)
1 inch = 20 ft

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700
LJA ENGINEERING
LICENSE NUMBER: PEF007732

NOT FOR CONSTRUCTION
PRINTED:
March 18, 2026

CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDING COUNTY

PROJECT NUMBER
PCG4753-24045
SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT
SHEET NUMBER
01
SHEET 01 OF 01

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a Variance from the two (2) acre lot size and the requirement that a place of assembly be located on a public right-of-way fronting an arterial or collector street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and requires the lot to be fronting a public right-of-way that is classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly.

The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years. The subject property is located within an established area of the City. While the property does not meet all the requirements found in Section 721 F.3, the requested variance will allow a place of assembly at this location. The variance is limited to the lot area requirement and the proposed use being located along a local street. Any approval granted would remain subject to all other applicable provisions of the UDC, including requirements related to site development, parking, access, building regulations, fire and life safety codes.

STAFF RECOMMENDATION:

Planning & Development staff recommend APPROVAL of the variance request (26-VAR-06) from the minimum two-acre lot size, and from the requirement that a place of assembly be located on a public right-of-way fronting an arterial or collector street, for the property located at 315 North 3rd Street.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
27/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:

26-VAR-06 315 N 3rd St - Staff Report.pdf
315 N 3rd St Concept Site Plan.pdf
Application; 315 N 3rd St.pdf

315 North 3rd Street
Variance Request
File No. 26-VAR-06

Applicant: Yusuf Ali
Owner: Griffin Islamic Community Center c/o Mahood Ahmed



Current Land Use Classification	Residential
Current Zoning	Medium Density Residential (MDR)
Proposed Variance	Two (2) acre lot size and to allow a place of assembly on a public right-of-way not classified as an arterial or collector street requirements.
Parcel Size	.25 +/- acres
Parcel Number	007 17010A
Planning and Zoning Meeting	October 19th, 2026
Board of Commissioners Meeting	October 27th, 2026
Planning and Zoning Board	District 2 Ann Dukes
City Commission	District 2 Rose Curtis
Citizen Notification	Legal notice was published in the September 19th, 2026, 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 September 15th, 2026.

Proposal/Site Location:

The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and for the lot to be fronting a public right-of-way, classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly. The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years.

Proof of signs posted below:



Proof of signs posted continuted:



Zoning Ordinance Sections applicable to this Application:

The following sections of the Unified Development Code apply to this variance request:

Article 410	Variance
Article 708	Medium Density Residential (MDR)
Section 721 F	Place of Assembly Overlay

Article 410, Variance Standards for Review:

1. **There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;**

   The subject property currently consists of approximately 0.25 +/- acres, which is below the minimum two-acre (2) lot area requirement for a place of assembly within the PAO Overlay. The property will be combined with three other parcels located at 409, 419, and 425 East Chappell Street to create a new .99 +/- acre parcel. The size of the existing parcels, even when combined, creates a condition that limits the ability of the property to meet the current minimum lot area requirement. The lots are also located on local streets and not on an arterial or collector street. Per the City of Griffin Comprehensive Transportation Plan and Article 2 of the UDC, the arterial streets are US 19/41, SR 16, SR 155, SR 92, and Bus 19/41 and the collector streets are Meriwether St., College St., Poplar St., Solomon St., Experiment St., Broad St., Maple Drive, McIntosh Rd., Old Atlanta Hwy., and Hill St. The remaining roadways in the city are classified as local streets.

2. **The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.**

   The application of the two-acre minimum lot area and the lot to be fronting a public right-of-way, classified as either an arterial or collector street requirements would prevent the applicant from using the subject property for a place of assembly under the PAO Overlay. The four parcels combined contain approximately 0.99 +/- acres, and the existing placement and size of the properties make compliance with requirements impossible. The requested variance would allow the four (4) parcels to function as one development site while recognizing the existing size and location of the property. The request is limited to the minimum lot area requirement along with the proposed place of assembly being located along a local street instead of the required arterial or collector street. These requests do not eliminate the requirement to comply with other applicable provisions of the Unified Development Code (UDC).

3. **Such conditions are peculiar to the piece of property involved.**

   The condition is peculiar to the subject property because the four (4) parcels collectively contain only approximately 0.99 +/- acres, while Section 721 F requires a minimum of two acres for a place of assembly within the PAO Overlay. The community center is also located on a local street and will not be relocated to an arterial or collector street. The property is located within an established developed area of the City, where existing parcel configurations and development patterns may not reflect the current minimum lot area requirements. The applicant is seeking to utilize the existing parcels collectively to expand the structure and to increase the parking lot.

4. **Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations, provided, however, that no Variance may be granted for a use of land or building or structure that is prohibited by this Ordinance.**

   If granted, the variance should not cause substantial detriment to the public good or create a negative impact on surrounding properties, provided that all other applicable requirements of the UDC are satisfied. The requested variance is limited to the minimum lot area requirement for a place of assembly within the PAO Overlay and the proposed location along a local street. If approved, the variance would not eliminate other applicable requirements related to site development, parking, access, building requirements, fire and life safety, or other applicable regulations. The use has been in existence for many years, and the variance will allow the community center to expand the building and create additional off-street parking for its members. Due to the current parking conditions, the members are parking on the street as there is limited parking on the site.

5. **A literal interpretation of this Ordinance would deprive the applicant of any rights that others in the same district are allowed.**

   A literal interpretation of the place of assembly requirements would prevent the applicant from utilizing the subject properties for a place of assembly within the PAO Overlay because the combined parcels contain approximately 0.99 +/- acres in size and are located on local streets. The current property and the proposed new parcel are within an established area of the City. The requested variance would allow the applicant to utilize the existing location while remaining subject to the other applicable requirements of the UDC.

Planning & Development Department Review:

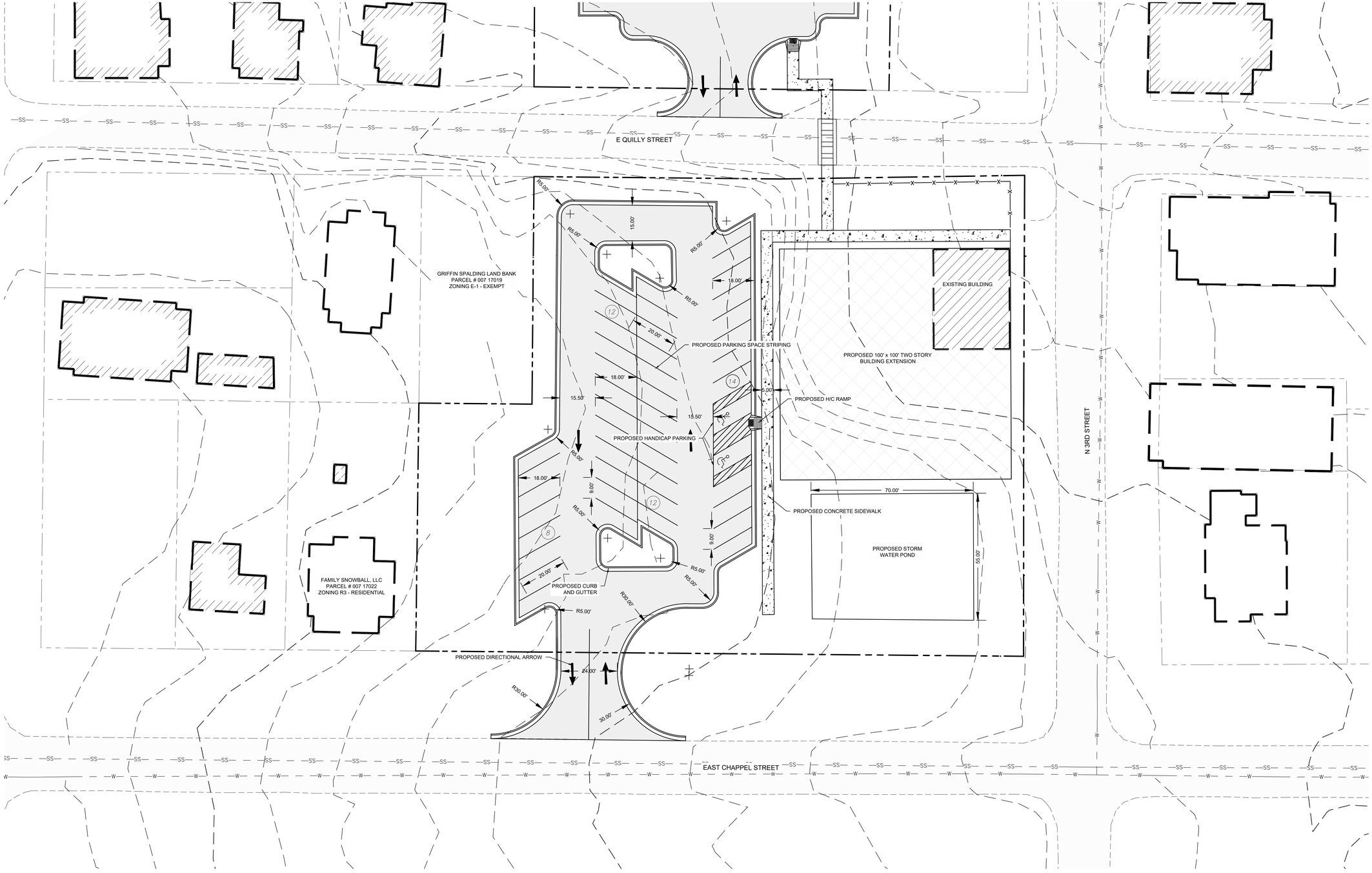
The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and for the lot to be fronting a public right-of-way, classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly. The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years.

The subject property is located within an established area of the City. While the property does not meet all the requirements found in Section 721 F.3, the requested variance will allow for a place of assembly at this location. The variance is limited to the lot area requirement and the proposed use being located along a local street. Any approval granted would remain subject to all other applicable provisions of the UDC, including requirements related to site development, parking, access, building regulations, fire and life safety codes.

Planning Staff Recommendation:

Planning & Development staff recommend **APPROVAL** of the variance request (26-VAR-06) from the minimum two-acre lot size and to allow a place of assembly on a public right-of-way not classified as an arterial or collector street requirements for the property located at 315 North 3rd Street.

Submitted by:
Channing Cawthon, Planning Manager
Planning and Development Services



GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

1 inch =20 ft.

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO.	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700

LJA ENGINEERING
LICENSE NUMBER: PEF007932

NOT FOR CONSTRUCTION
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CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDINGCOUNTY

PROJECT NUMBER
PCG4753-24045

SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT

SHEET NUMBER
01
SHEET 01 OF 01

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Variance 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 Variance Process.

Variance Application Submission Requirements:

1. Complete Variance Application
2. Complete Variance 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. Fees Due: Commercial $350.00/Residential $300.00

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 Variance 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 VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Applicant/Agent/Representatives Name:
YUSUF J. ALI

Address: [redacted]

City: HAMPTON State: GA Zip: 30228

Telephone Number(s): [redacted] Email [redacted]

Project Name/ Description: 315 N. 3rd Street Expansion

Address: 315 N. 3RD STREET

Parcel Number(s): 007-17010A Current Zoning: E2 Parcel(s) Size: 1.10Acres

UDC Section to be Varied _____

Property Owner Name: ISLAMIC COMMUNITY CENTER OF GRIFFIN, INC

Address: [redacted]

City: GRIFFIN State: GA Zip: 30223

Telephone Number(s): [redacted] Email: [redacted]

I attest that this Variance 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.

Yusuf J. Ali — Applicant Signature

YUSUF J. ALI — Printed Name

9/7/2026 — Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Project Name/ Description: 315 N. 3rd Street - Expansion
Address: 315 N. 3rd Street, GRIFFIN GA 30223
Parcel Number(s): 007-17010 A Current Zoning: E2 Parcel(s) Size: 1.1 Acre

- One (1) copy of a site plan, boundary survey, or Tax Map of the property
  See Attached Special use Application

A. The following information must be submitted with the Variance 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 VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

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

1. State how there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography.
2. State how the application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.
3. State how such conditions are peculiar to the particular piece of property involved.
4. Indicate how relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations, provided, however that no variance may be granted for a use of land or building or structure that is prohibited by this ordinance.
5. State how a literal interpretation of this ordinance would deprive the applicant of any rights that others in the same district are allowed.

Request for variance:

1. Existing parking is insufficient for the current gathering due to the property size.
2. Adjacent properties were acquired, and approval would allow additional parking.
3. With the approved variance additional parking within proximity of the assembly center will ease difficulties of entrance onto the assembly property.
4. The current ordinance will only allow a limited amount of parking. With the approval of this variance additional parking can be obtained by use of the additional adjacent lots.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

OWNER'S AUTHORIZATION

This is to certify that: Yusuf J. Ali 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: Islamic Community Center of Griffin, Inc

Property Owner Signature	Printed Name	Date
Yusuf J Ali	Yusuf J Ali	9/7/26
Legal Representative Signature	Printed Name	Date

Notary Signature

JENNIFER EASON NOTARY PUBLIC HENRY COUNTY, GEORGIA MY COMMISSION EXPIRES FEBRUARY 10, 2029 Seal

Commission Expiration Date: 2.10.29

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

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).

Applicant Signature | Yusuf Ali | 9/7/2026

Printed Name | Date

Permit #: 13704
Permit Type:
Address: 315 N 3RD ST
City:
State:
Zip: 30223
Owner: ISLAMIC COMMUNITY CENTER OF GRIFFIN INC
Owner Address: 315 NORTH THIRD ST
Owner City: GRIFFIN
Owner State: GA
Owner Zip: 30223
Owner Phone:
Owner Email:
Receipt #: 13914
Date: 09/09/2026
Paid By: AMERICAN LOGISTICS INTERNATIONAL INC
Description:
Payment Type: Check
Payment Type Description: 2617
Accepted By: Kristen Stewart

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Commercial - Variance	Zoning - Application Fee		0.00	350.00	350.00
				Total:	**$350.00**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting and Regular Meetings on October 13, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present on October 13, 2026.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Ragan Jones

Meeting Date:
27/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
10-13-26 Called Meeting Minutes.pdf
10-13-26 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
CALLED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
THURSDAY, OCTOBER 13, 2026

Mayor Doug Hollberg presided, convening the meeting at 4:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, Zachery Fuller and Rodney McCord. Also present were Interim City Manager, Jennifer Freeman, Assistant City Manager of Development Services, Kelsey Carden, City Attorney, Drew Whalen, Legal Assistant, Ashlee Hurst, and Ragan Jones to record minutes.

Approval of the Agenda

Motion/second to approve agenda by Commissioners Murray/Fuller carried 7-0

REGULAR AGENDA

1. Consider Executive Session pursuant to O.C.G.A. Section 50-14-3(b)(1)(B) for the purpose of authorizing negotiations to purchase, dispose of, or lease property; Pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved; Pursuant to O.C.G.A. Section 50-143(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

   Motion/second to enter an Executive Session pursuant to O.C.G.A. Section 50-14-3(b)(1)(B) for the purpose of authorizing negotiations to purchase, dispose of, or lease property; Pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved; Pursuant to O.C.G.A. Section 50-143(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee by Commissioners Murray/Fuller carried 7-0.

   Motion/second to exit Executive Session at 5:58 p.m. by Commissioners Murray/Fuller carried 7-0.

ADJOURN

Motion/second to adjourn 5:59 p.m. by Commissioners Murray/Fuller carried 7-0.

CITY OF GRIFFIN BOARD OF COMMISSIONERS
CALLED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
THURSDAY, OCTOBER 13, 2026

_____	_____
Douglas S. Hollberg, Mayor	Jennifer Freeman, Interim City Manager

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
THURSDAY, OCTOBER 13, 2026

Mayor Doug Hollberg presided, convening the meeting at 6:03 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, Zachery Fuller and Rodney McCord. Also present were Interim City Manager, Jennifer Freeman, Assistant City Manager of Development Services, Kelsey Carden, City Attorney, Drew Whalen, Legal Assistant, Ashlee Hurst, and Ragan Jones to record minutes.

Pledge of Allegiance

Commissioner Wright led the Pledge of Allegiance.

Invocation

Commissioner McCord offered the Invocation.

Approval of the Agenda

Motion/second to approve agenda by Commissioners Murray/Wright carried 7-0.

PRESENTATIONS AND DELEGATIONS

1. Review financial reports for August 2026. Finance Director, Deborah Manning-Gilbert will address.

   Interim City Manager, Ms. Freeman addressed the Commissioners, reviewing the unaudited August 2026 financials which are 16.7% into the fiscal year. The General Fund operating revenue is $1,622,932.00 which is 11.88% of budget; operating expenses are $6,626,031.00 which is 13.41% of budget. The Enterprise Funds operating revenue is $21,881,798, which is 18.60% of budget; operating expenses are $14,584,274.00, which is 13.67% of budget. The Water/Wastewater Fund operating revenue is $5,994,308.00, which is 18.21% of budget; operating expenses are $2,976,285.00 which is 11.59% of budget. The Electric Fund operating revenue is $12,694,671.00 which is 18.72% of budget; operating expenses are $9,363,025.00 which is 15.42% of budget. The Solid Waste Fund operating revenue is $2,265,679.00 which is 19.78% of budget; the operating expenses are $1,416,054.00 which is 10.88% of budget. LOST collections year-to-date are $1,032,805.00 which is 17.81% of budget. TSPLOST collections year-to-date are $883,254.00 which is 23.70% of budget.

2. Presentation by Clive McCarthy ("Preserving Our Legacy, Expanding Our Opportunities")

   Mr. McCarthy discussed the importance of historical preservation and its connection to economic development. He highlighted the opening of Our Legacy Museum and Fairmont Event Center. He expressed concerns regarding the Commission's decision to condemn 224 East Broad Street, stating that historical records identified the property as the former dental office of Dr. Ben H. Atkinson, a prominent African American community leader. He stated that an environmental report had been completed but no historical assessment had been conducted and requested that the Commission reconsider this decision. He concluded by emphasizing historical preservation, economic development, workforce training, and cultural tourism.

3. Presentation of Proclamation for Griffin Lions Club 75th Anniversary.
   Mayor Hollberg stated that the proclamation recognizing the club's 75th anniversary would be presented at the next Lion's Club meeting.

CITIZEN COMMENTS

- Chase Hawk, Attorney at Hawk Law Group in Augusta, GA, representing Jessica O'Connor. He addressed the Commission's 4–3 vote on September 29, 2026, to remove Ms. O'Connor as City Manager. He said the investigator's report was not an adjudication and assigned no personal fault, and that his firm intends to investigate the reasons for the removal. With the Mayor's permission, he gave evidence preservation (spoliation) letters to the City Attorney to distribute.

- Ray Harps-Muhammad, 1115 West Poplar Street, stated election-season signs were placed by him and a group of young men, following location instructions from City staff members, were removed a second time. He asked that errors be corrected with them directly.

- Donald Driver, 534 Moore Street, recognized Freddy Phillips. He supported preserving Heck Chapel and the nearby former Atlanta Life Insurance building. He urged the City to reuse the City-owned former Northside School for community programs, using available grants. He also noted that a promised neighborhood pool is still pending after eight years.

- Anthony Dickson, 113 Camden Road, stated 96 of his 198 campaign signs were removed after the May 19 election and were disposed of, and that 26 signs he placed this past weekend were removed. He said some were on private property with the owner's permission. He asked for clear guidance on where signs may be placed.

- Denel James, 216 Westchester Drive, asked about board orientation and annual training, retirement policy, agendas for called meetings, and discussing personnel matters in open session. She also asked about at-will versus contract employees and whether board members follow the employee communication policy. She noted the July 9 meeting, which took 47 minutes and 10 motions to adjourn. She raised several questions about how the investigator was selected and how the investigation was conducted and asked the Board's plan to address hostility at meetings.

- Rev. Freddy Phillips, 161 Riverdale Circle, asked the Commission not to demolish Heck Chapel Church, describing its role as a meeting place during the civil rights movement. He noted he serves on the Legacy Museum steering committee.

PUBLIC HEARING

Mayor Hollberg abstained from the Public Hearing. Mayor Pro Term, McCord presided over items 4-6.

4. Receive comments regarding a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

   Ms. Haynes presented a request to rezone approximately 0.36 acres from Medium Density Residential to Planned Commercial Development. She explained that the property contains a building with four suites and that the existing commercial use would expire on December 31, 2026, unless commercial activity resumes or the property is rezoned. Staff recommended approval with conditions requiring designated paved parking and compliance with City regulations for any parking expansion. The Planning and Zoning Board recommended approval with conditions by a 3-0 vote.

   Randy Rawlins, applicant, 195 South Walkers Mill Road, was present to answer any questions from the Board. No one spoke in opposition.

5. Receive comments regarding a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

   Ms. Haynes presented a request from Everee Inn LLC to rezone approximately 2.25 acres at 1016 Everee Inn Road from Planned Industrial Development to Neighborhood Business District. The proposed rezoning would allow McIntosh Trail Community Service Board to operate two residential programs at the property. Staff recommended approval, and the Planning and Zoning Board recommended approval by a 3-0 vote.

Bill Jones, one of the investors, 118 Maplewood Drive, was present to answer any questions from the Board. He stated the building will receive a sprinkler system and accessible bathrooms. Harvey Pilkington, 1014 Waverly Drive, was present to answer any questions from the Board. No one spoke in opposition.

6. Receive comments regarding a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

   Ms. Haynes presented a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road. Staff recommended conditional approval with seven conditions related to occupancy, licensing, safety, and City requirements. The Planning and Zoning Board recommended approval by a 3-0 vote. Ms. Haynes confirmed the investors agreed to all conditions.

   Bill Jones, 118 Maplewood Drive, was present to answer any questions from the Board. Harvey Pilkington, 1014 Waverly Drive, stated the fire marshal considers the building a good fit once sprinklered. Leslie Cantrell, 670 Buck Creek Trail, Chief Operating Officer of McIntosh Trail, noted the conditions match existing DBHDD requirements. No one spoke in opposition.

   Mayor Hollberg returned to preside over the meeting.

7. Receive comments regarding a resolution to adopt the 2026 calendar year Tax Millage Rate at the rate of 5.609 mills, which is the rollback rate. *Interim City Manager Jennifer Freeman, will address.*

   Ms. Freeman presented the proposed rollback millage rate of 5.609 mills, a decrease from the current rate of 5.699 mills. She reviewed the City's historical millage rates, tax digest figures, and projected property tax revenues. The FY27 budget includes approximately $6.28 million in property tax revenue, with projected General Fund collections ranging from $4.8 million to $5.34 million depending on the collection rate.

   There were no public comments.

CONSENT AGENDA

8. Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting and Regular Meetings on September 22, 2026, Called Meeting on September 29, 2026, and Called Meeting on October 1, 2026.

9. Consider a contract with WithersRavenel, professional service, in the amount of $92,083.00 for a facilities assessment of all City of Griffin owned facilities. *Public Works Director, Mariza Eller, will address.*

   Commissioner Wright asked whether a facilities assessment had been conducted previously and how often one would be needed.

   Ms. Eller stated that she was unaware of any prior assessment and recommended conducting one at least every 10 years. She explained that the comprehensive assessment would evaluate the condition of City facilities, including roofing, HVAC, and electrical systems.

   Commissioner Wright questioned the funding source and whether the services had been competitively bid.

Ms. Eller explained that costs were allocated to each department based on facility square footage and would be funded through the General Fund and enterprise funds. She confirmed that the services were not competitively bid.

