



CITY COUNCIL

Kim Learnard, Mayor

Phil Prebor, Mayor Pro Tem | Mike King, Post 2

Clinton Holland, Post 3 | Frank Destadio, Post 4

SCAN FOR AGENDA PACKET



Revised Workshop Agenda

May 2, 2023 | 6:30 PM

City Hall

1. **Call to Order**
2. **Presentation**
3. **Discussion Items**
 - A. Short-Term Rentals (Robin Cailloux)
 - B. Film Permitting (Cathy Wilder)
 - C. **Policy 8-06 Naming of Facilities, Parks & Other Areas** (Learnard)
4. **Adjourn**

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Robert Curnow, City Manager

FROM: Robin Cailloux, Planning Director 4/25/2023
Justin Strickland, Assistant City Manager 4/25/2023
Robert Curnow, City Manager 4/25/2023

DATE: May 2, 2023

SUBJECT: Short-Term Rentals

Recommendation:

Provide feedback and direction to staff for inclusion on an upcoming agenda.

Discussion:

At the request of the City Council, staff has researched and drafted an ordinance to regulate short term rental (STR) properties within Peachtree City. A STR is defined as any home or bedroom rented to a transient person for less than 30 days. Communities with a high number of STRs may experience issues with noise, parking, and other disruptions to neighbors.

The purpose of regulating STR is to protect the health and safety of current city residents and visitors and to preserve the residential character of neighborhoods. The draft ordinance includes a selection of regulations that achieve these goals while maintaining the rights of property owners to have an STR.

Please review the attached draft ordinance and presentation for a detailed explanation of the proposed regulations.

Budget Impact:

Potential impacts include revenues generated by new permit; cost for a third party contractor to track online rental platforms; and staff time to inspect properties, administer the new program, and enforce the ordinance.

Attachments:

1. Draft STR Ordinance
2. STR Presentation

DRAFT Sec. 917 – SHORT TERM RENTAL

Sec. 917.1. Purpose

- (a) The purpose of this section is to protect the public health, safety, and general welfare of individuals and the community at large; to monitor and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term rental units; and to implement rationally based, reasonably tailored regulations to protect the integrity and character of neighborhoods in which short term rental use occurs.
- (b) This section is not intended to regulate hotels, motels, inns, or bed and breakfast establishments.

Sec. 917.2 Zoning districts.

Short term rentals are permitted in all residential zoning districts and zoning districts where residential uses are permitted.

Sec. 917.3 Applicability.

- (a) It shall be unlawful for any owner of any property within the City of Peachtree City to rent or operate a short term rental of residential property contrary to the procedures and regulations established in this section, other provisions of this Code, or any applicable state law.
- (b) The restrictions and obligations contained in this section shall apply to short term rentals at all times during which such residential properties are marketed and used as short term rentals.
- (c) The allowance of short term rentals pursuant to this section shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

Sec. 917.4. Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bedroom shall mean an attached room which is intended, arranged, or designed to be occupied by one or more persons primarily for sleeping purposes.

City shall mean Peachtree City, Georgia.

Garbage shall mean and include all waste and accumulation of animal, fruit, or vegetable matter that attends or results from the preparation, use, handling, cooking, serving or storage of meats, fish, fowl, fruit, vegetable matter of any nature whatsoever, which is subject to decay, putrefaction, and the generation of noxious and offensive gases and odors, or which may serve as breeding or feeding materials for flies and or germ-carrying insects. Garbage, for the purposes of this Section, shall also include recyclable materials and rubbish, as defined in the Peachtree City Code of Ordinances Chapter 42

Guest shall mean anyone who has a home address somewhere other than where he or she is spending the night and other than where he or she pays a fee for accommodations.

Innkeeper shall mean any person who is furnishing for value to the public any room(s), lodging, or accommodations.

Local contact person shall mean a person, firm or agency representing an owner or owners of a short term rental who has access and authority to assume management of the short term rental and take remedial measures.

Noise regulations shall mean those regulations contained in the Official Code of Peachtree City, Georgia, Chapter 42 Article VI- Noise Control.

Occupancy, transient, shall mean occupancy or use by a paying guest or tenant for a period of not more than 30 consecutive days or by the offering or advertising of a residence as being available in whole or in part to be used for such occupancy. Such occupancy is characteristic of short term rentals or other establishments, by whatever name called.

Operator shall mean any person operating a short term rental (as defined in this section) in Peachtree City, including but not limited to the owner or proprietor of the premises, lessee, sub-lessee, lender in possession, or any other person otherwise operating a short term rental.

Owner shall mean a person or entity that holds legal and or equitable title to private property.

Premises shall mean and include all physical buildings, appurtenances, parking lots, and all property owned and/or used by and for the short term rental.

Private shall mean intended for or restricted to the occupants and or guests of the short term rental; not for public use.

Rental term shall mean the period of time a person rents or leases a short term rental.

Short term rental shall mean any residential property, facility, or structure used for transient occupancy providing overnight lodging and accommodations for not more than 30 consecutive days.

Special event or private function shall mean an organized activity for profit or non-profit having as its purpose entertainment, recreation and or education, including but not limited to a festival, party, reception, celebration or assembly.

Sec. 917.5. Permit required.

- (a) Every person engaging in or about to engage in business as an operator of a short term rental shall immediately apply for a permit and obtain approval for the business with the Planning and Development department on the forms provided by the same for such business. Persons engaged in such business must apply for a permit no later than 30 days after this section becomes effective; but such grace period for registration after the effective date of this section shall not relieve any person from the obligation of payment or collection of such permit fee on and after the date of imposition thereof. The required permit hereunder shall set forth the name under which the operator transacts business, and other such information as would be required by the Planning and Development department. The permit application shall be signed by the owner if a natural person, by a member or partner in case of ownership by partnership, or an officer in the case of corporation.
- (b) A separate permit will be required for each individual location of a short term rental.

Sec. 917.6. Local contact person, and responsible person.

Each owner of a short term rental shall designate a local contact person who has access and authority to assume management of the short term rental and take remedial measures while the short term rental is being rented to an occupant and/or guest. An owner of a short term rental may designate herself or himself as the local contact person.

- (a) The local contact person shall be at least 21 years of age.
- (b) There shall only be one designated local contact person for a short term rental at any given time.
- (c) The local contact person shall be required to respond to the location of the short term rental 24 hours a day, seven days a week, and within one hour after being notified by the City of the existence of a violation of this section or any other provision of the Peachtree City Code of Ordinances, or any disturbance or complaint requiring immediate remedy or abatement regarding the condition, operation, or conduct of occupants of the short term rental.

