



# UDO Steering Committee

Special Called Meeting Agenda

Immediately following Planning Commission meeting

SCAN FOR AGENDA  
PACKET



Frances Meaders Council Chambers

June 9, 2025 | 7:30 PM

## I. Call to Order

## II. Announcements

## III. Public Comment

## IV. Minutes

1. UDO Steering Committee Meeting April 14, 2025

## V. Presentation

1. Fayetteville's Community and Economic Development Director (David Rast) Shares Thoughts on its UDO

## VI. Committee Business

1. Review of "UDO Updates to City Council" presentation (Kenneth Hamner)
2. Vote on UDO Steering Committee Vice-Chair (Kenneth Hamner)

## VII. General Task Updates

1. Provide update for creation of email address (City Staff)
2. Discuss recruitment process for determining planning experts/consultants (Steering Committee & Staff)

## VIII. Adjourn

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**UDO Steering Committee of Peachtree City**  
**Meeting Minutes**  
**Monday, April 14, 2025**  
**6:30 PM**

**Call to Order**

Chairman Kenneth Hamner called the meeting to order at 7 p.m. Committee members Scott Ritenour, Andrew Kriz, and Felicia Reeves were also present. Brett Hanes was absent. Also in attendance were Planning Director Shayla Reed, Recording Secretary Martha Barksdale, and IT Specialist Elijah Brewer.

**Announcements**

Reed reported staff reached out to Fayetteville's planning team to invite them to come speak to the committee about their experience with the UDO process. They were interested in coming, and staff was waiting for confirmation from them. Secondly, Reed mentioned a staff meeting would be scheduled to discuss a website presence for the UDO.

**Public Comment**

Steve Brown asked why the UDO was being done in an election year, noting that the City could potentially have a new Mayor and two new Council Members in 2026 who might not support the UDO. Brown also stated that he felt appointed members of City boards should be unbiased and questioned the ethics of Hamner's writing opinion pieces in The Fayette Citizen.

**Minutes**

**1. UDO Steering Committee Meeting March 24, 2025**

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

**Discussion**

**1. Create UDO first draft outline to structure regulations logically**

They had set a deadline for the end of April to come up with a Peachtree City-centric outline for the UDO. Hamner presented the outcome of putting Fayetteville's UDO outline and their overall UDO, along with all of Peachtree City's ordinances available online into an AI model and asking it to produce a high-level outline. The end result was more than 100 pages, and Hamner emphasized that it was by no means the final product, but it was a completed outline of what a final Peachtree City UDO could look like. The chapters were divided into sections, then subsections, and explanations were given for what the subset was, along with a rationale of why it should fall under that subsection.

Hamner encouraged each committee member to examine the outline and see how it was set up. They would be spending a lot of time with it. Staff was still identifying ordinances, and this same tool could be used to organize the additions. He said it took a few hours with AI to accomplish what would have taken months to do on their own. This was their goal for the end of April, and it was already complete.

Kriz said this seemed to be a great start, and Hamner said he especially liked that it gave the reasoning for why things were put where they were.

Reeves said she appreciated Hamner's work. She also asked if the ordinances were in the Teams folder. Hamner said the AI had pointed at the ordinances that already lived online and put them in the document it was created.

**2. Learn from Fayetteville's UDO process to adopt best practices**

The next step was to learn from Fayetteville's UDO process. Reed wanted to stress that this was not a document that would be adopted this year; they were aiming for the end of 2026. They would update Council on the UDO Committee work at its business meeting in May. She again stressed the magnitude of the file with the ordinances and codes related to zoning; it was more than 500 pages. It was downloaded in the shared folder, and the UDO's purpose was to organize things for staff and citizen use.

**3. Establish a website presence for transparency and updates**

Reed said the City Clerk had suggested a good place for the UDO website, and she would be talking further with her. Work had started on the website. They were working with IT to get a UDO email address for committee members. Hamner said Brown had a good suggestion that there be a way to click through from the website to the drive and access all the committee's documents.

