

STOCKBRIDGE CITY COUNCIL

Mayor Anthony S. Ford
At-Large

Mayor Pro Tem LaKeisha Gantt
Council District 1

Councilmember Alphonso Thomas
Council District 2

Councilmember Kyle D. Berry, Sr.
Council District 3

Councilmember Yolanda Barber
Council District 4

Councilmember Elton Alexander
Council District 5

CITY MANAGER

Shawn Edmondson

CITY CLERK

Vanessa Holiday

CITY TREASURER

Frank Milazi

CITY ATTORNEY

Quinton G. Washington

Megan McCulloch

Council Meeting Agenda August 11, 2025 7:00 PM



STOCKBRIDGE CITY HALL

4640 NORTH HENRY BLVD.

STOCKBRIDGE, GA 30281

Website: www.stockbridgega.org

Phone: 770-389-7900

Fax: 770-389-7912

Translation and Interpretation Services are available with (7) days prior notice. Please contact the City's HR Manager at 770-389-7908 for assistance.



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

MONDAY, AUGUST 11, 2025 7:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

CEREMONIAL REVIEW - Proclamation issued to Miss Georgia US International, Shacori Valentine , Swearing In MSAB member, and Youth Council members

PUBLIC COMMENTS - All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

ADOPTION OF THE MINUTES

- 1 Adoption of the June 16, 2025 Council Special Called Meeting Minutes
Adoption of the July 15, 2025 Council Meeting Minutes
Adoption of the July 29, 2025 Council Work Session Meeting Minutes

PUBLIC HEARING

- 2 TEXT AMENDMENT CASE #TX-2025-01 (Council District 4) SECOND READING
Council consideration of a text amendment to amend Title 12 (Unified Development Code), Section 2.5.3 (e) and Section 2.5.3 (f) of the City of Stockbridge Code of Ordinances relating to the Downtown Village (DT) Overlay District, so as to add certain uses to the list of "Special Uses" requiring a Special Use Permit, and to remove certain uses from the list of prohibited uses to allow them to now be permitted uses, provided that certain requirements are met; to provide for severability; to repeal conflicting ordinances; to provide an effective date; and for other purposes. - Presented by: Ryan Anderson

- 3 TEXT AMENDMENT CASE #TX-2025-02. (Citywide.) SECOND READING
Council consideration of a text amendment to amend the City of Stockbridge Code of Ordinances to create a new section to establish supplemental use standards for personal care homes for one to six unrelated adults; to identify zoning districts where such uses are permitted by special use permit; to establish compliance, operational, and development standards; to amend the home occupation section; and for other purposes. - Presented by: Ryan Anderson
- 4 SPECIAL USE PERMIT CASE #SP-2024-03. (Council District 4.)
Consideration of a request for a Special Use Permit to allow a personal care home to operate on property at 270 Shields Road, within an existing single-family detached residence. Applicant/Agent: Shona John. The property is located in Land Lot 70 of District 12, and it contains 1.47 +/- acres. - Presented by: Ryan Anderson

NEW BUSINESS

- 5 The Stockbridge Municipal Court is offering an amnesty program for individuals with outstanding traffic violation cases. The program specifically waives failure-to-appear (FTA) arrest warrants for traffic offenses, allowing people to resolve their cases without fear of arrest. The program will run from September 1 to September 30, 2025. - Presented by: Genea Stanley
- 6 Council Consideration to approve the selection of an Entertainment Attorney. - Presented by: Shawn Edmondson

DISCUSSION

- 7 Council Discussion of the City Manager Spending Authority, returning the spending and contracting authority to up to \$25,000 without City Council Approval.

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

UPCOMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change or contact City Hall offices at 770-389-7900 or visit the website www.stockbridgega.org for updates.

- **Citywide Development Authority – Meetings are held on the second Tuesday of each month (unless otherwise noted) in the Levi Room at 6:00 p.m. (Aug 12)**
- **Community Zoning Information Meeting – Wednesday, August 13th in the City Hall Council Chamber at 6:00 p.m. (Aug 13) CANCELLED**
- **The Third and Final Millage Rate Public Hearing and Adoption has been rescheduled and will take place on Monday, August 18th at 10:00 a.m. – City Hall Council Chamber (Aug 18)**
- **Downtown Development Authority – Meetings are held on the third Tuesday of each month at the Downtown Connection Center 130 M L King Sr. Heritage Trail at 6:00 p.m. (Aug 19)**

- **Youth Council Advisory Committee – Meetings are held on the third Tuesday of each month – City Hall Levi Room at 6:30 p.m. (Aug 19)**
- **Planning Commission – Meetings are held on the third Thursday of each month at City Hall in the Council Chamber at 6:30 p.m. (Aug 21) CANCELLED**
- **City Council Work Session – Meeting are held on the Last Tuesday of each month at City Hall in the Council Chamber (Aug 26)**

UPCOMING CITY EVENTS/INITIATIVES

- **Join Main Street for the Tiny Tent Concert Series Fridays from 6pm to 8pm at the Stockbridge Connection Center, 130 M L King Sr. Heritage Trail. Bring your lawn chairs. (Weather Permitting)**
- **Join Councilman Thomas & Councilman Berry in partnership for the monthly Bingo Bash on Wednesday, August 20th from 10am – noon at the Merle Manders Conference Center. Lots of fun to be had by all.**
- **Join Mayor Pro Tem Gantt for FREE Line Dance Class on Wednesday, August 20th from 6pm – 8pm at the Merle Manders Conference Center. Bring your own fan!**
- **Join Mayor Anthony Ford for the monthly Meet the Mayor - Monday, August 25th from 10am – noon at City Hall. Meetings are by appointment.**
- **The Economic Development Department host a FREE Business Health Clinic on the 2nd Thursday of every month from 9am – 12pm at the Stockbridge Connection Center 130 M L King Sr. Heritage Trail. Check the Health of Your Business with the FREE Clinic.**
- **Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.**
- **Join Councilman Thomas for the Don't Trash Stockbridge initiative centered around education, highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.**
- **Sign Up for real-time alerts about severe weather, road closures and emergencies on the Regroup App. Visit the city's website or social media pages for more information on how and where to sign up. Stay Safe!**
- **Municipal Election Qualifying takes place Monday August 18 – Friday August 22 from 8:30am to 4:30pm (closed from 12-1). More information is available on the City Clerk's Department page on the city's website at stockbridgega.org**

Please contact Rosalynd Rawls to schedule an appointment for Meet the Mayor and for more information on Council Initiatives at 678-833-3348 or via email: rrawls@stockbridgega.org

2025 CONCERT SEASON SCHEDULE

- **Saturday, August 16 – Stockbridge Jazz Festival hosted by Tommy Davidson, featuring David Benoit, Jazz Funk Soul, EFX Allstars, Chandra Currelley, Sonny Emory, Norman Brown, Jennifer Holliday, Karen Briggs, Eric Darius, and Keiko Matsui**
- **Saturday, August 30th – Jimmy Jam and Terry Lewis celebrating 40 years of iconic music featuring performances by Reuben Studdard, Deborah Cox, MC Lyte, Jordan Knight, Yolanda Adams, Chante Moore, Morris Day & Jerome Benton, Cherrelle, and Ann Nesby**
- **Saturday, September 6th & Sunday, September 7th, Southern Soul Weekend featuring King George, Tucka, West Love, Pokey Bear, TK Soul Tywaun Moore, and Tonio Armani**
- **Saturday, September 13th – For Lovers & Friends featuring Tank with special guest Lyfe Jennings, and Ginuwine**

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ADJOURNMENT



CITY COUNCIL MEETING SUMMARY MINUTES

TUESDAY, JULY 15, 2025 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford At-Large
Mayor Pro Tem LaKeisha Gantt – Council District 1
Councilmember Alphonso Thomas – Council District 2
Councilmember Kyle D. Berry, Sr. – Council District 3
Councilmember Yolanda Barber – Council District 4
Councilmember Elton Alexander – Council District 5

Administration

Vacant – City Manager
Vanessa Holiday – City Clerk
Frank Milazi – City Treasurer
Quinton Washington – City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

Invocation by Mayor Ford at 6:034 p.m.

Invocation by: Mr. Jerry Mays

The Pledge of Allegiance was recited by all in attendance.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All the members were present except Councilmember Berry. Mayor Ford, Mayor Pro Tem Gantt, Councilmember Alexander, and Councilmember Barber were present in the Chamber, and Councilmember Thomas was present via teleconference.

Motion to amend the Agenda to defer the following Items that will not be heard this evening and will be removed from the Agenda at the Applicant's Request to be heard at a future date: Item #4 Appeal Case No. AP-2025-01; Item #7 Annexation Case No. AX-2025-01; Item #8 Comp Plan Amendment Case No. CP-2025-01; Item #9 Rezoning Case No. RZ-2025-01 was made by Mayor Pro Tem Gantt;

Councilmember Alexander stated staff has spoken with the Applicant, noting the Applicant was present and wants to move forward with the case.

Mayor Pro Tem Gantt continued with the Public Hearing Announcement, stating the following Items will not be heard this evening and have been withdrawn by the Applicant

Item #5 Comp Plan Amendment Case No. CP-2025-02; and Item #6 Rezoning Case No. RZ-2025-03.

Mayor Ford asked Mr. Anderson to confirm that a request regarding Items #7, #8, and #9 was submitted to defer these items at the request of the Applicant.

Mr. Anderson confirmed, stating the cases were deferred until staff spoke with the Applicant today, who has decided to move forward with the referenced cases. Mr. Anderson requested the order of the items on the Agenda be changed to allow staff to retrieve and upload the presentations, noting that they were under the impression that the items were being deferred.

Mayor Ford noted there was no second to the original motion.

Mayor Pro Tem Gantt restated the motion to amend the Agenda to remove Item #4 Appeal Case No. AP-2025-01; and withdrawn by the Applicant Item #5 Comp Plan Amendment Case No. CP-2025-02; and the withdrawal of Item #6 Rezoning Case No. RZ-2025-03; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

ADOPTION OF THE AGENDA

Motion to adopt the Agenda was made by Mayor Pro Tem Gantt; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

CEREMONIAL

Mayor Ford referenced the ceremonial recognition prior to the start of the meeting where the Stockbridge Public Works and Police Department personnel, the Georgia Piedmont Region K-9 search and rescue, Henry County Police, Henry County Fire Rescue, Henry County EMA, Clayton County Police Department, and the were recognized for their participation and collaboration in the search and rescue of Ms. Rosebelle Brown.

PUBLIC COMMENTS

- Mr. Paul Turner asked members of the Governing Body and the City Attorney to resign and step down, and cancel all remaining shows at the Amphitheater; made comments regarding the city's 2024 Budget Amendment of \$32 million dollars; recommended a forensic audit that predates of the Amphitheater from 2018 to present millions of dollars over budget; noted the city's free events were not free, and asked which departments in addition to the Amphitheater went over budget in 2022, 2023 and 2024.
- Ms. Marion Calhoun stated that a member of the Council should be censured or asked to resign for conduct unbecoming of a Councilmember for posting a message regarding Pornhub; noted free concerts are taking place on the taxpayers dime with people from outside of the city enjoying the concert, and the city residents outside of the venue unable to enjoy the concert funded by their taxes; noted a Councilmember who was using the Merle Manders Conference Center for an initiative and gathering the names and addresses of participants for campaign purposes; and questioned a \$245 payment made by Harold Young using city funds to buy ice cream from a Councilmember's ice cream shop.

Councilmember Alexander called for a Point of Order stating the Public Comment Rules state that speakers are to address the Chair and not make personal attacks.

- Ms. Gernita Johnson noted Stockbridge has been her home for 16 years and expressed some concerns: Frequent power outages in the Spivey Glen area, and are deemed to be frustrating and unsafe for business owners and elderly citizens, and questioned the city's infrastructure being the issue; noted there is no Youth Center or facility in the city, and that an investment needs to be made in the youth; and asked where is the \$32 million dollars that has been misplaced or mismanaged citing a change for new leadership and transparency.

Councilmember Alexander stated that the misnomer of \$32 million dollars was not true or accurate.

Mayor Pro Tem Gannt stated that everyone has to the right to makes statements during public comments and recognizes this is election season; and stated that the two ladies who made comments are running for election in her district.

APPROVAL OF THE MINUTES

1. Approval of the June 9, 2025 Council Meeting Minutes
Approval of the June 25, 2025 Work Session Meeting Minutes
Approval of the July 1, 2025 Special Called Meeting Minutes
Councilmember Barber requested the June 9, 2025 Minutes to be amended with the edit to the Motion to discuss Term Limits to state Council Term Limits.
Motion to approve the Minutes of June 9, 2025, June 25, 2025 and July 1, 2025 with the stated amendment was made by Councilmember Barber; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

APPOINTMENT AND CONFIRMATION

2. Appointment and Confirmation of the Sole Finalist to fill the vacant position of City Manager.
Mayor Ford called for a motion from the Council to confirm the appointment of Shawntez Edmonson to fill the vacant position of City Manager.

Motion to confirm the Mayor's appointment was made by Councilmember Alexander; seconded by Mayor Pro Tem Gannt. The motion passed unanimously 4-0.

Mr. Edmonson addressed the Mayor & City Council, residents, and day-to-day city staff, noting he is deeply humbled and honored to be appointed as the next City Manager of Stockbridge, a city full of pride, pride, potential and purpose; expressed his sincere gratitude to the Mayor & City Council for the confidence and trust placed in him, and that it is not taken for granted. Mr. Edmonson stated that he will honor that trust through tireless service, clear communication, and leadership style rooted in accountability collaboration and results; thanked his family for their unwavering support, sacrifice, and believing in his calling to serve, and is why he strives to be better every day and carries their strength with him every day.

CONSENT AGENDA

3. A. Resolution to approve the 2025 Notice of Election and Qualifying Fees
B. Resolution to approve the 2025 Georgia Secretary of State Elections Calendar
Councilmember Berry joined the meeting at 6:35 p.m.

Motion to approve the Consent Agenda was made by Councilmember Barber; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

PLANNING & ZONING APPEAL

4. APPEAL CASE #AP-2025-01. (Council District 4.) Consideration of an appeal of the March 17, 2025 Zoning Review Form that was used as a basis for the City of Stockbridge's discontinuance of the 2025 business license for truck parking on Parcel #S27-01016000 and Parcel #S27-01017000 on Rock Quarry Road. The property is located in the Parkway Mixed-Use (PMU) Overlay District, where truck parking and all industrial uses are not permitted. A citation was issued on the property on March 4, 2025. The applicant appeared briefly in Municipal Court on May 16, 2025 and requested a "continuance" for at least 60 days. The court date was rescheduled to July 18, 2025. Applicant: James Raven. Property Owners: James Raven and Huddleston Concrete Company. The business license was issued for 123 Rock Quarry Road, where the company's office is located. The property is located in Land Lots 35 and 36 of District 12. The zoning, current use, and acreage for each parcel are listed below. The parcels are not contiguous.
~ 123 Rock Quarry Road (Parcel #S27-01012000) -- Zoned 'SR' (Suburban Residential). Current use: Office for Huddleston Concrete Company. Acreage: 1.55 +/- acres.
~ Parcel #S27-01016000 -- Zoned 'LI' (Light Industrial). Current use: truck parking. Acreage -- 2.95 +/- acres.
~ 135 Rock Quarry Road (Parcel #S27-01017000) -- Zoned 'LI' (Light Industrial). Current use: truck parking. Acreage: 3.44 +/- acres.
Presented by: Ryan Anderson, Community Development Director
Item Deferred at the Appellant's Request.

PUBLIC HEARING – Mayor Ford read the Public Hearing Rules

5. COMPREHENSIVE PLAN AMENDMENT CASE #CP-2025-02. (Council District 4.)
Consideration of a Comprehensive Plan Amendment for Parcel #029-01011001, located between North Henry Boulevard and Old Atlanta Road, south of Valley Hill Road, for the purpose of changing the property's future land use designation from "Low-Density Mixed-Use" to "High-Density Mixed-Use" to allow for the development of townhomes and office space. Applicant: Templar Development Group, LLC. Agent: Battle Law, P.C. The property is located in Land Lot 90 of District 12, and it contains 9.90 +/- acres.
Presented by Ryan Anderson, Community Development Director
The Application was withdrawn at the Applicant's Request.

6. REZONING CASE #RZ-2025-03. (Council District 4.)
Consideration of a Rezoning for Parcel #029-01011001, located between North Henry Boulevard and Old Atlanta Road, south of Valley Hill Road, for the purpose of rezoning the property from 'C-3' (Heavy Commercial) and 'PMU' (Parkway Mixed-Use) Overlay District to 'PUD' (Planned Unit Development) Master Plan and 'PMU' (Parkway Mixed-Use) Overlay District to allow for the development of townhomes and office space. Applicant: Templar Development Group, LLC. Agent: Battle Law, P.C. The property is located in Land Lot 90 of District 12, and it contains 9.90 +/- acres.
Presented by: Ryan Anderson, Community Development Director
The Application was withdrawn at the Applicant's Request.
7. ANNEXATION CASE #AX-2025-01. (Council District 5.)
Consideration of a request for the annexation, using the 100 percent annexation method of the property at 1448 and 1468 Flippen Road from unincorporated Henry County into the Stockbridge City Limits. Purpose: To allow for the construction of a mixed residential development with townhomes and single-family detached homes. Property Owners of 1448 Flippen Road: William K. Reichert and Brenda A. Reichert. Property Owner of 1468 Flippen Road: Willard D. Gilreath. Applicant: Land Buyers of America, LLC. Agent: Michael Kaner. The property is located in Land Lots 11 and 12 of District 6, and it contains 21.771 +/- acres.
Presented by: Ryan Anderson, Community Development Director
Mr. Anderson presented Annexation Case #AX-2025-01, CP-2025-01, and RZ-2025-01 in combination, and gave an overview of the development noting the units would have 3BR, 2BA, and 2-car garages; 20' setbacks; presented the site plan, and noted the Planning Commission and Staff both recommend approval.

Councilmember Alexander requested a traffic signal.

Mr. Jonathon Jones, Engineer of Land Buyers of America, LLC stated a traffic signal is definitely agreeable and if warranted by the Traffic Study; noted the development, Hanover Park, will be a resort style community with 4 pickle ball courts, central mail, 10' sidewalks along the frontage of the development, 5' interior sidewalks, minimum 2400 sq. ft homes and minimum 1800 sq. ft. townhomes, minimum 3BR and 4BR mixed throughout the community; all homes visible from Flippen Rd. would be 3-sided brick; and will voluntarily include a fence and buffer noted the Planning Commission and staff recommend.

Councilmember Alexander referenced the homes visible to Flippen Road being 4-sided brick.

Mr. Jones agreed, noting Lot 1 to be 4-sided brick and the same on any home visible to Flippen Road, and that Lot 1 will likely be the model home.

Councilmember Barber noted she likes the development with two- and three-story townhomes, however, because District 4 is saturated with 2-story townhomes, there is some hesitation, and noted the presentation

shown by Mr. Anderson stated “if” there are security gates, there would be flock cameras.

Mr. Anderson responded that flock cameras are mandatory according to the new standards.

Councilmember Barber referenced the two entrances and asked where the traffic light would be installed.

Mr. Jones noted that if approved, the red light would be installed at the intersection of St. Ives and Parkway; and noted the development would have a right in / right out second entrance for emergencies and is optimistic about the approval of the traffic light.

Mr. Anderson stated the flock cameras were included in the Staff Conditions.

Councilmember Barber asked if there is a possibility of an additional access road within with limited options.

Mr. Jones noted the reasons why an interior road would not be feasible at this time.

Councilmember Barber asked Mr. Jones if they would consider increasing the number of single-family homes and decreasing the number of the townhomes.

Mr. Jones noted the original plan was all townhomes, and met with staff and the community and changed the site plan to include single-family homes and reducing the number of units from 179 to 151, and from a financial standpoint, cannot reduce the development any further, and stated the developer prefers to have the amenities and a quality development to workout, swim, play putt-putt on site, with open space pockets in the interior.

Councilmember Alexander noted that as a Condition, no one could move prior to the completion of the Western Parallel Connect which will alleviate traffic and is expected to be completed in 2026/2027; and noted Dutchtown Road will have improvements made as well.

Mr. Jones accepted the move-in stipulation, noting ANR has met with Henry County DOT, noting the County is amenable to a signal at this location.

Mr. Jones noted ANR (their traffic engineers) have met with Henry County DOT who are agreeable to a traffic light.

Public Hearing Opened

Speakers in Favor

Ms. Monica Howard stated she is a realtor and represents the sellers and works for the buyers; noted she has been a resident of Henry County for 35+ years, as well as the sellers/owners of 1448 Flippen Rd. William K. Reichert and Brenda A. Reichert, who for health and financial reasons can no longer take care of the land; referenced the property at 1468 Flippen Rd. where Michelle Jones became the Executor of the estate following the death of her father, Willard Gilreath. Ms. Howard stated Ms. Jones would like to resolve the probate matter and sell the property, noting the home has been unable to sell in two years; and described the proposed development and the amenities, and noted the buyer has agreed to all of the requests from the Planning Commission; and wants to prevent the property from become vacant and potential vandalism; and referenced growth in Henry County.

No Speakers Opposed
Public Hearing Closed

Motion to approve AX-2025-01 was made by Councilmember Alexander; seconded by Mayor Pro Tem Gantt. The motion passed unanimously 5-0.

8. COMPREHENSIVE PLAN AMENDMENT CASE #CP-2025-01. (Council District 5.) Consideration of a request for a Comprehensive Plan Amendment for property at 1448 and 1468 Flippen Road, after the property is annexed into the Stockbridge City Limits. The property currently has the Henry County future land use designation of "Medium-Density Suburban," and the applicant requests that it be assigned the City of Stockbridge's future land use designation of "Medium-Density Residential." Purpose: To allow for the construction of a mixed residential development with townhomes and single-family detached homes. Property Owners of 1448 Flippen Road: William K. Reichert and Brenda A. Reichert. Property Owner of 1468 Flippen Road: Willard D. Gilreath. Applicant: Land Buyers of America, LLC. Agent: Michael Kaner. The property is located in Land Lots 11 and 12 of District 6, and it contains 21.771 +/- acres.
Presented by: Ryan Anderson, Community Development Director
Mr. Anderson presented Annexation Case #AX-2025-01, CP-2025-01 and RZ-2025-01 in combination.

Motion to approve CP-2025-01 was made by Mayor Pro Tem Gantt; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

9. REZONING CASE #RZ-2025-01. (Council District 5.)
Consideration of a request for the Rezoning of the property at 1448 and 1468 Flippen Road, after the property is annexed into the Stockbridge City Limits. The property's current Henry County zoning district is 'RA' (Residential-Agricultural), and the applicant requests that the property be assigned the City of Stockbridge's zoning district of 'PUD' ("Planned Unit Development"). Purpose: To allow for the construction of a mixed residential development with townhomes and single-family detached homes. Property Owners of 1448 Flippen Road: William K. Reichert and Brenda A. Reichert. Property Owner of 1468 Flippen Road: Willard D. Gilreath. Applicant: Land Buyers of America, LLC. Agent: Michael Kaner. The property is located in Land Lots 11 and 12 of District 6, and it contains 21.771 +/- acres.
Presented by: Ryan Anderson, Community Development Director
Mr. Anderson presented Annexation Case #AX-202-01, CP-2025-01, and RZ-2025-01 in combination.

City Council Conditions:

Site Plan

Rezoning conditioned upon applicant submitting a new Future Site plan reflecting all the zoning conditions due 7/16/2025.

Re-zoned to PUD and new submitted site plan will serve as masterplan for the development.

Traffic Signal

The developer shall prepare and submit a traffic study to the City of Stockbridge.

Traffic Impact study to determine viability of traffic signal at Flippen Rd (Traffic study conducted with Henry County is complete.

Applicant is waiting for result and determination by henry county)

Traffic signals shall be black ornamental style for pole and crosswalk.

Established in a four way with existing single is preferred.

Security

Flock Safety cameras shall be installed at each entrance of the subdivision.

Walking Trail

Streetlights along walking trail

Setbacks:

10ft setbacks front, 5ft setback on sides (between single family dwellings)

Homes sizes

Townhomes shall have a minimum 1800 sq feet.

Dwellings visible to Flippen rd. shall be constructed of brick on four sides.

Sidewalks

Five (5)-foot-wide sidewalks shall be installed within the interior of the subdivision.

Amenities

A small, enclosed clubhouse for up to fifty people shall be constructed with directions from Community Development.

Staff recommended conditions.

Site Plan:

The proposed mixed-residential development shall be constructed according to a site plan titled "Annexation & Rezoning Plan for Hanover Park," Project No. 24040 on 4/30/25 to serve as PUD Master Plan

Project Entrance: Entrances shall include:

Deceleration lanes,
10ft sidewalks along Flippen Rd
Flock cameras at security gates *

Parking:

Thirteen additional parking spaces due to a parking deficiency or
Apply/obtain parking variance permit.

Architectural Design:

Construction materials in compliance with UDC standards

Property Maintenance

HOA to maintain common areas for property and townhomes.

Motion to approve RZ-2025-01 with Conditions was made by Councilmember Alexander; seconded by Mayor Pro Tem Gantt. The motion passed unanimously 5-0.

10. ZONING MODIFICATION CASE #ZM-2025-01. (Council District 5.)

Consideration of a request for a major zoning modification for Parcel #070-01022001 at the southwest corner of Highway 42 North and Tunis Road to provide for modifications to the zoning conditions comprising the Development Agreement for Rezoning Case #RZ-03-45-S. Purpose: To allow the development of a single-family detached residential subdivision. Property Owner: Henry Highway 42, LLC. Applicant: Shaker Reddy. The property is located in Land Lots 31 and 32 of District 7, and it contains 27.72 +/- acres.

Presented by: Ryan Anderson, Community Development Director
Mr. Anderson presented Zoning Modification Case ZM-2025-01, noting this item is not a request to rezone, but rather the developer is requesting modifications to the approved Development Plan. Mr. Anderson reviewed the Case Facts, Zoning History, the Original Site Plan, and the current Site Plan, noting the Planning Commission and Staff recommend approval w/23 Conditions, and additional Conditions added today, July 15, 2025.

Councilmember Alexander stated there have been ongoing discussions regarding this project with the goal being a quality product, and is requiring 50% of the homes have 100% brick, streetlights, 10' path along the frontage, and trail connection from Rum Creek to Hwy. 42, noting GDOT (Georgia Department of Transportation), will widen Hwy. 42 in the year 2030; and noted there has been a discussion for a clubhouse to seat up to 50 people, similar to the structure in the Winding Creek subdivision.

Mayor Ford questioned if the development would include pickle ball courts or tennis courts.

Mr. Anderson responded that those amenities would not be included in the development.

Mr. Bryan Marshburn, Agent for the Applicant Shaker Reddy, reviewed the purchase history of the proposed Gadson's Crossing Development, noting the applicant is requesting fewer lots. Mr. Marshburn referenced the Development Agreement from 2014, reviewed the development, and requested the modification be approved similar to the city's approval of adjacent developments in the area with 3-sided hardy plank or siding, or a mixture thereof, and is requesting the approval for this development with the same standards; and that he is agreeable to the Condition to add the trees back per the recommendation from the Planning Commission.

Councilmember Alexander referenced a conversation with Mr. Marshburn prior to the meeting today where he insisted on 50% of the homes with 100% brick and stated the City of Stockbridge has raised the standards, and that the condition of 50% of the homes having 100% brick would be a requirement for his vote of approval for the modification of the development and asked the developer if he was agreeable to that condition. Mr. Marshburn's response was no, he is not.

Mr. Marshburn insisted on approval with the same Conditions approved by the city for the adjacent developments in the area and stated that this development meets the same standards that is being heard later on tonight's Agenda.

Councilmember Barber noted she was a resident of the Lakeside subdivision and asked the developer if the sidewalks could be wider.

Mr. Marshburn stated he would not object to 5' interior sidewalks.

Councilmember Barber asked Mr. Anderson for the standard for sidewalks for the city.

Mr. Anderson stated the city's standard is 5' for interior sidewalks.

Public Hearing Opened
There were no speakers.
Public Hearing Closed

Councilmember Barber noted that the city's standards allow for a mixture of brick and hardy plank, and asked Mr. Anderson if the city's standards require 4-sided brick.

Mr. Anderson response was that 4-sided brick is not a standard in the code as a requirement, however, it could be a Condition for a percentage.

Councilmember Barber asked Mr. Anderson if there were new developments that the city has approved that were 4-sided brick.

Councilmember Alexander noted developments on Brannan Rd./Liberty was approved with 4-sided brick.

Mr. Anderson confirmed, noting there have been developments that have volunteered to build with 4-sided brick.

Councilmember Barber noted there have been several town-home developments approved by the Council in District 4 without her vote, and that she certainly would have preferred this type of single-family home development in District 4.

Mr. Marshburn noted the proposed development will be 3300 sq. ft. homes on average with 3-sided hardy plank w/brick accents on the front with an average selling price of \$350,000 and will have minimum 3 bedrooms up to 5 bedrooms; noted the property has been idle for more than 15, and that their market analysis shows 5 homes for sale in the city of Stockbridge, and that their analysis shows that their proposed development would be sellable, similar to the Winding Creek development.

Councilmember Alexander state the City of Stockbridge is raising the standards and referenced the Brannan Rd. developments and Pulte homes; and noted the proposed development backs up to the Eagles Landing Country Club, which was not referenced by the developer, and that he was advised that the an agreement had been reached earlier today that 50% of the homes would be 100% brick; and noted residents who want to move up have no inventory in Stockbridge, and are therefore relocating to neighboring communities outside of Stockbridge for 4-sided brick homes.

Mayor Pro Tem Gantt suggested a compromise with the homes at the front or visible from Hwy. 42 have brick.

Mr. Marshburn stated he was agreeable to brick on the entry way homes for a visibility standpoint.

Mayor Pro Tem Gantt stated there needs to be more affordable single-family housing in Stockbridge, however the quality does not need to be cheap; and that it is currently a buyers' market and will make a decision based on the Code and the recommendation of staff, while being fair to the community, with all due respect to the representative of District 5.

Mr. Marshburn noted the property's location being in the vicinity of a metal recycling facility, and industrial businesses; and is asking for the same standards that were approved for subdivisions and where those homes were sold in District 5.

Mr. Anderson noted the city's Code requires Class A materials, and the development.

Councilmember Berry asked Mr. Marshburn to consider meeting on meeting ground, asking what percentage or number of homes could be 4-sided brick.

Mr. Marshburn agreed to the four front homes being 4-sided brick, and that all remaining homes throughout the community would be stack, stone, stucco, or brick, with water tables on 3-sides; 5' interior sidewalks, and a cabana.

Mayor Pro Tem Gantt stated the development pricing needs to be within reason, and not to outprice the market, noting the development is 59 homes and that adding a HOA fee and responsibility would be tough on the residents.

Mr. Anderson stated the city's Code has 100 homes as a starting point for a HOA; and the same for a clubhouse.

Mr. Marshburn noted the Cabana has two restrooms and there is a space to congregate.

Councilmember Alexander stated with the proposed price point, there should be a club house to seat up to 50 people as deemed by staff engineering.

Dwellings

Four homes facing Hwy 42 shall be constructed with

Three sides brick

Stacked stone, stucco front façade to match community.

One-third of homes shall have a minimum of 2400 sq feet, rather than 2500 sq feet.

All homes shall have 80 percent stack/stucco/brick on their front facades.

All homes shall have a water table on three sides (excluding the rear façade).

Pedestrian Trail

A walking trail shall be installed along the periphery of the property with Pedestrian bridge over Wolf Creek and connection HWY 42

Review of walking path and pedestrian bridge by city engineer for erosion considerations

Streetlight on multiuse trail

Five (5)-foot-wide sidewalks shall be installed within the interior of the subdivision.

Security

Perimeter fence adjacent to the railroad tracks, 50 ft on each side.

Streetlights shall be installed throughout the subdivision.

Pre-application meeting conditions

Dwellings

One-third (1/3) of the one-story homes shall have a minimum of 2,400 sq. ft. of heated space, rather than the originally required 2,500 sq. ft.

The front elevation of all homes shall consist of a mixture of 50% brick or stone and hardi-plank or cementitious siding, with a brick or stone water table along both sides of the home.

Security

For security, a fence shall be installed around the back of the development, adjacent to the railroad tracks, and it shall extend by fifty feet on each side.

Flock Safety cameras shall be installed at each entrance of the subdivision.

Amenities

Two centralized mailbox banks shall be provided, with one to be located on each side of the development.

One swimming pool.

Pedestrian Trail

10-foot-wide sidewalks shall be installed along Highway 42 frontage of the subject property.

Landscaping

A minimum 24-inch landscape strip shall be maintained between the back of curb and the 4-foot sidewalk along all public streets.

Hardwood street trees shall be required throughout the entire development, not just along Highway 42.

Administrative

The subject property shall be developed in substantial conformance with the revised site plan titled "Gadson Subdivision: Site Plan," prepared by Accura Engineering and dated June 10, 2025.

The developer shall comply with all the other requirements of the approved zoning case (RZ-03-45-S), including the original Development Agreement adopted on June 14, 2004.

Motion to approve w/Conditions was made by Councilmember Alexander; seconded by Mayor Pro Tem Gantt. The motion passed unanimously 5-0.

NEW BUSINESS

11. Ordinance to Amend the Requirements for the Issuance of Occupational Tax Certificates (Business Licenses). (Citywide.)

Consideration of a new Title 9, Chapter 01, Section 260 (A) and (B), to be added to the Stockbridge Code of Ordinances to repeal and replace the existing section. The Henry County Tax Assessors' Office requested that the City create this new ordinance to prevent businesses from receiving an Occupational Tax Certificate (business license) or Regulatory License if they have not first paid their ad valorem taxes or personal property taxes.

Presented by: Uneeda Smith Sellers – Business Services Manager and Stephanie Milton, Occupational Tax Clerk

Ms. Smith-Sellers noted Ms. Milton was in attendance of a meeting initiated by the Henry County Tax Commissioner's Office where the recommendation was made to Henry County and the cities of Hampton, Locust Grove, McDonough and Stockbridge to amend their municipal code to withhold the issuance of business licenses when there are outstanding Ad Valorem or Property Taxes due to the County. Ms. Smith-Sellers noted the Tax Commissioner's Office would be responsible for submitting the delinquent business owner's information to each municipality.

Motion to approve was made by Mayor Pro Tem Gantt; seconded by Councilmember Berry. The motion passed unanimously 5-0.

12. Ordinance to Amend Chapter 5.16 Cemeteries - Section 5.16.070 Cemetery Regulations (City Stockbridge Cemetery and City Burk Cemetery) to add L - Interments or dis-interments prohibited on specified City of Stockbridge Cemetery Department holidays or any holiday/closure observed by the City of Stockbridge.
Presented by: Vanessa Holiday, City Clerk
Ms. Holiday noted the request is to update the city's municipal code with the city's holidays and office closures regarding cemetery regulations.

Motion to approve was made by Mayor Pro Tem Gantt; seconded by Councilmember Berry. The motion passed unanimously 5-0.

13. Council consideration to approve contract renewal invitation to bid (ITB) number 16RFP101216- DRR – American Tank Maintenance, LLC – Full-Service Tank Maintenance Program in the amount of \$61,419.00. Funding source is from the Water Department Budgeted Funds.
Presented by: Decius Aaron, Public Works Director
Mr. Aaron noted there are two tank maintenance facilities in the State of Georgia, and that American Tank Maintenance, LLC, who is based in Perry, GA, has a great relationship with the city, and recently saved the city money on a recent repair due to a lightning strike, and while servicing the tank, made the repair at no cost.

Motion to approve was made by Mayor Pro Tem Gantt; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

14. Council consideration to approve the renewal of the landscape maintenance services contract with Yellowstone Landscape in the amount of \$350,000.00. Funding sources are from Government Buildings Department and Amphitheater budgeted funds.
Presented by: Decius Aaron, Public Works Director
Mr. Aaron noted this request would be the final renewal with the contract expiring on September 30, 2025, and the RFP is being prepared to place out for bid.

Motion to approve was made by Councilmember Barber; seconded by Councilmember Berry.

Mr. Edmonson made a request to the City Council to Table this item to the next meeting.

Councilmember Barber rescinded the motion and made a new motion to Table the item as requested by Mr. Edmonson until he has an opportunity to review; seconded by Councilmember Berry. The motion passed unanimously 5-0.

DISCUSSION

15. Council Discussion for approval of an Ordinance to amend the Stockbridge Municipal Code Section 3.30.222 (b) Approval of Contracts and Section 3.30.223 (B) City Manager Authority, returning the spending and contracting authority to \$25,000 without City Council Approval. Staff was directed to research to compare the spending authority of the City Manager in cities of similar size and bring to the City Council at the August 11, 2025 Council meeting for discussion.
16. Council Discussion of all non-budgeted/non-essential services and expenses ceases immediately. All expenditures with or without contractual obligations greater than \$10,000 should be presented to the Governing Body for consideration of approval. That includes Events and Concerts. Mr. Milazi stated there is no dollar amount that needs to be set, noting if the funding is not approved and allocated in the budget, it does not exist and funds cannot be spent, no matter the amount; and noted on the Governing Body can authorize Budget Amendments with an identified funding source.

Councilmember Thomas exited the meeting at 9:16 p.m.

UPCOMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change or contact City Hall offices at 770-389-7900 or visit the website www.stockbridgega.org for updates.

- Planning Commission Meeting, Thursday, July 17th at 6:30 p.m. - City Hall Council Chamber - (Jul 17 cancelled)
- Ethics Committee Meeting, Wednesday, July 23rd at 6:30 p.m. – City Hall Council Chamber – (Jul 23)
- A joint public meeting will be held on Tuesday, July 29th at 11 a.m. to formally discuss project priorities and funding allocations under the proposed Floating Local Option Sales Tax (FLOST) program. Location: Henry County Administrative Building, located at 140 Henry Parkway, McDonough, GA.
- City Council Work Session Meeting, **Last Tuesday of each month, July 29th** at 6:00 p.m. - City Hall Council Chamber (Jul 29)

UPCOMING CITY EVENTS/INITIATIVES

- Food Truck Tasty Tuesdays are happening at Clark Park from 5:30 pm – 8pm. Join us for great food and lots of fun!
- Join Main Street for the Tiny Tent Concert Series Fridays from 6pm to 8pm at the Stockbridge Connection Center, 130 M L King Sr. Heritage Trail. Bring your lawn chairs. (Weather Permitting)
- Join Mayor Pro Tem Gantt for FREE Line Dance Classes on Wednesday, July 9th, July 16th, and July 30th from 6pm – 8pm at the Merle Manders Conference Center. Bring your own fan!
- Join Councilman Thomas & Councilman Berry in partnership for the monthly Bingo Bash on Wednesday, July 16th from 10am – noon at the Merle Manders Conference Center. Lots of fun to be had by all.
- Join Mayor Anthony Ford for the monthly Meet the Mayor - Monday, July 28th from 10am – noon at City Hall. Meetings are by appointment.
- The Economic Development Department host a FREE Business Health Clinic on the 2nd Thursday of every month from 9am – 12pm at the Stockbridge Connection Center 130 M L King Sr. Heritage Trail. Check the Health of Your Business with the FREE Clinic.
- Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.
- Join Councilman Thomas for the *Don't Trash Stockbridge* initiative centered around education, highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.
- Sign Up for real-time alerts about severe weather, road closures and emergencies on the Regroup App. Visit the city's website or social media pages for more information on how and where to sign up. Stay Safe!

Please contact Rosalynd Rawls to schedule an appointment for *Meet the Mayor* and for more information on Council Initiatives at 678-833-3348 or via email: rrawls@stockbridgega.org

2025 CONCERT SEASON SCHEDULE

- Saturday, July 26th – “My Girls Night” Xscape with special guest Mya.
- Saturday, August 16 & Sunday, August 17th – Stockbridge Jazz Festival hosted by Tommy Davidson, featuring David Benoit, Jazz Funk Soul, EFX Allstars, Chandra Currelley, Sonny Emory, Norman Brown, Jennifer Holliday, Karen Briggs, Eric Darius, and Keiko Matsui
- Saturday, August 29th – Parti-Gras Tour featuring Bret Michaels and Special Guests Lupe Fiasco and Chapel Hart
- Saturday, September 13th – For Lovers & Friends featuring Tank with special guest Lyfe Jennings, and Ginuwine
- Friday, September 6th & Saturday, September 7th, Southern Soul Weekend featuring King George, Tucka, West Love, Pokey Bear, TK Soul Tywaun Moore, and Tonio Armani
- Saturday, September 20th – Do the Reggae Tour 2025 featuring Ziggy Marley and Burning Spear

MAYOR'S COMMENTS

Mayor Ford referenced the MLB All Star Baseball taking place in Atlanta/Cobb County this evening and expressed the same to those who have mentored along the way; and asked everyone to support the city's concerts and events and to have an enjoyable summer.

Mayor Ford called for a motion to convene Executive Session for Personnel, Real Estate, Litigation and Cybersecurity.

Motion to convene Executive Session as stated was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to adjourn Executive Session and sign an Affidavit was made Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to reconvene the meeting was made by was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to approve a salary increase for the City Treasurer was made by Councilmember Barber; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Councilmember Alexander stated the Executive Session discussion was Personnel, Litigation and Real Estate.

Motion to adjourn the meeting at 11:40 p.m. was made by Councilmember Berry; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor



**CITY COUNCIL
SPECIAL CALLED MEETING
SUMMARY MINUTES
MONDAY, JUNE 16, 2025
4:00 P.M.**

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem LaKeisha Gantt – Dist. 1
Councilmember Alphonso Thomas – Dist. 2
Councilmember Kyle D. Berry, Sr. – Dist. 3
Councilmember Yolanda Barber – Dist. 4
Councilmember Elton Alexander – Dist. 5

Administration

Vacant, City Manager
Vanessa Holiday, City Clerk
Frank Milazi, City Treasurer/CFO
Megan McCulloch, City Attorney

Mission: Is to provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order at 4:56 p.m. by Mayor Ford.

Invocation by Mayor Ford

Pledge of Allegiance recited by all in attendance.

The City Clerk was asked to proceed with Roll Call. All the members were present except Mayor Pro Tem Gantt and Councilmember Thomas.

Motion to approve the Agenda was made by Councilmember Alexander; seconded by Councilmember Berry The motion passed unanimously 3-0.

Mayor Pro Tem Gantt joined the meeting at 5:05 p.m.

NEW BUSINESS

1. Council Consideration to approve the 2025 – 2026 Liability Insurance Policy.
Presented by: Renee Wheeler, HR Manager & Matt Simmons of Gallagher

Ms. Wheeler noted the request is to approve the pending renewal of the city's Liability Insurance Policy for the 2025 – 2026 period, and noted staff is currently conducting an audit of vehicles, and the premiums will be credited or adjusted upward based on the outcome of the audit; and noted the city must renew by June 19, 2025 to retain coverage.

Councilmember Barber expressed concerns that the request to renew was being presented to the Council for approval with only three days prior to the policy's expiration, leaving the city no choice but to approve to remain covered; and asked

if there was only one quote, or if there were other quotes for the Council to consider.

Ms. Wheeler noted Gallagher has presented one quote from Travelers Insurance for consideration; and noted there were discrepancies in the number of vehicles covered on the policy, and that the audit is necessary to verify the vehicles to be covered, and noted the bulk of the vehicles are from Public Works and the Police department.

Councilmember Alexander noted that it has been recommended that the city put the Broker Services out for solicitation every 3-5 years.

Mr. Simmons noted the plan is to renew the city's policy through December 31, 2025 and convert to a cancel/re-write to align the policy dates with the city's fiscal year effective January 1, 2026; and that upon completion of the city's inventory, there would be a credit issued or an invoice for additional premium.

Mayor Pro Tem referenced the net rate changes, noting there are items within the industry standard; and noted the employment claim activity has an increase of 46.2% and is an area the Council needs to address to find out what is driving the increase.

Councilmember Barber asked Mr. Milazi to weigh in with his recommendation on how to proceed.

Mr. Milazi noted the renewal was submitted with a \$200,000 increase in premium, and requested an explanation from the broker/carrier, and was advised that the increase was due to a discrepancy in the number of vehicles the city had on file with Travelers, and therefore recommended an audit to confirm actual numbers. Mr. Milazi noted Travelers gave an initial extension from May 19 – June 19, however, the carrier would not grant an additional extension to July 19, and does not believe that the premium amount of \$831,861 will change.

Councilmember Berry asked Ms. Wheeler what the timeline was to complete the audit. Ms. Wheeler confirmed the information would be completed by June 25th, and the results would be submitted to the governing body.

Councilman Alexander reiterated the need to present options from other brokers and carriers.

Motion to approve the renewal of the 2025-2026 Liability Insurance Policy with Travelers Insurance Company through December 31, 2025 in the amount of \$831,861.00 (annualized) or adjusted premium based on the vehicle inventory audit, and to look at options for broker services and report the audit results of the credit/increase in premium to the City Council no later than June 25, 2025 was made by Councilmember Berry; seconded by Councilmember Alexander. The motion passed unanimously 4-0.

EXECUTIVE SESSION

2. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3 (6).

Motion to convene Executive Session for Personnel, Litigation and Real Estate was made by Councilmember Alexander; Seconded by Mayor Pro Tem Gantt. The motion passed unanimously 4-0.

Motion to adjourn Executive Session and sign an Affidavit was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to reconvene the Special Called Meeting was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to announce the sole candidate for the vacant City Manager position as Emmanuel Adediran was made by Councilmember Alexander; seconded by Mayor Pro Tem Gantt. The motion passed 3-0-1 (Alexander/Berry/Gantt Approved) (Barber Abstained).

Motion to terminate the contract for Harold Young, Amphitheater Consultant due to breach of contract was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Motion to adjourn the meeting at 10:00 p.m. was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor



COUNCIL WORK SESSION MEETING SUMMARY MINUTES

July 29, 2025 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford At-Large
Mayor Pro Tem LaKeisha Gantt – Council District 1
Councilmember Alphonso Thomas – Council District 2
Councilmember Kyle D. Berry, Sr. – Council District 3
Councilmember Yolanda Barber – Council District 4
Councilmember Elton Alexander – Council District 5

Administration

Vacant – City Manager
Vanessa Holiday – City Clerk
Frank Milazi - City Treasurer
Quinton Washington – City Attorney
Megan McCullough – Associate Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford at 6:03 p.m.

Invocation by: Mr. Charles Marshall

The Pledge of Allegiance was recited by all in attendance.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present except Councilmember Thomas.

Motion to adopt the Agenda was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

PUBLIC COMMENTS

Mr. Paul Turner made comments regarding the accountability of the \$32 million-dollar 2024 budget amendment and asked for action from the city; referenced the 2022 and 2023 budget expenditures; commented on Councilmember Barber's request for records and noted she is the only member of the governing body who has not been appointed to any board or committee; and referenced additional amphitheater construction expenditures.

Ms. Marion Calhoun expressed concerns about the FY2024 \$32 million dollar budget amendment; questioned transparency of the FY2025 budget and formatting changes, specifically relating to ARPA and SPLOST accounts; and looks forward to participating in the FY2026 Budget process.

Ms. Anika Potts, Main Street Advisory Board Member, requested funding for the Alleyway Project, noting the request was initially made in 2019, along with making improvements to elevate the city's downtown district.

Mr. Willie Hopkins, Main Street Advisory Board Chair, noted the Board is committed to promoting entrepreneurship downtown, and promotes successful initiatives, such as the Tiny Tent events, and appreciates the city's ongoing support; and requested approval of the Alleyway Project.

Motion to amend the Agenda to add the Main Street Advisory Board Discussion of the Alleyway Project was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0

REVIEW OF THE MINUTES

1. Review of the July 15, 2025 Council Meeting Minutes
No Action Taken

DISCUSSION

Main Street Advisory Board – Alleyway Project

Presented by: Willie Hopkins, MSAB Chair and Gerald Sanders, Economic Development Director and Lisa Fareed, Main Street/Downtown Manager
Mr. Hopkins noted there are vital needs in the downtown district to include updates to the city's Open Container Ordinance, adding a Private Event Policy, and Reinforcing the Arts. Mr. Hopkins noted the Main Street Advisory Board is genuinely exciting and committed and is the hardest working Board in the city.

Mayor Pro Tem Gantt noted the City Council supports the development of the downtown district and had an understanding that the Alleyway Project had been approved and funded, noting the prior Main Street Manager placed a hold on the project noting there were some items that needed to be resolved.

Mr. Sanders thanked the City Council for their support of the Board and asked for clarification of the funding source to complete the Alleyway Project.

Mayor Pro Tem Gantt recommended the City Council hold a joint meeting with Main Street.

Councilmember Alexander stated the project needs to advance noting the funds are available in SPLOST V and SPLOST VI, asking the City Treasurer to confirm.

Mr. Milazi stated he would review the accounts and respond accordingly.

Mr. Edmondson, the city's future City Manager, stated that under his administration no project will be presented to the Council without a clear understanding of the funding source.

Ms. Fareed thanked the Main Street Advisory Board for their commitment to the Alleyway Project that was introduced in 2019, with an approved Resolution in 2020; noting she had been advised by the former City Manager that the funding for the project was no longer available.

Ms. Fareed noted the Alleyway Project has been included in the Main Street Action Plan, and has been advised that the City Council ranked downtown development as the #3 priority project at the Winter Retreat; however there remains no identified funding source for the project; noted there has been increased activity in the downtown district, and the City Council needs to re-evaluate the codes and ordinances, and noted there are concerns from business owners regarding the lack of enforcement of laws currently on the books, and parking issues.

Mayor Pro Tem Gantt noted that downtown parking is a premium everywhere and referenced downtown Griffin having the same issue.

Councilmember Barber noted her support of the Alleyway Project, and that the Downtown District is in District 4, and asked that any and all issues and or concerns be brought to her attention as the District Representative, and she will discuss with city staff and the City Manager; and asked that the Shipping Container Initiative for the downtown be reconsidered to increase foot traffic in the downtown area, especially during the concert seasons; and requested all city boards be included in the Council Retreats so that the boards are not working in silos, and where everyone is on the same page to review the priorities of the city.

Mr. Edmondson stated he needs to review the city's Comprehensive Plan and Master Plan to plan for strategic and smart growth.

Councilmember Berry offered his full support to Mr. Edmondson and his requests.

Councilmember Alexander stated the City Council ranked the priorities, and that staff needs to execute the plan; and noted that over 700 parking spaces are available in the downtown area, and similar to other venues in the downtown, there may be walking involved; noted a trade-off agreement with Norfolk Southern and expressed of the city's approved RSVP Plan.

Mr. Hopkins noted his membership on the Main Street Advisory Board for 5 ½ years and recommended the City Council appoint Councilmember Barber as the Board Liaison.

Councilmember Barber stated she accepts the recommendation made by Mr. Hopkins.

PRESENTATION

2. CITY MANAGER'S REPORT 2ND QUARTER 2025 - Includes: Reports from Finance, Clerk's Office, Governing Body Administration, Information Technology, Human Resources, Public Works, Community Development, Economic Development, Events, Municipal Court, Police Department, Citywide Development Authority and Youth Council.
Mayor Ford gave an overview of the Department and Board/Committee Reports, noting the department reports are available online.
3. Economic Development Presentation – SSD (Special Services District)
Presented by: Gerald Sanders, Economic Development Director, and John Ernst of Ernst Legal Group.
Mr. Sanders noted the SSD was approved by Ordinance in October 2024 and introduced Mr. John Ernst to proceed with the presentation.

Mr. Ernst noted he worked with the previous City Manager to create the SSD, a new funding tool for the city, noting grants are becoming harder to obtain, and this tool will become a funding mechanism for the city.

Mr. Ernst referenced the CID (Community Improvement District) that was also proposed to the city, noting the CID is controlled by the business owners, not the city, and the City Council would need to decide which would be the priority project, noting the SSD can be done in layers, unlike a CID, and with the SSD the city chooses the properties, and does not recommend a CID and SSD at the same time, noting there are two different services.

Mayor Ford stated the city would not want to overtax business owners.

Councilmember Barber asked Mr. Edmondson if he has had an opportunity to review the SSD.

Mr. Edmondson confirmed that he has reviewed the SSD, and recommends approval, noting the SSD was approved by the City Council in October, however, the map needs to be approved to complete the file.

OLD BUSINESS

4. Council Consideration to approve the SSD (Special Services District) map.
Presented by: Gerald Sanders, Economic Development Director
Motion to approve was made by Councilmember Barber; seconded by Mayor Pro Tem Gantt. The motion passed unanimously 4-0.

NEW BUSINESS

5. Council Consideration to fill a vacancy and appoint a member to the Main Street Advisory Board and fill the remainder of the term.
Presented by: Megan McCulloch, Associate Attorney
Associate attorney noted the Main Street Advisory Board has received an application from Mr. Jaylan Holman to fill a vacancy on the Board; and noted the background was satisfied, one application, and the Board and Economic Development Staff recommend approval.

Motion to appoint Jaylan Holman to fill an unexpired term on the Main Street Advisory Board through December 31, 2027 was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 4-0.

6. TEXT AMENDMENT CASE #TX-2025-01 (Council District 4. FIRST READING

Council consideration of a text amendment to amend Title 12 (Unified Development Code), Section 2.5.3 (e) and Section 2.5.3 (f) of the City of Stockbridge Code of Ordinances relating to the Downtown Village (DT) Overlay District, so as to add certain uses to the list of "Special Uses" requiring a Special Use Permit, and to remove certain uses from the list of prohibited uses to allow them to now be permitted uses, provided that certain requirements are met; to provide for severability; to repeal conflicting ordinances; to provide an effective date; and for other purposes.

Presented by: Ryan Anderson, Community Development Director
Councilmember Alexander asked what prompted the Text Amendment.

Mr. Anderson stated that the amendment would be needed in order to facilitate the proposed 3-acre project across from City Hall and is being brought forward by Community Development.

Mayor Pro Tem Gantt exited the meeting at 7:24 p.m.

Mr. Anderson noted the city's United Development Code (UDC) was approved in March 2022, and this request is the 5th Text Amendment during his tenure, and noted the PMU was recently amended to allow for certain uses with a Special Use Permit to give the Council more discretion of developments that come to the city.

Mr. Anderson presented the Map, and the Purpose of the Downtown Village Overlay District, along with the regulations; noting there are current conflicts that need to be addressed with this text amendment.