- (d) An owner may retain a managing agent, managing agency, operator, or representative to serve as the local contact person to comply with the requirements of this section, including, without limitation, the licensing of the short term rental, the management of the short term rental, and the compliance with the conditions of the license.
- (e) The owner of the short term rental is responsible for compliance with the provisions of this section and the failure of the local contact person to comply with this section shall be deemed noncompliance by the owner.
- (f) The owner must immediately notify the Planning and Development department in writing upon a change of local contact person or the local contact person's telephone number. This notification will be on forms prescribed by the City. The new, revised occupational tax certificate, which will not extend the expiration date of the occupational tax certificate, will be issued for a fee as adopted by the City Council; must be posted in the guest areas of the short term rental within ten days of any change of local contact person information and before occupants can rent the short term rental; and updated notices mailed out to all residential neighbors within 500 feet of the short term rental property lines.

Sec. 917.6. Application for permit.

- (a) Each person seeking to obtain a permit to operate a short term rental shall submit an application to the Planning and Development department on a form provided by the same. Said application shall include:
 - (1) A statement that each applicant is a citizen or legal resident of the United States;
 - (2) Address, phone number and email address of each applicant;
 - (3) The address of the short term rental;
 - (4) Consent by each applicant to undergo a criminal background check;
 - (5) A copy of a deed showing the applicant to be the owner of the premises for which the permit is sought or a copy of a lease showing any interest the owner of the premises has in the short term rental for which the permit is sought;
 - (6) A copy of the passed inspection report or other similar approval from the Peachtree City Fire Marshal or his designee;
 - (7) A copy of the passed inspection report or other similar approval from the Peachtree City Building Official or his designee;
 - (8) All other state and local permits pertaining to the operation of short term rentals, including approvals, as applicable, or as determined by the Director of Planning and Development.
 - (9) Copy of the guest occupancy agreement as required by O.C.G.A. § 43-21-3.2. This agreement shall contain at a minimum notices to the occupants regarding the City's noise ordinance, parking requirements, special event prohibition, garbage requirements, and notice that failure to vacate the premises for violating the agreement will be considered trespassing;
 - (10) An affidavit swearing to using a platform that complies with state laws and collection of appropriate sales and lodging taxes;
 - (11) A copy of the occupational tax certificate for the short term rental business. A separate occupational tax certificate is required for each short term rental permit;
 - (12) The name, address, telephone number and email address of the local contact person; and
 - (13) Any other information as may be required by the Planning and Development department.
- (b) All applications for a permit to operate a short term rental shall be accompanied by the payment of applicable fees as set in a schedule of fees adopted by the City Council and amended time to time.

Sec. 917.7. Issuance of permit.

- (a) Upon determining that an application is complete, applicable fees are paid, and all the standards of this section are satisfied, the Planning and Development department shall issue the appropriate permit for the calendar year in which approval was granted.
- (b) No permit shall be issued for any short term rental where any individual having interest either as an operator, owner, partner, principal stockholder, or licensee, whether such interest is direct or indirect, or beneficial or absolute, has been convicted or has taken a plea of nolo contendere within five years for a felony or any crime involving moral turpitude, or has been convicted or has taken a plea of nolo contendere within two years for any misdemeanor of any state or of the United States or any municipal or county ordinance which would have any effect on the applicant's ability to properly conduct such business, except traffic offenses. The term "conviction" as used in this section shall include adjudication of guilty plea, plea of nolo contendere or forfeiture of a bond when charged with a crime.
- (c) Upon the issuance of a new short term rental permit, or an updated local contact person, or a change in occupational tax certificate name, the City shall mail a notice to all residential properties within 500 feet of the property line of the short term rental notifying them of the short term rental permit and providing information regarding how to lodge complaints regarding the short term rental, if any.

Sec. 917.8. Annual renewal of permit and abandonment of permit.

- (a) All permits issued pursuant to this article are annual permits that run from January 1 to December 31 of each year. Holders of existing permits in good standing shall apply to the Planning and Development department for renewal for the next calendar year by filing a renewal application in proper form and tendering the required fees. Renewal applications shall be accompanied by compliance documentation for payment of occupation taxes, excise taxes and sales taxes, along with re-inspection approvals from the Peachtree City Fire Marshal, and other documents as required by the Planning and Development department.
- (b) The abandonment or failure to use a residence as a short term rental for a period of 12 consecutive months for any period shall be deemed an abandonment of the short term rental use and the owner shall be required to obtain a new short term rental permit for the property.

Sec. 917.9. Transfer of permits.

Permits are issued to the applicant and do not carry with the land or premises. No permit issued pursuant to this article shall be transferred from one person to another. Any violation of this section shall constitute due cause for probation, suspension, or revocation of the permit.

Sec. 917.10. Revocation of permit.

- (a) Any permit issued pursuant to this article may be revoked by the City, after notice and hearing, for any of the following causes:
 - (1) Any fraud, misrepresentation or false statement contained in the application for the permit;
 - (2) Any fraud, misrepresentation or false statement made in connection with any transaction;
 - (3) Any violation of this article; or
 - (4) The conducting of the business permitted under this article in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health safety or general welfare of the public.
- (b) Whenever, in the opinion of the city manager or designee, there is cause to revoke said permit, a notice of hearing for the revocation of a permit issued pursuant to this article shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing.

- (1) The notice shall be served on the holder of the permit by handing the same personally to the person operating the permitted business, or by mailing the same, postage prepaid, to the holder of the permit at her or his last known address at least five days prior to the date set out for the hearing.
- (2) The giving of such notice shall suspend the permit pending the outcome of the hearing, and any business conducted under the permit shall cease during said period of suspension.
- (3) After the hearing, the city manager may make a decision concerning the revocation of said permit. If the decision is adverse to the permit holder, he/she may appeal such decision within ten days to a court of competent jurisdiction via a writ of certiorari.
- (4) Any owner who has his or her permit revoked shall be disqualified from reapplying for such permit for 24 months immediately following revocation.
- (5) Revocation of said permit shall automatically revoke the entity's occupation tax license.

Sec. 917.11. Accommodation standards.

