

**City of Brooklet**  
**Planning Commission**  
**Notice:**

12/15/2025

The City of Brooklet is currently accepting applicants for appointments to its Planning Commission. The deadline to apply to be considered for an appointment is Tuesday, January 13, 2026, at 5:00 pm.

If you are interested in the position, please email the city Planning Administrator, Melissa Petitt, at [melissa.petitt@brookletga.us](mailto:melissa.petitt@brookletga.us).

All planning commission members shall be residents of the City of Brooklet.

**ARTICLE XV. – PLANNING COMMISSION**

Sec. 15-1.- Creation of planning commission and duties.

Sec. 15-2. -Duties and powers of the planning commission.

Sec. 15-3. – Schedule of fees.

Sec. 15-4. – Reporting to city council.

- **ARTICLE XV. - PLANNING COMMISSION**
- **Sec. 15-1. - Creation of planning commission and duties.**

**modified**

The Brooklet Planning Commission, (alternatively the "planning commission") hereby established in accordance with the authority granted by the Constitution of the State of Georgia, shall consist of five voting members, one of which shall be the commission chairman, and one zoning administrator, which shall be a non-voting position. All members of the planning commission shall be residents of the City of Brooklet and shall be appointed by the mayor and city council. Members shall serve for overlapping terms of two years. Members may be appointed to succeed themselves, and for terms of two years.

Vacancies shall be filled for unexpired terms. A vacancy in a term of office shall occur whenever the mayor and council finds that a member has resigned, or when the mayor and council shall have dismissed a member, with or without cause. Cause is defined, inter alia, to be the missing of two or more consecutive meetings, missing three meetings within a 12-month period, or any other action evidencing a neglect of duties by such member.

The members of the planning commission (excepting the zoning administrator, who is otherwise compensated) shall be entitled to compensation based upon a fee schedule maintained at city hall, which compensation may be set and amended by simple motion and vote by the city council. Additionally, members of the commission may be reimbursed for authorized expenses attendant to the performance of their duties.

The city clerk shall be the secretary of the planning commission, but shall have no vote. The commission shall meet on the second Tuesday of each month. The zoning administrator shall designate the time and place of its meetings. The planning commission shall adopt its own rules of procedure and keep a record of its proceedings in accordance with state statutes and these regulations. Newly appointed members shall be installed at the first regular meeting after their appointment.

Three members of the planning commission, including the chairman shall constitute a quorum for the conduct of business. The members of the planning commission (excepting the zoning administrator) shall serve without compensation except for reimbursement for authorized expenses attendant to the performance of their duties.

(Ord. of 6-9-2005; Ord. of 6-20-2024(1), §§ 1, 2)

**APPLICATION FOR APPOINTMENT TO  
BROOKLET PLANNING COMMISSION**

*(PLEASE PRINT OR TYPE)*

**Name:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Primary Phone Number:** \_\_\_\_\_

**Alternate Phone Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Brooklet Resident:** Yes \_\_\_\_ No \_\_\_\_

**Are you presently serving on any City or County Boards or Commissions? Yes / No**

**If yes, please list:** \_\_\_\_\_

**Board/Commission applying for:** \_\_\_\_\_

**Please state why you would like to serve as a member of this commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please explain your area of interest within the commission.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any interests or associations, which may present a conflict of interest? If, yes please elaborate.**

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