Mr. Anderson presented the Permitted Uses, Special Uses, and Temporary Uses in the Downtown Overlay District; and presented the Prohibited Uses in the Downtown Overlay District.

Mr. Anderson presented the Proposed Changes in the Text Amendment noting the proposes changes would add certain uses to the list of "Special Uses" requiring a Special Use Permit; and removing certain uses from the list of Prohibited Uses and allow them to now be Permitted Uses, provided that certain requirements are met.

Mr. Anderson reviewed the reason for the Proposed Changes are due to interested businesses locating in the Downtown Overlay District, but are not currently allowed, and the proposed action is to remove and replace Section 2.5.3(E) and Section 2.5.3(F).

Councilmember Barber noted she does not support Staff Administrative Approval and requested (h) to be removed.

Mr. Anderson confirmed.

Councilmember Alexander stated that all the city's current distance requirement prohibitions need to remain in place, and recommended the city update the Sign Ordinance using the Amphitheater signage as a template.

Mr. Anderson confirmed, and noted an RFP was being prepared for a UDC Update, not a full re-write, and would work on the Sign Ordinance as well; and noted the City Council will vote on this Text Amendment following the Second Reading at the August 11, 2025 meeting.

7. TEXT AMENDMENT CASE #TX-2025-02. (Citywide.) FIRST READING
Council consideration of a text amendment for Personal Care Homes to replace Sections 3.2.28 and 3.2.29 in Chapter 3 of the Stockbridge Unified Development Code (UDC) to create a new section to combine, revise, and augment the provisions, standards, licensing, regulations, and oversight for Personal Care Homes; to amend Chapter 9.70 within Title 9 of the Stockbridge Code of Ordinances to add a new section which allows for the provisions, standards, licensing, regulation, and oversight of Personal Care Homes (as are distinguished from day care centers, family day care centers, and group day care homes) within the City of Stockbridge; to establish supplemental use standards for Personal Care Homes for one to six unrelated adults; to identify zoning districts where such uses are permitted by Special Use Permit; to establish compliance, operational, and development standards; to amend the Home Occupation section; and for other purposes. Currently, the City of Stockbridge has no mechanism for licensing and regulating Personal Care Homes.

Presented by: Ryan Anderson, Community Development Director

Mr. Anderson noted the Business License Department is governed by two documents: The Unified Development Code and the Code of Ordinances, and that there is currently conflict with regard to Personal Care Homes whereas the UDC allows; however, the Code of Ordinances does not allow the Business License Department to issue the Business License.

Mr. Anderson noted the Text Amendment request is to amend the Code of Ordinances to establish Supplemental Use Standards for Personal Care Homes for one to six adults; to identify Zoning Districts where such uses are permitted by Special Use Permit; and to establish Compliance, Operational, and Development Standards; and for other purposes; and asked the City Council to approve the request to remove the conflict.

Councilmember Alexander noted his support of the newly opened business A New Well located on Rock Quarry Rd., noting the business is a stand-alone facility, and is not located in a residential area.

Mr. Anderson reviewed the Regulations for Personal Care Homes, and noted the city's Code needs to be corrected; and stated that per State law, the last adopted code, the UDC that was adopted in 2022 prevails; and also stated that a Special Use Permit would still be required and approved by the City Council.

Councilmember Barber offered her support of the request and asked if there was a distance requirement.

Mr. Anderson stated the Distance Requirement will be recommended at 4,500 feet; and noted the State Law has stringent requirements, and the City will also require flock cameras for security, and that the location be on a minimum of one acre.

Councilmember Berry asked about the difference/conflict in the Code.

Mr. Anderson attributed the difference to Scribner's Error, an oversight when the UDC was updated in 2022.

Councilmember Alexander questioned placing a commercial business within a residential neighborhood.

Mr. Anderson noted daycare centers are allowed in subdivisions; however, Personal Care Homes must be single-family detached homes that are not located in a subdivision and reiterated that the request will still require a Special Use Permit approved by the City Council.

Councilmember Barber noted District 4 received the largest number of new residents when the city annexed more than 6,000 residents, and that the applicant purchased the home prior to the annexation when the property was located in unincorporated Henry County and has been waiting for the City to bring the matter to the City Council for more than a year.

Mr. Anderson noted this request is the First Reading, and that the item will be presented to the City Council for the Second Reading during the August 11th meeting for a vote.

8. CITY OF STOCKBRIDGE SHORT-TERM WORK PROGRAM / CAPITAL IMPROVEMENT ELEMENT (STWP/CIE) FOR 2026-2030. (Citywide.) Council Consideration to authorize Mayor Ford's signature on a letter to transmit the City of Stockbridge 2026-2030 STWP/CIE (Short-Term Work Program/Capital Improvement Element) to the Atlanta Regional Commission (ARC).

Presented by: Ryan Anderson, Community Development Director

Mr. Anderson noted the Short-Term Work Program/Capital Improvement Element (STWP/CIE) for 2026-2030 is the city's Wish List of projects of approximately \$89 million dollars, and includes proposed funding sources, and completed projects. Mr. Anderson noted the first step each year is to

submit an updated Transmittal Letter to the DCA (Department of /community Affairs) signed by the Mayor and Resolution. The DCA will provide feedback, and staff will adjust/amend the report based on recommendations from the DCA and submit the updated report to the City Council for approval.

Councilmember Alexander referenced the \$10 million dollars allocated for the Community Center, and noted the project was ranked #1 on the priority list of projects by the City Council during the Retreat earlier this year.

Motion to approve was made by Councilmember Alexander; seconded by Councilmember Berry. The motion passed unanimously 3-0.

9. Council consideration for approving a forfeited vehicle to be added to the Police Department fleet in order to enhance police operations.
Presented by: Richard Godfrey, Assistant Police Chief
Asst. Chief Godfrey noted the city's Police Department is in receipt of a forfeited vehicle and is requesting to add the vehicle to the fleet for covert operations.

Motion to approve was made by Councilmember Barber; seconded by Councilmember Berry. The motion passed unanimously 3-0.

10. Council consideration to approve an emergency procurement exception increasing the Stockbridge Police Department's FY2025 spending authority with Legacy Ford to an amount not to exceed \$95,000. This authorization is necessary to cover \$22,955.69 in outstanding invoices and \$21,000 in projected vehicle maintenance costs over the next 60 days while a competitive Request for Proposals (RFP) is finalized.
Presented by: Frank Trammer, Police Chief
Chief Trammer noted the city's Procurement Code Motion caps at \$50,000 and the city's Police Department maintenance averages approximately \$10,500 per month utilizing Legacy Ford for repairs and maintenance; and noted the Police Department and Public Works Department is working with Procurement to create a citywide RFP for Fleet Services.

Councilmember Berry noted the approval would extend the services for 60 days.

Mr. Milazi noted the city's Public Works Department is working on bringing Fleet Services in-house, citywide, noting the full operations may not be in full effect until mid-year 2026.

Motion to approve a 60-day extension for fleet maintenance services, and to prepare a citywide Fleet Maintenance RFP was made by Councilmember Berry; seconded by Councilmember Barber. The motion passed unanimously 3-0.

COMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change or contact City Hall offices at 770-389-7900 or visit the website www.stockbridgega.org for updates.

- Youth Council Meeting, Monday, August 4th at 6:30 p.m. – City Hall Levi Room
- Citizens Police Advisory Council – Meetings are held on the first Thursday of each month in the Stockbridge PD Community Room at 6:30 p.m. (Aug 7)
- Main Street Advisory Board – Meetings are held on the second Friday of each month at the Downtown Connection Center 130 M L King Sr. Heritage Trail at 9:00 a.m. (Aug 8)
- The first Millage Rate Public Hearing previously set for Monday, August 4th has been rescheduled for Monday, August 11th at 10:00 a.m. and the Second Millage Rate Public Hearing will also take place on August 4th at 6:30 p.m.– City Hall Council Chamber (Aug 11)
- The City Council Meeting held on the second Monday of each month will convene at a special time of 7:00 p.m. following the Millage Rate Public Hearing – City Hall Council Chamber (Aug 11)
- Citywide Development Authority – Meetings are held on the second Tuesday of each month (unless otherwise noted) in the Levi Room at 6:00 p.m. (Aug 12)
- Community Zoning Information Meeting – Wednesday, August 13th in the City Hall Council Chamber at 6:00 p.m. (Aug 13)
- The Third and Final Millage Rate Public Hearing and Adoption has been rescheduled and will take place on Monday, August 18th at 10:00 a.m. – City Hall Council Chamber (Aug 18)
- Downtown Development Authority – Meetings are held on the third Tuesday of each month at the Downtown Connection Center 130 M L King Sr. Heritage Trail at 6:00 p.m. (Aug 19)
- Youth Council Advisory Committee – Meetings are held on the third Tuesday of each month – City Hall Levi Room at 6:30 p.m. (Aug 19)
- Planning Commission – Meetings are held on the third Thursday of each month at City Hall in the Council Chamber at 6:30 p.m. (Aug 21)
- City Council Work Session – Meeting is held on the Last Tuesday of each month at City Hall in the Council Chamber (Aug 26)

UPCOMING CITY EVENTS/INITIATIVES

- Join Main Street for the Tiny Tent Concert Series Fridays from 6pm to 8pm at the Stockbridge Connection Center, 130 M L King Sr. Heritage Trail. Bring your lawn chairs. (Weather Permitting)
- Join Mayor Pro Tem Gantt for FREE Line Dance Class on Wednesday, July 30th from 6pm – 8pm at the Merle Manders Conference Center. Bring your own fan!
- Join Councilman Thomas & Councilman Berry in partnership for the monthly Bingo Bash on Wednesday, August 20th from 10am – noon at the Merle Manders Conference Center. Lots of fun to be had by all.
- Join Mayor Anthony Ford for the monthly Meet the Mayor - Monday, August 25th from 10am – noon at City Hall. Meetings are by appointment.

- The Economic Development Department host a FREE Business Health Clinic on the 2nd Thursday of every month from 9am – 12pm at the Stockbridge Connection Center 130 M L King Sr. Heritage Trail. Check the Health of Your Business with the FREE Clinic.
- Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.
- Join Councilman Thomas for the Don't Trash Stockbridge initiative centered around education, highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.
- Sign Up for real-time alerts about severe weather, road closures and emergencies on the Regroup App. Visit the city's website or social media pages for more information on how and where to sign up. Stay Safe!
- Municipal Election Qualifying takes place Monday August 18 – Friday August 22 from 8:30am to 4:30pm (closed from 12-1). More information is available on the City Clerk's Department page on the city's website at www.stockbridgega.org

Please contact Rosalynd Rawls to schedule an appointment for Meet the Mayor and for more information on Council Initiatives at 678-833-3348 or via email: rrawls@stockbridgega.org

2025 CONCERT SEASON SCHEDULE

- Saturday, August 16 – Stockbridge Jazz Festival hosted by Tommy Davidson, featuring David Benoit, Jazz Funk Soul, EFX Allstars, Chandra Currelley, Sonny Emory, Norman Brown, Jennifer Holliday, Karen Briggs, Eric Darius, and Keiko Matsui
- Saturday, August 30th – Jimmy Jam and Terry Lewis celebrating 40 years of iconic music featuring performances by Reuben Studdard, Deborah Cox, MC Lyfe, Jordan Knight, Yolanda Adams, Chante Moore, Morris Day & Jerome Benton, Cherrelle, and Ann Nesby
- Saturday, September 13th – For Lovers & Friends featuring Tank with special guest Lyfe Jennings, and Ginuwine
- Friday, September 6th & Saturday, September 7th, Southern Soul Weekend featuring King George, Tucka, West Love, Pokey Bear, TK Soul Tywaun Moore, and Tonio Armani
- Saturday, September 20th – Do the Reggae Tour 2025 featuring Ziggy Marley and Burning Spear

MAYOR'S COMMENTS

Mayor Ford noted the city has opened a Cooling Station at the Merle Manders Conference Center on Tuesday, July 29th, Wednesday, July 30th and Thursday, July 31st from 7am – 5pm offering free water and ice to relief those residents in need from the heat; noted Henry County Schools begin Thursday, July 31st and to be careful of the students.

Motion to convene Executive Session for Personnel, Real Estate, Litigation and Cybersecurity was made by Councilmember Berry; seconded by Councilmember Barber. The motion passed unanimously 3-0.

Motion to adjourn Executive Session and sign an Affidavit with no action was made by Councilmember Berry; seconded by Councilmember Alexander. The motion passed unanimously 3-0.

The meeting adjourned at 9:30 p.m.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor



City of Stockbridge

AGENDA ITEM

MEETING DATE

JULY 29, 2025

FUNDING SOURCE

- ☐ RESOLUTION
- ☒ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Community Development Staff

DEPARTMENT:

Community Development

ITEM/PROJECT/EVENT:

Consideration of an Ordinance to Amend Title 12, Section 2.5.3(E) and Section 2.5.3.(F) for the Downtown Village Overlay District to Add Certain "Special Uses" and to Remove Certain Prohibited Uses.

BACKGROUND INFORMATION:

The Staff has determined that certain "Special Uses" should be allowed, and not prohibited, in the Downtown Village Overlay District in the same manner as in the Parkway Mixed-Use (PMU) Overlay District, provided that a Special Use Permit is first approved. These uses include gas stations and related minor auto uses, as well as drive-through establishments such as restaurants, take-out establishments, banks, and pharmacies.

APPROVALS: CITY MANAGER

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

Ordinance to Amend and Add to the Downtown Village Overlay District regulations in the UDC.

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

APPROVAL AND ADOPTION.

Staff Signature_____

TX-2025-01

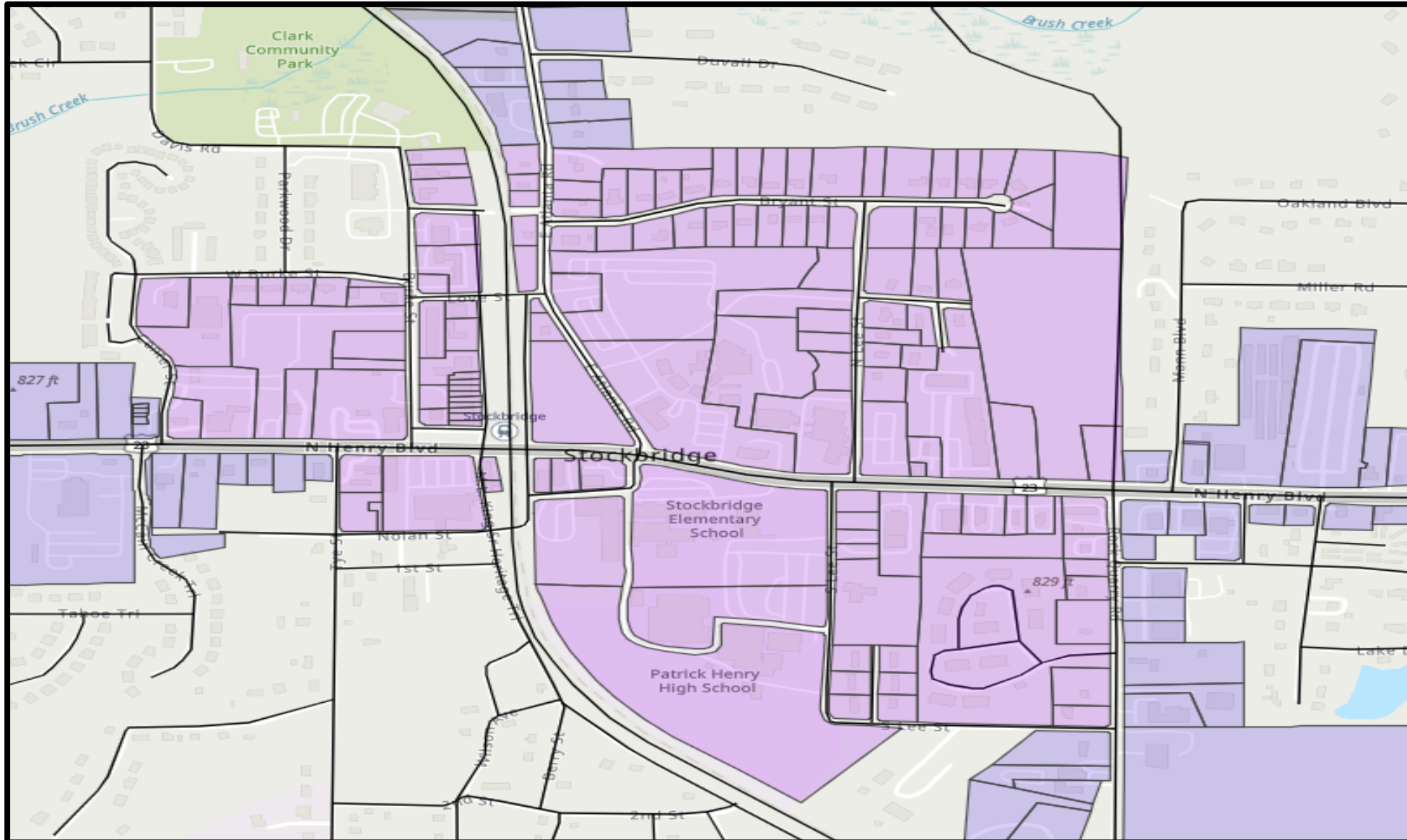


TEXT AMENDMENT CASE #TX-2025-01
FOR THE
DOWNTOWN VILLAGE OVERLAY DISTRICT

CITY COUNCIL WORK SESSION MEETING
JULY 29, 2025

CITY OF STOCKBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION

MAP OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT (DTV Shown in Lilac; PMU Shown in Lavender)



LOCATION AND APPLICABILITY OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT (From Section 2.5.3(A) and Section 2.5.3(C) of the UDC)

LOCATION OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT:

- ~ **Mainly consists of the Historic City of Stockbridge area.**
- ~ **Also includes some adjacent parcels.**

APPLICABILITY OF REGULATIONS:

- ~ **The DTV Overlay District regulations “shall take precedence over the regulations of all other districts, including the base zoning districts and any other type of overlay district.”**
- ~ **“The requirements of this district are not intended to apply to existing single-family residences.”**

PURPOSES OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT

(From Section 2.5.3 of the UDC)

PURPOSES:

- 1. To recognize and affirm the function of the existing traditional downtown as the central focus of commercial, artisan, and civic activities within the community.**
- 2. To allow the existing downtown to flourish, intensify, and expand wherever it may be appropriate, in a manner that is consistent with its traditional character.**
- 3. To provide a local retail, service, artisan and civic center for the community.**

CURRENT REGULATIONS FOR THE DOWNTOWN VILLAGE OVERLAY DISTRICT

FROM SECTION 2.5.3 OF THE U.D.C.

PERMITTED USES IN THE DTV OVERLAY DISTRICT **(From Section 2.5.3(D) of the UDC)**

PERMITTED USES:

- 1. All permitted uses as provided within the Downtown (DT) District.**
- 2. Residential units which are located on upper floors above and/or to the rear of commercial and/or office uses.**

SPECIAL USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(E) of the UDC)

SPECIAL USES:

- 1. All special uses as provided in the Downtown (DT) District.**
- 2. Bed and breakfast establishments.**
- 3. Multi-family residential buildings.**
- 4. Passenger depots and transit shelters.**
- 5. Single-family residences. (NOTE: The regulations of this district do not apply to existing single-family residences.)**

TEMPORARY USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(G) of the UDC)

TEMPORARY USES:

- 1. Carnivals, fairs, and other similar activities of a temporary nature.**
- 2. Food trucks and similar temporary vendors.**
- 3. Outdoor recreational and/or educational opportunities.**
- 4. Sidewalk sales.**

PROHIBITED USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(F) of the UDC)

PROHIBITED USES:

- 1. Adult entertainment establishments.**
- 2. Boarding and rooming homes.**
- 3. Catering establishments.**
- 4. Child and adult day care centers.**
- 5. Consignment and thrift stores.**
- 6. Family day care homes.**
- 7. Payday loan, title loans, money cash exchanges.**
- 8. Places of worship.**
- 9. Public and private schools and related facilities.**
- 10. Restaurants with drive-through facilities and/or windows.**
- 11. Tobacco and vape shops.**
- 12. Tattoo and piercing studios.**
- 13. Extended stay.**

**PROPOSED CHANGES
VIA TX-2025-01**

BY THE PLANNING AND ZONING STAFF

PROPOSED CHANGES VIA TX-2025-01

PURPOSES OF TX-2025-01—To amend Title 12 of the UDC, Section 2.5.3(E) and Section 2.5.3(F) for the Downtown Village (DTV) Overlay District, to accomplish the following:

- 1. Add certain uses to the list of “Special Uses” requiring a Special Use Permit.**
- 2. Remove certain uses from the list of Prohibited Uses and allow them to now be Permitted Uses, provided that certain requirements are met.**

REASONS FOR PROPOSING TX-2025-01:

- 1. Businesses are interested in locating certain uses in the DTV Overlay District, but they are not currently allowed.**
- 2. Such uses are already allowed within the adjacent PMU Overlay District along North Henry Boulevard.**

PROPOSED ACTIONS: Remove and replace the existing Section 2.5.3(E) and Section 2.5.3(F).

“SPECIAL USES” TO BE ADDED TO DTV OVERLAY DISTRICT

“SPECIAL USES” TO BE ADDED, WITH AN APPROVED SPECIAL USE PERMIT:

- 1. Gasoline Stations, Minor Automotive Service/Repair/Maintenance Centers, Car Washes, Convenience Stores, and Other Associated Uses. NOTE: These uses are already allowed in the DTV Overlay District, but now they would require a Special Use Permit.**
- 2. Restaurants, take-out establishments, banks, and pharmacies with drive-through facilities and/or windows.**
- 3. Other Special Uses, to be determined by the Community Development Director.**

PROPOSED LIST OF “SPECIAL USES” TO BE ALLOWED IN THE DTV OVERLAY DISTRICT, WITH A SPECIAL USE PERMIT (NEW SPECIAL USES APPEAR IN RED)

- a. All Special Uses as provided in the Downtown (DT) District.**
- b. Bed and breakfast establishments.**
- c. Gasoline Stations, Minor Automotive Service/Repair/Maintenance Centers, Car Washes, Convenience Stores, and Other Associated Uses. NOTE: These uses are already allowed in the DTV Overlay District, but now they would require a Special Use Permit.**
- d. Multi-family residential buildings.**
- e. Passenger depots and transit shelters.**
- f. Restaurants, take-out establishments, banks, and pharmacies with drive-through facilities and/or windows.**
- g. Single-family residences.**
- h. Other Special Uses, to be determined by the Community Development Director.**

LIST OF REQUIREMENTS FOR “SPECIAL USES”, UNCHANGED (Slide #1)

- a. A Special Use must be located on a property which has frontage on either a collector or an arterial road, as is classified by the Georgia Department of Transportation or the Henry County Department of Transportation.**
- b. The property must have a base zoning district which allows such uses.**
- c. All property design standards of the base zoning district must be met.**
- d. Any existing non-conforming structures may not be enlarged.**
- e. Building facades for both primary and accessory structures must be constructed of brick on all sides.**

LIST OF REQUIREMENTS FOR “SPECIAL USES”, UNCHANGED (Slide #2)

- f. At gasoline stations, an equal number of electric charging stations as gas pumps must be provided on the site, and covered canopies must be provided over gas pumps and electric charging stations.**
- g. An acceptable means of access and internal circulation must be provided, to be determined by the Fire Marshal.**
- h. The required number of parking spaces must be provided.**
- i. The required buffers must be provided.**
- j. Other special requirements, to be determined by the Community Development Director.**

PROPOSED LIST OF PROHIBITED USES IN THE DOWNTOWN VILLAGE OVERLAY DISTRICT

- 1. Adult entertainment establishments.**
- 2. Boarding and rooming homes.**
- 3. Catering establishments.**
- 4. Child and adult day care centers.**
- 5. Consignment and thrift stores.**
- 6. Family day care homes.**
- 7. Payday loan, title loan, and money cash exchange establishments.**
- 8. Places of worship.**
- 9. Public and private schools and related facilities.**
- 10. Tobacco and vape shops.**
- 11. Tattoo and piercing studios.**
- 12. Extended stay motels and hotels.**
- 13. Personal care homes. (To be added since #4 and #6 are already listed.)**

**STAFF RECOMMENDATION
FOR TX-2025-01:**

APPROVAL.

TX-2025-01

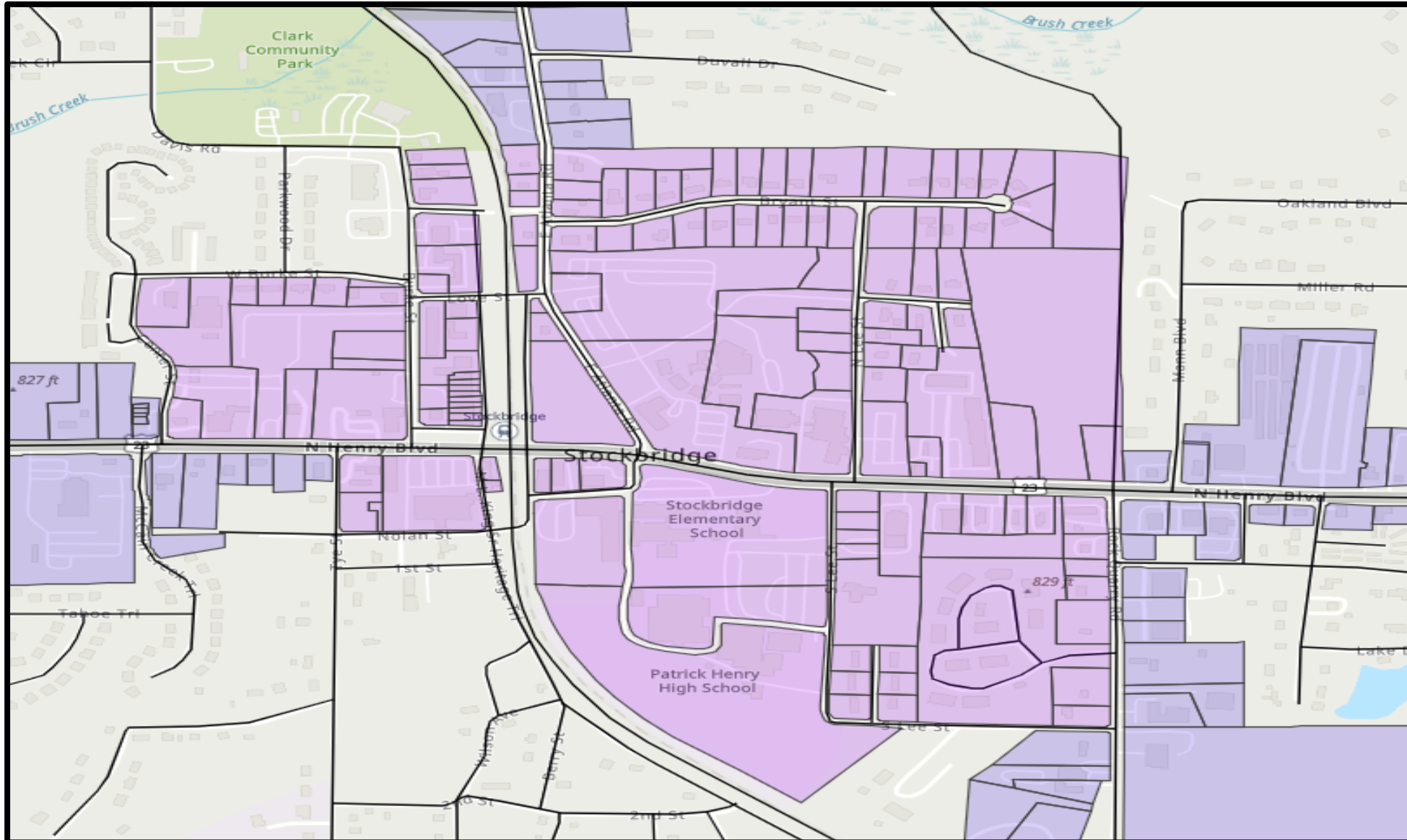


TEXT AMENDMENT CASE #TX-2025-01
FOR THE
DOWNTOWN VILLAGE OVERLAY DISTRICT

CITY COUNCIL REGULAR MEETING—
AUGUST 11, 2025

CITY OF STOCKBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION

MAP OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT (DTV Shown in Lilac; PMU Shown in Lavender)



LOCATION AND APPLICABILITY OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT (From Section 2.5.3(A) and Section 2.5.3(C) of the UDC)

LOCATION OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT:

- ~ **Mainly consists of the Historic City of Stockbridge area.**
- ~ **Also includes some adjacent parcels.**

APPLICABILITY OF REGULATIONS:

- ~ **The DTV Overlay District regulations “shall take precedence over the regulations of all other districts, including the base zoning districts and any other type of overlay district.”**
- ~ **“The requirements of this district are not intended to apply to existing single-family residences.”**

PURPOSES OF THE DOWNTOWN VILLAGE OVERLAY DISTRICT

(From Section 2.5.3 of the UDC)

PURPOSES:

- 1. To recognize and affirm the function of the existing traditional downtown as the central focus of commercial, artisan, and civic activities within the community.**
- 2. To allow the existing downtown to flourish, intensify, and expand wherever it may be appropriate, in a manner that is consistent with its traditional character.**
- 3. To provide a local retail, service, artisan and civic center for the community.**

CURRENT REGULATIONS FOR THE DOWNTOWN VILLAGE OVERLAY DISTRICT

FROM SECTION 2.5.3 OF THE U.D.C.

PERMITTED USES IN THE DTV OVERLAY DISTRICT **(From Section 2.5.3(D) of the UDC)**

PERMITTED USES:

- 1. All permitted uses as provided within the Downtown (DT) District.**
- 2. Residential units which are located on upper floors above and/or to the rear of commercial and/or office uses.**

SPECIAL USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(E) of the UDC)

SPECIAL USES:

- 1. All special uses as provided in the Downtown (DT) District.**
- 2. Bed and breakfast establishments.**
- 3. Multi-family residential buildings.**
- 4. Passenger depots and transit shelters.**
- 5. Single-family residences. (NOTE: The regulations of this district do not apply to existing single-family residences.)**

TEMPORARY USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(G) of the UDC)

TEMPORARY USES:

- 1. Carnivals, fairs, and other similar activities of a temporary nature.**
- 2. Food trucks and similar temporary vendors.**
- 3. Outdoor recreational and/or educational opportunities.**
- 4. Sidewalk sales.**

PROHIBITED USES IN THE DTV OVERLAY DISTRICT

(From Section 2.5.3(F) of the UDC)

PROHIBITED USES:

- 1. Adult entertainment establishments.**
- 2. Boarding and rooming homes.**
- 3. Catering establishments.**
- 4. Child and adult day care centers.**
- 5. Consignment and thrift stores.**
- 6. Family day care homes.**
- 7. Payday loan, title loans, money cash exchanges.**
- 8. Places of worship.**
- 9. Public and private schools and related facilities.**
- 10. Restaurants with drive-through facilities and/or windows.**
- 11. Tobacco and vape shops.**
- 12. Tattoo and piercing studios.**
- 13. Extended stay.**

**PROPOSED CHANGES
VIA TX-2025-01**

BY THE PLANNING AND ZONING STAFF

PROPOSED CHANGES VIA TX-2025-01

PURPOSES OF TX-2025-01—To amend Title 12 of the UDC, Section 2.5.3(E) and Section 2.5.3(F) for the Downtown Village (DTV) Overlay District, to accomplish the following:

- 1. Add certain uses to the list of “Special Uses” requiring a Special Use Permit.**
- 2. Remove certain uses from the list of Prohibited Uses and allow them to now be Permitted Uses, provided that certain requirements are met.**

REASONS FOR PROPOSING TX-2025-01:

- 1. Businesses are interested in locating certain uses in the DTV Overlay District, but they are not currently allowed.**
- 2. Such uses are already allowed within the adjacent PMU Overlay District along North Henry Boulevard.**

PROPOSED ACTIONS: Remove and replace the existing Section 2.5.3(E) and Section 2.5.3(F).

“SPECIAL USES” TO BE ADDED TO DTV OVERLAY DISTRICT

“SPECIAL USES” TO BE ADDED, WITH AN APPROVED SPECIAL USE PERMIT:

- 1. Gasoline Stations, Minor Automotive Service/Repair/Maintenance Centers, Car Washes, Convenience Stores, and Other Associated Uses. NOTE: These uses are already allowed in the DTV Overlay District, but now they would require a Special Use Permit.**
- 2. Restaurants, take-out establishments, banks, and pharmacies with drive-through facilities and/or windows.**

PROPOSED LIST OF “SPECIAL USES” TO BE ALLOWED IN THE DTV OVERLAY DISTRICT, WITH A SPECIAL USE PERMIT (NEW SPECIAL USES APPEAR IN RED)

- a. All Special Uses as provided in the Downtown (DT) District.**
- b. Bed and breakfast establishments.**
- c. Gasoline Stations, Minor Automotive Service/Repair/Maintenance Centers, Car Washes, Convenience Stores, and Other Associated Uses. NOTE: These uses are already allowed in the DTV Overlay District, but now they would require a Special Use Permit.**
- d. Multi-family residential buildings.**
- e. Passenger depots and transit shelters.**
- f. Restaurants, take-out establishments, banks, and pharmacies with drive-through facilities and/or windows.**
- g. Single-family residences.**

LIST OF REQUIREMENTS FOR “SPECIAL USES”, UNCHANGED (Slide #1)

- a. A Special Use must be located on a property which has frontage on either a collector or an arterial road, as is classified by the Georgia Department of Transportation or the Henry County Department of Transportation.**
- b. The property must have a base zoning district which allows such uses.**
- c. All property design standards of the base zoning district must be met.**
- d. Any existing non-conforming structures may not be enlarged.**
- e. Building facades for both primary and accessory structures must be constructed of brick on all sides.**

LIST OF REQUIREMENTS FOR “SPECIAL USES”, UNCHANGED (Slide #2)

- f. At gasoline stations, an equal number of electric charging stations as gas pumps must be provided on the site, and covered canopies must be provided over gas pumps and electric charging stations.**
- g. An acceptable means of access and internal circulation must be provided, to be determined by the Fire Marshal.**
- h. The required number of parking spaces must be provided.**
- i. The required buffers must be provided.**

PROPOSED LIST OF PROHIBITED USES IN THE DOWNTOWN VILLAGE OVERLAY DISTRICT

- 1. Adult entertainment establishments.**
- 2. Boarding and rooming homes.**
- 3. Catering establishments.**
- 4. Child and adult day care centers.**
- 5. Consignment and thrift stores.**
- 6. Family day care homes.**
- 7. Payday loan, title loan, and money cash exchange establishments.**
- 8. Places of worship.**
- 9. Public and private schools and related facilities.**
- 10. Tobacco and vape shops.**
- 11. Tattoo and piercing studios.**
- 12. Extended stay motels and hotels.**
- 13. Personal care homes. (To be added since #4 and #6 are already listed.)**

**STAFF RECOMMENDATION
FOR TX-2025-01:**

APPROVAL.

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

ORDINANCE NO. TX-2025-01

AN ORDINANCE TO AMEND TITLE 12 (UNIFIED DEVELOPMENT CODE), SECTION 2.5.3(E) AND SECTION 2.5.3(F), OF THE CODE OF ORDINANCES, CITY OF STOCKBRIDGE, GEORGIA RELATING TO THE DOWNTOWN VILLAGE (DT) OVERLAY DISTRICT, SO AS TO ADD CERTAIN USES TO THE LIST OF “SPECIAL USES” REQUIRING A SPECIAL USE PERMIT, AND TO REMOVE CERTAIN USES FROM THE LIST OF PROHIBITED USES AND ALLOW THEM TO NOW BE PERMITTED USES, PROVIDED THAT CERTAIN REQUIREMENTS ARE MET; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

SECTION 1. Ordinance. That Title 12, Section 2.5.2(E) and Section 2.5.3(F) of the current Stockbridge Code be deleted, and that new Title 12, Section 2.5.3(E) and Section 2.5.3(F) be added to the Code of Ordinances, City of Stockbridge, Georgia, so as to read as follows:

E. Special Uses. Certain “Special Uses” may be located in the Downtown Village Overlay District, provided that they are first approved via a Special Use Permit and that they meet other specified requirements. Section E(1) below provides the list of “Special Uses” which may be located in the Downtown Village Overlay District, and Section E(2) below provides the list of requirements for those Special Uses.

1. List of Special Uses.

- a. All Special Uses as provided in the Downtown (DT) District.
- b. Bed and breakfast establishments.
- c. Gasoline Stations, Minor Automotive Service/Repair/Maintenance Centers, Car Washes, Convenience Stores, and Other Associated Uses.
- d. Multi-family residential buildings.
- e. Passenger depots and transit shelters.
- f. Restaurants, take-out establishments, banks, and pharmacies with drive-through facilities and/or windows.
- g. Single-family residences.
- h. Other Special Uses, to be determined by the Community Development Director.

2. List of Requirements for Special Uses

- a. A Special Use must be located on a property which has frontage on either a collector or an arterial road, as is classified by the Georgia Department of Transportation or the Henry County Department of Transportation.
- b. The property must have a base zoning district which allows such uses.
- c. All property design standards of the base zoning district must be met.
- d. Any existing non-conforming structures may not be enlarged.
- e. Building facades for both primary and accessory structures must be constructed of brick on all sides.
- f. At gasoline stations, an equal number of electric charging stations as gas pumps must be provided on the site, and covered canopies must be provided over gas pumps and electric charging stations.
- g. An acceptable means of access and internal circulation must be provided, to be determined by the Fire Marshal.
- h. The required number of parking spaces must be provided.
- i. The required buffers must be provided.
- j. Other special requirements, to be determined by the Community Development Director.

F. Prohibited Uses. The following uses are prohibited in the Downtown Village Overlay District:

1. Adult entertainment establishments.
2. Boarding and rooming homes.
3. Catering establishments.
4. Child and adult day care centers.
5. Consignment and thrift stores.
6. Family day care homes.
7. Payday loan, title loan, and money cash exchange establishments.
8. Places of worship.
9. Public and private schools and related facilities.
10. Tobacco and vape shops.
11. Tattoo and piercing studios.
12. Extended stay motels and hotels.
13. Personal care homes.

SECTION 2. Repeal. The existing Title 12, Section 2.5.3(E) and Section 2.5.3(F) are hereby repealed. From the Code of Ordinances, City of Stockbridge, Georgia. All ordinances in conflict with this Ordinance are repealed, except as otherwise provided herein.

SECTION 3. Intention of the Governing Body. It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall be come and be made

a part of the Code of Ordinances, City of Stockbridge, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention.

SECTION 4. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to enact this Ordinance.

SECTION 5. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 6. Authority to Amend. The City Attorney is granted authority to amend or correct this Ordinance, with the express consent of the City Council, to reflect the intent of the Council and ensure compliance with applicable laws.

SECTION 7. Effective Date. This ordinance becomes effective immediately upon adoption and recording by the City Clerk.

ANTHONY S. FORD, Mayor

SO ORDAINED this ____ day of _____, 2024.

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

QUINTON G. WASHINGTON, City Attorney



City of Stockbridge

AGENDA ITEM

MEETING DATE

JULY 29, 2025

FUNDING SOURCE

- ☐ RESOLUTION
- ☒ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Community Development Staff

DEPARTMENT:

Community Development

ITEM/PROJECT/EVENT:

Text Amendment Case #TX-2025-02. Ordinance to Amend the City Code of Ordinances to establish Standards for Personal Care Homes for One to Six Residents. The standards would be used in granting special use permits and business licenses for personal care homes, and for regulating them. The ordinance would amend the City Code to resolve the conflict between the UDC, which allows personal care homes, and the City Code, which does not, as it relates to the issuance of business license for personal care homes.

BACKGROUND INFORMATION:

Although the UDC currently allows for personal care homes in Sections 3.2.28 and 3.2.29, Title 9 of Municode does not, so this represents a conflict because there is no current means for regulating personal care homes. Special Use Permit Case #SP-2024-03 for a personal care home at 270 Shields Road is currently on hold, awaiting the adoption of this ordinance. Personal care homes are distinguished from day care centers, family day cares, and group care homes because they are for adults and because the residents live in the homes, 24 hours per day.

APPROVALS: CITY MANAGER

CITY TREASURER

CITY ATTORNEY

GRANTS ADMIN.

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

Text Amendment Case #TX-2025-02. Ordinance to Amend the City Code to Establish Standards for Personal Care Homes for One to Six Residents.

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

APPROVAL AND ADOPTION.

Staff Signature_____



TX-2025-02

Personal Care Homes Text Amendments
City Council Meeting August 11, 2025



Purpose

- AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO ESTABLISH SUPPLEMENTAL USE STANDARDS FOR PERSONAL CARE HOMES FOR ONE TO SIX UNRELATED ADULTS,
- TO IDENTIFY ZONING DISTRICTS WHERE SUCH USES ARE PERMITTED BY SPECIAL USE PERMIT, AND
- TO ESTABLISH COMPLIANCE, OPERATIONAL, AND DEVELOPMENT STANDARDS; AND FOR OTHER PURPOSES.

Actions Requested



Amend

To create a new section in the Code of Ordinance entitled, “Supplemental Use Standards for Personal Care Homes”
Amend , Unified Development Code, Use Regulations, Sections 3.2.18, 3.2.28, & 3.2.29



Repeal

All ordinances or parts of ordinances that in conflict with this Ordinance



Authorize

This ordinance to become and be made a part of the code of Ordinances, City of Stockbridge, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention

Section 1. Approval to amend the Stockbridge Code of Ordinances Title 9, entitled, “Licensing and Regulation”, shall be amended to add a new section entitled, "Supplemental Use Standards for Personal Care Homes," which shall read as provided in the attached Exhibit A, and to amend section 3.2.18 for home Occupations to provide for personal care homes, as

Section 2. Approval to amend the Unified Development Code, Title 12, entitled, “Unified Development Code”, Chapter 3, entitled, “Use Regulations, Section 3.2.28, “Personal care homes, group homes, and boarding home having two or less persons”, and Section 3.2.29, entitled, “Personal care homes, group homes, and boarding home having three or more persons”, which shall read as provided in the attached Exhibit A.

Section 3. Approval to amend the Unified Development Code, Title 12, entitled “Unified Development Code”, Chapter 3 entitled “Use Regulations, sections 3.2.18 section A, numbers 5, 6, 9 & 13 to include “except for personal care homes”.

Section 4. Approval to amend the Unified Development Code, Title 12, entitled “Unified Development Code”, Chapter 3 entitled “Use Regulations, Section 3.2.18, section A, numbers 10 & 13 to include, “This does not apply to personal care homes”. as provided in Exhibit B.

Section 5. Approval to amend, the Unified Development Code Title 12, entitled “Unified Development Code”, Chapter 3 entitled “Use Regulations, Section 3.2.18, section B, to include, “This does not include personal care homes, which may be permitted as home occupation, provided that a Special Use Permit is first approved for the property.” as provided in Exhibit B.

Section 6. Intention of the Governing Body. It is the intention of the governing body, and it is hereby ordained that the provisions of this ordinance shall be come and be made a part of the code of Ordinances, City of Stockbridge, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention.

Section 7. Severability. In the event that any section, subsection, sentence, clause, or phrase of this Ordinance is declared or adjudged to be invalid or unconstitutional, such adjudication shall in no manner affect the remaining portions of this Ordinance, which shall remain in full force and effect as if the invalid or unconstitutional section, subsection, sentence, clause, or phrase were not originally a part of this Ordinance.

Section 8. Repealer. All ordinances or parts of ordinances that are in conflict with this Ordinance are hereby repealed.

Personal Care Home Definitions



Personal Care Home (PCH)



A residential facility providing assistance to individuals who need help with daily activities, but who do not require the level of medical care found in nursing homes.

- Personal care services are provided to no more than six (6) non-family adults.
- Personal care services include, but are not limited to, individual assistance with, or supervision of, self-administered medication and essential activities of daily living, such as eating, bathing, grooming, dressing, and toileting.
- A personal care home may not provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care

Additional Definitions

Administrator shall mean the person designated to maintain responsibility for the household on a 24-hour basis, seven days a week and 365 days a year, and who shall live on site.

Employee shall mean any person who receives compensation in any form for services rendered in their duties at a community living arrangement or a personal care home, and who has been approved by the State of Georgia Department of Community Health to be employed at such a location.

Volunteer shall mean a person who provides services or assistance at a personal care home without receiving financial compensation or other tangible benefits in return.

Resident shall mean any non-family adult living in a community living arrangement or personal care home and receiving services, support, care, or treatment.

Code of Ordinance Distinctions

Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, **but not specifically for personal care homes.**

- Personal Care Homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to fewer than twenty-four hours per day.
- Personal Care Homes do not include buildings which are devoted to independent living units, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospitals or other institutional facilities, or rooming or boarding facilities that do not provide personal care.

Zoning Eligibility

The City of Stockbridge permits Personal Care Homes (PCH) by Special Use Permit.

Personal Care Homes housing up to six (6) unrelated adults permitted are in zoning districts: RR (Rural Residential), SR (Suburban Residential), CCR (City Center Residential), MFR (Multifamily Residential), and OI (Office-Institutional).

Residential												
Use	RR	SR	CCR	MFR	MHR	OI	DT	C1	C2	C3	LI	HI
Personal Care Homes	S	S	S	S		S						

Development Standards

Development Feature	Standard
Minimum Site Area	1 acres (not located within a subdivision)
Minimum Side/Rear Setbacks	Must meet the zoning district setback requirements.
Structure Type	Single-family home, freestanding structure, or within a religious facility
Number of Residents	1 to 6 unrelated adults
Hours of Operation	24-hour supervision
Parking	Two (2) spaces per unit plus one (1) ADA space per non-resident employee. No parking shall be allowed in the front yard setback.
Fencing	A 6-foot privacy fence shall be installed around the perimeter and sides of the house (refer to Section 3.2.13 of the Stockbridge Unified Development Code)
Minimum House Size	2,250 square feet
Exterior Appearance	The exterior appearance of any residential structure for which a personal care home is approved shall be maintained as residential and no signs shall be erected.
HVAC Requirements	Central HVAC system in good working condition
ADA Compliance	Facility must include accessible features such as ramps, grab bars, and clear path of travel in accordance with ADA
Flock Cameras	Flock cameras must be installed with 360-degree coverage around the structure

Use Standards

Use	Standard
Resident Capacity	Facilities shall accommodate a minimum of one (1) and a maximum of six (6) unrelated adults.
Staffing requirements	At least one administrator, on-site manager, or responsible staff member shall be on the premises 24 hours per day. The minimum on-site, staff-to-resident ratio is 1:2 during waking hours and 1:6 during non-waking hours.
Curb Cut Access	Permitted curb cut access shall be from an arterial or a major collector. Permitted curb cut access may be allowed from a minor collector if within 1,000 feet of the property line of an institutional use
Setback from Residential District	A minimum 50-foot building setback is required from any adjacent property zoned SR, CCR, MFR, or RR when used for single-family purposes.
Off Street Parking Requirements	A minimum of two (2) off-street parking space per resident unit plus one (1) ADA parking space per non-resident employee shall be provided. Parking is prohibited within the front yard setback and must be located to the side or rear of the principal structure.
Landscaping & Buffers	Provide landscape strips and buffers as required in the allowable zoning district as specified. The facility shall comply with landscape strip and buffer requirements as specified in the applicable zoning district and Section 5.6 of the UDC. Includes a Type C buffer (minimum twenty feet) adjacent to residential uses, and a 10-foot street frontage landscape strip.
Resident Registry	The personal care home shall provide the Stockbridge Fire Marshal and Police Department with a current and annually updated list of residents who have disabilities, and any other information concerning their special needs.
Regulator Compliance	The personal care home must comply with all local, state, and federal regulations. All required permits must be submitted to the Stockbridge Department of Community Development prior to the issuance of a Certificate of Occupancy.
Proximity Restrictions	No such facility shall be located within 5,280 feet of any other assisted living facility, community living arrangement, personal care home, or medical-related lodging or rehabilitation center.
Business License Requirements	The personal care home must obtain a valid business license from the City of Stockbridge Business Services Division.

Compliance and Requirements

Inspection Requirement

All licensed personal care homes shall be subject to annual inspections by the City of Stockbridge to verify their compliance with zoning, health, safety, and building codes.

Signage Limitations

No commercial signage shall be permitted on the premises of a Personal Care Home located in a residential zoning district.

Annual Compliance Report

Each personal care home shall submit an Annual Compliance Report to the City.

Floor Plan Submission

Applicants shall submit a detailed floor plan with their Special Use Permit application.

Recordkeeping

Personal care homes must maintain current records for all residents and staff. The records must be retained for a minimum of three (3) years after the resident is discharged, transferred, or deceased, in accordance with Georgia Department of Community Health regulations.

Operational Manual

Each facility shall maintain and make available on-site an Operational Policies and Procedures Manual. The Operational Policies and Procedures Manual shall be reviewed and updated annually.

Security

Security Plan

- A written security plan shall be submitted as part of the Special Use Permit application to the City of Stockbridge, Georgia. The plan shall detail:
- Emergency response procedures,
- Visitor access protocols,
- Staff response training,
- Regular maintenance
- Position of security cameras for 360-degree coverage.

Security Measures

- Facility Security: Five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system.
- Resident Security: Security-coded entry doors and a monitored entry system.
- Medication Storage: Locked medication boxes that are restricted from unauthorized access.
- Accessibility Features: Grab bars and appropriate signage throughout.
- Emergency Systems: Emergency exits, exit signs, an emergency evacuation plan, and established emergency service procedures.

Emergency Procedures

- Staff would assess the situation, contact 911, and transport residents to a hospital or urgent care center, if necessary.
- Fire and Evacuation: All staff would be trained in fire safety and evacuation procedures; regular fire drills would be conducted.
- Weather and Natural Disasters: Facility would maintain an emergency kit and a disaster preparedness plan in case of severe weather or natural disasters.
- Emergency Exits: They must be clearly marked, unobstructed, and accessible to all residents, including those with mobility impairments.

Annual Permits

A person or entity seeking to own or operate a personal care home within the City of Stockbridge must receive a personal care home annual permit, to be issued and renewed annually by the City. The City shall require :

- Reasonable investigation assessing the application
- Permit Fee \$1500, that cannot be prorated on or after July 1 and valid through December 31 of the year applied
- A valid permit may be renewed for a consecutive one-year period.
- Additional conditions upon operations to ensure compatibility with other uses in the vicinity and to ensure public health, safety and welfare as determined by the City

Annual Permit Denials and Revocations

Application Denial

The city may deny an application for personal care home if:

- the applicant has been convicted of a felony;
- the applicant is under the age of twenty-one (21) years.
- the applicant has made a false statement in the application for a license,
- the application on its face indicates that the proposed personal care home cannot be operated in accordance with the requirements of this section,
- or any other significant finding

Permit Revocation

A personal care home permit may be revoked for any of the following reasons:

- The owner or operator of the personal care home violates any requirement of this section.
- The owner or operator of the personal care home is convicted of a felony.
- Personal care home is not in compliance with one or more of the conditions of its license.
- Owner or operator has committed fraud in the rendering of services or fraud or deceit in obtaining a permit.
- The owner or any employee has engaged in any fraudulent, false, misleading, or deceptive practices in the operation of the facility.
- The owner, resident or any employee commits any criminal act at the permit holder's premises.
- Any other significant finding

Occupational Tax Certificate

- Personal Care Homes shall be considered regulated businesses, as defined by the City of Stockbridge's Code of Ordinances.
- The non-refundable annual fee is based on the gross receipts of the business and added with an annual permit.
- Applicants are required to file for a personal care home permit with the City of Stockbridge's Business Services Division annually.
- A person or entity seeking to own or operate a personal care home within the City must apply for and receive an OTC.
- The OTC must be renewed and issued annually by the City of Stockbridge's Business Services Division.
- The City may impose additional conditions on the operation of a personal care home as it deems necessary to ensure its compatibility with surrounding land uses, and to protect the public health, safety, and welfare.
- A personal care home OTC may be revoked for any of the following reasons:
 - The owner or operator of the personal care home violates any requirement of this section;
 - The owner or operator of the personal care home is convicted of a felony;
 - The personal care home is not in compliance with one or more of the conditions of its license; or
 - Any other significant finding.
- A personal care home shall also obtain all other approvals and permits required by Ordinances of the City of Stockbridge and the State of Georgia.
- Personal care homes must maintain an active Occupational Tax License from the City of Stockbridge.

Unified Development Code Changes

3.2.18 Home Occupations

5. Use of a dwelling for a home occupation shall not exceed twenty-five percent (25%) of one (1) floor, **except for personal care homes.**

6. No interior or exterior alterations that are inconsistent with the residential use of the building shall be permitted, **except for personal care homes.**

9.b. No business activities involving in-person contacts with customers shall be conducted between the hours of 7:30 p.m. and 7:30 a.m., **except for personal care homes**

10. Applicants shall not be allowed to have customers visit the home occupation, except as listed below **(This does not apply to personal care homes):**

13. No more than two (2) non-transient guests may be boarded at anyone (1) time as a home occupation. **This does not apply to personal care homes.**

17.b. Family Day Care Centers Prohibited. Family day care centers, as are defined in this unified development code, shall hereafter be strictly prohibited within the City of Stockbridge. **This does not include personal care homes, which may be permitted as home occupation, provided that a Special Use Permit is first approved for the property**

Questions or Comments

- Ryan Anderson
- Community Development Director
- Randerson@stockbridgega.org
- Phone: 678-833-3340

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

ORDINANCE NO. TX-2025-02

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO CREATE A NEW SECTION TO ESTABLISH SUPPLEMENTAL USE STANDARDS FOR PERSONAL CARE HOMES FOR ONE TO SIX UNRELATED ADULTS; TO IDENTIFY ZONING DISTRICTS WHERE SUCH USES ARE PERMITTED BY SPECIAL USE PERMIT; TO ESTABLISH COMPLIANCE, OPERATIONAL, AND DEVELOPMENT STANDARDS; TO AMEND THE HOME OCCUPATION SECTION; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge, Georgia is authorized by its Charter and by the general laws of the State of Georgia, including, but not limited to, Title 36 of the Official Code of Georgia Annotated (O.C.G.A.), to adopt and amend ordinances related to the regulation of land uses; and

WHEREAS, the Mayor and Council of the City of Stockbridge find that it is in the best interest of the public health, safety, and welfare to establish clear supplemental regulations and zoning district allowances for personal care homes accommodating one (1) to six (6) unrelated adults; and

WHEREAS, the Mayor and Council desire to ensure such facilities are compatible with surrounding residential neighborhoods while providing appropriate services in a structured, compliant, and accessible environment; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Stockbridge, Georgia, and it is hereby ordained by authority of the same:

Section 1. Approval to amend the Stockbridge Code of Ordinances, Title 9, entitled, "Licensing and Regulation", shall be amended to add a new section entitled, "Supplemental Use Standards for Personal Care Homes," which shall read as provided in the attached Exhibit A, and to amend Section 3.2.18 for Home Occupations to provide for personal care homes; and

Section 2. Approval to amend the Unified Development Code, Title 12, entitled, "Unified Development Code", Chapter 3, entitled, "Use Regulations, Section 3.2.28, "Personal care homes, group homes, and boarding homes having two or less persons", and Section 3.2.29, entitled, "Personal care homes, group homes, and boarding home having three or more persons", which shall read as provided in the attached Exhibit A.