10. Consider declaring as surplus a set of TNT Hydraulic Rescue tools consisting of pump, spreader, cutter, ram, and hoses. *Fire Chief John Hamilton will address.*

11. Consider a workshop engagement agreement with the AGN Group in the amount of $5,000.00 for internal training. *Human Resources Director, Stephanie Woods will address.*

Motion/second to approve Consent Agenda by Commissioners Murray/Wright carried 7-0.

REGULAR AGENDA

12. Consider a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

Motion/second to approve rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025 by Commissioners Murray/Wright carried 6-0. Mayor Hollberg abstained.

13. Consider a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

Motion/second to approve rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001) by Commissioners Wright/Murray carried 6-0. Mayor Hollberg abstained.

14. Consider a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

Motion/second to approve a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001) by Commissioners Murray/Wright carried 6-0. Mayor Hollberg abstained.

15. Consider a resolution adopting the 2026 calendar year Property Tax Millage Rate of 5.609. *Interim City Manager, Jennifer Freeman, will address.*

Motion/second to approve a resolution adopting the 2026 calendar year Property Tax Millage Rate of 5.609 by Commissioners Murray/Fuller carried 7-0.

16. Consider Administrative Services Agreement with UMR, Inc. for the processing of healthcare claims incurred during the term for covered employees on the City of Griffin's Health Plan effective July 1, 2026 - June 30, 2027. *Human Resources Director, Stephanie Woods, will address.*

Commissioner Wright questioned the per-employee fees and broker compensation.

Ms. Woods explained that the fees include medical, pharmacy, network, and broker costs. She stated that MSI Benefits has served as the City’s broker for approximately 20 years. Following a competitive review of three proposals, UMR was selected as the lowest-cost provider, offering substantial savings. She clarified that fees are charged only for the 345 covered employees, not dependents.

Commissioner Fuller confirmed that the broker fee of 30% applies consistently to the medical plan fees on a per-employee, per-month basis.

Motion/second to approve an Administrative Services Agreement with UMR, Inc. for the processing of healthcare claims incurred during the term for covered employees on the City of Griffin's Health Plan effective July 1, 2026 - June 30, 2027 by Commissioners Murray/McCord carried 7-0.

17. Consider a contract with Elite Edge Engineering, Inc., lowest quote, in the amount of $165,890.00 for the rehab of the parking deck stairs. *Public Works Director, Mariza Eller, will address.*

    Motion/second to approve a contract with Elite Edge Engineering, Inc., lowest quote, in the amount of $165,890.00 for the rehab of the parking deck stairs by Commissioners Murray/Wright carried 7-0.

18. Consider Resolution adopting revisions to the Customer Service Policy. *Director of Customer Service, Rita Bagwell, will address.*

    Motion/second to approve a resolution adopting revisions to the Customer Service Policy by Commissioners Ward/Fuller carried 7-0.

19. Consider a contract with Three Rivers Regional Commission for 5307/5311 regional transit services for FY27 in an amount not to exceed $35,000. *Interim City Manager, Jennifer Freeman, will address.*

    Motion/second to approve a contract with Three Rivers Regional Commission for 5307/5311 regional transit services for FY27 in an amount not to exceed $35,000 by Commissioners Murray/Wright carried 7-0.

20. Consider ratification of a contract appointing Jennifer Freeman, currently employed as Assistant City Manager for Utilities, as the Interim City Manager, effective October 2, 2026, at a compensation of $160,000 per annum, to be paid biweekly; together with continuance of all existing benefits. The term of this appointment is indefinite and intended to continue until a new full-time City Manager is appointed, at which time Ms. Freeman will be restored to the position of Assistant City Manager for Utilities at her former salary, benefits and accruals.

    Motion/second to approve ratification of a contract appointing Jennifer Freeman, currently employed as Assistant City Manager for Utilities, as the Interim City Manager, effective October 2, 2026, at a compensation of $160,000 per annum, to be paid biweekly; together with continuance of all existing benefits. The term of this appointment is indefinite and intended to continue until a new full-time City Manager is appointed, at which time Ms. Freeman will be restored to the position of Assistant City Manager for Utilities at her former salary, benefits and accruals by Commissioners Wright/Murray carried 7-0.

21. Consider a Resolution terminating Jessica O'Connor as Open Records Officer and appointing Jennifer Freeman as Open Records Officer. *Interim City Manager, Jennifer Freeman, will address.*

    Motion/second to approve Resolution terminating Jessica O'Connor as Open Records Officer and appointing Jennifer Freeman as Open Records Officer by Commissioners Murray/Wright carried 7-0.

22. Consider a Resolution approving Interim City Manager Jennifer Freeman's designation of Kelsey Carden, Assistant City Manager of Development Services, as City Manager designee pursuant to Section 3.2(c) of the Charter of the City of Griffin. *Interim City Manager, Jennifer Freeman, will address.*

    Motion/second to approve Resolution approving Interim City Manager Jennifer Freeman's designation of Kelsey Carden, Assistant City Manager of Development Services, as City Manager designee pursuant to Section 3.2(c) of the Charter of the City of Griffin by Commissioners McCord/Fuller carried 4-3. Commissioners Ward, Curtis, and Wright voted against.

23. Consider a Resolution terminating Jessica O'Connor as an authorized official for MEAG Power and appointing Jennifer Freeman as authorized official. *Interim City Manager, Jennifer Freeman, will address.*

    Motion/second to approve Resolution terminating Jessica O'Connor as an authorized official for MEAG Power and appointing Jennifer Freeman as authorized official by Commissioners Wright/Murray carried 7-0.

CITY MANAGER'S COMMENTS

- Ms. Freeman announced that the Citizens Government Academy graduation will be held on October 23, recognizing the program's largest graduating class to date.
- She recognized the success of Girls in Public Works Day and commended those involved in organizing the event.
- Ms. Freeman expressed her appreciation to the Electric, Public Safety, and Public Works Departments for their efforts in responding to power outages over the weekend.
- She advised that the letter received from Spalding County regarding GDOT was provided to the Board for informational purposes.
- Ms. Freeman requested the Board's consensus regarding a waiver of open records request fees for Towaliga News. The consensus of the Board was not to waive the fees associated with the request.

CITY ATTORNEY COMMENTS

No comment.

CITY COMMISSIONER COMMENTS

Curtis: Commissioner Curtis thanked Mr. McCarthy and Rev. Phillips and stated Heck Chapel should be preserved.

Ward: No comment.

Murray: Commissioner Murray thanked Mr. McCarthy for his presentation. As a DDA member, she invited him to attend DDA meetings.

McCord: Commissioner McCord encouraged residents to vote, and noted early voting has started.

Wright: No comment.

Fuller: Commissioner Fuller recommended learning about Heck Chapel's history. They congratulated the City on hosting the nation's first Girls in Public Works event.

Hollberg: Mayor Hollberg explained that yard signs need the property owner's permission and must be behind the public right-of-way, generally behind the sidewalk, water meter or utility poles. He thanked staff for the tropical storm response, which restored power to about 2,000 customers within 12 hours.

ADJOURN

Motion/second to adjourn 5:59 p.m. by Commissioners Murray/Fuller carried 7-0.

_____ _____

Douglas S. Hollberg, Mayor Jennifer Freeman, Interim City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of a John Deere 320 P-Tier Backhoe Loader from Dobbs Equipment LLC, best quote, in the amount of $129,719.91 for the Wastewater Collections Division. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This backhoe loader will be used in the excavation and maintenance of City's 237 miles of sewer lines and 4,788 manholes. The City is receiving a retail discount of $98,541.00 through Sourcewell for this equipment. A five year - 5000 hour warranty is included.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY27 budgeted capital purchase funds $135,000.00. This purchase is for $129,719.91.

Submitted By:
Brandon Lewis

Meeting Date:
27/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
PO - Capital Purchase - Backhoe - Dobbs Equipment.pdf
Justification to Purchase - Backhoe - Dobbs Equipment.pdf
Fleet Request Form - Backhoe.pdf
Backhoe Quotes.pdf

SP 10/19/26

Griffin
Growing TOGETHER

City of Griffin, Georgia
P O Box T
Griffin, Georgia 30224
(770) 229-6400

DATE: 9/16/26

Purchase Order No. 27-0252

Contract # and Expiration:

FY27 EQUIPMENT PO

Contract With:

Vendor No.

Vendor Name & Address

DOBBS EQUIPMENT
4500 WENDELL DRIVE SW
ATLANTA, GA. 30336
BRENT.TERRY@DOBBSEQUIPMENT.COM
Ph: 470-540-4899 Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Freight is F.O.B. Destination

Freight is FOB Destination Deliveries are to be sent to Motorpool between the hours of 8:00 a.m. and 4 p.m.	Invoices are to be sent to requesting dept. for approval.

Deliver to:

City of Griffin
Dept: Motorpool
245 Emlet Drive
Griffin, GA 30224

ATTN: DOUGLAS WHITE / DONALD COOK

Phone: 678-692-0404 Fax:

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT E-VERIFY AFFADAVIT ON FILE PRIOR TO PO PROCESSING - On File? Y/N Y

Vehicles/equip per attached specifications	Account Number	Qty	UOM	Unit Price	Extended Totals
	- - - -		ea		
JOHN DEER 320P TIER BACKHOE LOADER	505 - 4340 - 54 - 2500 - 0000	1	EA	129,719.91	129,719.91
	- - - -				
	- - - -				
	- - - -				
	- - - -				
UNIT NO. of asset being surplused:		ARF attached?		TOTAL $	129,719.91
CAPITAL PROJ#: CP2027-4340-9-14	505 - 4340 - 54 - 9999 - 0000				-129,719.91
	505 - 4300 - 11 - 7501 - 0000				129,719.91
Note: All deliveries are to be made to authorized COG Motorpool				**TOTAL $	129,719.91

COG USE ONLY

Payment method: CASH ___ LEASE ___ GRANT ___ LEINHOLDER: ___

		APPROVALS	
	Dept request		
	Agenda item copy	WW/D.White/9-22-26	
	Fleet authorization	Dept / Requestor / Date	Purchasing / Date
	Leinholder info		
	Order (cc PF,SW,rqstr)	10/19/26	Donald M Gilbert 10.19.26
	Invoicing/Delivery	Department Mgr / Date	Finance Director / Date
	Payment/MSO		
	Tag/Origs to Finance		
	Risk Mgmt	City Manager / Date	BOARD / Date
	Fixed Assets		

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRIGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

Griffin
Growing TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO): GA6026-00547

DATE (BID OPEN OR DATE SUBMITTED): 9/16/2026

TITLE OR DESCRIPTION: JOHN DEER 320P TIER BACKHOE LOADER

RECOMMENDED SUPPLIER

COMPANY NAME: DOBBS EQUIPMENT

CITY, STATE: ATLANTA, GEORGIA

AWARD/PO AMOUNT: $129,719.91

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

JUSTIFICATION FOR THE SELECTION OF ONLY SUBMITTED QUOTE OR OTHER THAN LOWEST RESPONSIVE BID:

Quote #1. DOBBS EQUIPMENT
WARRANTY IS 5,000 HOURS/60 MONTHS, COMPREHENSIVE
HAS A BETTER WARRANTY THAN THE OTHER TWO QUOTES.
Quote #2. WADE TRACTOR
WARRANTY IS 3,000 HOURS/60 MONTHS, NOT COMPREHENSIVE
WARRANTY IS NOT AS GOOD AS THE #1 QUOTE BIDDER
Quote #3. CAT YANCEY
WARRANTY IS 3,000 HOURS/60 MONTHS, NOT COMPREHENSIVE
WARRANTY IS NOT AS GOOD AS THE #1 QUOTE BIDDER AND COST $4000 MORE
Justification Statement:
DOBBS IS OFFERING A BETTER WARRANTY THAN THE OTHER TWO BIDDERS
JOHN DEER EQUIPMENT IS BETTER QUALITY THAN NEW HOLAND FROM WADE TRACTOR

FLEET/EQUIPMENT REQUEST FORM FOR FY27

Department Water / Wastewater Div: 4340 When needed: ASAP

Capital Project # CP2027-4340-9-14 Within budget Y / N: Y (Apprvd) Amt Budgeted: $135,000.00

Desc of vehicle/equipment: 2026 (YEAR) John Deere (MAKE) 320 P (MODEL)

Intended Use of Vehicle Collections Operations

Number Of Occupants: 1 Towing Capabilities Y/N: N Item Being Towed: N/A

Off Road Capability Y/N Y Warning Devices Needed? *I.E. Strobes/Light bar:* No

Additional Equipment needed None

Samsara needed: Y/N N Is samsara being transffered from replaced unit: Y/N N

Body or Apparatus: John Deere Backhoe

Unit Number to be Replaced: _____ Retirement Form included w/submission?* Y / N: N

Non-Standard Options Approvals: _____ (CITY MANAGER) _____ (DATE)

Vehicle/Equipment assignment: Unit #: _____ To: _____

Approval of Requesting Department Robert Clark Date: 9/22/2026

Approval of Fleet Department: Kristi Hamm Date: 9/22/26

Completed copies will be sent as follows: with order

- Requesting department
- Fleet Director
- Vehicle/Equip file (Motor pool)
- Finance

at delivery (invoice) to:

- Finance
- Motor pool Admin
- Risk Mgmt.

* *FLEET makes the final determination on whether a vehicle is retired or transferred. If you feel the vehicle being replaced should be TRANSFERRED (i.e. within your department) rather than Retired, contact Procurement for the TRANSFER Request form.*

DOBBS
EQUIPMENT

Selling Equipment

Quote # GA6026-000547
Customer CITY OF GRIFFIN

JOHN DEERE 320 P 320 P-Tier Backhoe Loader

QTY In Group : 1

Hours - - -
Serial Number - - -
Stock Number N/A

Selling Price
$ 129,719.91

Equipment Summary

Code	Description	Qty	Adjusted Selling Price
	JOHN DEERE 320 P 320 P-Tier Backhoe Loader	1	$129,719.91

Base / Options

Code	Description	Qty	Adjusted Selling Price
0202	United States	1	-
0259	English	1	-
0351	Translated Text Labels	1	-
0608	Level 2 Cab	1	-
0652	Level 2 Performance Package	1	-
0950	Less Vision System	1	-
1200	Less Radio	1	-
3009	Autoshift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential	1	-
183N	JDLink™	1	-
4006	John Deere 4.5L - FT4/Stage IV	1	-
6752	Extendible Dipperstick	1	-
7028	Pilot Controls, Two Lever, with Pattern Selection	1	-
7040	Three-Function Loader Hydraulics, Single Lever	1	-
7700	Less Coupler - Less Thumb	1	-
7861	92 in. (2.35 m.) Multi-Purpose Bucket, 1.31 cu. yd (1.00 cu. m.)	1	-
5245	Galaxy 19.5L-24 12PR Rear & 12.5/80-18 10PR Front	1	-
6152	Single Battery with Disconnect and Jump Post	1	-
6573	450 lb. (204 kg.) Front Counterweight	1	-
7000	No Auxiliary	1	-
7806	24 in. (611 mm.) Heavy-Duty Bucket, 6.9 cu. ft. (0.20 cu. m.)	1	-

Value Added Services

Description	Qty	Agreed Price
John Deere PowerGard 5000/60 Month Comprehensive	1	-

Total Base / Options	$ 129,719.91
Total Selling Price	**$ 129,719.91**

DOBBS
EQUIPMENT

Prepared For

CITY OF GRIFFIN
PO BOX T
GRIFFIN, GA 30224

Prepared By

Brent Terry
Dobbs Equipment LLC
4500 Wendell Drive SW
Atlanta, GA 30336
Brent.Terry@dobbsequipment.com

Quote Id GA6026-000547
Creation Date 08/12/2026
Expiration Date 11/27/2026

Quote Summary

Equipment Summary	Selling Price	QTY	Extended
JOHN DEERE 320 P 320 P-Tier Backhoe Loader	**$129,719.91**	**1**	**$129,719.91**
John Deere PowerGard 5000/60 Month Comprehensive	$0.00	1	$0.00
Equipment Total			**$129,719.91**

Quote Summary	
Equipment Total	$ 129,719.91
Balance Due	**$ 129,719.91**

Salesperson : X _____

Accepted By : X _____

Outlook

FW: City Of Griffin

From Brent Terry <Brent.Terry@dobbsequipment.com>
Date Tue 10/6/2026 3:03 PM
To Donald H. Cook <dcook@cityofgriffin.com>

Brent Terry
Senior Account Manager

Dobbs Equipment
4500 Wendell Drive SW | Atlanta, GA 30336
(O) 404-691-9445 | (M) 470-540-4899 |
Brent.Terry@dobbsequipment.com

www.dobbsequipment.com

Email Signature Logos_GA&AL Email Signature.jpg

From: Brent Terry
Sent: Tuesday, October 6, 2026 3:02 PM
To: Brent Terry <Brent.Terry@dobbsequipment.com>
Subject: City Of Griffin

Option Code	Description	List Price	Quantity	Option Group Description	Notes
17C1T	Base Unit 320P Rubber Tire Back Hoe	191258.00		320P Back Hoe 2026 Model	Orginal Unit
7861	92 in. (2.35 m.) Multi-Purpose Bucket, 1.31 cu. yd (1.00 cu. m.)	13025.00	1	Loader Buckets	Pin-on bucket includes reversible bolt
6752	Extendible Dipperstick	9344.00	1	Backhoe Dipperstick	Extended stabilizer legs; stabilizer ov pedal. When configured with pilot con
7040	Three-Function Loader Hydraulics, Single Lever	3651.00	1	Loader Controls	Single-lever control with horn, rear dif For multi-purpose bucket and front att Includes valve with circuit relief and .5
7028	Pilot Controls, Two Lever, with Pattern Selection	3111.00	1	Backhoe Controls	Proportional auxiliary control and exte
0652	Level 2 Performance Package	2920.00	1	Performance Packages	Includes: - MFWD guard - Boom protection plate - Stabilizer guards - Heavy duty stabilizer pads - Heavy duty front grille screen
0608	Level 2 Cab	2506.00	1	Trim Packages	Includes: - Enclosed cab - LED work lights - Rear mounted LED boom lights - Air suspension cloth seat
7806	24 in. (611 mm.) Heavy-Duty Bucket, 6.9 cu. ft. (0.20 cu. m.)	2373.00	1	Backhoe Buckets	Pin-on bucket includes 5 teeth, TK-sy
6573	450 lb. (204 kg.) Front Counterweight	704.00	1	Counterweight	
7700	Less Coupler - Less Thumb	0.00	1	Backhoe Quick Couplers	If ordering with thumb, must order opt
7000	No Auxiliary	0.00	1	Backhoe Auxiliary Hydraulics	
6152	Single Battery with Disconnect and Jump Post	0.00	1	Batteries	175 minute reserve capacity (950 CC. Recommended for use in ambient ten
5245	Galaxy 19.5L-24 12PR Rear & 12.5/80-18 10PR Front	0.00	1	Wheels and Tires	Rear tire chains require wheel spacer
4006	John Deere 4.5L - FT4/Stage IV	0.00	1	Engine	Net peak power of 113 Hp. For use only in areas where EPA final Turbocharged. Wet sleeve cylinder liners. 2 valves / cylinder. Electronically controlled HPCR fuel de Serpentine belt with automatic belt ter Enclosed safety fan guard. Vertical spin-on engine oil filter. Spin-on fuel filter with water separato

					Dual safety element dry-type air clear Underhood catalysts with vertical curv Passive flow-through exhaust aftertre Electronically controlled, variable-spe
3009	Autoshift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential	0.00	1	Transmission	5F/3R autoshift transmission. A single electric transmission control l integrated into the loader lever handle Includes integrated cab wiring harnes
183N	JDLink™	0.00	1	Connectivity Hardware	JDLink™ connectivity is enabled sepa Connectivity service is subject to cour
0950	Less Vision System	0.00	1	Vision System	
0351	Translated Text Labels	0.00	1	Labels	Vehicle labels translated to selected l
0259	English	0.00	1	Operator's Manual and Language	English language for operator's manu
0202	United States	0.00	1	Destination Codes	
1200	Less Radio	0.00	1	Radio	
MDF	MDF Charges	851.36	1	MDF Charges	
PDI	PDI Charges	1627.64	1	Pred Delivery Inspection process	Install Accessories
List Price	Complete List Price	228260.00	1		
Discount	Sourcewell	98541.00	1	Sourcewell Discount	
Sale Price	Final Sale Price	129719.00	1	Final Sale Price, including 5000/60 month Comprehensive	

WADE TRACTOR & EQUIPMENT

NEW HOLLAND AGRICULTURE | NEW HOLLAND CONSTRUCTION | WOODS | AMCO

(770)227-2011
WWW.WADETRACTOR.COM

Georgia State Government Quote	
Sourcewell Contract #11723-CNH-2	
04/04/2023-04/17/2027	
Tuesday, September 29, 2026	
DEALER CONTACT INFO	
Name:	Tyler Mercer
E-mail:	Tyler@Wadetractor.com
Office:	(770)227-2011
Cell:	(770)714-2306
Fax:	(678)688-3434
Address:	1218 Enterprise Way
	Griffin, GA 30224

CUSTOMER INFORMATION

Organization:	City of Griffin - Wastewater Management (Sourcewell #29765)	**Phone:**	
Name:	Donald Cook	**Cell:**	770-296-2846
E-Mail:	dcook@cityofgriffin.com	**Fax:**	
Address:	100 S Hill St, Griffin, GA 30223	**Other:**	

Qty	Model	Description	MSRP	Discount	Savings	Your Price	Total
1	B95D	New Holland B95D Backhoe: Cab, HVAC, 4WD, Standard Transmisson, 97hp, 17,560lb Operating Weight	$132,759.00	35.00%	$46,465.65	$86,293.35	$86,293.35
1	745190	Pilot-Joystick Controls	$4,453.00	35.00%	$1,558.55	$2,894.45	$2,894.45
1	745283	LED Working Light Package	$929.00	35.00%	$325.15	$603.85	$603.85
1	745287	Cab Package	$12,236.00	35.00%	$4,282.60	$7,953.40	$7,953.40
1	728851	Cloth Air Ride Seat with Seat Belt	$105.00	35.00%	$36.75	$68.25	$68.25
1	742388	24" HD Backhoe Bucket	$1,600.00	35.00%	$560.00	$1,040.00	$1,040.00
1	742292	Heavy Front Counter Weight	$1,219.00	35.00%	$426.65	$792.35	$792.35
1	745294	Aux Stick Hyduralics	$4,071.00	35.00%	$1,424.85	$2,646.15	$2,646.15
1	745241	Extend-A-Hoe Stick	$7,915.00	35.00%	$2,770.25	$5,144.75	$5,144.75
1	720536	Reversible Outrigger Pads	$1,034.00	35.00%	$361.90	$672.10	$672.10
1	742471	4x1 Loader Bucket with Cutting Edge	$7,237.00	35.00%	$2,532.95	$4,704.05	$4,704.05
1	745293	3 Spool Loader Aux Hydraulics	$1,839.00	35.00%	$643.65	$1,195.35	$1,195.35
1	464120	Bluetooth Radio with Speakers	$819.00	35.00%	$286.65	$532.35	$532.35
1		60 month 5000 hour PPP	$10,000.00		$0.00	$10,000.00	$10,000.00
1		Materials / Tariff Surcharge	$7,612.53		$0.00	$7,612.53	$7,612.53
1		Additional Local Government Discount	-$12,000.00		$0.00	-$12,000.00	-$12,000.00
1		Factory DH&D	$2,900.00	100.00%	$2,900.00	$0.00	$0.00
1		Prep/PDI	$600.00	100.00%	$600.00	$0.00	$0.00

TOTAL MSRP	**$185,328.53**
TOTAL SAVINGS	**$65,175.60**
CONTRACT PRICE GRAND TOTAL	**$120,152.93**

COMMENTS

New Factory Order Lead Time 180-210 Days from date of PO - Quote Valid for 30 Days - In-Field Inventory Potentially Available for Transfer to Facilitate Shorter Lead Time

Jul 30, 2026

CITY OF GRIFFIN

PO DRAWER T
GRIFFIN
Georgia
30223

City of Griffin Sourcewell Member #
29765
Yancey Bros. Sourcewell Number
011723-CAT

RE: Quote 313778-02

Dear Sir,

Yancey Bros. is happy to provide the attached quotation for equipment based on our discussion and your requirements. Please review this carefully to ensure that all necessary items are accounted for. I am available should any questions arise.