**4. Communicate plan to City Council to keep officials engaged**

Hamner again said they would be talking to Council at the second meeting in May. The steering committee would update Council again in November after the initial draft was done and also planned to return in February, June, and October of 2026.

**5. Identify first round of all existing zoning, land use, site development, and building regulations to spot overlaps, conflicts, and outdated provisions**

This was something Reed said she was consistently looking at, and she planned to have a report for them soon on items that were not clear or that were inconsistent. A list had been started before she arrived, Reed continued, and staff was finding more to add to it.

**6. Potentially recruit experts/consultants for legal and planning expertise**

The first UDO committee had hired a consultant, and this committee had discussed possibly hiring one again but changing that role away from the actual writing of the UDO and arranging public meetings. Public outreach was built into the plan. The thought now was to have consultants help in the background, which would bring the cost down from the first attempt and also speed up the process.

Reed pointed out that once they got more involved, they would be better able to determine what help would be needed. Because of the size of the task, she said

engaging an outside consultant would be necessary, but there was a large role for the steering committee, even with a consultant.

## **7. Identify and promote "Quick Wins"**

Kriz asked about the process for adopting the UDO. Like any zoning ordinance change, Reed said, it would come before the Planning Commission, and they could make recommendations for changes before sending it on to Council for a decision. She said they would soon have a text amendment coming to them that would follow this process. Anything that pertained to zoning had to have a public hearing before the Planning Commission and with Council.

They had been talking about a "quick win" regarding native plants and invasive species, which was the text amendment Reed had just mentioned. It would be coming up this summer. A member of the Transportation Advisory Group (TAG) had sent an email listing some potential quick wins related to zoning, and Hamner said he would share it in the Teams folder.

Golf cart parking was something they had often discussed in the Planning Commission. Reeves clarified that quick wins would go through the normal process. Hamner reiterated that City Council had to approve everything they did.

Kriz said he thought of quick wins as dealing with the frustrations they had over the years. It could give them tools to accomplish their goals. Substituting cart parking for some regular parking spaces could be a quick win, as would a requirement for bike parking. Electric vehicle charging station requirements might be another.

Kriz agreed to work on a proposal for golf cart parking, and Reed said she would share it with the City Manager, who could take it to Council.

## **Adjourn**

Hamner said he would be absent on April 28, so they decided to cancel the UDO committee meeting. He reminded them of their homework: to review the outline and think about quick wins.

Brown asked that the presenting materials from this meeting be accessible to the public, and Hamner said they could do that.

Kriz moved to adjourn at 7:36 p.m. Ritenour seconded. Motion carried unanimously.

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Martha Barksdale, Recording Secretary

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Kenneth Hamner, Chairman



# Unified Development Ordinance

City Council Check-in  
May 15, 2025

## AGENDA

- Recap of the UDO Steering Committee
- What We Have Accomplished So Far
- What We Have Planned Next
- Wrap-Up

# **Recap of the UDO Steering Committee**



# UDO Team Members

## Primary Team Members

Scott Ritenour

Kenneth Hamner

Felicia Reeves

Andrew Kriz

Ray Liotta

Brett Hanes

## Support Team Members

City Planning Staff

City Manager

City Services

Fire, Police, Public Works, Etc.