Section 3. Approval to amend the Unified Development Code, Title 12, entitled “Unified Development Code”, Chapter 3, entitled “Use Regulations, Section 3.2.18, Subsection A, numbers 5, 6, 9 & 13 to include, “except for personal care homes.”.

Section 4. Approval to amend the Unified Development Code, Title 12, entitled “Unified Development Code”, Chapter 3, entitled “Use Regulations, Section 3.2.18, Subsection A, numbers 10 & 13, to include, “This does not apply to personal care homes”, as provided in Exhibit B.

Section 5. Approval to amend the Unified Development Code, Title 12, entitled “Unified Development Code”, Chapter 3, entitled “Use Regulations, Section 3.2.18, Section B, to include, “This does not include personal care homes, which may be permitted as a home occupation, provided that a Special Use Permit is first approved for the property”, as provided in Exhibit B.

Section 6. Intention of the Governing Body. It is the intention of the governing body, and it is hereby ordained that the provisions of this ordinance shall be come and be made a part of the code of Ordinances, City of Stockbridge, Georgia, and the sections of the ordinance may be renumbered to accomplish such intention.

Section 7. Severability. In the event that any section, subsection, sentence, clause, or phrase of this Ordinance is declared or adjudged to be invalid or unconstitutional, such adjudication shall in no manner affect the remaining portions of this Ordinance, which shall remain in full force and effect as if the invalid or unconstitutional section, subsection, sentence, clause, or phrase were not originally a part of this Ordinance.

Section 8. Repealer. All ordinances or parts of ordinances that are in conflict with this Ordinance are hereby repealed.

Section 9. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

Section 10. Authority to Amend. The City Attorney is granted the authority to amend or correct this ordinance, with the express consent of City Council, to reflect the intent of the Council and to ensure compliance with applicable laws.

Section 11. Effective Date. This Ordinance shall become effective immediately upon its adoption by the City Council.

SO ORDAINED this ____ day of _____, 2025.

Mayor

City Clerk

EXHIBIT A

Definitions

Personal care home (PCH) shall mean a residential facility providing assistance to individuals who need help with daily activities, but who do not require the level of medical care found in nursing homes. Aimed at fostering independence, PCHs offer services such as meal preparation, grooming assistance, and medication management. These facilities are intended to provide a supportive, home-like environment while preserving the dignity and autonomy of residents. Personal care services are provided to no more than six (6) non-family adults. Personal care services include, but are not limited to, individual assistance with, or supervision of, self-administered medication and essential activities of daily living, such as eating, bathing, grooming, dressing, and toileting. A personal care home may not provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care (see O.C.G.A. § 31-7-12 for State requirements for personal care homes).

Administrator shall mean the person designated to maintain responsibility for the household on a 24-hour basis, seven days a week and 365 days a year, and who shall live on site.

Employee shall mean any person who receives compensation in any form for services rendered in their duties at a community living arrangement or a personal care home, and who has been approved by the State of Georgia Department of Community Health to be employed at such a location.

Volunteer shall mean a person who provides services or assistance at a personal care home without receiving financial compensation or other tangible benefits in return. Volunteers may assist with non-medical tasks such as companionship, recreational activities, meal preparation, housekeeping support, or administrative duties.

Resident shall mean any non-family adult living in a community living arrangement or personal care home and receiving services, support, care, or treatment.

Distinctions

Personal care homes are distinguished from similar types of facilities in the City of Stockbridge. Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, but not specifically for personal care homes. Day care centers and group day care homes may only provide care

services for less than twenty-four hours per day. Group day care homes are for places other than a private residence. Thus, personal care homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to fewer than twenty-four hours per day.

The term, “personal care home”, does not include buildings which are devoted to independent living units which include kitchen facilities in which residents have the option of preparing and serving some or all of their own meals, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospitals or other institutional facilities, or rooming or boarding facilities that do not provide personal care.

Section 9.70.110(A) states: “A family day care center, as defined by this chapter, shall be strictly prohibited within the city of Stockbridge.” However, personal care homes are not the same as family day care centers. Also, Section 3.2.3 for “Adult and child day care facilities” does not prohibit personal care homes. Instead, Section 3.2.28 (for two or less persons) and Section 3.2.29 (for three or more persons) of the UDC make provisions for the establishment of personal care homes.

Zoning Eligibility

The City of Stockbridge permits Personal Care Homes (PCH) by Special Use Permit. Personal Care Homes housing up to six (6) unrelated adults shall be permitted only by Special Use Permit (SP) in the following zoning districts: RR (Rural Residential), SR (Suburban Residential), CCR (City Center Residential), MFR (Multifamily Residential), and OI (Office-Institutional).

Special Use Permit Requirement

Prior to offering any services to residents, the owner of a personal care home must obtain a Special Use Permit. Each applicant for a personal care home shall apply for and obtain a Special Use Permit which has been approved by City Council, and the applicant shall comply with the standards that are listed below.

Special Use Permit Application Requirements

The owner shall provide a copy of the application that was submitted to the State of Georgia, and a copy of the approved State of Georgia Personal Care Home Permit from the Georgia Department of Community Health. To meet State requirements per O.C.G.A. Rule 111-8-62-20(3)(6) (medications), the staff in a personal care home who provide medication to residents must have completed the “Basic Medication Training for Staff Assisting with Self-Administration” and have met the Certified Medication Aide Requirements.

- For the administrator and/or owner (if different), the following information shall be provided, including the following:
 - Name and address
 - Date of birth
 - If the individual is the administrator, an affidavit of residency on site.
 - A background check conducted by Stockbridge Police Department
- A Zoning Verification Letter from the City of Stockbridge Planning and Zoning Division showing that the use is permitted for the relevant zoning district.
- An approved inspection report from the Building Permits and Inspections Division, showing that the site has passed all relevant inspections.
- An approved inspection report from the Fire Marshal showing that the site is in compliance with all life safety codes, as required by state and local law.
- A copy of a liability insurance policy, as required by state law.
- Any other information deemed necessary by the Stockbridge Code Enforcement Division or the Stockbridge City Council.
- The applicant must have a state license to operate a personal care home

Use Standards

Resident Capacity: Facilities shall accommodate a minimum of one (1) and a maximum of six (6) unrelated adults.

Staffing Requirements: At least one administrator, on-site manager, or a responsible staff member shall be on the premises 24 hours per day. The administrator shall be registered with the State of Georgia Department of Community Health. The minimum on-site, staff-to-resident ratio shall be 1:2 during waking hours (7:00 AM-10:00 PM), and 1:6 during non-waking hours (10:00 PM to 7:00 AM).

Setbacks for Residential Districts: The subject property shall meet the setback requirements of the zoning district in which it is located.

Off-Street Parking Requirements: A minimum of two (2) off-street parking spaces per resident unit plus one (1) ADA parking space per non-resident employee shall be provided. Parking is prohibited within the front yard setback and must be located to the side or rear of the principal structure.

Landscaping and Buffers: Provide landscape strips and buffers as required in the allowable zoning district as specified. The facility shall comply with landscape strip and buffer requirements as specified in the applicable zoning district and

Section 5.6 of the UDC. Includes a Type C buffer (minimum twenty feet) adjacent to residential uses, and a 10-foot street frontage landscape strip.

Resident Registry: The personal care home shall provide the Stockbridge Fire Marshal and Police Department with a current and annually updated list of residents who have disabilities, and any other information concerning their special needs.

Regulatory Compliance: The personal care home must comply with all local, state, and federal regulations. All required permits must be submitted to the Stockbridge Department of Community Development prior to the issuance of a Certificate of Occupancy.

Proximity Restriction: No such facility shall be located within 5,280 feet of any other assisted living facility, community living arrangement, personal care home, or medical-related lodging or rehabilitation center.

Business License Requirement: The personal care home must obtain a valid business license from the City of Stockbridge Business Services Division.

Development Standards Summary Table

Development Feature	Standard
Minimum Site Area	One acre and not located within a subdivision.
Minimum Side and Rear Setbacks	Must meet the zoning district setback requirements.
Structure Type	Single-family home, freestanding structure, or within a religious facility.
Number of Residents	1 to 6 unrelated adults.
Hours of Operation	24-hour supervision.
Parking	Two (2) spaces per unit plus one (1) ADA space per non-resident employee. No parking shall be allowed in the front yard setback.
Fencing	A 6-foot privacy fence shall be installed around the perimeter and sides of the house (refer to Section 3.2.13 of the Stockbridge Unified Development Code).
Minimum House Size	Must meet or exceed the required minimum house size for the zoning

	district in which the property is located.
Exterior Appearance	The exterior appearance of any residential structure for which a personal care home is approved shall be maintained as residential dwelling. No signs shall be erected.
HVAC Requirements	Central HVAC system in good working condition
ADA Compliance	Personal care home must include accessible features such as ramps, grab bars, and a clear path of travel, in accordance with ADA requirements.
Flock Cameras	Flock cameras must be installed with 360-degree coverage around the personal care home.

Zoning Use Table

Principal Uses	Supplemental Regulations?	RR	SR	CCR / MFR / OI
Personal Care Home— One to Six Unrelated Adults.	Yes	SP	SP	SP

Inspection Requirement

All licensed personal care homes shall be subject to annual inspections by the City of Stockbridge to verify their compliance with zoning, health, safety, and building codes.

Signage Limitations

No commercial signage shall be permitted on the premises of a Personal Care Home located in a residential zoning district.

Staff Qualifications

The administrator or onsite manager must be registered with the Georgia Department of Community Health. The administrator or onsite manager must maintain documentation of all staff training and certifications. The administrator must reside on-site or designate a qualified on-site manager during absences.

All staff must receive annual training in CPR, basic first aid, emergency procedures as required by the State of Georgia and provide documentation upon request to the City. Basic Medication Training for Staff Assisting with Self-Administration and Certified Medication Aide Requirements must also be met.

All personal care homes must comply with the Georgia Long Term Care Background Check Program. Facilities must maintain documentation of all background checks. Ensure that no person with an unsatisfactory determination is employed in a role with direct access to residents.

Recordkeeping

Personal care homes must maintain current records for all residents and staff, including emergency contact information and medication logs, and make such records available to authorized City officials upon request. The records must be retained for a minimum of three (3) years after the resident is discharged, transferred, or deceased, in accordance with Georgia Department of Community Health regulations.

Security Plan

A written security plan shall be submitted as part of the Special Use Permit application to the City of Stockbridge, Georgia. The plan shall detail emergency response procedures, visitor access protocols, staff response training, and regular maintenance and the positioning of security cameras for 360-degree coverage.

Security Measures

The personal care home shall have the following security measures:

- Facility Security: Five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system.
- Resident Security: Security-coded entry doors and a monitored entry system.
- Medication Storage: Locked medication boxes that are restricted from unauthorized access.
- Accessibility Features: Grab bars and appropriate signage throughout.
- Emergency Systems: Emergency exits, exit signs, an emergency evacuation plan, and established emergency service procedures.

Annual Compliance Report

Each personal care home shall submit an Annual Compliance Report to the City of Stockbridge summarizing the following:

- Staff training and certifications.
- Emergency drills that were conducted.
- ADA compliance status.
- Surveillance system maintenance logs.
- Updated contact information for all residents and staff.

Operational Manual

Each facility shall maintain and make available on-site an Operational Policies and Procedures Manual outlining daily routines, emergency protocols, medication handling procedures, visitor policies, grievance procedures, and staff roles and responsibilities. The Operational Policies and Procedures Manual shall be reviewed and updated annually.

Floor Plan Submission

Applicants shall submit a detailed floor plan with their Special Use Permit application. The floor plan must include room dimensions, proposed resident bedrooms, bathrooms, kitchen facilities, common areas, and accessible pathways in accordance with ADA standards.

Fire Safety Requirements

All personal care homes shall be equipped with:

- Smoke detectors in each bedroom, hallway, and common areas.
- Fire extinguishers on each floor, inspected and maintained per NFPA standards.
- Fire alarm systems with audible and visual alerts.
- Automatic sprinkler systems where required by the State Fire Marshal based on occupancy and structure type.

Emergency Procedures

Staff would assess the situation, contact 911, and transport residents to a hospital or urgent care center, if necessary.

- Fire and Evacuation: All staff would be trained in fire safety and evacuation procedures; regular fire drills would be conducted.
- Weather and Natural Disasters: Facility would maintain an emergency kit and a disaster preparedness plan in case of severe weather or natural disasters.
- Emergency Exits: They must be clearly marked, unobstructed, and accessible to all residents, including those with mobility impairments.

Annual Permit

A person or entity seeking to own or operate a personal care home within the City of Stockbridge must receive a personal care home annual permit, to be issued and renewed annually by the City. The City shall review each application, conduct any additional investigation deemed reasonable in assessing each application, and maintain a record of any person or entity who has received such a license. This permit is different from a business/occupational tax license or regulatory fee. The permit fee is \$1500 per year and cannot be pro-rated if applied after July 1st.

Based on the findings of the investigation, the City may impose additional conditions upon the personal care home's operation, which in the discretion of the City, are necessary to ensure compatibility with other uses in the vicinity and to ensure public health, safety, and welfare.

The City may deny an application for a personal care home for any of the following reasons: the applicant has been convicted of a felony; the applicant is under the age of twenty-one (21) years; the applicant has made a false statement in the application for a license; the application on its face indicates that the proposed personal care home cannot be operated in accordance with the requirements of this section; or any other significant finding.

A personal care home permit may be revoked for any of the following reasons:

- The owner or operator of the personal care home violates any requirement of this section.
- The owner or operator of the personal care home is convicted of a felony.
- Personal care home is not in compliance with one or more of the conditions of its license.
- Owner or operator has committed fraud in the rendering of services or fraud or deceit in obtaining a permit.
- The owner or any employee has engaged in any fraudulent, false, misleading, or deceptive practices in the operation of the facility.
- The owner, resident or any employee commits any criminal act at the permit holder's premises.
- Any other significant finding.

Notwithstanding this license requirement and any additional conditions imposed by the City Manager, a personal care home shall also obtain all other approvals and permits required by law.

A personal care home permit is valid from the date of issuance until December 31 of the year applied, unless otherwise suspended or revoked. A valid permit that is

not suspended or revoked, at the time of its expiration, may be renewed for a consecutive one-year period.

Occupational Tax Certificate (OTC)

Personal Care Homes shall be considered regulated businesses, as defined by the City of Stockbridge's Code of Ordinances. The non-refundable annual fee is based on the gross receipts of the business and added with an annual permit.

Applicants are required to file for a personal care home permit with the City of Stockbridge's Business Services Division annually.

A person or entity seeking to own or operate a personal care home within the City must apply for and receive an OTC. The OTC must be renewed and issued annually by the City of Stockbridge's Business Services Division.

The City may impose additional conditions on the operation of a personal care home as it deems necessary to ensure its compatibility with surrounding land uses, and to protect the public health, safety, and welfare.

A personal care home OTC may be revoked for any of the following reasons: the owner or operator of the personal care home violates any requirement of this section; the owner or operator of the personal care home is convicted of a felony; the personal care home is not in compliance with one or more of the conditions of its license; or any other significant finding.

Notwithstanding this OTC requirement and any additional conditions imposed by the City, a personal care home shall also obtain all other approvals and permits required by Ordinances of the City of Stockbridge and the State of Georgia.

Personal care homes must maintain an active Occupational Tax License from the City of Stockbridge.

EXHIBIT B

3.2.18 Home occupations.

- A. A home occupation as defined by this section is permitted subject to the following requirements:
1. Only the residents of the dwelling may be engaged in the home occupation.
 2. The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the residential character of the building.
 3. No display of products shall be visible from the street except agricultural products that are grown on the premises in an RR (Rural Residential) zoning district. Only products that are produced on the premises may be sold on the premises.
 4. No signs shall be allowed for identifying the premises as a home occupation, except in the RR district. Such signs may only advertise the items that are produced on the property.
 5. Use of a dwelling for a home occupation shall not exceed twenty-five percent (25%) of one (1) floor, **except for personal care homes.**
 6. No interior or exterior alterations that are inconsistent with the residential use of the building shall be permitted, **except for personal care homes.**
 7. The home occupation shall not constitute a nuisance to the community.
 8. No outside storage of materials to be used in connection with a home occupation is permitted, except in an RR district. To the extent that large or hazardous materials are used by a home occupation, the applicant shall be required to store such materials at a site other than the home occupation, consistent with applicable zoning and land use laws.
 9. No accessory buildings shall be used in connection with the home occupation, except in an RR district, unless it is approved as a special use and then in a residential district only. The use of an accessory building shall comply with the following conditions:
 - a. The accessory building shall maintain a residential appearance.
 - b. No business activities involving in-person contacts with customers shall be conducted between the hours of 7:30 p.m. and 7:30 a.m., **except for personal care homes**

- c. No automotive painting, body work, salvage, major automotive, or heavy equipment repairs are to be conducted.
 - d. No machinery or equipment shall be used which generates noise that is detectable outside the accessory structure.
10. Applicants shall not be allowed to have customers visit the home occupation, except as listed below **(This does not apply to personal care homes):**
- a. The conduct of a home occupation involving rendering of services, such as those listed below, will be allowed subject to the following limitation(s):
 - i. Instruction in music and similar subjects shall be limited to two (2) students at a time, subject to restrictions for certain types of businesses.
 - ii. Beauty shops, barber shops, manicurists and similar occupations shall be limited to two (2) customers at a time.
 - b. Any service provider conducting a home occupation under this section shall not be allowed to market and sell goods or products on the premises of the home occupation.
 - c. Nothing in this section shall preclude the owner of a home occupation from meeting customers at a site other than the home occupation, consistent with applicable zoning and land use laws.
11. Only passenger vehicles, pickup trucks, vans, and trailers that are pulled by such vehicles may be used in connection with the management of a home occupation. Trailers shall be stored in a garage or accessory structure when they are not in use, and no vehicle or trailer shall feature commercial advertising or marks identifying a commercial use of said vehicle.
12. Beauty shops, barber shops, manicurists, and similar services that are conducted as home occupations are subject to the requirements for restricted businesses. They shall be limited to two (2) chairs (stations) and one (1) shampoo chair (station).
13. No more than two (2) non-transient guests may be boarded at anyone (1) time as a home occupation. **This does not apply to personal care homes.**

14. The following and similar uses shall be considered to be home occupations, provided that they follow the minimum standards described in this section: Attorney, addressing service, art instruction, beauty and barber shop, dentist, doctor, drafting and surveying, dressmaking, insurance agent, manufacturers' representative, music teacher, notary public, photographer, real estate agent, tax services, and consultant.
 15. All home occupations shall obtain an occupational tax certificate, or business license, from the city. The city clerk is hereby authorized to accept applications and either grant the same if an applicant demonstrates compliance with the requirements of this section or refers the matter to the mayor and city council for action.
 16. Agricultural activities that are associated with the raising of crops and farm animals on properties which are over three (3) acres in size shall not be subject to the requirements for home occupations.
 17. The city reserves the right to establish sanitation rates for home occupations that are higher than those for residential customers generally. All home occupations shall pay for sanitation services at the higher rate, and in a timely manner, or face the revocation of a previously-issued occupational tax certificate, denial of the rights to engage in a home occupation in the future, or any other civil penalties that are authorized by law.
- B. Family Day Care Centers Prohibited. Family day care centers, as are defined in this unified development code, shall hereafter be strictly prohibited within the City of Stockbridge. **This does not include personal care homes, which may be permitted as home occupation, provided that a Special Use Permit is first approved for the property**



MEETING DATE

City of Stockbridge

AGENDA ITEM

AUGUST 11, 2025

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☒ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Community Development Staff

DEPARTMENT:

Community Development

ITEM/PROJECT/EVENT:

SP-2024-03 for 270 Shields Road. Consideration of a Special Use Permit to allow a personal care home for six residents in the existing home. This case began over a year ago. It was delayed since the applicant's business license application was denied by Business Services, and she had no State personal care home permit or medication aide certificate, both of which she now has. Municode currently has no mechanisms for licensing or regulating personal care homes. The applicant has made diligent efforts to meet all requirements.

BACKGROUND INFORMATION:

Staff Recommendations: 1) Approval, contingent upon TX-2025-02 first being approved to amend Municode and the UDC to a) allow business licenses to be issued for personal care homes, and b) provide a mechanism for regulating them; or 2) Denial if TX-2025-02 is not first approved. **Planning Commission Actions:** 1) Denial on September 19, 2024 since the applicant's business license was denied, although the denial was based on other types of care homes rather than personal care homes; and 2) denial again on April 17, 2025, after the applicant had obtained State permits.

APPROVALS: CITY MANAGER

CITY TREASURER

CITY ATTORNEY

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

GRANTS ADMIN. _____

ATTACHMENTS:

ITEM/PROJECT/EVENT:

SPECIAL USE PERMIT CASE #SP-2024-03

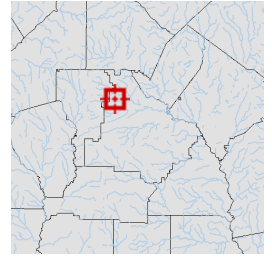
BACKGROUND INFORMATION:

STAFF RECOMMENDATIONS: 1) Approval only if TX-2025-02 is first approved; or 2) Denial if TX-2025-02 is not first approved.

Staff Signature_____



Overview



Legend

- Parcels
- Roads

Parcel ID	S10-02041000	Class	R	Owner	FOX MARY M	Land	\$28,000				
Property	270 SHIELDS	Acreage	n/a	Address	270 SHIELDS RD	Value:					
Address	RD										
District	City/Stockbridge										
						Building	\$265,900				
						Value:					
						Misc	\$0	Last 2 Sales			
						Value:		Date	Price	Reason	Qual
						Total	\$293,900	6/6/2017	\$0	D OF ASSNT	U
						Value:		4/30/1990	\$119,900	n/a	Q

Parcel lines depicted on the maps do not reflect a true and exact representation of property boundaries and should not be relied upon for said purpose. Property boundary lines are depicted on recorded plats available at the Henry County Courthouse or can be determined by employing the services of a licensed surveyor.

Date created: 9/5/2024

Last Data Uploaded: 9/5/2024 9:05:39 AM

Developed by  **Schneider**
GEOSPATIAL

HOME-BASED OCCUPATIONAL TAX APPLICATION

CITY OF STOCKBRIDGE

4640 North Henry Blvd

Stockbridge, GA 30281

(678) 833-3302 or (678) 833-3310 fax number (678) 302-9732

www.cityofstockbridge.com



HOME OCCUPATION REGULATIONS

A Home Occupation as defined by this chapter (8 36 170) is permitted subject to the following requirements.

1. Only residents of the dwelling may be engaged in the home occupation.
2. The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the residential character of the building.
3. No display of products shall be visible from the street except agricultural products grown on the premises in RA zoning district. Only products produced on the premises may be sold on the premises.
4. No business or advertisement signs of the home occupation shall be permitted on a tract of property that is zoned or used for residential purposes.
5. Use of a dwelling for a home occupation shall not exceed twenty five percent (25%) of one floor.
6. No internal or external alterations inconsistent with the residential use of the building is permitted.
7. The home occupation shall not constitute a nuisance.
8. No outside storage of materials to be used in connection with the home occupation is permitted.
9. No accessory building shall be used in connection with the home occupation, unless it is approved as a conditional use and then in the RA district only. The use of an accessory building shall comply with the following conditions:
10. Instruction in music and similar subjects shall be limited to two students at a time.
11. Only passenger vehicles may be used in connection with the management of a home occupation.
12. Beauty shops, barber shops, manicurists and similar services conducted as home occupations shall be limited to two chairs/stations and one shampoo chair/station.
13. No more than two non-transient guests may be boarded at any one time as a home occupation.
14. The following and similar uses shall be considered home occupations, provided they follow the minimum standards described in this section: attorney, addressing service, art institution, beauty and barber shop, dentist, doctor, drafting and surveying, dress making, insurance agent, manufacturer's representative, music teacher, notary public, photographer, real estate agent, and consultant.
15. All home occupations shall obtain a business license from the City of Stockbridge, and appear before the Mayor and Council for approval if required.
16. Conduct of a home occupation which involves clients coming to the residential structural shall only be allowable for service occupations, such as those listed in Paragraph 12 above. No home occupation shall be conducted as a retail or manufacturing concern where clients or customers come to the premises for the purchase of items sold on those premises.
17. All home occupations shall pay for sanitation services at a higher rate, and in a timely manner, or face revocation of a previously-issued occupation tax certificate, denial of the rights to engage in a home occupation in the future, or any other civil penalties authorized by law.
18. Approval from home owner's association and/or property manager, where applicable.
19. No more than one vehicle at the home occupation.

Signature [Signature]

Date 06-04-2024

Print Name SHONA JOHN

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

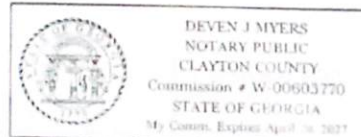
4 DAY OF June, 2024

Executed in Fayetteville (City), GA (State)

[Signature] 4/20/2027

NOTARY PUBLIC Signature

My Commission Expires



HOME-BASED OCCUPATIONAL TAX APPLICATION
CITY OF STOCKBRIDGE
4640 North Henry Blvd
Stockbridge, GA 30281
(678) 833-3302 or (678) 833-3310 fax number (678) 302-9732
www.cityofstockbridge.com



Memorandum of Understanding Occupational Tax Certificate

I SHONA JOHN, am a business owner/operator of My SERENITY PERSONAL CARE HOME
(Business Owner Name—Please Print) (Business Name—Please print)

By executing and notarizing this Memorandum of Understanding, I agree, and accept responsibility for notifying the City of Stockbridge - Occupational Tax Department of all changes of information regarding my business (closure/non-closure). I also acknowledge that I am aware that non-submittal of the annual renewal application **will not** close the business, and that additional fees will be incurred as a result of non-compliance to all laws and ordinances set forth to operate within the City of Stockbridge.

Furthermore, I agree **not to hold the City of Stockbridge responsible**, after due process of time, they determine that I am no longer in business at my location.

I hereby declare under penalty of perjury that the foregoing is true and correct.

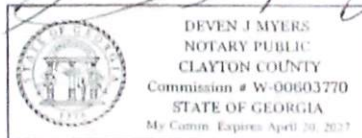
Executed on June, 04, 2024 in Fayetteville (city), GA (state).


Signature of Business Owner or Manager

SHONA JOHN
Printed Name of Business Owner or Manager

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 4 DAY OF June, 2024

4/20/2027
Notary Public My Commission Expires



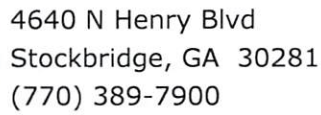
Office Use Only:

OTC _____

3.2.3 - Adult and child day care facilities.

The requirements of this section apply to child and adult day care facilities, nursery schools, and preschools.

- A. Family day care homes or group day care homes are not allowed in residential districts, nor are they allowed on any property which is used for residential purposes. The regulations which are listed below apply to commercially operated adult and child day care facilities only.
- B. Each adult and child day care center shall be subject to the following requirements when it is located within a commercial building or commercial zoning district:
 - 1. All regulated facilities shall comply with the State regulation and shall acquire applicable State licenses for operation.
 - 2. All facilities shall be located on properties having a minimum of one (1) acre and shall be located on a thoroughfare having a classification of a collector road or higher.
 - 3. All day care facilities must be located in freestanding buildings. They may not be located within a tenant space of a retail center, office building, or other type of building.
 - 4. Each child day care facility shall provide not less than thirty-five (35) square feet of indoor play area for each child, based on the maximum permissible enrollment.
 - 5. Each child day care facility shall provide not less than two hundred (200) square feet of outdoor play area for each child, based on the maximum permissible enrollment.
 - 6. All required outdoor play/recreation areas shall be enclosed by a solid decorative fence which is not less than four (4) feet in height.
 - 7. No day care home shall be located within one thousand five hundred (1,500) feet of another day care facility.
 - 8. All facilities must obtain a business license with the city and provide a copy of all State licenses and documentation.



Receipt Date: 6/5/2024 1:25:03 PM

VOIDED RECEIPT

Transaction Code: EG - Energov

Name: John, Shona (My Serenity Per:

\$150.60

Entity Name: John, Shona (My Serenity Perso Entity Account: INV-00029881

INV-00029881 150.60

- CAINVOICEFEE 80.6000

- CAINVOICEFEE 70.0000

Total Balance Due: **\$150.60**

Payment Method: Credit Card	Payor: John, Shona (My Serenity Persc	Reference: Visa-Authorized	Amount:	\$150.60
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Total Payment Received:	\$150.60
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Change: \$0.00

Cardmember acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

X _____

Shona John
270 Shields Road
Stockbridge, GA 30281

Frederick Gardiner
City Council Manager
4640 North Henry Blvd
Stockbridge, GA 30281

Dear Frederick Gardiner

I am writing to request an extension for submitting the state license. Due to limited funds, I needed to apply for a loan, as discussed in our recent meeting, to complete the necessary repairs on the property. Unfortunately, the loan approval process took longer than anticipated, delaying the entire project timeline. My husband is currently the only one able to work on the property, and the loan amount was insufficient to hire additional help, which has further extended our timeline.

I would be very grateful if you could grant an extension until the first week of January for me to submit the state license. Thank you for your understanding and consideration, and I look forward to your response.

Sincerely,
Shona John

Business Summary

Business Name: My Serenity Personal Care Home, LLC

Business Address: 270 Shields Rd, Stockbridge, GA 30281

Business Owner: Shona John

Date: April 7, 2025

Business Overview

Business Type: Personal Care Home

Business Description: My Serenity is a small, personal care home offering assistance with daily living activities such as bathing, dressing, medication management, and meal preparation for elderly individuals. The facility provides a nurturing, homelike environment that promotes the well-being and independence of residents while ensuring they receive the necessary care and support.

Admission Procedures

Prior to admission, each resident will undergo a comprehensive assessment to evaluate the resident's physical, mental, and emotional health, as well as their requirements for daily assistance. The assessment will be conducted by the facility administrator/owner. Once the assessment is complete, a personalized care plan will be developed, tailored to the resident's specific needs. A formal agreement will be signed once the terms of admission (including level of care, monthly fees, and/or any additional services) are confirmed and accepted. Upon acceptance, the resident will be welcomed into the facility.

Business Operations

1. Operating Hours:

- The facility operates 24 hours a day, 7 days a week.
- Staff will work in shifts to ensure continuous care for residents.
- Daily business hours for office operations, visitation, and deliveries will be from 9:00 AM to 5:00 PM, Monday through Saturday.

2. Staffing:

- **Total Employees:** We will initially employ 2 full-time staff members for 6 residents.
- **Staffing Hours:**
 - Employees will work in shifts covering 24-hour care.
 - **Shift Coverage:** A staff member will always be present at the facility, ensuring that residents receive the necessary care at all times.

3. Security Measures:

- **Facility Security:** My Serenity is equipped with five outdoor cameras, floodlights, smoke detectors, and an alarm system that can contact all emergency services. All medication storage units are locked to ensure restricted access. Accessibility features, including grab bars, and appropriate signs are available throughout the facility. Security-coded entry doors and a monitored entry system are in place to protect residents. Parking is readily available and accessible for visitors.
- **Emergency Systems:**
 - Emergency exits are clearly marked with exit signs and will be kept free of obstructions at all times.
 - There will be a comprehensive emergency response plan that includes evacuation routes, assembly areas, and procedures for contacting emergency services.

4. Emergency Procedures:

- **Medical Emergencies:** In the event of a medical emergency, staff will immediately assess the situation and contact emergency services (911) if necessary. Residents will be transported to the nearest hospital if required.
- **Fire and Evacuation:** All staff will be trained in fire safety and evacuation procedures. Regular fire drills will be conducted to ensure staff and residents are prepared in the event of a fire.
- **Weather and Natural Disasters:** The facility will have an emergency kit with supplies (food, water, first-aid, etc.) and a disaster preparedness plan in place in case of severe weather or natural disasters.
- Policies and procedures for all emergency plans are written and regularly reviewed by staff.

Conclusion

My Serenity Personal Care Home will provide high-quality, personalized care for elderly individuals in a safe, secure, and supportive environment. We are committed to maintaining a facility that operates in compliance with all local regulations, while effectively promoting resident health, safety, and well-being.

Signature: _____

Date: _____

Owner's Name: Shona John

Contact Information: 770-870-4552 | shonaj618@hotmail.com

Shona John
270 Shields Road
Stockbridge, GA 30281

Keedra Jackson
Community Development Department Planning and Zoning Division
4602 North Henry Blvd
Stockbridge, GA 30281

Dear Keedra Jackson,

Thank you for your prompt response to my previous email. I truly appreciate your guidance and support.

I would like to respectfully request additional time to complete the work and submit the required state permit. Additionally, I plan to reach out to the Chief Building Official to obtain a work permit for any indoor renovations, should one be necessary. Please know that I am committed to following all codes and regulations, and I am fully prepared to comply with any requirements to avoid any legal infractions.

Also, could you please clarify where I should submit my medication license and the requested basement floor plans?

Thank you once again for your assistance. I look forward to your response.



Battle Law

5/12/2025

Linda Logan
City of Stockbridge Community Development
City Planner
4602 North Henry Boulevard
Stockbridge, GA. 30281

Re: Deferral of SP-2024-03

Ms. Logan:

On behalf of the Applicant for the proposed special land use permit application for property located at 270 Shields Road, being parcel number S10-02041000 pertaining to petition number(s) SP-2024-03, I respectfully request to defer this application thirty (30) days to Mayor and Council.

Prepared By:

Joshua Mahoney

For Battle Law, P.C.



Battle Law

6/9/2025

Linda Logan
City of Stockbridge Community Development
City Planner
4602 North Henry Boulevard
Stockbridge, GA. 30281

Re: Deferral of SP-2024-03

Ms. Logan:

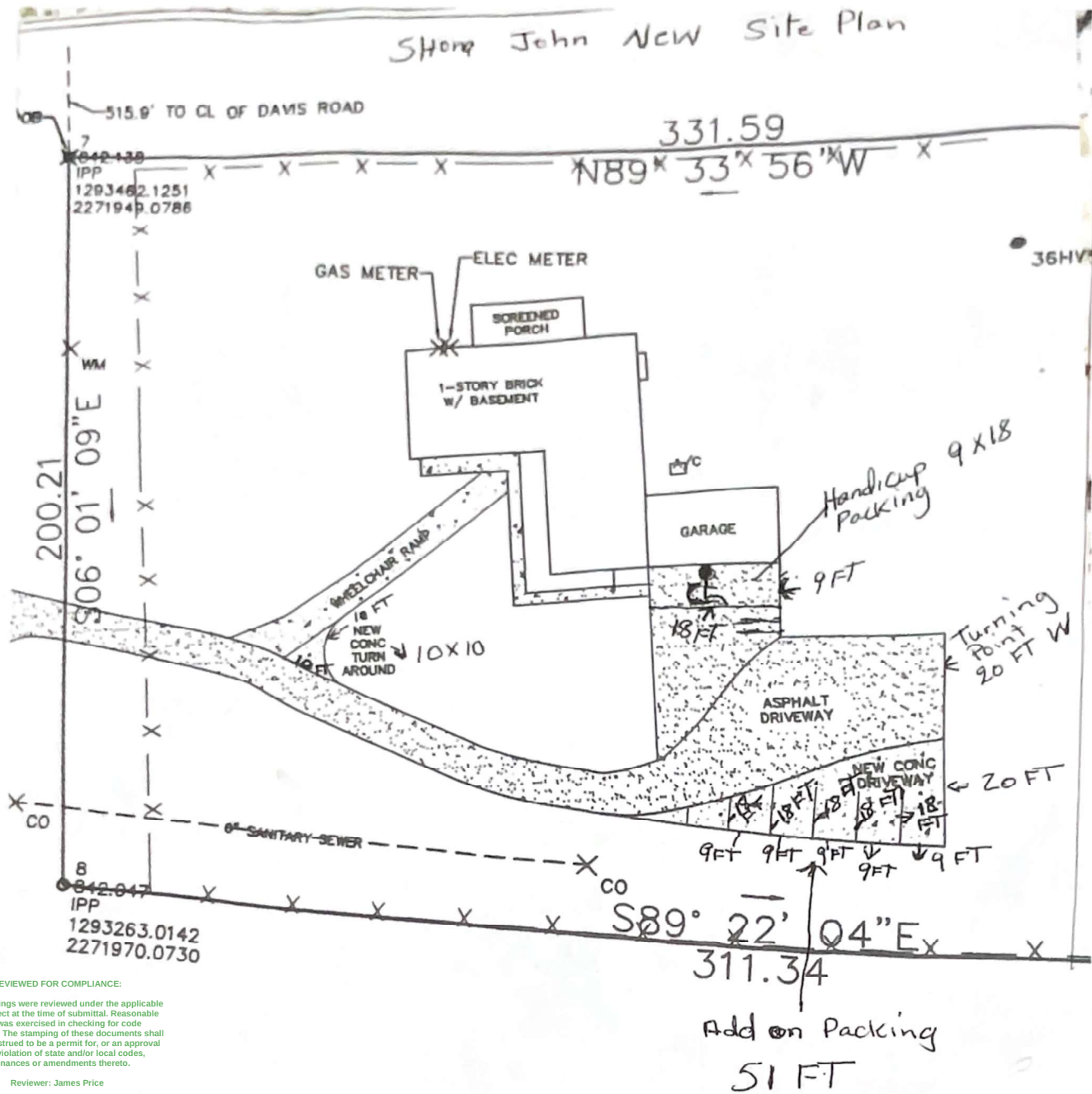
On behalf of the Applicant for the proposed special land use permit application for property located at 270 Shields Road, being parcel number S10-02041000 pertaining to petition number(s) SP-2024-03, I respectfully request to defer this application thirty (30) days to Mayor and Council.

Prepared By:

Joshua Mahoney

For Battle Law, P.C.

Project/case BLD-2025.05.0601



REVIEWED FOR COMPLIANCE:

These drawings were reviewed under the applicable laws in effect at the time of submittal. Reasonable effort was exercised in checking for code compliance. The stamping of these documents shall not be construed to be a permit for, or an approval of any violation of state and/or local codes, ordinances or amendments thereto.

Reviewer: James Price

CITY OF STOCKBRIDGE
Inspections Department

06/04/2025 9:06:58 AM

CITY OF STOCKBRIDGE
PLANNING & ZONING DIVISION
REVIEWED FOR CODE COMPLIANCE

These drawings were reviewed under the applicable laws in effect at the time of submittal. Reasonable effort was exercised in checking for code compliance. The stamping of these documents shall not be construed to be a permit for, or an approval of, any violation of state and/or local codes, amendments, or ordinances thereto.

Reviewer: Linda Logan
06/11/25

PREPARED FOR:

SHONA

BOUNDARY SURF



City of Stockbridge
Building Permit Card

Address	270 SHIELDS RD, STOCKBRIDGE, GA 30281	Permit Number	BLD-2025.05.1052
Issued Date	6/12/2025	Expiration Date:	12/9/2025
Lot #			
Subdivision/Project Name	Driveway	Owner Name	Shona John
Contractor Name	Shona John	Contractor Phone	770-870-4552
Detail of Work	Add 521sq. Ft to driveway packing.		
Conditional Approval to Release Permit			

BLDG - Footing/Foundation or Slab	BLDG - Foundation Wall
BLDG - Slab	BLDG - Foundation Waterproofing
BLDG - Retaining Wall	BLDG - Box Check
SWIM - Pool Barrier (Fence)	SWIM - Pool Basket
SWIM - Pool Final	SWIM - Pool Other
ELEC - Pool Bonding	ELEC - Ditch Cover
ELEC - Final	ELEC - Other
BLDG - Wall Sheeting	BLDG - Wrap (Moisture Barrier)
BLDG - Rough	BLDG - Deck Footing
BLDG - Grade Beam	BLDG - Lath & Stucco
BLDG - Ceiling Cover (Comm)	BLDG - Wall Cover (Comm)
BLDG - Gas Pressure Test	BLDG - Insulation
BLDG - Site (Soil Erosion)	BLDG - Underground
BLDG - Final (Comm)	BLDG - Final (Res)
BLDG - Other	BLDG - Other 2

This permit card must be on site and posted to obtain inspections. All inspections scheduled by 4:00pm will be conducted the next regular day of business, excluding holidays and emergencies. Please schedule inspection requests by going to <https://www.sagesgov.com/stockbridge-ga>. All correction lists from prior inspections must be on site for re-inspection.

Georgia Nurse Aide Registry



Certification Number – CN0028858298

Original Date: 04/20/2006

Expiration Date: 04/20/2026

SHONA JOHN
313 PLANTATION CIR
FAYETTEVILLE, GA 30214

Alive and Well Safety Training, Inc.

First Aid Training Course

SHONA JOHN

*Has successfully completed a two-hour First Aid Course approved
by the DHR, ORS and Alive & Well Safety Training, Inc.*

APR 09 2025

Issue Date

APR 09 2027

Expiration Date



Alive and Well Safety Training, Inc.

Cardiopulmonary Resuscitation and
Emergency Cardiac Care Provider

SHONA JOHN

*Has successfully participated in the current national standards for adult
cardiopulmonary resuscitation*

APR 09 2025

Issue Date

APR 09 2027

Expiration Date

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed

Secretary of State

Filing Date: 2/25/2025 4:14:02 PM

BUSINESS INFORMATION

CONTROL NUMBER	21016143
BUSINESS NAME	My Serenity Personal Care Home LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	02/25/2025
ANNUAL REGISTRATION PERIOD	2025, 2026

PRINCIPAL OFFICE ADDRESS

ADDRESS	270 Sheilds rd, Stockbridge, GA, 30281, USA
---------	---

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Shona John	270 Sheilds rd, Stockbridge, GA, 30281, USA	Henry

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Shona John
AUTHORIZER TITLE	Organizer



CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Documentation: Accurate and Legal - 2.0 Online Contact Hours

Course Completed: **2025-03-20**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

Calle Sierra Moreno 6, La Valvega de la Cala Casa 14, La Cala de Mijas, Málaga, España

This certificate must be kept for a minimum of 8 years.

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Tuberculosis - 2.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

**Infection Control, Barrier Precautions and OSHA - 2.0 Online Contact
Hours**

Course Completed: **2025-03-18**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Colombia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351. RN.ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Resident Rights - 1.0 Online Contact Hours

Course Completed: **2025-03-18**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Alzheimer's Disease and Dementia - 3.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CLP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0501RN #50-9351 RN.ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

End of Life including Hospice - 2.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

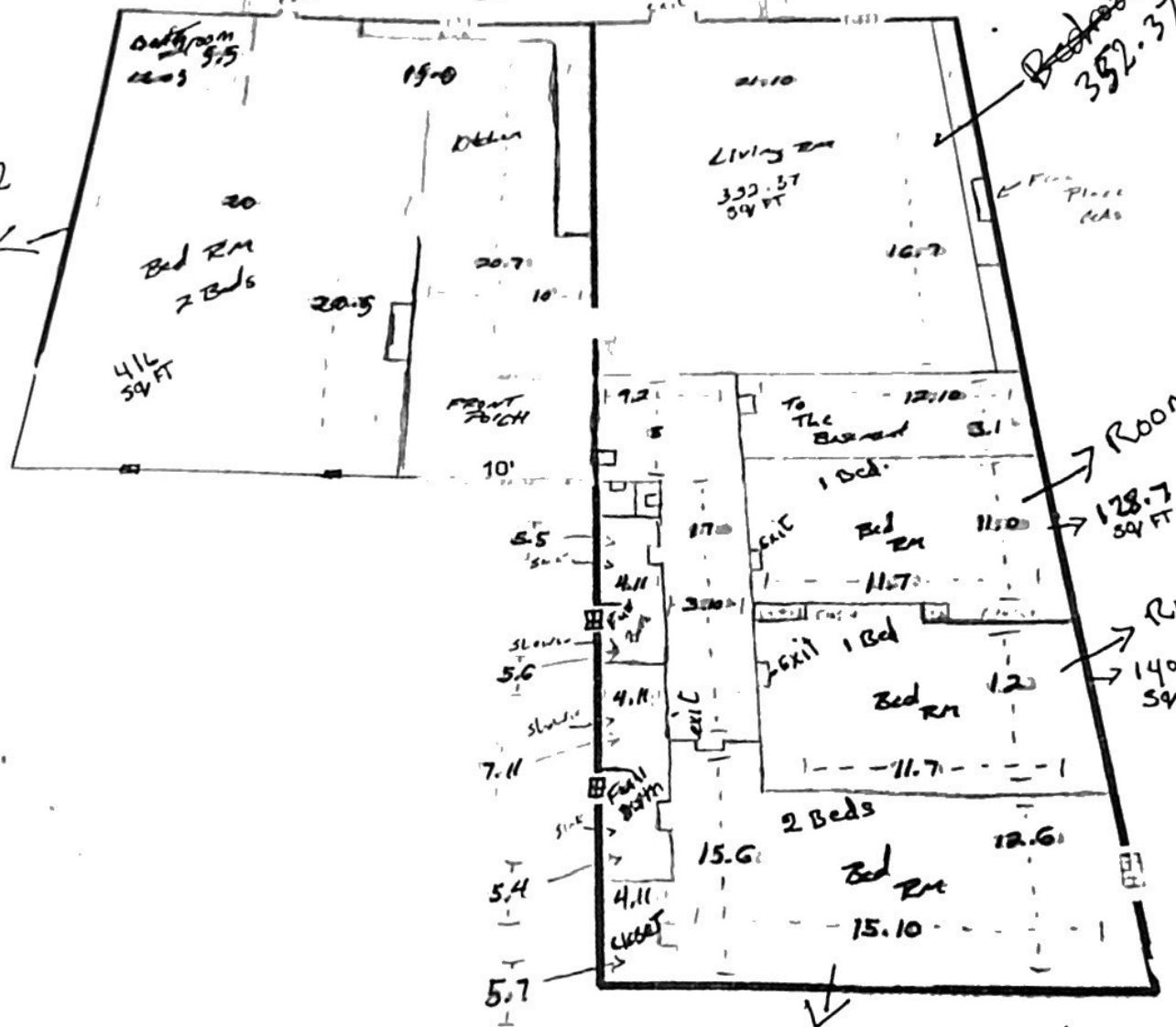
L Snyder RN

Calle Sierra Moreno 6, La Valvega de la Cala Casa 14, La Cala de Mijas, Málaga, España

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Room For 2 Residents
416 sq ft

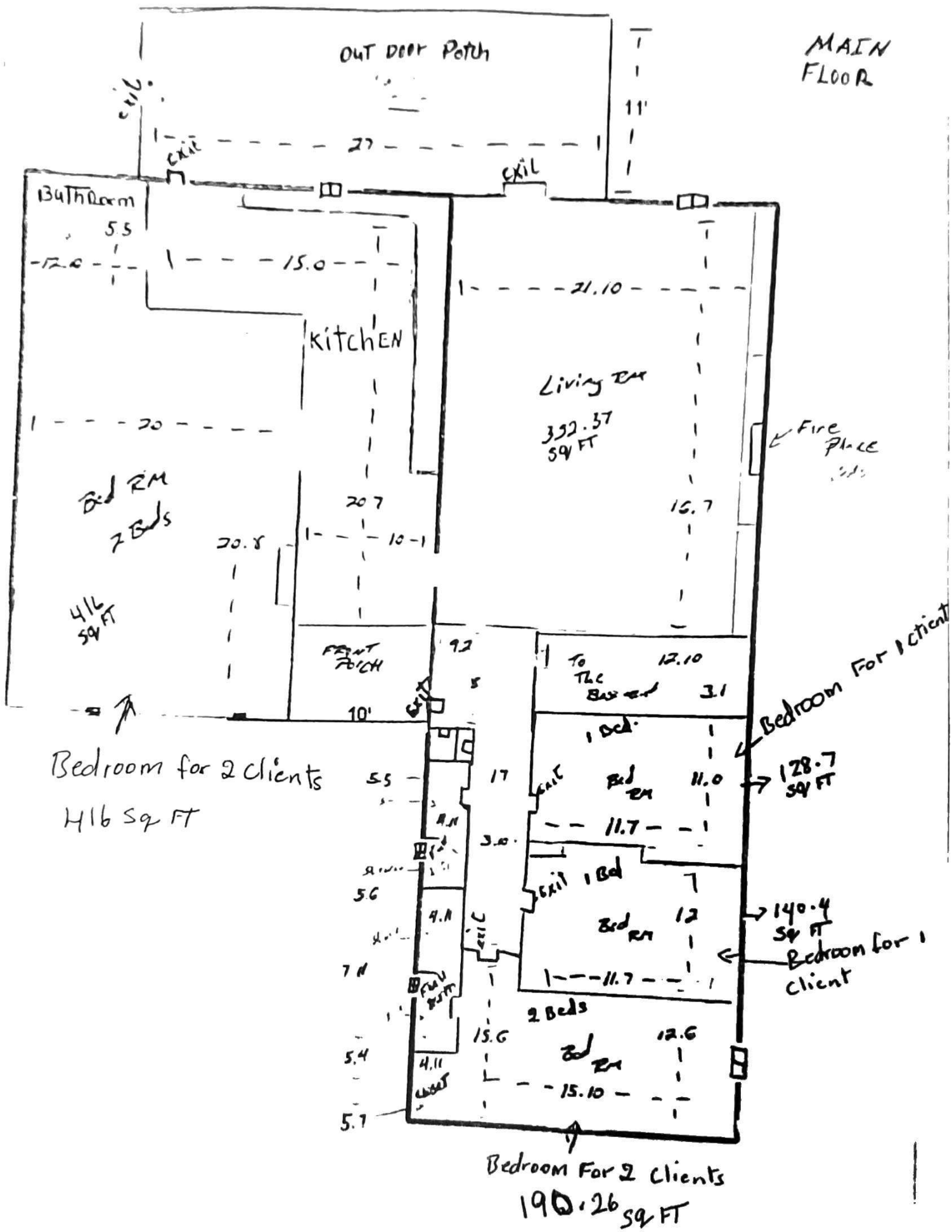


Room For 2 Residents
190.26 sq ft

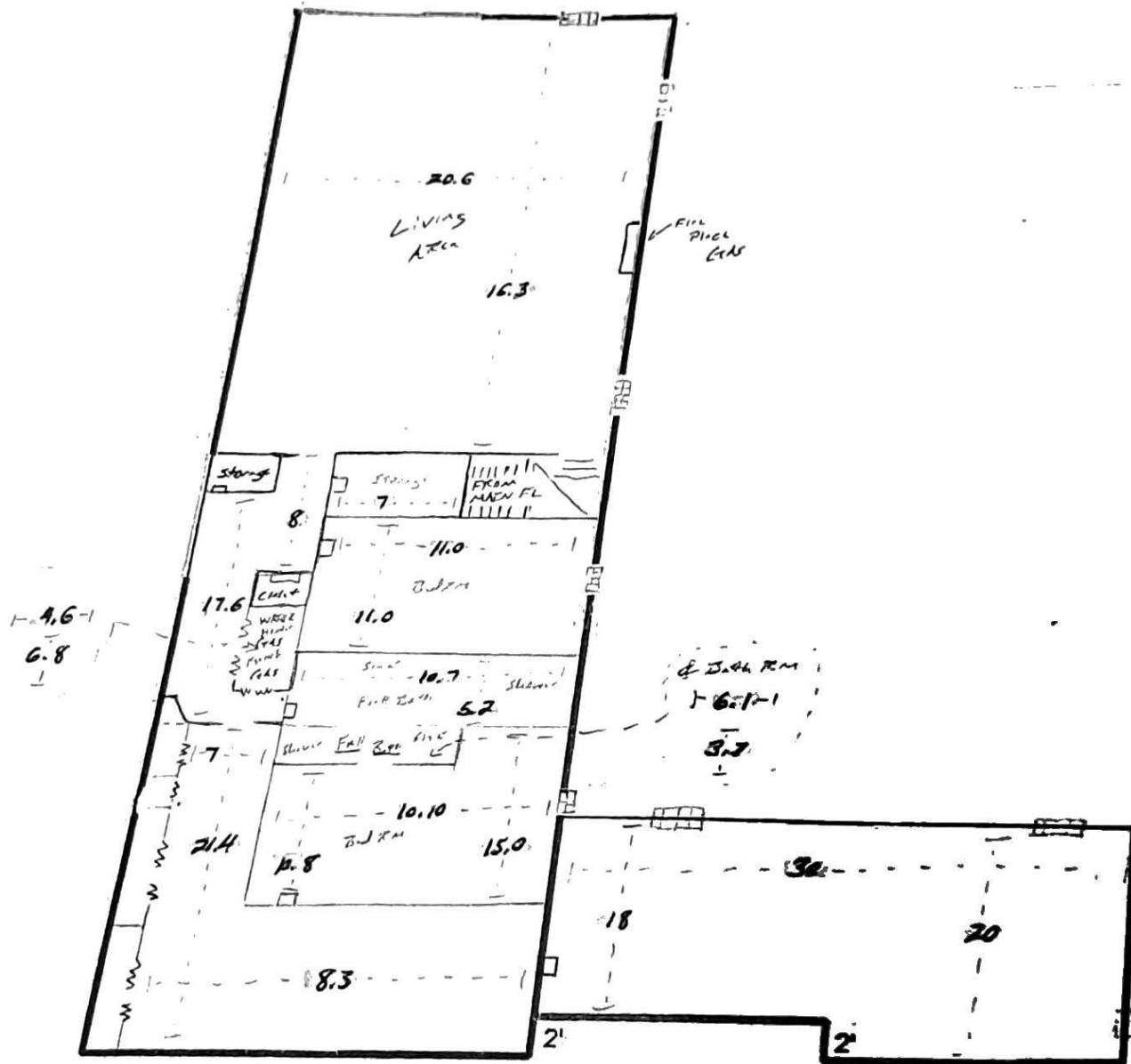
Basement +



MAIN FLOOR



Basement



Certificate of Completion

Georgia Medication Aide

Written Competency Evaluation Certificate

This Certifies that

Shona John

has successfully passed
the on-line standardized written competency examination
on the 25th day of October, 2024

Issuing Organization

 **ALLIANT**
HEALTH SOLUTIONS

Alliant Health Solutions

P O Box 105753, Atlanta, GA 30348

Certificate Number: CN0028858298

NOTE: This certificate does not guarantee that the above mentioned candidate will be listed by the Georgia Medication Aide Registry. On-line verification of placement is required to verify good standing on the Georgia Medication Aide Registry.