Caterpillar, Inc. Model: 416 Backhoe Loaders

MACHINE SPECIFICATIONS

416 07A BHL CFG2	543-3339
HRC - MACHINE	
LANE 2-AVAILABLE FROM CLAYTON AND WACO DIST.CENTERS FOR US-A ONLY(SAP)	
LANE 2-AVAILABLE FROM LEICESTER FACTORY FOR CANADA ONLY (SAP),	
LANE 3-AVAILABLE FROM CLAYTON AND WACO DIST.CENTERS FOR US-A ONLY(SAP)	
LANE 3-AVAILABLE FROM LEICESTER FACTORY FOR CANADA ONLY (SAP),	
LANE3-AVAILABLE FROM CLAYTON AND WACO DIST.CENTERS FOR CHILE ONLY(SAP)	
LANE 3 ORDER	0P-9003
STICK, EXT, 14', MECH	543-4281
PT, 2WS, SSHF, MECH	543-4899
ENG, 70KW, C3.6, T4F	542-7779
HYD, MP, 6FCN	542-7759
CONTROLS, BACKHOE PATTERN	544-0353

CAB, STD	557-4932
DISPLAY, STD	545-5047
WORKLIGHTS (8) HALOGEN LAMPS	491-6734
SEAT, FABRIC	611-0335
BELT, SEAT, 2" SUSPENSION	206-1747
AIR CONDITIONER, T4F	542-7810
PRODUCT LINK, CELLULAR, PLE643	639-4880
TIRES, 12.5 80/19.5L-24, GY	379-2161
CTWT, 1015 LBS	337-9696
STABILIZER PADS, FLIP-OVER	9R-6007
LOADER BUCKET PINS	545-8548
BUCKET-MP, 1.3 YD3, PO	337-7436
CUTTING EDGE, TWO PIECE	9R-5321
BUCKET-HD, 18", 4.2 FT3	219-3386
COUPLER, PG, HYDR.D.LOCK, BHL	485-5303
INSTRUCTIONS, ANSI	559-0872
SERIALIZED TECHNICAL MEDIA KIT	421-8926
LINES, AUX COMBO, E-STICK	657-6396
LINES, CPLR, 14' EXT MECH	555-2395
PACK, DOMESTIC TRUCK	0P-0210
SHIPPING/STORAGE PROTECTION	461-6839
RUST PREVENTATIVE APPLICATOR	462-1033

Standard Equipment

BOOMS, STICKS, AND LINKAGES

BACKHOE
- 14'4" Center pivot backhoe
4.3 Meters
- Boom and swing transport locks
- Mechanical operated backhoe and stabilizer controls
- Street type stabilizer shoes

LOADER
- Single Tilt Loader
- Lift cylinder brace
- Self-leveling loader with single lever control
- Return-to-dig (automatic bucket positioner)
- Transmission neutralizer switch
- Bucket level indicator

POWERTRAIN

- Water separator
- Thermal starting aid system
- Dry type axial seal air cleaner with integral precleaner
- Automatic dust ejection system
- Filter condition indicator
- Hydraulically boosted multi-plate wet disk brake with dual pedals & interlock
- Differential lock
- Drive-line parking brake
- Torque converter
- Transmission-four speed manual shift
- Neutral safety switch
- Spin-on filters for
Fuel
Engine oil
Transmission oil
- Outboard Planetary Rear Axles
- Diesel particulate filter
- Hydrostatic power steering

HYDRAULICS

- Load sensing, variable flow system with 35 gpm (132 L/min) axial piston pump
- 6 micron hydraulic filter
- Caterpillar XT-3 hose
- Hydraulic oil cooler
- Flow-Sharing Hydraulic Valves
- Hydraulic suction strainer

ELECTRICAL

- 12 volt electrical start
- Horn, front and rear
- Backup alarm
- Hazard flashers/turn signals
- Halogen head lights (2)
- Halogen rear flood lights (2)
- Stop and tail lights
- Audible system fault alarm
- Key start/stop system
- 850 CCA maintenance free battery
- Battery disconnect switch
- External Power Receptacle (12v)

OPERATOR ENVIRONMENT

- Interior rearview mirror
- Rear fenders
- ROPS canopy
- 2-inch (50mm) retractable seat belt
- Hand and foot throttle
- Air suspension seat
- Coat Strap
- Lockable storage area

FLUIDS

Antifreeze - Extended Life Coolant -30C (-20F)

OTHER STANDARD EQUIPMENT

- Standard Storage Box
- Transport tie-down points
- Ground line fill fuel tank with 42.3 gal (160L) capacity & 5 gal (19L) diesel exhaust fluid
- Rubber impact strips on radiator
guard
- CD-ROM Parts Manual
- Safety Manual
- Operations and Maintenance Manual
- Lockable hood
- Tire Valve Stem Protection

SELL PRICE	132,257
EXT WARRANTY	Included
CVA	Included
NET BALANCE DUE	**132,257**
TOTAL QUOTE PRICE	**132,257**

WARRANTY

Standard Warranty:	12 months/unlimited hours
Extended Warranty:	416-60 MO/5000 HR PREMIER, 416-12 MO/8760 HR PREMIER

CSA	24/1000 Parts Only CVA

F.O.B/TERMS:

Accepted by_____ **on** _____

_____
Signature

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Robert Massenburg
Machine Sales Representative

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a Special Use Permit to allow a Place of Assembly at 315 North 3rd Street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The purposes of the Places of Assembly district are to encourage the beneficial development of assembly uses and t properly regulate such uses in a non-discriminatory manner. It is the express intention of the board of commissioners that, in the event of any ambiguity in the language of this article, the administration and staff of the city shall interpret this article in the manner that best complies with all applicable federal laws, including but not limited to the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C.A. Section 2000cc, et seq.

Per the Permitted Use Chart found in Article 704, a place of worship is permitted in Medium Density Residential zoning district only through a Special Use Permit. The applicant's request for a Special Use Permit, to operate a Place of Worship at 315 North 3rd Street, has been reviewed in accordance with requirements outlined under Section 406 and Article 721 of the City of Griffin's UDC. Planning Staff has found the request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code; however, two (2) requirements in Article 721 F (3) have not been met: (1) Must be located on a lot fronting a public right-of-way, classified as either an arterial or collector street; and (2) Must be located on a tract of land not less than two acres in area. Variance application (26-VAR-06) has been submitted in conjunction with this Special Use Permit Application. Although the parcel does not meet either requirement, granting the Special Use Permit request will not adversely affect the existing properties or uses, and Staff is recommending approval of the Variance request as well.

STAFF RECOMMENDATION:

Staff recommends CONDITIONAL APPROVAL of the Special Use Permit (26-SUP-02) submitted by Yusuf Ali to allow for a Place of Assembly located at 315 North 3rd Street with the following conditions:

a. The applicant must apply for a variance from the requirements that the lot be a minimum two (2) acres and the requirement that it front a public right-of-way, classified as either an arterial or collector street;

b. A plat combining all affected adjacent tracts into one parcel shall be submitted to Planning & Development for review prior to submittal of civil plans.

c. Annually obtain an occupational tax certificate from the City of Griffin (non-profit).

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:

27/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
26-SUP-02 315 N 3rd St Staff Report.pdf
315 N 3rd St Concept Site Plan.pdf
315 N 3rd St SUP Application.pdf

315 North 3rd Street
Special Use Permit Request
File No. 26-SUP-02

Applicant: Yusuf Ali
Owner: Griffin Islamic Community Center c/o Mahood Ahmed



Land Use Classification	Residential
Current Zoning	Medium Density Residential (MDR)
Proposed Use	Places of Assembly
Parcel Size	0.25 +/-
Tax Map, Block and Lot No.	007 17010A
Planning and Zoning Board	District 2 Ann Dukes
City Commission	District 2 Rose Curtis
Citizen Notification	Legal notice was published in the September 5th, 2026, 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 September 3rd, 2026.

Proposal:

The applicant, Yusuf Ali, is seeking approval of a Special Use Permit to allow for a Place of Assembly to utilize the parcel located at 315 North 3rd Street for a place of worship. The property is zoned Medium Density Residential (MDR) and is a developed lot. This request for a special use permit is for the specific purpose of combining several of the adjacent lots to create additional parking and to expand the existing facility to better serve its members and the residents of Griffin and the surrounding communities. 409 E Chappell Street, 419 East Chappell Street, and 425 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. Per Article 721, a Special Use Permit is required to designate the subject property as a Place of Assembly (PAO). The purpose of the PAO district is to encourage the beneficial development of assembly uses and to properly regulate such uses in a non-discriminatory manner.

Proof of signs posted below:



Proof of signs posted continuted:



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 708	Medium Density Residential (MDR)
Article 721F	Places of Assembly Overlay District (PAO)

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. The current building was constructed in 1963 according to the Spalding County Tax Accessor report. The proposed use of a place of assembly on this property will not adversely affect the health, safety and welfare of the general public.

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: Granting the Special Use Permit request will not adversely affect the existing properties or uses. The existing property uses in this area are residential and some commercial. The current parcel is a quarter of an acre (.25), which has allowed space for the structure and some off-street parking as shown in the application documents. The applicant has also stated that once the lots are combined, the existing residential structure at 419 East Chappell Street will be demolished to allow for the proposed parking improvements and the expansion of the structure. This will provide more off-street parking options for the members of the Griffin Islamic Community Center. Some members are currently parking on the street.

   Section 721 F.3 within Places of Assembly requires a minimum lot size of 2 acres and for the lot to be located fronting a public right-of-way, classified as either an arterial or collector street. The subject property currently is a .25 +/- acre tract of land; however, the community center will combine this address with three (3) other parcels to create a new .99 +/- acre lot. Per the City of Griffin Comprehensive Transportation Plan and Article 2 of the UDC, the arterial streets are US 19/41, SR 16, SR 155, SR 92, and Bus 19/41 and the collector streets are Meriwether St., College St., Poplar St., Solomon St., Experiment St., Broad St., Maple Drive, McIntosh Rd., Old Atlanta Hwy., and Hill St. The remaining roadways in the city are classified as local streets. Although the parcel does not meet either requirement, 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 place of worship / place of assembly is compatible with the adjacent properties and land uses within the area. The properties to the north, south, east and west are all zoned Medium Density Residential (MDR), and the majority of them are used as residential. The properties immediately adjacent to this parcel are owned by the Griffin Islamic Community Center. Combined, all four (4) lots total .99 +/- acres.

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 should not constitute a nuisance or hazard or otherwise adversely affect the public interest of the surrounding properties due to the number of participants or individuals visiting the property. The use has been in existence for many years.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: There will be little to no increase in general traffic, and on certain days for worship services and events the expansion of the parking lot will stop parking on the street. As this parcel is currently a developed lot with proposed improvements, all applicable development, architectural, and parking requirements must be met in accordance with Griffin's Unified Development Code. This includes providing adequate on-site parking and proper ingress and egress to the property. This property could be accessed from East Quilly Street, North 3rd Street, and East Chappell Street.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: The request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code. The applicant has agreed to adhere to all architectural, parking, landscaping, fencing, and development codes requirements per Griffin's Unified Development Code and all other applicable building and life safety codes.

Planning Staff's Comments:

The purposes of the Places of Assembly district are to encourage the beneficial development of assembly uses and to properly regulate such uses in a non-discriminatory manner. It is the express intention of the board of commissioners that, in the event of any ambiguity in the language of this article, the administration and staff of the city shall interpret this article in the manner that best complies with all applicable federal laws, including but not limited to the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C.A. Section 2000cc, et seq.

Per the Permitted Use Chart found in Article 704, a place of worship is permitted in Medium Density Residential zoning district only through a Special Use Permit. The applicant's request

for a Special Use Permit, to operate a Place of Worship at 315 North 3rd Street, has been reviewed in accordance with requirements outlined under Section 406 and Article 721 of the City of Griffin's UDC. Planning Staff has found the request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code; however, two (2) requirements in Article 721 F (3); 1. Must be located on a lot fronting a public right-of-way, classified as either an arterial or collector street and 2. Must be located on a tract of land not less than two acres in area, have not been met. Variance application (26-VAR-06) has been submitted alongside this special use application. Although the parcel does not meet either requirement, granting the Special Use Permit request will not adversely affect the existing properties or uses.

Planning Staff's Recommendation:

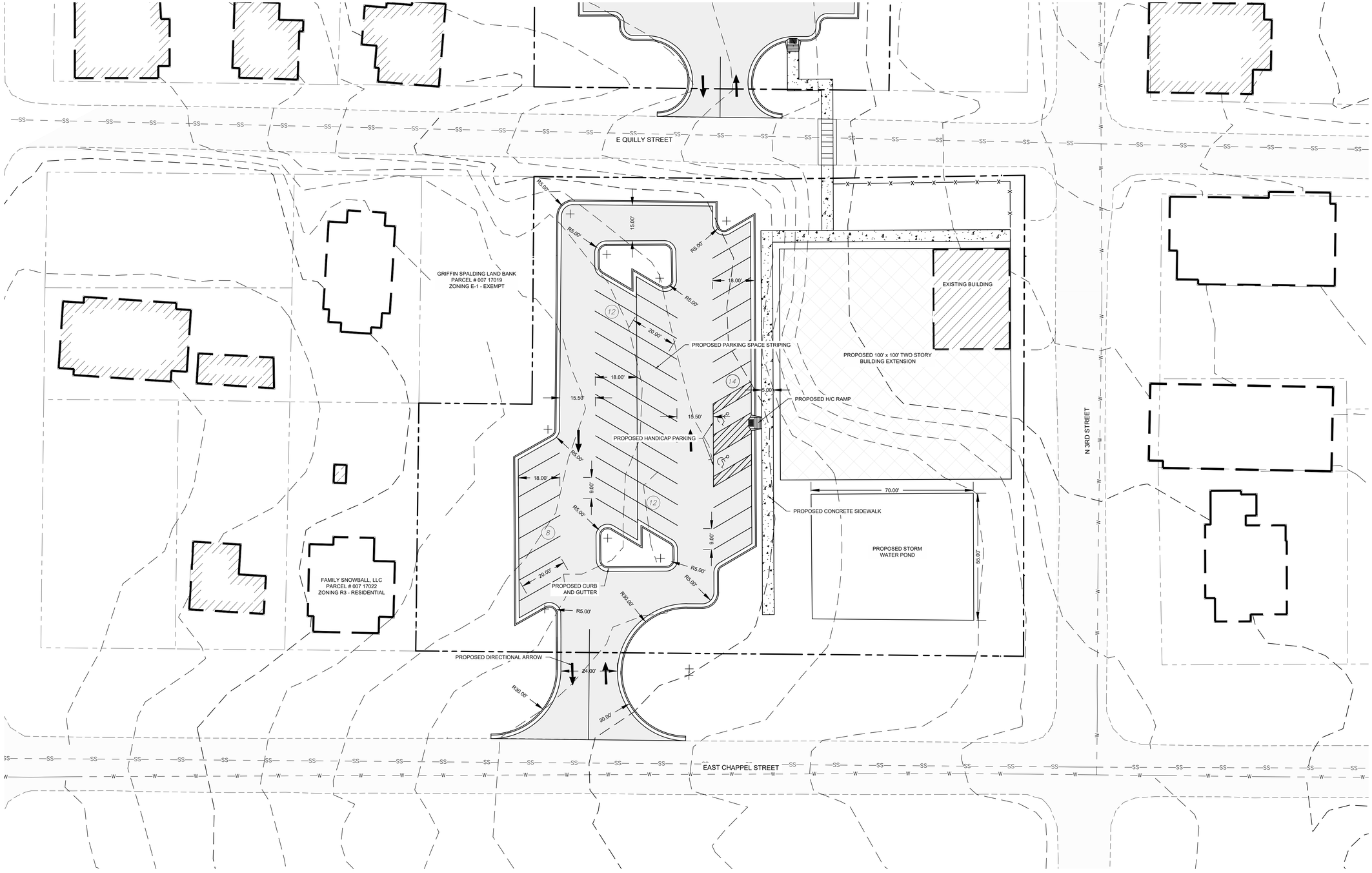
Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (26-SUP-02) submitted by Yusuf Ali to allow for a Place of Assembly located at 315 North 3rd Street with the following conditions:

a. The applicant must apply for a variance from the lot be located fronting a public right-of-way, classified as either an arterial or collector street and from the minimum two (2) acre lot size;

b. A plat combining all affected adjacent tracts into one parcel shall be submitted to Planning & Development for review prior to submittal of civil plans.

c. Annually obtain an occupational tax certificate from the City of Griffin (non-profit).

Submitted by:
Channing Cawthon, Planning Manager
Planning and Development



GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

1 inch =20 ft.

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO.	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700

LJA ENGINEERING
LICENSE NUMBER: PEF007932

NOT FOR CONSTRUCTION
PRINTED:
March 18, 2026

CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDINGCOUNTY

PROJECT NUMBER
PCG4753-24045

SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT

SHEET NUMBER
01
SHEET 01 OF 01

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

Applicant/Agent/Representatives Name: Yusuf Ali

Address: [redacted]

City: Griffin State: GA Zip: 30224

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: Griffin Islamic Community Center

Address: 315 N 3rd Street

Parcel Number(s): 007 17010A (Current) Current Zoning: R-3 Parcel(s) Size: _____

007 17010, 007 17011, 007 17012 (Lot Combination)

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Griffin Islamic Community Center

Address: [redacted]

City: Griffin State: GA Zip: 30224

Telephone Number(s): [redacted] Email: [redacted]

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.

Applicant Signature

Yusuf J. Ali.
Printed Name

7/28/26
Date

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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.

Special Use Questionnaire

1. The Griffin Islamic Center is a long-standing fixture in the existing community. Incorporating the existing properties owned by the center will not cause a change to the adjacent parcels or the community it currently serves.
2. The proposed upgrade to the existing facility will allow the Griffin Islamic Center to better serve its members. The additional parking will better serve the community by eliminating on-street parking as it's currently constituted. There should be no needed setback variances to accommodate the proposed project.
3. The facility already exists and functions within the current community. This will result in no change to the day-to-day patterns within the prospective area.
4. As previously stated, the Giffin Islamic Center has been operating within its current community for quite some time. The additional parking will better serve the neighborhood while the facility is in use.
5. Acknowledged
6. Adequate parking and building footprints are provided within the existing property owned by the Giffin Islamic Center and the required setbacks as shown in the code and/or ordinances.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 1-28-26 Application Number: 26-SUP-02

OWNER'S AUTHORIZATION

This is to certify that: Mahmoodaa Ahmed 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: Daa'ood Amin

Property Owner Signature	Mahoodaa Ahmed Printed Name	5/27/2026 Date
Legal Representative Signature	Printed Name	Date

Jason B. Graham
Notary Signature

Commission Expiration Date: 6/26/28

Seal: JASON B GRAHAM NOTARY PUBLIC SPALDING COUNTY, GA MY COMMISSION EXPIRES JUNE 26 2028

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 7-28-26 Application Number: 26-SUP-02

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).

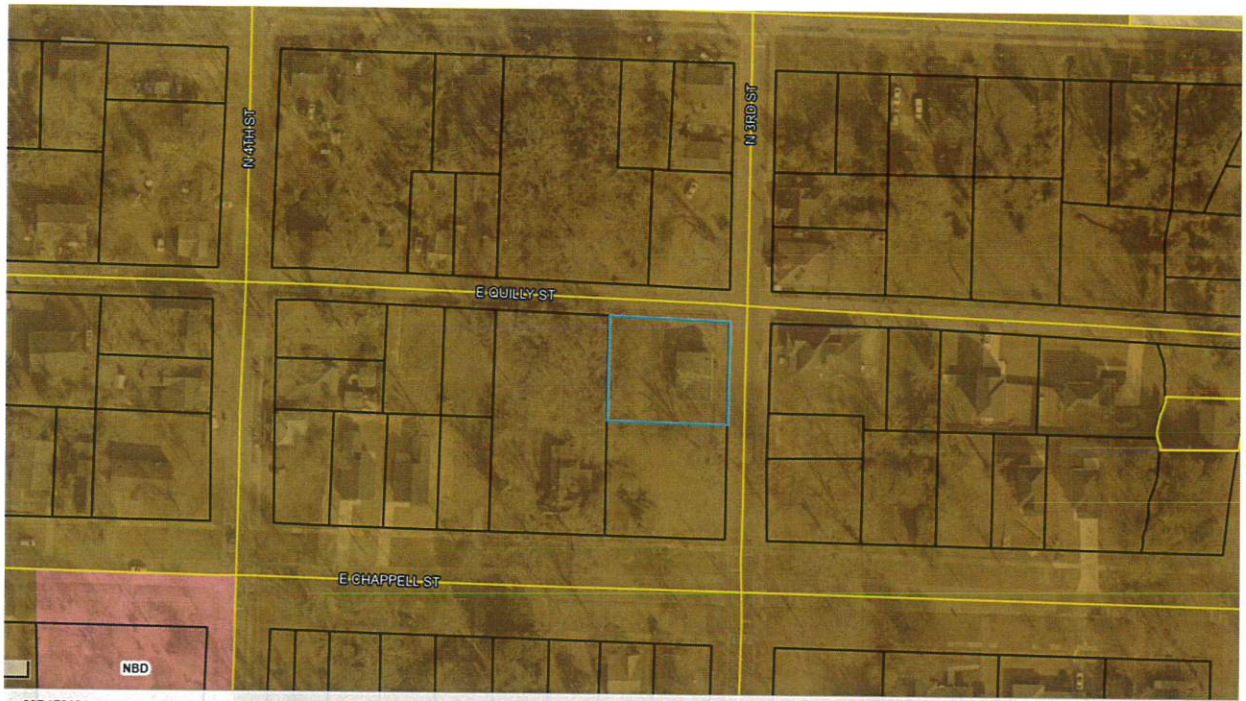
Applicant Signature

YUSUF J. AL

Printed Name

7/28/26

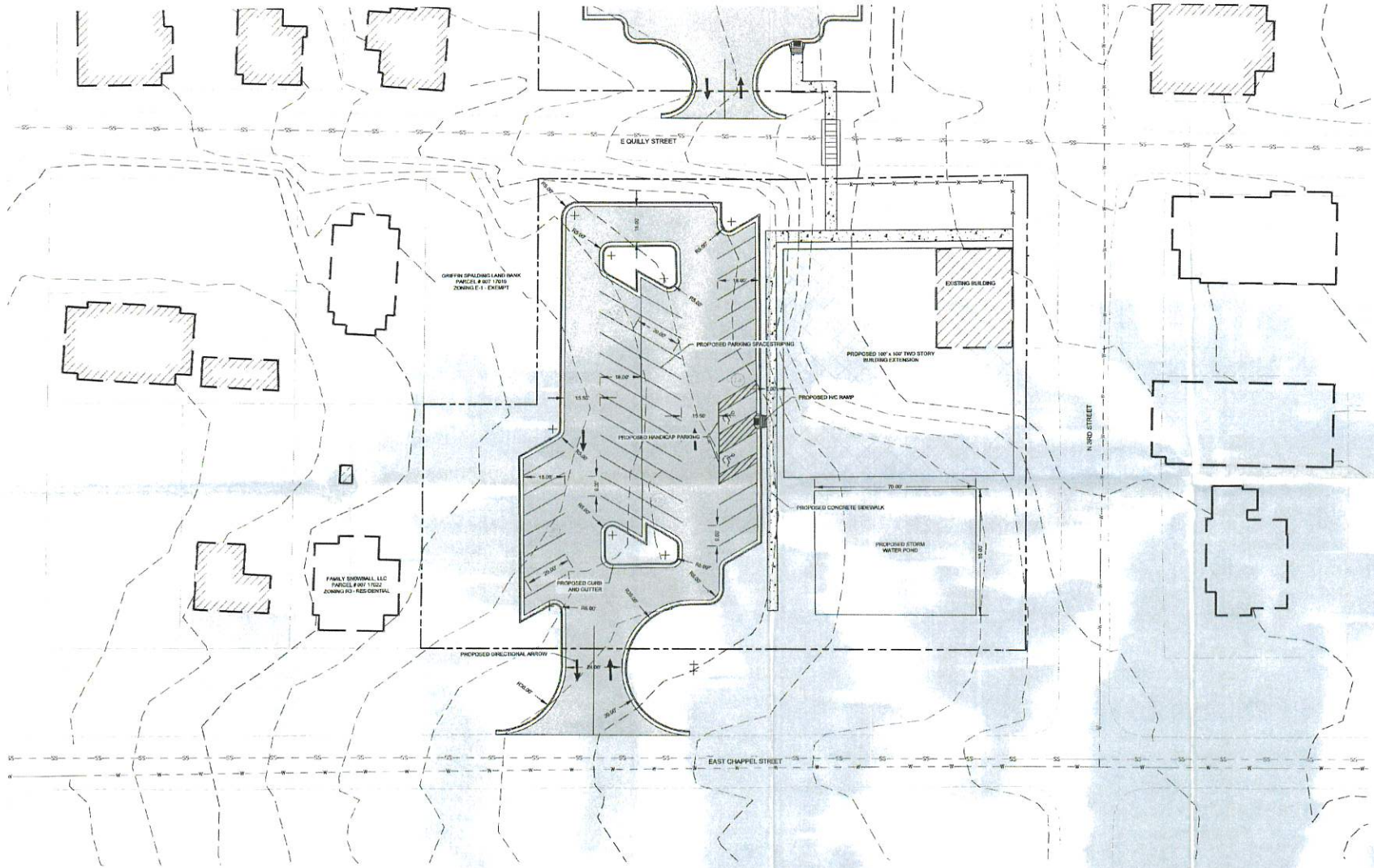
Date



007 17010A Exempt GRIFFIN 0.25	Owner	ISLAMIC COMMUNITY CENTER OF GRIFFIN INC 315 NORTH THIRD ST GRIFFIN, GA 30223
	Physical Address	315 N 3RD ST