City Council and Mayor

Subject Matter Experts (SMEs)

Consultant(s)



# City Council Approval

- UDO Project Team was approved unanimously by City Council in November 2024.
- Access to City Staff
  - City Manager
  - Planning Staff
  - City Attorney
  - Other City Services
- Access to MS Teams
  - Storing files
  - Hosting all communications



# **What We Have Accomplished**



# Accomplishment: Defined Mission Statement

*Our mission is to create a Unified Development Ordinance (UDO) 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.*



# Accomplishment: Defined Goal

*Through expert collaboration and public engagement, we will develop and implement a comprehensive Unified Development Ordinance (UDO) by the end of 2026 that consolidates existing zoning, land use, site development, and building regulations into a single and accessible document while also improving usability and aligning with modern technology and best practices.*

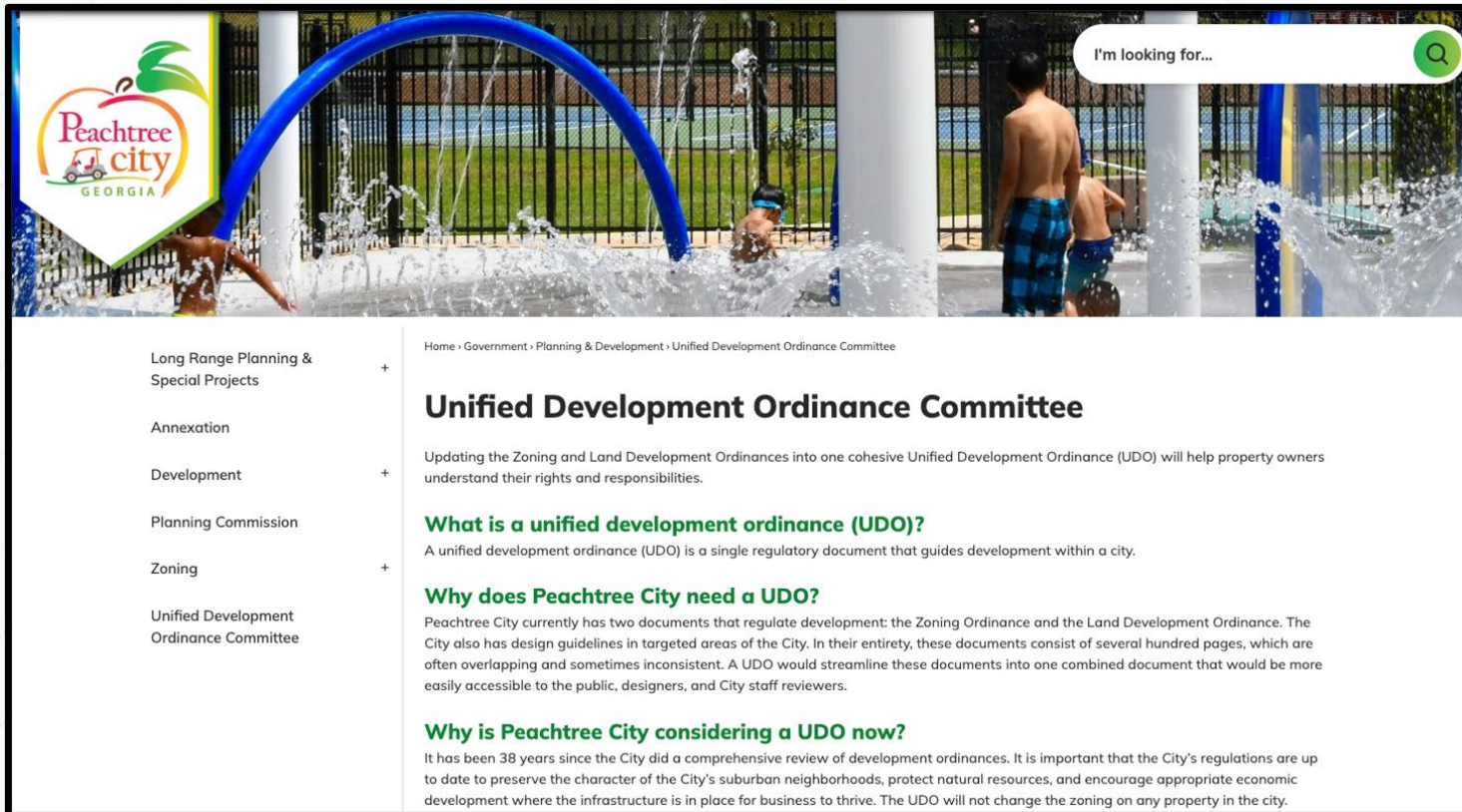


# Accomplishment: Defined Objectives

1. *Set UDO Foundation (January 2025 – June 2025)*
2. *Create UDO Initial Draft (June 2025 – October 2025)*
3. *Finalize UDO (November 2025 – December 2026)*



