

**SUMMARY  
CITY OF SUGAR HILL  
PLANNING COMMISSION MEETING  
MONDAY, OCTOBER 21, 2024 – 7:00 PM  
CITY HALL COMMUNITY ROOM  
5039 WEST BROAD STREET  
SUGAR HILL, GA. 30518  
OFFICE: 770-945-6734**

**ATTENDANCE**

Present: Chairman Phil Olsen, Vice Chairman Jason Jones, Commission Members Rosemary Walsh, and Mark Daniels, City Attorney Lee Thompson, Interim Planning Director Rebecca Keefer, Planning Director Artagus Newell, Planning Technician Kimberly B. Landers, and Planners Logan Witter and Claire Weatherly. Absent Commission Member Brian Shebs.

**CALL TO ORDER**

- Meeting called to order at 7:04 PM by Chairman Phil Olsen.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

- Led by Chairman Phil Olsen.

**APPROVAL OF THE AGENDA**

- Motion by Jason Jones, seconded by Mark Daniels. **APPROVED 4-0.**

**APPROVAL OF MINUTES**

- September 16, 2024, minutes were tabled. Mark Daniels, seconded by Rosemary. **TABLED 4-0.**

**BOARD MEMBER COMMENTS** None

**CITIZENS COMMENTS**

Citizen Amber Chambers indicated that since the meeting was in a different room she was recording on her phone, enhanced audio was not available and asked that everyone please speak up.

**OLD BUSINESS** None

**NEW BUSINESS**

- Interim Planning Director Rebecca Keefer welcomed Artagus Newell as the new Planning Director.
- 1. PLANNING COMMISSION TRAINING SESSION**
  - Interim Planning Director Rebecca Keefer and Planner Claire Weatherly went over the PowerPoint presentation prepared by staff. Training topics included Planning Commission Meeting Agendas, Work Session, Meeting Preparation, Commission Member dialogue, Staff Recommendations and Tools, Commission Members structure, roles, and responsibilities, discussion of Rezoning, Special Use Permits, and the Comprehensive Plan. Discussion and suggested changes were requested by the Commission Members but no action taken.
- 2. PLANNING COMMISSION BYLAWS DISCUSSION**
  - Interim Planning Director Rebecca Keefer went over the Bylaws discussion. Discussion and suggested changes were requested by the Commission Members but no action was taken.

**ADJOURNMENT**

- Meeting adjourned at 9:08 pm
  - **Motion to adjourn:** Rosemary Walsh, seconded by Mark Daniels. **APPROVED 4-0**