



Planning and Zoning Commission
Meeting Minutes

City Hall: 56 Malone Street,
Fairburn, GA 30213
Tuesday, June 3, 2025
7:00 p.m.

Michelle James, Vice Chair
Lina Parker
Elizabeth Echols
Tony Smith
Kenneth Williams

Planning Director: Denise Brookins
Planner: Chancellor Felton
City Attorney: Valerie Ross

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- A. Call to Order:** The meeting was called to order by Vice Chairwoman James 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. Commissioner Williams made a motion to approve the agenda. Commissioner Smith seconded.
THE MOTION CARRIED.
- E. Approval of the Meeting Minutes**
1. Commissioner Echols made a motion to approve the April 1, 2025, minutes. Commissioner Parker seconded.
THE MOTION CARRIED.
- F. Public Comments:** None.
- G. Old Business:** None.
- H. Public Hearings:** None.
- I. New Business:**
1. **Use Permit (A Step at a Time Early Learning)**
Applicant: Jonathan Clark, Community Solutions by Design
Property Owner: Tanisha Nellum
Location: 277 Northeast Broad Street [Parcel ID: 09F170300661200]
Request: To approve the child day care center use permit.
 - a. Vice Chairwoman James introduced the case. Chancellor Felton presented the case on behalf of Staff. Staff made a recommendation for conditional approval. Vice Chairwoman James opened the floor for the Commission to ask Staff questions.
 - b. Commissioner Smith asked if only one accessible parking space was required. Mr. Felton stated yes, per ADA regulations.

- c. Commissioner Williams asked if wood or metal fencing was required. Mr. Felton said that for this request, there are no fencing material requirements.
- d. Vice Chairwoman James asked if the applicant was here. Mr. Felton answered that the applicant is present to present and will answer questions.
- e. The applicant presented to the Commission.
- f. Commissioner Smith asked what the maximum capacity is for the daycare center. The applicant said that by law, they can only have one child per 35 square feet. The applicant said that the total square footage is 4,200 square feet.
- g. Commissioner Echols asked what is the age range of the students. The applicant said 12 months to 5 years.
- h. Commissioner Williams asked how long the applicant has been in business. The applicant said 8 years.
- i. Vice Chairwoman James asked if the fence is see-through. The applicant said that the fence will be a 6-foot-tall, chain-link fence.
- j. Vice Chairwoman James asked when construction will be completed. The applicant stated that she hopes to open before the year ends.
- k. Commissioner Smith asked what the capacity of her current daycare center is. The applicant said 38 students.
- l. Vice Chairwoman James asked how many caregivers there will be. The applicant stated that 5-6 caregivers will be present.
- m. Mr. Felton made a correction to his presentation.

Commissioner Parker made a motion to recommend **APPROVAL**. Commissioner Smith seconded.

THE MOTION CARRIED.

J. Other Business: None.

K. Adjournment

- 1. Commissioner Smith motioned to adjourn the public meeting at 7:20 pm. Commissioner Parker seconded.

THE MOTION CARRIED.