# Accomplishment: Established Website



Home » Government » Planning & Development » Unified Development Ordinance Committee

## Unified Development Ordinance Committee

Updating the Zoning and Land Development Ordinances into one cohesive Unified Development Ordinance (UDO) will help property owners understand their rights and responsibilities.

### What is a unified development ordinance (UDO)?

A unified development ordinance (UDO) is a single regulatory document that guides development within a city.

### Why does Peachtree City need a UDO?

Peachtree City currently has two documents that regulate development: the Zoning Ordinance and the Land Development Ordinance. The City also has design guidelines in targeted areas of the City. In their entirety, these documents consist of several hundred pages, which are often overlapping and sometimes inconsistent. A UDO would streamline these documents into one combined document that would be more easily accessible to the public, designers, and City staff reviewers.

### Why is Peachtree City considering a UDO now?

It has been 38 years since the City did a comprehensive review of development ordinances. It is important that the City's regulations are up to date to preserve the character of the City's suburban neighborhoods, protect natural resources, and encourage appropriate economic development where the infrastructure is in place for business to thrive. The UDO will not change the zoning on any property in the city.

## Benefits To The Public

- Explains what the UDO is
- Provides UDO rationale
- Info on how to be involved
- Info on how to communicate with the committee
- Committee member info
- Meeting info
- Links to documents link agendas & minutes

<https://www.peachtree-city.org/1625/Unified-Development-Ordinance-Committee>



# Accomplishment: Quick Win for Ordinance

*Combining native plant initiative with  
invasive species ordinance*



# Accomplishment: Initial Outline for UDO First Draft

## **Chapter 1. Administrative Provisions**

- Purpose, applicability, and authority
- Official zoning map
- Roles and responsibilities
- Development review procedures
- Enforcement and penalties

## **Chapter 2. Zoning and Land Use**

- Zoning districts and overlays
- Permitted and special uses
- Dimensional standards
- General development standards
- Nonconformities and amendments

## **Chapter 3. Land Development (Subdivision Regulations)**

- Subdivision procedures (plats and plans)
- Street, lot, and block design
- Utilities and infrastructure
- Parks, open space, and environmental protections
- Traffic and impact mitigation

## **Chapter 4. Site Development and Design Standards**

- Site plan review process
- Parking, access, and circulation
- Landscaping, buffers, and trees
- Lighting and signage
- Building design, fencing, and screening
- Performance standards

## **Chapter 5. Building Codes and Construction Regulations**

- Adoption of state building codes
- Permits, inspections, and occupancy
- Property maintenance and unsafe structures
- Pools and fencing
- Wireless facilities and towers

## **Appendices**

- A. Definitions
- B. Tables and Illustrations
- C. Ordinance and Zoning Map History