Georgia Nurse Aide Registry



Certification Number – CN0028858298

Original Date: 04/20/2006

Expiration Date: 04/20/2026

SHONA JOHN
313 PLANTATION CIR
FAYETTEVILLE, GA 30214

Alive and Well Safety Training, Inc.

First Aid Training Course

SHONA JOHN

*Has successfully completed a two-hour First Aid Course approved
by the DHR, ORS and Alive & Well Safety Training, Inc.*

APR 09 2025

Issue Date

APR 09 2027

Expiration Date



Alive and Well Safety Training, Inc.

Cardiopulmonary Resuscitation and
Emergency Cardiac Care Provider

SHONA JOHN

*Has successfully participated in the current national standards for adult
cardiopulmonary resuscitation*

APR 09 2025

Issue Date

APR 09 2027

Expiration Date

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed

Secretary of State

Filing Date: 2/25/2025 4:14:02 PM

BUSINESS INFORMATION

CONTROL NUMBER	21016143
BUSINESS NAME	My Serenity Personal Care Home LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	02/25/2025
ANNUAL REGISTRATION PERIOD	2025, 2026

PRINCIPAL OFFICE ADDRESS

ADDRESS	270 Sheilds rd, Stockbridge, GA, 30281, USA
---------	---

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Shona John	270 Sheilds rd, Stockbridge, GA, 30281, USA	Henry

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Shona John
AUTHORIZER TITLE	Organizer



CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Documentation: Accurate and Legal - 2.0 Online Contact Hours

Course Completed: **2025-03-20**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

Calle Sierra Moreno 6, La Valvega de la Cala Casa 14, La Cala de Mijas, Málaga, España

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Tuberculosis - 2.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

L Snyder RN

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

**Infection Control, Barrier Precautions and OSHA - 2.0 Online Contact
Hours**

Course Completed: **2025-03-18**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Colombia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351. RN.ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Resident Rights - 1.0 Online Contact Hours

Course Completed: **2025-03-18**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

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CERTIFICATE OF COMPLETION

Presented to

Shona John, CNA, CN0028858298

Upon Successful Completion of

Alzheimer's Disease and Dementia - 3.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CLP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0501RN #50-9351 RN.ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

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CERTIFICATE OF COMPLETION

Presented to

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Upon Successful Completion of

End of Life including Hospice - 2.0 Online Contact Hours

Course Completed: **2025-03-19**

Provider approved by

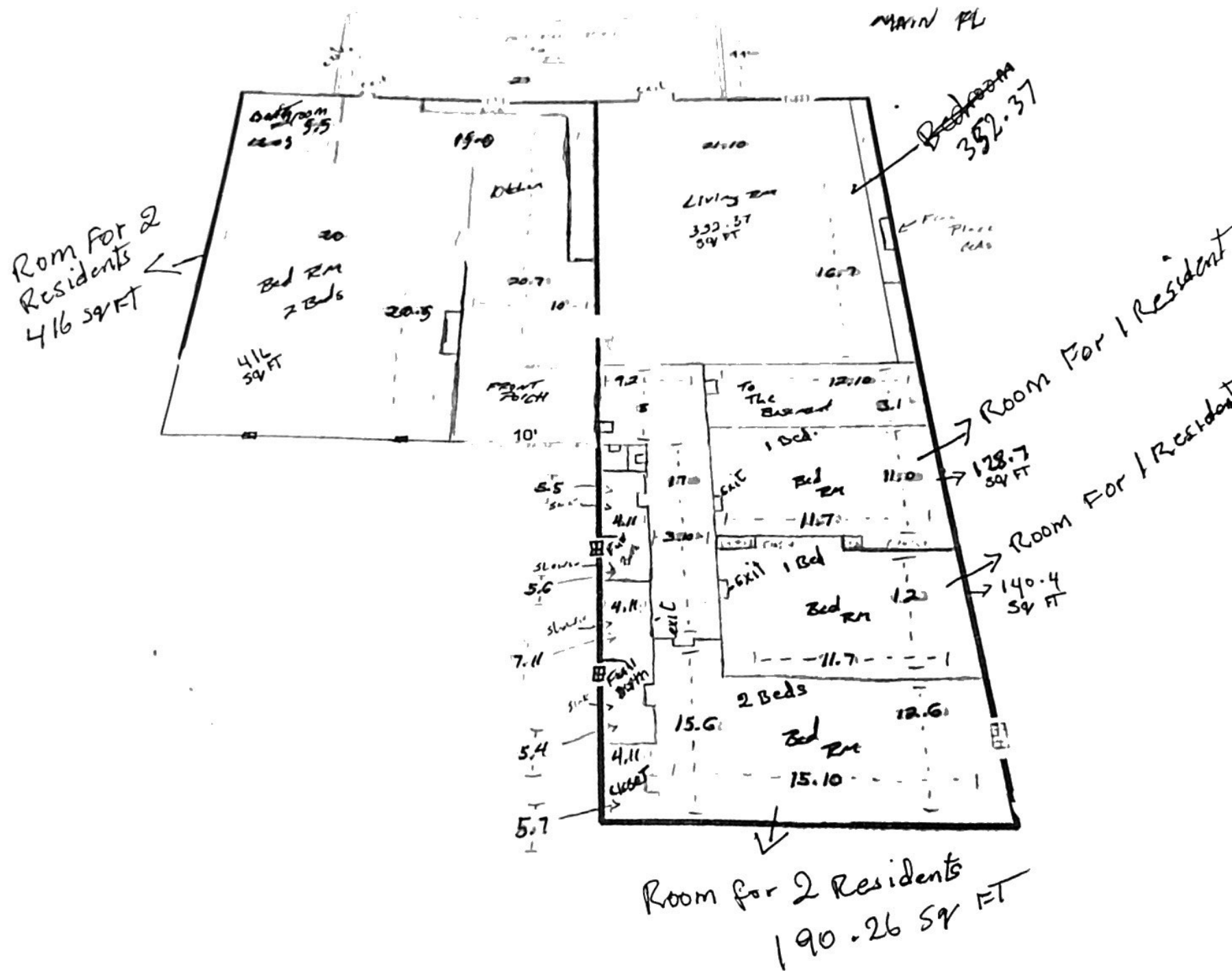
Arkansas Board of Nursing #50-9351, California Board of Registered Nursing, Provider CEP #14777 for Contact Hours, District of Columbia Board of Nursing #50-9351, District of Columbia Board of Nursing Assistants #50-9351, Florida Board of Nursing #50-9351, Georgia Board of Nursing #50-9351, Kansas Board of Nursing #50-9351, Kentucky Board of Nursing #50-9351, Michigan Board of Nursing #50-9351, Mississippi Board of Nursing #50-9351, New Hampshire Board of Nursing #50-9351, New Mexico Board of Nursing #50-9351, North Dakota Board of Nursing #50-9351, South Carolina Board of Nursing #50-9351 Tennessee Board of Nursing #50-9351 and West Virginia Board of Registered Professional Nurses WV2006-0503RN #50-9351 RN ORG® Courses are Peer Board Reviewed. *This activity has been designed to meet the Minnesota Board of Nursing continuing education requirements. However, the nurse is responsible for determining whether this activity meets the requirements for acceptable continuing education.*

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Basement +





GEORGIA DEPARTMENT
OF COMMUNITY HEALTH

Nurse Aide Registry Verification

Applicant Information

Name : JOHN, SHONA

Certification Number : CN0028858298

Original Certification Date : 04/20/2006

Expiration Date : 04/20/2026

Status : Active

Adverse Findings : No

<u>Training Program</u>	<u>Program Date</u>
CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006

The Georgia Nurse Aide Program requires a minimum of 85 hours, which includes classroom, lab and clinical rotation, for all approved nurse aide training program courses in the State of Georgia. The third party test vendor has administered the Georgia Written/Oral and Skills examination since July 1, 2007. All candidates are required to pass the written/oral and skills competency examination administered by a third party testing vendor.

HFR Facility Finder

Name	Facility Type	Address	City	State	Zip	County	Bed Capacity	Telephone	Effective Date of License	Agency
EXTREME MEASURES PERSONAL CARE HOME	PERSONAL CARE HOME	602 CLOUDLAND DRIVE	STOCKBRIDGE Unincorporated Henry	GA	30281	HENRY	3	6788845066	3/26/2019 12:00:00 AM	KH
GOLDEN IVY PERSONAL CARE HOME	PERSONAL CARE HOME	875 JODECO ROAD	STOCKBRIDGE Unincorporated Henry	GA	30281	HENRY	6	6782728789	5/2/2024 12:00:00 AM	NI
HERITAGE LIVING	PERSONAL CARE HOME	1751 E ATLANTA RD	STOCKBRIDGE Unincorporated Henry	GA	30281	HENRY	6	6785935399	12/7/2020 12:00:00 AM	MR
My Serenity Personal Care Home	PERSONAL CARE HOME	270 Shields Rd	Stockbridge City of Stockbridge	GA	30281	Henry	3	7708704552	1/28/2025 12:00:00 AM	SH
SOCIAL GRACES PERSONAL CARE HOME, LLC	PERSONAL CARE HOME	5 WALKER DRIVE	STOCKBRIDGE Unincorporated Henry	GA	30281	HENRY	3	4708786066	8/20/2020 12:00:00 AM	AL

**PHOTOGRAPHS (43) OF 270 SHIELDS ROAD, FROM APPLICANT:
INTERIOR OF HOME AND EXTERIOR OF PROPERTY**

Submitted to Planning & Zoning on April 18 & 21, 2025









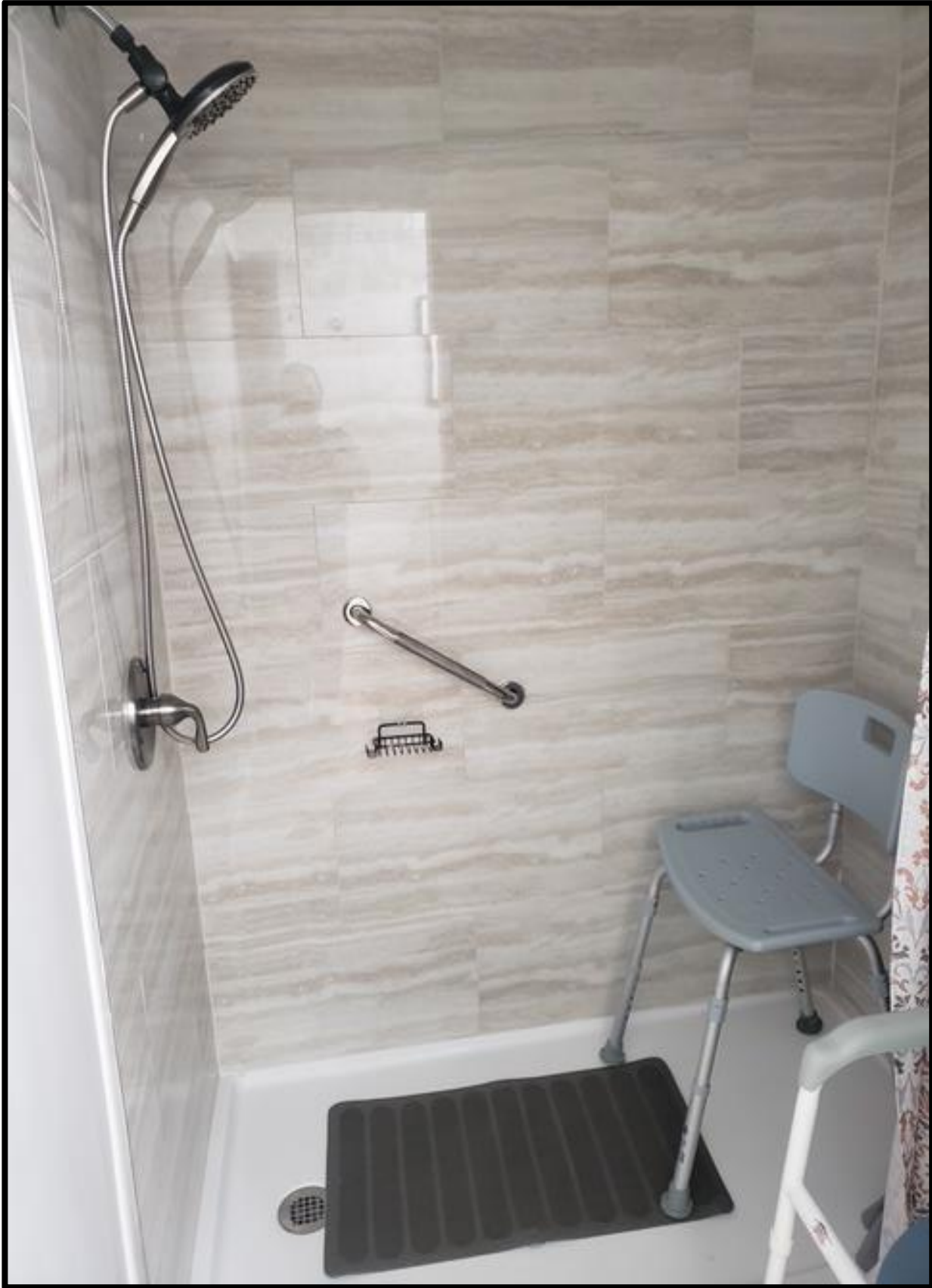


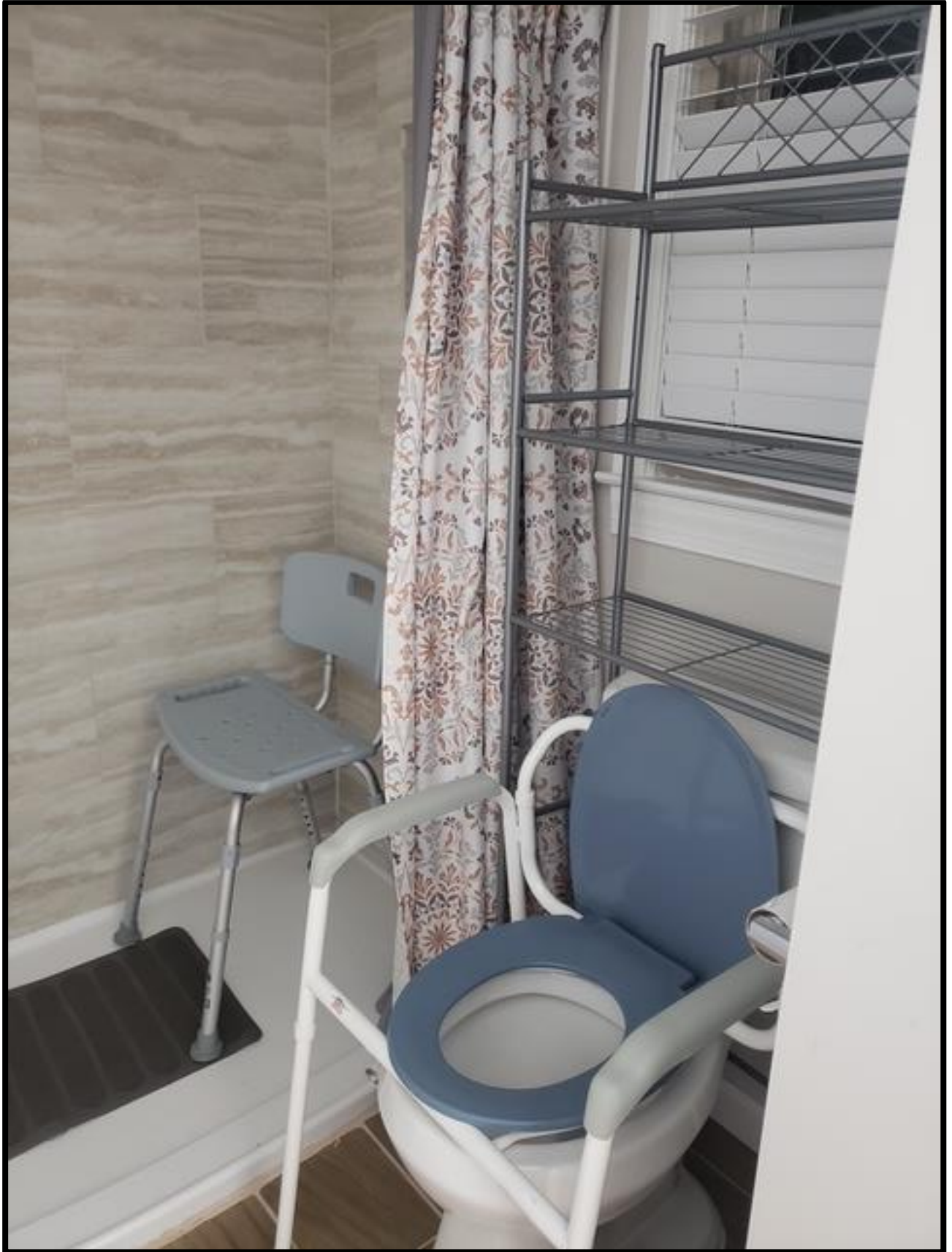




































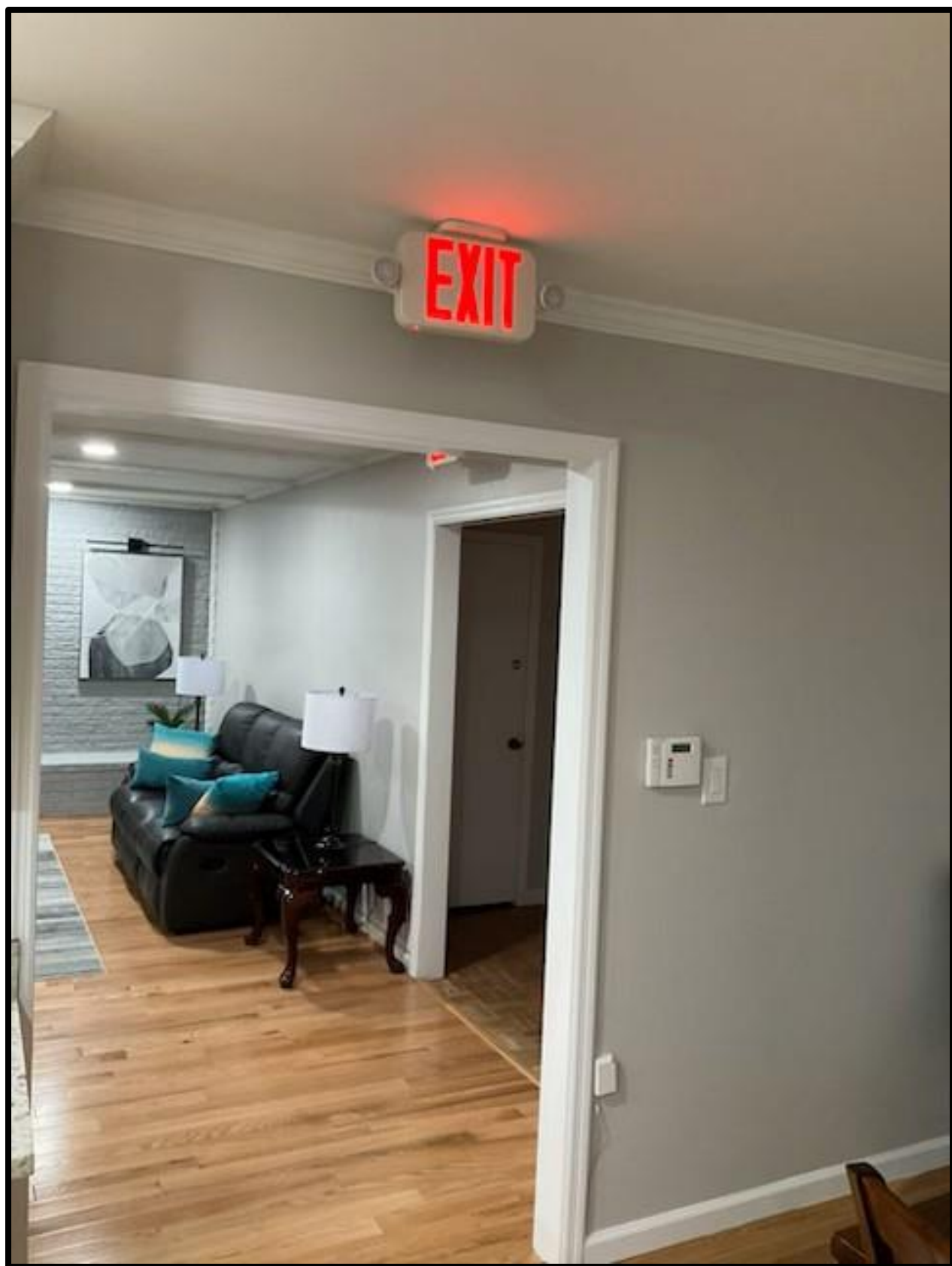










































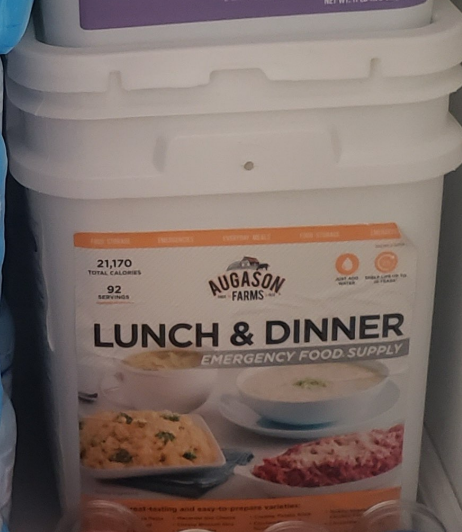
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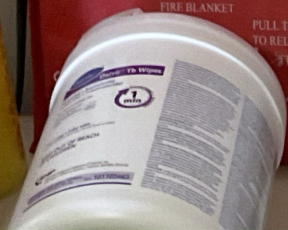
ADT

(800) ADT-ASAP
ADT.COM

TO AVOID ANY DANGER OF CHOKING
FROM BABIES AND CHILDREN
CARTRIDGES OR PLAYS

KEEP AWAY
FROM FIRE









ADMISSIONS AGREEMENT

This agreement, made and entered into as of the _____ day of _____, 20____, by and between _____ and _____
Name of Facility

(Resident/Guardian/Responsible party/ Power of Attorney).

HEREBY AGREES:

to assume 24-hour responsibility for the well being of the undersigned **resident** and to make available and offer said resident, as needed, protective care and watchful oversight services. These include but are not necessarily limited to, a daily awareness by the management of each resident's functioning; his/her whereabouts; making and reminding the resident of medical appointments; the ability and readiness to intervene if a crisis arises for the resident; and, supervision in areas of nutrition, medication, and actual provision of supportive medical services.

Management acknowledges that the above provisions include: 24-hour a day lodging with 3 balanced meals and 2 nutritious snacks per day; provision of laundry facilities in the home; bedding supplies, towels, soap, toilet tissue, and light bulbs; continuous assessment of each resident's needs; and informing sponsor or guardian of any changes in resident's condition that may warrant transfer or discharge.

The **applicant** must be at least 18 years of age and have the ability to move from place to place either aided or unaided by brace, cane, prosthesis, crutches, walker, handrails or wheelchair. Applicant must also be able to respond to an emergency situation and escape with minimal human assistance, such as being guided to means of egress.

Personal services include but are not limited to: assistance with ambulation, transfers, eating, bathing, grooming, dressing and toileting.

Each **Resident** will be kept comfortable and clean. They will be treated with dignity, kindness, consideration and respect. They have the right to be protected from injury and infection. They will be given prompt, unhurried assistance if he or she requires help with eating. Assistance is given if needed with daily hygiene including bath and oral care.

A well rounded activities program will be available sufficient to promote physical, mental and social well-being of the **resident**.

Applicants who require restraints, either chemical, isolation, or confinement for behavior control will not be admitted. If a **resident's** condition deteriorates to this degree, provisions will be made for discharge. **Residents** may not be confined to bed and may not require constant medical or nursing care.

Medical, nursing, health or supportive service required on a periodic basis or for short term illness, shall not be provided as service of the home.

Name of Facility
_____ will assist with arrangement for such services, but not provide or pay for such services.

Residents will not be asked to do household chores. **Residents** are allowed in kitchen if they are with Personal Care Attendant and deemed safe by staff.

3. If you wish to leave the facility, you are required to give 30 days prior written notice of the date you wish to terminate this agreement; however, if you are leaving because of a health emergency, 30 days advance notice is not required, although your intentions must be received in writing. In the unfortunate event in which the patient passes away, security deposit will be refunded within 30 days after of the date. If there are damages to the home caused by the resident or if the resident has unpaid charges, compensation will be deducted from the refund.
4. Rents will not be pro-rated or refunded after the 15th day of current billing cycle. Rents will not be pro-rated or refunded to any resident admitted on hospice.

Complaint and Grievance Procedures

1. A copy of the resident's rights is attached and incorporated by reference into the agreement. This facility will honor and respect your rights.
2. You have the right to make suggestions, register complaints or present grievances about the care or services you or another resident receives here.

Provider

Date

Resident/Guardian/Representative

Date

The following confirms that I have received a copy
Of the residents rights
And, the house rules

BY: _____
(SIGNATURE)

NAME: _____
(PRINTED NAME)

DISASTER PLAN
For
My Serenity Personal Care Home

TO REPORT A FIRE: DIAL 911!!!

Give Location: 270 Shields Road Stockbridge, Ga 30281

AND YOUR NAME _____

SPEAK SLOWLY AND CLEARLY!!

STAY ON THE LINE UNTIL THE OPERATOR ACKNOWLEDGES HELP IS ON THE WAY

REMEMBER TO STAY CALM...

EMERGENCY SITUATIONS

DISASTER PLAN

PERSONS TO BE NOTIFIED IN THE FOLLOWING ORDER:

Fire department: 770-288-6600

Police: 911

P/C Homeowner: Shona John (770-870-4552)

Other contact person:

Temporary housing: 770-906-4045

PCH: My Serenity

Hospital: 678-604-1000

Ambulance: 678-565-6339

Poison Control: 1-800-222-1222

Disaster Preparedness Plan Overview

Facility Name: My SERENITY Personal Care Home LLC Address: 270 Shields Rd S
 City: STOCKBRIDGE County: HENRY Phone: 770-870-4552
 Facility email address: Shonda618@hotmail.com Fax: _____
 Licensed Capacity: _____ Number of Residents: 3
 Owner: Shonda JOHN Emergency Contact # 770-870-4552
 Admin/Manager: Shonda JOHN Emergency Contact # 770-870-4552
 Emergency Generator: _____ Yes ☒ No ☐
 Emergency Water Supply: 3 days Source: BOTTLE WATER.
 Emergency Food Supply: 3 days

Evacuation Plan

Transfer Destination(s) – Complete all information for each location, if more than one: Include type of facility (i.e. PCH, NH, Hospital, etc.)/name of facility/city/contact person/telephone# of location(s):

Type of Facility	Name of Facility	City	Contact Person	Phone Numbers
PCH	Redmont Henry Hospital	stockbridge		678-604-1000

Current, signed transfer agreement: _____ Yes ☒ No ☐ If yes, please attach a copy for each facility.

Mode(s) of transportation – Complete all information for each mode of transportation to be used: [Modes of transportation include emergency vehicles (i.e. ambulances) (EV), non-emergency vehicles (NEV), private vehicles (PV) or other (please specify type).] Also include the estimated number of residents to be transported by mode, name of transportation company or agency, city, contact person and telephone number.

Mode of Trans	Est # of Res	Name of Company/Agency	City	Contact Person	Phone Numbers
Ambulance	3	404 Transport Ambulance	Jonesboro	AGRON	404-
				HARRIS	707-
					7714

Current, signed transportation agreement: _____ Yes ☒ No ☐ If yes, please attach a copy.

Estimated travel time to receiving facility: 8 minutes

Will staff accompany residents during transfers? yes.

Will staff provide care and supervision at receiving facility? YES.

Are provisions made for snacks, food, beverages, medications and assistive devices that may be needed during transfer for each resident? YES

Shonda OWNER
 Signature and title of person completing form

Date

12-21-24



My Serenity Personal Care Home

Emergency Preparedness Drills and evacuation requirements.

If an emergency occurs in this facility, there is an effective plan developed for fire and disaster plan. The facility will follow the steps that have been developed to ensure a smooth efficient and safe transition. The second point of egress, for transportation and housing options is noted on the disaster plan overview.

The facility will ensure that there is enough staff available always in the event of an emergency. There will be a minimum of one staff per four residents always.

It is important to understand when and how to carry out an emergency plan.

The goal of the facility is to make sure that all employees and clients understand their roles during an emergency.

It is important to remain CALM & QUIET during an emergency. The goal is not to PANIC

How to implement the Disaster Preparedness Plan

The Administrator/Manager or Designated Staff will have the ability to activate the emergency preparedness plan and to oversee and ensure that all individuals get out safely and without harm to avoid any possible complications or injuries during the emergency evacuation process.

Notification in change of plan

If changes are made to this plan, the Department

(Department of Community Health Care Facility Regulation Division) & MHDDAD will be notified to ensure compliance. Changes to this plan will be encouraged if there is the ability to improve the existing plan.

Emergency and procedures to follow:

Purpose:

A. To provide procedures for response to emergency/disaster in this facility and to establish an effective plan required to responding to various situations/disasters in the event or an emergency.

B. To identify & make sure there is trained staff assigned to assist in an emergency

Evacuation.

C. To make sure that the facility works with the local authorities during an emergency.

Evacuation of the Home (REMOVE):

The client will be evacuated via the primary means of escape, which is: THE Front Door.

If we can't use the primary means of escape, we will use this exit: USE Door in Sun room.

The first person to discover the fire will ACTIVATE the fire alarm and dial 911. yes.

Confining the Fire, Extinguishing the Fire, and Area of Refuge:

The caregiver and/or staff will close doors and windows to CONFINE the fire. If the fire is manageable, we will EXTINGUISH the fire using the PASS procedure. yes.

Once everyone is safely outside, we will meet at the following location: In front of the house, on the far left of the fence.

If circumstances prevent meeting there, we will meet outside at this location instead: Across the street.

Special Needs of Veteran:

My client, has the following special needs (e.g. deafness, blindness, physical limitations, mental limitations, bed-bound, wheel chair-bound, etc):

Wheel Chair-bound.

Caregiver(s) and Staff:

Special caregiver/staff responses to ensure the safety of veteran(s): yes.

If applicable, staff training has also included:

C.P.R and First Aid. CNA

Shong John New Site Plan

515.9' TO CL OF DAVIS ROAD

331.59

N89° 33' 56" W

7
842.138
IPP
1293462.1251
2271949.0786

36HV

GAS METER
ELEC METER

SCREENED PORCH

1-STORY BRICK
W/ BASEMENT

A/C

GARAGE

Handicap
Parking 9x18

9 FT

18 FT

Turning
Point
20 FT W

ASPHALT
DRIVEWAY

NEW CONC
DRIVEWAY

20 FT

8" SANITARY SEWER

9 FT 9 FT 9 FT 9 FT 9 FT

S89° 22' 04" E

311.34

Add on Packing

51 FT

BOUNDARY SURF

PREPARED FOR:

SHONA

200.21

S06° 01' 09" E

WM

CO

8
842.047
IPP
1293263.0142
2271970.0730

CO

Special Use Permit Application

City of Stockbridge, Georgia



THANK YOU FOR YOUR INTEREST IN THE CITY OF STOCKBRIDGE, GEORGIA. THIS PACKET INCLUDES THE NECESSARY DOCUMENTS THAT ARE NEEDED FOR SPECIAL USE PERMIT APPLICATIONS TO BE HEARD BY THE CITY OF STOCKBRIDGE PLANNING COMMISSION AND CITY COUNCIL.

PLEASE NOTE THAT ALL FEES ARE NON-REFUNDABLE. THERE ARE NO EXCEPTIONS.

ALL APPLICANTS ARE REQUIRED TO SCHEDULE AND ATTEND A PRE-APPLICATION MEETING WITH THE CITY OF STOCKBRIDGE PLANNING AND ZONING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT. PLEASE CALL THE OFFICE AT (770) 359-7900 TO SCHEDULE AN APPOINTMENT.

NO PRE-APPLICATION MEETING WILL BE CONDUCTED WITHOUT AN APPOINTMENT.

IF YOU NEED FURTHER ASSISTANCE, PLEASE FEEL FREE TO CONTACT THE
PLANNING AND ZONING DIVISION OFFICE BETWEEN 8:00 AM AND 5:00 PM,
MONDAY THROUGH FRIDAY,
AT (770) 389-7900.

MEETING LOCATION – ALL PRE-APPLICATION MEETINGS WILL BE HELD
VIRTUALLY (VIA TEAMS) UNTIL FURTHER NOTICE.



Special Use Permit Application Form

Name of Applicant SHONA JOHN Phone: 770-870-4552 Date: _____
 Address Applicant: 270 Shields RD Fax _____ Cell # _____
 City: STOCKBRIDGE State: GA Zip: 30281 E-mail: Shona1618@hotmail.com
 Name of Agent _____ Phone: _____ Date: _____
 Address Agent: _____ Fax _____ Cell # _____
 City: _____ State: _____ Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT HE OR SHE IS THE OWNER, OR AGENT OF THE OWNER, OF THE PROPERTY DESCRIBED BELOW, AND IS REQUESTING A SPECIAL USE PERMIT.

Special Use Permit(s) being requested: TO OPEN A PERSONAL
CARE HOME AT ADDRESS 270 SHIELDS RD
STOCKBRIDGE, GA 30281. I AM ASKING
PERMISSION TO HELP CONTRIBUTE TO THE
CITY OF STOCKBRIDGE. I WOULD LIKE TO SERVE

The property will be Posted with a City of Stockbridge Planning and Zoning Sign. The sign must remain on the subject property for no less than thirty days prior to the City Council meeting(s). The applicant or property owner shall not remove or alter the sign for any reason.

Address of Property or Parcel Number: 270 SHIELDS RD STOCKBRIDGE

Nearest intersection to the property: _____

Size of Tract: 1.47 acres, Land Lot Number(s): 70 District(s): 12

Property Tax Parcel Number(s): S10-02041000 (Required)

(Signature)

ANTONIO D. COPELANDO

Printed Name of Witness

Antwanette White

Notary

(Signature)

SHONA JOHN

Printed Name of Applicant

Signature of Agent

NOTARY STAMP:

ANTWANETTE WHITE
 NOTARY PUBLIC
 FAYETTE COUNTY
 STATE OF GEORGIA

Total Amount Paid g _____ Cash _____ Check # _____ Received by: _____ (FEES ARFC NON-REFUNDABLE)

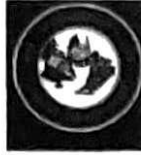
Application checked by: _____ Date: _____ Map Number(s): _____

Pre-application meeting: _____ Date: _____

Planning Commission Decision: _____

City Council Decision: _____

Community Development Director's Signature: _____ Date: _____



City of Stockbridge Planning and Zoning Division
Community Development Department

SPECIAL USE PERMIT APPLICATION –
LIST OF REQUIRED DOCUMENTS

- ✓ 1. Main application page for a Special Use Permit application.
- ✓ 2. Completed and notarized Property Owner's Authorization Form (several forms may be needed).
- ✓ 3. Completed and notarized Applicant Campaign Disclosure Form (several forms may be needed).
- ✓ 4. Legal Description (s) of the property.
- ✓ 5. Recent Boundary Survey of the property.
- ✓ 6. Letter of Intent.
- ✓ 7. Conceptual Site Plan.
- 8. Architectural elevations and renderings (optional). *N/A*
- 9. Homeowners' Association (HOA) letters (optional). *N/A*
- ✓ 10. Henry County Application for Water/Sewer Availability Letter (if the property is served by the Henry County Water Authority).
- 11. Water and Sewer Availability Letter (from either the Henry County Water Authority, the Clayton County Water Authority, or the City of Stockbridge Public Works Department).
- 12. Completed City of Stockbridge Septic System Information for Zoning Requests Form. *N/A*

NOTE: If the proposed development site would contain more than one property, and/or more than one property owner, please first type a list on a separate sheet of paper which identifies each property (address and/or parcel number) and its corresponding property owner(s). Then fill out a separate Property Owner's Authorization Form (provided below) for each property and each property owner.

PROPERTY OWNER'S AUTHORIZATION FORM (See NOTE above.)

The undersigned below is the PROPERTY OWNER, or one of the property owners, of the property at

270 Shields RD Stockbridge [address], with Parcel Number S10-02041000
which is the subject of this application.

Name of Property Owner: Shona JOHN
Property Owner's Address: 270 Shields RD Stockbridge, GA 30281
Telephone: 770-870-4552 E-mail: ShonaJ618@hotmail.com

I swear that I am the Property Owner, or one of the Property Owners, of the property that is the subject matter of the attached application, as is shown in the tax assessors' records of Henry [County],
Georgia [State]

Signature: [Signature] Date: 7/30/24

The undersigned does duly authorize the person(s) and/or company who is named below to act as APPLICANT(S) in the pursuit of this application for the subject property.

Name(s) of Applicant(s): Shona John

Company/law firm (if applicable): N/A

Telephone, E-Mail, & Address: 770-870-4552, ShonaJ618@hotmail.com
270 Shields RD Stockbridge, GA 30281

I authorize the Applicant or Applicants who are named above to act on my behalf for this application.

[Signature]

Signature of Property Owner, who swears that the information which is contained in this Property Owner's Authorization is true and correct to the best of his or her knowledge and belief.

7/30/24
Date

[Signature]

Signature of Notary Public

Antwanette White

Printed Name of Notary Public

07/30/2024
Date

Notary Public's Seal or Stamp.

ANTWANETTE WHITE
NOTARY PUBLIC
FAYETTE COUNTY
STATE OF GEORGIA
COMMISSION # W-00659038 EXP 06/27/2028

NOTE: If the proposed development site would contain more than one property, and/or more than one property owner, please first type a list on a separate sheet of paper which identifies each property (address and/or parcel number) and its corresponding property owner(s). Then fill out a separate Property Owner's Authorization Form (provided below) for each property and each property owner.

PROPERTY OWNER'S AUTHORIZATION FORM See NOTE above.)

The undersigned below is the PROPERTY OWNER, or one of the property owners, of the property at 270 Shields RD Stockbridge [address], with Parcel Number 510-02041000 which is the subject of this application.

Name of Property Owner: Shona John
Property Owner's Address: 270 Shields RD Stockbridge, GA 30281
Telephone: 770-870-4552 E-mail: ShonaJ618@hotmail.com

I swear that I am the Property Owner, or one of the Property Owners, of the property that is the subject matter of the attached application, as is shown in the tax assessors' records of Henry [County], Georgia [State].

Signature: [Signature] Date: 7/30/24

The undersigned does duly authorize the person(s) and/or company who is named below to act as APPLICANT(S) in the pursuit of this application for the subject property.

Name(s) of Applicant(s): Shona John
Company/law firm (if applicable): N/A

Telephone, E-Mail, & Address: 770-870-4552, ShonaJ618@hotmail.com,
270 Shields RD Stockbridge, GA 30281

I authorize the Applicant or Applicants who are named above to act on my behalf for this application.

[Signature]

Signature of Property Owner, who swears that the information which is contained in this Property Owner's Authorization is true and correct to the best of his or her knowledge and belief.

7/30/24
Date

[Signature]

Signature of Notary Public

[Signature]

Printed Name of Notary Public

07/30/2024
Date

Notary Public's Seal or Stamp:

ANTWANETTE WHITE
NOTARY PUBLIC
FAYETTE COUNTY
STATE OF GEORGIA
COMMISSION # W-00656038 EXP 06/27/2028

Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant made, within two (2) years immediately preceding the filing of this application for a conditional use permit, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member of the City of Stockbridge Planning Commission or Stockbridge City Council who will consider the application? Yes _____ No ☒

If Yes, the applicant and the attorney representing the applicant must file the following information with the City of Stockbridge Planning and Zoning Division within ten (10) days after this application is first filed:

Planning Commissioner and/or City Council Member Name	Dollar Amount of Campaign Contribution	Description of Gift \$250 or greater, which was given to Board Member

We certify that the foregoing information is true and correct, this _____ day of July, 2024

SHONA JOHN

Applicant's Name - Printed

[Signature]
Signature of Applicant/Property Owner/Agent

Applicant's Attorney, if applicable - Printed

Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this 30 day of July, 2024

[Signature]
Notary Public

ANTWANETTE WHITE
NOTARY PUBLIC
FAYETTE COUNTY
STATE OF GEORGIA
COMMISSION # W-00659938 EXP 06/27/2028

* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for a variance

Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant made, within two (2) years immediately preceding the filing of this application for a conditional use permit, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member of the City of Stockbridge Planning Commission or Stockbridge City Council who will consider the application? Yes _____ No ✓

If _____, the applicant and the attorney representing the applicant must file the following information with the City of Stockbridge Planning and Zoning Division within ten (10) days after this application is first filed:

Planning Commissioner and/or City Council Member Name	Dollar Amount of Campaign Contribution	Description of Gift \$250 or greater, which was given to Board Member

We certify that the foregoing information is true and correct, this _____ day of _____

July, 2024

SHONA John
Applicant's Name - Printed

[Signature]
Signature of Applicant/Property Owner/Agent

Applicant's Attorney, if applicable - Printed

Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this 30 day of July, 2024

[Signature]
Notary Public

ANTWANETTE WHITE
NOTARY PUBLIC
FAYETTE COUNTY
STATE OF GEORGIA

COMMISSION # W-00659938 EXP 06/27/2028

* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for a variance.

Exhibit "A" legal description

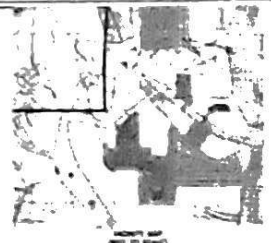
270 Shields Road, Stockbridge, Georgia

All that tract or parcel of land lying and being in Land Lot 70 of the 12th District of Henry County, Georgia, and being more particularly described as follows:

Beginning at a point on the Easterly right of way of Shields Road, which point is 515.9 feet Southeasterly along said right of way from the intersection of said right of way with the center line of Davis Road (extending said right of way to said center line); and running from said point 200 feet Southeasterly along said right of way to an iron pin; thence running Northeasterly 311.37 feet to an iron pin; thence running Northerly 200 feet to an iron pin; thence running Southwesterly 331.62 feet to the point of beginning; all as more particularly shown on survey by Perimeter Surveying Co., Inc., dated June 17, 1983 which survey is incorporated hereby by reference.

Parcel ID: S10-02041000

Subject to easements, covenants, restrictions, agreements, right of way deeds, matters of plat, governmental ordinances and other lawful matters affecting said property.



1ST IRON PIN FOUND
 1ST 300 PIN PROPOSED
 R/W RIGHT OF WAY
 R/W RIGHT OF WAY MARKER
 MAG MAGNETIC
 ROB POINT OF BEGINNING
 CO CLEAN CUT
 NW WATER WTER
 NW HARDWOOD TREE
 N/2 NOB OR FORMERLY
 LL LAND LOT
 1ST POWER POLE
 DRIVE ALLEY
 WATER VALVE
 MANHOLE
 1ST HYDRANT
 1ST HYDRANT POINT
 NW 1/4 1/4 CORNER
 1ST LINE

ULTRATEC PROTECTION CENTER
 Call FREE
 24 HOURS A DAY
 1-800-368-5888
 1-800-368-5888
 1-800-368-5888

PREPARED FOR: SHONA JOHN				ALL MATTERS IN THIS APPLICATION RELAYED TO THE COUNTY CLERK FOR RECORDING AND INDEXING. BY: [Signature]	
270 Shields Road, Stockbridge, GA					
1.47 ACRES		LAND LOT. 70	DATE: 07/28/24		
		DISTRICT 12TH	SCALE: GRAPHIC		
		COUNTY: HENRY	JOB NO.: 2471		
SAWHNEY & ASSOCIATES 523 HASTINGS WAY, DUNESBORO GA 30238 PH: (878) 478-5657					

City of Stockbridge Community Development Department
4602 North Henry Blvd
Stockbridge, GA 30281

July 23, 2024

Shona John
270 Shield Road
Stockbridge, GA 30281

Dear Sir /Madam,

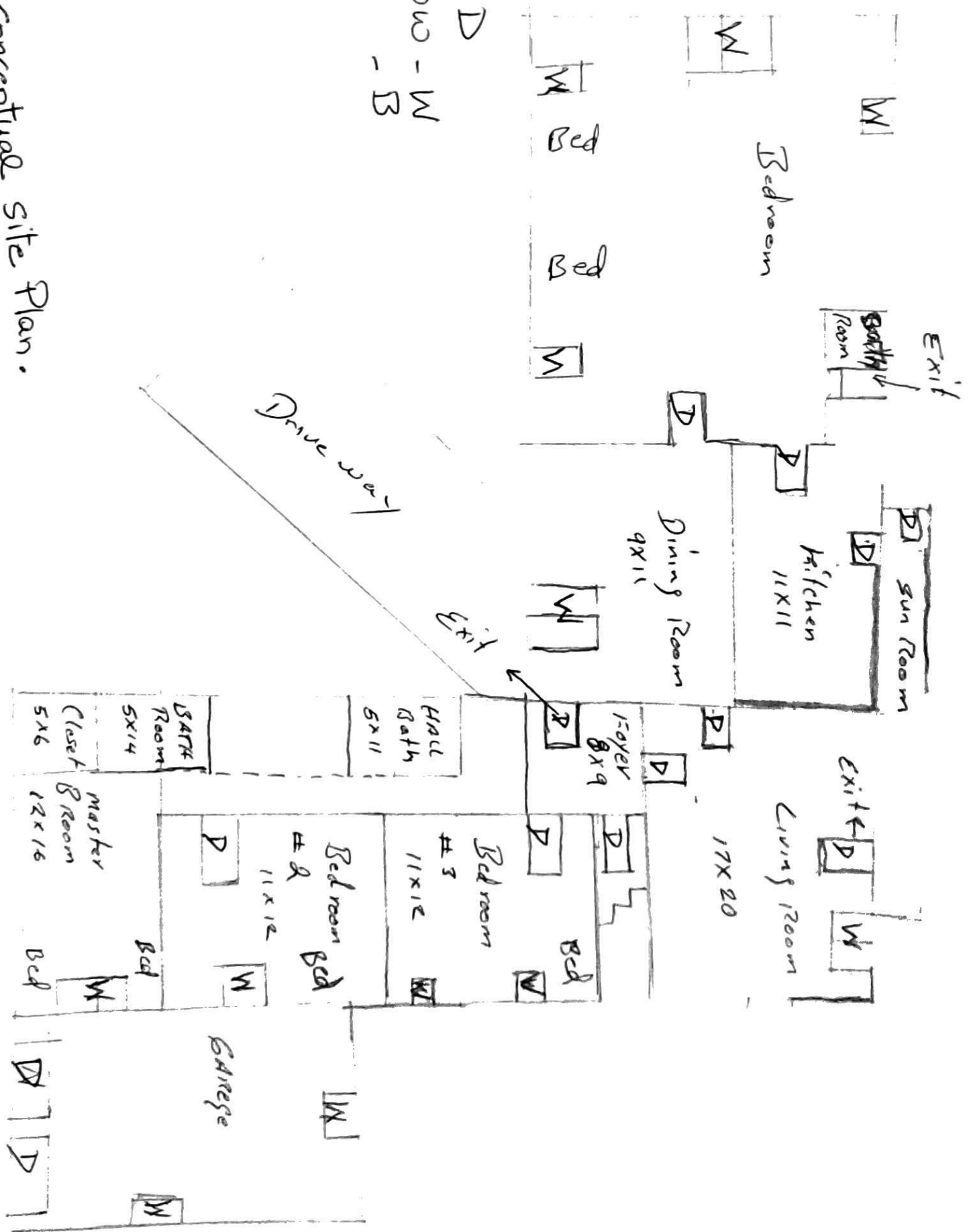
This letter serves to request a special use permit to open a personal care home at the address: 270 Shields Road, Stockbridge GA 30281. The home will be under the care of Mrs. Shona John and is intended to start as early as possible. This home will be used to accommodate six persons in which one of the beds will be considered a charity bed in order to give back to the city of Stockbridge. If granted this permit to continue my journey within this field of specialty, I will ensure that I put my best work forward to serve those families who need assistance with their elderly loved members who deserve the utmost best care. I look forward to your consideration and a timely response. Thank you in advance.

Sincerely,

Shona John

Door - D
 Window - W
 Bed

Conceptual Site Plan.



CITY OF STOCKBRIDGE
4640 NORTH HENRY BOULEVARD
STOCKBRIDGE, GEORGIA 30281
PHONE 770 -389-7901 FAX 770-692-2690

July 31, 2024

To Whom It May Concern:

This is to verify that the City of Stockbridge services water and sewer for 270 Shields Rd., Stockbridge, GA 30281.

If you have any questions, please call the Utility Billing Department in City Hall at 770-389-7901.

Thank You

Kimberly Barnett
Utility Billing Supervisor



**POWERPOINT PRESENTATION
FOR SPECIAL USE PERMIT CASE #SP-2024-03
AT 270 SHIELDS ROAD**

CITY OF STOCKBRIDGE

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION**

CITY COUNCIL MEETING—MAY 12, 2025

(Planning Commission Meeting was held on April 17, 2025)

AERIAL PHOTO OF THE PROPERTY AT 270 SHIELDS ROAD



FACTS ABOUT THE SUBJECT PROPERTY

Property Owner / Applicant: Shona John.

Parcel Number: S10-02041000.

Property Size: 1.47 +/- acres.

Property Location: East side of Shields Road, south of Davis Road, in Council District 4.

Property Characteristics: Single-family detached dwelling located on a hill. A driveway with broken pavement leads to a side-entry, two-car garage and a turnaround area. A chain-link fence is present along three sides of the property.

Current Use: Single-family dwelling with 2,296 square feet, including four bedrooms and two baths. The applicant has stated that there are two additional bedrooms in the basement.

Surrounding Uses: The property is surrounded by single-family detached dwellings and some vacant parcels. It is not in a subdivision.

Current Zoning: SR (Suburban Residential). This is an appropriate zoning district for a personal care home.

Surrounding Zoning: SR (Suburban Residential).

Future Land Use Designation: Medium-Density Residential. This is an appropriate future land use designation for a personal care home.

PURPOSE OF THE SPECIAL USE PERMIT REQUEST (Slide #1)

Applicant's Request: Special use permit to operate a personal care home with six (6) residents.

UDC Requirement: Section 3.2.29 of the Stockbridge Unified Development Code (UDC) requires a special use permit for personal care homes having three (3) or more residents.

UDC Definition of a Personal Care Home (Section 12.2):

“Personal care home” means a personal care home is a single home where personal care services are provided to no more than six (6) nonfamily adults. Personal care services include, but is not limited to, individual assistance with or supervision of self-administered medication and essential activities of daily living such as eating, bathing, grooming, dressing, and toileting. A care home cannot provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care (see O.C.G.A. § 31-7-12 for State requirements for personal care homes). The term “personal care home” does not include buildings which are devoted to independent living units which include kitchen facilities in which residents have the option of preparing and serving some or all of their own meals, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospital or other institutional facilities, or rooming or boarding facilities which do not provide personal care.

PURPOSE OF THE SPECIAL USE PERMIT REQUEST (Slide #2)

Distinction Between Personal Care Homes and Similar Types of Facilities:

Personal care homes are distinguished from similar types of facilities to the City of Stockbridge. Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, but not specifically for personal care homes. All three terms are used for places which care for children rather than adults. In addition, day care centers and group day care homes may only provide care services for less than twenty-four hours per day. And group day care homes are for places other than a private residence. **Thus, personal care homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to operating fewer than twenty-four (24) hours per day.**

Section 9.70.110 (Prohibitions) states that family day care centers are strictly prohibited within the City of Stockbridge, but again, personal care homes are different from them. In the UDC, Section 3.2.23 states that family day care centers and group day care homes are not allowed in residential districts, nor on properties that are being used for residential purposes.

CASE HISTORY BY EVENTS—SLIDE #1

1. **Property Purchase:** By applicant on April 25, 2024.
2. **Zoning Verification Letter Request:** Applicant applied for a ZVL on May 20, 2024.
3. **Zoning Verification Letter Completion:** P & Z Staff completed the ZVL on May 28, 2024.
4. **Business License Application:** Applicant applied for a business license on June 4, 2024.
5. **Business License Voided/Denied:** Applicant's business license was voided/denied on June 5, 2024 due to 1) the applicant's address was different from the property address; 2) personal care homes of three (3) or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant did not have a personal care home license from the State of Georgia, nor a certification to administer medicine.
6. **Pre-Application Meeting:** Held by P & Z Staff on June 27, 2024 to discuss the need for a special use permit.
7. **Special Use Permit Application:** Applicant signed Property Owner's Authorization Form on July 30, 2024.
8. **CZIM Meeting:** Applicant appeared at the CZIM meeting on September 4, 2024.
9. **Planning Commission Meeting:** Applicant appeared at the PC meeting on September 19, 2024, where SP-2024-03 was deferred until the November 21, 2024 PC meeting.

CASE HISTORY BY EVENTS—SLIDE #2

10. Applicant's Medication Certification: Applicant received her certification on October 25, 2024 to allow her to administer medicine to others.
11. Applicant's Letter to City Manager: Applicant sent a letter to Fred Gardiner on October 28, 2024 to request an extension of time to allow her to obtain her State personal care home license.
12. Deferral Letter: Applicant submitted an undated Deferral Letter, which was received by Staff on October 29, 2024, to allow her to obtain her State license to operate a personal care home.
13. State License for Personal Care Home: Obtained by applicant on March 13, 2025, although it became effective on January 28, 2025.
14. Staff Receipt of Applicant's State License: Received on March 14, 2025, along with the applicant's Medication Aide Certification.
15. Business Summary: Submitted by applicant on April 7, 2025 to describe the proposed operations of the personal care home.

