

**Minutes**  
**Regular Meeting of the Planning Commission**  
**City of Chattahoochee Hills, Georgia**  
**May 14, 2020/6:30 PM**

**Call to Order**

*Chair Bob Simpson called the meeting to order at 6:30 p.m. Present at the call to order were Bob Simpson, Patrick Johnson, Jim Hancock, and Mark Prater. Also present was Community Development Director Mike Morton and City Planner Cheryl Brooks.*

**Pledge of Allegiance**

*Mr. Simpson led the assembly in the Pledge of Allegiance.*

**Approval of Agenda**

*Mr. Prater made a motion to approve the agenda. Mr. Johnson seconded. The motion passed unanimously.*

**Approval of Minutes**

**1. Approval of the March 12, 2020 Regular Meeting Minutes**

*Mr. Prater made a motion to approve the March 12, 2020 Regular Meeting Minutes. Mr. Johnson seconded. The motion passed unanimously.*

**Public Hearings**

**2. Proposed Special Use Permit for a Personal Care Home at 3915 Palmetto Hwy.**

*Mr. Simpson opened the Public Hearing.*

**The following person spoke in support of the item:**

*Andrea Cargill, 8835 Northcutt Rd., Fairburn – Ms. Cargill, the applicant, spoke for the application. Ms. Cargill stated she wanted to address any questions the board may have, and the purpose of the application was to help people who needed help by providing boarding and any other daily needs.*

*There was no other public comment.*

*Mr. Simpson closed the public hearing.*

*Mr. Simpson asked the applicant how many people will be in the home and the square footage to which the applicant stated there would be 4 people and the home is roughly 1,900 sq. feet.*

Mr. Simpson asked Fire Chief, Greg Brett, several questions regarding the need for a fire hydrant and whether a water tank would be adequate.

Fire Chief Gregg Brett went over the three possible methods of supplying water to fight a fire at the site, based on a memo he handed to the planning commission. The methods include a fire hydrant close to the structure, a water tank on site, and fire department shuttle operations. Chief Brett explained the issues with shuttling water to the property and mentioned onsite stored water may be approved if requirements are met.

Mr. Simpson asked the applicant if they would consider the stored water option. They responded that they would consider it, but it depended on the cost.

Mr. Johnson asked about ADA requirements and adequate fire department access to the property. Chief Brett responded that the property would have to meet access clearance requirements and turn radius requirements.

Mr. Morton stated the fire department requirements would apply regardless, however, the planning commission can recommended additional conditions. Mr. Morton recommended two modifications to the staff recommendation. First, that the Personal Care Home not provide Memory Supportive Care, and second, that period of time allowed to receive all licensing and begin operation before the permit expires be increased to 24 or 36 months.

Chief Brett noted that annual certifications are required to ensure nothing has been modified or changed at the location.

Mr. Prater inquired whether the nearest fire hydrant was the city's hydrant, the Fire Department's response time to the location, and whether there was another personal care home like this in the city. Chief Brett stated the response time was 12 minutes from time of dispatch. The nearest fire hydrant is in the City of South Fulton and is owned by the City of Atlanta. Mr. Morton responded that there is not another personal care home in the city.

Mr. Roberto Espinosa of 8555 Church Street stated his concern regarding the septic tank on the subject property. Applicant Andrea Cargill stated they provided to Mr. Morton an e-mail exchange between the Department of Environmental Health and the property owner on the matter. Mr. Morton acknowledged receipt of the message.

**Mr. Prater made a motion to recommend approval of the special use permit for a personal care home with the following conditions:**

- 1. The personal care home will not operate without the appropriate permits, licenses and/or registrations required by the state.**
- 2. The personal care home will not constitute or include a halfway house, drug rehabilitation center or other facility for treatment of drug dependency, and will not provide memory supportive care.**
- 3. If the use does not receive all required licensing from the state of Georgia and begin operating within 24 months or if the use is discontinued for a continuous period of 12 months, the permit shall expire.**
- 4. The personal care home will comply with ADA requirements.**
- 5. The personal care home will satisfy all Fire Department requirements.**

**Mr. Johnson seconded the motion. There was no further discussion. Motion passed with a unanimous vote of 4-0.**

### **Old Business**

*There was no Old Business.*

### **New Business**

#### **3. Discussion of Deer Hollow Rezoning Proposal**

Mr. Morton stated the applicant requested the application be postponed. Mr. Morton mentioned that the applicant applied for 4 lots on ten acres and would need to have concept plan approval. The Commission discussed the assignment of rights and obligations when there are different owners involved in a hamlet rezoning.

### **Staff Reports**

Mike Morton provided the following updates:

1. Campbellton Historic Crossroads planning process- Conducted zoom meetings and a site visit yesterday. Consultants will be reaching out to stakeholders and meetings will follow.
2. Zoning Rewrite- Project ongoing. Mr. Prater wanted to know the dollar amount so far and voiced concern about the time on the rewrite.
3. Mado East- Paving close to happening.
4. South Fulton County Transportation Plan- Survey open until the end of the month
5. Cedar Grove Estates & Wilkerson Mill Road- No new information or applications submitted.
6. Building permits- 6 permits issued last month
7. 5k event at Bouckaert Farm to benefit first responders which will be over the course of 2 days. Social distancing will be implemented during the event
8. Imagine Festival- Progress still up in the air.

*These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by the Commission, but not quoted. This is an official record of the City of Chattahoochee Hills Planning Commission Meeting proceedings.*

**Adjourn Meeting**

*Mr. Prater made a motion to adjourn. Mr. Johnson seconded. The motion passed unanimously. The meeting adjourned at 7:28 p.m.*

Approved this 11<sup>th</sup> day of June, 2020.

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Bob Simpson, Chairman

Attest:

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Dana Wicher, City Clerk

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*