Last 2 Sal Date
2/10/201
2/3/1981





GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

(IN FEET)
1 inch = 20 ft

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700
LJA ENGINEERING
LICENSE NUMBER: PEF007732

NOT FOR CONSTRUCTION
PRINTED:
March 18, 2026

CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDING COUNTY

PROJECT NUMBER
PCG4753-24045
SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT
SHEET NUMBER
01
SHEET 01 OF 01

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a Variance from the two (2) acre lot size and the requirement that a place of assembly be located on a public right-of-way fronting an arterial or collector street (Parcel 007 17010A). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and requires the lot to be fronting a public right-of-way that is classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly. The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years.

The subject property is located within an established area of the City. While the property does not meet all the requirements found in Section 721 F.3, the requested variance will allow a place of assembly at this location. The variance is limited to the lot area requirement and the proposed use being located along a local street. Any approval granted would remain subject to all other applicable provisions of the UDC, including requirements related to site development, parking, access, building regulations, fire and life safety codes.

STAFF RECOMMENDATION:

Planning & Development staff recommend APPROVAL of the variance request (26-VAR-06) from the minimum two-acre lot size, and from the requirement that a place of assembly be located on a public right-of-way fronting an arterial or collector street, for the property located at 315 North 3rd Street.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
27/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:

26-VAR-06 315 N 3rd St - Staff Report.pdf
315 N 3rd St Concept Site Plan.pdf
Application; 315 N 3rd St.pdf

315 North 3rd Street
Variance Request
File No. 26-VAR-06

Applicant: Yusuf Ali
Owner: Griffin Islamic Community Center c/o Mahood Ahmed



Current Land Use Classification	Residential
Current Zoning	Medium Density Residential (MDR)
Proposed Variance	Two (2) acre lot size and to allow a place of assembly on a public right-of-way not classified as an arterial or collector street requirements.
Parcel Size	.25 +/- acres
Parcel Number	007 17010A
Planning and Zoning Meeting	October 19th, 2026
Board of Commissioners Meeting	October 27th, 2026
Planning and Zoning Board	District 2 Ann Dukes
City Commission	District 2 Rose Curtis
Citizen Notification	Legal notice was published in the September 19th, 2026, 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 September 15th, 2026.

Proposal/Site Location:

The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and for the lot to be fronting a public right-of-way, classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly. The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years.

Proof of signs posted below:



Proof of signs posted continuted:



Zoning Ordinance Sections applicable to this Application:

The following sections of the Unified Development Code apply to this variance request:

Article 410	Variance
Article 708	Medium Density Residential (MDR)
Section 721 F	Place of Assembly Overlay

Article 410, Variance Standards for Review:

1. **There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;**

   The subject property currently consists of approximately 0.25 +/- acres, which is below the minimum two-acre (2) lot area requirement for a place of assembly within the PAO Overlay. The property will be combined with three other parcels located at 409, 419, and 425 East Chappell Street to create a new .99 +/- acre parcel. The size of the existing parcels, even when combined, creates a condition that limits the ability of the property to meet the current minimum lot area requirement. The lots are also located on local streets and not on an arterial or collector street. Per the City of Griffin Comprehensive Transportation Plan and Article 2 of the UDC, the arterial streets are US 19/41, SR 16, SR 155, SR 92, and Bus 19/41 and the collector streets are Meriwether St., College St., Poplar St., Solomon St., Experiment St., Broad St., Maple Drive, McIntosh Rd., Old Atlanta Hwy., and Hill St. The remaining roadways in the city are classified as local streets.

2. **The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.**

   The application of the two-acre minimum lot area and the lot to be fronting a public right-of-way, classified as either an arterial or collector street requirements would prevent the applicant from using the subject property for a place of assembly under the PAO Overlay. The four parcels combined contain approximately 0.99 +/- acres, and the existing placement and size of the properties make compliance with requirements impossible. The requested variance would allow the four (4) parcels to function as one development site while recognizing the existing size and location of the property. The request is limited to the minimum lot area requirement along with the proposed place of assembly being located along a local street instead of the required arterial or collector street. These requests do not eliminate the requirement to comply with other applicable provisions of the Unified Development Code (UDC).

3. **Such conditions are peculiar to the piece of property involved.**

   The condition is peculiar to the subject property because the four (4) parcels collectively contain only approximately 0.99 +/- acres, while Section 721 F requires a minimum of two acres for a place of assembly within the PAO Overlay. The community center is also located on a local street and will not be relocated to an arterial or collector street. The property is located within an established developed area of the City, where existing parcel configurations and development patterns may not reflect the current minimum lot area requirements. The applicant is seeking to utilize the existing parcels collectively to expand the structure and to increase the parking lot.

4. **Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations, provided, however, that no Variance may be granted for a use of land or building or structure that is prohibited by this Ordinance.**

   If granted, the variance should not cause substantial detriment to the public good or create a negative impact on surrounding properties, provided that all other applicable requirements of the UDC are satisfied. The requested variance is limited to the minimum lot area requirement for a place of assembly within the PAO Overlay and the proposed location along a local street. If approved, the variance would not eliminate other applicable requirements related to site development, parking, access, building requirements, fire and life safety, or other applicable regulations. The use has been in existence for many years, and the variance will allow the community center to expand the building and create additional off-street parking for its members. Due to the current parking conditions, the members are parking on the street as there is limited parking on the site.

5. **A literal interpretation of this Ordinance would deprive the applicant of any rights that others in the same district are allowed.**

   A literal interpretation of the place of assembly requirements would prevent the applicant from utilizing the subject properties for a place of assembly within the PAO Overlay because the combined parcels contain approximately 0.99 +/- acres in size and are located on local streets. The current property and the proposed new parcel are within an established area of the City. The requested variance would allow the applicant to utilize the existing location while remaining subject to the other applicable requirements of the UDC.

Planning & Development Department Review:

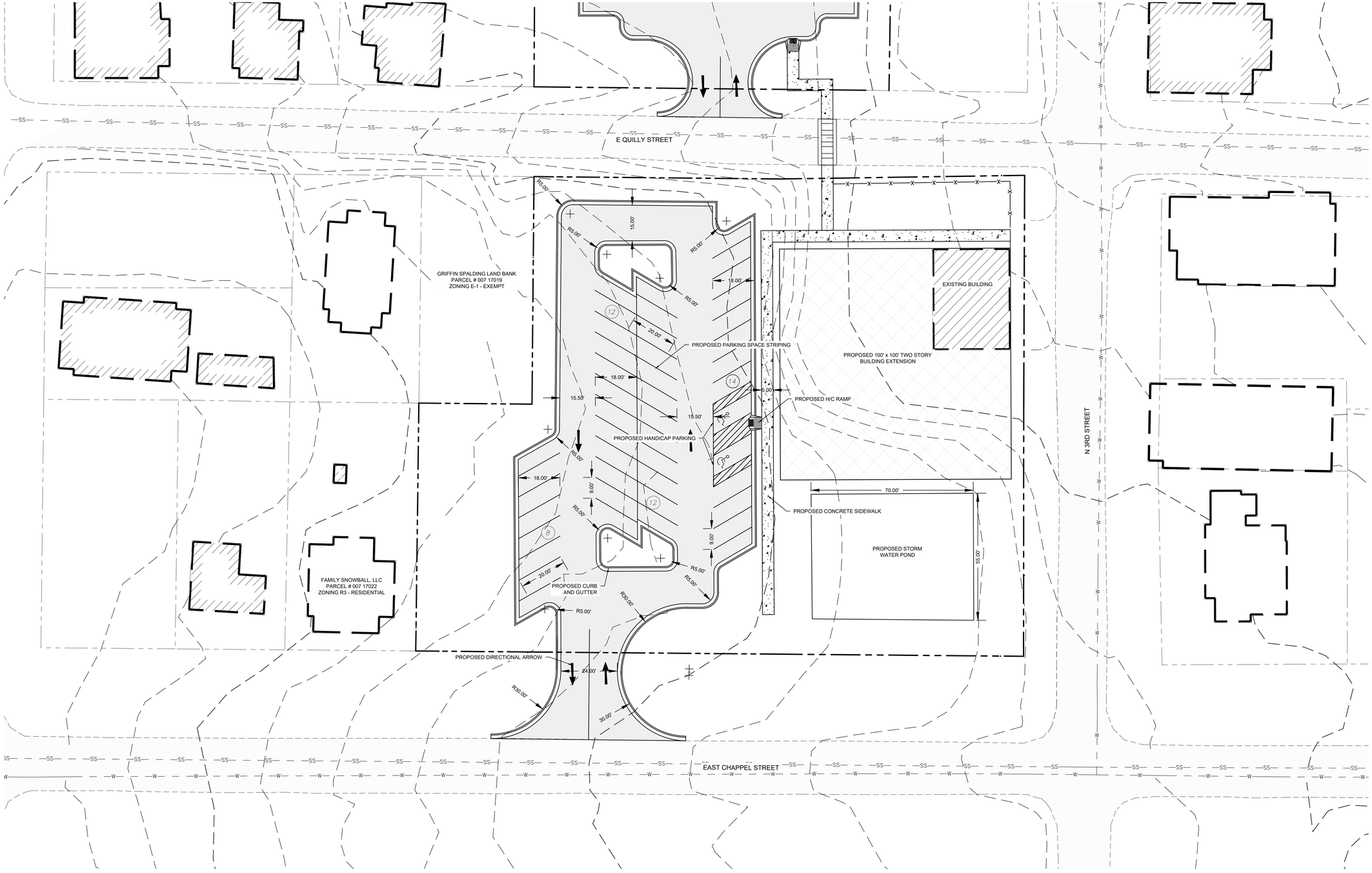
The applicant, Yusuf Ali, is requesting a variance from Section 721 F.3 of the Unified Development Code, which requires a place of assembly to have a minimum lot area of two (2) acres and for the lot to be fronting a public right-of-way, classified as either an arterial or collector street. The subject property, located at 315 North 3rd Street, currently consists of approximately 0.25 +/- acres. The Islamic Community Center would like to expand the building and parking lot for its members. To do so, addresses 425 East Chappell Street, 419 East Chappell Street, and 409 East Chappell Street will be combined with 315 North 3rd Street to create a new .99 +/- acre parcel. The structure at 419 East Chappell Street will be demolished. The new lot will not meet all the requirements for a place of assembly. The subject properties are located within the Medium Density Residential (MDR) zoning district and are in the Redevelopment Area. The current community center was built in 1963 and has operated as the Griffin Islamic Community Center for many years.

The subject property is located within an established area of the City. While the property does not meet all the requirements found in Section 721 F.3, the requested variance will allow for a place of assembly at this location. The variance is limited to the lot area requirement and the proposed use being located along a local street. Any approval granted would remain subject to all other applicable provisions of the UDC, including requirements related to site development, parking, access, building regulations, fire and life safety codes.

Planning Staff Recommendation:

Planning & Development staff recommend **APPROVAL** of the variance request (26-VAR-06) from the minimum two-acre lot size and to allow a place of assembly on a public right-of-way not classified as an arterial or collector street requirements for the property located at 315 North 3rd Street.

Submitted by:
Channing Cawthon, Planning Manager
Planning and Development Services



GRIFFIN ISLAMIC CENTER CONCEPT PLAN

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

1 inch = 20 ft.

REZONING NOTES:
TOTAL ACREAGE OF COMBINED PARCELS: 1.13 ACRES
THERE ARE NO PRIOR ZONING CONDITIONS FOR THE PARCELS
EXISTING PARCEL TRACT ID: 007 17010A
COMBINED TRACTS ARE 007 17010, 17011, 17012
EXISTING PARCEL IS ZONED E2
PROPOSED COMBINED TRACTS ARE ZONED R-2

NO.	DATE	DESCRIPTION	BY	CHK	APV

DAA'OOD AMIN
123 HUMMINGBIRD HOLLOW
GRIFFIN GA 30223
770-294-8094

LJA ENGINEERING
350 AIRPORT ROAD
GRIFFIN, GA 30224
(770) 412-7700

LJA ENGINEERING
LICENSE NUMBER: PEF007932

NOT FOR CONSTRUCTION
PRINTED:
March 18, 2026

CONCEPTUAL SITE PLAN FOR

GRIFFIN ISLAMIC CENTER

LOCATED IN LANDLOTS 160 OF THE 2ND DISTRICT, SPALDINGCOUNTY

PROJECT NUMBER
PCG4753-24045

SHEET NAME
GRIFFIN ISLAMIC CENTER CONCEPT

SHEET NUMBER
01
SHEET 01 OF 01

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Variance 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 Variance Process.

Variance Application Submission Requirements:

1. Complete Variance Application
2. Complete Variance 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. Fees Due: Commercial $350.00/Residential $300.00

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 Variance 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 VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Applicant/Agent/Representatives Name:
YUSUF J. ALI

Address: [redacted]

City: HAMPTON State: GA Zip: 30228

Telephone Number(s): [redacted] Email [redacted]

Project Name/ Description: 315 N. 3rd Street Expansion

Address: 315 N. 3RD STREET

Parcel Number(s): 007-17010A Current Zoning: E2 Parcel(s) Size: 1.10 Acres

UDC Section to be Varied

Property Owner Name: ISLAMIC COMMUNITY CENTER OF GRIFFIN, INC

Address: [redacted]

City: GRIFFIN State: GA Zip: 30223

Telephone Number(s): [redacted] Email: [redacted]

I attest that this Variance 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.

Yusuf J. Ali — Applicant Signature

YUSUF J. ALI — Printed Name

9/7/2026 — Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

Project Name/ Description: 315 N. 3rd Street - Expansion
Address: 315 N. 3rd Street, GRIFFIN GA 30223
Parcel Number(s): 007-17010 A Current Zoning: E2 Parcel(s) Size: 1.1 Acre

- One (1) copy of a site plan, boundary survey, or Tax Map of the property
  See Attached Special use Application

A. The following information must be submitted with the Variance 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 VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

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

1. State how there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography.
2. State how the application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.
3. State how such conditions are peculiar to the particular piece of property involved.
4. Indicate how relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations, provided, however that no variance may be granted for a use of land or building or structure that is prohibited by this ordinance.
5. State how a literal interpretation of this ordinance would deprive the applicant of any rights that others in the same district are allowed.

Request for variance:

1. Existing parking is insufficient for the current gathering due to the property size.
2. Adjacent properties were acquired, and approval would allow additional parking.
3. With the approved variance additional parking within proximity of the assembly center will ease difficulties of entrance onto the assembly property.
4. The current ordinance will only allow a limited amount of parking. With the approval of this variance additional parking can be obtained by use of the additional adjacent lots.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

OWNER'S AUTHORIZATION

This is to certify that: Yusuf J. Ali 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: Islamic Community Center of Griffin, Inc

Property Owner Signature	Printed Name	Date
Yusuf J Ali	Yusuf J Ali	9/7/26
Legal Representative Signature	Printed Name	Date

Notary Signature

Commission Expiration Date: 2.10.29

JENNIFER EASON NOTARY PUBLIC HENRY COUNTY, GEORGIA MY COMMISSION EXPIRES FEBRUARY 10, 2029 Seal

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR VARIANCE

Date Received: 9-9-26 Application Number: 26-VAR-06

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).

Applicant Signature | Yusuf Ali | 9/7/2026

Printed Name | Date

Permit #: 13704
Permit Type:
Address: 315 N 3RD ST
City:
State:
Zip: 30223
Owner: ISLAMIC COMMUNITY CENTER OF GRIFFIN INC
Owner Address: 315 NORTH THIRD ST
Owner City: GRIFFIN
Owner State: GA
Owner Zip: 30223
Owner Phone:
Owner Email:
Receipt #: 13914
Date: 09/09/2026
Paid By: AMERICAN LOGISTICS INTERNATIONAL INC
Description:
Payment Type: Check
Payment Type Description: 2617
Accepted By: Kristen Stewart

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Commercial - Variance	Zoning - Application Fee		0.00	350.00	350.00
				Total:	**$350.00**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Trademark License Agreement with the Georgia Department of Economic Development's Georgia Film Office granting the City a license to use the Camera Ready Program trademark. *Director of Planning and Development, Michelle Haynes, will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

The Georgia Film Office created the Camera Ready Program to provide film and television production companies with easier, faster, and better access to local resources and location information by establishing a single point of contact within individual Georgia communities. Georgia Department of Economic Development (GDEcD) has received federal registration of the trademark "CAMERA READY" from the United States Patent and Trademark Office on December 29, 2015 and owns all right, title, and interest in and to the trademark.

The Georgia Department of Economic Development's Camera Ready® licensing agreement allows Griffin to maintain our program membership and continued use of the legally protected Camera Ready® name and logo. The agreement (renewed every two years) requires a designated liaison, currently Karen Bennett, timely responses to filming inquiries, current location and community listings, and compliance with branding requirements. Continued participation supports our efforts to attract film productions, promote local filming locations, and connect our businesses and community with film industry opportunities.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
27/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
Griffin Camera Ready License Agreement.pdf

CAMERA READY TRADEMARK LICENSING AGREEMENT

This Camera Ready Trademark Licensing Agreement (the "Agreement") is entered into by and between the Georgia Department of Economic Development, an executive agency of the State of Georgia ("GDEcD" or "Licensor") on behalf of the Georgia Film Office, and the undersigned entity ("Licensee"). In this Agreement, Licensor and Licensee are collectively referred to as the "Parties," and each, individually, as a "Party."

RECITALS

WHEREAS, the Georgia Film Office created the Camera Ready Program (the "Program") to provide film and television production companies with easier, faster, and better access to local resources and location information by establishing a single point of contact within individual Georgia communities;

WHEREAS, Licensor has received federal registration of the trademark "CAMERA READY" (the "Mark") from the United States Patent and Trademark Office on December 29, 2015 (Reg. No. 4,877,051) and owns all right, title and interest in and to the Mark;

WHEREAS, in conjunction with the Mark, Licensor has developed a Camera Ready Program Guide (the "Guide") for the Program and Trademark Standards relating to the use of the Mark (the "Standards") attached hereto as Exhibit A;

WHEREAS, Licensee, as a participant in the Program, desires to obtain a license (the "License") to be authorized for limited use of the Mark in connection with Licensee's participation in the Program and Licensor is willing to grant such limited, non-exclusive, non-transferrable, revocable license with a limited right to sublicense to Licensee in accordance with the terms and conditions of this Agreement and the Standards;

NOW THEREFORE, in consideration of the mutual covenants and agreements to be kept and performed as hereinafter recited and for other good and valuable consideration, the sufficiency of which is acknowledged, the Parties hereby agree as follows:

1. GRANT OF LICENSE.

Licensor hereby grants to Licensee a limited, non-exclusive, non-transferable, revocable right to use the Mark for the Camera Ready Program as outlined in the Standards, as well as a limited right to sublicense the Mark as outlined herein. This License and the right to use hereunder shall only remain in effect for so long as Licensee complies with all of the terms, conditions, and reporting requirements of this Agreement.

2. TERM.

This Agreement shall be effective for a period of two (2) years from the date that the Agreement is signed by the Parties. This Agreement may be renewed for an additional period of two (2) years upon mutual written agreement of the Parties, completion of Licensor

provided training on the Program, and confirmation that Licensee is in compliance with all terms, conditions, and reporting requirements of this Agreement and the Program.

3. USE.

Licensee represents, covenants, and agrees that it will use the Mark only in the form and manner approved by the Licensor, as prescribed in this Agreement and the Standards, and that Licensee will not use the Mark in combination with or close proximity to any other trademarks, service marks, or certification marks, without the prior written approval of Licensor.

4. CONTACT PERSON AND PROGRAM TRAINING.

Licensee agrees to provide an updated point of contact ("Point of Contact") for Licensor or film production companies to communicate with related to the Program. The Point of Contact is required to complete training with Licensor, and, in the event the Point of Contact changes, any new Point of Contact will be required to complete training. Licensee shall notify Licensor of any change of Point of Contact within thirty (30) days of the change.

5. SUBLICENSING.

(a) Licensee shall not sublicense its rights under this Agreement without prior written consent from Licensor. The only permitted sublicensees for which Licensee may request approval are cities located within the Licensee county boundaries ("Sublicensee"). Sublicensing to neighborhoods or other non-city entities shall not be approved.

(b) Licensee agrees that to request sublicensing approval, it will:

(i) submit any sublicensing approval requests to Licensor in writing;

(ii) include with any such written request contact information for Point of Contact at the city level;

(iii) refrain from granting the proposed sublicense, or otherwise permitting the proposed sublicensee to use the Mark until Licensor has conveyed its consent to Licensee in writing, and a sublicense agreement has been executed.