- (a) All structures used for short term rentals shall satisfy the National Fire Protection Association and International Fire codes, as adopted and amended by the Georgia Department of Community Affairs, and the City of Peachtree City Code of Ordinances chapter 38.
- (b) All swimming pools, spas, and hot tubs shall comply with the International Swimming Pool and Spa Code as adopted and amended by the Georgia Department of Community Affairs and the City of Peachtree City Code of Ordinances Chapter 18, as it applies to barriers and floatation devises.
- (c) No exterior alterations may be made to a residence to indicate that it is being used as a short term rental. House numbers shall be visible from the public street at all times.
- (d) No advertising shall be visible from the street or from adjoining properties.
- (e) No detached structures, guest houses, or recreational vehicles or trailers shall be used as a short term rental.
- (f) Only a bedroom as defined herein shall be used for overnight sleeping quarters.
 - (1) Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof.
 - (2) Except where there is only one bedroom, bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.
 - (3) Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom.
 - (4) Every bedroom shall have at least six (6) square feet of floor to ceiling heated closet space, and for each permissible occupant over two, there shall be an additional of four (4) square feet in the above described closet; however, if such space is lacking, an amount of space equal in square footage to the deficiency shall be subtracted from the area of the bedroom space used in determining permissible occupancy.
 - (5) No space located totally or partially below grade shall be used as a bedroom unless the total openable window area for allowing the entrance of outside light is equal to at least five (5) square feet and there are no pipes, ducts, or other obstructions less than six feet eight inches from the floor level which interfere with the normal use of the room or area.
- (g) No more than three guests shall be allowed per bedroom. The number of bedrooms shall be confirmed by the on-site inspection by a representative of the City, and a maximum overnight sleeping occupancy shall be established for the permit

- (h) Parking associated with the short term rental and premises must be in an off-street location and in accordance with the city's parking ordinance.
- (i) Garbage, rubbish, and recycling shall be only stored in lidded receptacles. Such receptacles shall be stored in a location appropriately screened from view by a public street. For purposes of this Section, a garbage or recycling container shall not be placed at curbside before 7:00 p.m. of the day prior to solid waste pickup, and the container shall be removed from curbside before 7:00 p.m. of the day of pickup.
- (j) At least one (1) landline telephone with the ability to call emergency 911 shall be available in a conspicuously located area of the short term rental.
- (k) Short term rental premises must be maintained in compliance with standards contained within the Peachtree City Code of Ordinances.

Sec. 917.12. Operating standards.

- (a) Each operator of a short term rental is required to keep a guest registry. Each guest shall register on the date of their arrival, stating their names, current residence address, and description and license plate number of the vehicle they are using. Each operator of a short term rental shall keep for a period of at least three years the above-described register, along with all records, receipts, invoices and other pertinent papers setting forth rental charged for each occupancy, the date or dates of occupancy, and such other information as required by the Planning and Development department. Said records shall be made available for examination by the City, the Fayette County Board of Health, or any authorized law enforcement agency.
- (b) Operators of short term rentals shall not be permitted to serve food to guests for sale or otherwise and no food preparation, except beverages, is permitted within individual bedrooms.
- (c) The permit number shall be included on all advertisements for the short term rental.
- (d) Special events or private functions are not permitted at short term rentals. For the purposes of defining a special event, in addition to the definition contained herein, no more than 2 times the number of maximum overnight sleeping occupancy shall be permitted on the premises at any time.

Sec. 917.15. Display of permit and notifications.

- (a) Every holder of a permit issued pursuant to this article shall keep such permit conspicuously displayed at all places where such business is conducted.
- (b) Each short term rental shall post a legible notification, clearly visible to all guests containing the following information:
 - (1) The name and contact information of the owner/local contact person and the telephone number at which that party may be reached on a 24-hour basis.
 - (2) The maximum number of overnight occupants permitted posted on the form as provided by the City.
 - (3) Notification that an occupant may be cited and fined for creating a disturbance or for violation this code section or any other sections of the Code of Peachtree City.
 - (4) Notification that the short term rental location cannot be utilized for special events, parties, or private functions as defined herein.
 - (5) Notification that all parking associated with the short term rental must be located on the property only on designated hard surfaced areas and not on any public or private roads at any time.

Sec. 917.16. Complaints

Complaints about the property may result in a notice of the violation being directed to the local contact person. The local contact person shall be responsible for contacting the responsible guests and/or occupants to correct the

problem within one hour. This local contact person is required to visit the property to confirm compliance with this chapter, unless compliance can reasonably be confirmed without visiting the property. It is not intended that an owner or local contact person act as a peace officer or place himself or herself in an at-risk situation.

Sec. 917.17. Violations and penalties.

- (a) The following conduct shall constitute a violation for which the penalties specified herein of this section may be imposed, or the short term rental permit revoked:
 - (1) The owner or local contact person has violated any of the provisions of this chapter; or
 - (2) The owner or local contact person has violated any zoning, building, health or life safety provision; or
 - (3) Each day the short term rental is marketed or rented for overnight accommodation shall constitute a separate violation.
 - (4) Failure of the owner or local contact person to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short term rental in a timely and appropriate manner as specified herein shall be grounds for imposition of penalties as set forth in this section.
 - (5) Three or more separate complaints received from at least two different property owners or occupants within any six-month period for the same short term rental property.
- (b) Any violation of the provisions of this section by occupants and/or guests of the short term rental shall be enforced pursuant to this section, and any other applicable Code sections. Enforcement actions may be brought against occupants and/or guests of a short term rental for violations of this section and any other provision of this Code notwithstanding that this section may also make the owner or local contact person of the short term rental responsible for the conduct constituting the violation. The penalties for violations shall be as follows:
 - (1) For the first violation within any 12-month period, the penalty shall be a citation and a fine not to exceed \$500.00;
 - (2) For a second violation within any 12-month period, the penalty shall be a citation and a fine not to exceed \$1,000.00;
 - (3) For a third violation within any 12-month period, the penalty shall be a citation, a fine not to exceed \$1,000.00, the revocation of the short term rental permit and the occupational tax certificate for a period of 24 months, and the owner or local contact person shall not be eligible to reapply for a short term rental on the property in violation for a period of 24 months from the date of revocation.
- (c) If non-compliance with provisions of this section occurs, the Planning and Development department or law officer of the City shall conduct an investigation whenever there is reason to believe that an owner and/or local contact person has failed to comply with the provisions of this chapter. The investigation may include an inspection of the premises, review of law enforcement/security reports, online searches, citations, or neighbor documentation consisting of photos, sound recordings and video all of which may constitute evidence of a violation.
- (d) The Planning and Development department, Code Enforcement officer of the City, and the Peachtree City Police Department are hereby authorized and directed to establish such procedures, which may from time to time be required to carry out the purpose and intent of this chapter. The Peachtree City Police Chief or her or his designee shall also have authority to enforce this chapter.

Short Term Rental Ordinance

May 2, 2023

City Council Workshop



What is a Short Term Rental? (STR)

Any home/ bedroom rented to a transient person for less than 30 days at a time.