CASE HISTORY BY EVENTS—SLIDE #3

16. Applicant's First Aid and Emergency Care Courses: Completed on April 9, 2025.
17. Staff Receipt of Applicant's Photos of Safety and Security Features: Occurred on April 10, 2025.
18. Planning Commission Meeting: Applicant appeared at the PC Meeting on April 17, 2025. P & Z Staff made a presentation and recommended denial for SP-2024-03, and PC Board members voted to recommend denial.
19. Staff Receipt of Applicant's Photos of Interior of Home and Exterior of Property: Staff received 43 photos.

CASE HISTORY BY DATES—SLIDE #1

DATE	ACTION
April 25, 2024	Shona John purchased the property at 270 Shields Road.
May 20, 2024	Shona John submitted an undated ZVL Application Request via e-mail, received by P & Z Staff on this date.
May 28, 2024	P & Z Staff completed a ZVL (letter) for Shona John.
June 4, 2024	Applicant applied for a business license as a home occupation to operate a personal care home.
June 5, 2024	The Business Services Staff voided / denied the applicant's business license application.
June 27, 2024	P & Z Staff held a pre-application meeting with Shona John to discuss the need for a special use permit to establish a personal care home on the property.
July 30, 2024	Shona John signed the Property Owner's Authorization Form with this date in her Special Use Permit Application (SP-2024-03), although the main application page has no date.
September 4, 2024	Applicant appeared at the CZIM meeting.

CASE HISTORY BY DATES—SLIDE #2

September 19, 2024	Applicant appeared at the Planning Commission meeting. P & Z Staff make a presentation and recommended the denial of SP-2024-03 due to the applicant's lack of a State license to operate a personal care home at 270 Shields Road. PC Board members deferred SP-2024-03 at applicant's request to allow her time to obtain her State license.
October 25, 2024	Applicant obtained her certification as a Georgia Medication Aide, allowing her to administer medication to others.
October 28, 2024	Applicant submitted an undated letter to City Manager Fred Gardiner to request an extension of time to January 2025 to obtain her State license, and to make home improvements.
October 29, 2024	P & Z Staff received an undated deferral letter from applicant, who requested time to obtain her State license.
January 28, 2025	Applicant's State personal care home license became effective.
March 13, 2025	Applicant obtained her State personal care home license.

CASE HISTORY BY DATES—SLIDE #3

March 14, 2025	P & Z Staff received a copy of applicant's State personal care home license, which became effective on January 28, 2025; and her Georgia Medication Aide certificate.
April 7, 2025	Applicant submitted a "Business Summary" to describe the proposed business operations of her personal care home.
April 9, 2025	Applicant completed first aide and emergency care courses.
April 10, 2025	Applicant submitted photos of the interior of her home, showing the presence of various safety and security features.
April 17, 2025	Applicant appeared at the Planning Commission meeting. P & Z Staff make a presentation and recommended denial for SP-2024-03. PC Board members voted to recommend denial.
April 18 & 21, 2025	Applicant submitted numerous photos of the interior of the home and the exterior of the property.

CASE HISTORY DISCUSSION—SLIDE #1

Zoning Verification Letter--The applicant, Shona John, requested the preparation of a Zoning Verification Letter (ZVL) for the property on May 28, 2024. Her listed address on the application was 313 Plantation Circle, Fayetteville, GA, 30214. The Henry County property tax record for 270 Shields Road indicates that the last sale of the property occurred on April 25, 2024. **This means that Ms. John purchased the property before receiving the Zoning Verification Letter from the City of Stockbridge on May 28, 2024.**

Business License--The applicant applied for a business license on June 4, 2024. But her application for a business license was voided and denied on the next day (June 5, 2025) for three reasons: 1) the address that she listed on the application did not match the property's address; 2) personal care homes of three or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant was not able to produce a license from the State of Georgia to operate a personal care home, nor a certification to administer medicine.

However, the reasoning for the denial was based on language in Section 3.2.3 which pertains to family day care homes and group day care homes, which differ from personal care homes, per the Definitions that were presented and compared above for “personal care homes” in Section 12.2 of the UDC versus “family day care homes” and “group day care homes” in Section 9.70.020 within Title 9 of Municode.

CASE HISTORY DISCUSSION—SLIDE #2

Pre-Application Meeting--At a pre-application meeting that was held on June 27, 2024, the Planning & Zoning Staff advised the applicant to apply for a special use permit.

Special Use Permit Application--The applicant then submitted a special use permit application, with the date of 7/30/24 appearing on one of the application pages that was signed by Ms. John. The case number of SP-2024-03 was assigned to the application.

CZIM and Planning Commission Meetings in 2024--The applicant appeared at the CZIM (Community Zoning & Information Meeting) on September 4, 2024, and again at the Planning Commission meeting on September 19, 2024. SP-2024-03 was deferred until the November 21, 2024 Planning Commission meeting, but Ms. John submitted an undated deferral letter, which the Planning & Zoning Office received on October 29, 2024. In her letter, Ms. John requested the deferral to allow time for her to obtain a state license to operate a personal care home. **On the previous day (October 28, 2024), she had submitted a letter to former City Manager Fred Gardiner to request an extension of time to January 2025 for her to obtain her State License.**

CASE HISTORY DISCUSSION—SLIDE #3

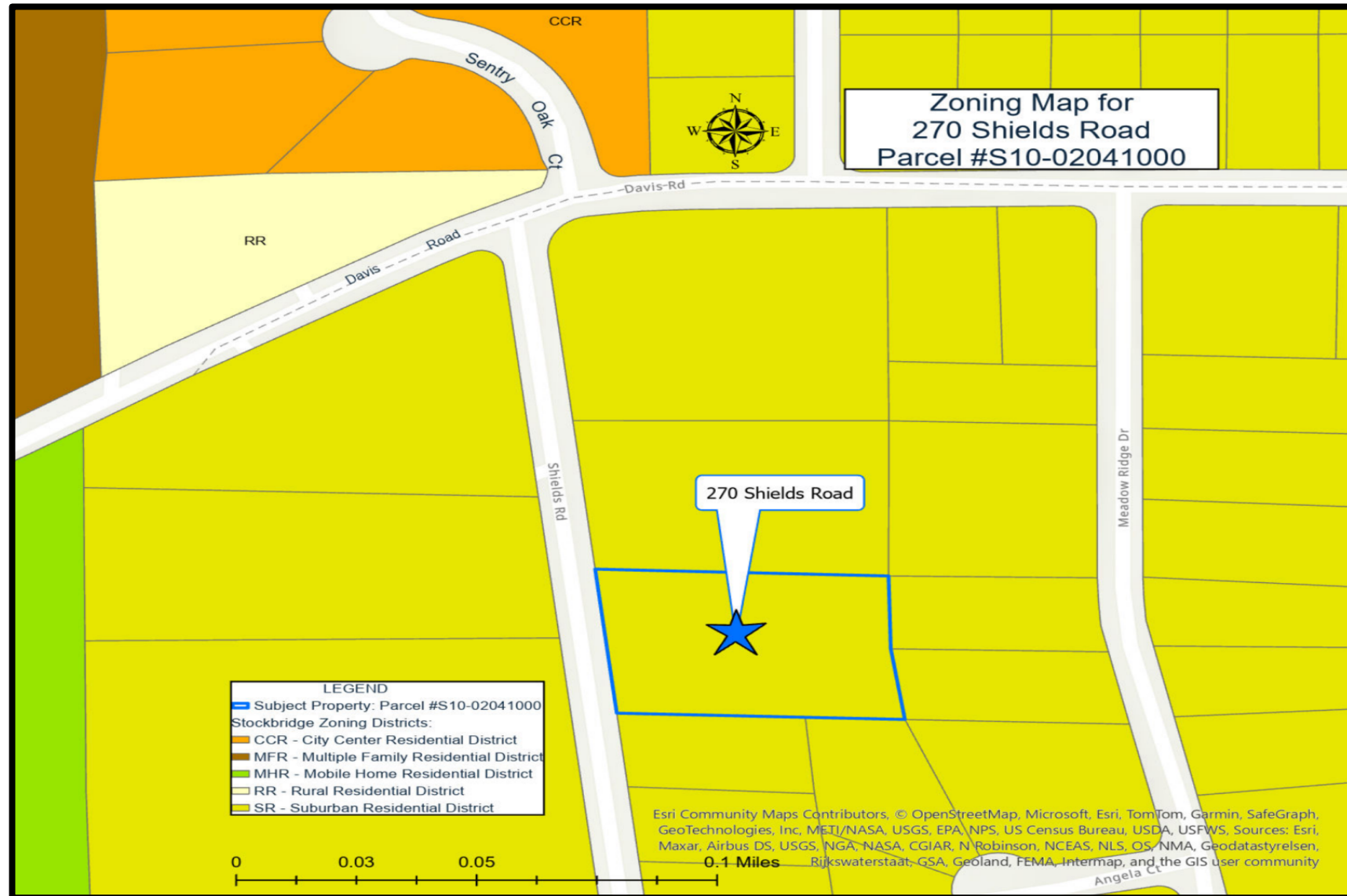
Planning Commission Meeting on April 17, 2025--Ms. John appeared at the PC Meeting on April 17, 2025, where she distributed hard-copy pictures of her property to the Board members. The Board members subsequently voted to agree with the Staff's recommendation of denial for her case, SP-2024-03.

Applicant's Photographs--After that, the applicant submitted numerous photographs of her home and property to demonstrate its suitability and readiness to operate as a personal care home. The photographs showed the presence of various ADA, safety, and security facilities for residents inside the home, exterior flood lights, and a chain-link fence around three sides of the property.

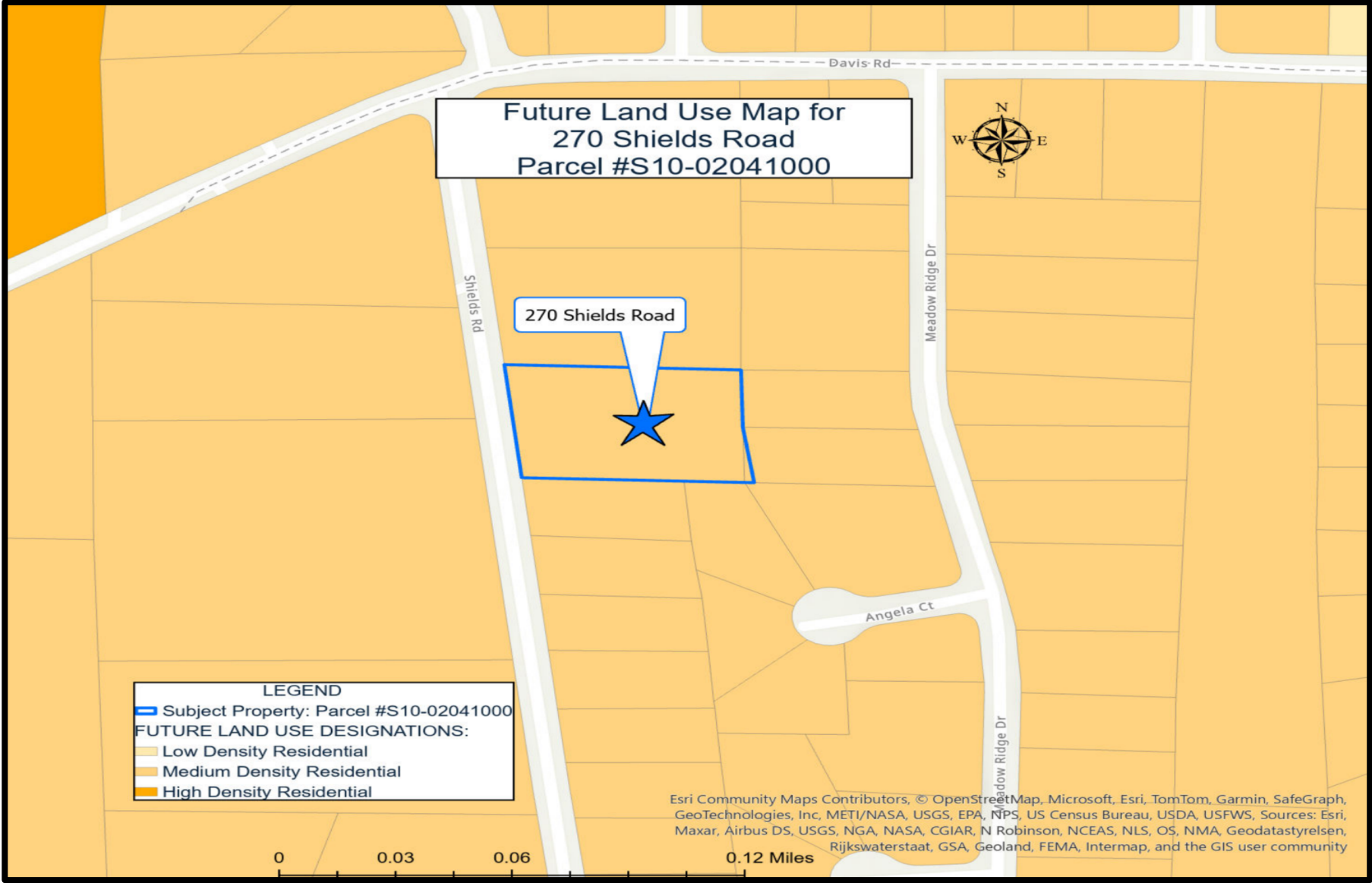
Applicant's Intent--Ms. John has stated in several e-mail messages her willingness to comply with all requirements, and to make driveway and parking improvements.

ZONING MAP OF THE PROPERTY

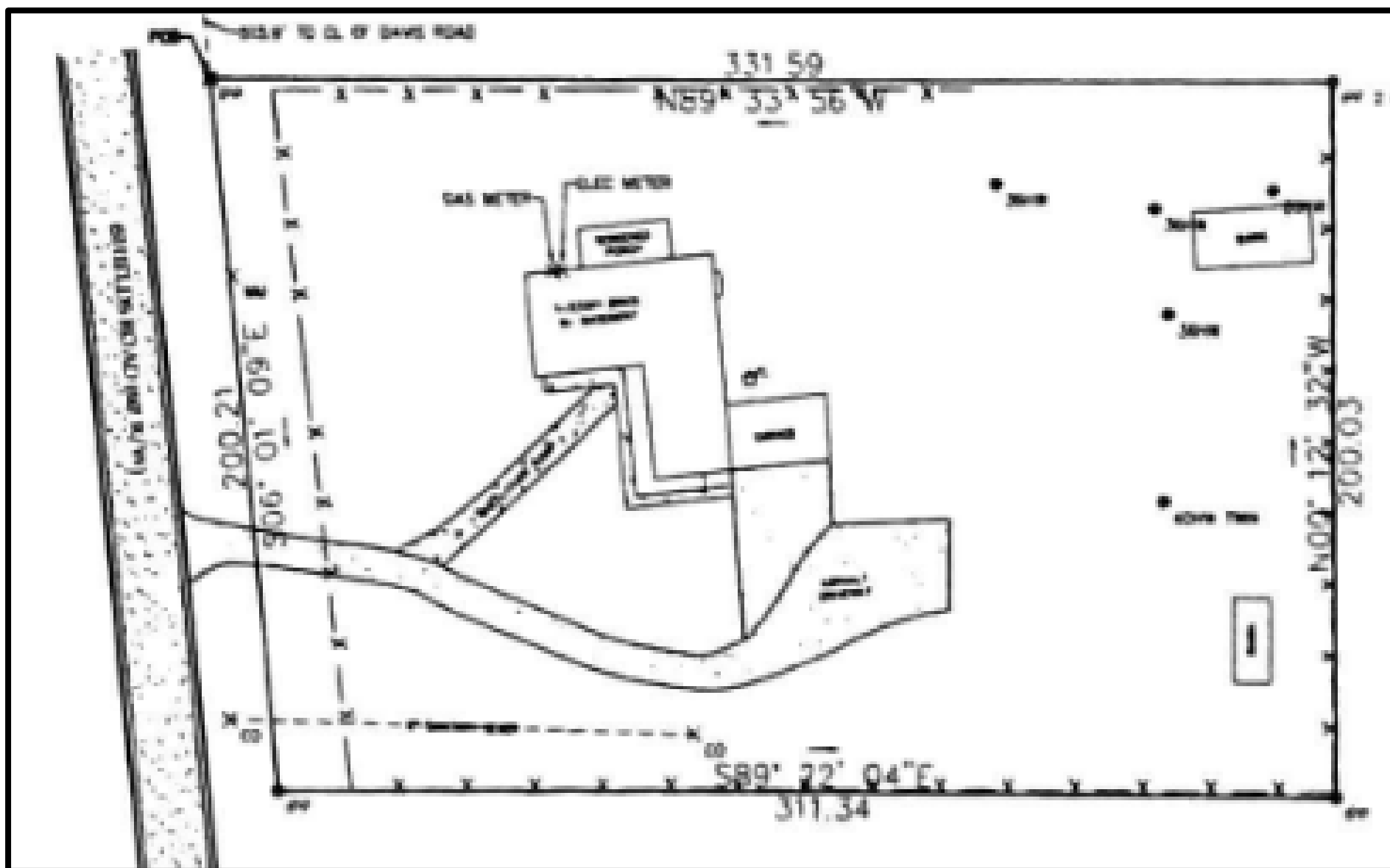
Base Zoning—SR (Suburban Residential)



FUTURE LAND USE MAP



SURVEY OF THE PROPERTY



PROPOSED DEVELOPMENT—SLIDE #1

Type of Development: Personal Care Home with six (6) residents in the existing single-family dwelling. No changes to the interior of the existing home or the exterior of the property are currently being proposed.

State Personal Care Home Permit: Obtained by applicant on March 13, 2025 (#PCH042564) from the Georgia Department of Community Health. It grants a personal care home permit for 270 Shields Road, to be named “My Serenity Personal Care Home”, with “a capacity of 3.” The permit was effective on January 28, 2025, and it “remains in effect unless revoked or suspended.” **It is important to note that although the applicant proposes to care for six residents, her state license allows only three residents.** Further, O.C.G.A. Rule 111-8-62.06(3) states as follows: “A licensed personal care home must not serve more residents than its approved licensed capacity.”

Medication Certification: O.C.G.A. Rule 111-8-62.20(3)(6) (Medications) requires that the staff in a personal care home who provide medication to residents have completed “Basic Medication Training for Staff Assisting with Self-Administration” and have met the Certified Medication Aide Requirements. In addition, Ms. John obtained a Certificate of Completion from Alliant Health Solutions as a “Georgia Medication Aide” on October 25, 2024 (Certificate #CN0028858298). An online search of the Georgia Medication Aide Registry confirmed that Shona John is actively certified through the Georgia Nurse Aide Program by the Georgia Department of Community Health. Her certification began on April 20, 2006, and it expires on April 20, 2026.

APPLICANT'S STATE PERSONAL CARE HOME PERMIT LICENSE



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

STATE OF GEORGIA PERSONAL CARE HOME PERMIT

This is to certify that a permit is hereby granted to

My Serenity Personal Care Home

(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of 3 named as My Serenity Personal Care Home
(Name of Facility)

Said facility and premises are located at 270 Shields Rd
(Street)

in Stockbridge 30281, County of Henry, Georgia.
(City or Town) (Zip Code)

This permit is effective 1/28/2025, and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

In Witness Whereof, we have hereunto set our hand this

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

Permit No: PCH042564

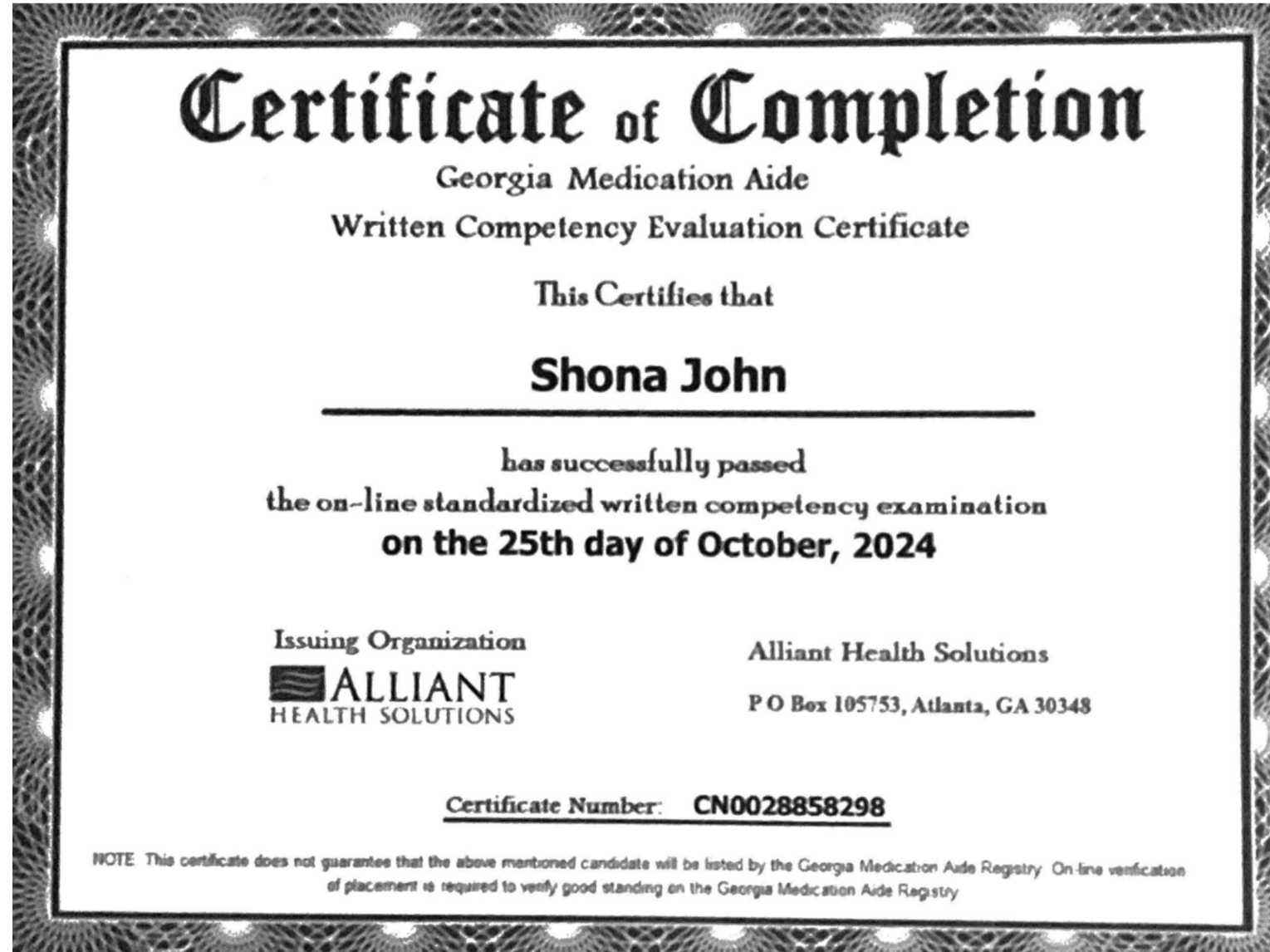
13 th day of March, 2025.

HEALTHCARE FACILITY REGULATION DIVISION

A handwritten signature in black ink, appearing to read "Lisa C Davies".

Lisa C Davies, Executive Director

APPLICANT'S MEDICATION AIDE CERTIFICATE



APPLICANT'S NURSE AIDE REGISTRY VERIFICATION

4/6/25, 3:16 PM	Georgia Nurse Aide Registry
	GEORGIA DEPARTMENT OF COMMUNITY HEALTH Nurse Aide Registry Verification
Applicant Information	
Name : JOHN, SHONA	
Certification Number : CN0028858298	
Original Certification Date : 04/20/2006	
Expiration Date : 04/20/2026	
Status : Active	
Adverse Findings : No	
<u>Training Program</u>	<u>Program Date</u>
CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006

PROPOSED DEVELOPMENT—SLIDE #2

Interior of the Home: The submitted floor plan for the interior of the home shows the presence of a master bedroom and two other bedrooms on the main floor, plus another bedroom on the lower floor. Except for the master bedroom, two residents would occupy each bedroom. It is unclear from the floor plan how many bedrooms are in the house, and how many residents would occupy each bedroom. O.C.G.A. Rule 111-8-62.12 (Home Design Requirements) states that each resident must have at least 80 square feet of personal space. The floor plan shows that the master bedroom is 12' X 16' (192 square feet), and the two other bedrooms are 11' X 12' (132 square feet), but no sizes have been given for the remaining bedroom(s).

Photos of Interior—Show the presence of ADA facilities, first aid supplies, emergency equipment, security facilities, and emergency food supplies inside the home.

Photos of Exterior of Property—Show the presence of exterior lighting, a chain-link fence along the rear and sides of the property, a narrow driveway with some broken pavement, And a driveway turnaround area adjacent to the two-car garage.

Proposed Operations: The applicant submitted a “Business Summary” on April 8, 2025 to describe her proposed personal care home, admission procedures for residents, and business operations. The table below summarizes the planned business operations for the personal care home.

PROPOSED DEVELOPMENT—SLIDE #3

Planned Business Operations for Personal Care Home at 270 Shields Road

Operating Hours

- ~ To operate 24 hours/day, 7 days/week.
- ~ Staff will work in shifts.
- ~ Business hours: 9 AM to 5PM (office, visitation, and deliveries)

Staffing

- ~ Initially, 2 full-time staff members for six (6) residents.
- ~ Employees would work in shifts to ensure 24-hour care.

Security Measures

- ~ Facility Security -- Structure has five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system.
- ~ Resident Security -- Structure has security-coded entry doors and a monitored entry system to protect residents.
- ~ Medication Storage -- Locked boxes would restrict access.
- ~ Accessibility Features -- Would include grab bars and appropriate signs throughout the facility.
- ~ Emergency Systems -- Structure has emergency exits with exit signs. An emergency response plan would include evacuation routes, assembly areas, and emergency services procedures.

PROPOSED DEVELOPMENT—SLIDE #4

Planned Business Operations for Personal Care Home at 270 Shields Road

Emergency Procedures

- ~ Staff would assess the situation, contact 911, and transport residents to hospital, if necessary.
- ~ Fire and Evacuation -- All staff would be trained in fire safety and evacuation procedures, and regular fire drills would be conducted.
- ~ Weather and Natural Disasters – Facility would have an emergency kit and a disaster preparedness plan to follow in case of severe weather or natural disasters.

FRONT VIEW OF THE HOME

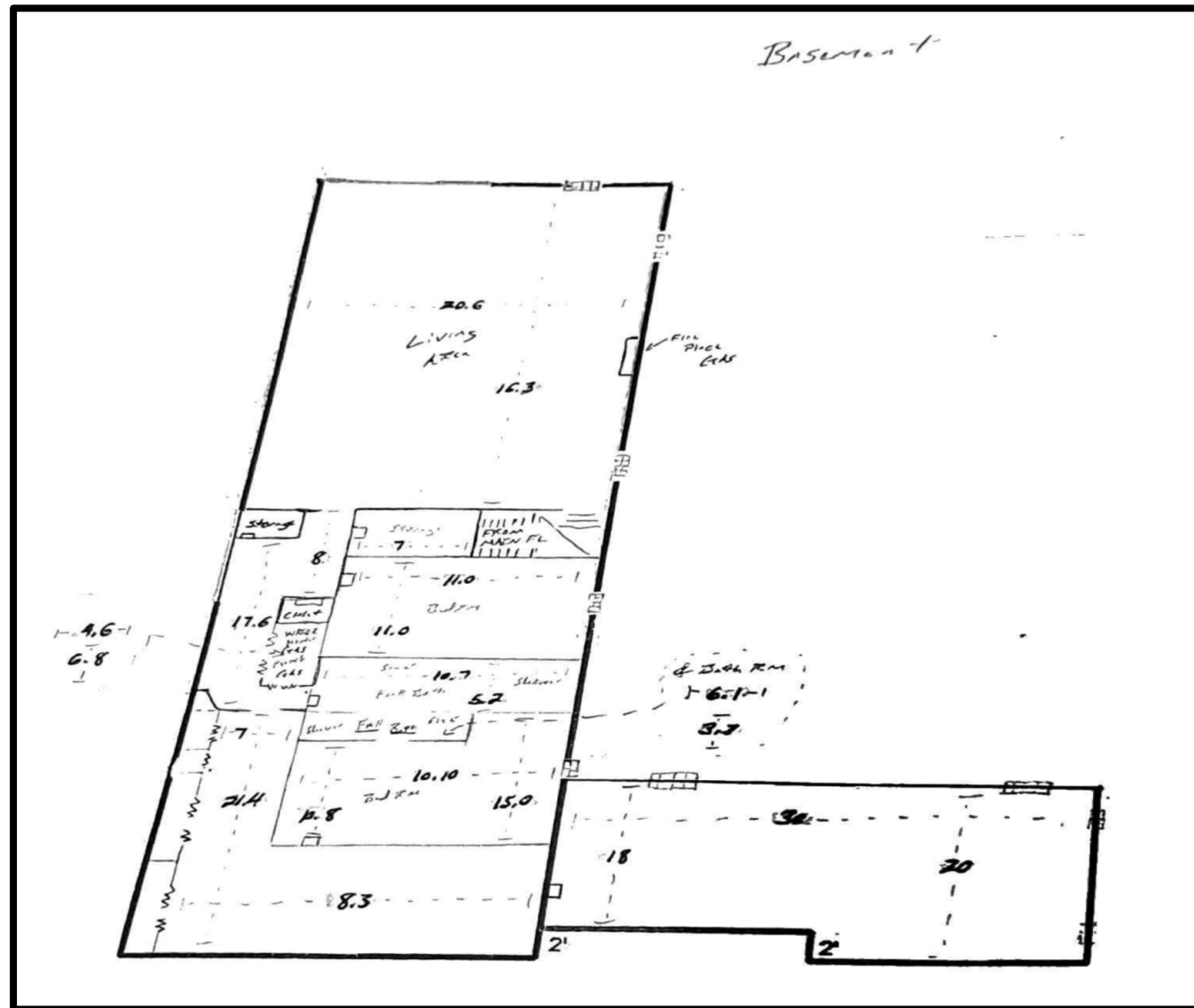


FENCE ALONG THREE SIDES OF PROPERTY



[illegible]

FLOOR PLAN OF THE BASEMENT



ANALYSIS #1--SLIDE #1:

COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

UDC Requirements for Personal Care Homes with Three or More Residents (Section 3.2.29):

The applicant must obtain a special use permit and must comply with these regulations:

- A. All regulated facilities shall comply with State laws and regulations and acquire applicable State licenses for operation.**
- B. The exterior appearance of any residential structure for which a personal care home, boarding home, or group home is approved, shall be maintained as a residential structure and no signs shall be erected.**
- C. Meet all regulations as identified in the adopted building code and adopted fire code.**
- D. Meet all parking standards as identified.**
- E. All facilities must apply for and receive a city business license.**

ANALYSIS #1--SLIDE #2:

COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

**Standards for Personal Care Homes, Group Homes and Boarding Homes
Having Three or More Persons**

DEVELOPMENT FEATURE	STANDARD
Minimum Lot Size	Residential—1 acre
Distance from similar facility	At least 1,500 feet
Building requirement	Must not be within a subdivision

- ~ Applicant has complied with State laws by obtaining a state license to operate a personal care home, and obtaining certification to administer medicine to the residents.
- ~ Applicant has not suggested any plans to change the exterior of the home.
- ~ Building and fire code regulations would need to be met during the permitting process.
- ~ No specific parking standards could be found in the UDC for personal care homes.
- ~ **The applicant would need to apply for a business license.**

ANALYSIS #2--SLIDE #1: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

UDC Section 9.2.5 List Five Issues for the Granting of Special Use Permits:

a. The proposed use shall not cause traffic congestion or conditions that will adversely affect nearby properties.

- ~ Minimal traffic anticipated since only three new residents would live on the property, and since they are likely to be elderly, few of them are likely to drive cars.
- ~ Some increase in traffic expected from employees, deliveries, and visiting family / friends.
- ~ Applicant has not provided a parking plan to indicate how the driveway and parking pad would be used by visitors.

b. The physical conditions of the site, including topography, drainage and size and shape, are suitable for the proposed development.

- ~ With six bedrooms, the existing dwelling has ample room to accommodate three residents.
- ~ Whether there would be sufficient parking, though, is questionable. Applicant has not offered to enlarge the parking area.

ANALYSIS #--SLIDE #2: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

a. The proposed use shall not cause traffic congestion or conditions that will adversely affect nearby properties.

- ~ Minimal traffic anticipated since only three new residents would live on the property, and since they are likely to be elderly, few of them are likely to drive cars.
- ~ Some increase in traffic expected from employees, deliveries, and visiting family / friends.
- ~ Applicant has not provided a parking plan to indicate how the driveway and parking pad would be used by visitors.

b. The physical conditions of the site, including topography, drainage and size and shape, are suitable for the proposed development.

- ~ With six bedrooms, the existing dwelling has ample room to accommodate three residents.
- ~ Whether there would be sufficient parking, though, is questionable. **The applicant has stated a willingness to make any needed driveway improvements, although she has not stated how that would be done.**

c. Adequate public facilities are available to serve the proposed use.

A letter from the City of Stockbridge Utility Billing Office, dated July 31, 2025, stated that the City's Public Works Department provides water and sewer services to the property.

ANALYSIS #2--SLIDE #3: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

d. The applicant has made a binding agreement for any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.

The Planning & Zoning Office has no knowledge of any such binding agreements being made by the applicant, and the applicant has not conveyed any specific plans to minimize any potential adverse impacts on the surrounding neighborhood.

e. The special use with specific limitations and design features as may have been required will further the aims of the comprehensive plan and will not be unduly detrimental to nearby properties.

- ~ The proposed personal care home would provide a home for the care of residents who need specialized care in a home setting.
- ~ Consideration needs to be made to the exterior impacts of the operations of the home on adjacent properties in terms of additional traffic generation, (from employees, deliveries, and family members and friends) and screening.
- ~ These matters also need to be considered for the safety of the residents.
- ~ Additional parking and fencing are likely to be needed.

ANALYSIS #3--SLIDE #1: USE PERMIT CONSIDERATIONS

Section 9.2.6(A) of the UDC requires the consideration of ten (10) issues for the granting of a “use” permit in general, and a special use permit in particular.

1. Whether the proposed use is consistent with the comprehensive land use plan adopted by the city council;

- ~ The subject property’s future land use designation is Medium-Density Residential, which is the same as that of the surrounding properties.

2. Compatibility with land uses and zoning districts in the vicinity of the property for which the use permit is proposed;

- ~ The subject property is zoned ‘SR’ (Suburban Residential), and it is surrounded by other properties with the same zoning.
- ~ The existing single-family detached dwelling is surrounded by other single-family detached dwellings.
- ~ The applicant does not plan to change the exterior of the dwelling, so there would be no visible indication of the presence of a personal care home.

ANALYSIS #3--SLIDE #2: USE PERMIT CONSIDERATIONS

3. Whether the proposed use may violate local, State and/or Federal statutes, ordinances or regulations governing land development;

- ~ Although the applicant wishes to care for six (6) residents, her state license only gives her the permission to care for three (3) residents. Further, O.C.G.A. Rule 111-8-62.06(3) prohibits the operator of a personal care home from serving more residents than the State license allows.

4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;

- ~ A minimal amount of additional traffic may be expected from employees, deliveries being made, and family members and friends coming to visit.

5. The location and number of off-street parking spaces;

- ~ The existing driveway is narrow and goes up a hill to a two-car garage with a turnaround area. Some parts of the pavement are broken.
- ~ It may be difficult for vehicles to pass and to be able to park. **The applicant has stated a general willingness to make driveway improvements, although she has not provided any specific plans on how this would be done.**

ANALYSIS #3--SLIDE #3: USE PERMIT CONSIDERATIONS

6. The amount and location of open space;

- ~ The aerial photo shows ample open space is present on all four sides of the existing dwelling.

7. Protective screening;

- ~ A chain-link fence is present along three sides of the property.
- ~ Additional screening would be desirable to shield the view of the property by neighbors so that they would not see any excessive comings and goings of visitors to the property.

8. Hours and manner of operation;

- ~ The applicant has submitted a “Business Summary” of proposed operations.
- ~ The personal care home would operate 24 hours a day and 7 days per week.
- ~ Initially, there would be two employees, who would work in shifts.
- ~ Business hours would be 9:00 AM to 5:00 PM for office, visitation, and deliveries.
- ~ Various security measures and emergency procedures have been proposed.

ANALYSIS #3--SLIDE #4: USE PERMIT CONSIDERATIONS

9. Outdoor lighting; and

- ~ The applicant's "Business Summary" states that five outdoor cameras and floodlights are present.

10. Ingress and egress to the property.

- ~ Ingress and egress into the property would continue to occur from the existing one-lane, narrow driveway off Shields Road.
- ~ This could cause some difficulty with multiple vehicles, especially since the property is on a hill.
- ~ **In addition, the driveway pavement is in poor condition.**

•

STAFF CONCLUSIONS—SLIDE #1

As a result of the foregoing three types of analyses, the Planning & Zoning Staff draws the following conclusions:

- 1. Number of Residents –** Although the applicant proposes to have six residents in the proposed personal care home, her state license only allows a capacity of three (3) residents.
- 2. Type of Use –** The proposed personal care home is not the best use of the subject property in terms of its location in an established residential area.
- 3. Potential Adverse Impacts --** The applicant does not appear to have considered the potential adverse impacts of the proposed personal care home on adjacent properties or the surrounding neighborhood, in terms of the following:
 - a. Access—**The existing access from Shields Road is a narrow, one-lane driveway which goes up a hill. This could cause a conflict between two vehicles that are moving at the same time.

STAFF CONCLUSIONS—SLIDE #2

- b. Parking –** There does not appear to be sufficient parking to accommodate additional vehicles from employees, deliveries, or family and friends. Although the applicant has stated a general willingness to make driveway improvements, she does not currently have any specific plans to do so.
- c. Protective Screening –** Although a chain-link fence is present along three sides of the property, which would protect the safety of the residents, it is a see-through fence which does not provide any visual screening for the neighbors. A more solid, opaque-type of fence would be desirable.

STAFF RECOMMENDATIONS

1. In view of the conclusions that were drawn above, the Planning & Zoning Staff recommends the DENIAL of Special Use Permit Case #SP-2024-03 for 270 Shields Road.
2. If the City Council wishes to approve SP-2024-03, then the staff recommends that such approval be made with the following three conditions:
 - a. That no more than three (3) residents occupy and be served by the personal care home at one time since the applicant's Personal Care Home Permit from the Georgia Department of Community Health limits the capacity of the personal care home at 270 Shields Road to three (3).
 - b. That the driveway be repaved and possibly widened, and that the parking area be modified to accommodate additional vehicles.
 - c. That appropriate solid, opaque screening / fencing be installed for the protection of the neighbors.



**POWERPOINT PRESENTATION
FOR SPECIAL USE PERMIT CASE #SP-2024-03
AT 270 SHIELDS ROAD**

CITY OF STOCKBRIDGE

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION**

CITY COUNCIL MEETING—AUGUST 11, 2025

(Planning Commission Meeting was held on April 17, 2025)

PURPOSE OF THE SPECIAL USE PERMIT REQUEST (Slide #1)

Applicant's Request: Special use permit to operate a personal care home with six (6) residents within her home at 270 Shields Road.

UDC Requirement: Section 3.2.29 of the Stockbridge Unified Development Code (UDC) requires a special use permit for personal care homes having three (3) or more residents.

UDC Definition of a Personal Care Home (Section 12.2):

“Personal care home” means a personal care home is a single home where personal care services are provided to no more than six (6) nonfamily adults. Personal care services include, but is not limited to, individual assistance with or supervision of self-administered medication and essential activities of daily living such as eating, bathing, grooming, dressing, and toileting. A care home cannot provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care (see O.C.G.A. § 31-7-12 for State requirements for personal care homes). The term “personal care home” does not include buildings which are devoted to independent living units which include kitchen facilities in which residents have the option of preparing and serving some or all of their own meals, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospital or other institutional facilities, or rooming or boarding facilities which do not provide personal care.

PURPOSE OF THE SPECIAL USE PERMIT REQUEST (Slide #2)

Distinction Between Personal Care Homes and Similar Types of Facilities:

Personal care homes are distinguished from similar types of facilities to the City of Stockbridge. Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, but not specifically for personal care homes. All three terms are used for places which care for children rather than adults. In addition, day care centers and group day care homes may only provide care services for less than twenty-four hours per day. And group day care homes are for places other than a private residence. **Thus, personal care homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to operating fewer than twenty-four (24) hours per day.**

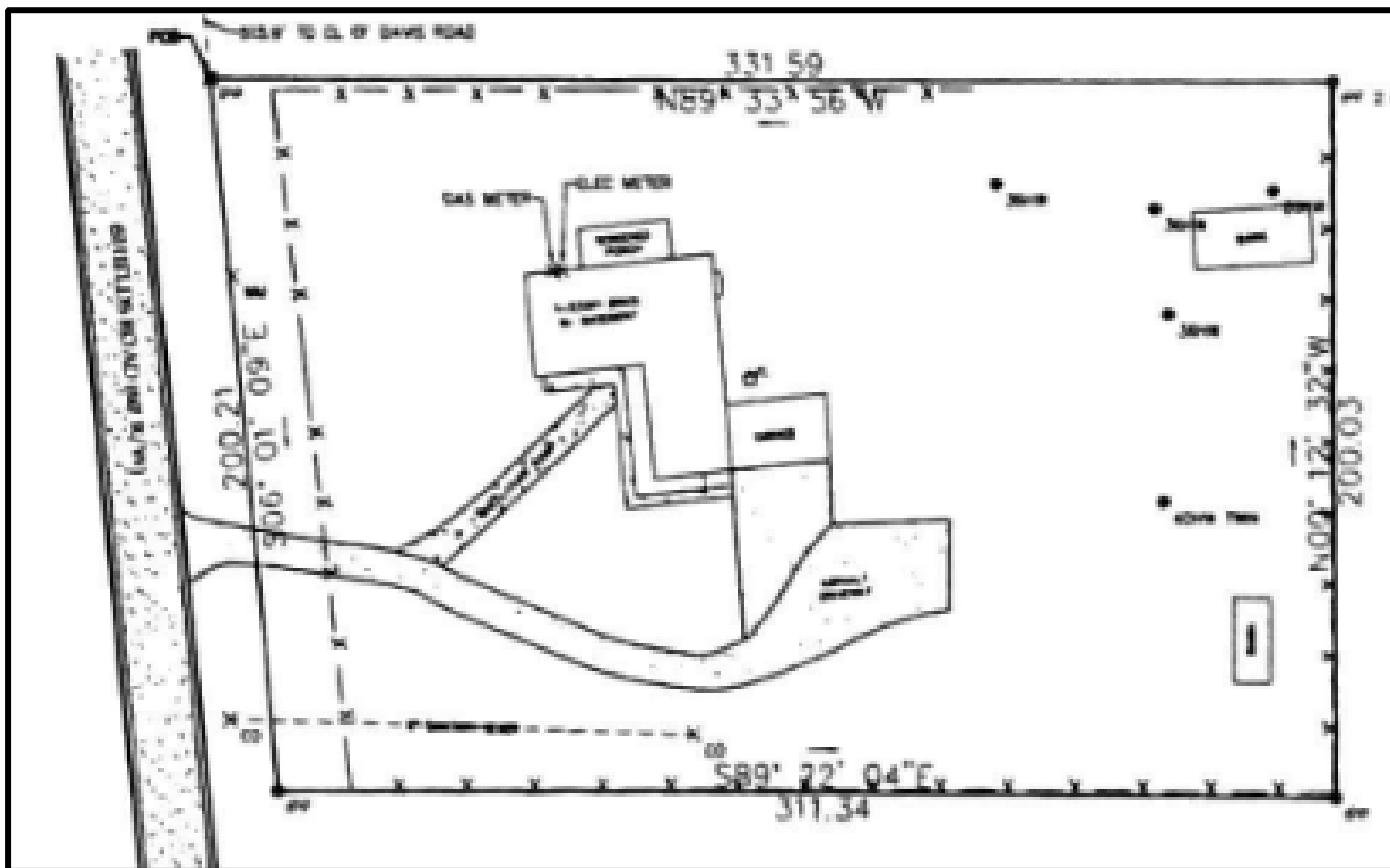
Section 9.70.110 (Prohibitions) states that family day care centers are strictly prohibited within the City of Stockbridge, but again, personal care homes are different from them. In the UDC, Section 3.2.23 states that family day care centers and group day care homes are not allowed in residential districts, nor on properties that are being used for residential purposes.

**EXISTING PROPERTY CONDITIONS
FOR 270 SHIELDS ROAD**

AERIAL PHOTO OF THE PROPERTY AT 270 SHIELDS ROAD



SURVEY OF THE PROPERTY



FACTS ABOUT THE SUBJECT PROPERTY

Property Owner / Applicant: Shona John.

Parcel Number: S10-02041000.

Property Size: 1.47 +/- acres.

Property Location: East side of Shields Road, south of Davis Road, in Council District 4.

Property Characteristics: Single-family detached dwelling located on a hill. A driveway with broken pavement leads to a side-entry, two-car garage and a turnaround area. A chain-link fence is present along three sides of the property.

Current Use: Single-family dwelling with 2,296 square feet, including four bedrooms and two baths. The applicant has stated that there are two additional bedrooms in the basement.

Surrounding Uses: The property is surrounded by single-family detached dwellings and some vacant parcels. It is not in a subdivision.

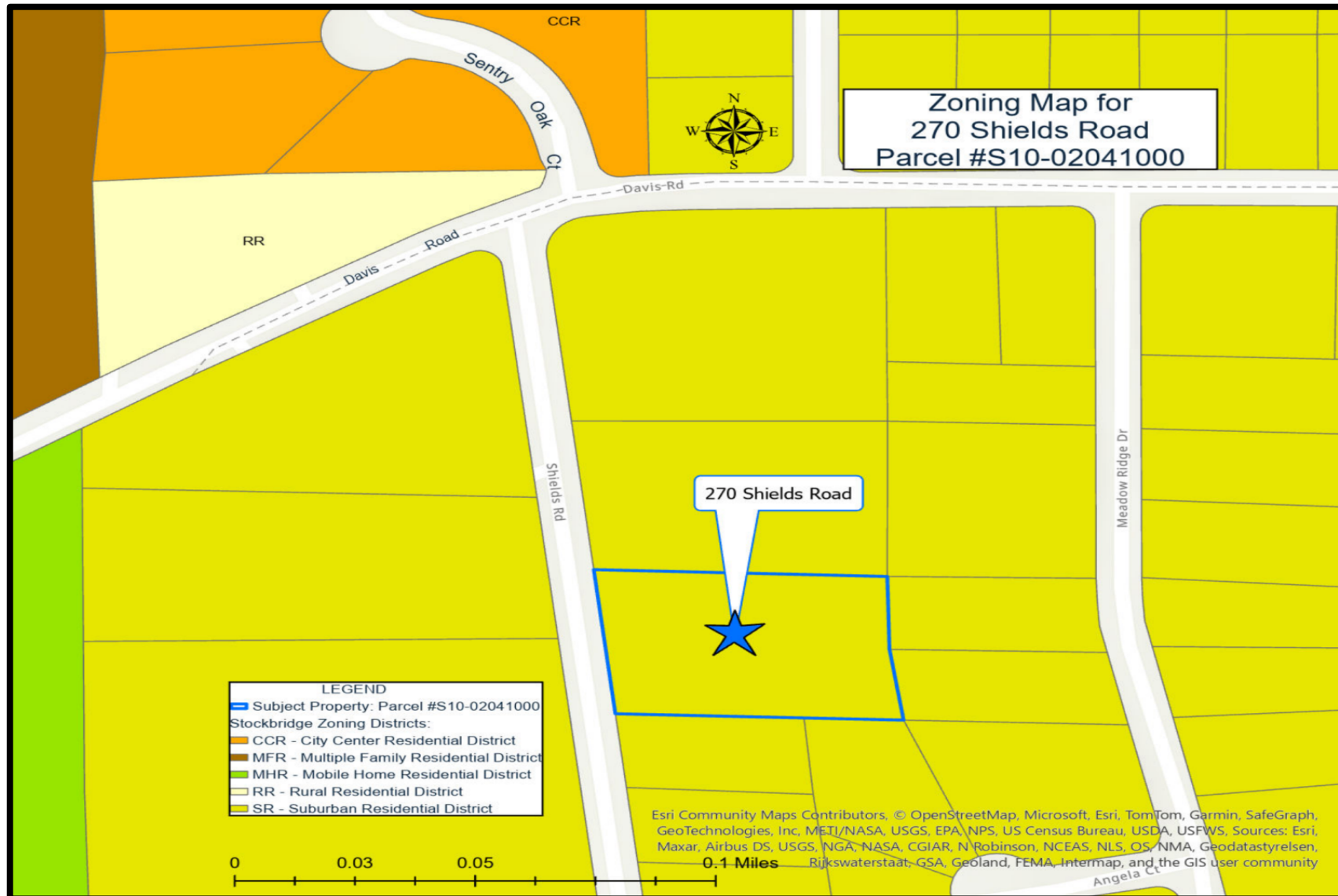
Current Zoning: SR (Suburban Residential). This is an appropriate zoning district for a personal care home.

Surrounding Zoning: SR (Suburban Residential).

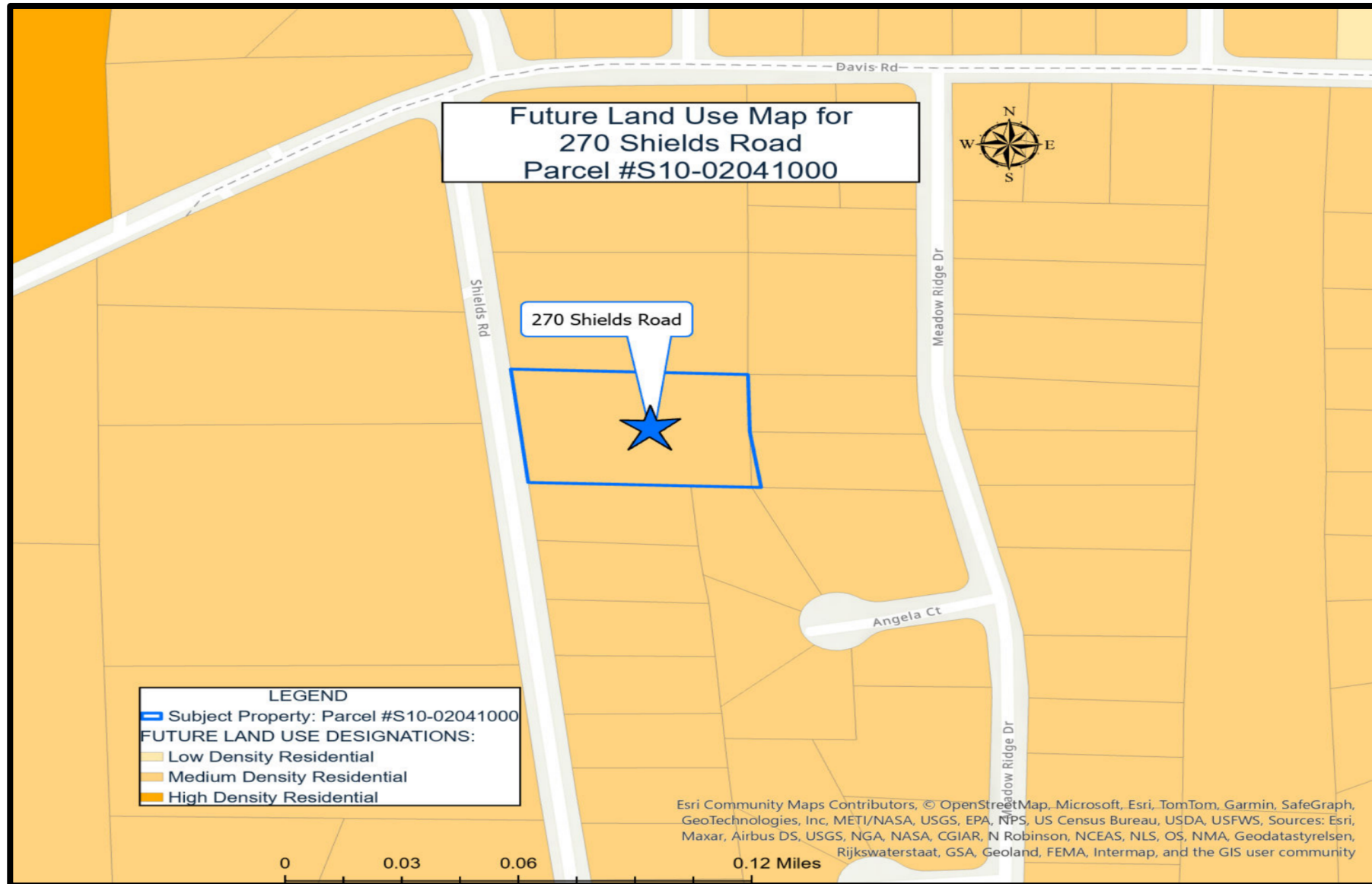
Future Land Use Designation: Medium-Density Residential. This is an appropriate future land use designation for a personal care home.

ZONING MAP OF THE PROPERTY

Base Zoning—SR (Suburban Residential)



FUTURE LAND USE MAP FOR 270 SHIELDS ROAD



**CASE HISTORY
FOR SP-2024-03**

CASE HISTORY BY EVENTS—SLIDE #1

1. **Property Purchase:** By applicant on April 25, 2024.
2. **Zoning Verification Letter Request:** Applicant applied for a ZVL on May 20, 2024.
3. **Zoning Verification Letter Completion:** P & Z Staff completed the ZVL on May 28, 2024.
4. **Business License Application:** Applicant applied for a business license on June 4, 2024.
5. **Business License Voided/Denied:** Applicant's business license was voided/denied on June 5, 2024 due to 1) the applicant's address was different from the property address; 2) personal care homes of three (3) or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant did not have a personal care home license from the State of Georgia, nor a certification to administer medicine.
6. **Pre-Application Meeting:** Held by P & Z Staff on June 27, 2024 to discuss the need for a special use permit.
7. **Special Use Permit Application:** Applicant signed Property Owner's Authorization Form on July 30, 2024.
8. **CZIM Meeting:** Applicant appeared at the CZIM meeting on September 4, 2024.
9. **Planning Commission Meeting:** Applicant appeared at the PC meeting on September 19, 2024, where SP-2024-03 was deferred until the November 21, 2024 PC meeting.

