



Planning and Zoning Commission
Meeting Minutes

City Hall: 56 Malone Street,

Fairburn, GA 30213

Tuesday, December 2, 2025

7:00 p.m.

Jason Jones, Chair
Michelle James, Vice Chair
Lina Parker
Elizabeth Echols
Tony Smith

Planning Director: Denise Brookins
City Attorney: Meredith Germain

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- A. Call to Order:** The meeting was called to order by Chairman Jones at 7:00 pm.
- B. Determination of a Quorum:** A quorum was determined, and the meeting proceeded.
- C. Pledge of Allegiance**
- D. Approval of the Meeting Agenda**
1. Vice Chairwoman James made a motion to approve the agenda. Commissioner Parker seconded.
THE MOTION CARRIED.
- E. Approval of the Meeting Minutes**
1. Commissioner Parker made a motion to approve the October 7, 2025, minutes. Commissioner Smith seconded.
THE MOTION CARRIED.
- F. Public Comments**
1. Anatavia Benson of 605 Brookdale Drive stated that the applicant for the gas station proposal at 101 Durham Lake Parkway has yet to engage with the Durham Lake community as promised during a previous meeting. The application is up for review in January, and Ms. Benson will be stepping down as the spokesperson for the Durham Lake community regarding City business, as Ms. Benson will be sworn in as a councilmember in January.
- G. Old Business:** None.
- H. Public Hearings:** None.
- I. New Business:**
1. **Final Plat (Trillium Reserve)**
Applicant: Daniel Fields, Brent Holdings, LLC
Property Owner: Trillium Reserve Development LLC
Location: 0 Fayetteville Road [Parcel ID: 09F110300450097]
Request: To approve the final plat.

- a. Chairman Jones introduced the case. Chancellor Felton presented the case on behalf of Staff. Staff made a recommendation for approval. Chairman Jones opened the floor for the Commission to ask Staff questions.
- b. The applicant presented to the Commission.
- c. Vice Chairwoman James asked if the community will be maintained by a homeowners' association. The applicant said yes.

Vice Chairwoman James made a motion to recommend **APPROVAL**. Commissioner Parker seconded.

THE MOTION CARRIED.

2. 2026 Calendar (Planning and Zoning Commission)

Request: To discuss and approve the 2026 Planning and Zoning Commission Calendar. Commissioner Parker made a motion to **APPROVE**. Vice Chairwoman James seconded.

THE MOTION CARRIED.

3. Appointment of Chair (Planning and Zoning Commission)

Request: To appoint the Planning and Zoning Commission Chair.

Commissioner Smith nominated Vice Chairwoman James for Chair. Commissioner Echols nominated Commissioner Parke for Chair.

Vice Chairwoman James was appointed as Chair for the Year 2026 by the Planning and Zoning Commission.

4. Appointment of Vice Chair (Planning and Zoning Commission)

Request: To appoint the Planning and Zoning Commission Vice Chair.

Vice Chairwoman James nominated Commissioner Parker for Vice Chair.

Commissioner Parker was appointed as Vice Chair for the Year 2026 by the Planning and Zoning Commission.

J. Other Business:

1. Uniforms (Planning and Zoning Commission)

Request: To discuss if the Planning and Zoning Commission wants uniforms.

K. Commissioner Comments:

1. Commissioner Parker hoped that everyone had a great Thanksgiving and would have a blessed Christmas.
2. Vice Chairwoman James welcomed three of the new councilmembers.
3. Chairman Jones wanted to thank the City for allowing him to serve on the Planning and Zoning Commission in several capacities as a commissioner, chairman, and vice chairman. Chairman Jones congratulated Langston Hughes, Creekside, and Landmark for making the GHSA playoffs.
4. Commissioner Smith congratulated the new councilmembers.
5. Commissioner Echols congratulated the new councilmembers and the new officers of the Planning and Zoning Commission.

L. Adjournment

1. Vice Chairwoman James motioned to adjourn the public meeting at 7:15 pm. Commissioner Parker seconded.

THE MOTION CARRIED.