

APPROVED

**Minutes
City of McDonough
Municipal Planning Commission Organizational Meeting
January 14, 2024
6:00 P.M.**

MAY 13 2025
Calvin McClendon
PLANNING COMMISSION

The meeting of the McDonough Planning and Zoning Commission was held at 6:00 p.m., 2nd floor, Council Chambers, at City Hall with the following members present.

Members Present:	Ricky Beauchamp (Chair) Calvin McClendon (Vice-Chair) Latonua Hawkins (Secretary) Brian Shuler
Not Present:	Stanley Head Eric Calhoun Jerry Hayes

Staff present: Sylvia Smith, Community & Economic Development Director
Tina Tebo, Planning Tech
Kelsey Liddick, Permit Coordinator

Staff called the meeting to order at 6:00 p.m.

Roll Call was conducted by Staff.

The Pledge of Allegiance was conducted.

Staff stated that the meeting was properly advertised and in compliance with the open meeting act. The entire meeting schedule for the year was published in the November 30, 2024, edition of the Henry Daily Herald Newspaper. There were no petition items for this meeting. The agenda for tonight's meeting was posted on the City of McDonough website and on the bulletin board on the 1st floor of City Hall on January 7, 2025. Notification of a Special Called Meeting is not applicable. Yes, the requirements have been met.

ORGANIZATIONAL SESSION:

- A. **Swearing In** – Sylvia Smith swore in the following 2024 MPC Appointments: Ricky Beauchamp, Latonua Hawkins, Calvin McClendon, Brian Shuler
- B. **Election** - 2024 Officers (Chair, Vice-Chair, and Secretary) Staff opened up the nominations for Chair. **Brian Shuler nominated Ricky Beauchamp for Chair; Calvin McClendon seconded. Motion Passed (4-0).**
- C. Chair opened up nominations for Vice-Chair. **Latonua Hawkins nominated Calvin McClendon for Vice-Chair; Brian Shuler seconded. Motion Passed (4-0).**

- D. Calvin McClendon nominated Latonua Hawkins for Secretary; Ricky Beauchamp seconded. Motion Passed (4-0).**
- E. Code Chapter 2.16, Code Chapter & Section 17.104.040, PC By-Laws and Code of Ethics (17-04-17(B)) – Staff commented that copies have been provided to the Members for their review and use.**
- F. Training – Staff provided information on upcoming opportunities for Planning & Zoning 101 & 102 training conducted by the Carl Vinson Institute for any members who wish to attend and that the Director is also looking into holding training locally.**
- G. Emails – Staff explained the importance of the City assigned emails due to open records request and that each member will be provided with a City email.**

Brian Shuler made motion to approve agenda, Calvin McClendon seconded. Motion Passed (4-0).

Calvin McClendon made motion to approve the November 12, 2024, minutes, Ricky Beauchamp seconded. Motion Passed (4-0).

Public Comment Session: No public comments were made.

Community & Economic Development Director & Staff comments: The Director (Sylvia Smith) commented that the Zoning Code had been approved, and copies would be provided once we have them back from the printer. Also, a copy is on the City's website and that staff can provide a link, as well.

PC Chair & Board Members Comments: No comments were made.

Adjourn: Motion made to adjourn, seconded. Meeting adjourned.