



UDO Steering Committee

Special Called Meeting Agenda

Immediately following Planning Commission meeting

SCAN FOR AGENDA
PACKET



Frances Meaders Council Chambers

April 14, 2025 | 6:30 PM

I. Call to Order

II. Announcements

III. Public Comment

IV. Minutes

1. UDO Steering Committee Meeting March 24, 2025

V. Discussion

1. Create UDO first draft outline to structure regulations logically
2. Learn from Fayetteville's UDO process to adopt best practices
3. Establish a website presence for transparency and updates
4. Communicate plan to City Council to keep officials engaged
5. Identify first round of all existing zoning, land use, site development, and building regulations to spot overlaps, conflicts, and outdated provisions
6. Potentially recruit experts/consultants for legal and planning expertise
7. Identify and promote "Quick Wins"

VI. Adjourn

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UDO Steering Committee of Peachtree City
Meeting Minutes
Monday, March 24, 2025
6:30 PM

Call to Order

The Unified Development Ordinance (UDO) Steering Committee met Monday March 24, 2025, at City Hall. Chairman Kenneth Hamner called the meeting to order at 7 p.m. Committee members Scott Ritenour and Brett Hanes were also present. Andrew Kriz 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 Katelyn Daws.

Announcements

Reed said she had been in touch with the Fayetteville Planning Director, and they were trying to set up a meeting.

Public Comment

Keith Larson said he was a member of the Transportation Advisory Group (TAG), which had been reviewing some ideas forwarded by a path safety group that met a few years ago. One was to require tags or decals on the rear of golf carts. That would require an ordinance change. Larson said there were several issues that overlapped with the UDO, and many of those could be considered “quick wins,” such as requiring cart and bicycle parking in new development. He said he hoped the UDO committee would get in touch if there was anything they would like to hear from TAG.

Minutes

1. UDO Steering Committee Workshop March 10, 2025

Ritenour moved to approve the March 10, 2025, workshop minutes. Hanes seconded. Motion carried unanimously.

Discussion

1. Finalize the Goals, Mission Statement, and Objectives (Steering Committee)

Hamner recalled that they had been working on the mission statement, goals, and objectives for several months. He read the mission statement they had been working with: *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.*

Hanes had commented that they might need to discuss building regulations and what that entailed. Was it solely limited to architectural development or did it include the framework for the Building Department? This would require the City to follow Zoning Procedure Laws (ZPL) any time the Building Department's ordinances needed to be modified or updated. Hanes explained that when he worked with Henry County, the ZPL was an appendix of the UDO and had to be

followed anytime there was a change, even if it had nothing to do with zoning. Many jurisdictions, like Fayetteville, had all their building regulations in their UDO.

Hamner said building regulations were covered in Chapter 18 of the Code of Ordinances. He was concerned about getting too specific in the mission statement and thought it would be best to keep it broad.

Hanes agreed, saying he was fine with the mission statement with the understanding they would get deeper into it the further they proceeded. Ritenour agreed.

Hamner read the goals statement that they had been working with: *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.*

He said the expert collaboration could mean outside experts, either paid or not. Public engagement was purposefully added, as well. Hamner said the final portion was important because it was vital that citizens understand the document and could easily access it. He emphasized that they would not be changing any ordinances, just making sure they were all updated to modern technology standards.

This was well-defined and covered what they were trying to do with the UDO process, Ritenour remarked.

The goal was to get this done by the end of 2026, Hamner continued. He had met with Planning staff to see if these goals were feasible and decide if the objectives were the correct ones. They had narrowed the five objectives down to three. The first part was to set the UDO foundation, and the next phase would be to create the initial draft. The last phase would be the finalization of the UDO.

The foundation should be set by the end June, with steps to include establishing goals, objectives, and the mission statement. Next would be establishing a framework, modeled on the index to Fayetteville's new UDO. This was planned to be completed in April. Next would be to sit down with Fayetteville leaders and learn from them about their UDO process. Staff was already reaching out to them. Hamner thought they should establish a website presence to establish transparency to citizens. Next would be communicating the plan to City Council, and Hamner said he hoped the first update could be in May.