(c) Licensor agrees that it will respond to Licensee's written requests for consent to sublicense within a reasonable time, in writing, and shall not unreasonably withhold approval of such requests. Licensee agrees that in the event that consent to sublicense is granted and Licensee proceeds with a sublicense, Licensee shall enforce upon any Sublicensee restrictions, limitations and requirements that correspond to those set forth in this Agreement and the Standards.

(d) Licensee is only permitted to use the sublicense agreement attached hereto as Exhibit B for purposes of sublicensing its rights hereunder.

6. PROOF OF USE AND MARKETING.

Wherever Licensee utilizes the Mark on Licensee's website, marketing materials, and advertisements, Licensee shall provide Licensor proof of Licensee's and/or Sublicensee's use of the Mark in commerce before the renewal of a Term. Such proof shall demonstrate the active use of the Mark in accordance with the Standards set forth below. Acceptable forms of proof may include, but are not limited to, photographs of the Mark as used on Licensee's marketing materials and advertisements. Licensor reserves the right to review the provided proof of use to verify that the use of Mark complies with the Standards. Licensor may request additional information or clarification as necessary. By using the Mark, Licensee grants Licensor a limited purpose, royalty-free, non-exclusive, non-transferable, non-sublicensable right to use proof of use materials in Licensor's marketing and promotion materials for the Program, including but not limited to written, oral, or electronic promotions. This right to use Licensee's proof of use materials shall commence on the date that the Agreement is signed and shall remain in effect for as long as Licensee is in the Program. Licensee shall retain all right, title, and interest in its brand assets and nothing in the Agreement shall be construed to transfer ownership of Licensee's brand assets to Licensor.

7. RIGHT, TITLE, AND INTEREST.

By acceptance of this Agreement, Licensee acknowledges that Licensor owns all rights, title and interest to use the Mark and that Licensee has no right, title or interest in the Mark other than the right to use the Mark as prescribed in this Agreement. Licensee agrees that it will not, during the term of this Agreement, or thereafter, attack the title or any rights of Licensor in and to the Mark, as registered or otherwise used or claimed by Licensor, or attack the validity of this Agreement or any part hereof. Further, Licensee will not do anything inconsistent with such ownership and acknowledges that all use of the Mark has, does and shall inure to the benefit of and be on behalf of the Licensor.

8. TERMINATION.

a. **For Convenience.** Either Party may terminate this agreement for convenience upon fifteen (15) days' written notice.

b. **For Cause.** In the event that Licensor, in its reasonable discretion, has determined that Licensee has violated any provision of this Agreement or any of the Mark Standards, Licensor shall give written notice to Licensee providing for a cure period of fifteen (15) days from the notice. In the event Licensee fails to correct such breach and/or failure within the fifteen (15) day period, Licensor may immediately terminate this Agreement.

c. **Rights Immediately Cease.** Upon the termination of this Agreement for any reason, all the rights and privileges herein granted to Licensee shall immediately cease and

terminate, and Licensee shall immediately cease to use the Mark in any manner whatsoever, and no products, containers, packaging, labels, advertising or publicity material bearing the Mark shall be distributed. Licensee shall notify any Sublicensee of the termination of this Agreement and shall direct any Sublicensee to immediately cease use of the Mark in any manner whatsoever. It is expressly provided, however, that any cause of action for infringement of the Mark, or for violation of this Agreement which Licensor may have against Licensee, shall survive the termination of this Agreement, including the right to reasonable attorney's fees and costs. Further, Licensor's right to audit Licensee's records and inventory in connection with this Agreement prior to termination shall also survive the termination.

9. FORM AND COLOR.

Upon execution of this Agreement, Licensor shall provide confirmation of registration and copies of the Mark for Licensee to use in accordance with the terms of this Agreement and the Mark Standards. The Mark may not be distorted, skewed, re-colored or otherwise altered in any way.

10. ADVERSE DISPLAYS.

The Mark may not be used in any manner that adversely affects the Licensor's ownership rights in and to the Mark, or in any derogatory, scornful, derisive or disparaging manner, in parody, or in other disparaging displays, including but not limited to any uses that violate the state of Georgia's Obscenity Statute or any other uses that, in the sole and reasonable opinion of Licensor, do not portray an image or connotation consistent with that desired by the Licensor and the State of Georgia.

11. NO AGENCY RELATIONSHIP.

This Agreement does not create any agency, partnership, joint venture, fiduciary or other relationship between the Licensor and Licensee, and neither party has a right, power or authority to represent or bind the other in any manner whatsoever.

12. INDEMNIFICATION.

To the extent permitted by law, Licensee agrees to indemnify and hold harmless Licensor and its officers, employees, agents, and volunteers (collectively, "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, attorney fees or court costs related to or arising from (1) claims of third parties against Licensor based on Licensee's use of the Mark, or (2) Licensee's use or misuse of the Mark in any manner or form, including use of the Mark in any manner that violates this Agreement or the Mark Standards. Licensee shall pay for representation for Licensor upon the request of the Attorney General of the State of Georgia, who shall have sole discretion in determining said counsel and in appointing said counsel as a Special Assistant Attorney General. The Attorney General shall have ultimate settlement authority of any action brought pursuant to

this indemnity. Licensor shall be entitled to receive and retain all settlement amounts and all amounts awarded as damages, profits or otherwise in connection with such suits.

13. LIMITATION OF LIABILITY.

NOTWITHSTANDING ANY PROVISIONS TO THE CONTRARY IN THIS AGREEMENT, LICENSOR WILL NOT BE LIABLE IN ANY WAY TO LICENSEE OR ANY OF ITS AGENTS FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING DAMAGES FOR LOSS OF USE, POWER, BUSINESS GOOD WILL, REVENUE OR PROFIT, NOR FOR INCREASED EXPENSES, OR BUSINESS INTERRUPTION) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON PERFORMANCE OF THIS AGREEMENT.

14. INFRINGEMENTS.

The Licensor shall have the right, in its sole discretion, to prosecute lawsuits against third persons for infringement of Licensor's rights in the Mark, and Licensee agrees to fully cooperate with Licensor in the prosecution of any such suit to the extent such suit arises out of Licensee's use of the Mark. Licensee agrees to notify Licensor in writing of any infringements or imitations by third-parties of the Mark, which may come to Licensee's attention. Licensee agrees to assist Licensor in enforcement of any rights of Licensor related to any infringement or imitation of the Mark. Licensor shall have the sole right to determine whether or not any action shall be taken on account of any such infringement or imitation.

15. SEVERABILITY.

In the event that any term or provision of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other term or provision and this Agreement shall be interpreted and construed as if such term or provision, to the extent the same shall have been held to be invalid, illegal or unenforceable, had never been contained herein.

16. APPLICABLE LAW.

This Agreement shall in all respects be interpreted, enforced and governed by the laws of the State of Georgia without regard to the State's conflict of laws principles, and any actions to enforce the terms of this Agreement shall be commenced within the Superior Court of Fulton County, Georgia. Nothing in the Agreement shall be construed as a waiver of Licensor's or the State of Georgia's Eleventh Amendment immunity.

17. INCORPORATION OF EXHIBITS.

The Mark Standards attached hereto as Exhibit A and the approved sublicense agreement attached hereto as Exhibit B are incorporated into this Agreement as if set out fully herein.

18. COMPLIANCE WITH LAWS AND REGULATIONS.

In its use of the Mark, Sublicensee represents and warrants that it shall comply with all applicable laws and regulations and obtain all appropriate approval pertaining to the selling, advertising, marketing, or other commercial handling of any products for which Sublicensee uses the Mark.

19.NO ASSIGNMENT.

This Agreement may not be assigned by Licensee.

20. SUCCESSORS AND ASSIGNS.

This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assignees.

21. NOTICES.

All reports, notices and other communications provided hereunder shall be made or given hereunder by either party, by first class mail, postage prepaid, or by overnight delivery service providing proof of delivery, to the mailing address set out below or such other address as such party shall have furnished in writing to the other party in accordance with this section or to such other individuals or at such address as either party hereto may from time to time designated by notice to the other party. Notice sent by first class mail shall be deemed to be received three (3) days after being deposited in the U.S. mail. Notice sent by overnight delivery service shall be deemed received one day after having been sent.

22. INTEGRATION

The Agreement and the exhibits thereto represent the entire agreement between the Parties. The Parties shall not rely on any representation that may have been made which is not included in this Agreement or the exhibits thereto. Any amendments to this agreement shall be in writing and must be approved by Licensor.

23. NO THIRD-PARTY BENEFICIARIES.

There are no third-party beneficiaries to this Agreement.

24. AUTHORITY TO ENTER CONTRACT.

Licensee represents and warrants that it has full authority to enter into this agreement.

"Licensor"	"**Licensee"**
Georgia Department of Economic Development	
By: Craig Dominey	By: _____
Title: Camera Ready Manager	Title: Mayor
Date: May 12, 2026	Date: _____

Attest: _____
Jennifer Freeman, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

EXHIBIT A- TRADEMARK STANDARDS

The Style Guide attached as **Exhibit A**.

The Style Guide is available at the following link: Camera Ready Style Guide

Signature:

Email: kbennett@cityofgriffin.com

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an agreement with Site Med, Single Source, to conduct on-site NFPA 1582 firefighter medical exams in the amount of $33,985.00. *Fire Chief John Hamilton will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The NFPA 1582 testing is required to meet the national standard. Site Med was the company that was used two years ago for the firefighter physicals. Since they already have a working knowledge of our department and the personnel, they are able to give us better medical advice. The company is in Georgia and is available at no cost for consultation for one year after the testing.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This is budgeted for every other year.

Submitted By:
John Hamilton

Meeting Date:
27/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
2026 SiteMed Agreement.pdf
Site Med Single source.pdf

SiteMed North America P.C.
11315 Business Park Blvd
Jacksonville, FL 32256
888- 837-4819 / (904) 619-2356
www.usmhe.com/services/nfpa-1582-exams

09/16/2026

Griffin Fire-Rescue
Brian Brock

314 North Hill St.
Griffin, GA 30223

Dear Brian,

As we discussed, the service order agreement ("Agreement") was prepared based on our earlier communication and tailored to the specific needs of your business. As you know, the USMHE Family of Companies ("USMHE") provides a full suite of services, from sound surveys to identify areas subject to an OSHA required hearing conservation program, to audiometric testing, hearing conservation training and counseling services, pulmonary function testing, physical exams for industrial facilities and NFPA 1582 exams for our invaluable firefighter community friends. Additionally, the USMHE Family of Companies services most geographies in the United States and we would love the opportunity to talk with you about additional services and additional locations/facilities where your company may need testing services, beyond what is included in this service order.

Based on our prior communication, the following outlines the details of this service order:

Customer Name:
Griffin Fire-Rescue
Brian Brock
(770) 229-6415 / bbrock@cityofgriffin.com

Service Location: Griffin Fire-Rescue :
314 North Hill St.
Griffin, GA 30223

Requested Job Date(s): .

Job Category: NFPA 1582 Firefighter Medical Exams

Job #: 1097205147

Job Details: P1 & P2

--- Page Break ---

Included in Our Standard Physical

Our Firefighter Program Meets OSHA 29 CFR 1910.95, 1910.134, 1910.120, 1910.1030, NFPA 1582

Medical Component per NFPA 1582 Chapters 6 & 7

- **Comprehensive Medical History**
  - All necessary forms will be provided
- **Medical Examination - Comprehensive Physical Exam**
  - Includes: head, eyes, ears, nose, throat, neck, heart, lungs, gastrointestinal, genitourinary, lymph nodes, musculoskeletal, skin, neurological, hernia check, screening for skin, thyroid, & testicular cancer
- **Vitals**
  - height, weight, blood pressure
- **Body Composition**
  - Bio Impedance Analysis (BIA)
- **Vision**
  - Snellen (distance) screening
- **Lab Analysis**
  - Chemistry Screening, CBC, Lipid Panel, TSH, Urinalysis, PSA (males over 40), CA-125 (all females), Hemoglobin A1C
  - Blood work will be drawn in the morning approximately 2-4 weeks prior to testing
- **Hearing Test**
  - Audiogram using our Tremetrics audiometers or whipser test
- **EKG - 12-lead resting electrocardiogram**

Fitness Component per NFPA 1582 Chapter 8

- WFI Submaxial Graded Treadmill Evaluation to evaluate aerobix capacity (per NFPA 1582 C.2.1.3)
- Hand grip strength evaluation (NFPA 1582 C.2.1.5)
- Vertical Jump Assessment (NFPA 1582 C.2.1.8) or Leg Strength Evaluation (C.2.1.6)
- Arm Strenth Evaluation (NFPA 1582 C.2.1.7)
- Prone static plant core stabilization assessment (NFPA 1582 C.2.1.11)
- Sit and Reach Flexibility Evaluation (NFPA C.2.1.12)
- Push-up muscle endurance evaluation (NFPA 1582 C.2.1.9)

SiteMed Value - Additional Standard Components

- One-on-One consultation with a licensed medical provider
- Medical provider may be a Physician, Physician's Assistant or Nurse Practitioner
- Confidential copy of results and interpretations provided to each firefighter
- A Physician will evaluate all charts and issue clearance letters
- Clearance letters will be provided within 7 business days of the physical exam if there are no medical issues requiring follow-up
- Department Summary Report including relevant averages, ranges, and annual comparison statistics

--- Page Break ---

Standard Labs & Screenings Included in Physicals

Chemistry Screening
Screens for Liver Cancer, Biliary Cancer, Diabetes, Gout, Kidney function, Anemia and Liver Disorders

- Glucose
- Sodium
- Potassium
- Chloride
- Blood Urea Nitrogen
- eGFR
- BUN/Creatinine ratio
- Uric Acid
- Inorganic Phosphorus
- Calcium
- Iron
- Total Protein
- Albumin
- Globulin
- Albumin/Globulin Ratio
- Total Bilirubin
- Alkaline Phosphatase
- Gamma-GT
- AST (SGOT)
- ALT (SGPT)
- LDH

Complete Blood Count (CBC)
Screens for Lymphoma & Leukemia, Anemia and other Blood Disorders

- White Blood Cell Count (WBC)
- Red Blood Cell Count (RBC)
- Hemoglobin
- Hematocrit
- Platelets
- RDW
- Mean Corpuscular Volume (MCV)
- Mean Corpuscular Hemoglobin (MCH)
- Mean Corpuscular Hemoglobin Concentration (MCHC)

Lipids
Screening for Cardiovascular Risk

- Triglycerides
- Cholesterol, Total
- HDL-High Density Lipoprotein Cholesterol
- LDL-Low Density Lipoprotein Cholesterol
- VLDL- Very Low-Density Lipoprotein Cholesterol
- Cholesterol/ HDL-Cholesterol Estimated Coronary Heart Disease Risk

Urinalysis
Screens for Bladder and Kidney Cancers

- Color
- Ketones
- Appearance
- Occult Blood
- Specific Gravity
- Glucose
- Microscopic examination of urine sediment
- Leukocyte esterase
- pH
- Nitrate
- Protein
- Bilirubin
- Urobilinogen

Thyroid Stimulating Hormones
Screens for Thyroid Disease

Hemoglobin A1C
Screening for Diabetes

Prostate-Specific Antigen (PSA)
Screens for Prostate Cancer
Performed on males 40 years of age and older

Cancer Antigen 125 (CA-125)
Screens for Ovarian Cancer
Performed on all females

American Heart Association/American College of Cardiology Atherosclerotic Cardiovascular Disease Risk
Calculation of an individual's risk of developing a cardiovascular problem such as a heart attack or stroke within the next 10 years. Calculated for those individuals over the age of 40.

--- Page Break ---

Service Order Agreement Details and Costs

The following schedule of costs outlined below is based on the information you previously provided. Any significant increases to the number of tests required at the time of service must be communicated and arranged for in advance of the actual testing time in order to ensure appropriate resources are available for your needs. Any such changes may change the Total Cost outlined below.

Description	Qty	Rate	Tax	Total
Physical Exam - GA NFPA 1582 Exam, NO Treadmill & Strength!	72.00	$305.00	$0.00	$21,960.00
Imaging - GA Echocardiograms (ALL)	72.00	$150.00	$0.00	$10,800.00
Imaging - GA Coronary Calcium Scores (Order Fee) 40+ years old	35.00	$10.00	$0.00	$350.00
Blood Draw - GA Fecal Occult Blood Cards- 40+ years old	35.00	$25.00	$0.00	$875.00

TOTAL:
$33,985.00

Total Testing Services Cost **$33,985.00***
**Total costs outlined above exclude any additional fees that may apply pursuant to the Potential Additional Fees & Services addendum included herein.*

Client shall confirm the services, components, and number of employees to be tested no later than two (2) weeks prior to the scheduled testing date. Any changes made after this deadline may be subject to additional fees and/or rescheduling at the discretion of the service provider.

PLEASE NOTE that in order for our mobile services to be provded on-site, the customer is responsible for providing the appropriate space outlined in the "Customer Facility Reponsibilities" Addendum included herein.

Additionally, in accordance with the Health Information Portability and Accessibility Act (HIPAA), we will provide written notification to all employees tested that the results of their tests are being shared with their employer as permitted for purposes of workplace medical surveillance for the evaluation of work-related illness and/or injury to the extent that the information is required for compliance with OSHA, MSHA, or similar state laws.

Additional Terms of this Service Order Agreement:

In no event shall SiteMed North America P.C. be responsible for errors of independent testing/diagnostic reports/results for services provided in furtherance of this Agreement.

Force Majeure: Neither party shall be responsible for delays due to reasons beyond its control, including but not limited to acts of God or other deities, natural disasters, wars or acts of terrorism.

Payment Terms & Conditions: Payment on all invoices is due within thirty (30) of the invoice date. Invoices not paid within thirty (30) days of the invoice date are subject to an interest rate of 1.5% per month. Customer shall be responsible for all fees and costs advanced, paid or due by SiteMed North America P.C. to collect any late payment amounts. These fees and costs shall include, without any limitation, attorney fees, collection agency fees and other fees allowed by law.

Any additional fees or services that would change the total cost under this Agreement must be in writing (email okay). Additionally, any changes in cost estimated to exceed $2,000.00 must be approved in writing, signed by both Parties; provided, however, no additional approval shall be needed for increases in cost associated with an annual renewal price change described in the Terms of Agreement section of this Agreement.

CREDIT CARD PAYMENTS are subject to 3.5% processing fee.

Cancellation Provision: In the event that the Customer cancels, postpones, reschedules or significantly changes the scheduled services for any facility (or location) upon less than twenty-one (21) calendar days' advance written notice, the Customer agrees to pay a cancellation fee of 50% of the daily price multiplied by the scheduled number of days of service.

Term of Agreement: To facilitate planning and allow SiteMed North America P.C. to provide priority scheduling to you in future years, the Parties agree that this Agreement shall automatically renew annually unless terminated by either party in writing at least 60-days prior to the annual anniversary of the original date of this Agreement. Upon such auto-renewal of the Agreement, if the service requirements of the Customer and market conditions remain unchanged, the cost to the Customer shall be capped at 3% above the most recent year pricing.

If applicable, make-up exams must be completed within 45 days following the completion of Phase 2. Exceeding 45 days will incur multiple invoices.

Date of Agreement/Service Order Issuance: 09/16/2026
Job #: 1097205147
PO #:
Invoicing Information: Please provide your accounts payable information along with the corresponding PO number.

Completed by: Jenn Skibicki

CUSTOMER MESSAGE

JOB TERMS
NET30

SIGNATURE - SiteMed North America P.C.
SIGNATURE: Jenn Skibicki **SIGNED BY:** Jenn Skibicki **DATE:** 09/16/2026

SIGNATURE - COMPANY
JOB #: 1097205147 **APPROVAL SIGNATURE:** **SIGNED BY: Douglas S. Hollberg, Mayor** **DATE:** **Please make sure your name is correct in the box below the signature.**

Thank you for choosing SiteMed North America P.C. as your onsite firefighter physicals provider!

--- Page Break ---

Attest:

_____
Jennifer Freeman, Secretary

Approve as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, City Attorney

ADDENDUM - CUSTOMER FACILITY RESPONSIBILITIES

1. Customer shall supply SitMed North America P.C. with:

    a) a contact person for each shift who will coordinate the movement of employees to the training and testing site; and

    b) a pre-scheduled area inside the facility where contracted testing can be conduted.

2. Customer shall supply SiteMed North America P.C. with a demographic list (name, gender, full date of birth, and unique non-reusable ID number) of all employees to be tested. This list should be provided to us **AT LEAST 2 weeks prior to testing**.

3. Customer shall facilitate employee participation by creating a schedule outlining the flow of employees to be tested and supply SiteMed North America P.C. with such schedule at least one-week or more prior to the testing session.

4. Customer shall keep records of and provide employees with access to all medical records as required by law.

5. Customer shall ensure each employee has proof of a valid identification, which will be required at the time of testing by SiteMed North America P.C.

POTENTIAL ADDITIONAL FEES & SERVICES

Below is a list of additional services offered by SiteMed. Unless listed on Page 1 of this Service Order, these services are <u>not included</u> in this agreement and require additional charges.

Imaging Services
***Not available at all locations * Pricing may vary**

- Abdominal Ultrasound*
- Pelvic / Testicular Ultrasound*
- Abdominal Aortic Aneurysm Ultrasound*
- Carotid Ultrasound*
- Chest -X-rays
- Echocardiogram*
- CT Coronary Calcium Scoring

Blood Testing Services

- Blood Typing (ABO Grouping & Rho)
- HIV Screening
- CRP (C-reactive Protein)
- Cholinesterase, RBC (For Hazmat)
- Heavy Metals Panel (For Hazmat)
- NMR Particle Test for Cholesterol
- Fecal Occult Blood Screening

Screening Services

- Tuberculosis Skin Test Read by FD Personnel
- Tuberculosis Skin Test Read by SiteMed Personnel
- QuantiFeron TB Gold Blood Test
- Hepatitis B Antibody Screening
- Hepatitis C Screening
- Varicella Antibody Screening

Vaccination Services

- Hepatitis A Vaccine (2-Dose Series)
- Hepatitis B Vaccine (3- Dose Series)
- Tetanus/ Diphtheria/Pertussis
- Measles, Mumps, Rubella Vaccine
- Varicella Vaccine
- Influenza Vaccine

Additional Services

Lab Corp Collection Fee
Behavioral Health Assessment
DOT Medical Cards
Titmus Vision Screening

--- Page Break ---

ADDENDUM - THE SITEMED DIFFERENCE

We are a physician owned company.
Our physicians specialize in NFPA 1582 medical exams. They lecture and write articles on firefighter health and wellness on the local, state and national level. They have performed over 70,000 NFPA 1582 Firefighter, Fire Brigade, EMS and HAZMAT exams. They understand the inherent medical risks firefighters face and know that a comprehensive NFPA 1582 firefighter evaluation program is key to keeping firefighters healthy and reducing your department's health care costs. What does this mean for you? Consistency, Reliability, & Dependability.

Other companies owned by non-physicians will often hire temporary outside doctors who may not have experience with firefighter physicals. We specialize in Occupational Medicine and firefighter exams; this is what we do all day every day. Let us put our experience to work for you.

Our Physicians and Staff are Licensed in all 50 states.
From Alaska to Florida and coast to coast we have you covered. You will never have to worry if your provider is in compliance with Medical Practice Laws.