CASE HISTORY BY EVENTS—SLIDE #2

10. Applicant's Medication Certification: Applicant received her certification on October 25, 2024 to allow her to administer medicine to others.
11. Applicant's Letter to City Manager: Applicant sent a letter to Fred Gardiner on October 28, 2024 to request an extension of time to allow her to obtain her State personal care home license.
12. Deferral Letter: Applicant submitted an undated Deferral Letter, which was received by Staff on October 29, 2024, to allow her to obtain her State license to operate a personal care home.
13. State License for Personal Care Home: Obtained by applicant on March 13, 2025, although it became effective on January 28, 2025.
14. Staff Receipt of Applicant's State License: Received on March 14, 2025, along with the applicant's Medication Aide Certification.
15. Business Summary: Submitted by applicant on April 7, 2025 to describe the proposed operations of the personal care home.

CASE HISTORY BY EVENTS—SLIDE #3

16. Applicant's First Aid and Emergency Care Courses: Completed on April 9, 2025.
17. Staff Receipt of Applicant's Photos of Safety and Security Features: Occurred on April 10, 2025.
18. Planning Commission Meeting: Applicant appeared at the PC Meeting on April 17, 2025. P & Z Staff made a presentation and recommended denial for SP-2024-03, and PC Board members voted to recommend denial.
19. Staff Receipt of Applicant's Photos of Interior of Home and Exterior of Property: Staff received 43 photos on April 18 & 21, 2025.
20. Applicant's Receipt of a New State Personal Care Home Permit: Occurred on May 7, 2025. The new permit allowed the applicant to increase the number of allowed residents to six (6), which is what the applicant is requesting.
21. Deferral Request Letter Submitted by Applicant's Agent: Occurred on May 12, 2025.
22. Applicant's Submittal of Building Permit Application: Received on May 19, 2025: The applicant proposed driveway improvements and a parking area expansion on her property.

CASE HISTORY BY EVENTS—SLIDE #4

- 23. Deferral Request Letter Submitted by Applicant's Agent: Occurred on June 9, 2025.
- 24. Staff Approval of Applicant's Building Permit Application: Occurred on June 11, 2025.
- 25. Building Permit Issued by Staff: Occurred on June 12, 2025.

CASE HISTORY BY DATES—SLIDE #1

DATE	ACTION
April 25, 2024	Shona John purchased the property at 270 Shields Road.
May 20, 2024	Shona John submitted an undated ZVL Application Request via e-mail, received by P & Z Staff on this date.
May 28, 2024	P & Z Staff completed a ZVL (letter) for Shona John.
June 4, 2024	Applicant applied for a business license as a home occupation to operate a personal care home.
June 5, 2024	The Business Services Staff voided / denied the applicant's business license application.
June 27, 2024	P & Z Staff held a pre-application meeting with Shona John to discuss the need for a special use permit to establish a personal care home on the property.
July 30, 2024	Shona John signed the Property Owner's Authorization Form with this date in her Special Use Permit Application (SP-2024-03), although the main application page has no date.
September 4, 2024	Applicant appeared at the CZIM meeting.

CASE HISTORY BY DATES—SLIDE #2

September 19, 2024	Applicant appeared at the Planning Commission meeting. P & Z Staff make a presentation and recommended the denial of SP-2024-03 due to the applicant's lack of a State license to operate a personal care home at 270 Shields Road. PC Board members deferred SP-2024-03 at applicant's request to allow her time to obtain her State license.
October 25, 2024	Applicant obtained her certification as a Georgia Medication Aide, allowing her to administer medication to others.
October 28, 2024	Applicant submitted an undated letter to City Manager Fred Gardiner to request an extension of time to January 2025 to obtain her State license, and to make home improvements.
October 29, 2024	P & Z Staff received an undated deferral letter from applicant, who requested time to obtain her State license.
January 28, 2025	Applicant's State personal care home license became effective.
March 13, 2025	Applicant obtained her State personal care home license.

CASE HISTORY BY DATES—SLIDE #3

March 14, 2025	P & Z Staff received a copy of applicant's State personal care home license, which became effective on January 28, 2025; and her Georgia Medication Aide certificate.
April 7, 2025	Applicant submitted a "Business Summary" to describe the proposed business operations of her personal care home.
April 9, 2025	Applicant completed first aide and emergency care courses.
April 10, 2025	Applicant submitted photos of the interior of her home, showing the presence of various safety and security features.
April 17, 2025	Applicant appeared at the Planning Commission meeting. P & Z Staff make a presentation and recommended denial for SP-2024-03. PC Board members voted to recommend denial.
April 18 & 21, 2025	Applicant submitted numerous photos of the interior of the home and the exterior of the property.

CASE HISTORY BY DATES—SLIDE #4

May 7, 2025	Applicant received a new State Personal Care Home Permit to allow six (6) residents on the subject property. (Received by Staff on 5/29/25.)
May 12, 2025	Applicant's agent submitted a deferral request letter for 30 days.
May 19, 2025	Applicant submitted a building permit application to add 521 square feet to the parking area of the property.
June 9, 2025	Applicant's agent submitted another deferral request letter for 30 days.
June 11, 2025	Staff approved the applicant's building permit application for driveway improvements and parking area expansion.
June 12, 2025	Staff issued a building permit for the addition of 521 square feet of additional parking on the property. (Permit #BLD-2025.05. 1052)

CASE HISTORY DISCUSSION—SLIDE #1

Zoning Verification Letter--The applicant, Shona John, requested the preparation of a Zoning Verification Letter (ZVL) for the property on May 28, 2024. Her listed address on the application was 313 Plantation Circle, Fayetteville, GA, 30214. The Henry County property tax record for 270 Shields Road indicates that the last sale of the property occurred on April 25, 2024. **This means that Ms. John purchased the property before receiving the Zoning Verification Letter from the City of Stockbridge on May 28, 2024.**

Business License--The applicant applied for a business license on June 4, 2024. But her application for a business license was voided and denied on the next day (June 5, 2025) for three reasons: 1) the address that she listed on the application did not match the property's address; 2) personal care homes of three or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant was not able to produce a license from the State of Georgia to operate a personal care home, nor a certification to administer medicine.

However, the reasoning for the denial was based on language in Section 3.2.3 which pertains to family day care homes and group day care homes, which differ from personal care homes, per the Definitions that were presented and compared above for “personal care homes” in Section 12.2 of the UDC versus “family day care homes” and “group day care homes” in Section 9.70.020 within Title 9 of Municode.

CASE HISTORY DISCUSSION—SLIDE #2

Pre-Application Meeting--At a pre-application meeting that was held on June 27, 2024, the Planning & Zoning Staff advised the applicant to apply for a special use permit.

Special Use Permit Application--The applicant then submitted a special use permit application, with the date of 7/30/24 appearing on one of the application pages that was signed by Ms. John. The case number of SP-2024-03 was assigned to the application.

CZIM and Planning Commission Meetings in 2024--The applicant appeared at the CZIM (Community Zoning & Information Meeting) on September 4, 2024, and again at the Planning Commission meeting on September 19, 2024. SP-2024-03 was deferred until the November 21, 2024 Planning Commission meeting, but Ms. John submitted an undated deferral letter, which the Planning & Zoning Office received on October 29, 2024. In her letter, Ms. John requested the deferral to allow time for her to obtain a state license to operate a personal care home. **On the previous day (October 28, 2024), she had submitted a letter to former City Manager Fred Gardiner to request an extension of time to January 2025 for her to obtain her State License.**

CASE HISTORY DISCUSSION—SLIDE #3

Planning Commission Meeting on April 17, 2025--Ms. John appeared at the PC Meeting on April 17, 2025, where she distributed hard-copy pictures of her property to the Board members. The Board members subsequently voted to agree with the Staff's recommendation of denial for her case, SP-2024-03.

Applicant's Photographs--After that, the applicant submitted numerous photographs of her home and property to demonstrate its suitability and readiness to operate as a personal care home. The photographs showed the presence of various ADA, safety, and security facilities for residents inside the home, exterior flood lights, and a chain-link fence around three sides of the property.

Applicant's Intent--Ms. John has stated in several e-mail messages her willingness to comply with all requirements, and to make driveway and parking improvements.

New State Personal Care Home Permit—On May 7, 2025, the applicant obtained a new State Personal Care Home Permit to allow six (6) residents on the subject property. This would enable her to now have the six (6) residents which she had originally requested in her SP-2024-03 Special Use Permit application, not just the three (3) residents which her first State Personal Care Home Permit had allowed.

CASE HISTORY DISCUSSION—SLIDE #4

Building Permit Application—Applied for by applicant on May 19, 2025. Purpose--For driveway improvements and an expansion of the parking area on the property. Approval of application by Staff—Occurred on June 11, 2025. Issuance of building permit--Occurred on June 12, 2025. (Permit #BLD-2025.05.1052).

**PROPOSED DEVELOPMENT
FOR SP-2024-03**

PROPOSED DEVELOPMENT—SLIDE #1

Type of Development: Personal Care Home with six (6) residents in the existing single-family dwelling. No changes to the interior of the existing home or the exterior of the property are currently being proposed.

State Personal Care Home Permits (2):

- 1. First Permit--**Was obtained by the applicant on March 13, 2025 (#PCH042564) from the Georgia Department of Community Health. It granted a personal care home permit for 270 Shields Road, to be named “My Serenity Personal Care Home”, with “a capacity of 3.” The permit was effective on January 28, 2025, and it “remains in effect unless revoked or suspended.” Although the applicant proposes to care for six residents, her first state permit only allowed three residents. Further, O.C.G.A. Rule 111-8-62.06(3) states as follows: “A licensed personal care home must not serve more residents than its approved licensed capacity.” This was therefore one of the reasons why the Business Services Office denied a business license for the subject property.
- 2. Second Permit—**Was obtained by the applicant on May 7, 2025 (#PCH042564). It allows six (6) residents on the property, which is what the applicant is requesting.

STATE PERSONAL CARE HOME PERMIT #1: ALLOWED ONLY THREE RESIDENTS



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

STATE OF GEORGIA PERSONAL CARE HOME PERMIT

This is to certify that a permit is hereby granted to

My Serenity Personal Care Home

(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of

3

named as

My Serenity Personal Care Home

(Name of Facility)

Said facility and premises are located at

270 Shields Rd

(Street)

in

Stockbridge

(City or Town)

30281

(Zip Code)

, County of

Henry

, Georgia.

This permit is effective

1/28/2025

, and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

In Witness Whereof, we have hereunto set our hand this

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

Permit No:

PCH042564

13 th

day of

March ,

2025 .

HEALTHCARE FACILITY REGULATION DIVISION

A handwritten signature in black ink, reading "Lisa C Davies".

Lisa C Davies, Executive Director

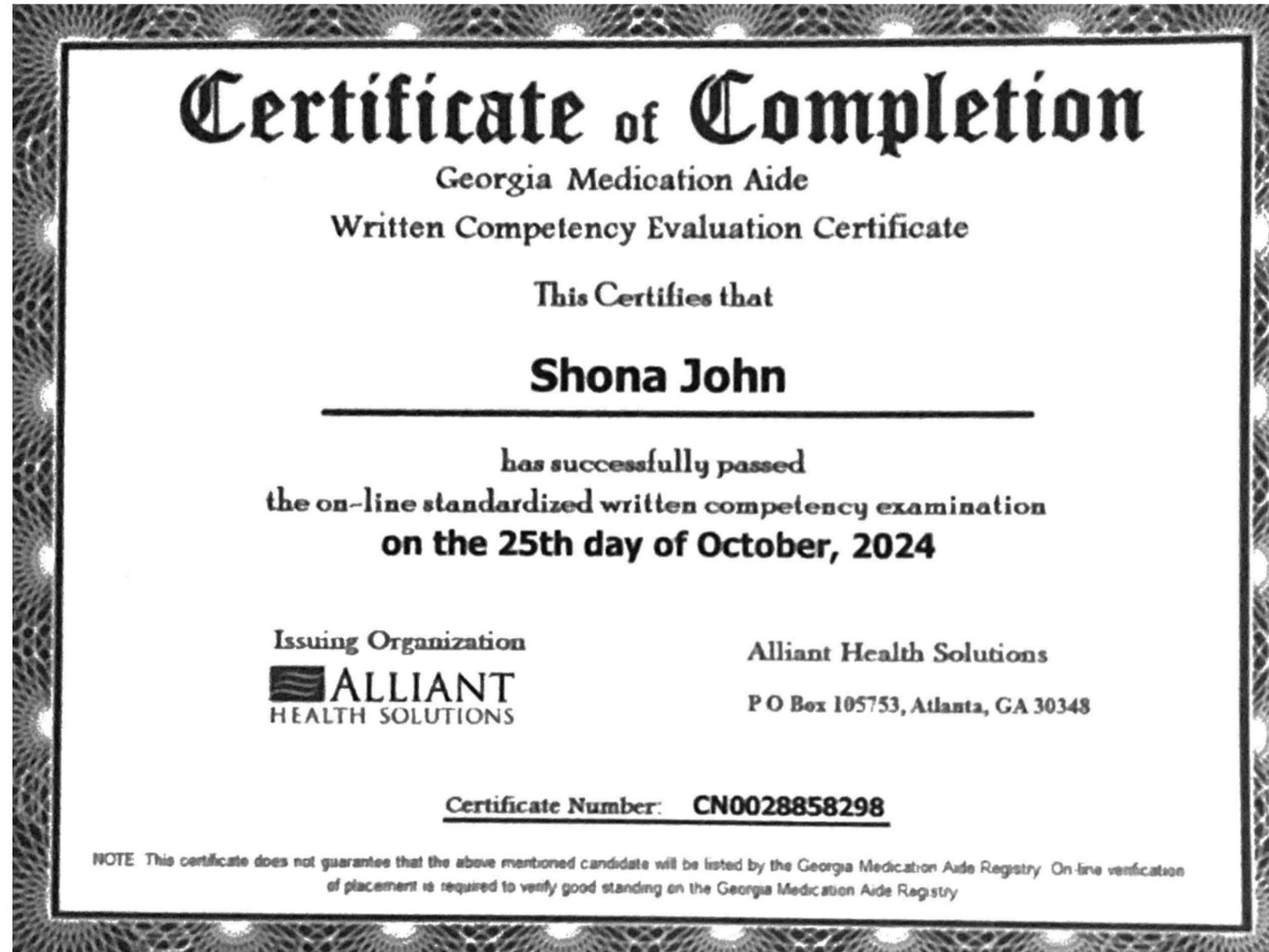
STATE PERSONAL CARE HOME PERMIT #2: ALLOWS SIX RESIDENTS

	
GEORGIA DEPARTMENT OF COMMUNITY HEALTH	
STATE OF GEORGIA PERSONAL CARE HOME PERMIT	
This is to certify that a permit is hereby granted to <u>My Serenity Personal Care Home</u> (Name of Governing Body)	
to maintain and operate a Personal Care Home with a capacity of <u>6</u>	named as <u>My Serenity Personal Care Home</u> (Name of Facility)
Said facility and premises are located at <u>270 Shields Rd</u> (Street)	
in <u>Stockbridge</u> (City or Town)	<u>30281</u> County of <u>Henry</u> Georgia. (Zip Code)
This permit is effective <u>5/7/2025</u> and remains in effect unless revoked or suspended.	
"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."	
THIS PERMIT IS NOT TRANSFERABLE	Permit No: <u>PCH042564</u>
In Witness Whereof, we have hereunto set our hand this	<u>16</u> day of <u>May</u> 2025.
GEORGIA DEPARTMENT OF COMMUNITY HEALTH	HEALTHCARE FACILITY REGULATION DIVISION
	 Lisa C Davies, Executive Director

PROPOSED DEVELOPMENT—SLIDE #2

Medication Certification: O.C.G.A. Rule 111-8-62.20(3)(6) (Medications) requires that the staff in a personal care home who provide medication to residents have completed “Basic Medication Training for Staff Assisting with Self-Administration” and have met the Certified Medication Aide Requirements. In addition, Ms. John obtained a Certificate of Completion from Alliant Health Solutions as a “Georgia Medication Aide” on October 25, 2024 (Certificate #CN0028858298). An online search of the Georgia Medication Aide Registry confirmed that Shona John is actively certified through the Georgia Nurse Aide Program by the Georgia Department of Community Health. Her certification began on April 20, 2006, and it expires on April 20, 2026.

APPLICANT'S MEDICATION AIDE CERTIFICATE



APPLICANT'S NURSE AIDE REGISTRY VERIFICATION

4/6/25, 3:16 PM	Georgia Nurse Aide Registry
	GEORGIA DEPARTMENT OF COMMUNITY HEALTH Nurse Aide Registry Verification
Applicant Information	
Name : JOHN, SHONA	
Certification Number : CN0028858298	
Original Certification Date : 04/20/2006	
Expiration Date : 04/20/2026	
Status : Active	
Adverse Findings : No	
<u>Training Program</u>	<u>Program Date</u>
CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006

PROPOSED DEVELOPMENT—SLIDE #3

Interior of the Home: The submitted floor plan for the interior of the home shows the presence of a master bedroom and two other bedrooms on the main floor, plus another bedroom on the lower floor. Except for the master bedroom, two residents would occupy each bedroom. It is unclear from the floor plan how many bedrooms are in the house, and how many residents would occupy each bedroom. O.C.G.A. Rule 111-8-62.12 (Home Design Requirements) states that each resident must have at least 80 square feet of personal space. The floor plan shows that the master bedroom is 12' X 16' (192 square feet), and the two other bedrooms are 11' X 12' (132 square feet), but no sizes have been given for the remaining bedroom(s).

Photos of Interior—Show the presence of ADA facilities, first aid supplies, emergency equipment, security facilities, and emergency food supplies inside the home.

Photos of Exterior of Property—Show the presence of exterior lighting, a chain-link fence along the rear and sides of the property, a narrow driveway with some broken pavement, And a driveway turnaround area adjacent to the two-car garage.

Proposed Driveway Improvements and Parking Area Expansion--The applicant applied for a building permit for a parking area expansion on May 19, 2025. It was approved by Staff on June 11, 2025, and the permit was issued on June 12, 2025 (Permit #BLD-2025.05.

1052.) A copy of the building permit and the approved site plan appear on the next slide.

FRONT VIEW OF THE HOME



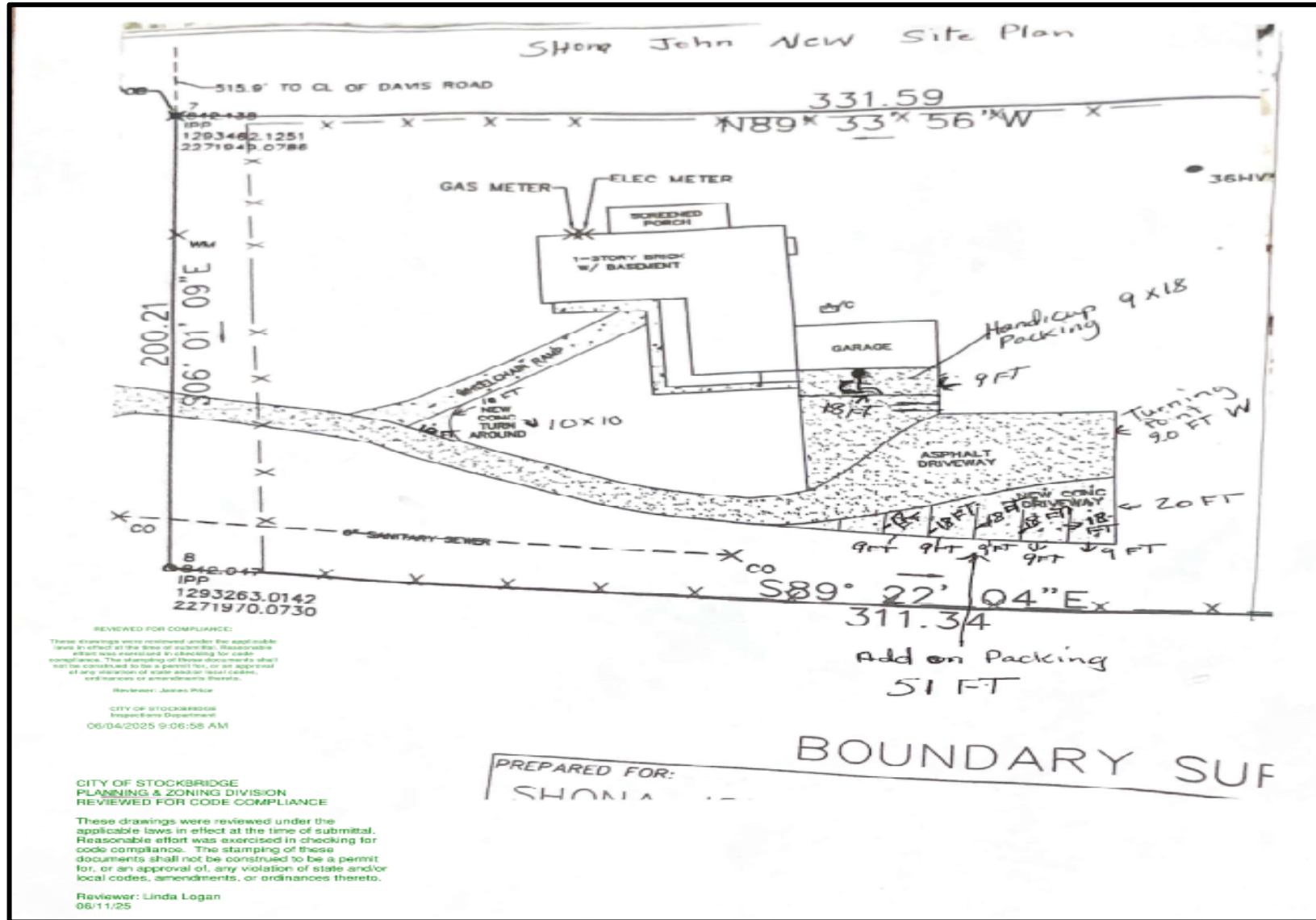
FENCE ALONG THREE SIDES OF PROPERTY



BUILDING PERMIT ISSUED (TOP PORTION) FOR PARKING AREA EXPANSION

	City of Stockbridge Building Permit Card		
Address	270 SHIELDS RD, STOCKBRIDGE, GA 30281	Permit Number	BLD-2025.05.1052
Issued Date	6/12/2025	Expiration Date:	12/9/2025
Lot #			
Subdivision/Project Name	Driveway	Owner Name	Shona John
Contractor Name	Shona John	Contractor Phone	770-870-4552
Detail of Work	Add 521sq. Ft to driveway packing.		
Conditional Approval to Release Permit			

APPROVED SITE PLAN FOR PARKING AREA EXPANSION



PROPOSED DEVELOPMENT—SLIDE #4

Proposed Operations: The applicant submitted a “Business Summary” on April 8, 2025 to describe her proposed personal care home, admission procedures for residents, and business operations. The table below summarizes the planned business operations for the personal care home.

PROPOSED DEVELOPMENT—SLIDE #5

Planned Business Operations for Personal Care Home at 270 Shields Road

Operating Hours

- ~ To operate 24 hours/day, 7 days/week.
- ~ Staff will work in shifts.
- ~ Business hours: 9 AM to 5PM (office, visitation, and deliveries)

Staffing

- ~ Initially, 2 full-time staff members for six (6) residents.
- ~ Employees would work in shifts to ensure 24-hour care.

Security Measures

- ~ Facility Security -- Structure has five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system.
- ~ Resident Security -- Structure has security-coded entry doors and a monitored entry system to protect residents.
- ~ Medication Storage -- Locked boxes would restrict access.
- ~ Accessibility Features -- Would include grab bars and appropriate signs throughout the facility.
- ~ Emergency Systems -- Structure has emergency exits with exit signs. An emergency response plan would include evacuation routes, assembly areas, and emergency services procedures.

PROPOSED DEVELOPMENT—SLIDE #6

Planned Business Operations for Personal Care Home at 270 Shields Road

Emergency Procedures

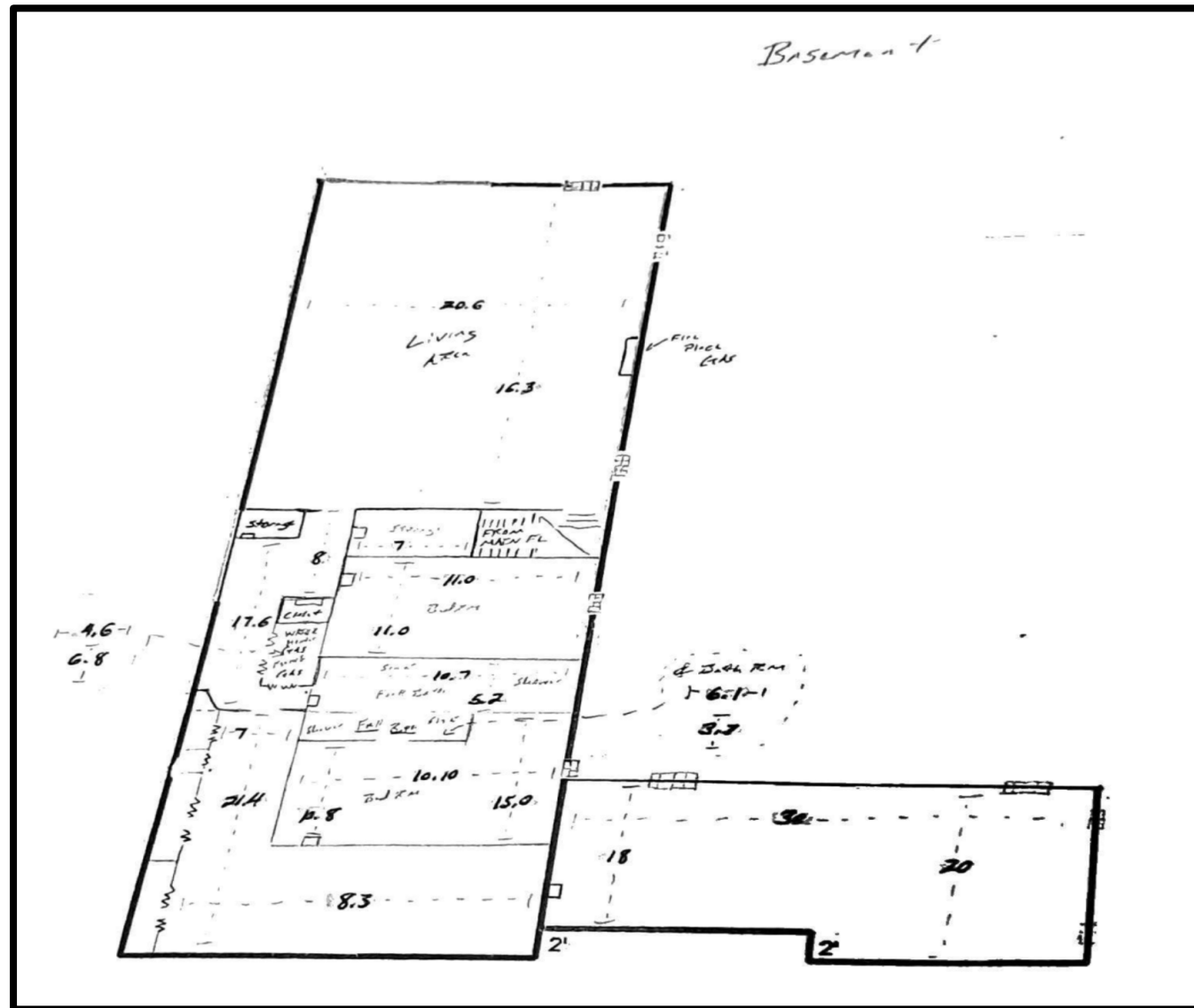
- ~ Staff would assess the situation, contact 911, and transport residents to hospital, if necessary.
- ~ Fire and Evacuation -- All staff would be trained in fire safety and evacuation procedures, and regular fire drills would be conducted.
- ~ Weather and Natural Disasters – Facility would have an emergency kit and a disaster preparedness plan to follow in case of severe weather or natural disasters.

Hand-drawn floor plan of the main floor of a building. The plan includes the following rooms and dimensions:

- Living Room:** 332.37 sq ft, 21.10' x 16.7'
- Kitchen:** 20.7' x 10.1'
- Bathroom:** 55 sq ft, 12.0' x 4.6'
- Bedroom (Top Left):** 20.8' x 10.1', 208 sq ft
- Bedroom (Bottom Left):** 17' x 11.7', 198 sq ft
- Bedroom (Bottom Center):** 12.6' x 15.10', 190.26 sq ft
- Bedroom (Bottom Right):** 12.6' x 11.7', 147.54 sq ft
- Bedroom (Far Right):** 12.10' x 11.0', 133.10 sq ft
- Living Room (Far Right):** 12.10' x 11.0', 133.10 sq ft
- Front Porch:** 10' x 9.2'
- Outdoor Deck:** 27' x 11'
- Fireplace:** Located in the Living Room.
- Exit:** Multiple exits are marked throughout the plan.

The plan also includes a scale bar and a north arrow. The total area of the main floor is 190.26 sq ft.

FLOOR PLAN OF THE BASEMENT



CASE ANALYSIS

FOR SP-2024-03

ANALYSIS #1, SLIDE #1: **COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES**

- A. Compliance with the Unified Development Code (UDC)—**Section 3.2.29 provides requirements for personal care homes with three or more residents. The applicant must obtain a special use permit and must comply with these regulations:
- 1. All regulated facilities shall comply with State laws and regulations and acquire applicable State licenses for operation.**
 - 2. The exterior appearance of any residential structure for which a personal care home, boarding home, or group home is approved, shall be maintained as a residential structure and no signs shall be erected.**
 - 3. Meet all regulations as identified in the adopted building code and adopted fire code.**
 - 4. Meet all parking standards as identified.**
 - 5. All facilities must apply for and receive a city business license.**

In addition, Section 3.2.29 lists the standards in the table below for personal care homes having three or more people.

ANALYSIS #1, SLIDE #2: **COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES**

Standards for Personal Care Homes, Group Homes and Boarding Homes

Having Three or More Persons

DEVELOPMENT FEATURE	STANDARD
Minimum Lot Size	Residential—1 acre
Distance from similar facility	At least 1,500 feet
Building requirement	Must not be within a subdivision

- ~ Applicant has complied with State laws by obtaining a state license to operate a personal care home, and obtaining certification to administer medicine to the residents.
- ~ Applicant has not suggested any plans to change the exterior of the home.
- ~ Building and fire code regulations would need to be met during the permitting process.
- ~ No specific parking standards could be found in the UDC for personal care homes.
- ~ **The applicant would need to apply for a business license.**

ANALYSIS #1, SLIDE #3:

COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

B. Compliance with the Stockbridge Code of Ordinances (Municode):

- ~ **No Provision for a Personal Care Home to Receive a Business License--** Although the UDC states that personal care home applicants must obtain a business license from the City of Stockbridge, Municode currently has no provision to allow that to happen.
- ~ **No Provision for a Personal Care Home to Be Recognized as a Home Occupation--** The business license would be issued for a home occupation since the personal care home would have employees, but personal care homes are not currently recognized or listed as being a type of home occupation.
- ~ **No Mention of Personal Care Homes In Municode--** Municode prohibits day care centers and family day cares in the City, and the applicant's proposed personal care home was erroneously perceived as being a similar type of establishment since personal care homes are not specifically mentioned in Municode.
- ~ **No Mechanism for Regulation --** Municode contains no mechanism for the regulation of personal care homes in terms of code enforcement.

ANALYSIS #1, SLIDE #4:

COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

C. Proposed Ordinance for Personal Care Homes. To correct the deficiencies in Municode, and to make needed changes to the UDC, the Staff has proposed an ordinance via Text Amendment Case #TX-2025-02 for personal care homes. **The approval and adoption of TX-2025-02 would allow the possible legal existence of personal care homes within the City of Stockbridge.**

1. Purpose of TX-2025-02 -- To amend the Code of Ordinances to accomplish the following:

- ~ Create a new section to establish supplemental use standards for personal care homes for one to six unrelated adults.
- ~ Identify zoning districts where personal care homes are permitted by a special use permit.
- ~ Establish compliance, operational, and development standards.
- ~ Amend the home occupation section.
- ~ Other purposes.

ANALYSIS #1, SLIDE #5: **COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES**

- 2. Definitions and Distinctions--TX-2025-02 provides definitions, and it distinguishes personal care homes from other similar types of facilities.**
- 3. Business License Requirements--Personal care homes would be required to have a business license (occupational tax certificate (OTC) for a home occupation, and the license would need to be renewed annually.**

Due to the existing deficiencies in Municode and the needed changes in the UDC, personal care homes cannot currently be approved within the City of Stockbridge. Therefore, only if TX-2025-02 is approved and adopted could SP-2024-03 be approved.

ANALYSIS #2, SLIDE #1: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

UDC Section 9.2.5 List Five Issues for the Granting of Special Use Permits:

a. The proposed use shall not cause traffic congestion or conditions that will adversely affect nearby properties.

- ~ Minimal traffic anticipated since only three new residents would live on the property, and since they are likely to be elderly, few of them are likely to drive cars.
- ~ Some increase in traffic expected from employees, deliveries, and visiting family / friends.

b. The physical conditions of the site, including topography, drainage and size and shape, are suitable for the proposed development.

- ~ With six bedrooms, the existing dwelling has ample room to accommodate three residents.
- ~ Whether there would be sufficient parking, though, is questionable. The applicant has received Staff approval and an issued building permit for her proposed driveway and parking improvements.

ANALYSIS #2, SLIDE #2: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

c. Adequate public facilities are available to serve the proposed use.

A letter from the City of Stockbridge Utility Billing Office, dated July 31, 2025, stated that the City's Public Works Department provides water and sewer services to the property.

d. The applicant has made a binding agreement for any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.

The Planning & Zoning Office has no knowledge of any such binding agreements being made by the applicant, and the applicant has not conveyed any specific plans to minimize any potential adverse impacts on the surrounding neighborhood.

ANALYSIS #2, SLIDE #3: REQUIREMENTS FOR GRANTING SPECIAL USE PERMITS

- d. The applicant has made a binding agreement for any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.

The Planning & Zoning Office has no knowledge of any such binding agreements being made by the applicant, and the applicant has not conveyed any specific plans to minimize any potential adverse impacts on the surrounding neighborhood.

- e. The special use with specific limitations and design features as may have been required will further the aims of the comprehensive plan and will not be unduly detrimental to nearby properties.

- ~ The proposed personal care home would provide a home for the care of residents who need specialized care in a home setting.
- ~ Consideration needs to be made to the exterior impacts of the operations of the home on adjacent properties in terms of additional traffic generation, (from employees, deliveries, and family members and friends) and screening.
- ~ These matters also need to be considered for the safety of the residents.
- ~ To prevent the need for on-street parking, the applicant has received a building permit to increase the parking area on her property.

ANALYSIS #3, SLIDE #1: USE PERMIT CONSIDERATIONS

Section 9.2.6(A) of the UDC requires the consideration of ten (10) issues for the granting of a “use” permit in general, and a special use permit in particular.

1. Whether the proposed use is consistent with the comprehensive land use plan adopted by the city council;

- ~ The subject property’s future land use designation is Medium-Density Residential, which is the same as that of the surrounding properties.

2. Compatibility with land uses and zoning districts in the vicinity of the property for which the use permit is proposed;

- ~ The subject property is zoned ‘SR’ (Suburban Residential), and it is surrounded by other properties with the same zoning.
- ~ The existing single-family detached dwelling is surrounded by other single-family detached dwellings.
- ~ The applicant does not plan to change the exterior of the dwelling, so there would be no visible indication of the presence of a personal care home.

ANALYSIS #3, SLIDE #2: USE PERMIT CONSIDERATIONS

3. Whether the proposed use may violate local, State and/or Federal statutes, ordinances or regulations governing land development;

On May 7, 2025, the applicant obtained a State Personal Care Home Permit to allow her to have six (6) residents on the subject property.

4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;

~ A minimal amount of additional traffic may be expected from employees, deliveries being made, and family members and friends coming to visit.

5. The location and number of off-street parking spaces;

~ The existing driveway is narrow and goes up a hill to a two-car garage with a turnaround area. Some parts of the pavement are broken.

~ It may be difficult for vehicles to pass and to be able to park.

~ The applicant has been issued a building permit for her proposed parking area expansion and driveway improvements, and this work must be completed before any residents move into the existing residence.

ANALYSIS #3, SLIDE #3: USE PERMIT CONSIDERATIONS

6. The amount and location of open space;

- ~ The aerial photo shows ample open space is present on all four sides of the existing dwelling.

7. Protective screening;

- ~ A chain-link fence is present along three sides of the property.
- ~ Additional screening would be desirable to shield the view of the property by neighbors so that they would not see any excessive comings and goings of visitors to the property.

8. Hours and manner of operation;

- ~ The applicant has submitted a “Business Summary” of proposed operations.
- ~ The personal care home would operate 24 hours a day and 7 days per week.
- ~ Initially, there would be two employees, who would work in shifts.
- ~ Business hours would be 9:00 AM to 5:00 PM for office, visitation, and deliveries.
- ~ Various security measures and emergency procedures have been proposed.

ANALYSIS #3, SLIDE #4: USE PERMIT CONSIDERATIONS

9. Outdoor lighting; and

- ~ The applicant's "Business Summary" states that five outdoor cameras and floodlights are present.

10. Ingress and egress to the property.

- ~ Ingress and egress into the property would continue to occur from the existing one-lane, narrow driveway off Shields Road.
- ~ This could cause some difficulty with multiple vehicles, especially since the property is on a hill.
- ~ Although the driveway pavement is currently in poor condition, the applicant has received a building permit to allow driveway improvements to be made. Such improvements must be made before any residents may move into the existing residence.

**STAFF CONCLUSIONS
FOR SP-2024-03**

STAFF CONCLUSIONS—SLIDE #1

As a result of the foregoing three types of analyses, the Planning & Zoning Staff draws the following conclusions:

- 1. Number of Residents –** The applicant has received a State Personal Care Home Permit to allow up to six (6) residents on the property.
- 2. Type of Use –** Personal care homes are an allowable use within the Suburban Residential (SR) zoning district.
- 3. Property Access and Parking—**Although the existing driveway is in poor condition and additional parking is needed, the applicant's proposed driveway improvements and parking area expansion were approved by Staff, and a building permit was issued.
- 4. Impacts on Adjacent Properties--** Although a chain-link fence is present along three sides of the property, which would protect the safety of the residents, it is a see-through fence which does not provide any visual screening for the neighbors. A more solid, opaque-type of fence would be desirable.

STAFF CONCLUSIONS—SLIDE #2

5. Legality of Personal Care Homes:

- a. Although the Stockbridge UDC currently allows personal care homes, provided that a business license is obtained, the Stockbridge Municode has no recognition of personal care homes, and no provision for them to be able to obtain a business license.**
- b. There are currently no mechanisms for the regulation of personal care homes within the City of Stockbridge. This represents a conflict.**
- c. Thus, due to the existing deficiencies in Municode and the needed changes in the UDC, personal care homes cannot currently be approved within the City of Stockbridge.**
- d. However, the pending Ordinance for Text Amendment Case #TX-2025-02 proposes to eliminate this conflict and adopt a set of regulations for personal care homes.**
- e. If TX-2025-02 is approved by City Council, then the proposed personal care home at 270 Shields Road would have a legal basis for consideration.**
- f. Therefore, only if TX-2025-02 is approved and adopted could SP-2024-03 be approved.**

**STAFF RECOMMENDATIONS
FOR SP-2024-03**

STAFF RECOMMENDATIONS

In view of the conclusions that were drawn above, the Planning & Zoning Staff makes the following two recommendations for Special Use Permit Case #SP-2024-03 at 270 Shields Road:

1. **APPROVAL**, contingent upon Text Amendment Case #TX-2025-02 first being approved to allow a legal basis for personal care homes to exist and be regulated within the City of Stockbridge, with the following zoning condition:

Zoning Condition – The applicant shall make the driveway improvements and parking area expansion that was approved via Building Permit #BLD-2025.05.1052, which was issued on June 12, 2025, and this shall be completed in a satisfactory manner prior to the first resident moving into the existing residence on the property.

2. **DENIAL** if Text Amendment Case #TX-2025-02 for personal care homes is not first approved, since there currently is no legal basis for personal care homes to exist and be regulated within the City of Stockbridge.



TO: Stockbridge Mayor and City Council
Stockbridge Planning Commission

FROM: Linda M. Logan, Senior Planner, Planning and Zoning Division

CC: Ryan Anderson, Community Development Director

DATE: May 12, 2025 for the City Council Meeting

SUBJECT: Staff Report for Special Use Permit Case #SP-2024-03:
Proposed Personal Care Home at 270 Shields Road

I. PURPOSE

The applicant for Special Use Permit Case #SP-2024-03, Shona John, requests a special use permit to allow for the establishment and operation of a personal care home with six residents at 270 Shields Road (Parcel #S10-020410000). Ms. John signed the Property Owner's Authorization Form for SP-2024-03 on July 30, 2024. Section 3.2.29 of the Stockbridge Unified Development Code (UDC) requires a special use permit for personal care homes having three or more residents. Section 9.2.5 lists the requirements for special use permits, and they will be discussed in the Analysis section of this staff report.

II. DEFINITION AND DISTINCTIONS

Section 12.2 of the UDC provides the following definition of a personal care home:

"Personal care home" means a personal care home is a single home where personal care services are provided to no more than six (6) nonfamily adults. Personal care services include, but is not limited to, individual assistance with or supervision of self-administered medication and essential activities of daily living such as eating, bathing, grooming, dressing, and toileting. A care home cannot provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care (see O.C.G.A. § 31-7-12 for State requirements for personal care homes). The term "personal care home" does not include buildings which are devoted to independent living units which include kitchen facilities in which residents have the option of preparing and serving some or all of their own meals, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospital or other institutional facilities, or rooming or boarding facilities which do not provide personal care.

Personal care homes are distinguished from similar types of facilities in the City of Stockbridge. Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, but not specifically for personal care homes. All three terms are used for places which care for children rather than adults. In addition, day care centers and group day care homes may only provide care services for less than twenty-four hours per day. And group day care homes are for places other than a private residence. Thus, personal care homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to fewer than twenty-four hours per day.

Section 9.70.110 (A) - Prohibitions within Title 9 of Municode states as follows: "A. Family day care centers, as defined by this chapter, shall be strictly prohibited within the city of Stockbridge." However, as was stated in the definitions paragraphs above, personal care homes are not the same as family dare care centers. Also, Section 3.2.3 for "Adult and child day care facilities" does not prohibit personal care homes. Instead, Section 3.2.28 (for two or less persons) and Section 3.2.29 (for three or less persons) of the UDC make provisions for the establishment of personal care homes.

III. CASE HISTORY

The table below provides the case history for SP-2024-03 for 270 Shields Road, as of April 25, 2025. A discussion of the actions follows the table.

DATE	ACTION
April 25, 2024	Shona John purchased the property at 270 Shields Road.
May 20, 2024	Shona John submitted an undated ZVL Application Request via e-mail, received by P & Z Staff on this date.
May 28, 2024	P & Z Staff completed a ZVL (letter) for Shona John.
June 4, 2024	Applicant applied for a business license as a home occupation to operate a personal care home.
June 5, 2024	The Business Services Staff voided / denied the applicant's business license application.
June 27, 2024	P & Z Staff held a pre-application meeting with Shona John to discuss the need for a special use permit to establish a personal care home on the property.
July 30, 2024	Shona John signed the Property Owner's Authorization Form with this date in her Special Use Permit Application (SP-2024-03), although the main application page has no date.
September 4, 2024	Applicant appeared at the CZIM meeting.
September 19, 2024	Applicant appeared at the Planning Commission meeting. P & Z Staff made a presentation and recommended the denial of SP-2024-03 due to the applicant's lack of a State license to operate a personal care home at 270 Shields Road. PC Board members deferred SP-2024-03 at applicant's request to allow her time to obtain her State license.

October 25, 2024	Applicant obtained her certification as a Georgia Medication Aide, allowing her to administer medication to others.
October 28, 2024	Applicant submitted an undated letter to City Manager Fred Gardiner to request an extension of time to January 2025 to obtain her State license.
October 29, 2024	P & Z Staff received an undated deferral letter from applicant, who requested time to obtain her State license.
January 28, 2025	Applicant obtained her State license.
March 14, 2025	P & Z Staff received a copy of applicant's State personal care home license and her Georgia Medication Aide certificate.
April 7, 2025	Applicant submitted a "Business Summary" to describe the proposed business operations of her personal care home.
April 9, 2025	Applicant completed first aide and emergency care courses.
April 10, 2025	Applicant submitted photos of the interior of her home, showing the presence of various safety and security features.
April 17, 2025	Applicant appeared at the Planning Commission meeting. P & Z Staff made a presentation and recommended denial for SP-2024-03. PC Board members voted to recommend denial.
April 18 & 21, 2025	Applicant submitted numerous photos of the interior of the home and the exterior of the property.

The applicant, Shona John, requested the preparation of a Zoning Verification Letter (ZVL) for the property on May 28, 2024. Her listed address on the application was 313 Plantation Circle, Fayetteville, GA, 30214. The Henry County property tax record for 270 Shields Road indicates that the last sale of the property occurred on April 25, 2024. **This means that Ms. John purchased the property before receiving the Zoning Verification Letter from the City of Stockbridge on May 28, 2024.**

The applicant applied for a business license on June 4, 2024. But her application for a business license was voided and denied on the next day (June 5, 2025) for three reasons: 1) the address that she listed on the application did not match the property's address; 2) personal care homes of three or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant was not able to produce a license from the State of Georgia to operate a personal care home, nor a certification to administer medicine. **However, the reasoning for the denial was based on language in Section 3.2.3 which pertains to family day care homes and group day care homes, which differ from personal care homes, per the Definitions that were presented and compared above for "personal care homes" in Section 12.2 of the UDC versus "family day care homes" and "group day care homes" in Section 9.70.020 within Title 9 of Municode.**

At a pre-application meeting that was held on June 27, 2024, the Planning & Zoning Staff advised the applicant to apply for a special use permit. The applicant then submitted a special use permit application, with the date of 7/30/24 appearing on one of the application pages that was signed by Ms. John. The case number of SP-2024-03 was assigned to the application.

The applicant appeared at the CZIM (Community Zoning & Information Meeting) on

September 4, 2024, and again at the Planning Commission meeting on September 19, 2024. SP-2024-03 was deferred until the November 21, 2024 Planning Commission meeting, but Ms. John submitted an undated deferral letter, which the Planning & Zoning Office received on October 29, 2024. In her letter, Ms. John requested the deferral to allow time for her to obtain a state license to operate a personal care home. **On the previous day (October 28, 2024), she had submitted a letter to former City Manager Fred Gardiner to request an extension of time to January 2025 for her to obtain her State License.**

Ms. John appeared at the Planning Commission Meeting on April 17, 2025, where she distributed hard-copy pictures of her property to the Board members. The Board members subsequently voted to agree with the Staff's recommendation of denial for her case, SP-2024-03. After that, the applicant submitted numerous photographs of her home and property to demonstrate its suitability and readiness to operate as a personal care home. The photographs showed the presence of various ADA, safety, and security facilities for residents inside the home, exterior flood lights, and a chain-link fence around three sides of the property. Ms. John has stated in several e-mail messages her willingness to comply with all requirements, and to make driveway and parking improvements.

IV. TABLE OF CASE FACTS

<u>DESCRIPTIVE FACTOR</u>	<u>RESEARCH FINDINGS</u>
Proposed Use:	Personal care home.
Property Address and Parcel Number:	270 Shields Road. Parcel Number: S10-02041000.
Parcel Acreage:	1.47 +/- acres.
Land District and Land Lot:	District 12, Land Lot 70.
Council District:	4.
Applicant:	Shona John.
Owner:	Shona John.
Existing Zoning:	SR (Suburban Residential). Property is not located in an overlay district.
Surrounding Zoning:	The property is surrounded by SR zoning.
Property Location:	East side of Shields Road, south of Davis Road.
Property Conditions:	The property is 1.47 acres, and it contains a single-family detached home with 2,296 heated square feet. A driveway with broken pavement leads up a hill to a side-entry, two-car garage with a turnaround area. A chain-link fence is present along three sides of the property. The structure meets all setback requirements for the SR district.

Current Use:	Single-family residential dwelling.
Surrounding Land Uses:	The property is surrounded by single-family detached dwellings and some vacant parcels.
Future Land Use Designation:	Medium-Density Residential.

V. ILLUSTRATIONS OF EXISTING CONDITIONS:

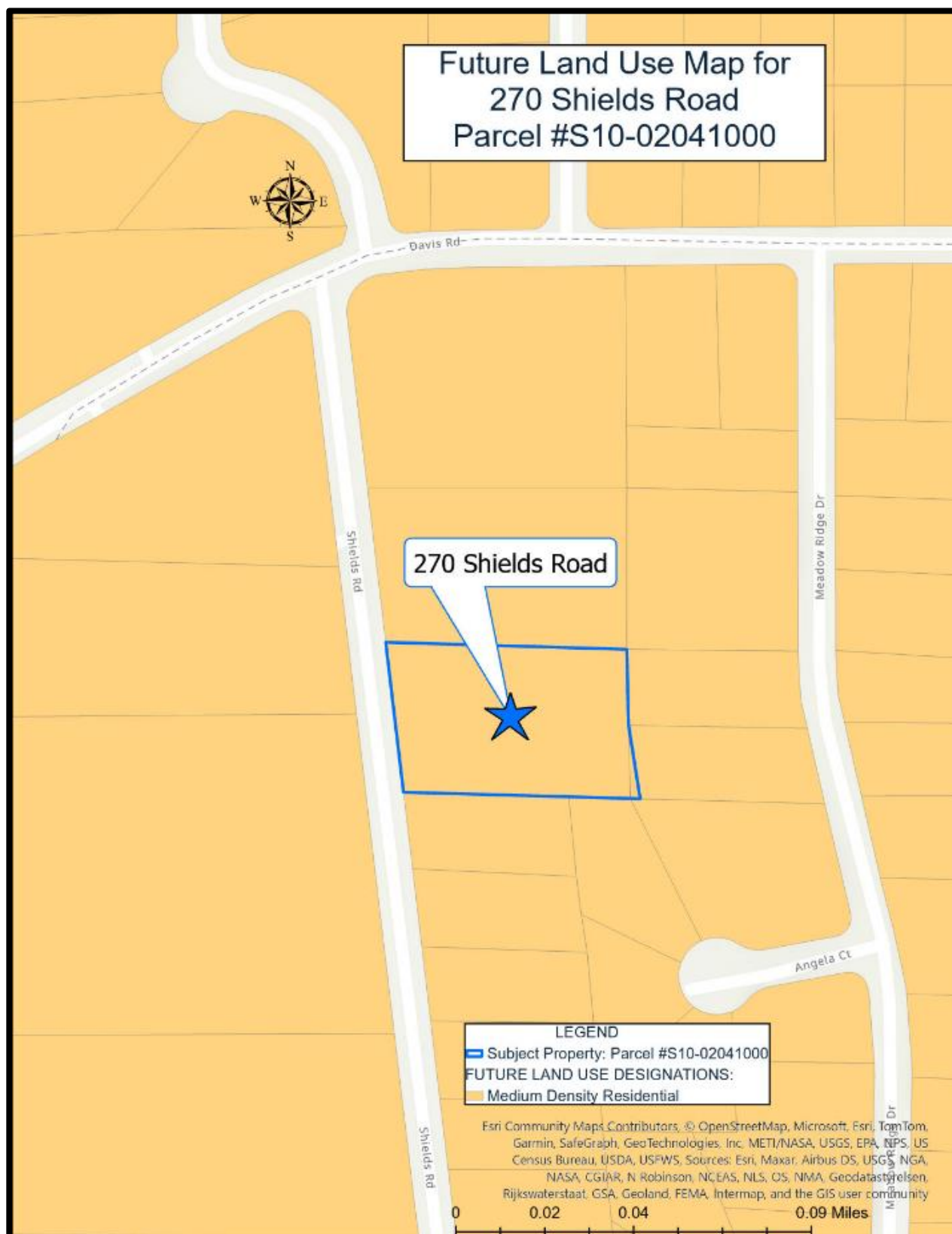
- A. Aerial Photo
 - B. Zoning Map
 - C. Future Land Use Map
 - D. Boundary Survey and Enlargement
-

AERIAL PHOTO OF PARCEL #S10-02041000 AT 270 SHIELDS ROAD



ZONING MAP FOR 270 SHIELDS ROAD





VI. PROPOSED DEVELOPMENT

The applicant, Shona John, owns the property at 270 Shields Road, and she proposes establishing a personal care home there, to care for six residents. On March 13 2025, she obtained a Personal Care Home Permit (#PCH042564) from the Georgia Department of Community Health. It grants a personal care home permit for 270 Shields Road, to be named "My Serenity Personal Care Home", with "a capacity of 3." The permit was effective on January 28, 2025, and it "remains in effect unless revoked or suspended." A copy of the permit appears below. It is important to note that although the applicant proposes to care for six residents, her state license allows only three residents. Further, O.C.G.A. Rule 111-8-62.06(3) states as follows: "A licensed personal care home must not serve more residents that its approved licensed capacity."

 GEORGIA DEPARTMENT OF COMMUNITY HEALTH			
STATE OF GEORGIA PERSONAL CARE HOME PERMIT			
This is to certify that a permit is hereby granted to My Serenity Personal Care Home (Name of Governing Body)			
to maintain and operate a Personal Care Home with a capacity of	3	named as	My Serenity Personal Care Home (Name of Facility)
Said facility and premises are located at	270 Shields Rd (Street)		
in	Stockbridge (City or Town)	30281 (Zip Code)	, County of Henry , Georgia.
This permit is effective 1/28/2025 , and remains in effect unless revoked or suspended.			
"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."			
THIS PERMIT IS NOT TRANSFERABLE		Permit No:	PCH042564
In Witness Whereof, we have hereunto set our hand this		13 th	day of March , 2025 .
GEORGIA DEPARTMENT OF COMMUNITY HEALTH		HEALTHCARE FACILITY REGULATION DIVISION  Lisa C Davies, Executive Director	

O.C.G.A. Rule 111-8-62.20(3)(6) (Medications) requires that the staff in a personal care home who provide medication to residents have completed "Basic Medication Training for Staff Assisting with Self-Administration" and have met the Certified Medication Aide Requirements.