Why Ordinance is Needed:

- Protect health/ safety of current residents & visitors
- Preserve residential character of neighborhoods



How Ordinances Meet Purpose:

- Protect health/ safety of current residents & visitors
 - Preserve residential character of neighborhoods
- 
- Inspections (Fire & Code)
 - Require local contact

How Ordinances Meet Purpose:

- Protect health/ safety of current residents & visitors
- Preserve residential character of neighborhoods
- Inspections (Fire & Code)
- Require local contact
- Regulate:
 - Parking
 - Noise/ Special Events
 - Garbage



Proposed Ordinance

Proposed Regulations:



Permit required

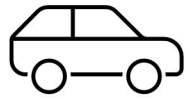


No detached structures



No RVs

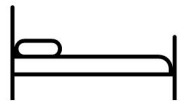
Proposed Regulations:



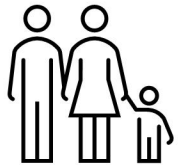
All parking off-street on paved surface



Garbage screened from view



Only bedroom can be used for sleeping

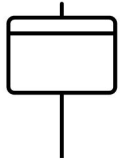


Max. 3 persons per bedroom

Proposed Regulations:



No Special Events or parties



Post Noise & Parking requirements



Keep guest register

- Names, phone number, address
- Make, model and license plate of vehicle



Post phone # of local contact person

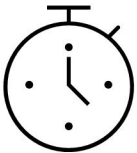
Local Contact Person Required



21 years or older

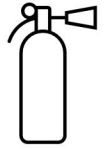


Respond to calls 24 hour / day



Be on site within 1 hour

Application Requirements



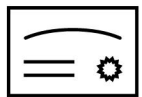
Fire Marshal inspection report



Code Enforcement inspection report



Pay local lodging tax



Occ. Certificate for each STR

Fire Marshal Inspection Requirements

- Fire Extinguishers
- Interconnected Smoke Alarms
- Carbon Monoxide Alarms
- Safe Outdoor Cooking Procedures
- Safe Means of Egress
- No Use of Extension Cords for Permanent Wiring

Code Inspection Requirements

- Pool barrier & hot tubs
- Bedroom inspection
 - Establish max. overnight occupancy
- Paved parking on site
- Garbage storage location
- House numbers posted
- All required STR postings
- Property maintenance code

Application Requirements, cont.



Criminal background check

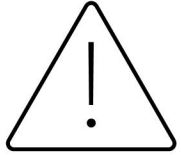
- 5 years felony-free
- 2 years municipal conviction free (except traffic)



City mails local contact info

- Every residence w/in 500 feet

Enforcement



3-strike policy in 12-month period

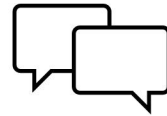
- 1st strike: citation + \$500 fine
- 2nd strike: citation + \$1,000 fine



3rd strike:

- citation + \$1,000 fine
- Revoke permit & occ. tax for 24 months
- Owner & contact cannot apply for another permit elsewhere in City for 24 months

Questions & Discussion



Next Steps

- Revise draft ordinance
 - Return to Council with revised draft ordinance
- Get quotes from 3rd party monitoring service providers
- Develop public education program and materials
- Council adoption and program launch

Fees

All new programs must identify revenue source or budget cuts



Public costs:

- 3rd party monitoring service: est. \$7,000/ year
- Staff time: inspections, administration & enforcement



Suggested permit fee: \$400

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Robert Curnow, City Manager

FROM: Cathy Wilder, Recreation 4/25/2023
Robin Cailloux, Planning Director 4/25/2023
Justin Strickland, Assistant City Manager 4/25/2023
Robert Curnow, City Manager 4/25/2023

DATE: May 2, 2023

SUBJECT: Film Permitting

Recommendation:

Provide feedback/or direction to staff for inclusion of the film permit ordinance on an upcoming agenda.

Discussion:

The film industry has been growing in the state of Georgia and Fayette County. An increasing number of requests for filming in the city have been made in the past several years, and there is currently no film ordinance or permit process in place. The proposed ordinance provides a formal process for film permitting and welcomes filming to the area, but also protects the best interests of Peachtree City and its residents.

Budget Impact:

If approved, a list of fees will add revenue to the city's budget.

Attachments:

1. Film Permit Ordinance Draft
2. Film Permit Council Workshop 5-2-23
3. Film Permit Form Draft

CHAPTER 53- Special Events

ARTICLE 1. Media Productions and Permits

Sec. 53-1-1. Purpose

The purpose of this policy is to provide guidelines for the issuance, approval, and fees associated with the granting of permits for filming by television companies, movie companies, or other media in Peachtree City.

The City of Peachtree City invites and encourages film production so long as the City's primary responsibility to provide service and protection to the public is not impaired and provided that the City is compensated for the time, labor, and other costs associated with allowing the utilization of City owned property and facilities.

Sec. 53-1-2. Applicability

- (a) *Permit required.* The City of Peachtree City requires a film permit on both public and private property unless filming activity is contained entirely to private property. Should filming on private property, or any associated activity, impact public space such as sound, light spillage, parking, or increased traffic resulting from the activity, a permit may be required.
- (b) *Exemptions.*
 - (1) *News media.* The provisions of this article shall not apply to film activities for the purpose of news media.
 - (2) *Personal/family video.* The recording of visual images (motion or still photography) solely for private use and not for commercial use.
 - (3) *Studio filming.* Film activities (motion or still photography) conducted at or within a properly licensed studio.
 - (4) *Small business.* The owner of any small business, as defined by the size standards of the small business administration (SBA), may film a commercial for said business at their properly licensed business location without a permit, so long as the filming takes place wholly inside the private premises of the property.

Sec. 53-1-3. Definitions:

- (a) *Exigent circumstances* shall mean conditions of property, weather, lighting, scheduling, or filming equipment that are necessary for the scheduled filming activity which, if forced to wait at least five business days, would make them unavailable for use by the production through no fault of any agent of the production responsible for same, and which was not known or could have reasonably been ascertained at least five business days prior to the scheduled filming activity.
- (b) *Facility* shall mean any structure or building, regardless of the presence of active utilities, located on public or private property.
- (c) *Film, filming or film activity* shall mean creating motion picture or still photographic images, and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials and student films produced to satisfy a post-secondary school course requirement at an

educational institution in any medium including film, tape or digital format, including, but not limited to, motion pictures, television or commercial still photography.

- (d) *Impact*, with regards to public property, shall mean (1) use of intellectual property belonging to the city; (2) closure of a city or state street, lane and/or sidewalk; (3) use of pyrotechnics or other explosives; (4) smoke effects, water effects or flame effects; (5) display of real or artificial firearms, grenades or other weapons that would cause the public to fear violence; (6) vehicle chases and/or vehicle crashes; (7) use of large or any other equipment that has a reasonable likelihood of causing damage to public property; (8) use of wild animals controlled under federal or state law or county and/or municipal ordinances; (9) use of city or state streets and/or lanes for the parking of trailers or vehicles associated with the filming activity that are likely to restrict the flow of traffic; (10) if another permit and/or license or any type of inspection is required by the ordinances of the city for the filming activity; or (11) any combination of the above.
- (e) *News media* shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.
- (f) *Producer* shall mean an individual, organization, corporation or other entity that is ultimately responsible for the filming activity that is the subject of the application and permit.
- (g) *Studio* shall mean a fixed place of business where filming activities (motion or still photography) are regularly conducted upon the premises.