Following that would be identifying the first round of existing zoning, land use, site development, and building regulations to spot overlaps, conflicts, and outdated

provisions. Staff had been working on this even prior to the UDO Committee being established and were continuing that work. The last part was to recruit experts for legal and planning expertise. Hamner said they needed to leverage as many resources as possible and involving the public as consultants was a way to do that.

Ritenour called this timeline “aggressive, but doable,” and said there were more things they didn’t know than they knew. He said Fayetteville’s UDO could serve as a good reference. This was a lot of work in a short time. They should plan for success, he continued, but realize they needed flexibility when it came to meeting these goals.

Hamner agreed that it was aggressive, but could be accomplished with a lot of effort.

Phase Two, running from June to October of 2025 would involve creating a final draft of the UDO, starting with finalizing the list of existing zoning, land use, site development, and building regulations by August and having a draft by September.

Larson said that would be a good time to add in the “quick wins,” but Hamner said he didn’t want to commit to specifics, but thought they could focus on a few of them during Phase Two.

Steve Brown asked from the audience if there was a State mandate to complete this UDO? He questioned the timing, noting that two City Council seats and the Mayor’s position were coming up for election in November.

Hamner replied that this was a second attempt at creating a UDO. The reason was simply because consolidating, organizing, and updating the current ordinances into one document made sense. The Planning Commission proposed this to City Council and got approval to start the process in November 2024.

Ritenour noted this would carry on throughout 2026, and Hamner said it was not political. Hanes pointed out that they wouldn’t be voting on new ordinances; it was just a reorganization of existing ordinances, so it shouldn’t make a difference if it was voted on by existing or new Council members. If they did find ordinances that needed to be created or changed, that would be handed over to Council to first decide before heading back to the Planning Commission, Ritenour added. If surprises popped up between the Committee and City Council, Hamner commented, that meant they hadn’t been doing their job in communicating their activities.

They should allot 13 months to work on completing the final document, Hamner said. Consultations with City Council would be ongoing during that process. Of course, he continued, the UDO would have to pass legal review. He thought they should conduct at least two rounds of public information sessions, with those dates

to be determined. The goal for adoption was December 2026, he concluded.

Ritenour moved to approve the goals, mission statement, and objectives, with the addition of the identification of quick wins in section two. Hanes seconded. Motion carried unanimously.

2. Begin drafting our own sections for our own framework (Steering Committee)

The target date for this was April 2025, Hamner reported, saying he would upload Fayetteville's UDO index into Microsoft Teams so they could begin creating their own framework aligning with Peachtree City's unique values, especially regarding zoning districts and overlays, development standards like buffers, open space, and design, and nonconformities and administrative procedures. Hanes said he thought this could be considered a "quick win" to have this guide for their work. Hamner said they could vote on this at the final UDO meeting in April.

Brown asked about links to those documents, and Hamner replied they would put them on the website when it was created.

Hanes asked about creating an email for the UDO Committee, and Hamner said they could do that.

3. Begin identifying "Quick Wins" (Steering Committee)

Committee members agreed to begin identifying opportunities for quick action.

4. Identify all of PTC's ordinances (City Staff)

It was noted staff was compiling a comprehensive list of current zoning, subdivision, environmental, and design-related ordinances to ensure integration. Hooks said they were up to 600-plus pages and hadn't gotten into the Building section.

5. Arrange contact from Fayetteville's UDO (City Staff)

They would continue to move forward on this, especially focusing on how Fayetteville handled public engagement and implementation.

6. Establish website presence (City Staff)

Plans were discussed to launch a public-facing UDO web page to share drafts and updates, collect feedback, and generally provide transparency for UDO materials and milestones. Reed stated that she planned to ask the City Manager for approval to set up the UDO email and create a space on the City website.

7. Establish date to present initial progress to City Council (City Staff & Steering Committee)

They discussed doing this in May, and Hamner said he would like to do it at an evening session.

Adjourn

There being no further business, Hanes moved to adjourn at 7:44 p.m. Ritenour seconded. Motion carried unanimously.

Martha Barksdale, Recording Secretary

Kenneth Hamner, Chairman