# Accomplishment: Initial Outline for UDO First Draft

## Example Details of Outline

### Chapter 4. Site Development and Design Standards

- 4.1 Site Plan Review Applicability. Explains that a Site Plan (also known as a development plan) is required prior to issuance of building permits for most developments other than one- or two-family dwellings on individual lots. This includes new commercial, industrial, institutional buildings, multifamily residential developments, and significant expansions of existing non-residential buildings. Minor projects (below certain size thresholds) may go through a simplified review or be exempt if only interior work.
- 4.2 Site Plan Approval Procedure. Details the process for obtaining site plan approval in Peachtree City. Typically a two-step process is used: Conceptual Site Plan followed by Final Site Plan.
  - *Conceptual Site Plan:* The developer or property owner submits a conceptual layout of the proposed development – showing building footprints, parking areas, driveways, conceptual grading and landscaping – for review early in the process. City staff reviews for general compliance with zoning, and the Planning Commission may hold a meeting to approve the concept plan (especially for large or high-profile projects). The conceptual plan focuses on overall site arrangement and its compatibility with surrounding properties. Approval of a concept plan (with or without conditions) is often required before detailed engineering.
  - *Final Site Plan:* After concept approval, a detailed final site plan is prepared, including precise building location, engineering of parking lots and drive aisles, utility connections, stormwater facilities, lighting plan, landscape plan, and architectural elevations. The final plan is reviewed by City staff (Planning, Engineering, Fire Marshal, etc.) for full compliance with all UDO requirements and any conditions from the concept plan. The Planning Commission may grant final site plan approval or this may be administrative if the concept was already approved. The UDO will specify any cases where final plans must return to the Commission (for instance, if significant deviations from the concept occur). Once a final site plan is approved, the developer can proceed to obtain building and land disturbance permits.
  - Both stages require the applicant to address comments and might involve multiple review iterations. The UDO sets forth required timelines (e.g. an approved conceptual plan is valid for 12 months to submit final plans) [34†L1286-1294] . Minor amendments to an approved site plan (like slight building shifts or landscape changes) can be approved administratively, whereas major changes (like increased building size or use changes) may require re-approval by the Commission.
- 4.3 General Site Design Principles. *(This introductory section can summarize key objectives that apply to all site development: safe and efficient access, environmental sensitivity, and quality aesthetics. It may cross-reference detailed standards below rather than contain requirements itself.)* For example: “Sites should be developed in a manner that promotes traffic safety, pedestrian connectivity, adequate service access, and compatibility with neighboring properties. Grading should be designed to blend with natural contours and minimize stormwater runoff impacts. The arrangement of buildings, parking, and open spaces should consider both functional needs and visual appearance from public streets and adjacent uses.”

### Chapter 5. Building Codes and Construction Regulations

- 5.1 Adoption of State Building Codes. Peachtree City enforces the Georgia State Minimum Standard Codes for construction, as amended. This section formally adopts the latest editions of the following model codes (with Georgia amendments) as the City’s building codes [40†L455-L463] [40†L465-L469] :
  - *International Building Code (IBC)* – for all commercial and multi-family construction, including relevant appendices.
  - *International Residential Code (IRC)* – for one- and two-family dwellings and townhouses.
  - *National Electrical Code (NEC)* – for all electrical installations.
  - *International Plumbing Code (IPC)* – for plumbing systems.
  - *International Mechanical Code (IMC)* – for HVAC systems.
  - *International Fuel Gas Code (IFGC)* – for gas piping and appliances.
  - *International Energy Conservation Code (IECC)* – for energy efficiency in building design (thermal envelope, HVAC efficiency, lighting).
  - *International Fire Code (IFC)* – referenced for fire prevention and protection systems (note: enforcement typically by Fire Marshal, and the City defers to county or state fire regulations if not directly adopted).
  - *International Swimming Pool and Spa Code (ISPSA)* – (if adopted by the state/city) regulating pool construction.
  - *International Property Maintenance Code (IPMC)* – adopted to govern the maintenance of existing buildings and property (housing code standards for habitability, keeping structures safe and clean) [36†L0-14] . Any Georgia-specific amendments (for example, sprinkler requirements, accessibility, etc.) are incorporated. The section might list the ordinance number and date of adoption for these codes and clarify that future editions will be adopted as mandated by the state unless the City opts out. Local amendments to these codes, if any, are outlined here as well. For instance, Peachtree City might amend the IRC to require garage sprinklers, or impose wind/bracing standards specific to the area – those would be noted.
- 5.2 Building Permits and Inspections. Describes the process of obtaining a building permit for construction:
  - *Permit Requirement:* A building permit is required for all new construction, additions, renovations, structural alterations, certain accessory structures, and other specified activities (e.g. installing a storage shed over a certain size, decks, pools, signs, etc.). Work exempt from permits (like painting, minor repairs, small sheds) is listed per the adopted codes.
  - *Application and Plans:* The applicant must submit construction plans (architectural drawings, engineering plans) and specifications to the City’s Building Department. Plan review is conducted for compliance with all adopted building codes, the UDO zoning/setback requirements, and any site plan or plat conditions. For new commercial buildings, the plans must typically be stamped by a licensed architect/engineer in