Sec. 53-1-4. Applications and review process

- (a) Issuance of permits and other decisions rendered pursuant to the terms of this chapter shall be based upon the following:
 - (1) The health and safety of all persons, including citizenry and customers of any businesses located within the city; and
 - (2) Mitigation of disruption to all persons and businesses within the affected area; and
 - (3) The safety of all public and private property within the city; and
 - (4) Traffic congestion at particular locations within the city; and
 - (5) Ability of the applicant to organize the filming activity and comply with all applicable laws, ordinances and regulations, and/or the city to coordinate the necessary services within the period of time between submittal of application and scheduled date of filming activity; and
 - (6) Whether any other legal and/or permitted activity is taking place at the location of the scheduled film activity at the same time.
- (b) All requests for filming on City property will be directed to the Recreation Department. All contacts and arrangements will be made through that department only.
- (c) The designated City representative for the Recreation Department will send the applicant a permit application for completion. A non-refundable application fee will be assessed to cover the administrative costs of staff. Applications must be received at least ten (10) business days in advance of production. Road closure requests may require 14 days or more. A rush fee may be assessed if an applicant fails to submit the application at least (10) business days prior to the first scheduled event or day of filming.
- (d) The City representative will review the request upon receipt of the completed application and fee and communicate with the affected departments to establish the logistics and personnel requirements for the production. The involved departments may request a meeting to discuss filming plans during the review process.

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- (e) The City representative will communicate approval or denial to the applicant in writing. If the permit request is approved, the City representative will invoice them for any additional fees according to the fee schedule. All fees must be paid, and insurance submitted to the representative before the permit can be issued.
 - (f) After receiving a permit, a producer may request a modification of the permit at any time by submitting a change request in writing, and submitting the requisite change fee. The City film representative shall process the change request in the same manner established for processing initial applications.

Sec. 53-1-5. Filming regulations

- (a) No filming shall take place in or upon City owned property unless a film permit has been issued in accordance with these guidelines. A permit may be required for filming or associated activity on private property if there are impacts to public space. The City reserves the right at its discretion to ask productions that do not have the appropriate permit or are violating guidelines to leave public areas and charge them a fee that is double the cost of the original permit fee.
- (b) The production company is responsible for obtaining permission of local businesses and residential property owners for filming or parking on private property not owned or controlled by The City of Peachtree City. Proof of permission must be submitted to the designated city film representative.
- (c) Impacted residents and businesses shall be notified in writing at least (3) days in advance of filming. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. The area to be covered by notification may vary depending on the impact of the planned activity, but will be a minimum of all businesses and residents in the linear block in which the activity is to occur.
- (d) Special considerations for areas impacting Residential Neighborhoods:
 - (1) All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
 - (2) Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections
 - (3) Lighting for filming, both during the day and night, should be oriented away from neighboring residents wherever possible, and should not interfere with the safe movement of traffic.
 - (4) Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc.
 - (5) A production location manager or key assistant manager should be present at any location being filmed as the primary contact for the City unless prior arrangements have been made.
- (e) Film activities must occur between the following hours unless specifically approved by permit:
 - 7:00 am-9:00 pm Monday-Thursday
 - 7:00 am-10:00 pm Friday
 - 8:00 am-10:00 pm Saturday, Sunday and national holidays
- (f) If any street, sidewalk, or golf cart path is to be temporarily blocked or if motor vehicle or pedestrian traffic is to be disrupted in any manner, the applicant must arrange through the City's Police Department, and at the applicant's sole expense, for the presence of one or more City Police officers at the filming site. The number of such officers and the amount of time such officers will be present at the filming site shall be determined at the discretion of the City Police Chief. Street closures are generally discouraged, and requests for street closures or diverting of traffic should be made 20 days in advance to allow for planning of alternate routes and proper notification
- (g) Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City of Peachtree City. The film representative will provide the Production Company with the appropriate contact at the GDOT.
- (h) Removal, cutting, trimming, or alteration of trees, plants, and other vegetation in the City right-of-way is prohibited unless specifically approved by permit.

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- (i) Filming that involves the use of explosives, pyrotechnics, fire, smoke-making machines, firearms, vehicle crashes, or other special effects must be approved in writing by the City Manager, Chief of Police, and Fire Chief.
 - (j) Tents or temporary structures having an area greater than 100 square feet require a permit and inspection by the Fire Marshal.
 - (k) Access to the filming site for EMS and City Fire Marshal must be maintained at all times. EMS personnel may be required on-site for productions with stunts or other special effects being performed. The amount of EMS personnel and rate of pay is at the sole discretion of the Fire Chief.
 - (l) The applicant must provide a certificate of insurance upon receipt of the filming permit naming the City of Peachtree City as an additional insured, providing for general liability coverage in the amount of \$1,000,000 each occurrence, and aggregate. In addition, the holder of the filming permit shall indemnify and hold harmless the City of Peachtree City, its elected officials, employees, agents, successors, and assigns from any and all claims, costs, losses, and expenses, including, without limitation, reasonable and incurred attorney's and expert's fees, arising from the negligence, gross negligence, or willful misconduct of permit holder's owners, officers, officials, employees, agents, tenants, guests, invitees, or contractors.
 - (m) The filming permit must be available to be inspected at the site of filming during any and all activity covered by the permit.
 - (n) Upon completion of filming, all city property and right-of-way shall be returned to its original condition in accordance with the City's approval. If the city must conduct clean-up as a result of the filming, the applicant shall be assessed a fee not less than the amount of the City's actual costs of clean up.
 - (o) In the City of Peachtree City parks, no motorized vehicles are permitted on sidewalks, fields, or natural areas without prior approval. Additionally, no stakes may be used, nor may any amenities, including but not limited to, playgrounds, pavilions, concession stands, fountains, benches, be moved, altered, or damaged.
 - (p) If production requires the usage of any signage, a sign permit must be applied for and approved. All signage must be removed by the film production crew, and a contact name, number and e-mail must be provided for the crew member responsible for removal.
 - (q) Any food preparation, food service, or portable restroom facilities provided at the location shall require a permit from the county health department, or evidence of exemption must be provided.

Sec. 53-1-6. Application fee, reimbursement for cost, waiver.