In addition, Ms. John obtained a Certificate of Completion from Alliant Health Solutions as a "Georgia Medication Aide" on October 25, 2024 (Certificate #CN0028858298). An online search of the Georgia Medication Aide Registry confirmed that Shona John is actively certified through the Georgia Nurse Aide Program by the Georgia Department of Community Health. Her certification began on April 20, 2006, and it expires on April 20, 2026. In addition, the applicant submitted documents which show that she recently completed first aid and emergency care training (on April 9, 2025) by Alive and Well Safety Training, Inc.



The applicant's Boundary Survey, which was prepared by Sawhney & Associates on July 28, 2024, states that the property contains 1.47 acres. It shows the presence of a single-family dwelling with a driveway leading to a side-entry, two-car garage and a turnaround area.

According to information from the Henry County Tax Assessors' records, the dwelling was built in 1969; it has 2,296 heated square feet; and it contains four bedrooms and two bathrooms. The applicant, though, has stated that two additional rooms in the basement would be used as bedrooms for two more residents. No changes to the interior of the existing home or the exterior of the property are currently being proposed. A comparison of the Boundary Survey with the Tax Assessors' aerial photo indicates that the existing structure is well within the required setback requirements for the Suburban Residential zoning district (50 feet in the front, 10 feet on the side, and 40 feet in the rear).

APPLICANT'S NURSE AIDE REGISTRY VERIFICATION

4/6/25, 3:16 PM	Georgia Nurse Aide Registry
 GEORGIA DEPARTMENT OF COMMUNITY HEALTH Nurse Aide Registry Verification	
<b style="color: red;">Applicant Information	
Name : JOHN, SHONA	
Certification Number : CN0028858298	
Original Certification Date : 04/20/2006	
Expiration Date : 04/20/2026	
Status : Active	
Adverse Findings : No	
<u>Training Program</u>	<u>Program Date</u>
CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006

The submitted floor plan for the interior of the home shows the presence of a master bedroom and two other bedrooms on the main floor, plus another bedroom on the lower floor. Except for the master bedroom, two residents would occupy each bedroom. It is unclear from the floor plan how many bedrooms are in the house, and how many residents would occupy each bedroom. O.C.G.A. Rule 111-8-62.12 (Home Design Requirements) states that each resident must have at least 80 square feet of personal space. The floor plan shows that the master bedroom is 12' X 16' (192 square feet), and the two other bedrooms are 11' X 12' (132 square feet), but no sizes have been given for the remaining bedroom(s).

The applicant has submitted numerous photographs of the interior of the home, as well as the exterior of the property. They show the presence of ADA facilities, first aid supplies, emergency equipment, security facilities, and emergency food supplies inside the home. Photos of the exterior of the property show the presence of exterior lighting, a chain-link fence along the rear and sides of the property, a narrow driveway with some broken pavement, and a driveway turnaround area adjacent to the two-car garage.

The applicant submitted a “Business Summary” on April 7, 2025 to describe her proposed personal care home, admission procedures for residents, and business operations. The table below summarizes the planned business operations for the personal care home.

Planned Business Operations for Personal Care Home at 270 Shields Road	
Operating Hours	~ To operate 24 hours/day, 7 days/week. ~ Staff will work in shifts. ~ Business hours: 9 AM to 5PM (office, visitation, and deliveries)
Staffing	~ Initially, 2 full-time staff members for six (6) residents. ~ Employees would work in shifts to ensure 24-hour care.
Security Measures	~ <u>Facility Security</u> -- Structure has five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system. ~ <u>Resident Security</u> -- Structure has security-coded entry doors and a monitored entry system to protect residents. ~ <u>Medication Storage</u> -- Locked boxes would restrict access. ~ <u>Accessibility Features</u> -- Would include grab bars and appropriate signs throughout the facility. ~ <u>Emergency Systems</u> -- Structure has emergency exits with exit signs. An emergency response plan would include evacuation routes, assembly areas, and emergency services procedures.
Emergency Procedures	~ Staff would assess the situation, contact 911, and transport residents to hospital, if necessary. ~ <u>Fire and Evacuation</u> -- All staff would be trained in fire safety and evacuation procedures, and regular fire drills would be conducted. ~ <u>Weather and Natural Disasters</u> -- Facility would have an emergency kit and a disaster preparedness plan to follow in case of severe weather or natural disasters.

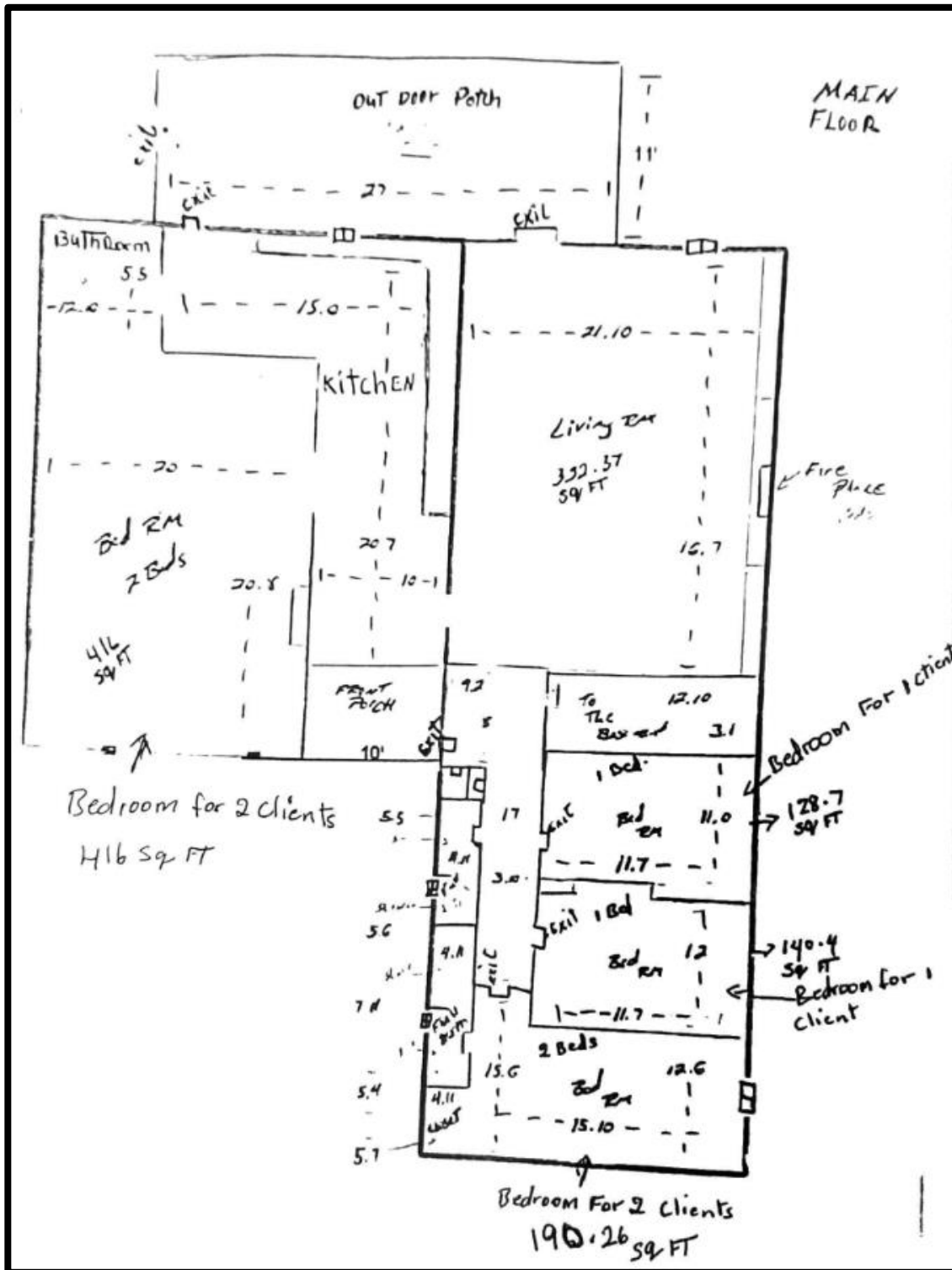
FRONT VIEW OF HOME AND DRIVEWAY AT 270 SHIELDS ROAD



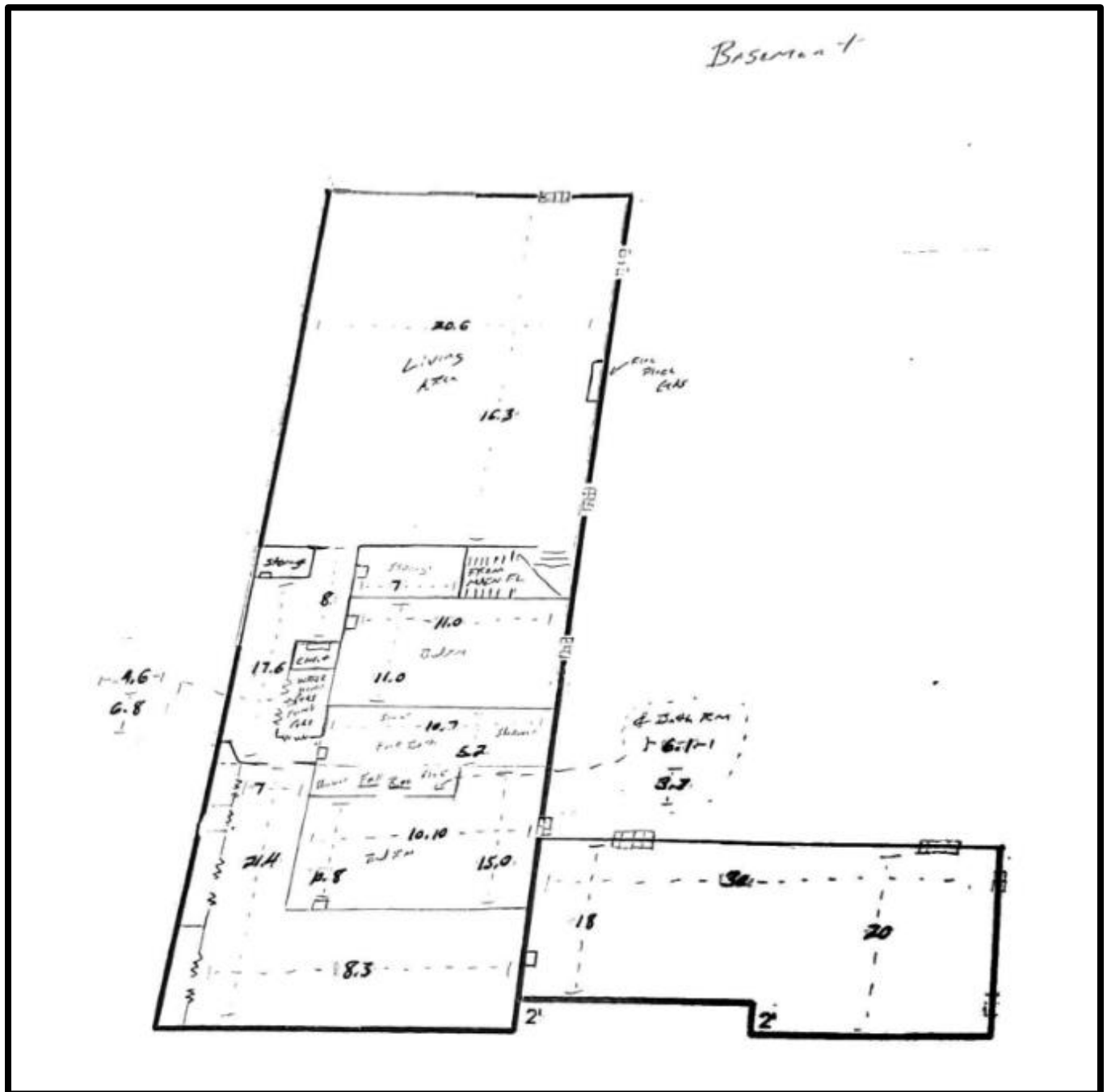
FENCE ALONG THREE SIDES OF THE PROPERTY



FLOOR PLAN FOR THE MAIN FLOOR



FLOOR PLAN FOR THE BASEMENT



VII. ANALYSIS #1: COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

Section 3.2.29 of the Stockbridge Unified Development Code (UD) provides requirements for personal care homes in which three or more residents are to receive care. The applicant for such a personal care home must apply for and obtain a special use permit from the City Council, and must comply with the following requirements:

- A. All regulated facilities shall comply with State laws and regulations and acquire applicable State licenses for operation.
- B. The exterior appearance of any residential structure for which a personal care home, boarding home, or group home is approved, shall be maintained as a residential structure and no signs shall be erected.
- C. Meet all regulations as identified in the adopted building code and adopted fire code.
- D. Meet all parking standards as identified.
- E. All facilities must apply for and receive a city business license.

In addition, Section 3.2.29 lists the standards in the table below for personal care homes having three or more people.

Standards for Personal Care Homes, Group Homes and Boarding Homes Having Three or More Persons

Development Feature	Standard
Minimum lot size	Residential—1 acre Commercial—30,000 square feet
Distance from similar facility	At least 1,500 feet
Building requirement	Must not be within a subdivision

Regarding the requirements above, the applicant has complied with State laws by obtaining a state license to operate a personal care home at 270 Shields Road, and she has also obtained certification to administer medicine to the residents of the personal care home. The applicant has not suggested any plans for changing the exterior appearance of the existing residential structure. Building and fire code regulations would need to be met during the permitting process. No specific parking standards could be found in the UDC for personal care homes. The applicant would need to apply for a business license from the City of Stockbridge after receiving approval for the proposed special use permit.

VIII. ANALYSIS #2: GRANTING OF SPECIAL USE PERMITS

Section 9.2.5 of the Stockbridge Unified Development Code (UDC) provides requirements for the granting of special use permits (formerly known as conditional use permits), and Subsection 9.2.5(2) lists five (5) issues to be considered, in priority, in the preparation of a staff report, as are listed below. Each issue is discussed below.

Analysis of Section 9.2.5 Issues for the Granting of Special Use Permits:

a. The proposed use shall not cause traffic congestion or conditions that will adversely affect nearby properties.

The volume of traffic to be generated by the proposed personal care home is anticipated to be minimal because only three new residents would live on the property, and since they are likely to be elderly, few of them are likely to drive cars. There would be some increase in traffic, though, from the employees who work at the personal care home; from deliveries; and from visiting family members and friends. The applicant has not provided a parking plan to indicate the way in which the existing driveway (or its expansion) would be utilized by the residents, employees, delivery personnel, and family and friends.

b. The physical conditions of the site, including topography, drainage and size and shape, are suitable for the proposed development.

With six bedrooms, the existing dwelling has ample room to accommodate three residents. Whether there would be sufficient parking, though, is questionable. **The applicant has stated a willingness to make any needed driveway improvements, although she has not stated how that would be done.**

c. Adequate public facilities are available to serve the proposed use.

A letter from the City of Stockbridge Utility Billing Office, dated July 31, 2025, stated that the City of Stockbridge Public Works Department provides water and sewer services to the property.

d. The applicant has made a binding agreement for any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.

The Planning & Zoning Office has no knowledge of any such binding agreements being made by the applicant, and the applicant has not conveyed any specific plans to minimize any potential adverse impacts on the surrounding neighborhood.

e. The special use with specific limitations and design features as may have been required will further the aims of the comprehensive plan and will not be unduly detrimental to nearby properties.

The proposed personal care home would provide a home for the care of residents who need specialized care in a home setting. While the residents might receive excellent care inside of the home, consideration needs to be made to the exterior impacts of the operations of the home on adjacent properties in terms of additional traffic generation (from employees, deliveries, and family members and friends), screening, and exterior lighting. These matters also need to be considered for the safety of the residents. Additional parking is likely to be needed.

IX. ANALYSIS #3—USE PERMIT CONSIDERATIONS

Section 9.2.6(A) of the Stockbridge Unified Development Code (UDC) provides requirements for the granting of use permits, including ten (10) issues to be considered, in priority, in the preparation of a staff report, as are listed below. For the proposed development, the “use permit” pertains to a personal care home. Each issue is discussed below and is to be considered by the City Council.

1. Whether the proposed use is consistent with the comprehensive land use plan adopted by the city council;

The subject property’s future land use designation is Medium-Density Residential, which is the same as that of the surrounding properties.

2. Compatibility with land uses and zoning districts in the vicinity of the property for which the use permit is proposed;

The subject property is zoned ‘SR’ (Suburban Residential), and it is surrounded by other properties with the same zoning. The existing single-family detached dwelling is surrounded by other single-family detached dwellings, although they are not part of a subdivision. The applicant does not plan to change the exterior of the dwelling, so there would be no visible indication of the presence of a personal care home on the property.

3. Whether the proposed use may violate local, State and/or Federal statutes, ordinances or regulations governing land development;

Although the applicant wishes to care for six residents within her proposed personal care home, the state license which she obtained to operate a personal care home at 270 Shields Road only gives her permission to care for three residents. Further, O.C.G.A. Rule 111-8-62.06(3) prohibits the operator of a personal care home from serving more residents than the State license allows.

4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;

A minimal amount of additional traffic may be expected on the property because of visiting employees, deliveries being made, and family members and friends coming to visit.

5. The location and number of off-street parking spaces;

The existing home has a narrow driveway leading up a hill to a two-car garage with a turnaround area. Some parts of the pavement are broken, according to photographs which the applicant has submitted. It may be difficult for vehicles to pass and to be able to park. **The applicant has stated a general willingness to make driveway improvements, although she has not provided any specific plans on how this would be done.**

6. The amount and location of open space;

According to the aerial photo of the property, ample open space is present on all four sides of the existing dwelling.

7. Protective screening;

Photographs from the applicant show the presence of a chain-link fence along the rear and sides of the property. The fence could protect the residents' safety by preventing them from inadvertently walking off the property. **Additional screening would be desirable to shield the view of the property by neighbors so that they would not see any excessive comings and goings of visitors to the property.**

8. Hours and manner of operation;

The proposed personal care home would operate twenty-four hours a day, for seven days per week. The applicant's "Business Summary" states that initially, there would be two employees, who would work in shifts to ensure the continuous care of the residents. Business hours would be 9:00 AM to 5:00 PM for office, visitation, and deliveries. The implementation of various security measures and emergency procedures has been proposed.

9. Outdoor lighting; and

The applicant's "Business Summary" states that five outdoor cameras and floodlights are present.

10. Ingress and egress to the property.

Ingress and egress into the property would continue to occur from the existing one-lane, narrow driveway off Shields Road. This could cause some difficulty with multiple vehicles, especially since the property is on a hill. **In addition, the driveway pavement is in poor condition, according to photographs from the applicant.**

X. STAFF CONCLUSIONS

As a result of the foregoing three types of analyses, the Planning & Zoning Staff draws the following conclusions:

1. **Number of Residents** – Although the applicant proposes to have six residents in the proposed personal care home, her state license only allows a capacity of three residents at 270 Shields Road.
2. **Type of Use** – The proposed personal care home is not the best use of the subject property in terms of its location in an established residential area.

3. Potential Adverse Impacts -- The applicant does not appear to have considered the potential adverse impacts of the proposed personal care home on adjacent properties or the surrounding neighborhood, in terms of the following:

- a. Access**—The existing access from Shields Road is a narrow, one-lane driveway which goes up a hill. This could cause a conflict between two vehicles that are moving at the same time. In addition, the driveway pavement is in poor condition.
- b. Parking** – There does not appear to be sufficient parking to accommodate additional vehicles from employees, deliveries, or family and friends. Although the applicant has stated a general willingness to make driveway improvements, she does not currently have any specific plans to do so.
- c. Protective Screening** – Although a chain-link fence is present along three sides of the property, which would protect the safety of the residents, it is a see-through fence which does not provide any visual screening for the neighbors. A more solid, opaque-type of fence would be desirable.

XI. STAFF RECOMMENDATIONS

- 1.** In view of the conclusions that were drawn above, the Planning & Zoning Staff recommends the **DENIAL** of Special Use Permit Case #SP-2024-03 for 270 Shields Road.
- 2.** If the City Council wishes to approve SP-2024-03, then the staff recommends that such approval be made with the following three conditions:
 - a.** That no more than three residents occupy and be served by the personal care home at one time since the applicant's Personal Care Home Permit from the Georgia Department of Community Health limits the capacity of the personal care home at 270 Shields Road to three (3).
 - b.** That the driveway be repaved and possibly widened, and that the parking area be modified to accommodate additional vehicles.
 - c.** That appropriate solid, opaque screening / fencing be installed for the protection of the neighbors.



TO: Stockbridge Mayor and City Council
Stockbridge Planning Commission

FROM: Linda M. Logan, Senior Planner, Planning and Zoning Division

CC: Ryan Anderson, Community Development Director

DATE: August 11, 2025 for the City Council Meeting

SUBJECT: Staff Report for Special Use Permit Case #SP-2024-03:
Proposed Personal Care Home at 270 Shields Road

I. PURPOSE

The applicant for Special Use Permit Case #SP-2024-03, Shona John, requests a special use permit to allow for the establishment and operation of a personal care home with six (6) residents at 270 Shields Road (Parcel #S10-020410000). Ms. John signed the Property Owner's Authorization Form for SP-2024-03 on July 30, 2024. Section 3.2.29 of the Stockbridge Unified Development Code (UDC) requires a special use permit for personal care homes having three or more residents. Section 9.2.5 lists the requirements for special use permits, and they will be discussed in the Analysis section of this staff report.

II. TABLE OF CASE FACTS

<u>DESCRIPTIVE FACTOR</u>	<u>RESEARCH FINDINGS</u>
Proposed Use:	Personal care home.
Property Address and Parcel Number:	270 Shields Road. Parcel Number: S10-02041000.
Parcel Acreage:	1.47 +/- acres.
Land District and Land Lot:	District 12, Land Lot 70.
Council District:	4.
Applicant:	Shona John.
Owner:	Shona John.
Existing Zoning:	SR (Suburban Residential). Property is not located in an overlay district.
Surrounding Zoning:	The property is surrounded by SR zoning.

Property Location:	East side of Shields Road, south of Davis Road.
Property Conditions:	The property is 1.47 acres, and it contains a single-family detached home with 2,296 heated square feet. A driveway with broken pavement leads up a hill to a side-entry, two-car garage with a turnaround area. A chain-link fence is present along three sides of the property. The structure meets all setback requirements for the SR district.
Current Use:	Single-family residential dwelling.
Surrounding Land Uses:	The property is surrounded by single-family detached dwellings and some vacant parcels.
Future Land Use Designation:	Medium-Density Residential.

III. ILLUSTRATIONS OF EXISTING CONDITIONS:

- A. Aerial Photo**
 - B. Zoning Map**
 - C. Future Land Use Map**
 - D. Boundary Survey and Enlargement**
-

**AERIAL PHOTO OF PARCEL #S10-02041000
AT 270 SHIELDS ROAD**



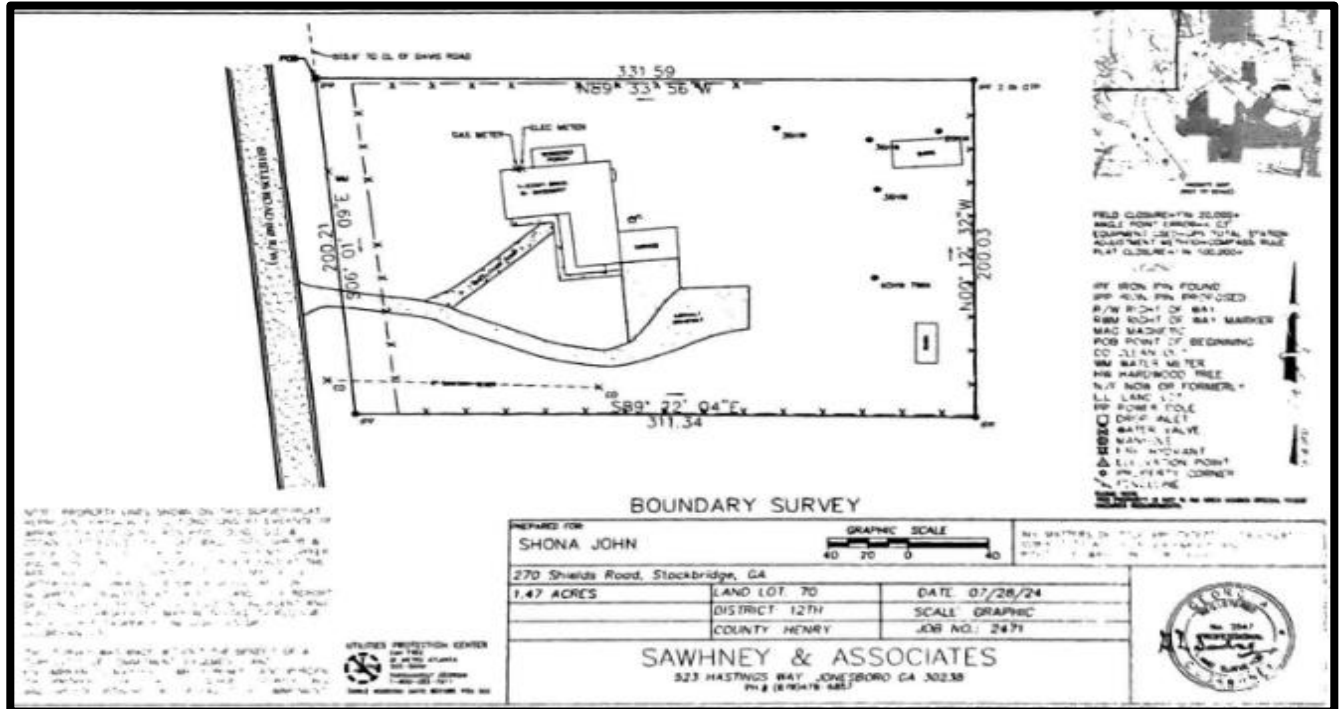
ZONING MAP FOR 270 SHIELDS ROAD



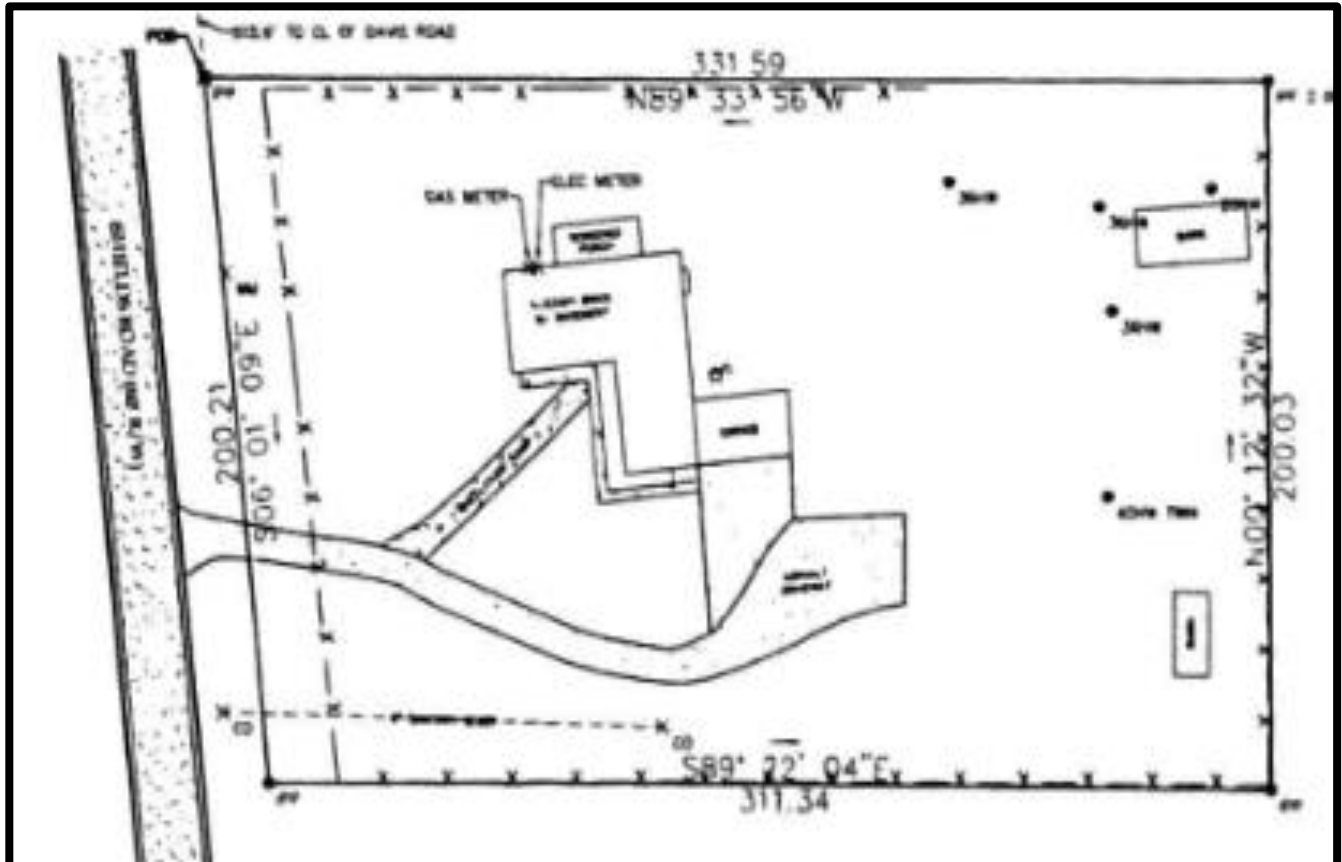
FUTURE LAND USE MAP FOR 270 SHIELDS ROAD



BOUNDARY SURVEY



ENLARGEMENT



IV. DEFINITION AND DISTINCTIONS

Section 12.2 of the UDC provides the following definition of a personal care home:

“Personal care home” means a personal care home is a single home where personal care services are provided to no more than six (6) nonfamily adults. Personal care services include, but is not limited to, individual assistance with or supervision of self-administered medication and essential activities of daily living such as eating, bathing, grooming, dressing, and toileting. A care home cannot provide nursing or other medical services or admit and retain residents who need continuous medical or nursing care (see O.C.G.A. § 31-7-12 for State requirements for personal care homes). The term “personal care home” does not include buildings which are devoted to independent living units which include kitchen facilities in which residents have the option of preparing and serving some or all of their own meals, nor does it include halfway houses, residential treatment facilities, nursing homes, sanitariums, hospital or other institutional facilities, or rooming or boarding facilities which do not provide personal care.

Personal care homes are distinguished from similar types of facilities in the City of Stockbridge. Section 9.70.020 of the Stockbridge Municode, which is part of Title 9 for Licensing and Regulation, provides definitions for day care centers, family day care centers, and group day care homes, but not specifically for personal care homes. All three terms are used for places which care for children rather than adults. In addition, day care centers and group day care homes may only provide care services for less than twenty-four hours per day. And group day care homes are for places other than a private residence. Thus, personal care homes are different from day care centers, family day care centers, and group day care homes because they may be used for adults, and they are not limited to fewer than twenty-four hours per day.

Section 9.70.110 (A) - Prohibitions within Title 9 of Municode states as follows: “A. Family day care centers, as defined by this chapter, shall be strictly prohibited within the city of Stockbridge.” However, as was stated in the definitions paragraphs above, personal care homes are not the same as family day care centers. Also, Section 3.2.3 for “Adult and child day care facilities” does not prohibit personal care homes. Instead, Section 3.2.28 (for two or less persons) and Section 3.2.29 (for three or less persons) of the UDC make provisions for the establishment of personal care homes.

V. CASE HISTORY

The table below provides the case history for SP-2024-03 for 270 Shields Road, as of July 25, 2025. A discussion of the actions that have taken place follows the table.

DATE	ACTION
April 25, 2024	Shona John purchased the property at 270 Shields Road.
May 20, 2024	Shona John submitted an undated ZVL Application Request via e-mail, received by P & Z Staff on this date.
May 28, 2024	P & Z Staff completed a ZVL (letter) for Shona John.
June 4, 2024	Applicant applied for a business license as a home occupation to operate a personal care home.
June 5, 2024	The Business Services Staff voided / denied the applicant's business license application.
June 27, 2024	P & Z Staff held a pre-application meeting with Shona John to discuss the need for a special use permit to establish a personal care home on the property.
July 30, 2024	Shona John signed the Property Owner's Authorization Form with this date in her Special Use Permit Application (SP-2024-03), although the main application page has no date.
September 4, 2024	Applicant appeared at the CZIM meeting.
September 19, 2024	Applicant appeared at the Planning Commission meeting. P & Z Staff made a presentation and recommended the denial of SP-2024-03 due to the applicant's lack of a State license to operate a personal care home at 270 Shields Road. PC Board members deferred SP-2024-03 at applicant's request to allow her time to obtain her State license.
October 25, 2024	Applicant obtained her certification as a Georgia Medication Aide, allowing her to administer medication to others.
October 28, 2024	Applicant submitted an undated letter to City Manager Fred Gardiner to request an extension of time to January 2025 to obtain her State license.
October 29, 2024	P & Z Staff received an undated deferral letter from applicant, who requested time to obtain her State license.
January 28, 2025	Applicant obtained her State license.
March 14, 2025	P & Z Staff received a copy of applicant's State personal care home license and her Georgia Medication Aide certificate.
April 7, 2025	Applicant submitted a "Business Summary" to describe the proposed business operations of her personal care home.
April 9, 2025	Applicant completed first aid and emergency care courses.
April 10, 2025	Applicant submitted photos of the interior of her home, showing the presence of various safety and security features.
April 17, 2025	Applicant appeared at the Planning Commission meeting. P & Z Staff made a presentation and recommended denial for SP-2024-03. PC Board members voted to recommend denial.
April 18 & 21, 2025	Applicant submitted numerous photos of the interior of the home and the exterior of the property.

May 7, 2025	Applicant received a new State Personal Care Home Permit to allow six (6) residents on the subject property. (Received by Staff on 5/29/25.)
May 12, 2025	Applicant's agent submitted a deferral request letter for 30 days.
May 19, 2025	Applicant submitted a building permit application to add 521 square feet to the parking area of the property.
June 9, 2025	Applicant's agent submitted another deferral request letter for 30 days.
June 11, 2025	Staff approved the applicant's building permit application for driveway improvements and parking area expansion.
June 12, 2025	Staff issued a building permit for the addition of 521 square feet of additional parking on the property. (Permit #BLD-2025.05.1052)

The applicant, Shona John, requested the preparation of a Zoning Verification Letter (ZVL) for the property on May 28, 2024. Her listed address on the application was 313 Plantation Circle, Fayetteville, GA, 30214. The Henry County property tax record for 270 Shields Road indicates that the last sale of the property occurred on April 25, 2024. This means that Ms. John purchased the property before receiving the Zoning Verification Letter from the City of Stockbridge on May 28, 2024.

The applicant applied for a business license on June 4, 2024. But her application for a business license was voided and denied on the next day (June 5, 2025) for three reasons: 1) the address that she listed on the application did not match the property's address; 2) personal care homes of three or more residents were not perceived as a home occupation under business license regulations; and 3) the applicant was not able to produce a license from the State of Georgia to operate a personal care home, nor a certification to administer medicine.

However, the reasoning for the denial was based on language in Section 3.2.3 which pertains to family day care homes and group day care homes, which differ from personal care homes, per the Definitions that were presented and compared above for "personal care homes" in Section 12.2 of the UDC versus "family day care homes" and "group day care homes" in Section 9.70.020 within Title 9 of Municode.

At a pre-application meeting that was held on June 27, 2024, the Planning & Zoning Staff advised the applicant to apply for a special use permit. The applicant then submitted a special use permit application, with the date of 7/30/24 appearing on one of the application pages that was signed by Ms. John. The case number of SP-2024-03 was assigned to the application.

The applicant appeared at the CZIM (Community Zoning & Information Meeting) on September 4, 2024, and again at the Planning Commission meeting on September 19, 2024. SP-2024-03 was deferred until the November 21, 2024 Planning Commission meeting, but Ms. John submitted an undated deferral letter, which the Planning & Zoning Office received on October 29, 2024. In her letter, Ms. John requested the deferral to allow time for her to obtain a state license to operate a personal care home. On the previous day (October 28, 2024), she had submitted a letter to former City Manager Fred Gardiner to request an

extension of time to January 2025 for her to obtain her State License.

Ms. John appeared at the Planning Commission Meeting on April 17, 2025, where she distributed hard-copy pictures of her property to the Board members. The Board members subsequently voted to agree with the Staff's recommendation of denial for her case, SP-2024-03. After that, the applicant submitted numerous photographs of her home and property to demonstrate its suitability and readiness to operate as a personal care home. The photographs showed the presence of various ADA, safety, and security facilities for residents inside the home, exterior flood lights, and a chain-link fence around three sides of the property. Ms. John has stated in several e-mail messages her willingness to comply with all requirements, and to make driveway and parking improvements.

On May 7, 2025, the applicant obtained a new State Personal Care Home Permit to allow six (6) residents on the subject property. This would enable her to now have the six (6) residents which she had originally requested in her SP-2024-03 Special Use Permit application, not just the three (3) residents which her first State Personal Care Home Permit had allowed.

On May 19, 2025, the applicant submitted a building permit application into SAGES for driveway improvements and an expansion of the parking area on the property. On June 11, 2025, the application was approved by Community Development Staff, and on June 12, 2025, the building permit was issued (Permit #BLD-2025.05.1052).

The applicant's agent, Battle Law, PC, had submitted 30-day deferral letters on May 12 and June 9, 2025, but the applicant is now ready to proceed.

VI. PROPOSED DEVELOPMENT

The applicant, Shona John, owns the property at 270 Shields Road, and she proposes establishing a personal care home there, to care for six residents. On March 13 2025, she obtained a State Personal Care Home Permit (#PCH042564) from the Georgia Department of Community Health. It grants a personal care home permit for 270 Shields Road, to be named "My Serenity Personal Care Home", with "a capacity of 3." The permit was effective on January 28, 2025, and it "remains in effect unless revoked or suspended." A copy of the permit appears below. Although the applicant proposed to care for six (6) residents, her original state license allowed only three (3) residents, as is shown by the permit below. O.C.G.A. Rule 111-8-62.06(3) states as follows: "A licensed personal care home must not serve more residents that its approved licensed capacity." This was therefore one of the reasons why the Business Services Office denied a business license for the subject property. However, on May 7, 2025, the applicant obtained a second State Personal Care Home Permit (#PCH042564) to allow six (6) residents on the property. A copy of that permit also appears below.

STATE PERSONAL CARE HOME PERMIT ALLOWING THREE (3) RESIDENTS AT 270 SHIELDS ROAD



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

STATE OF GEORGIA PERSONAL CARE HOME PERMIT

This is to certify that a permit is hereby granted to

My Serenity Personal Care Home

(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of 3 named as My Serenity Personal Care Home
(Name of Facility)

Said facility and premises are located at 270 Shields Rd
(Street)

in Stockbridge 30281, County of Henry, Georgia.
(City or Town) (Zip Code)

This permit is effective 1/28/2025, and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

Permit No: PCH042564

In Witness Whereof, we have hereunto set our hand this

13 th day of March, 2025.

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

HEALTHCARE FACILITY REGULATION DIVISION

Lisa C Davies, Executive Director

**STATE PERSONAL CARE HOME PERMIT
ALLOWING SIX (6) RESIDENTS AT 270 SHIELDS ROAD,
ISSUED ON MAY 7, 2025**

 GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

**STATE OF GEORGIA
PERSONAL CARE HOME PERMIT**

This is to certify that a permit is hereby granted to
My Serenity Personal Care Home
(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of 6 named as My Serenity Personal Care Home
(Name of Facility)

Said facility and premises are located at 270 Shields Rd
(Street)

in Stockbridge 30281 County of Henry Georgia.
(City or Town) (Zip Code)

This permit is effective 5/7/2025 and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

In Witness Whereof, we have hereunto set our hand this

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

Permit No: PCH042564
16 th day of May, 2025.

HEALTHCARE FACILITY REGULATION DIVISION


Lisa C. Davies, Executive Director

O.C.G.A. Rule 111-8-62.20(3)(6) (Medications) requires that the staff in a personal care home who provide medication to residents have completed "Basic Medication Training for Staff Assisting with Self-Administration" and have met the Certified Medication Aide Requirements.

In addition, Ms. John obtained a Certificate of Completion from Alliant Health Solutions as a "Georgia Medication Aide" on October 25, 2024 (Certificate #CN0028858298). An online search of the Georgia Medication Aide Registry confirmed that Shona John is actively certified through the Georgia Nurse Aide Program by the Georgia Department of Community Health. Her certification began on April 20, 2006, and it expires on April 20, 2026. In addition, the applicant submitted documents which show that she recently completed first aid and emergency care training (on April 9, 2025) by Alive and Well Safety Training, Inc.

APPLICANT'S GEORGIA MEDICATION AIDE CERTIFICATE



The applicant's Boundary Survey, which was prepared by Sawhney & Associates on July 28, 2024, states that the property contains 1.47 acres. It shows the presence of a single-family dwelling with a driveway leading to a side-entry, two-car garage and a turnaround area.

According to information from the Henry County Tax Assessors' records, the dwelling was built in 1969; it has 2,296 heated square feet; and it contains four bedrooms and two bathrooms. The applicant, though, has stated that two additional rooms in the basement would be used as bedrooms for two more residents. No changes to the interior of the existing home or the exterior of the property are currently being proposed. A comparison of the Boundary Survey with the Tax Assessors' aerial photo indicates that the existing structure is well within the required setback requirements for the Suburban Residential zoning district (50 feet in the front, 10 feet on the side, and 40 feet in the rear).

APPLICANT'S NURSE AIDE REGISTRY VERIFICATION

4/6/25, 3:16 PM	Georgia Nurse Aide Registry				
 GEORGIA DEPARTMENT OF COMMUNITY HEALTH	Nurse Aide Registry Verification				
Applicant Information					
Name : JOHN, SHONA					
Certification Number : CN0028858298					
Original Certification Date : 04/20/2006					
Expiration Date : 04/20/2026					
Status : Active					
Adverse Findings : No					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Training Program</u></td> <td style="width: 40%;"><u>Program Date</u></td> </tr> <tr> <td style="padding-top: 10px;">CENTER FOR PROGRESSIVE TRAINING INC</td> <td style="padding-top: 10px;">04/20/2006</td> </tr> </table>		<u>Training Program</u>	<u>Program Date</u>	CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006
<u>Training Program</u>	<u>Program Date</u>				
CENTER FOR PROGRESSIVE TRAINING INC	04/20/2006				

The submitted floor plan for the interior of the home shows the presence of a master bedroom and two other bedrooms on the main floor, plus another bedroom on the lower floor. Except for the master bedroom, two residents would occupy each bedroom. It is unclear from the floor plan how many bedrooms are in the house, and how many residents would occupy each bedroom. O.C.G.A. Rule 111-8-62.12 (Home Design Requirements) states that each resident must have at least 80 square feet of personal space. The floor plan shows that the master bedroom is 12' X 16' (192 square feet), and the two other bedrooms are 11' X 12' (132 square feet), but no sizes have been given for the remaining bedroom(s).

The applicant has submitted numerous photographs of the interior of the home, as well as the exterior of the property. They show the presence of ADA facilities, first aid supplies, emergency equipment, security facilities, and emergency food supplies inside the home. Photos of the exterior of the property show the presence of exterior lighting, a chain-link fence along the rear and sides of the property, a narrow driveway with some broken pavement, and a driveway turnaround area adjacent to the two-car garage. A photograph of the front view of the subject property appears below, followed by a photograph of the fencing in the front yard. The applicant

applied for a building permit for a parking area expansion on May 19, 2025. It was approved by Staff on June 11, 2025, and the permit was issued on June 12, 2025 (Permit #BLD-2025.05.1052). A copy of the building permit and the approved site plan appear on the next page.

FRONT VIEW OF HOME AND DRIVEWAY AT 270 SHIELDS ROAD

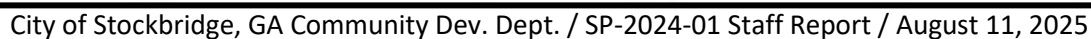


FENCING ALONG THREE SIDES OF THE PROPERTY



**BUILDING PERMIT (TOP PORTION)
FOR PARKING AREA EXPANSION AT 270 SHIELDS ROAD**

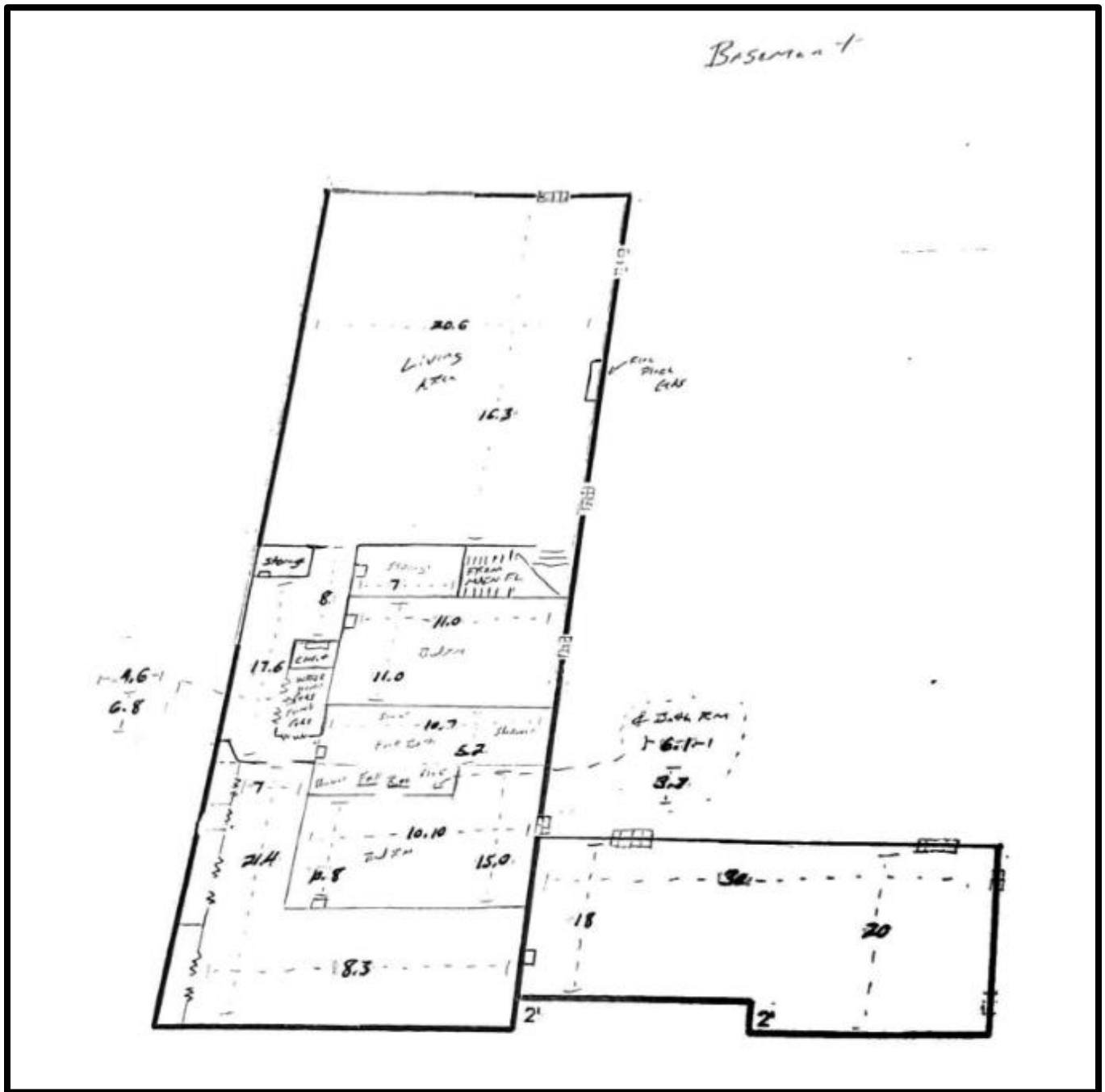
		City of Stockbridge Building Permit Card	
Address	270 SHIELDS RD, STOCKBRIDGE, GA 30281	Permit Number	BLD-2025.05.1052
Issued Date	6/12/2025	Expiration Date:	12/9/2025
Lot #			
Subdivision/Project Name	Driveway	Owner Name	Shona John
Contractor Name	Shona John	Contractor Phone	770-870-4552
Detail of Work	Add 521sq. Ft to driveway packing.		
Conditional Approval to Release Permit			



The applicant submitted a “Business Summary” on April 7, 2025 to describe her proposed personal care home, admission procedures for residents, and business operations. The table below summarizes the planned business operations for the personal care home.

Planned Business Operations for Personal Care Home at 270 Shields Road	
Operating Hours	~ To operate 24 hours/day, 7 days/week. ~ Staff will work in shifts. ~ Business hours: 9 AM to 5PM (office, visitation, and deliveries)
Staffing	~ Initially, 2 full-time staff members for six (6) residents. ~ Employees would work in shifts to ensure 24-hour care.
Security Measures	~ <u>Facility Security</u> -- Structure has five (5) outdoor cameras, floodlights, smoke detectors, and an alarm system. ~ <u>Resident Security</u> -- Structure has security-coded entry doors and a monitored entry system to protect residents. ~ <u>Medication Storage</u> -- Locked boxes would restrict access. ~ <u>Accessibility Features</u> -- Would include grab bars and appropriate signs throughout the facility. ~ <u>Emergency Systems</u> -- Structure has emergency exits with exit signs. An emergency response plan would include evacuation routes, assembly areas, and emergency services procedures.
Emergency Procedures	~ Staff would assess the situation, contact 911, and transport residents to hospital, if necessary. ~ <u>Fire and Evacuation</u> -- All staff would be trained in fire safety and evacuation procedures, and regular fire drills would be conducted. ~ <u>Weather and Natural Disasters</u> -- Facility would have an emergency kit and a disaster preparedness plan to follow in case of severe weather or natural disasters.

FLOOR PLAN FOR THE BASEMENT



VII. ANALYSIS #1: COMPLIANCE WITH REQUIREMENTS FOR PERSONAL CARE HOMES

A. Compliance with the Unified Development Code (UDC). Section 3.2.29 of the Stockbridge Unified Development Code (UDC) provides requirements for personal care homes in which three or more residents are to receive care. The applicant for such a personal care home must apply for and obtain a Special Use Permit from the City Council, and must comply with the following requirements:

1. All regulated facilities shall comply with State laws and regulations and acquire applicable State licenses for operation.
2. The exterior appearance of any residential structure for which a personal care home, boarding home, or group home is approved, shall be maintained as a residential structure and no signs shall be erected.
3. Meet all regulations as identified in the adopted building code and adopted fire code.
4. Meet all parking standards as identified.
5. All facilities must apply for and receive a city business license.

In addition, Section 3.2.29 lists the standards in the table below for personal care homes having three or more people.

**Standards for Personal Care Homes, Group Homes and Boarding Homes
Having Three or More Persons**

Development Feature	Standard
Minimum lot size	Residential—1 acre Commercial—30,000 square feet
Distance from similar facility	At least 1,500 feet
Building requirement	Must not be within a subdivision

Regarding the requirements above, the applicant has complied with State laws by obtaining a state license to operate a personal care home at 270 Shields Road, and she has also obtained certification to administer medicine to the residents of the personal care home. The applicant has not suggested any plans for changing the exterior appearance of the existing residential structure. Building and fire code regulations would need to be met during the permitting process. No specific parking standards could be found in the UDC for personal care homes. Section 3.2.29 of the UDC states that personal care home applicants must obtain a business license) from the City of Stockbridge. The applicant would need to apply for a business license after receiving approval for the requested Special Use Permit.

B. Compliance with the Stockbridge Code of Ordinances (Municode). Although the UDC states that personal care home applicants must obtain a business license from the City of Stockbridge, Municode currently has no provision to allow that to happen. The business license would be issued for a home occupation since the personal care home would have employees, but personal care homes are not currently recognized or listed as being a type of home

occupation. Further, Municode prohibits day care centers and family day cares in the City, and the applicant's proposed personal care home was erroneously perceived as being a similar type of establishment since personal care homes are not specifically mentioned in Municode. And Municode contains no mechanism for the regulation of personal care homes in terms of code enforcement.

C. Proposed Ordinance for Personal Care Homes. To correct the deficiencies in Municode, and to make needed changes to the UDC, the Staff has proposed an ordinance via Text Amendment Case #TX-2025-02 for personal care homes. The approval and adoption of TX-2025-02 would allow the possible legal existence of personal care homes within the City of Stockbridge. The purpose of TX-2025-02 is to amend the Code of Ordinances for the reasons that are listed below. TX-2025-02 provides definitions, and it distinguishes personal care homes from other similar types of facilities. Personal care homes would be required to have a business license (occupational tax certificate (OTC) for a home occupation, and the license would need to be renewed annually.

- Create a new section to establish supplemental use standards for personal care homes for one to six unrelated adults.
- Identify zoning districts where personal care homes are permitted by a special use permit.
- Establish compliance, operational, and development standards.
- Amend the home occupation section.
- Other purposes.

Due to the existing deficiencies in Municode and the needed changes in the UDC, personal care homes cannot currently be approved within the City of Stockbridge. Therefore, only if TX-2025-02 is approved and adopted could SP-2024-03 be approved.

VIII. ANALYSIS #2: GRANTING OF SPECIAL USE PERMITS

Section 9.2.5 of the Stockbridge Unified Development Code (UDC) provides requirements for the granting of special use permits (formerly known as conditional use permits), and Subsection 9.2.5(2) lists five (5) issues to be considered, in priority, in the preparation of a staff report, as are listed below. Each issue is discussed below.

Analysis of Section 9.2.5 Issues for the Granting of Special Use Permits:

a. *The proposed use shall not cause traffic congestion or conditions that will adversely affect nearby properties.*

The volume of traffic to be generated by the proposed personal care home is anticipated to be minimal because only three new residents would live on the property, and since they are likely to be elderly, few of them are likely to drive cars. There would be some increase in traffic, though, from the employees who work at the personal care home; from deliveries; and from visiting family members and friends.

b. The physical conditions of the site, including topography, drainage and size and shape, are suitable for the proposed development.