# What We Have Planned Next



# Immediate Actions to Close Out UDO Foundation

Category	Task	Time Frame
1. Set UDO Foundation (January 2025 – June 2025)	Identify first round of all existing zoning, land use, site development, and building regulations to spot overlaps, conflicts, and outdated provisions.	May 2025
1. Set UDO Foundation (January 2025 – June 2025)	Potentially recruit experts/consultants for legal and planning expertise.	June 2025
1. Set UDO Foundation (January 2025 – June 2025)	Learn from Fayetteville's UDO process to adopt best practices.	June 2025



# The Importance of a Consultant



# Actions to Complete Our Initial UDO Draft

Category	Task	Time Frame
2. Create UDO Initial Draft (June 2025 – October 2025)	Identify & promote “quick wins”	June 2025 through October 2025
2. Create UDO Initial Draft (June 2025 – October 2025)	Finalize the identification of all existing zoning, land use, site development, and building regulations to spot overlaps, conflicts, and outdated provisions.	August 2025
2. Create UDO Initial Draft (June 2025 – October 2025)	Create first draft of the UDO that consolidates all regulations into a single, modern, and accessible document.	September 2025



# Finalizing the UDO

Category	Task	Time Frame
3. Finalize UDO (November 2025 – December 2026)	Steering committee and/or consultants to formally work towards completing final document while ensuring regulations align with best practices, modern technology, and business needs.	November 2025 through December 2026
3. Finalize UDO (November 2025 – December 2026)	Present progress & input for City Council	Check-in #1 = November 2025
3. Finalize UDO (November 2025 – December 2026)	Present progress & input for City Council	Check-in #2 = February 2026
3. Finalize UDO (November 2025 – December 2026)	Present progress & input for City Council	Check-in #3 = June 2026
3. Finalize UDO (November 2025 – December 2026)	Present progress & input for City Council	Check-in #4 = October 2026



# Finalizing the UDO

Category	Task	Time Frame
3. Finalize UDO (November 2025 – December 2026)	Ensure legal compliance with state and federal laws	Initial drafting: October-December 2025
3. Finalize UDO (November 2025 – December 2026)	Ensure legal compliance with state and federal laws	Finalization: July-December 2026.
3. Finalize UDO (November 2025 – December 2026)	Engage public with at least two rounds of public education sessions.	TBD
3. Finalize UDO (November 2025 – December 2026)	Engage public with at least two rounds of public education sessions.	TBD
3. Finalize UDO (November 2025 – December 2026)	Adopt final UDO by City Council & complete project	December 2026



# Wrap-Up



# Final Thoughts

- The members of the UDO Steering Committee are volunteers giving the next 19 months of their time & energy to help the city. We appreciate your confidence in us taking on this important, apolitical project.
- *We require City Council's ongoing support.* This is a massive project that will solve issues 30 years in the making.
- We found the comments made during the April 17th meeting about committee members communicating "in a back-channel kind of way" troubling because they suggest there may be misunderstandings or misinformation circulating amongst members of council.
- If any questions or concerns arise moving forward (which is likely to happen given the scope and complexity of this project), *please reach out to us.* We want to give you proper information.



**Questions?  
Comments?**





**Thank You!**