- (a) An on-site city film coordinator may be required if deemed necessary by the City Film Representative. This determination is at the sole discretion of the City Film Representative, and the rate of pay is established in the approved filming fees.
- (b) The City withholds the right to waive any permit fees for productions including, but not limited to, filming for non-profit or educational purposes from which no profit is derived directly or indirectly and student filming. This excludes political groups. Hardship must be detailed in writing and approved by the City Manager.
- (c) Per day or per period is further defined as not to exceed a 12-hour time period in any calendar day.
- (d) High impact fee includes productions that fit one or more of the following conditions:
 - Require closure of or restrict access by the public in any way to public facilities including but not limited to buildings, parks, sidewalks, streets, parking lots, right-of way, etc.
 - Filming crew is larger than 50 people
 - Filming makes use of amplified sound or any special effects including but not limited to weapons, live animals, pyrotechnics, explosives, stunts, vehicle chases or crashes, etc.
 - Filming alters, replaces, or uses vegetation, signage, decorations, or amenities at public facilities.
 - Requires assistance from City of Peachtree City Staff for closures, security, access, research, contacts.
 - Require the setup of tents, temporary structures, or any additional equipment in facilities

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- (e) Permit Change Fee applies to any changes made to the original permit within 72 hours of filming start including but not limited to venue change, date change, crew size change, and time change.
 - (f) High Impact parks, and lots include Drake Field, Picnic Park, Line Creek Nature Area, Battery Way; or any entire complex including, but not limited to the PAC, McIntosh Trail Recreation Complex. High impact facilities include any buildings including but not limited to the Kedron Fieldhouse & Aquatic Center, City Hall, Library, Glenloch, Box Office Building, Gathering Place, and McIntosh Place.
 - (g) All other facilities fall into low-impact category

Film Permit- Location- Personnel Fee Schedule

Permit	Fee	Notes
Application Fee	\$200.00	All applicants pay- non-refundable administrative fee
High-Impact Permit Fee	\$350.00	See listed criteria
Rush Fee	\$300.00	Applications submitted in full with less than 10 business days' notice
Permit Change Fee	\$200.00	Due to administrative time and scheduling
Refundable Deposit	\$1000.00	Amount will be refunded less any fees due to city for services, cleanup, damage, extended fees.
Site Visit Fee	\$75.00/hr	If staff member is requested to show site requested
Sidewalk/Cart path Closures	\$200.00/day and up	Officer or auxiliary required to direct traffic around closure
City Personnel/on-site coordinator fees	\$150- per 4 hours \$200-per 4 hours if over 10 hours total	If deemed necessary by city staff
Police Officer	\$45.00/hr/person/4 hr minimum	At discretion of Police Chief
EMS	\$45.00/hr/person/4 hr minimum	At discretion of Fire Chief

Location	Fees	Periods	Notes
Parks/Rec Facilities/Parks/Buildings	See fee schedule	Use and availability are approved by each department head as schedules allow	Facilities are still open to the public
Athletic Fields	\$97.00/hr (2 hr min)	Use and availability are approved by each department head as schedules allow	Facilities are still open to the public
City owned parking lots (parking only)	\$250.00/day/period	Use and availability are approved by each department head as schedules allow	Parking only Facilities are still open to the public
City owned parking lots (filming)	\$1000.00/day/period and up	Use and availability are approved by each department head as schedules allow	Parking lot used as a filming location Facilities are closed to the public
Closure of any facility, park, or building low-impact-, small parks, low use facilities	\$4000.00/day & up plus any affected daily cost of salaries, benefits of personnel and revenue	Use and availability are approved by each department head as schedules allow	City personnel/on-site coordinator will be required for duration of filming
Closure of any facility, park, or building high-impact- entire complexes/facilities, large parks, high use facilities	\$20,000.00 and up/day plus any affected daily cost of salaries, benefits of personnel and revenue	Use and availability are approved by each department head as schedules allow	City personnel/on-site coordinator will be required for duration of filming

Sec. 11-14-8. Violations; revocation.

- (a) Any producer that performs filming activity requiring a permit under this article without such a permit, shall be in violation of this article and subject to a \$1,000.00 fine for each day of non-permitted filming activity.
- (b) In addition to revocation of a filming permit, a permittee violating any provisions of this article shall be subject to a \$1,000.00 fine for each violation. In the event of any such violation, the film liaison or other city official shall provide the permittee with verbal or written notice of such violation. If the permittee fails to correct the violation within a reasonable time as specified by the film liaison or other city official, the filming liaison shall direct all filming activity to cease immediately. Permitted filming activity shall not resume until the violation is corrected.
- (c) If the violation is not corrected within the following 48 hours, the film liaison may revoke the permit by giving written notice to the producer or designated representative on site. The producer may appeal such revocation to the mayor and city council by submitting a written appeal within five days of the revocation

notice to the film liaison, who shall place said appeal on the next regularly scheduled city council meeting for de novo review by the mayor and city council, but not later than 30 days following the receipt of the appeal notice. At the appeal hearing, the revocation may not be reversed unless the producer convinces the mayor and city council, by preponderance of the evidence, that no violation occurred or that said violation was corrected prior to receipt of the revocation notice. The decision of the mayor and city council shall be final.

Sec. 11-14-9. Appeals.

Appeals of any decisions of the mayor and city council under this article shall be by petition for writ of certiorari in the Fayette County Superior Court in accordance with state law.

DRAFT

Film Permit Ordinance

May 2, 2023

City Council Workshop



Film Industry in Peachtree City

Film industry growth in Fayette County

Many inquiries and growing

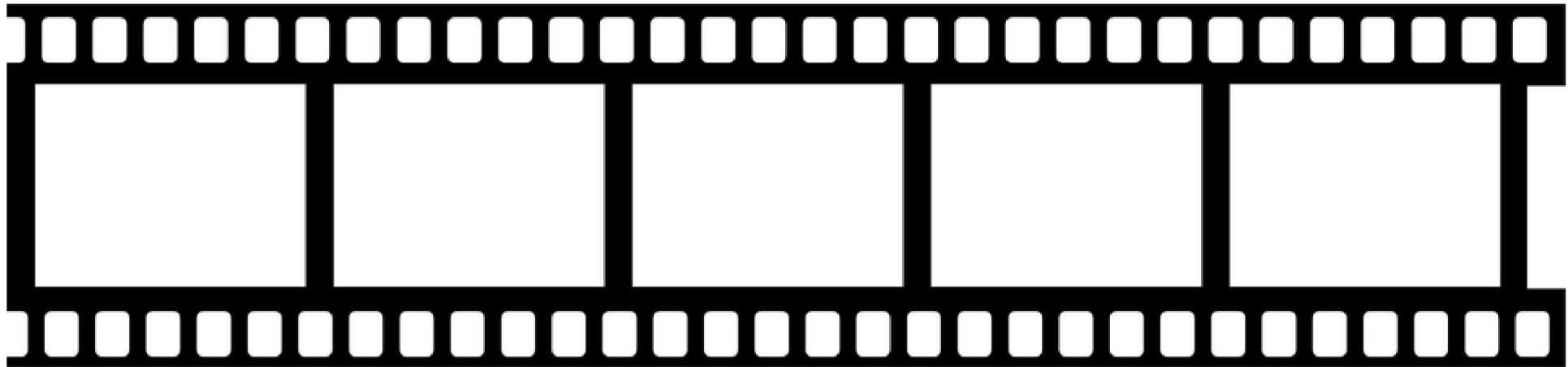


Current Procedures

- No film specific ordinance, permit, or fees in place
- City Property- treat as facility rental or special event
- Private property-sign permit and/or PD form