We insist on the highest medical standards.
This means that all lab and imaging studies are ordered by a State Licensed physician. All imaging studies are interpreted by a State licensed board-certified radiologist and a written report of all studies are given to all members.

Our examination meets and can exceed the NFPA 1582 standard
The SiteMed NFPA 1582 medical exam program meets and with optional specialized testing, can exceed all aspects of the NFPA 1582 standard. We work with hundreds of departments, and our program has been effective for large 1000+ member departments as well as small volunteer departments.

We come on-site to you.
We realize yearly exams can be a daunting process. By coming on-site, we are able to perform up to 35 exams per day and can complete a department in just days instead of weeks or months. We perform 4-6 exams per hour, which greatly helps minimize time away from work. Typically, all we need is a conference room and office to perform all of our testing. There is no need to sit and wait at an urgent care, local clinic or hospital, which puts firefighters and trucks out of service for hours at a time. This saves your department time, money and minimizes the hassles related to annual physical exams. Firefighters are able to remain in service and respond to emergencies if needed.

We focus on perfection.
The purpose of an effective wellness program is to enhance the health of your firefighters. It is not a punitive process. Anyone can issue a clearance letter, but our focus is on preventing disease and improving firefighters' health and safety. This starts with a complete NFPA 1582 physical exam and our one-on-one counseling.

We manage medical problems.
If medical issues are discovered, we coordinate with the firefighter and their personal physician to make sure your employee is safe to perform the 14 Essential Job Tasks. We can usually keep your firefighters working during this process until the issue is resolved. We are available 365 days a year to help you manage and mitigate medical issues.

We care about your health.
As a physician owned company, we will customize your NFPA 1582 program to reflect your specific needs. This means that we can include extras not offered by other companies such as cardiac CT scanning, ultrasound imaging, advanced genetic testing for heart disease and advanced cancer screenings.

We use a unique two-phase process.
Blood and urine specimens are collected on site if applicable 2-4 weeks prior to Phase 2 testing. This process enables providers to examine and consult with your firefighters with the information in front of them (labs, x-rays, ultrasounds and medical history) just like when they see their primary care physician. This means that during their individual one-on-one counseling session; we can make health recommendations individualized to each person at the time of the consultation.

Year-round access.
What happens after the testing when you have a medical question? With SiteMed, you have year-round access to our Fire Department Doctors for medical consultations. There is no extra charge for this service; it is part of our commitment to your department.

CITY OF GRIFFIN
FY27 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

○ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

◉ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity

NFPA 1582 Physicals

Detail the research that has been done to qualify this for selected method of procurement:

this is the 5th time that we have used this company and they provide a great service

Supplier/Source Name/Address:

Site Med 1634 White Circle - Suite 101 Marietta, GA 30066

Supplier/Source Contact: **Phone:** **888-837-4819**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

We have reached out to several companies over the last 6 years and they are reasonable in cost and are within the state of Georgia which allows our personnel to go to their office when needed
They have a running history of our personnel and can compare since the last evaluation

Is this a 1-time procurement? Estimated expenditure- one-time X OR - annual spend

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

They provide NFPA 1582 physicals for fire departments in Georgia

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request: 10/22/2026 Requestor: Brian Brock

Department: Fire Dept Accting Code: 101-3520-52-1200 Phone: 770 229 6415

Purchasing Use Only ⇩			**Finance Approval:**
Comment:			
Date Processed:	Date Posted to GPR:	Solicitation #:	
Outcome:			
Awarded Sole Source:	Issued PO/Contract:	Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Task Order Form, under a Master Services Agreement with LJA Engineering, Inc., for Potato Creek Sewer Basin PC8100 Design and Bid Services in the amount of $318,800.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This TOF is for the design and bid services pertaining to the sub-basin PC8100 within the Potato Creek. This rehabilitation work will prevent excess rainfall derived Inflow and Infiltration from entering the sewer system and leading to recurring sanitary sewer overflows into Ison Branch, a tributary to Potato Creek.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Funds will come from the 2026 Series Combined Public Utility Bond.

Submitted By:
Brandon Lewis

Meeting Date:
27/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
TOF_Potato Creek Basin PC8100 Design Services_6OCT2026.pdf

770.412.7700
www.lja.com
350 Airport Road, Griffin, Georgia 30224

TASK ORDER FORM

Potato Creek Sewer Rehabilitation
Basin PC8100 Design and Bid Services

For

City of Griffin

Project No. GAGR3152-26073-1

October 6, 2026

LJA Engineering, Inc. (LJA) has prepared this Task Order Form (TOF) in accordance with the Master Services Agreement dated April 7, 2003 between the City of Griffin, Georgia, and Paragon Consulting Group, Inc. (now fully merged with its parent company, LJA Engineering, Inc.). This TOF has been prepared to provide professional services to City of Griffin related to the rehabilitation of Potato Creek Sewer located in Griffin, Georgia.

SCOPE OF WORK

Work consists of the following tasks:

Task 1 – Prioritization & Rehabilitation Design

LJA will incorporate previous data collected (Manhole Inspections, GPS Surveying of Manholes, and CCTV) in the PC8100 basin and downstream collector line into GIS.

Task 1.1 GIS Integration – LJA will perform a comprehensive GIS integration of each type of field activity into one geodatabase to incorporate in the Owner's existing GIS datasets. LJA will coordinate with Owner's GIS department to facilitate the delivery. Upon finalization of the GIS integration, LJA will perform a preliminary priority ranking for the sewer mainline segments inspected in both Basin 8100 and the downstream collector sewer, considering previous SSES activities completed under a separate TOF. This summary of information will be shown in ESRI ArcGIS via symbology based on severity of defects or I/I (Infiltration and Inflow) observed.

Task 1.2 Prioritization – LJA will review and prioritize the existing SSES information based on defect severity, anticipated I/I impact, constructability, and develop a prioritized list of infrastructure improvements based on the Owner's available construction funding. LJA will suggest rehabilitation recommendations and prepare a preliminary opinion of probable construction cost based on these priorities. LJA will coordinate with the Owner to establish the rehabilitation improvements to be included in the proposed construction project and prepare an anticipated schedule for implementation.

Task 1.3 Final Construction Documents –

Based on the priority list, provided in Task 1.2, LJA will prepare rehabilitation design and bid documents for the selected improvements. LJA will identify and design the specific

repairs, replacements, and interim measures to be included in the Construction Documents and Technical Specifications for bidding. Trenchless rehabilitation methods will be utilized where appropriate to limit disturbance within easements and public rights-of-way. LJA will coordinate with the Owner throughout the design process to review the proposed rehabilitation work.

Task 2 – Bid Administration

LJA will advertise the project, solicit qualified bidders, respond to bidder questions, prepare and issue addenda, facilitate the bid opening, review and tabulate the bids, recommend award to the lowest responsive and responsible bidder, and prepare the contract documents for execution by the Owner and selected contractor.

Task 3 – Post Rehabilitation Flow Analysis & Modeling

Upon completion of the rehabilitation work, LJA will assist the Owner in selecting additional flow monitoring points (up to 4 sites) where the Owner's third-party flow monitoring contractor will install flow meters to assess the results of the rehabilitation work. It is anticipated the meters will be in place for a minimum of 3 months (90 days) in order to capture a dry weather period (base flows) and several statistically valid rainfall events to determine the rainfall derived infiltration and inflow (RDII) response within the system. LJA will compare the results of this monitoring to the pre-rehabilitation data to determine the amount of infiltration and inflow (I/I) removed from the system. LJA will also verify the hydraulic carrying capacity of the collector system has been restored to reduce the occurrence of sanitary sewer overflows and/or eliminate them completely during the typical 2-year, 24-hour design storm event. Along with the flow monitoring analysis, LJA will update and recalibrate the hydraulic model based upon the rehabilitation work completed for use in future projects.

Assumptions

The Client will fund the project through the Capital Improvement Program, and State or Federal funding will not be utilized for this project.

Schedule

Upon receipt of the signed notice to proceed, LJA anticipates completion of the scope of work described as follows:

Task 1 – Prioritization & Rehabilitation Design	*7 weeks from Notice to Proceed.*
Task 2 – Bid Administration	*5 weeks after Advertisement.*
Task 3 – Post Rehabilitation Flow Analysis & Modeling	*After completion of Task 2.*

FEE ESTIMATE

In accordance with the Master Services Agreement, the project team will complete the tasks detailed above for the following fee:

***Task 1* – Prioritization & Rehabilitation Design**	***$ 249,800.00 lump sum***
Task 2 –Bid Administration	***$ 16,000.00 lump sum***
***Task 3* – Post Rehabilitation Flow Analysis & Modeling**	***$ 53,000.00 lump sum***
	$ 318,800.00 Total

Work requested outside of the above scope of work will be invoiced on a time and expenses basis in accordance with our current Unit Rates.

AUTHORIZATION

As our authorization, please sign in the space provided below.

City of Griffin

Signature:_____

Date:_____

LJA Engineering, Inc.

Signature: _____
Brian K. Upson, PE
Sr. Vice President

Date: 10/6/26

Attested by:

City of Griffin

Signature:_____

Date:_____

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider acceptance of the Electric Cities of Georgia (ECG) Year-End Settlement and Contract Payment Reimbursement, in the amount of $18,656.89 and deposit 100% into the Electric Department's Pole Attachment Inventory Fund. *Electric Director, Jason Crane will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The ECG year-end settlement refunds exceed the adopted budget by $16,785.14. The FY26 contract payment reimbursement is $1,871.75, for a total of $18,656.89. The year-end settlement and contract reimbursement does not increase or decrease the fiscal budget, but the YES funds can be added to the city's Pole Attachment Inventory Fund.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The amount of $18,656.89 will be deposited into ECG Pole Attachment Inventory Fund.

Submitted By:
Jason Crane

Meeting Date:
27/10/2026

ATTACHMENTS:
FY26 ECG Year-End Contract Payment Reimbursement.pdf

ECG – Year-End Settlement (YES) and Contract Payment Reimbursement Form
Fiscal Year 2026 (FY26)

The FY26 Year-End Settlement refund from Electric Cities of Georgia (ECG) applicable to the City of Griffin is $16,785.14. The FY26 Contract Payment reimbursement applicable to the City of Griffin is $1,871.75. The total amount available for distribution is $18,656.89.

Please complete the following form regarding the distribution of the above refund. You may use any combination of options as long as the total equals 100%. This election form must be completed by an authorized official.

We hereby direct that ECG distribute the funds available from the FY26 Year-End Settlement and Contract Payment Reimbursement for Electric Cities of Georgia, Inc. as follows:

A. **EDUCATION, TRAINING & DEVELOPMENT FUND*** _____% $_____

* These funds are specific to your utility, refundable at any time, and may be used to cover the cost of any ECG-sponsored training or ECG conference registration fees. **(Recommended)**

B. **POLE ATTACHMENT INVENTORY FUND*** 100 % $18,656.89

* These funds are specific to your organization, refundable at any time, and may be used to cover the cost of future joint-use or full-asset inventories. **(See enclosed additional information)**

C. **REFUND CHECK** _____% $_____

D. **CREDIT TO NEXT SUCCEEDING ECG BILL(S)** _____% $_____

By: _____ Date: _____
Chairperson -or- Secretary

Please return the form via mail or e-mail scan using the information below at your earliest convenience and no later than **November 18, 2026**. As a default, ECG will apply your total allocation to your Member-specific Education, Training & Development Fund for forms not received by the deadline.

Mail:

Electric Cities of Georgia, Inc.
Attention: Sallie Coleman
1470 Riveredge Parkway NW
Atlanta, Georgia 30328

E-mail:

accounting@ecoga.org

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider resolution to adopt proposed changes to the City of Griffin Consolidated Fee Schedule, last updated March 2026. *Assistant City Manager of Development Services, Kelsey Carden, and Director of Public Works, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Proposed changes are highlighted. Fees Staff proposes to increase are marked in yellow, and fees Staff proposes to remove from the schedule are in red.

Water/Wastewater

Staff is proposing the removal of the water connection and water reconnection fees under the Water and Wastewater section of the Fee Schedule. This is an administrative/housekeeping change only. These fees are from a prior version of the consolidated schedule, and Staff recommends removal because they are no longer accurate and are already listed under the Customer Service section of the Fee Schedule.

Public Works - Golf Course Fees

Staff is proposing increases to all golf play fee options, including weekday/weekend regular, senior, military, first responder, and junior golf fees, tournament rates, league rates, and equipment rentals. Staff is also proposing the removal of the "Monday Special," and the addition of single and family range membership add-on service fees. Staff developed these proposed fee changes through analysis of its current operations and comparison to other courses, including Oakview, Shoal Creek, Cabin Creek, Morgan Dairy, Sun City, and Raintree.

Oak Hill Cemetery Fees

Staff is proposing an increase to the Columbarium Niche fees for both City residents and non-city residents. The costs for the City resident niche is currently $1,350, and Staff is proposing an increase to $1,650. For non-city residents, the niche is currently $1,650, and we are proposing an increase to $1,950.

Historically, the City has always paid for the engraving of the niche,. Engraving is $300, and this fee increase would cover that cost moving forward. A cost comparison of surrounding cemeteries, including private and city-maintained cemeteries, found that we are on the lower side for niche pricing. No changes are being made to the family columbarium fee as the City no longer has any available for purchase.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

With the exception of the administrative changes, all other changes will result in an increase in fees. However, they are intended to place the City on the same level as competitors and/or compensate for services rendered (e.g. engraving on niche).

Submitted By:

Kelsey Carden

Meeting Date:
27/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
RES Adoption of Fee Schedule 10.27.26 - Golf Course, Cemeter, W-WW.pdf
FINAL PROPOSED - 10.27.26 Fee Schedule.pdf

No. 26-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA AMENDING THE CONSOLIDATED FEE SCHEDULE, AS PART OF THE CITY'S UNIFIED SCHEDULE OF RATES, FEES AND CHARGES FOR CITY OF GRIFFIN SERVICES, PERMITS AND VARIOUS DEVELOPMENTAL LICENSES AND APPROVALS, TO REVISE FEES AND CHARGES OF CERTAIN CITY DEPARTMENTS; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City strives to operate its departments and utilities on a sound, businesslike basis by imposing and maintaining a Consolidated Fee Schedule, as part of the City's unified schedule of current rates, fees and charges for its services and utilities on file with the City Manager's office, which from time to time are considered and adjustments recommended to the Board of Commissioners for its approval;

WHEREAS, upon recommendation of the Interim City Manager, following review of the current services, charges, and expenditures by the City Departments, the Board desires to approve the recommended changes to the Consolidated Fee Schedule set forth in Exhibit "A" attached hereto, as authorized by the Code of Griffin;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED by the Board of Commissioners of the City of Griffin, Georgia, that the Consolidated Fee Schedule set forth in Exhibit "A", attached and incorporated herein, be approved and made part of the City's unified schedule of rates, fees and charges for City of Griffin services, permits, and various developmental license and approvals. Those fees highlighted in yellow shall become effective upon approval of this Resolution, and those highlighted in red shall be removed from the schedule upon approval of the Resolution, while all others fees currently in effect shall remain in effect;

BE IT FURTHER RESOLVED that upon approval, the attached revision to the Consolidated Fee Schedule be made a part of the unified schedule of rates, fees and charges on file in the City Manager's office.

SO RESOLVED this 27th of October, 2026.

_____

Douglas S. Hollberg, Mayor

ATTEST:

_____

Jennifer Freeman, Secretary

Consolidated Fee Schedule
Proposed 10/27/2026

Water and Wastewater	
Water Fees	
3/4" Tap and Meter Set	$2,830.00
1" Tap and Meter Set	$3,480.00
3/4" Meter Set Installation	$700.00
1" Meter Set Installation	$760.00
Hydrant Meter Rental ($100 non-refundable)	$1,000.00
Hydrant Hose Rental 50ft (Daily)	$5.00
Meter Test Fee	$50.00
Water Capital Cost Recovery Fee-3/4" Residential	$1,800.00
Water Capital Cost Recovery Fee-1" Residential	$4,500.00
Sewer Fees	
6" Tap and Cleanout Kit	$2,325.00
Capital Cost Recovery Fee	$3,500.00
6" Sewer Cleanout Kit	$420.00
Water Connection Fee	$40.00
Water Reconnect Fee	$75.00

Public Works	
Golf Course Fees	
Senior Week Day (Monday - Thursday) - 9 holes (with cart)	$25.00
Senior Week Day (Monday - Thursday) - 18 Holes (with cart)	$32.00
Senior Weekend/Holiday - 9 holes (with cart)	$33.00
Senior Weekend/Holiday - 18 holes (with cart)	$38.00
Regular Weekday (Monday - Thursday) - 9 holes (with cart)	$29.00
Regular Weekday (Monday - Thursday) - 18 holes (with cart)	$35.00
Regular Weekend/Holiday - 9 holes (with cart)	$36.00
Regular Weekend/Holiday - 18 holes (with cart)	$45.00
Every Monday 18 holes Special Rate (All Ages)	$25.00
Memberships (Include Unlimited Green Fees)	
Family	$900.00
Singles	$550.00
Family Range Membership Add-On (1 Bucket per Day, Per Member)	$250.00
Single Range Membership Add-On (1 Bucket per Day)	$150.00
18 Hole Cart Rider/Replay Fee	$17.00
9 Hole Cart Rider/Replay Fee	$14.00
Member Replay	$10.00
Handicap Fee - Adult	$45.00
Handicap Fee - Junior	$25.00
Club Set Rental	$25.00
Pull Cart Rental	$10.00
Military/First Responder Weekday (Monday - Thursday) - 9 holes (with cart)	$25.00
Military/First Responder Weekend/Holiday - 9 holes (with cart)	$33.00
Military/First Responder Weekday (Monday - Thursday) - 18 holes (with cart)	$32.00
Military/First Responder Weekend/Holiday - 18 holes (with cart)	$38.00
City Employee (Cart Fee) 9 holes	$14.00
City Employee (Cart Fee) 18 holes	$17.00
Junior Weekday (Monday-Thursday) (13-15 years old) - 9 holes	$10.00
Junior Weekday (Monday-Thursday) (13-15 years old) - 18 holes	$17.00
Junior Weekend/Holiday (13-15 years old) - 9 Holes	$12.00
Junior Weekend/Holiday (13-15 years old) - 18 holes	$20.00
9 Hole - League Rate	$22.00
18 Hole - League Rate	$27.00
18 Hole - Tournament Rate (Monday - Thursday)	$32.00
18 Hole - Tournament Rate (Friday - Sunday)	$36.00
18 Hole - Tournament Rate (Holiday)	$38.00
18 Hole - City Hosted Tournament Rate (Monday - Thursday) per person / per day	$29.00
18 Hole - City Hosted Tournament Rate (Friday - Sunday) per person / per day	$32.00
18 Hole - City Hosted Tournament Rate (Holiday) per person / per day	$35.00

Spectator Cart Fee	$25.00
School Team Qualifier Match	$200.00
School Team Rate (10 - 20 players)	$350.00

Customer Service Fees	
Customer Service Fee	$3.50
Credit Check Fee	$5.00
After Hours Fee - Remote Electric Meters	$25.00
After Hours Fee - Non-Remote Electric Meters / Water Meters	$50.00
After Hours - Bucket Truck Trip *(for services that had to be cut loose)*	$100.00
Connect Fee - Remote Electric Meters	$25.00
Connect Fee - Non- Remote Electric Meters / Water Meters	$50.00
Connect Fee - Services Cut Loose *(Bucket Truck Trip)*	$75.00
Reconnect Fee - Remote Electric Meters	$55.00
Reconnect Fee - Non-Remote Electric Meters / Water Meters	$75.00
Reconnect Fee - Services that reqired to be cut loose *(Bucket Truck Trip)*	$100.00
Water Left Off Fee *(first water left off trip is at no charge - any additional trip is billed WLO fee)*	$50.00
Return Check Fee	$35.00
Residential Utility Service Deposit	$300.00
Commercial Electric Deposit *(calculated as defined in Customer Service policy - minimum fee shall be $500)*	$500.00
Spalding County Water (with possible sewer) Deposit	$125.00
Commercial Water Only Deposit	$175.00
Cut Lock Fee	$75.00
*For residential customers only: No deposit fee required with approved credit. A $5.00 credit check fee will be added to customer's first statement.	

Solid Waste Fees	
Container Fee - 64 Gallon	$55.00
Container Fee - 96 Gallon	$60.00
Approved Hauler Fee	$150.00
Return Trip Fee - Commercial/Industrial	$50.00
Return Trip Fee - Residential	$25.00
Special Handling	
Over-Sized Yard Waste (Larger than 8x4x4)	$35.00
Small (1-2 items)	$45.00
Medium (3-4 Items)	$55.00
Large (5-10 Items)	$65.00
X-Large (11 or More Items - Minimum Fee + Actual Disposal Cost by Tonnage)	$75.00 Minimum + Actual Disposal Cost (Tonnage)
Special Roll Off Service (Base Fees Up to 5 Tons + Actual Disposal Costs for Additional Tonnage)	
20 Cubic Yard	$350 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage
30 Cubic Yard	$400 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage
40 Cubic Yard	$450 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage

Oak Hill Cemetery Fees	
Permit Fees	
Interment Fee	$150.00
Monument Fees	$150.00
Traditional Burials	
City Residents	$1,350.00
Non-City Resident	$1,550.00
Children	$800.00
Weekend / Holiday + $300.00	
After 3:30 + $300.00	
Cemetery Lot - Per Space/Pre Need Sales	
City Residents	$1,000.00
Non-City Residents	$1,400.00
Infant / Half Space - City Resident	$550.00
Infant / Half Space - Non-City Resident	$750.00
ALL AT NEED SALES	Additional $200.00
Cremation Interment (Traditional Burial)	
City Residents	$845.00
Funerals after 3:30 p.m. M-F	Additional $300.00
Weekends and Holidays	Additional $300.00
Non-City Residents	$945.00

Columbarium	
Open/Closing	$300.00
City Resident - 1 Niche	$1,650.00
Non-City Resident	$1,950.00
Family Columbarium (Individual Units)	
2 Niche Family (No Vase)	$3,700.00
2 Niche Family with Vase	$3,950.00
4 Niche Family with Vase	$5,400.00
Non-City Residents	Additional $200.00
Mausoleum Interment	
City Residents	$550.00
Non-City Residents	$750.00
Additional Fees	
After 3:30 p.m. M-F	$300.00
Oversized Vault	$150.00
Wall, coping and step inspection fee - Old Oak Hill	$250.00
ALL AT NEED SALES	$200.00
Weekends and Holidays	Additional $300.00
Veterans Cemetery	
Single	$1,350.00
Double Depth	$1,550.00
Veterans Brick	$75.00
Deed/Lot Transfer	$40.00

Electric Fees	
Temporary Service Fee	$75.00
Engineering Fee	$60.00 per hour
Underground Primary	$8.00/Ft/Phase
Underground 1000MCM	$12.00/Ft./Phase
Underground Secondary	$6.00/Ft/Phase
Minimum Charge	$250.00
Underground Subdivision Infrastructure	$1750.00/lot
Wood Pole Installation Fee	Cost of material
Surge Protector Monthly	$5.95
Non-Metered Camera *MUST BE APPROVED BY ELECTRIC TECHNICAL SERVICES DIVISION	$15.00 per camera
Non-Metered Traffic Signal	$25.00 per signal
Decorative Pole Installation	Cost of Pole
Single Phase Pole	$1,892.00
Single Phase Pole with Pull-off	$3,179.00
Single Phase Pole with Transformer	$3,333.00
Single Phase Dip Pole	$3,487.00
Multi-Phase Pole	$4,147.00
Multi-Phase Pole with Transformer	$6,050.00
Multi-Phase Pole with 3-Phase Dip	$6,930.00
Multi-Phase Pole with Pull-off	$9,790.00
Electric Meter Test Fee	$50.00
Equipment fee / FEMA hourly rate + Man Hours	Determined by FEMA

Utility Accomodation Policy and Issuance of Permits for Right-of-Way Occupancy	
Construction Permit up to five (5) wireless facilities	$500.00
Each additional facility	$100.00
Recurring Annual Fee for ROW occupancy	$250.00

Open Records Request Fees	
Per page copied BW	$0.10
8 1/2 X 11 or 8 1/2 X 14	
Per page copied Color	$0.25
8 1/2 X 11 or 8 1/2 X 14	
Per page copied 11 X 17 BW	$0.75
Per page copied 11 X 17 Color	$0.75
Data Storage - Flash drive	$8.00
Disk	$1.00
Mailing costs	To be determined
Labor costs	To be determined

Police Department Fees	
Incident Report	$2.00
Accident Report	$5.00
Golf Cart Permit (Annual)	$15.00
Background Computer Check	$20.00
Record Restriction Request	$25.00
Off Duty Officer for Traffic or Security - Charge is per hour per officer. Four hour minimum charge.	$65.00

Fire Department Fees	
Existing Business Inspections	
Initial Annual Inspection	No charge
First follow-up inspection	$50.00
Second follow-up inspection	$100.00
Third follow-up inspections	$150.00
Fire Suppression/Sprinkler Plans Review	$150.00
New Business Inspection	$50.00
Special Event Inspection	$50.00
Commercial Hood Plans Review/Inspection	$100.00
Site Plan Review and Inspection	$100.00
Change of Occupancy	$100.00
Blasting Permit	$100.00
Install/Removeal of Underground Fuel tanks	$100.00
Fireworks Permit	$100.00
After Hours Inspection	$150.00 Per hour
New Construction Inspections	
80%, 100% and first follow-up	No charge
Second follow-up inspection	$100.00

Airport	
Transient Overnight Parking	$10.00 per night
	* First night is waived if they purchase fuel.

