

**MINUTES OF PLANNING COMMISSION MEETING  
CITY OF KENNESAW  
Council Chambers  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
December 3, 2025  
6:30 PM**

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**1. Call to Order / Roll Call**

Chairman Bodenhamer called the meeting to order at 6:31 p.m.

Roll Call: Trey Bodenhamer, Todd Vande Zande, Phillip Jackson, Rebecca Patterson

Absent: Carolyn Greenall

Staff Present: Darryl Simmons (Planning & Zoning Administrator), Chanelle Campbell (Assistant Zoning Administrator & City Planner), and Rebecca Goldstein (Community Development Administrative Assistant)

Speakers Present: John Campbell (Project Manager)

**2. Announcements**

- A. All interested parties may attend the meeting at the City Hall Council Chambers. For those unable to attend in person, the meeting may be accessed using the following link: <https://www.kennesaw-ga.gov/publicmeetings/>. Please note that the Planning Commission serves as an advisory board that makes recommendations to the Mayor and Council unless otherwise noted.
- B. Pending zoning applications may be viewed on an interactive map via the Planning & Zoning webpage or using the following link: <https://arcg.is/1q1ubX0>.
- C. New business items on this agenda will be heard by the Mayor and Council on December 15, 2025.

**3. Approval of the Meeting Minutes**

- A. Approval of Meeting Minutes: October 1, 2025

Chairman Bodenhamer asked Commissioners if there were any changes to the minutes from the October 1, 2025 meeting.

Hearing no Commissioner comments, Chairman Bodenhamer called for a motion.

Motion to approve by Vice Chair Vande Zande

Seconded by Commissioner Jackson

Chairman Bodenhamer proceeded with a roll call for approval.

Vote taken, motion unanimously approved 3-0. Motion carried.

**4. New Business**

- A. **MISC2025-07** - Consideration for approval of a text amendment request as

submitted by the City of Kennesaw. Said request is to amend the Unified Development Code, Appendix A, "Unified Development Code" Section 4.04.05, "Standards for Home Occupations" of said chapter as submitted by the City of Kennesaw.

Commissioner Patterson arrived at 6:35 p.m.

Ms. Chanelle Campbell presented this agenda item. This is a proposed text amendment to Appendix A of the Unified Development Code. Staff has received numerous renewal applications for home occupation land use permits. In an effort to streamline the process and provide greater clarity, staff is proposing amendments to section 4.04.05, "Home Occupations".

Ms. Campbell explained that the proposed changes include Section 4.04.05.B, Section 4.04.05.C.4, Section 4.04.05.E.4, and Section 4.04.05.F. Section 4.04.05.B clarifies and provides more details distinguishing type A home occupations, which are virtual offices, from type B home occupations, which are the land use permits that come before both the Planning Commission and Mayor and Council. Section 4.04.05.C.4 defines parking requirements and off-site employees. Section 4.04.05.E.4 updates the prohibited uses and removes contradictions related to food and drinks. Since cottage operations are allowed, staff wanted to clarify the language.

Ms. Campbell stated that the majority of the revision focuses on Section 4.04.05.F, which establishes an administrative renewal process. For the past couple of months, staff has received multiple land use permit renewal requests. Rather than coming back before the Planning Commission and Mayor and Council, staff will review renewal applications administratively. If there are no concerns, nuisances, or code enforcement issues, then staff will continue the administrative approval for that land use. The Planning Commission and Mayor and Council will continue to see new applications for land use permits, but will no longer review applications for renewals. The application for the text amendment was advertised in the Marietta Daily Journal (MDJ) on November 14, 2025, as required by the City ordinance. Ms. Campbell announced that staff was available for any questions.

Chairman Bodenhamer opened the floor for public comment. Hearing no public comment, Chairman Bodenhamer closed the floor to public comment.

Chairman Bodenhamer opened the floor to Commissioner comments.

Commissioner Trim asked if the proposed changes included addressing the burden placed on applicants to send out certified letters and compile a large application packet for a land use permit application. Ms. Campbell responded that there would still be a public notification and public hearing process for type B home occupations. Commissioner Trim expressed that the current process places a burden on type B home occupation applicants. He remarked that the process seems egregiously burdensome. Ms. Campbell responded that she understood, but that staff is considering the presented text amendment to address the renewal process.

Commissioner Trim asked if there was a misunderstanding. He stated that in conversations with Ms. Campbell, they discussed addressing the whole home occupation application process. He expressed disappointment that changes to the process were not included in the text amendment. Ms. Campbell responded that the text amendment was addressing the renewal process. She stated that the type b home occupation application will continue to go before Mayor and Council with the proposed text amendment. She stated that if staff finds an additional need to change the ordinance in regards to the Commissioner's request, then staff will move forward.

Commissioner Trim asked if staff will decide to change the type B home occupation set up regarding the burden for applicants to apply. Ms. Campbell responded that the criteria listed for type B home occupations ensures that all the applicants coming before Planning Commission and Mayor and Council have equal review. The intent is that the burden is not on staff alone to determine whether a use could create a nuisance. Ms. Campbell explained that preventing nuisances are why all the steps, including notifying neighbors and posting a notice in the MDJ, are required. She stated that it was not staff's stance for the process to be burdensome, but noted that existing subdivisions, properties, and neighbors need to be considered with the land use applications. Commissioner Trim stated he understood. He expressed that he had hoped the proposed text amendment would address the application process for type B home occupations. Commissioner Trim stated that he did not realize the proposed text amendment was only for administrative renewals.