Purpose:

- Provide guidelines, procedures and fees for the issuance of permits
- Encourage film production while protecting City's and resident's best interests



Purpose:

- Provide guidelines, procedures and fees for issuance of permits



- Establishes application and review process
- Provides fee schedule for facility use and administrative time

Purpose:

- Encourage film production while protecting City and resident best interests



- Regulate:
 - Filming not contained entirely to private property
 - Filming on city property
 - Impacts on residential areas

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Proposed Regulations



Proposed Regulations:

Permit required if impacting public space

Fines for violations

Written permission from property owners

Notifications required for businesses and residents

Proposed Regulations:

Safe parking in neighborhoods

Guidelines for lightning impacts

Noise restrictions from trailers, generators, etc.

Road, sidewalk, path closures- PD required

Local Contact Person Required

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No alteration of city property or vegetation

Special effects require written approval

Tent and fire code restrictions

EMS Access and on site requirements



Application Requirements

Insurance requirements

No motorized vehicles on park space

Sign permit and contacts

Health department requirements

Fees

Application Fees:

At time of application submittal

Fee Type	Cost	Notes
Application Fee	\$200.00	All applicants pay
High Impact Fee	\$350.00	See listed criteria

High impact Fee

Closure or restricted access	Special Effects
Crew larger than 50	Requires City assistance/resources
Alters property, vegetation, etc.	Setup of tents, temporary structures, equipment

Fees

Fee Type	Cost	Notes
Rush Fee	\$300.00	Applications submitted in full with less than 10 business days' notice
Permit Change Fee*	\$200.00	Due to admin. Time & scheduling

*Permit change fee applies to any changes made to the original permit within 72 hours of filming start including but not limited to venue change, date change, crew size change, and time change.

Fees

Fee Type	Cost	Notes
Refundable Deposit	\$1,000.00	Amount refunded less any fees due to city for services, cleanup, damage
Site Visit fee	\$75.00/hr	If staff member is requested to show site
City personnel/on-site coordinator fees	\$150-per 4 hours \$200- per 4 hours if over 10 hours?	If deemed necessary by city staff
Police Officer	\$45.00/hr/person/4 hr min	At discretion of Police Chief
EMS	\$45.00/hr/person/4 hr min	At discretion of Fire Chief

Facility Fees

Location	Fee	Periods	Notes
Deposit	\$1,000		Refunded less any fees due to city for services, cleanup, damage
Parks/Rec Facilities/Buildings	See fee schedule	Use and availability are approved by each department head as schedules allow	Facilities still open to public
Athletic Fields	\$97.00/hr 2 hr min	Use and availability are approved by each department head as schedules allow	Facilities still open to public
City owned parking lots (parking only)	\$250.00/day/period	Use and availability are approved by each department head as schedules allow	Parking only, facilities still open to public
City owned parking lots (Filming or closure)	\$1000.00/day/period and up	Use and availability are approved by each department head as schedules allow	Parking lot used to film and/or closed to public

Facility Fees

Location	Fee	Periods	Notes
Closure of any facility, park, or building. Low impact- small parks- low use facilities	\$4,000 & up/day plus any affected daily cost of salaries, benefits of personnel and revenue	Use and availability are approved by each department head as schedules allow	City personnel/on-site coordinator will be required for duration of filming
Closure of any facility, park, or building, high-impact- entire complexes, large parks, high use facilities	\$20,000 and up/day plus any affected daily cost of salaries, benefits of personnel and revenue	Use and availability are approved by each department head as schedules allow	City personnel/on-site coordinator will be required for duration of filming

Violations

- \$1,00.00 fine/day for non-permitted activity (plus cost of permit)
- \$1,000.00 fine/day for each violation of permit

Given written/verbal notice first

Permit revoked if violations not fixed within 48 hours

May appeal in writing to Mayor and Council

Hearing next Council meeting

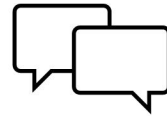
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Neighboring Communities



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Questions & Discussion



Next Steps

- Revise draft ordinance
 - Return to Council with revised draft ordinance
- Council adoption
- Begin using new film permit ordinance and permit process



City of Peachtree City - Application for Film Permit

COMPANY INFORMATION

Production Company:

Address:

City:

State:

Zip Code:

Phone:

Email:

PROJECT INFORMATION

Title of Project:

Type of Project: ☐ Film ☐ TV ☐ Commercial ☐ Student ☐ Other: _____

ON-SITE CONTACT INFORMATION

Primary Contact

Name:

Contact Title:

Phone:

Email:

Alternate Contact

Name:

Contact Title:

Phone:

Email:

SHOOT INFORMATION

Please attach additional information if using multiple site locations of filming longer than 3 days

Address of Location:

Start Date:

End Date:

Begin Time:

End Time:

1)

2)

3)

If prep/wrap time is outside listed begin/end times, Please describe:

Briefly Describe scene (please attach additional descriptions if filming multiple days):

VEHICLES, PARKING, AND CREW AT FILM LOCATION

If filming at multiple locations, please attach additional information

Number of Vehicles

Production Cars:_____ Trucks:_____ Generators:_____ Buses:_____ Crew Cars:_____ Trailers:_____

Vans:_____ Campers/RV's/Motor Homes:_____ Shuttle Vans:_____ Catering_____ Restroom Trailer:_____

Other: _____ Total Vehicles: _____

Base Camp Location*:

*Proof of permission to park at base camp must be submitted

Number of Personnel:

Crew:_____ Cast:_____ Extras:_____ Other:_____ Total:_____

CONSTRUCTION ACTIVITIES AT FILMING LOCATION

Will there be any temporary structures, stages, tents to be erected on site? ☐ YES ☐ NO

If yes, please describe:

Number of tents:_____ Size of each tent:_____

Will there Be any dumpsters on site? ☐ YES ☐ NO

Number of Dumpsters:_____

Will there be any interior or exterior modification of existing structures? ☐ YES ☐ NO

If yes, please describe:

Will there be removal of existing vegetation? ☐ YES ☐ NO

If yes, please describe:

SPECIAL EFFECTS OR STUNTS

Additional permit may be required for special effects

Contact:

Type of Effects:

☐ Smoke/Fire/Explosions ☐ Firearms ☐ Human Injury ☐ Sirens/Noises ☐ Aircraft ☐ Simulated Crime

☐ Car Chase ☐ Animals ☐ Stunt ☐ Other: _____

Please explain any selected effects/stunts:

SPECIAL ASSISTANCE FOR LOCATION:

Additional permit may be required for street or cart path closures

Type of assistance:

☐ Street Closure ☐ Path Closure ☐ Traffic Control ☐ Emergency Services ☐ Security

Other: _____

REQUIRED ATTACHMENTS

- | | |
|---|---|
| ☐ Site Plan showing production location(s) and base camp(s) | ☐ Proof of permission of property owner for use of base camp or additional parking |
| ☐ Plan to notify residents/businesses of intent to film | ☐ Certificate of insurance |
| ☐ Completed Sign Permit including list of all signs intended to use, including locations and images of signs | |

I, applicant, or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits, and other information submitted is complete in all aspects true and correct, to the best of my knowledge. Knowingly providing false information will automatically void this application and cancel the permit.

Signature of Applicant: _____ Date: _____

Staff Use Only:

Received by: _____ Date: _____ Date of Approval/Denial: _____



CITY OPERATING POLICIES AND PROCEDURES

Policy/Procedure 8-06: Naming of Facilities, Parks & Other Areas

OPR: City Hall

I. Purpose

The purpose of this regulation is to provide criteria and a procedure for naming facilities, parks, fields, rooms, streets, or other city owned areas.

II. Policy

All facilities, parks, fields and areas will be named based on their geographic location, which could be the street they are on or the subdivision or village in which they are located. One of the two exceptions listed below may be made:

1. Commemorative/Memorial Recognition
2. Benefactor Recognition

Either exception would require a unanimous vote of approval by City Council.

III. Naming Program, Nomination & Process

a. Program

The city recognizes that there may be individuals who have had a unique and significant positive impact on the City which exceeds the requirements set forth in Policy 1-03 Citizen Achievement Award. Therefore, the City has established a program to recognize those individuals by either placing their names on a recognition plaque, naming any type of city property or facility or similar tribute. This policy is established to provide for an orderly, coordinated, and informed practice of naming Peachtree City facilities, streets, parks, fields, or other areas in such a manner as to ensure the appropriate recognition of the traditions of the city, including the opportunity to honor and recognize its distinguished residents, former elected officials, or employees. Careful consideration must be given to associating any name with the excellence and reputation of the City of Peachtree City. Therefore, this policy is designed to ensure proper vetting and consultation before making such decisions.

1. Commemorative/Memorial Recognition-

- Naming recognizes individuals who have made extraordinary contributions to the City of Peachtree City, and whose lives and personal qualities deserve to be remembered and emulated. The individual or the individual's contribution should usually have a relationship to the facility or organization being named.
- To maintain the significance of the honor, the memorial naming of any facility, park, field, or area owned by the city shall remain a rare method of honoring individuals. Other prestigious recognition such as policies 1-03 Citizen Achievement Award or 1-04 Proclamations, Letters of Appreciation and Support should be considered before a memorial naming is proposed.

Ordinarily, a memorial honoree would have previously received (including posthumously) such an honor, and there would be a compelling reason that the further recognition of a memorial naming is appropriate.

- For memorial naming of major facilities, parks fields or city-owned areas, a ten-year waiting period shall be observed after the death or retirement of the individual before consideration for such distinction, unless specifically approved by a unanimous vote of the Mayor and Council.

2. Benefactor Recognition-

- Benefactor naming recognizes substantial financial contributions by donors to the city. In determining the appropriateness of naming as benefactor recognition, the following factors shall be considered, in addition to the personal qualities described above: the net present value of any and all gifts to the City of Peachtree City from the donor to be honored, and, in particular, of the gift (if any) that motivates the naming; the appropriateness of associating the donor's name with the city; and the donor's other contributions to the city, including volunteer activities, awards, and assistance with other projects.
- In no case will a benefactor naming be approved by the Mayor and Council of Peachtree City before the execution of a legally enforceable gift agreement.
- A benefactor may ask the city to name a facility or organization for an individual other than the benefactor, or the benefactor's immediate family, provided that the proposed individual exhibits the personal qualities described above, the individual's permission is obtained as required by this policy, and the individual is not otherwise disqualified from naming based on other requirements as outlined in this policy.

b. Nomination

Any citizen, group of citizens, civic organization or sports association may recommend names for recognition so long as the citizens are residents of Peachtree City, or the organizations and associations are based in and serve the citizens of Peachtree City. The following criteria for nomination have been established:

- A) Nominee must have resided in Peachtree City and have had at least ten years of continuing active involvement in a leadership role devoted to making significant improvements to the Peachtree City community.
- B) Areas of involvement/improvement would include youth or senior programs, athletics, cultural or facility enhancements, aesthetic improvements and humanitarian efforts.
- C) Nominations must be made after the ten-year waiting period observed after the death, retirement, or end of service of the individual.
- D) Nominations shall not be accepted for any current elected public official or any corporate entity.
- E) Nominations can be accepted for a street prior to the issuance or designation of mailing addresses. If there is a street in which no mailing addresses will be affected if renamed, it may be taken into consideration by Council.

c. Process

A dossier prepared by the proponent of the naming which contains the following information.

1. Proposals for benefactor naming will only be accepted upon approval from the City Manager.
2. A complete proposal includes a dossier that addresses and verifies all of the applicable criteria in this policy, including:
 - A precise description of the facility or organization to be named.
 - The exact name to be adopted.
 - The basis or reason for the naming; for commemorative names, why the proposed name is appropriate to the facility.
 - For memorial naming, whether the ten-year rule is applicable.
 - For commemorative naming, whether the date of the individual's death, retirement or end of service is applicable.
 - For benefactor names, proof of donation should usually include consideration of the net present value of the gift, other contributions and activities of the donor, consistency with announced gift opportunity amounts, and other naming opportunities.
 - If the naming is for someone other than a donor, formal permission of that individual or authorized representative.

A dossier as required by this policy, appropriately verified, shall accompany all proposals for commemorative naming. The dossier shall also include the written permission of the individual to be named (or an appropriate representative, in the case of memorial naming) to use the name as proposed. The dossier must be submitted to the City Clerk's office. The City Clerk will notify the City Manager, Council and place the item on the subsequent council meeting agenda under new agenda items. Approval shall be by a unanimous vote of the City Council.

IV. Approval

Mayor

Date

City Manager

Date