Telecom	
Callout for issues	$65.00 Trip fee and $50.00 Per hour
Early Termination Fee for Small Businesses, Government and Industrial	50% of remaining service order

GIS	
Digital Data Categories - Electric, Landbase, Public Works, Sewer, Stormwater, Water, Orthos	$10 Per category per map grid (each grid approximately 2,500 ft x 2,500 ft - 143 acres)
Digital Data Categories - Facilities, Hydrology, Zones & Overlays	$5 Per category per map grid (each grid approximately 2,500 ft x 2,500 ft - 143 acres)
Printed Maps 1-5 Pages Size 8 1/2" x 11"	Free
Printed Maps Size 8 1/2" x 11" - Each Additional Page	$0.25
Printed Maps 1-5 Pages Size 11" x 17"	Free
Printed Maps Size 11" x 17" - Each Additional Page	$0.50
Printed Maps 1-5 Pages Size 17" up to 36"	$10 Per Page
Printed Maps Size 17" up to 36" - Each Additional Page	$5 Per Page
Large Format Scans 1-5 Pages	$10 Per Page
Large Format Scans - Each Additional Page	$2 Per Page
Scanned Files Copied to CD / Flash Drive	$10.00
Scanned Files Emailed / Copied to Own Drive	Free

Court	
Dispositions	$5.00

Main Street		
Go Cups (Participating businesses receive 2 sleeves/month for 2nd Saturdays, free of charge)	Additional sleeve | 50 cups per sleeve	$20.00

Planning and Development	
ZONING APPLICATIONS	
Rezoning Application - Residential	$350.00
Rezoning Application - Commercial	$450.00
Rezoning & Annexation Application - Residential	$500.00
Rezoning & Annexation Application - Commercial	$600.00
Variance Application - Residential	$300.00
Variance Application - Commercial	$350.00
Variance Application - Administrative	$100.00
Special Use Application - Residential	$350.00
Special Use Application - Commercial	$400.00
Temporary Use / Tent Permit	$150.00
Appeal of Zoning Decision	$250.00
Plat Review Application	$100.00
Zoning Verification Letter	$50.00
Historic Preservation Certificate of Appropriateness	$50.00

DEVELOPMENT APPLICATIONS	
Development Review - Major Review With Pre-submittal Meeting (2nd Submittal Included In This Fee)	$1,000.00
Development Review - Major Review Without Pre-submittal Meeting (2nd Submittal Included In This Fee)	$1,250.00
Development Review - Major Review - Any Submittal After The 2nd Submittal	$500.00
Development Review - Minor Review With Pre-submittal Meeting (2nd Submittal Included In This Fee)	$300.00
Development Review - Minor Review Without Pre-submittal Meeting (2nd Submittal Included In This Fee)	$500.00
Development Review Minor Review - Any Submittal After The 2nd Submittal	$200.00
Land Disturbance Up To 1 Acre	$250.00
Land Disturbance 1.1 - 5 Acres	$450.00
Land Disturbance 5.1 - 10 Acres	$500.00
Land Disturbance 10.1 - 30 Acres	$550.00
Land Disturbance 30.1 Acres Or More	$600.00
Erosion And Sediment Bond	$3,000 Per Acre / Lot

SIGN PERMITS	
Sign Review (Due At Time Of Submittal)	$25.00
Building 0 - 55 Sq. Ft.	$55.00
Building 56 - 110 Sq. Ft.	$110.00
Building 111 - 165 Sq. Ft.	$165.00
Building 166 - 220 Sq. Ft.	$220.00
Freestanding 0 - 65 Sq. Ft	$65.00
Freestanding 66 - 130 Sq. Ft	$130.00
Freestanding 131 - 195 Sq. Ft	$195.00
Freestanding 196 - 300 Sq. Ft	$260.00
Billboard 0 - 200 Sq. Ft	$200.00
Billboard 201 - 400 Sq. Ft	$350.00
Billboard 401 - 672 Sq. Ft	$500.00
Changeable Copy	$65.00
Temporary Banner	$40.00
Instructional Sign	$35.00

ALCOHOL LICENSING	
Application Fee (Due At Time Of Submittal)	$150.00
Manufacturer - Distillery, Brewery, Winery	$5,000.00
Wholesale - Malt Beverages / Wine	$100.00
Wholesale - Distilled Spirits	$3,500.00
Brewpub - Beer Only	$1,500.00
Eating Establishment (On Premise Consumption) - Malt Beverages	$500.00
Eating Establishment (On Premises Consumption) - Wine	$500.00
Eating Establishment (On Premise Consumption) - Distilled Spirits	$5,000.00
Public Club & Bar (On Premise Consumption) - Malt Beverages	$1,000.00
Public Club & Bar (On Premise Consumption) - Wine	$1,000.00
Public Club & Bar (On Premise Consumption) - Distilled Spirits	$5,000.00
Retail Package - Malt Beverages & Wine	$1,500.00
Retail Package - Distilled Spirits (Includes Malt Beverages & Wine)	$5,000.00
Retail Package - Specialty Package Retailer (Malt Beverages & Wine)	$1,500.00
Private Club & Fraternal Org. (On Premise Consumption) - Malt Beverage & Wine	$350.00
Private Club & Fraternal Org. (On Premise Consumption) - Distilled Spirits	$1,000.00
Alcohol Beverage Caterer - Malt Beverages & Wine	$50.00
Alcohol Beverage Caterer - Distilled Spirits (Includes Malt Beverages & Wine)	$100.00
Alcohol Beverage Event Permit - Maximum 3 Days	$25.00 (Per Day & Event)
Ancillary Tasting - Malt Beverages And/Or Wine	$150.00

TAX AND LICENSING	
Occupational Tax Certificate (Base Fee & Administrative Fee)	$100.00
Full-time Employee	$60.00 (Each)
Part-time Employee	$30.00 (Each)
Professionals' Fee	$400.00 (Each)
Zoning Compliance Certification Inspection	$100.00
Insurance Premium Tax (Insurer)	$75.00
Towing Firm (Regulatory License)	$100.00
Retail Consumption Distilled Spirits Excise Tax	3% of Taxable Distilled Spirits

MEDIA PRODUCTION	
Low Impact	$100.00
High Impact	$300.00
Daily Permit Fee	$100.00
Expediting Fee	$100.00
Drones & Cranes	$50.00
Parking Space	$10.00 / Day Per Parking Space
Application Amendments	$50.00
Sanitation Bond	$100.00
Parking Use Agreement (Lots Owned / Maintaned By City of Griffin)	$300.00 / Day
Prep/Strike Location Agreeement (Property Owned / Maintaned By City of Griffin)	$500.00 / Day
Filming Location Agreeement (Property Owned / Maintaned By City of Griffin)	$1,000.00 / Day

ANIMAL CONTROL	
Unaltered Animal Permit	$25.00

STANDALONE PERMITS & ADD ON FEES	
Administrative Fee - Applied All Permits Unless Otherwise Noted (*)	$50.00
Roof - Commercial	$350.00
Roof - Residential	$100.00
Siding Permit	$100.00
Fence Permit	$100.00
Retaining Wall	$10 (per linear foot)
Demolition Or Removal Of A Structure	$100.00
Trade Permit - Commerical (Stand Alone)	$150.00
Trade Permit - Residential (Stand Alone)	$100.00
Fire Supression / Sprinkler System/ Fire Alarm	See Fire Department Fees
Swimming Pool / Spa - Residential (Includes Plan Review)	$250.00
Swimming Pool / Spa - Commercial/ Community (Includes Plan Review)	$500.00
New Cell Tower	$1,000.00
Cell Tower Modification	$500.00
Temporary Construction / Sales Office	$100.00
Other Required Permits (Deck, Outdoor Fireplace, Ramp, Etc.)	$150.00
Special Event Permit	$50.00
Work Begun Prior To Permitting	200% of Permit Fee
Permit Extension	$50.00*
Re-inspection Fee	$100.00*
Inspections Outside Of Normal Business Hours - MUST BE PAID IN ADVANCE	$250.00 (hr)*
Additional Plan Review Required By Changes, Additions Or Revisions To Approved Plans	$150.00
Residential Certificate Of Occupancy Or Certificate Of Completion	$50.00*
Commercial Certificate Of Occupancy Or Certificate Of Completion	$100.00*

BUILDING PERMIT CALCULATION	
TOTAL VALUATION	
RESIDENTIAL - MINOR RENOVATION (VALUE UP TO $74,999.99)	
0-500 Sq. ft.	$437.50
501-1000 Sq. ft.	$531.25
1001-2000 Sq. ft.	$625.00
2001 & UP Sq. ft.	$718.75
COMMERCIAL - MINOR RENOVATION (VALUE UP TO $74,999.99)	
0-500 Sq. ft.	$750.00
501-1000 Sq. ft.	$900.00
1001-2000 Sq. ft.	$1,050.00
2001 & UP Sq. ft.	$1,200.00
NEW CONTRUCTION	See Rate Table - Fee calculated based on square footage, occupancy group, and building type
EXTENSIVE RENOVATION (VALUED AT $75,000 or MORE)	See Rate Table - Fee calculated based on square footage, occupancy group, and building type

***Unless otherwise stated, the total valuation will be calculated using the most recent Building Valuation Data as published in the Building Safety Journal by the ICC. A current copy is available upon request. ***

(Consolidated Fee Schedule Continued)	**BUILDING PERMIT FEE CALCULATION**
New Construction	100% of Table Rate x Square Feet
Building Shell	80% of Table Rate x Square Feet
Renovation / Interior Remodel / Tenant Buildout (Value $75,000 or more)	60% of Table Rate x Square Feet
	INITIAL PLAN REVIEW FEE (Applicable to New Construction/Building Shell/Value $75,000 or more)
Single Family / Duplex Plan Review Fee	25% of Calculated Building Permit Fee
Multi Family / Commercial Plan Review Fee	50% of Calculated Building Permit Fee

Building Permit Fee Table Rate is determined by Occupancy Group and Building Type per the International Building Code (IBC). The City has final determination as to the applicable occupancy group and building type based on submitted plans and applicant's explanation of use. The building permit fee includes initial inspections and trades. The building permit fee does not include any applicable add-on fees, such as an administrative fee, reinspection fees, or additional plan review fees. Initial plan review fees must be calculated as provided above and added to the building permit fee calculation (i.e. total permit fee = building permit fee + initial plan review fee). The steps listed below provide more detaill as to how new contruction/extensive renovation building permit fees and plan review fees should be calculated.

STEP 1:	**Use the IBC to determine the Occupancy Group.** ***Example: Single Family is R-3.***
STEP 2:	**Use the IBC to determine the Building Type.** ***Example: Wood-frame is VB***
STEP 3:	**Determine the applicable rate using the table below.** ***Example: For a NEW R-3, type VB structure, the rate is 100% of 1.09. For a RENOVATION of a R-3, type VB structure, the rate is 60% of 1.09 or .654.***
STEP 4:	**Multiply total square footage to be built or renovated by the applicable rate identified in STEP 3.** ***Example: For NEW construction of a R-3 Type VB, 2000 SQFT Structure, the building fee is $2180.00***
STEP 5:	**Multiply the Building Fee from Step 4 by the applicable plan review fee rate.** ***Example: NEW R-3 Single Family VB plan review fee is 25% of the building permit fee. $2,180 * 25% = $545 Initial Plan Review Fee***
STEP 6:	**Add the Building Fee from Step 4 to the Plan Review Fee from Step 5 to get the TOTAL Permit fee.** ***Example: $2,180 (Building Fee) + $545 (Initial Plan Review Fee) = $2,725 (Total Permit Fee)***

BUILDING PERMIT FEE TABLE OF RATES

Occupancy Group per IBC	Building Type per International Building Code (IBC)								
	IA	**IB**	**IIA**	**IIB**	**IIIA**	**IIIB**	**IV**	**VA**	**VB**
A-1, Assemby, theaters with or without stage	0.74	0.72	0.71	0.68	0.65	0.63	0.66	0.62	0.60
A-2, Assembly night clubs	0.85	0.84	0.82	0.80	0.78	0.77	0.79	0.74	0.73
A-2, Assembly, restaurants, bars, banquet halls	1.10	1.07	1.04	1.02	0.96	0.94	0.99	0.88	0.86
A-3, Assembly, churches	0.78	0.76	0.75	0.72	0.70	0.68	0.71	0.67	0.65
A-3, Assembly, general, community halls, libraries	0.56	0.54	0.53	0.50	0.47	0.46	0.49	0.47	0.43
A-4, Assembly, arenas	0.46	0.45	0.44	0.42	0.39	0.38	0.41	0.39	0.35
B Business	1.33	1.29	1.25	1.20	1.11	1.07	1.17	1.00	0.96
E Educational	0.91	0.88	0.86	0.83	0.78	0.74	0.80	0.68	0.66
F-1, Factory Industrial, moderate hazard	0.51	0.49	0.49	0.48	0.46	0.46	0.47	0.44	0.43
F-2, Factory Industrial, low hazard	0.47	0.46	0.45	0.44	0.42	0.41	0.43	0.39	0.39
H-1, High Hazard, explosives	0.67	0.65	0.63	0.61	0.57	0.55	0.59	0.49	NP
H-2,3,4 High Hazard	0.66	0.64	0.62	0.60	0.56	0.54	0.58	0.48	0.44
H-5, HPM	0.91	0.88	0.85	0.82	0.76	0.74	0.80	0.68	0.65
I-1, Institutional, supervised environment	0.88	0.86	0.83	0.80	0.74	0.71	0.80	0.67	0.65
I-2, Institutional, Hospitals	1.39	1.37	1.33	1.30	1.23	NP	1.27	1.16	NP
I-2, Instituitonal, nursing homes	1.08	1.06	1.03	1.00	0.93	NP	0.97	0.85	NP
I-3, Institutional, restrained	1.05	1.02	1.00	0.96	0.90	0.87	0.93	0.82	0.79
I-4, Institutional, day cares	1.50	1.47	1.45	1.42	1.34	1.31	1.42	1.23	1.20
M, Mercantile	1.42	1.37	1.31	1.26	1.17	1.12	1.21	1.03	0.99
R-1, Residential, hotels	0.78	0.75	0.73	0.71	0.66	0.64	0.71	0.61	0.59
R-2, Residential, multi-family	1.30	1.28	1.26	1.25	1.23	1.20	1.25	1.18	1.16
R-3, Residential, 1 and 2 family	1.44	1.41	1.39	1.36	1.32	1.28	1.34	1.25	1.09
R-4, Residential, assisted living	1.10	1.09	1.07	1.05	1.03	1.00	1.06	0.92	0.90
S-1, Storage, moderate hazard	0.53	0.51	0.49	0.47	0.44	0.42	0.39	0.39	0.33
S-2, Storage, low hazard	0.27	0.26	0.25	0.24	0.23	0.22	0.20	0.19	0.17
U, Utility, miscellaneous	0.34	0.34	0.33	0.32	0.31	0.30	0.33	0.78	0.76

NP - Not Permitted

For large or special projects that warrant full-time on-site inspection personnel - a daily rate may apply.

Table to be adjusted annually based on CPI

Water and Wastewater	
Water Fees	
3/4" Tap and Meter Set	$2,830.00
1" Tap and Meter Set	$3,480.00
3/4" Meter Set Installation	$700.00
1" Meter Set Installation	$760.00
Hydrant Meter Rental ($100 non-refundable)	$1,000.00
Hydrant Hose Rental 50ft (Daily)	$5.00
Meter Test Fee	$50.00
Water Capital Cost Recovery Fee-3/4" Residential	$1,800.00
Water Capital Cost Recovery Fee-1" Residential	$4,500.00
Sewer Fees	
6" Tap and Cleanout Kit	$2,325.00
Capital Cost Recovery Fee	$3,500.00
6" Sewer Cleanout Kit	$420.00
Water Connection Fee	$40.00
Water Reconnect Fee	$75.00

Public Works	
Golf Course Fees	
Senior Week Day (Monday - Thursday) - 9 holes (with cart)	$25.00
Senior Week Day (Monday - Thursday) - 18 Holes (with cart)	$32.00
Senior Weekend/Holiday - 9 holes (with cart)	$33.00
Senior Weekend/Holiday - 18 holes (with cart)	$38.00
Regular Weekday (Monday - Thursday) - 9 holes (with cart)	$29.00
Regular Weekday (Monday - Thursday) - 18 holes (with cart)	$35.00
Regular Weekend/Holiday - 9 holes (with cart)	$36.00
Regular Weekend/Holiday - 18 holes (with cart)	$45.00
Every Monday 18 holes Special Rate (All Ages)	$25.00
Memberships (Include Unlimited Green Fees)	
Family	$900.00
Singles	$550.00
Family Range Membership Add-On (1 Bucket per Day, Per Member)	$250.00
Single Range Membership Add-On (1 Bucket per Day)	$150.00
18 Hole Cart Rider/Replay Fee	$17.00
9 Hole Cart Rider/Replay Fee	$14.00
Member Replay	$10.00
Handicap Fee - Adult	$45.00
Handicap Fee - Junior	$25.00
Club Set Rental	$25.00
Pull Cart Rental	$10.00
Military/First Responder Weekday (Monday - Thursday) - 9 holes (with cart)	$25.00
Military/First Responder Weekend/Holiday - 9 holes (with cart)	$33.00
Military/First Responder Weekday (Monday - Thursday) - 18 holes (with cart)	$32.00
Military/First Responder Weekend/Holiday - 18 holes (with cart)	$38.00
City Employee (Cart Fee) 9 holes	$14.00
City Employee (Cart Fee) 18 holes	$17.00
Junior Weekday (Monday-Thursday) (13-15 years old) - 9 holes	$10.00
Junior Weekday (Monday-Thursday) (13-15 years old) - 18 holes	$17.00
Junior Weekend/Holiday (13-15 years old) - 9 Holes	$12.00
Junior Weekend/Holiday (13-15 years old) - 18 holes	$20.00
9 Hole - League Rate	$22.00
18 Hole - League Rate	$27.00
18 Hole - Tournament Rate (Monday - Thursday)	$32.00
18 Hole - Tournament Rate (Friday - Sunday)	$36.00
18 Hole - Tournament Rate (Holiday)	$38.00
18 Hole - City Hosted Tournament Rate (Monday - Thursday) per person / per day	$29.00
18 Hole - City Hosted Tournament Rate (Friday - Sunday) per person / per day	$32.00
18 Hole - City Hosted Tournament Rate (Holiday) per person / per day	$35.00

Spectator Cart Fee	$25.00
School Team Qualifier Match	$200.00
School Team Rate (10 - 20 players)	$350.00

Customer Service Fees	
Customer Service Fee	$3.50
Credit Check Fee	$5.00
After Hours Fee - Remote Electric Meters	$25.00
After Hours Fee - Non-Remote Electric Meters / Water Meters	$50.00
After Hours - Bucket Truck Trip *(for services that had to be cut loose)*	$100.00
Connect Fee - Remote Electric Meters	$25.00
Connect Fee - Non- Remote Electric Meters / Water Meters	$50.00
Connect Fee - Services Cut Loose *(Bucket Truck Trip)*	$75.00
Reconnect Fee - Remote Electric Meters	$55.00
Reconnect Fee - Non-Remote Electric Meters / Water Meters	$75.00
Reconnect Fee - Services that reqired to be cut loose *(Bucket Truck Trip)*	$100.00
Water Left Off Fee *(first water left off trip is at no charge - any additional trip is billed WLO fee)*	$50.00
Return Check Fee	$35.00
Residential Utility Service Deposit	$300.00
Commercial Electric Deposit *(calculated as defined in Customer Service policy - minimum fee shall be $500)*	$500.00
Spalding County Water (with possible sewer) Deposit	$125.00
Commercial Water Only Deposit	$175.00
Cut Lock Fee	$75.00
*For residential customers only: No deposit fee required with approved credit. A $5.00 credit check fee will be added to customer's first statement.	