Chairman Bodenhamer asked if there were any additional comments.

Chairman Bodenhamer sought to clarify his understanding of the proposed amendment with staff. He asked if the proposed text amendment was only for an application renewal, and if initial applications would still come before Planning Commission and City Council. Ms. Campbell responded in the affirmative. She explained that type A home occupations, which are for virtual offices, do not impact the surrounding properties and will continue to be issued with an administrative application process. Type B home occupations, which create a product or involve individuals coming to the property, will be initially reviewed by Planning Commission and Mayor and Council. If an applicant chooses to renew their permit after two years, the application will not have to go back through that process. Instead, it will be an administrative renewal.

Hearing no additional comments or questions, Chairman Bodenhamer called for a motion.

Motion to approve by Commissioner Jackson

Seconded by Vice Chair Vande Zande

Chairman Bodenhamer proceeded with a roll call for approval.

Vote taken, motion unanimously approved 4-0. Motion carried.

- B. **PP2025-02** - Consideration for approval of a preliminary plat as submitted by David Harris located at 0 Ridenour Blvd (Parcel ID: 20021100120) for the

development of seven (7) townhomes to the existing Touchstone at Ridenour. The property is located on 0.45 +/- acres, and lies in land lot 211, tax parcel 12.

Ms. Chanelle Campbell presented this agenda item. This is a preliminary plat application for the proposed development of seven townhomes on approximately 0.45 acres located at 0 Ridenour Blvd. The townhomes will be added to the existing subdivision known as Touchstone at Ridenour and will complete the remaining townhomes on the lot. As part of the preparation of new development on this vacant parcel, the applicant submitted a preliminary plat to formally outline the proposed site layout and confirm addressing for future units.

An internal review of the submission was completed by staff. The proposed layout appears consistent with applicable development standards and zoning requirements for the site. Staff recommends approval of the preliminary plat, contingent upon the applicant addressing any outstanding development related issues prior to submission of the as-built plan and the final plat. This step will ensure proper addressing, infrastructure coordination with Cobb Water and Sewer, and align with the city's procedures as the project continues to move forward. Ms. Campbell stated that the applicant was present should the Commissioners have any additional questions.

Chairman Bodenhamer invited the applicant to speak on behalf of the application. John Campbell, project manager, stated that he did not have any information to add, but would be able to answer any questions.

Chairman Bodenhamer opened the floor to public comment. Hearing no public comment, he closed the floor to public comment and opened the floor to Commissioner comment.

Chairman Bodenhamer asked if staff had any conditions on the application. Ms. Campbell responded that the application was part of an initial rezoning back in 2006, which included conditions that will carry forward with the development. Once the applicant officially submits their site plan and building permits, staff will review the application based on the conditions and stipulations that were applied back in 2006.

Chairman Bodenhamer asked if there were any additional conditions for the preliminary plat. Ms. Campbell responded that there were no additional conditions at this time.

Chairman Bodenhamer called for a motion.  
Motion to approve by Commissioner Trim  
Seconded by Commissioner Patterson  
Chairman Bodenhamer proceeded with a roll call for approval.  
Vote taken, motion unanimously approved 4-0. Motion carried.

## **5. Staff Comment**

Mr. Darryl Simmons greeted the Planning Commission and the Chairman. He expressed his gratitude to both past and present Planning Commissioners for their

consistency and diligence in reviewing projects, plats, rezonings, and text amendments. He thanked the Commissioners for the time they give to the city and commended them for navigating both controversial and complicated circumstances to make appropriate recommendations.

Mr. Simmons expressed that after serving the City of Kennesaw for 24 years, it was time for a change. He commented that during his last week at the City of Kennesaw, it was appropriate to have a Planning Commission meeting to see the Commissioners and thank them. He thanked the Commissioners for their support, for working with staff and the department, and for being part of an important process for Community Development.

Mr. Simmons announced that Mayor and Council ratified Ms. Chanelle Campbell as the new Planning and Zoning Administrator. He asked the Commissioners to grant Ms. Campbell the same flexibility and grace that he was awarded. Mr. Simmons expressed that Ms. Campbell is very capable, and believes the city and department will be well served by her leadership. He again thanked the Commissioners and wished the best for them and their families

Chairman Bodenhamer commented that on behalf of all the Commissioners present and past, they appreciate all Mr. Simmons has done. He thanked Mr. Simmons for his mentorship, assistance in answering questions, and for being a steady rock for the Commission. He expressed that he was sure the rest of the staff and the Mayor and City Council felt the same way. He reflected that Mr. Simmons has been a tremendous help and he was sad to see him go. Chairman Bodenhamer thanked Mr. Simmons.

Mr. Simmons asked Ms. Chanelle Campbell if she had anything. Ms. Campbell stated that she was excited for the opportunity to continue to serve. The Commissioners congratulated Ms. Campbell.

Chairman Bodenhamer expressed that it was a great year. He looks forward to working with everyone next year and those who decide to come on the Commission in place of others.

## **6. Adjourn**

Chairman Bodenhamer called for a motion to adjourn.

Motion to adjourn by Commissioner Jackson

Seconded by Vice Chair Vande Zande

Chairman Bodenhamer proceeded with a roll call for approval.

Vote taken, motion unanimously approved 4-0. Motion carried.