



UDO Steering Committee

Special Called Meeting Agenda

Immediately following Planning Commission meeting

SCAN FOR AGENDA
PACKET



Frances Meaders Council Chambers

March 24, 2025 | 6:30 PM

I. Call to Order

II. Announcements

III. Public Comment

IV. Minutes

1. UDO Steering Committee Workshop March 10, 2025

V. Discussion

1. Finalize the Goals, Mission Statement, and Objectives (Steering Committee)
2. Begin drafting our own sections for our own framework (Steering Committee)
3. Begin identifying "Quick Wins" (Steering Committee)
4. Identify all of PTC's ordinances (City Staff)
5. Arrange contact from Fayetteville's UDO (City Staff)
6. Establish website presence (City Staff)
7. Establish date to present initial progress to City Council (City Staff & Steering Committee)

VI. Adjourn

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UDO Steering Committee of Peachtree City
Meeting Minutes
Monday, March 10, 2025
7:00 PM

Call to Order

Chairman Kenneth Hamner called the workshop to order at 7 p.m. Committee members Andrew Kriz and Scott Ritenour were also present. Brett Hanes and Felicia Reeves were absent. Also in attendance were Planning Director Shayla Reed, Senior Planner Lora Hooks, Recording Secretary Martha Barksdale, and IT Specialists Jameson Collins and Elijah Brewer.

Announcements

Planning and Development Director Shayla Reed said she and Hooks had decided it would be best to have a separate agenda for the Unified Development Ordinance (UDO) Steering Committee meetings. The Committee could decide to meet every two weeks or just once a month, Reed continued, adding that she didn't believe the City Council was looking to hurry the UDO process. Holding the UDO meeting after a Planning Commission meeting with a short agenda would mean they had enough time for discussion. Her office couldn't tell an applicant an item couldn't be placed on an agenda for a certain meeting, Reed continued, but they should be able to make this schedule feasible most of the time. The members agreed, saying this was what they had planned to do.

Reed said she would be giving Council reports on what the committee had discussed and what the next steps would be. Hamner said they would be going to Council with status reports regularly, too.

Public Comment

None

Minutes

1. UDO Special Called Meeting February 10, 2025

Ritenour moved to approve the February 24, 2025, UDO Steering Committee meeting minutes. Kriz seconded. Motion carried unanimously.

Discussion

1. UDO Mission Statement

Hamner first listed what the UDO Steering Committee should be doing now as discussed at the February 10 and 24 meetings:

1. Creating a mission statement.
2. Adopting a goal
3. Listing objectives

He asked them to use the time before the next meeting to come up with ideas, and noted that Commissioner Ray Liotta, who had since passed away, had presented some ideas before the last meeting, and Hamner said he had incorporated Liotta's comments, plus his own, into some examples that he cautioned were not written in stone.

Hamner's suggestion for a mission statement: *Our mission is to create a Unified Development Ordinance for Peachtree City that consolidates zoning, land use, site development, and building regulations into a single, accessible document to enhance clarity, improve efficiencies, and support sustainable growth for residents, developers, and city officials.*

This utilized previous ideas to state their mission and also delved into the 'why,' Hamner commented. It summed the project up with the what, why, and who would benefit. Ritenour said he liked it.

2. UDO Goals

Hamner said the goal and objectives built on that. His draft for a goal statement named what they specifically wanted to accomplish, but it was just a starting point. It read: *Through expert collaboration and public engagement, we will develop and implement a comprehensive Unified Development Ordinance by the end of 2026 that consolidates existing zoning, land use, site development, and building regulations into a single, accessible document while also improving usability and aligning with modern technology and best practices.*

3. UDO Objectives

The mission and the goals set the foundation for the objectives, Hamner stated, suggesting a timeline for what they could accomplish while achieving the goal. He listed:

1. Set UDO Foundation (January 2025-May 2025); this included the existing documents, along with creating the outline structure, recruiting experts, learning from Fayetteville's UDO, establishing a website presence, and keeping City Council engaged. He suggested they go to Council soon with the mission and goal statements, maybe in May.
2. Create UDO Initial Draft (June 2025-January 2026); this involved consolidating a lot of the regulations and ensuring that they had a draft that was workable. They could use the next year to refine it.
3. Ensure Legal Compliance (October 2025-December 2026); this would be an ongoing process until the document was delivered. Hamner proposed they set tentative dates for the first structured legal review, perhaps beginning in October, with a final legal review starting in July 2026. Reed emphasized that the UDO would be a huge document, and they needed to decide at what point they would determine if an outside consultant should be hired.

Zoning re-writes took a lot of time, she said, and she felt they needed to consider asking Council to approve hiring outside guidance. Reed requested they include a date for making this decision into section 1.

4. Engage Public and City Council (January 2026-July 2026); Hamner envisioned putting the initial draft out in early 2026 so they could get the opinions of others. He suggested at least two public information sessions as well as a survey for the public. It would be good to have Council weighing in on this. Kriz suggested a public survey before they really began the process, but Reed recommended they do this after presenting the first report to Council. Hamner suggested adding a Public Comment section to the UDO Committee meeting agenda. He also wanted the meetings publicized on the city newsletter and social media.
5. Finalize UDO (August 2026-December 2026); they again said they would work on the mission, goal, and objectives statements before the next meeting. Kriz, noting that he would be absent from the next meeting, pointed out that the word “sustainable” might confuse some people, and suggested language that said they wanted to maintain the needs of the present without compromising the future. He was also concerned that the goals specifically did not talk about the hiring of experts. Did they want to say there would be regular reports to Council? Hamner said they could put that in.

Kriz asked if they had to wait until December 2026 to suggest changes that would be good to consider now, such as requiring golf cart parking, and Hamner reflected that they had talked about quick wins. Maybe that could be an agenda item in the future, and other committee members might have other suggestions to bring to Council. They could bring those as priorities to Council. Ritenour noted that so many aspects of the ordinance were tied together, so they would have to be careful, but he thought it was a good idea.

Reed reported that she and Hooks were working to identify the codes and transfer them to pdfs, but they hadn't been uploaded to Teams.

Reed said she had been advised to get with Fayetteville's Planning Director regarding getting someone to share their experiences about the UDO process. Reed also said she was working on establishing a website presence for the project.

Before approaching Council about hiring a consultant, Reed remarked, she wanted all the ordinances identified and transferred over to Teams. She felt it would be best if they saw the magnitude of the task and how to approach it.

Kriz suggested they start to look at the table of contents in Fayetteville's UDO and how to reconfigure it for Peachtree City. Hamner told him that was what he planned for them after they finalized the mission, goals, and objectives, but he was welcome to start.

Adjourn

There being no further business, Kriz moved to adjourn at 7:36 p.m. Ritenour seconded. Motion carried unanimously.

Martha Barksdale

Kenneth Hamner