Solid Waste Fees	
Container Fee - 64 Gallon	$55.00
Container Fee - 96 Gallon	$60.00
Approved Hauler Fee	$150.00
Return Trip Fee - Commercial/Industrial	$50.00
Return Trip Fee - Residential	$25.00
Special Handling	
Over-Sized Yard Waste (Larger than 8x4x4)	$35.00
Small (1-2 items)	$45.00
Medium (3-4 Items)	$55.00
Large (5-10 Items)	$65.00
X-Large (11 or More Items - Minimum Fee + Actual Disposal Cost by Tonnage)	$75.00 Minimum + Actual Disposal Cost (Tonnage)
Special Roll Off Service (Base Fees Up to 5 Tons + Actual Disposal Costs for Additional Tonnage)	
20 Cubic Yard	$350 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage
30 Cubic Yard	$400 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage
40 Cubic Yard	$450 Minimum (Up to 5 Tons) + Actual Disposal Costs for Additional Tonnage

Oak Hill Cemetery Fees	
Permit Fees	
Interment Fee	$150.00
Monument Fees	$150.00
Traditional Burials	
City Residents	$1,350.00
Non-City Resident	$1,550.00
Children	$800.00
Weekend / Holiday + $300.00	
After 3:30 + $300.00	
Cemetery Lot - Per Space/Pre Need Sales	
City Residents	$1,000.00
Non-City Residents	$1,400.00
Infant / Half Space - City Resident	$550.00
Infant / Half Space - Non-City Resident	$750.00
ALL AT NEED SALES	Additional $200.00
Cremation Interment (Traditional Burial)	
City Residents	$845.00
Funerals after 3:30 p.m. M-F	Additional $300.00
Weekends and Holidays	Additional $300.00
Non-City Residents	$945.00

Columbarium	
Open/Closing	$300.00
City Resident - 1 Niche	$1,650.00
Non-City Resident	$1,950.00
Family Columbarium (Individual Units)	
2 Niche Family (No Vase)	$3,700.00
2 Niche Family with Vase	$3,950.00
4 Niche Family with Vase	$5,400.00
Non-City Residents	Additional $200.00
Mausoleum Interment	
City Residents	$550.00
Non-City Residents	$750.00
Additional Fees	
After 3:30 p.m. M-F	$300.00
Oversized Vault	$150.00
Wall, coping and step inspection fee - Old Oak Hill	$250.00
ALL AT NEED SALES	$200.00
Weekends and Holidays	Additional $300.00
Veterans Cemetery	
Single	$1,350.00
Double Depth	$1,550.00
Veterans Brick	$75.00
Deed/Lot Transfer	$40.00

Electric Fees	
Temporary Service Fee	$75.00
Engineering Fee	$60.00 per hour
Underground Primary	$8.00/Ft/Phase
Underground 1000MCM	$12.00/Ft./Phase
Underground Secondary	$6.00/Ft/Phase
Minimum Charge	$250.00
Underground Subdivision Infrastructure	$1750.00/lot
Wood Pole Installation Fee	Cost of material
Surge Protector Monthly	$5.95
Non-Metered Camera *MUST BE APPROVED BY ELECTRIC TECHNICAL SERVICES DIVISION	$15.00 per camera
Non-Metered Traffic Signal	$25.00 per signal
Decorative Pole Installation	Cost of Pole
Single Phase Pole	$1,892.00
Single Phase Pole with Pull-off	$3,179.00
Single Phase Pole with Transformer	$3,333.00
Single Phase Dip Pole	$3,487.00
Multi-Phase Pole	$4,147.00
Multi-Phase Pole with Transformer	$6,050.00
Multi-Phase Pole with 3-Phase Dip	$6,930.00
Multi-Phase Pole with Pull-off	$9,790.00
Electric Meter Test Fee	$50.00
Equipment fee / FEMA hourly rate + Man Hours	Determined by FEMA

Utility Accomodation Policy and Issuance of Permits for Right-of-Way Occupancy	
Construction Permit up to five (5) wireless facilities	$500.00
Each additional facility	$100.00
Recurring Annual Fee for ROW occupancy	$250.00

Open Records Request Fees	
Per page copied BW	$0.10
8 1/2 X 11 or 8 1/2 X 14	
Per page copied Color	$0.25
8 1/2 X 11 or 8 1/2 X 14	
Per page copied 11 X 17 BW	$0.75
Per page copied 11 X 17 Color	$0.75
Data Storage - Flash drive	$8.00
Disk	$1.00
Mailing costs	To be determined
Labor costs	To be determined

Police Department Fees	
Incident Report	$2.00
Accident Report	$5.00
Golf Cart Permit (Annual)	$15.00
Background Computer Check	$20.00
Record Restriction Request	$25.00
Off Duty Officer for Traffic or Security - Charge is per hour per officer. Four hour minimum charge.	$65.00

Fire Department Fees	
Existing Business Inspections	
Initial Annual Inspection	No charge
First follow-up inspection	$50.00
Second follow-up inspection	$100.00
Third follow-up inspections	$150.00
Fire Suppression/Sprinkler Plans Review	$150.00
New Business Inspection	$50.00
Special Event Inspection	$50.00
Commercial Hood Plans Review/Inspection	$100.00
Site Plan Review and Inspection	$100.00
Change of Occupancy	$100.00
Blasting Permit	$100.00
Install/Removeal of Underground Fuel tanks	$100.00
Fireworks Permit	$100.00
After Hours Inspection	$150.00 Per hour
New Construction Inspections	
80%, 100% and first follow-up	No charge
Second follow-up inspection	$100.00

Airport	
Transient Overnight Parking	$10.00 per night
	* First night is waived if they purchase fuel.

Telecom	
Callout for issues	$65.00 Trip fee and $50.00 Per hour
Early Termination Fee for Small Businesses, Government and Industrial	50% of remaining service order

GIS	
Digital Data Categories - Electric, Landbase, Public Works, Sewer, Stormwater, Water, Orthos	$10 Per category per map grid (each grid approximately 2,500 ft x 2,500 ft - 143 acres)
Digital Data Categories - Facilities, Hydrology, Zones & Overlays	$5 Per category per map grid (each grid approximately 2,500 ft x 2,500 ft - 143 acres)
Printed Maps 1-5 Pages Size 8 1/2" x 11"	Free
Printed Maps Size 8 1/2" x 11" - Each Additional Page	$0.25
Printed Maps 1-5 Pages Size 11" x 17"	Free
Printed Maps Size 11" x 17" - Each Additional Page	$0.50
Printed Maps 1-5 Pages Size 17" up to 36"	$10 Per Page
Printed Maps Size 17" up to 36" - Each Additional Page	$5 Per Page
Large Format Scans 1-5 Pages	$10 Per Page
Large Format Scans - Each Additional Page	$2 Per Page
Scanned Files Copied to CD / Flash Drive	$10.00
Scanned Files Emailed / Copied to Own Drive	Free

Court	
Dispositions	$5.00

Main Street		
Go Cups (Participating businesses receive 2 sleeves/month for 2nd Saturdays, free of charge)	Additional sleeve | 50 cups per sleeve	$20.00

Planning and Development	
ZONING APPLICATIONS	
Rezoning Application - Residential	$350.00
Rezoning Application - Commercial	$450.00
Rezoning & Annexation Application - Residential	$500.00
Rezoning & Annexation Application - Commercial	$600.00
Variance Application - Residential	$300.00
Variance Application - Commercial	$350.00
Variance Application - Administrative	$100.00
Special Use Application - Residential	$350.00
Special Use Application - Commercial	$400.00
Temporary Use / Tent Permit	$150.00
Appeal of Zoning Decision	$250.00
Plat Review Application	$100.00
Zoning Verification Letter	$50.00
Historic Preservation Certificate of Appropriateness	$50.00

DEVELOPMENT APPLICATIONS	
Development Review - Major Review With Pre-submittal Meeting (2nd Submittal Included In This Fee)	$1,000.00
Development Review - Major Review Without Pre-submittal Meeting (2nd Submittal Included In This Fee)	$1,250.00
Development Review - Major Review - Any Submittal After The 2nd Submittal	$500.00
Development Review - Minor Review With Pre-submittal Meeting (2nd Submittal Included In This Fee)	$300.00
Development Review - Minor Review Without Pre-submittal Meeting (2nd Submittal Included In This Fee)	$500.00
Development Review Minor Review - Any Submittal After The 2nd Submittal	$200.00
Land Disturbance Up To 1 Acre	$250.00
Land Disturbance 1.1 - 5 Acres	$450.00
Land Disturbance 5.1 - 10 Acres	$500.00
Land Disturbance 10.1 - 30 Acres	$550.00
Land Disturbance 30.1 Acres Or More	$600.00
Erosion And Sediment Bond	$3,000 Per Acre / Lot

SIGN PERMITS	
Sign Review (Due At Time Of Submittal)	$25.00
Building 0 - 55 Sq. Ft.	$55.00
Building 56 - 110 Sq. Ft.	$110.00
Building 111 - 165 Sq. Ft.	$165.00
Building 166 - 220 Sq. Ft.	$220.00
Freestanding 0 - 65 Sq. Ft	$65.00
Freestanding 66 - 130 Sq. Ft	$130.00
Freestanding 131 - 195 Sq. Ft	$195.00
Freestanding 196 - 300 Sq. Ft	$260.00
Billboard 0 - 200 Sq. Ft	$200.00
Billboard 201 - 400 Sq. Ft	$350.00
Billboard 401 - 672 Sq. Ft	$500.00
Changeable Copy	$65.00
Temporary Banner	$40.00
Instructional Sign	$35.00

ALCOHOL LICENSING	
Application Fee (Due At Time Of Submittal)	$150.00
Manufacturer - Distillery, Brewery, Winery	$5,000.00
Wholesale - Malt Beverages / Wine	$100.00
Wholesale - Distilled Spirits	$3,500.00
Brewpub - Beer Only	$1,500.00
Eating Establishment (On Premise Consumption) - Malt Beverages	$500.00
Eating Establishment (On Premises Consumption) - Wine	$500.00
Eating Establishment (On Premise Consumption) - Distilled Spirits	$5,000.00
Public Club & Bar (On Premise Consumption) - Malt Beverages	$1,000.00
Public Club & Bar (On Premise Consumption) - Wine	$1,000.00
Public Club & Bar (On Premise Consumption) - Distilled Spirits	$5,000.00
Retail Package - Malt Beverages & Wine	$1,500.00
Retail Package - Distilled Spirits (Includes Malt Beverages & Wine)	$5,000.00
Retail Package - Specialty Package Retailer (Malt Beverages & Wine)	$1,500.00
Private Club & Fraternal Org. (On Premise Consumption) - Malt Beverage & Wine	$350.00
Private Club & Fraternal Org. (On Premise Consumption) - Distilled Spirits	$1,000.00
Alcohol Beverage Caterer - Malt Beverages & Wine	$50.00
Alcohol Beverage Caterer - Distilled Spirits (Includes Malt Beverages & Wine)	$100.00
Alcohol Beverage Event Permit - Maximum 3 Days	$25.00 (Per Day & Event)
Ancillary Tasting - Malt Beverages And/Or Wine	$150.00

TAX AND LICENSING	
Occupational Tax Certificate (Base Fee & Administrative Fee)	$100.00
Full-time Employee	$60.00 (Each)
Part-time Employee	$30.00 (Each)
Professionals' Fee	$400.00 (Each)
Zoning Compliance Certification Inspection	$100.00
Insurance Premium Tax (Insurer)	$75.00
Towing Firm (Regulatory License)	$100.00
Retail Consumption Distilled Spirits Excise Tax	3% of Taxable Distilled Spirits

MEDIA PRODUCTION	
Low Impact	$100.00
High Impact	$300.00
Daily Permit Fee	$100.00
Expediting Fee	$100.00
Drones & Cranes	$50.00
Parking Space	$10.00 / Day Per Parking Space
Application Amendments	$50.00
Sanitation Bond	$100.00
Parking Use Agreement (Lots Owned / Maintaned By City of Griffin)	$300.00 / Day
Prep/Strike Location Agreeement (Property Owned / Maintaned By City of Griffin)	$500.00 / Day
Filming Location Agreeement (Property Owned / Maintaned By City of Griffin)	$1,000.00 / Day

ANIMAL CONTROL	
Unaltered Animal Permit	$25.00

STANDALONE PERMITS & ADD ON FEES	
Administrative Fee - Applied All Permits Unless Otherwise Noted (*)	$50.00
Roof - Commercial	$350.00
Roof - Residential	$100.00
Siding Permit	$100.00
Fence Permit	$100.00
Retaining Wall	$10 (per linear foot)
Demolition Or Removal Of A Structure	$100.00
Trade Permit - Commerical (Stand Alone)	$150.00
Trade Permit - Residential (Stand Alone)	$100.00
Fire Supression / Sprinkler System/ Fire Alarm	See Fire Department Fees
Swimming Pool / Spa - Residential (Includes Plan Review)	$250.00
Swimming Pool / Spa - Commercial/ Community (Includes Plan Review)	$500.00
New Cell Tower	$1,000.00
Cell Tower Modification	$500.00
Temporary Construction / Sales Office	$100.00
Other Required Permits (Deck, Outdoor Fireplace, Ramp, Etc.)	$150.00
Special Event Permit	$50.00
Work Begun Prior To Permitting	200% of Permit Fee
Permit Extension	$50.00*
Re-inspection Fee	$100.00*
Inspections Outside Of Normal Business Hours - MUST BE PAID IN ADVANCE	$250.00 (hr)*
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Commercial Certificate Of Occupancy Or Certificate Of Completion	$100.00*

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(Consolidated Fee Schedule Continued)	**BUILDING PERMIT FEE CALCULATION**
New Construction	100% of Table Rate x Square Feet
Building Shell	80% of Table Rate x Square Feet
Renovation / Interior Remodel / Tenant Buildout (Value $75,000 or more)	60% of Table Rate x Square Feet
	INITIAL PLAN REVIEW FEE (Applicable to New Construction/Building Shell/Value $75,000 or more)
Single Family / Duplex Plan Review Fee	25% of Calculated Building Permit Fee
Multi Family / Commercial Plan Review Fee	50% of Calculated Building Permit Fee

Building Permit Fee Table Rate is determined by Occupancy Group and Building Type per the International Building Code (IBC). The City has final determination as to the applicable occupancy group and building type based on submitted plans and applicant's explanation of use. The building permit fee includes initial inspections and trades. The building permit fee does not include any applicable add-on fees, such as an administrative fee, reinspection fees, or additional plan review fees. Initial plan review fees must be calculated as provided above and added to the building permit fee calculation (i.e. total permit fee = building permit fee + initial plan review fee). The steps listed below provide more detaill as to how new contruction/extensive renovation building permit fees and plan review fees should be calculated.

STEP 1:	**Use the IBC to determine the Occupancy Group.** ***Example: Single Family is R-3.***
STEP 2:	**Use the IBC to determine the Building Type.** ***Example: Wood-frame is VB***
STEP 3:	**Determine the applicable rate using the table below.** ***Example: For a NEW R-3, type VB structure, the rate is 100% of 1.09. For a RENOVATION of a R-3, type VB structure, the rate is 60% of 1.09 or .654.***
STEP 4:	**Multiply total square footage to be built or renovated by the applicable rate identified in STEP 3.** ***Example: For NEW construction of a R-3 Type VB, 2000 SQFT Structure, the building fee is $2180.00***
STEP 5:	**Multiply the Building Fee from Step 4 by the applicable plan review fee rate.** ***Example: NEW R-3 Single Family VB plan review fee is 25% of the building permit fee. $2,180 * 25% = $545 Initial Plan Review Fee***
STEP 6:	**Add the Building Fee from Step 4 to the Plan Review Fee from Step 5 to get the TOTAL Permit fee.** ***Example: $2,180 (Building Fee) + $545 (Initial Plan Review Fee) = $2,725 (Total Permit Fee)***

BUILDING PERMIT FEE TABLE OF RATES

Occupancy Group per IBC	**Building Type per International Building Code (IBC)**								
	IA	**IB**	**IIA**	**IIB**	**IIIA**	**IIIB**	**IV**	**VA**	**VB**
A-1, Assemby, theaters with or without stage	0.74	0.72	0.71	0.68	0.65	0.63	0.66	0.62	0.60
A-2, Assembly night clubs	0.85	0.84	0.82	0.80	0.78	0.77	0.79	0.74	0.73
A-2, Assembly, restaurants, bars, banquet halls	1.10	1.07	1.04	1.02	0.96	0.94	0.99	0.88	0.86
A-3, Assembly, churches	0.78	0.76	0.75	0.72	0.70	0.68	0.71	0.67	0.65
A-3, Assembly, general, community halls, libraries	0.56	0.54	0.53	0.50	0.47	0.46	0.49	0.47	0.43
A-4, Assembly, arenas	0.46	0.45	0.44	0.42	0.39	0.38	0.41	0.39	0.35
B Business	1.33	1.29	1.25	1.20	1.11	1.07	1.17	1.00	0.96
E Educational	0.91	0.88	0.86	0.83	0.78	0.74	0.80	0.68	0.66
F-1, Factory Industrial, moderate hazard	0.51	0.49	0.49	0.48	0.46	0.46	0.47	0.44	0.43
F-2, Factory Industrial, low hazard	0.47	0.46	0.45	0.44	0.42	0.41	0.43	0.39	0.39
H-1, High Hazard, explosives	0.67	0.65	0.63	0.61	0.57	0.55	0.59	0.49	NP
H-2,3,4 High Hazard	0.66	0.64	0.62	0.60	0.56	0.54	0.58	0.48	0.44
H-5, HPM	0.91	0.88	0.85	0.82	0.76	0.74	0.80	0.68	0.65
I-1, Institutional, supervised environment	0.88	0.86	0.83	0.80	0.74	0.71	0.80	0.67	0.65
I-2, Institutional, Hospitals	1.39	1.37	1.33	1.30	1.23	NP	1.27	1.16	NP
I-2, Instituitonal, nursing homes	1.08	1.06	1.03	1.00	0.93	NP	0.97	0.85	NP
I-3, Institutional, restrained	1.05	1.02	1.00	0.96	0.90	0.87	0.93	0.82	0.79
I-4, Institutional, day cares	1.50	1.47	1.45	1.42	1.34	1.31	1.42	1.23	1.20
M, Mercantile	1.42	1.37	1.31	1.26	1.17	1.12	1.21	1.03	0.99
R-1, Residential, hotels	0.78	0.75	0.73	0.71	0.66	0.64	0.71	0.61	0.59
R-2, Residential, multi-family	1.30	1.28	1.26	1.25	1.23	1.20	1.25	1.18	1.16
R-3, Residential, 1 and 2 family	1.44	1.41	1.39	1.36	1.32	1.28	1.34	1.25	1.09
R-4, Residential, assisted living	1.10	1.09	1.07	1.05	1.03	1.00	1.06	0.92	0.90
S-1, Storage, moderate hazard	0.53	0.51	0.49	0.47	0.44	0.42	0.39	0.39	0.33
S-2, Storage, low hazard	0.27	0.26	0.25	0.24	0.23	0.22	0.20	0.19	0.17
U, Utility, miscellaneous	0.34	0.34	0.33	0.32	0.31	0.30	0.33	0.78	0.76

NP - Not Permitted

For large or special projects that warrant full-time on-site inspection personnel - a daily rate may apply.

Table to be adjusted annually based on CPI

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Mayor Hollberg to appoint a member to the Planning and Zoning Board for At-Large to succeed Neal Baldwin, who resigned his seat on September 22, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Ragan Jones

Meeting Date:

27/10/2026

Reviewed By:

Jennifer Freeman

ATTACHMENTS:

P_Z_Ord.pdf

N Baldwin Resignation - P & D.pdf

The position of zoning administrator is designated by the city manager.

302 A. - Functions.

The functions of the zoning administrator shall be as follows:

1. Having the primary responsibility for administering and enforcing this ordinance;
2. Keeps up to date on current laws, recent court decisions and new techniques related to planning, zoning and development;
3. Serves as secretary to the planning and zoning board, coordinating review of amendments to this ordinance and special use applications;
4. Provides information to the city manager, board of commissioners and the public on zoning and related matters;
5. Makes recommendations to the planning and zoning board and to the board of commissioners on amendments to this ordinance, variances, special uses, annexations and development requests;
6. Maintains the official zoning map in a current manner, including all amendments to the map, at the planning and development department;
7. Maintains an official copy of the City of Griffin Zoning Ordinance at the planning and development department for public access;
8. Keeps up-to-date copies of the City of Griffin Zoning Ordinance available for sale to the public and a zoning map for review and access by the public;
9. Processes applications for rezonings, annexations, variances and special use permits;
10. Conveys written decisions on all requests or amendments to the zoning ordinance to the person or persons requesting such amendment within three days of decisions made by the board of commissioners.
11. Reviews applications for building permits for compliance with the City of Griffin Zoning Ordinance and denies such permits if they do not meet existing regulations;
12. Serves as liaison with developers and the City of Griffin Development Review Committee by accepting and processing applications for all commercial development and reviewing site plans for zoning compliance;
13. Inspects commercial projects to ensure zoning compliance;
14. Accepts and processes bonds for all commercial developments;
15. Maintains permanent records of amendments to the City of Griffin Zoning Ordinance and Zoning Map;
16. Other functions as prescribed by the city manager.

303. - PLANNING AND ZONING BOARD.

The Planning and Zoning Board of the City of Griffin is hereby established as follows:

303 A. - Members.

The planning and zoning board (PZB) shall be composed of seven members appointed by the board of board of commissioners. Each board of commissioners shall appoint one person who resides within their respective electoral district. The at-large commissioner shall appoint one

person who resides within the limits of the City of Griffin. Vacancies shall be filled by appointment of the respective board of commissioners for the unexpired term and district of the member affected. There shall be no compensation for members of the planning and zoning board, but they may receive reimbursement of reasonable and necessary expenses incurred in the performance of their duties with prior approval of such expenses by the city manager.

303 B. - Qualifications of members.

No member of the planning and zoning board shall serve as a board of commissioners, Spalding County Commissioner or hold any office or employment with the City of Griffin or Spalding County. Members shall be of good character and at least 18 years of age.

303 C. - Terms.

Each member of the planning and zoning board shall be appointed for a term of three years. Appointments shall be made in January of each calendar year with the members assuming office immediately.

303 D. - Officers.

At the first meeting of the planning and zoning board each calendar year, the members will elect a chairperson and vice-chairperson. The zoning administrator shall serve as the secretary. The chairperson will conduct meetings of the planning and zoning board. The vice-chairman shall serve in the absence of the chairperson. The chairperson and vice-chairperson shall vote on all matters brought before the planning and zoning board.

303 E. - Meetings.

The planning and zoning board shall hold regular meetings on the third Monday of each month beginning at 6:00 p.m. in the city courtroom. All meetings of the planning and zoning board shall be open to the public. The chairperson or any three members may call a special meeting.

303 F. - Quorum.

Three present and voting members of the planning and zoning board shall constitute a quorum. A failure of the planning and zoning board to have a quorum present and voting or a voting decision resulting in a tie shall constitute the staff recommendation being forwarded to the board of commissioners for review and consideration.

303 G. - Conflicts of interest.

If any member of the planning and zoning board shall find that his private or personal interests are involved in the matter coming before the board, he shall disqualify himself from all participation in that case. No member of the board shall appear before the planning and zoning board of the board of commissioners as agent or attorney.

303 H. - Functions.

1. Review the zoning ordinance to make recommends to the board of commissioners for amendments where appropriate. Recommend goals and objectives to the board of commissioners for the implementation and enforcement of the zoning ordinance.
2. Conduct meetings to review proposed amendments to this ordinance in order to make recommendations to the board of commissioners on rezoning applications, annexation applications and special use permits after receiving written comments on the application from the zoning administrator; provided, however, no action by the planning and zoning board shall constitute "final action" on zoning decisions.
3. Other functions as prescribed by the board of commissioners relative to zoning.

304. - BOARD OF COMMISSIONERS.

The functions of the board of commissioners, as relate to this ordinance, shall be as follows:

304 A. - Public hearings—Amendments.

Conduct an official public hearing for amendments to this ordinance in accordance with subsections of Section 404.

304 B. - Proposed amendments.

Approve or deny any proposed amendment to this ordinance, including any and all amendments to the official zoning map (the rezoning of land), based upon an evaluation under the standards found within Section 404 of this ordinance, and after first receiving written comments and recommendations from the zoning administrator and the planning and zoning board.

304 C. - Public hearings—Appeals.

Hold public hearings and make decisions on appeals of decisions made by the zoning administrator; applications for variances and applications for special uses.

304 D. - Publish decisions.

Officially publish any decision made relative to approval or denial of any amendment to this ordinance, appeals, variances and special use permits.

304 E. - Propose amendments.

Propose amendments to this ordinance, as deemed appropriate, and submit such proposed amendments to the zoning administrator and planning and zoning board for their written comments and recommendations.

304 F. - Appoint members.

Appoint the planning and zoning board in accordance with Section 303 B.

To: Tracee Pryor

I, Neal Baldwin would like to resign
My positions a Chairman on Sept. 22, 2006.

Thanks
Neal E. Baldwin
9/22/2026