With six bedrooms, the existing dwelling has ample room to accommodate three residents. Whether there would be sufficient parking, though, is questionable. The applicant has received Staff approval and an issued building permit for her proposed driveway and parking improvements.

c. Adequate public facilities are available to serve the proposed use.

A letter from the City of Stockbridge Utility Billing Office, dated July 31, 2025, stated that the City of Stockbridge Public Works Department provides water and sewer services to the property.

d. The applicant has made a binding agreement for any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.

The Planning & Zoning Office has no knowledge of any such binding agreements being made by the applicant, and the applicant has not conveyed any specific plans to minimize any potential adverse impacts on the surrounding neighborhood.

e. The special use with specific limitations and design features as may have been required will further the aims of the comprehensive plan and will not be unduly detrimental to nearby properties.

The proposed personal care home would provide a home for the care of residents who need specialized care in a home setting. While the residents might receive excellent care inside of the home, consideration needs to be made to the exterior impacts of the operations of the home on adjacent properties in terms of additional traffic generation (from employees, deliveries, and family members and friends), screening, and exterior lighting. These matters also need to be considered for the safety of the residents. Additional parking is likely to be needed. To prevent the need for on-street parking, the applicant has received a building permit to increase the parking area on her property.

IX. ANALYSIS #3—USE PERMIT CONSIDERATIONS

Section 9.2.6(A) of the Stockbridge Unified Development Code (UDC) provides requirements for the granting of use permits, including ten (10) issues to be considered, in priority, in the preparation of a staff report, as are listed below. For the proposed development, the “use permit” pertains to a personal care home. Each issue is discussed below and is to be considered by the City Council.

1. Whether the proposed use is consistent with the comprehensive land use plan adopted by the city council;

The subject property's future land use designation is Medium-Density Residential, which is the same as that of the surrounding properties.

2. Compatibility with land uses and zoning districts in the vicinity of the property for which the use permit is proposed;

The subject property is zoned 'SR' (Suburban Residential), and it is surrounded by other properties with the same zoning. The existing single-family detached dwelling is surrounded by other single-family detached dwellings, although they are not part of a subdivision. The applicant does not plan to change the exterior of the dwelling, so there would be no visible indication of the presence of a personal care home on the property.

3. Whether the proposed use may violate local, State and/or Federal statutes, ordinances or regulations governing land development;

On May 7, 2025, the applicant obtained a State Personal Care Home Permit to allow her to have six (6) residents on the subject property.

4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;

A minimal amount of additional traffic may be expected on the property because of visiting employees, deliveries being made, and family members and friends coming to visit.

5. The location and number of off-street parking spaces;

The existing home has a narrow driveway leading up a hill to a two-car garage with a turnaround area. Some parts of the pavement are broken, according to photographs which the applicant has submitted. It may be difficult for vehicles to pass and to be able to park. The applicant has been issued a building permit for her proposed parking area expansion and driveway improvements, and this work must be completed before any residents move into the existing residence.

6. The amount and location of open space;

According to the aerial photo of the property, ample open space is present on all four sides of the existing dwelling.

7. Protective screening;

Photographs from the applicant show the presence of a chain-link fence along the rear and sides of the property. The fence could protect the residents' safety by preventing them from inadvertently walking off the property. Additional screening would be desirable

to shield the view of the property by neighbors so that they would not see any excessive comings and goings of visitors to the property.

8. Hours and manner of operation;

The proposed personal care home would operate twenty-four hours a day, for seven days per week. The applicant's "Business Summary" states that initially, there would be two employees, who would work in shifts to ensure the continuous care of the residents. Business hours would be 9:00 AM to 5:00 PM for office, visitation, and deliveries. The implementation of various security measures and emergency procedures has been proposed.

9. Outdoor lighting; and

The applicant's "Business Summary" states that five outdoor cameras and floodlights are present.

10. Ingress and egress to the property.

Ingress and egress into the property would continue to occur from the existing one-lane, narrow driveway off Shields Road. This could cause some difficulty with multiple vehicles, especially since the property is on a hill. Although the driveway pavement is currently in poor condition, the applicant has received a building permit to allow driveway improvements to be made. Such improvements must be made before any residents move into the existing residence.

X. STAFF CONCLUSIONS

As a result of the foregoing three types of analyses, the Planning & Zoning Staff draws the following conclusions:

1. **Number of Residents** – The applicant has received a State Personal Care Home Permit to allow up to six (6) residents on the property.
2. **Type of Use** – Personal care homes are an allowable use within the Suburban Residential (SR) zoning district.
3. **Property Access and Parking**—Although the existing driveway is in poor condition and additional parking is needed, the applicant's proposed driveway improvements and parking area expansion were approved by Staff, and a building permit was issued.
4. **Impacts on Adjacent Properties**-- Although a chain-link fence is present along three sides of the property, which would protect the safety of the residents, it is a see-through fence which does not provide any visual screening for the neighbors. A more solid, opaque-type of fence would be desirable.

- 5. Legality of Personal Care Homes**—Although the Stockbridge UDC currently allows personal care homes, provided that a business license is obtained, the Stockbridge Municode has no recognition of personal care homes, and no provision for them to be able to obtain a business license. Further, there are currently no mechanisms for the regulation of personal care homes within the City of Stockbridge. This represents a conflict. Thus, due to the existing deficiencies in Municode and the needed changes in the UDC, personal care homes cannot currently be approved within the City of Stockbridge. However, the pending Ordinance for Text Amendment Case #TX-2025-02 proposes to eliminate this conflict and adopt a set of regulations for personal care homes. If TX-2025-02 is approved by City Council, then the proposed personal care home at 270 Shields Road would have a legal basis for consideration. Therefore, only if TX-2025-02 is approved and adopted could SP-2024-03 be approved.

XI. STAFF RECOMMENDATIONS

In view of the conclusions that were drawn from the analyses above, the Planning & Zoning Staff makes the following two recommendations for Special Use Permit Case #SP-2024-03 at 270 Shields Road:

1. **APPROVAL**, contingent upon Text Amendment Case #TX-2025-02 first being approved to allow a legal basis for personal care homes to exist and be regulated within the City of Stockbridge, with the following zoning condition:

Zoning Condition – The applicant shall make the driveway improvements and parking area expansion that was approved via Building Permit #BLD-2025.05.1052, which was issued on June 12, 2025, and this shall be completed in a satisfactory manner prior to the first resident moving into the existing residence on the property.

2. **DENIAL** if Text Amendment Case #TX-2025-02 for personal care homes is not first approved, since there currently is no legal basis for personal care homes to exist and be regulated within the City of Stockbridge.



My Serenity Personal Care Home

STAFF FILE TABLE OF CONTENTS:

STAFF NAME: Shona JOHN DATE OF HIRE: _____

- ☒ Staff Job Description
- ☒ Staff First Aid/CPR
- ☒ Staff Resume
- ☒ Employee Application
- ☒ Staff Criminal Record Clearance
- ☒ Acknowledgement of Resident Facility Rules
- ☒ Acknowledgement of Resident Rights
- ☒ Acknowledgement of Evacuation Plan
- ☒ Long Term Care Abuse Form
- ☒ Staff Training Log
- ☒ Staff TB Test / Staff Physical
- ☒ PCH Medication Training Certificate (Required to be done by RN Nurse)
- ☒ PCH Infection Control Training Certificate (Required to be done by RN Nurse)

CONFISCANT



My Serenity Personal Care Home

PCH DIRECT CARE WORKER STAFF JOB DESCRIPTION

This facility provides personal care tasks, and such tasks, shall be performed by a qualified staff under the direction of a supervisor as required, in accordance with the PCH state regulations and guidelines.

1. Staff must report on the personal care needs of the client, on changes in the client's condition, and on any observed problems that affect the client.
2. Staff is also authorized to perform personal care tasks and supervision.
 - a. The staff who delivers the services must have access to and be knowledgeable of the client's service plan at the time services are provided.
 - b. As personal care needs change or problems emerge, the staff must document changes or need for changes
 - i. This may be documented on the task sheet and task to perform may be as follows:
 - Tub Bathing
 - Washing hair and body
 - Apply lotion to the back and body/Assist with medication reminders
 - Activities of client interest
 - Transportation services/ House chores & cleaning
 - Meal preparation/ Shopping
 - Other Hygiene tasks/ Observation of skin changes & skin care
 - Supervising and reporting changes in client's condition
 - Monitor food intake and eating behaviors
 - Basic Supervision
 - Will facilitate Resident activities and community outings and other misc. services

I _____ accept, acknowledge and comprehend all responsibilities assigned by this agency. Who having been first duly sworn depose and say that _____ has never been shown to have exhibited any violent or abusive behavior or intentional or grossly negligent misconduct. Also have never been accused or convicted to have been abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidence by an oral or written statement to this effect obtained at the time of application.

Staff Signature

Date

Facility Administrator Signature

Date



My Serenity Personal Care Home

EMPLOYEE APPLICATION

PLEASE TYPE OR PRINT. Complete the entire application.

**** Be advised all Agency Staff must list a minimum of 7 years' work experience on application**

Agency Position you are Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
JOB TITLE :			
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	Yes No		
Are you 18 years of age or older?	Yes No	If NO, what is your current age?	
Are you currently employed at (company)?	Yes No	If YES, what is your current job title & department?	
Have you ever been employed by (company)?	Yes No	If YES, dates of employment & reason for leaving:	
Are you related to any current (company employee)?	Yes No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	Yes No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment:			
Check all that apply: Ad in newspaper Job Bulletin (Posting) Walk-in Website			
Dept. of Labor Ad in magazine Referral by employee Other:			



My Serenity Personal Care Home

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		Yes No				
GED:		Yes No				
Other School:		Yes No				
College:		Yes No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, and expert)

WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment Include full-time military or volunteer commitments.



My Serenity Personal Care Home

PLEASE NOTE: This Agency reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	Full time Part-time If part-time, # hrs./wk.:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	Full time Part-time If part-time, # hrs./wk.:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	Full time Part-time If part-time, # hrs./wk.:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		



My Serenity Personal Care Home

This agency is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made based on qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Dates Employed (most recent position) From: To	Full time Part-time	Title:
	If part-time, # hrs./wk.:	
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Additional Comments:

Staff Signature: _____ Date: _____

Circle One: HIRE / NO HIRE



My Serenity Personal Care Home

RESIDENT COPY OF THE PERSONAL CARE HOME RESIDENTS' RIGHTS

(1) As a minimum, the following rights shall be guaranteed and cannot be waived by the resident or the resident's representative or legal surrogate, if any:

(a) Each resident shall receive care, and services which shall be adequate, appropriate, and in compliance with applicable federal and state law and regulations, without discrimination in the quality of service based on age, gender, race, physical or mental disability, religion, sexual orientation, national origin, marital status or the source of payment for the service;

(b) No resident shall be punished or harassed by the facility, its agents or its employees because of the resident's efforts to enforce his or her rights;

(c) Each resident shall have the right to:

1. exercise the constitutional rights guaranteed to citizens of this state and this country including, but not limited to, the right to vote;
2. choose activities and schedules consistent with the resident's interests, and assessments;
3. interact with members of the community both inside and outside the home and to participate fully in the life of the community; and
4. make choices about aspects of his or her life in the home that are significant to the resident;

(d) Each resident shall have the right to enjoy privacy in his or her room; facility personnel and others shall respect this right by knocking on the door before entering the resident's room. Each resident may associate and communicate privately with persons and groups of his or her choice. Residents shall have the right of freedom from eavesdropping and the right to private and uncensored communication with anyone of the resident's choice;

(e) Each resident may associate and communicate privately with persons and groups of his or her choice.



My Serenity Personal Care Home

- (f) Residents shall have the right of freedom from eavesdropping and the right to private and uncensored communication with anyone of the resident's choice.
- (g) If a resident is married and the spouse is also a resident in the facility, they shall be permitted to share a room unless they request otherwise;
- (h) Each resident shall be treated with dignity, kindness, consideration and respect and be given privacy in the provision of personal care. Each resident shall be accorded privacy and freedom for the use of bathrooms at all hours;
- (i) No religious belief or practice shall be imposed upon any resident. Residents must be free to practice their religious beliefs as they choose. Each resident shall have the right to participate in social, religious, and community activities that do not interfere with the rights of other residents;
- (j) Each resident shall have the right to be free from mental, verbal, sexual and physical abuse, neglect and exploitation. Each resident has the right to be free from actual or threatened physical or chemical restraints and the right to be free from isolation, corporal, or unusual punishment including interference with the daily functions of living, such as eating or sleeping;
- (k) Each resident shall have the right to use, keep and control his or her own personal property and possessions in the immediate living quarters, except to the extent a resident's use of his or her property would interfere with the safety or health of other residents. Each resident shall have the right to reasonable safeguards for the protection and security of his personal property and possessions brought into the facility;
- (l) Each resident's mail shall be delivered unopened to the resident on the day it is delivered to the facility. Each resident's outgoing correspondence shall remain unopened;



My Serenity Personal Care Home

(m) Each resident shall have access to a telephone and the right to have a private telephone, at the resident's own expense. Telephones shall be placed in areas to insure privacy without denying accessibility.

(n) Each facility must permit immediate access to residents by others who are visiting with the consent of the resident. Residents have the right to have visitors at mutually agreed upon hours. Once the hours are agreed upon, no prior notice is necessary. Each resident shall have the complete right to terminate any visit by any person who has access to the facility;

(o) Each resident shall have the right to manage his own financial affairs, including the right to keep and spend his own money unless that resident has been adjudicated incompetent by a court of competent jurisdiction. Each resident shall have the right to be free from coercion to assign or transfer to the home money, valuables, benefits, property or anything of value other than payment for services rendered by the facility;

(p) Each resident shall have the right to a personal needs allowance for the free use of the resident in the amount of five dollars per week to be distributed by the administrator, on-site manager, or a responsible staff person in the home. The following conditions shall be met regarding the personal needs allowance

1. The personal needs allowance shall be included as a charge for services to each resident's account which a resident or a resident's representative or legal surrogate, if any, may waive by signing a written waiver upon admission or anytime thereafter. No allowance charge may be assessed where a resident or a resident's representative or legal surrogate, if any, has signed a written waiver of the personal needs allowance. Such a waiver shall be kept in a resident's file;

2. Where no waiver has been signed, the personal needs allowance shall be tendered to each resident, in cash, on the same day each week.



My Serenity Personal Care Home

3. The personal needs allowance shall not be intended or needed for purchasing necessary goods such as toilet paper and light bulbs which the home ordinarily supplies, and shall in no way relieve the home of the obligation to ensure that such necessary goods are available to the resident;
- (q) Each resident shall also have the right to receive or reject medical care, dental care, or other services except as required by law or regulations.
- (r) Each resident shall have the right to choose and retain the services of a personal physician and any other health care professional or service. No facility shall interfere with the resident's right to receive from the resident's attending physician complete and current information concerning the resident's diagnosis, treatment and prognosis. Each resident and his or her representative or legal surrogate, if any, shall have the right to be fully informed about care and of any changes in that care and the right of access to all information in medical records;
- (s) Each resident shall have the right to fully participate in the planning of his or her care. Case discussion, consultation and examination shall be confidential and conducted discreetly. A person who is Chapter 111-8-62 not directly involved in the resident's care may be present when care is being rendered only if he or she has the resident's permission;
- (t) Each resident shall have the right to inspect his or her records on request. Each resident shall have the right to make a copy of all records pertaining to the resident. Each resident has the right to confidential treatment of personal information in the resident file;
- (u) Each resident who has not been committed to the facility by court order or who does not have a representative or legal surrogate with specific written authority to admit, transfer or discharge, may discharge or transfer himself or herself upon notification to the home in conformance with the home's policies and procedures.



My Serenity Personal Care Home

(v) Each resident shall have the right to access to the State Long-Term Care Ombudsman Program

O.C.G.A. § 31-8-50 *et seq.* and the name, address, and telephone number of the ombudsman and county inspector assigned to the home shall be posted in a common area of the home.

(w) Residents shall have the right to form a Resident Council and have meetings in the home outside the presence of owners, management, or staff members of the home.

(2) Each resident shall be provided, at the time of admission to the home, with a copy of the Resident's Bill of Rights, as provided in Rule 111-8-62-.26 which shall include provisions for protecting the personal and civil rights of each resident. If a resident is unable to read the Resident's Bill of Rights the manager shall take special steps to assure communication of its contents to the resident.

Staff Signature: _____ **Date:** _____



My Serenity Personal Care Home

STAFF ACKNOWLEDGEMENT

EVACUATION PLAN SHEET

I _____ have reviewed the emergency evacuation plan

for _____ and staff has discussed all exits in

The home and explained the evacuation routes and also has explained where the designated Meeting place is in the event of an evacuation.

I have also been explained or read the facilities disaster preparedness plan and policies & Procedures & understand all of its content & all required safety to ensure client safety.

Staff Signature: _____ Date: _____



My Serenity Personal Care Home

ACKNOWLEDGEMENT FORM REPORTING ABUSE OR EXPLOITATION OF RESIDENTS

- (1) "Abuse" means any intentional or grossly negligent act or series of acts or intentional or grossly negligent omission to act which causes injury to a resident, including, but not limited to, assault or battery, failure to provide treatment or care, or sexual harassment of the resident.
- (2) "Exploitation" means an unjust or improper use of another person or the person's property through undue influence, coercion, harassment, duress, deception, false representation, false pretense, or other similar means for one's own profit or advantage.
- (3) "Long-term care facility" or "facility" means any skilled nursing home, intermediate care home, personal care home, or community living arrangement now or hereafter subject to regulation and licensure by the department.
- (4) "Resident" means any person receiving treatment or care in a long-term care facility.

Reporting abuse or exploitation; records.

(a) Any:

(1) Administrator, manager, physician, nurse, nurse's aide, orderly, or other employee in a hospital or facility;

(2) Medical examiner, dentist, osteopath, optometrist, chiropractor, podiatrist, social worker, coroner, clergyman, police officer, pharmacist, physical therapist, or psychologist; or

(3) Employee of a public or private agency engaged in professional services to residents or responsible for inspection of long-term care facilities who has knowledge that any resident or former resident has been abused or exploited while residing in a long-term care facility shall immediately make a report as described in subsection (c) of this Code section by telephone or in person to the department. In the event that an immediate report to the department is not possible, the person shall make the report to the appropriate law enforcement agency. Such person shall also make a written report to the Department of Human Resources within 24 hours after making the initial report.

(b) Any other person who has knowledge that a resident or former resident has been abused or exploited while residing in a facility may report or cause a report to be made to the department or the appropriate law enforcement agency.

(c) A report of suspected abuse or exploitation shall include the following:

- (1) The name and address of the person making the report unless such person is not required to make a report;
- (2) The name and address of the resident or former resident.



My Serenity Personal Care Home

STAFF SCHEDULE

MONTH: _____ YEAR: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

CONSCANT

Certificate of Completion

Georgia Medication Aide
Written Competency Evaluation Certificate

This Certifies that

Shona John

has successfully passed
the on-line standardized written competency examination
on the 25th day of October, 2024

Issuing Organization

 **ALLIANT**
HEALTH SOLUTIONS

Alliant Health Solutions

P O Box 105753, Atlanta, GA 30348

Certificate Number: **CN0028858298**

NOTE: This certificate does not guarantee that the above mentioned candidate will be listed by the Georgia Medication Aide Registry. On line verification of placement is required to verify good standing on the Georgia Medication Aide Registry.

BASIC PERSONAL CARE HOME MEDICATION TRAINING INFO

111-8-62-.20 Medications.

(1) Self-Administration of Medications.

Residents who have the capacity to self-administer medications safely and independently without staff assistance or supervision must be allowed to store their own medications securely and self-administer medications if they so desire.

(2) Assistance with Self-Administration.

(3) A resident who is not capable of independent self-administration of medication may be assisted and supervised in self administration by staff to the following extent.

(a) Staff providing such assistance or supervision may perform the following:

1. Take the medication, in its previously dispensed, properly labeled container, from where it is stored, and bring the medication to the resident.
2. Read the label, open the container, remove a prescribed amount of medication from the container, and close the container, in the presence of the resident.
3. Place an oral dosage in the resident's hand or in another container where the resident requests assistance.
4. Apply topical medications.
5. Assist with self-administration of drops, inhalers, nasal sprays and patches.
6. Return the medication container to proper secured storage.
7. Assist the resident's use of an EPI pen where the resident has known severe allergies for which an EPI pen has been prescribed on condition that there is an established written protocol detailing how it is to be used and when immediately calling Emergency Services, 911, after any use of the EPI pen.

(b) Staff assisting with or supervising self-administration of medications must be proficient in English and able to read, write and follow written instructions in English.

(4) Basic Medication Training for Staff Assisting with Self-Administration.

(5) The home must provide and document medication training for the unlicensed staff that are helping with or supervision of self-administration of medications to capable residents. The medication training must be conducted with an appropriate curriculum for providing medication assistance and include at least the following topics:

- (a) The home's medication policy and procedures, including actions to take if concerns regarding resident's capacity to self-administer medications are identified.
- (b) How to read prescription labels including common abbreviations.
- (c) Providing the right medication to the right resident at the right time in the right amount and the right way including how to measure various medications.
- (d) Actions to take when concerns regarding medications are identified.
- (e) Infection control procedures relative to helping with medications.
- (f) Proper medication storage and disposal.
- (g) Recognition of side effects and adverse reactions for the specific medications.
- (h) Understanding the common classifications of medications, typical side effects and adverse reactions and medications for which unlicensed staff may never help with or supervision of self-administration.
- (i) Proper documentation and record keeping using the Medication Assistance Record.

(4) Medication Skills Competency Determinations.

Unlicensed staff in homes helping with or supervision of self-administered medications must demonstrate to a qualified supervisor when hired and at least, annually thereafter, the necessary skills to perform the medication tasks assigned competently.

(6) Maintaining Records on Medication Assistance and Administration.

(7) Where the home either helps with, or supervision of self-administered medications or health maintenance activities involving medications to residents, the home must maintain a daily Medication Assistance Record (MAR) for each resident receiving such service.

(a) The MAR must include the name of the specific resident, any known allergies, the name and telephone number of the resident's health care provider, the name, strength and specific directions including a summary of severe side effects and adverse reactions for use of each medication and a chart for staff who provide assistance or administration to record initials, time and date when medications are taken, refused or a medication error is identified (e.g. missed dosage).

(b) The staff providing the assistance or administration of medications must update the MAR each time the medication is offered or taken.

(c) The home must make medication information concerning the descriptions of medication, dosing, side effects, adverse reactions and contraindications for each medication being administered to the residents immediately available for reference by staff providing medication assistance or administration.

(d) Staff helping with or administration of medications must document in the resident's record any unusual reactions to the medications and provide such information to the resident, the resident's representative, and the health care provider as appropriate.

(e) Refills of prescribed medications must be obtained timely so that there is no interruption in the routine dosing. Where the home is provided with a new medication for the resident, the MAR must be modified to reflect the addition of the new medication within 48 hours or sooner if the prescribing physician, advance practice registered nurse or physician assistant indicates that the medication change must be made immediately. In homes, where unit or multi-dose packaging is not available for immediate changes in medications, unit or multi-dose packaging of the medication must be obtained when the prescription is refilled.

(6) Orders Required for All Medications.

A home must not allow its staff to assist with, provide supervision of self-administered medications, including over-the-counter medications, unless there is a physician, advance practice registered nurse or physician assistant's order or individualized prescription bottle, specifying clear instructions for its use on file for the resident.

(7) **Timely Management of Medication Procurement.** The home must obtain new prescriptions within 48 hours of receipt of notice of the prescription or sooner if the prescribing physician indicates that a medication change must be made immediately. If the pharmacy does not have the medication needed for the immediate change, available and has not obtained further directions from the physician, the home must notify the physician of the unavailability of the prescription and request direction.

(8) Storage of Medications.

(a) The home is accountable for having an effective system to manage the medications it receives including storing medications under lock and key, or other secure system to prevent unauthorized access, at all times, whether kept by a resident or kept by the home for the resident, except when required to be kept by a resident on his or her person due to need for frequent or emergency use, as determined by the resident's physician, advance practice registered nurse or physician assistant, or when closely attended by a staff member.

(b) Medication kept by a resident may be stored in the resident's bedroom, in a locked cabinet or other locked storage container. Single occupancy bedrooms which are kept locked always are acceptable. Duplicate keys for the resident's locked storage container and room must be available to the resident and the administrator, on-site manager or designated staff.

(c) Medications must be kept in original containers with original labels intact.

(d) A home may stock over-the-counter medications such as aspirin or acetaminophen for the convenience of residents who have PRN (as needed) orders for the specific medication and dosage. However, where the resident takes an over-the-counter medication daily as prescribed in a written order by a licensed physician, nurse practitioner or physician's assistant, such as vitamins or low-dose aspirins, the resident must have an individual bottle of the prescribed medication that is kept for the resident's individual usage.

(e) Unused or expired medications must be properly disposed of using the current U.S. Food and Drug Administration or U.S. Environmental Protection Agency guidelines for the specific medications.

**IF AN RN IS GOING TO TRAIN PCH STAFF ON JUST BASIC MEDICATION TRAINING,
THESE ARE ALL THE ELEMENTS THAT WILL NEED TO BE DISCUSSED AND TAUGHT
AND A CERTIFICATE WOULD HAVE TO BE GIVEN WHEN DONE.**

(This is guide on what the facility nurse needs to go over with all staff , based on the DCH State Rules)

111-8-62-.20 MEDICATIONS

How the home supervises medications?

All medications required by a resident shall be self-administered by the resident.

If in the event, there is a need to Administer some form of oral or topical medication it will be done under the supervision of a designated trained staff. **(THIS ONLY APPLIES TO STAFF THAT ARE PROXY CARE TRAINED)**

Injectable medications may only be self-administered or Administered by an appropriately licensed person that is contracted through an outside facility such as home health service, with the following exceptions:

- a. Administration of epinephrine under established medical protocol to residents with a known anaphylactic reaction (reaction that creates swelling, hives, breathing difficulties and or seizures, etc.)

Any resident who is not capable of independent self-administration may be assisted and supervised by staff to the following extent:

1. Resident may be reminded to take their medication.
2. Medication labels may be read to the resident.
3. Medication dosage may be verified by staff per the container label.
4. Physical assistance may be given in pouring, opening or otherwise in the taking of medication.

EPINEPHRINE AUTO-INJECTOR ADMINISTRATION PROCEDURE: (FACILITY HAS NO CLIENTS AND IF IN THE FUTURE ALL STAFF ARE TRAINED FOR PROXY CARE FOR A CLIENT THAT REQUIRES THIS, THEN AND ONLY THEN CAN IT BE DONE, NO EXCEPTONS)

A) STAFF WILL GRASP THE AUTO-INJECTOR IN ONE HAND AND FORM A FIST AROUND THE UNIT. WITH THE OTHER HAND, PULL OFF THE SAFETY CAP. (TO AVOID INJECTING YOURSELF AFTER REMOVING THE CAP(S), STAFF WILL NEVER PLACE THEIR FINGERS OR HAND OVER EITHER END OF THE DEVICE.

b) Staff will Hold the tip of the auto-injector near the resident outer thigh. (The auto-injector can be injected through the resident clothing, if necessary.)

c) Press firmly and hold the tip into the OUTER THIGH so that the auto-injector is perpendicular (at a 90° angle) to the thigh. You may hear a click.

d) Hold the auto-injector firmly in place for 10-15 seconds. (After the injection, the student may feel his or her heart pounding. This is a normal reaction.)

e) Remove the auto-injector from the thigh and massage the injection area for several seconds.

f) Check the tip. If the needle is exposed, the dose has been delivered. If the needle is not exposed, repeat steps b through e.

g) Dispose of the auto-injector in a "sharps" container or give the expended autoinjector to the paramedics.

h) Call 911, if not previously called.

i) Call for the facility Adm and payee, residents next of kin, if not previously called.

Staff will Monitor the resident airway and breathing. If trained in CPR, begin CPR immediately if the resident stops breathing.

9. Staff will Give a copy of the IEHP to the emergency responders. When emergency responders arrive, staff will tell them the time epinephrine was administered, and the dose administered. If the autoinjector has not been disposed of in a sharp's container by staff, they will give the expended auto-injector to the paramedics.

10. The staff person will be responsible to document the incident on the state incident report form.

Storage of Epinephrine Auto-Injectors:

Epinephrine auto-injectors will be stored at room temperature until the marked expiration date, at which time the unit must be replaced.

Auto-injectors will not be refrigerated.

Auto-injectors will not be exposed to extreme heat or to direct sunlight.

In addition to the facility Epinephrine medication will be locked secure storage in the medication cabinet.

Medications will be stored under lock and key always either by the resident or by the Personal Care Home staff for the residents. The exception is when a resident is required to keep medication on his/her person, due to need for frequent or emergency use, as determined by resident's physician.

Residents who keep their medications will keep them in their bedroom in a locked cabinet or locked container. If resident is in a single occupancy bedroom the only requirement is to lock the door always when unoccupied. Duplicate keys will be available to the resident and the Administrator and on-site manager

The facility Administrator will be responsible for ensuring that the individual designated to be responsible for the acquisition and refilling of medications is clearly stated in the admission agreement for each resident and will have a detailed copy in their file for review

if residents are unable to self-administer medications the facility staff are only able to remind resident to take their medications, read each label of the medication to the resident and can double check that the medication is checked correct per the label container for each medication. The resident may be assisted in physically pouring medication.

*Management will do follow up checks three times a month, to ensure self-medicating residents (residents who can take their own medications) are keeping up with their medication routine and make any adjustments or notations as needed in the resident's chart

SELF-ADMINISTRATION OF MEDICATIONS.

Residents who can take their own medications will be allowed to store their own medications if they choose to do that and will have them in a secured place.

*(Medications must remain in the original containers always, there are no exceptions.

ASSISTANCE WITH SELF-ADMINISTRATION.

When a resident is not able to take their own medications, the facility will assist in the following ways.

- Take the medication in its properly labeled container and bring the medication to the resident.
- Read the label, open the container, and remove the prescribed amount of medication from

The container and close the container in front of the resident.

- Put oral dosage in the resident's hand or in another container where the resident requests assistance.
- Apply topical medications.
- Assist with self-administration of drops, inhalers, nasal sprays, and patches.
- Restore medications in designated storage area.
- Assist the resident's use of an EPI pen where the resident has known severe Allergies

All staff will be fluent in English and CLEARLY UNDERSTOOD, when communicating with residents

Basic Medication Training for Staff Assisting with Self-administration.

The facility will provide All staff with medication training for the unlicensed staff that is helping with medications.

Facility medication training will include:

Facilities medication policy and procedures & actions to take for resident concerns

- How to read prescription labels including common abbreviations.
- Providing the right medication to the right resident at the right time in the right Amount and the right way including how to measure various medications.
- Actions to take when concerns regarding medications are identified.
- Infection control procedures relative to aiding with medications.
- Proper medication storage and disposal.
- Recognition of side effects and adverse reactions for the specific medications.
- Understanding the common classifications of medications, typical side effects and Adverse reactions and medications for which unlicensed staff may never provide Assistance with or supervision of self-administration.
- Proper documentation and record keeping using the Medication Assistance Record.

Documentation of Medications

Staff will document whenever residents take medications.

Staff will also document if resident refuses medication and reason for the refusal.

PRN medications are to be documented along with each reason given to include the date and time.

Medications will not be shared with other residents.

Resident's physician and family/representative/guardian will be notified of any resident refusing medications.

If resident is required to have liquid medications, the facility will ensure that the resident can assist with the intake of the liquid medications the designated or responsible parties will be required to sign off on a medication refill sheet after completing medication refills. If there are adjustments made, it will properly have documented at that time.

If residents have specific medications that are required to have a crush order, the facility will obtain a crush order for each specific medication and not an order from the resident's doctor that does not specifically state which medication is to be crushed. Each prescription that requires a crush order will be designated and documented by the consumer's physician.

(PLEASE BE ADVISED THE STATE MAY CHANGES THIS POLICY AT ANY TIME)

Once the sheet is signed off on, it will be placed in a designated logbook and staff will document the same information in each resident's file.

Facility Administrator or designated resident's representative will be responsible for ensuring that all medications are current and always maintained in its original container or bubble pack.

Upon admission, it will be documented and determined who is going to be the responsible party for such a task.

Designated staff only will have a key for the storage unit.

In the event, that the resident leaves medications at the facility, the Administrator will contact the designated or responsible party to inform them of the remaining medications.

Administrator will coordinate and make suitable arrangements to ensure medications get returned in a timely manner. All attempts to decide and make contact will be clearly and accurately documented in the resident's chart

Medications will remain locked and separate from the current resident medications, however clearly and legibly marked and date.

All attempts will be documented. If resident payee or resident does not make a suitable attempt to obtain the medication in 15 days, then, the medication will be returned to the pharmacy that filled it to begin with.

Discontinued medications will be referred to the local pharmacy for proper disposal. Facility has posted the designated Pharmacy of choice for an area relative to the facility location.

Once discontinued medication is delivered to the pharmacy the residents file will be documented along with the MAR

Over the counter medications will be under lock and key and only be given to residents that have a current order by their current doctor. OTC medications will be given per the order and documented on the MAR

(Pertaining to Hospice residents only)

Facility Administrator or designated staff on duty will call Hospice when a resident requires CPR.

The facility will inform the Hospice Program/Coordinator of the situation and Hospice at that time will direct staff on how to appropriately handle the situation at that time. The designated staff that makes the initial call to Hospice will be responsible for documenting all requirements and directives clearly in resident's chart. Once situation is under control, staff will be required to notify the facility Administrator.

Medication Skills Competency Determinations.

Unlicensed staff will be provided yearly refreshers for medication areas.

Maintaining Records on Medication Assistance and administration.

The facility will maintain a daily Medication Assistance Record (MAR) for each resident receiving such service.

The MAR will include:

- the name of the specific resident
- known allergies, the
- name and telephone number of the residents' health care provider
- the name, strength
- specific directions including a summary of severe side effects and adverse reactions
- time and date when medications are taken or refused
- Error is identified (e.g. missed dosage).

Facility staff will update the MAR each time the medication is offered or taken.

The facility makes medication information concerning the descriptions of medication, dosing, side effects, adverse reactions and contradictions for each medication being Administered to the residents immediately available for reference by staff providing medication assistance or administration.

When Staff assist with medications, they will be required to document in the resident's record any unusual reactions to the medications and provide such information to the resident, the resident's representative and the health care provider when needed.

When the facility receives a new medication for one of their residents, the MAR will be modified accordingly within 48 hours or sooner. If a resident has medications multi-dose packaged, then the medication will be obtained when that prescription is refilled.

Orders Required for All Medications.

The facility will have staff to assist with, provide supervision of self-administered medications, including over-the-counter medications to residents when needed.

Timely Management of Medication Procurement.

The facility will get new prescriptions within 48 hours of receipt. If the pharmacy does not have it, then the Residents Physician will be contacted for further instruction.

Storage of Medications.

The facility will have a designated storage area locked always to prevent unauthorized access, by other residents and will be closely attended by All staff

Medication kept by a resident will be stored in the resident's bedroom, under lock Or another optional locked storage container. If medications are locked outside their room, then Duplicate keys will be given to the resident and Administrator or designated staff.

PRN medications such as vitamins or low-dose aspirins are required to be in an individual bottle of the prescribed medication that is kept specifically for the resident's individual usage.

Disposal of Medications

The facility will follow the guidelines using the current U.S. Food and Drug administration or U.S. Environmental Protection Facility guidelines for Unused or expired medications and to follow the proper disposal. As an alternative, facility Administrator will also return all unused or discontinued medications to the local pharmacy for proper disposal

POLICY: MEDICATION ERRORS (Step by step (protocol) in case there is a medication error) MEDICATION ERROR PROCEDURE:

The Staff who discovers the medication error will complete the medication error notification form.

1. The medication notification error form is then forwarded to the facility a.m.
2. The facility administrator will review and log the medication error sheet attached to the staff responsible for the error.
3. The staff responsible for the medication error will complete the medication error sheet.
 1. The following information will be included on the medication error sheet.
 - a. Person responsible for the error.
 - b. Name of the resident, the date/time of the incident, and the date the incident was discovered, and who the error affected or involved.
 - c. The "Type" and the "Reason" of the error.
 - d. The Description of the incident.
 - e. The order as written.
 - f. If and in what way the resident was affected by the error, and what interventions were initiated.
 - g. Physician/Supervisor notified and by whom.
 - h. Signature/date/time of the person preparing the report.
 2. When the medication error sheet is completed it will be forwarded to the facility Adm immediately.
 3. The facility staff will record and file the completed medication error in the facility MAR Book
 4. The facility Manager will follow up on the medication error and address with all staff accordingly.
 5. The facility Adm will send a medication error copy in a corresponding email or fax to the resident's doctor immediately.
 6. The facility Adm must notified the residents doctor and the next of kin/power of attorney or payee of resident.

Facility will ensure staff are aware of all points below:

- Question practitioner's orders that are unclear or appear to be incorrect
- Ensure all staff fully understand the orders before administering medications
- Avoid unnecessary distractions while administering medications
- Provide adequate staff levels and enough staff time for uninterrupted medication administration
- Ensure all staff understand and follow proper medication procedures
- Do not allow inexperienced, untrained staff to administer medications
- Provide accessible medication resources (i.e. drug books, pharmacy drug information)
- Teach residents about their medications and listen to residents who question a medication
- Staff will not take shortcuts
- If a medication error is made, never cover it up.



Activities

SUN	MON	TUE	WED	THU	FRI	SAT
Worship	Music Therapy	Exercise & Trivia	Board Games & Puzzles	Arts & Crafts	BINGO	Movie
Worship	Arts & Crafts	Music Therapy	Pet Therapy	Exercise & Trivia	BINGO	Movie
Worship	Exercise & Trivia	Board Games & Puzzles	Music Therapy	Arts & Crafts	BINGO	Movie
Worship	Arts & Crafts	Pet Therapy	Exercise & Trivia	Music Therapy	BINGO	Movie



Activities

SUN	MON	TUE	WED	THU	FRI	SAT
Worship	Music Therapy	Exercise & Trivia	Board Games & Puzzles	Arts & Crafts	BINGO	Movie
Worship	Arts & Crafts	Music Therapy	Pet Therapy	Exercise & Trivia	BINGO	Movie
Worship	Exercise & Trivia	Board Games & Puzzles	Music Therapy	Arts & Crafts	BINGO	Movie
Worship	Arts & Crafts	Pet Therapy	Exercise & Trivia	Music Therapy	BINGO	Movie

ADMISSION/DISCHARGE LOG

NAME OF RESIDENT	DATE ADMITTED	DATE OF BIRTH OR SOC.SEC. #	PLACE ADMITTED FROM	SPECIAL NOTES*	DATE OF DISCHARGE	REASON FOR DISCHARGE	PLACE DISCHARGED TO

* Space to make special notes about condition of resident (i.e., admitted with stage 2, pressure sore; resident is a mental health resident (MHR), etc.).

DISASTER PLAN
For
My Serenity Personal Care Home

TO REPORT A FIRE: DIAL 911!!!

Give Location: 270 Shields Road Stockbridge, Ga 30281

AND YOUR NAME _____

SPEAK SLOWLY AND CLEARLY!!

STAY ON THE LINE UNTIL THE OPERATOR ACKNOWLEDGES HELP IS ON THE WAY

REMEMBER TO STAY CALM...

EMERGENCY SITUATIONS

DISASTER PLAN

PERSONS TO BE NOTIFIED IN THE FOLLOWING ORDER:

Fire department: 770-288-6600

Police: 911

P/C Homeowner: Shona John (770-870-4552)

Other contact person:

Temporary housing: 770-906-4045

PCH: My Serenity

Hospital: 678-604-1000

Ambulance: 678-565-6339

Poison Control: 1-800-222-1222





STATE OF GEORGIA PERSONAL CARE HOME PERMIT

This is to certify that a permit is hereby granted to

My Serenity Personal Care Home

(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of 3 named as My Serenity Personal Care Home

(Name of Facility)

Said facility and premises are located at 270 Shields Rd

(Street)

in Stockbridge, 30281, County of Henry, Georgia.

(City or Town)

(Zip Code)

This permit is effective 1/28/2025, and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

Permit No: PCH042564

In Witness Whereof, we have hereunto set our hand this

13 th day of March, 2025.

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

HEALTHCARE FACILITY REGULATION DIVISION

A handwritten signature in black ink, reading "Lisa C Davies".

Lisa C Davies, Executive Director



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

STATE OF GEORGIA PERSONAL CARE HOME PERMIT

This is to certify that a permit is hereby granted to

My Serenity Personal Care Home

(Name of Governing Body)

to maintain and operate a Personal Care Home with a capacity of

6

named as

My Serenity Personal Care Home

(Name of Facility)

Said facility and premises are located at

270 Shields Rd

(Street)

in

Stockbridge

(City or Town)

30281

(Zip Code)

, County of

Henry

, Georgia.

This permit is effective

5/7/2025

, and remains in effect unless revoked or suspended.

"This permit is granted pursuant to the authority vested in the Department of Community Health pursuant to O.C.G.A. 31-7-3 and signifies that its facilities and operations comply with the Rules and Regulations of the Department of Community Health on the date this permit was issued."

THIS PERMIT IS NOT TRANSFERABLE

In Witness Whereof, we have hereunto set our hand this

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

Permit No:

PCH042564

16 th

day of

May

2025

HEALTHCARE FACILITY REGULATION DIVISION

Lisa C Davies, Executive Director



CITY OF STOCKBRIDGE
ZONING VERIFICATION LETTER
For 270 Shields Road
Parcel #S10-02041000

May 28, 2024

Shona John
313 Plantation Cir
Fayetteville, GA 30214
Cell: 770-820-7800
Email: shonaj618@hotmail.com

Re: Zoning Verification Letter for 270 Shields Road, Stockbridge, Georgia 30281 (Parcel #S10-02041000)

Dear Ms. John,

Please accept this letter in response to your request for verification of zoning at 270 Shields Road, Stockbridge, GA 30281 which is identified by Parcel ID #S10-02041000. Based on the City of Stockbridge's official zoning map, the subject property is zoned as [SR \(Suburban Residential\)](#). Further information about the SR District can be found on pages 28-29 of the Stockbridge Unified Development Code or at the link above.

Personal care homes are an allowable use in the SR District subject to conditional requirements. Personal care homes having two or less persons are subject to the requirements outlined in the [Stockbridge Unified Development Code section 3.2.28](#). Personal care homes having three or more persons must apply for and obtain a special use permit in addition to complying with the requirements found in [section 3.2.29](#).

This zoning verification excludes the following information which may apply to the subject property, such as, grandfathered uses without a City Council ruling, official interpretations by any entity or official other than the City Council, variances and interpretations and conditional uses granted by any entity or official other than the City Council, special restrictions on certain uses within the general zoning ordinance, setbacks, buffers and construction standards in the general zoning ordinance, and requirements and restrictions imposed in the general zoning ordinance by any overlay district.

If you have any questions concerning this matter or if I can be of any further assistance, please contact me at 678-833-3332 or jbucholtz@stockbridgega.org.

Sincerely,

Jordyn Bucholtz, GIS Analyst



Zoning Verification Letter Request

A Zoning Verification Letter (ZVL) is a statement from the Community Development Department – Planning, Zoning, & GIS Division located at 4602 North Henry Boulevard, Stockbridge, GA, 30281 that identifies and describes the zoning district in which a property is located and may include information about the permitted uses in the zoning districts. The letter is also used to submit to lenders for financing or for state/federal agencies.

The Community Development Department – Planning, Zoning, & GIS Division will assist you in verifying the zoning of a parcel or parcels of land. Your Zoning Verification Letter will be completed within seven (7) business days upon receipt of the following items:

- Completed ZVL application
- Payment by Credit Card Authorization Form or check for \$150 made payable to the City of Stockbridge.
- Survey or site plan of the property that identifies the property parcel size.

Applications can be emailed to planning@cityofstockbridge-ga.gov. Should you need copies of building records or Certificates of Occupancy you must file an Open Records Request with the office of the City Clerk.

Requestor			
Shona John			
Name (ZVL will be addressed and forwarded to this person)			
Company			
My Serenity Personal Care Home LLC			
E-mail Address		Phone	
shonaj618@hotmail.com		770-820-7800	
Mailing Address			
313 Plantation Cir City Fayetteville State GA Zip 30214			
Subject Property			
Parcel ID(s)			
SIC-02041000			
Address of Property			
270 Shields Rd City Stockbridge State GA Zip 30281			
Current Use		Proposed Use	
Residence		Personal Care Home	
How would you like receive the ZVL? (check all that apply):			
☒ E-mail ☒ Mail ☐ Pick-up			
Office Use Only			
City Staff		Date Completed	

Describe the proposed use of building or property in a complete descriptive narrative and add any other information that would be necessary.

This property is going to be a residence, but first and foremost a personal care home. I intended on having as many clients as allowed.



Zoning Verification Letter Request

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Applications can be emailed to planning@cityofstockbridge-ga.gov. Should you need copies of building records or Certificates of Occupancy you must file an Open Records Request with the office of the City Clerk.

Requestor <u>Shona John</u>			
Name (ZVL will be addressed and forwarded to this person)			
Company <u>My Serenity Personal Care Home LLC</u>			
E-mail Address <u>shonaj618@hotmail.com</u>		Phone <u>770-820-7800</u>	
Mailing Address <u>313 Plantation Cir</u>		City <u>Fayetteville</u>	State <u>GA</u> Zip <u>30214</u>
Subject Property			
Parcel ID(s) <u>S10-02041000</u>			
Address of Property <u>270 Shields Rd</u>		City <u>Stockbridge</u>	State <u>GA</u> Zip <u>30281</u>
Current Use <u>Residence</u>		Proposed Use <u>Personal Care Home</u>	
How would you like receive the ZVL? (check all that apply): ☒ E-mail ☒ Mail ☐ Pick-up			
Office Use Only			
City Staff _____		Date Completed _____	

Describe the proposed use of building or property in a complete descriptive narrative and add any other information that would be necessary.

This property is going to be a residence, but first and foremost a personal care home. I intended on having as many clients as allowed.



City of Stockbridge

AGENDA ITEM

MEETING DATE

8/11/25

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☒ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Genea Stanley

DEPARTMENT:

Municipal Court

ITEM/PROJECT/EVENT:

Request to establish an annual Amnesty Initiative to take place for a limited time each September, beginning in 2025. This recurring observance will reflect the Stockbridge Municipal Court's commitment to reducing barriers that prevent citizens from resolving legal matters, while promoting a more accessible and equitable judicial process. The initiative aligns with the City of Stockbridge's strategic priority of enhancing quality of life.

BACKGROUND INFORMATION:

Amnesty programs in municipal courts are designed to reduce case backlogs and give individuals with outstanding traffic-related warrants an opportunity to resolve their cases without the threat of arrest. These initiatives typically offer a limited timeframe during which participants can address unpaid citations or missed court dates, often with reduced penalties or waived fees. As of now, Stockbridge Municipal Court has 843 individuals and businesses with unresolved citations dating back to 2019, totaling approximately \$497,757 in outstanding fines owed to the City.

APPROVALS: CITY MANAGER

CITY TREASURER

CITY ATTORNEY

GRANTS ADMIN.

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

During the month of September—or during a designated week within the month—the Municipal Court proposes to offer amnesty to individuals with delinquent citations in 'Failure to Appear' status and those with active bench warrants. This initiative aims to resolve outstanding violations, support the reinstatement of driving privileges, reduce the number of arrests, and alleviate the court's overall caseload. All citation types will be eligible, except those issued for school safety zone violations.

If offenders are eligible, the FTA fee for a citation will be waived and original fine amount will be issued. For eligible bench warrants, the FTA fee will be waived, and the bench warrant will be recalled. During this time, the court will collaborate with Code Enforcement and Business Services to determine whether certain citations can be closed because the underlying complaint or issue has already been resolved.

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:



Staff Signature Genea Stanley Digitally signed by Genea Stanley
Date: 2025.08.06 09:28:18 -04'00'

MUNICIPAL COURT AMNESTY PROGRAM: A Fresh Start for Our Community

PRESENTED BY:

GENEA STANLEY, COURT ADMINISTRATOR

MONDAY, AUGUST 11, 2025



What is an amnesty program?

DEFINITION

An initiative offering individuals with outstanding fines, warrants, or unresolved cases an opportunity to resolve them for a limited time with reduced penalties and/or waived fees

GOAL

1. To reduce outstanding warrants and license suspensions
2. Clear court backlog
3. Help Individuals avoid further legal complications

Problems Addressed

Impact of Outstanding Warrants/Fines:

- Individuals: Risk of arrest, difficulty obtaining employment, driver's license issues
- Court: Mounting backlog, inefficient use of resources
- Community: Potential public safety concerns, lack of trust in the justice system

Benefits for ALL

Individuals:

- Avoid arrest and potential jail time
- Resolve cases without additional penalties and fines
- Clear outstanding warrants and clean record
- Opportunity for a “fresh start”

Court:

- Reduced caseload and backlog
- More efficient use of court resources
- Increase revenue from fines collected

Community:

- Improved public safety
- Reduced criminal recidivism
- Enhanced community trust in the justice system. Goodwill!

Program Structure & Eligibility

Eligibility: Citations for traffic violations, city ordinance violations, and misdemeanor cases in FTA (failure to appear) status. No school safety zone citations (RedSpeed)

Timeframe: September 1st – September 30th

Waivers: \$100 FTA/\$150 warrant fee waived if fine paid in full. Citations that require an appearance in court will have their fines waived once they “walk-in” during the amnesty period or contact the court during this period to schedule and new court date. If individual misses court again penalty is restored.

Payment Options: Individuals must pay fine in full by credit/debit card and/or money order. Probation may be available for individuals who appear in court (case-by-case basis)

Implementation of Amnesty Program

Public Outreach & Communication: Letters and text messages sent to all defendants in FTA status with good addresses. Announcements made on social media and court website.

Court Logistics: Staff will mail letters, share information with PIO, add information to website, add additional court calendar if necessary.

Initiative Common to Municipal Courts

- ❖ Atlanta, Brookhaven, Chamblee, Douglasville, Doraville, Duluth, Forest Park, Lovejoy, South Fulton, Stonecrest, Woodstock
- ❖ Courts report clearing 5%-25% in old citations
- ❖ There are no additional costs associate with program other than postage

Summary

Amnesty programs create a positive impact on individuals, courts and communities by giving individuals a fresh start, assisting with clearing cases from court's backlog and by fostering a sense of accessibility and equity within the justice system.

THANKS



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 11, 2025

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☒ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST IV
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Shawn Edmondson, City Manager

DEPARTMENT: Amphitheater/Events

ITEM/PROJECT/EVENT:

Council consideration to approve the selection of an Entertainment Attorney.

BACKGROUND INFORMATION:

Staff has received the scope of work for the city to engage an Entertainment Attorney per attached.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT: Per Contract

ATTACHMENTS:

ITEM/PROJECT/EVENT: (Continued)

Below are the three attorneys staff have communicated with.

1. John Seay – The Seay Firm
2. James Walker – J. Walker and Associates
3. Karine Cesar – The Law Offices of Precious Felder, LLC

Staff recommendation is John Seay as the Entertainment Attorney for the City of Stock-bridge.

BACKGROUND INFORMATION:

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

STATE OF GEORGIA
HENRY COUNTY
GEORGIA
CITY OF STOCKBRIDGE

ORDINANCE NO. OR22-498

AN ORDINANCE TO PROVIDE FOR A LIMITATION ON THE CITY MANAGER'S CONTRACTING AUTHORITY; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Stockbridge is the Mayor and Council thereof;

WHEREAS, the governing authority of the City of Stockbridge, Georgia desires to provide a responsible limitation on the City Manager's contracting authority; and,

WHEREAS, the health, safety, and welfare of the citizens of Stockbridge, Georgia, will be positively impacted by the adoption of this Ordinance.

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY
ORDAINS:

Section 1. That Sections 3.30.222 and 3.30.223 of the Stockbridge Municipal Code are hereby amended by deleting said sections in their entirety and replacing them with the following sections in lieu thereof:

"3.30.222 -Approval of contracts.

A. General Provisions. All contracts shall be reviewed and approved as to form by the city attorney prior to execution on behalf of the city. A contract shall conform to state and federal law and to city ordinances and shall otherwise contain such provisions as are reasonably necessary to protect the interest of the city.

B. City Manager Authority. The city manager shall have the authority to sign contracts up to fifty thousand dollars (\$50,000.00) without city council approval.

3.30.223 - Change orders and contract modifications.

A. General Provisions. Except as hereinafter provided, any change order or other modification of a contract term shall be approved by the city council.

B. City Manager Authority. The city manager shall have authority to approve all change orders to purchase orders and contracts up to an absolute value of twenty (20) percent of the original contract, provided the total change order amount is fifty thousand dollars (\$50,000.00) or less. "

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 5. Penalties in effect for violations of the City of Stockbridge at the time of the effective date of this Ordinance shall be and are hereby made applicable to this Ordinance and shall remain in full force and effect.

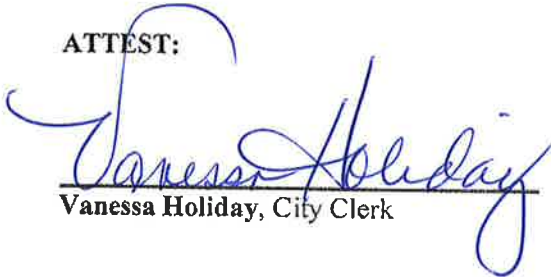
Section 6. The effective date of this Ordinance shall be May, , 2022.

ORDAINED this 9th day of May, 2022.

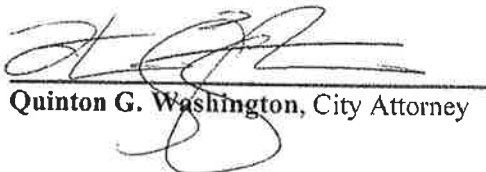
CITY OF STOCKBRIDGE, GEORGIA


Anthony S. Ford, Mayor

ATTEST:


Vanessa Holiday, City Clerk

APPROVED AS TO FORM:


Quinton G. Washington, City Attorney

Date Presented to Mayor: _____

Date Received from Mayor: _____