



UDO Steering Committee

Special Called Meeting Agenda
Immediately following Planning Commission meeting

SCAN FOR AGENDA
PACKET



Frances Meaders Council Chambers
July 28, 2025 | 6:30 PM

I. Call to Order

II. Announcements

III. Public Comment

IV. Minutes

1. UDO Steering Committee Meeting for June 9, 2025

V. Committee Business

1. Vote on UDO Steering Committee Vice-Chair

VI. General Task Updates

1. Review Task Tracker

VII. Quick Wins Identification

VIII. Adjourn

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UDO Steering Committee of Peachtree City
Meeting Minutes
Monday, June 9, 2025
6:30 PM

Call to Order

The Peachtree City Unified Development Ordinance (UDO) Steering Committee met Monday, June 9, 2025, in the Council Chambers at City Hall. Chairman Kenneth Hamner called the meeting to order at 8:02 p.m. Others present were Committee Members Scott Ritenour and Felicia Reeves. Andrew Kriz was absent. In addition, Planning and Development Director Shayla Reed, Senior Planner Lora Hooks, Recording Secretary Martha Barksdale, and IT Specialist Katelyn Daws were in attendance. Reeves left the meeting at 8:35 p.m.

Announcements

None

Public Comment

Keith Larson, the vice chair of the Transportation Advisory Group (TAG) told the Committee that the Pebblepocket Park Splash Pad was to have a cart-only parking lot, and the City Manager had asked TAG to work on standards for both regular and ADA-compliant parking spaces for that lot. TAG was also thinking about how to accommodate cart charging stations in parking lots. Deciding where to install the first 30 new bike racks at City facilities was another item TAG had been charged with by the City Manager.

Hamner thanked him, and Ritenour noted these topics all tied into the UDO. He said it was good that Larson explored what other communities were doing. Hamner noted that more discussion was needed, but these were topics they were interested in moving forward through the UDO process.

Minutes

1. UDO Steering Committee Meeting April 14, 2025

Reeves moved to approve the April 14, 2025 UDO Steering Committee minutes. Ritenour seconded. Motion carried unanimously.

Presentation

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

Hamner noted that Peachtree City's UDO Steering Committee was looking to Fayetteville's recently completed UDO as a model, and welcomed David Rast, Fayetteville's Community and Economic Development Director. Rast went over the goals Fayetteville had when they began the UDO process and the steps they took to develop its UDO. Redevelopment of downtown was the driving factor, he said.

They began by looking at how ordinances could be combined and reconfigured, Rast remarked, and explored ways to simplify the development process for staff,

developers, and the public. Most of the work, Rast continued, was done at the staff level. There was a steering committee consisting of some Council members, Planning staff, and members of the public.

This group spent several months studying the existing ordinances, some of which had not been updated for many years. They dissected the Zoning Ordinance and the Land Development Ordinance and figured out how to present the procedures and standards in a way that was understandable to everyone. He advised working with the City Attorney to put all the “legalese” into one chapter. Fayetteville also updated its sign ordinance.

One key, Rast pointed out, was presenting information in the simplest way through graphics, tables, and charts. Communication with developers was vital, too, and they used a couple of downtown projects as test cases. The goal was to keep the UDO simple and make it easy to use.

Rast said he would be glad to share his library of UDOs from other cities. Hamner and Ritenour thanked him for coming. Rast then said he believed the zoning in Peachtree City was in good shape; the process of knowing what you could do on your property was what needed simplifying.

Reed asked him about the role of staff, and Rast said staff created the entire document. They used a consultant for peer review at two points in the process, but they generated the document themselves.

Committee Business

1. Review of "UDO Updates to City Council" presentation (Kenneth Hamner)

Hamner said they reported to City Council on May 15 for a brief overview of the Committee’s work since its formation in November 2024. He noted they had accomplished some fundamentals, including establishing a mission statement and goals, and Council was in the process of looking at an ordinance change they had recommended. Hamner reported to Council that an initial draft of an outline for the UDO had been created.

Council also learned about the Steering Committee’s timeline, which included closing out the foundation work in June 2025, moving on to completing the initial draft by October 2025, then working on finalizing the UDO by the end of 2026.

He said he believed Council supported their work but noted that Rast had said the completed UDO would not be perfect. They would need to talk about the cleanup at some point in the future. Hamner anticipated a follow-up with Council, perhaps in November.

2. Vote on UDO Steering Committee Vice-Chair (Kenneth Hamner)

Hamner and Ritenour agreed to postpone the election of a vice chair since only the

two of them remained at the meeting.

General Task Updates

1. Provide update for creation of email address (City Staff)

Reed said the IT Director suggested using their existing email as Planning Commissioners rather than setting up new addresses for UDO Committee members, but Reed said that it might seem to be a conflict of interest. However, any mail sent to the UDO committee would have to go through Hooks' or her own email first to be screened for viruses. Hamner said he thought they should have their own UDO email and was okay with the screening process. Reed said she would follow up with IT on this. Hamner asked her to add the address to the UDO website.

2. Discuss recruitment process for determining planning experts/consultants (Steering Committee & Staff)

Reed remarked that she and Hooks wanted to be as available and as instrumental as possible in the UDO work but were unsure of their roles. Would there be an expert brought in to draft the file? Reed went on to say the Planning team would not have the time to create a document of the caliber required. Either the Planning Commission or a consultant would have to take on that task.

Hamner said the Committee never expected that Planning staff would be creating the document. The Steering Committee could take on things such as conducting open house meetings with the public. Council, too, realized a consultant would be necessary for the actual writing and might have some funds available, he continued.

They needed to talk about money internally, Reed stated, because the budget for the next fiscal year was being prepared now. The City Manager had mentioned leftover funds from the last UDO attempt, but Hamner was unsure of the amount.

Ritenour remarked that the money was put into a pool of funds, and the City Manager said it was still there. He went on to say he understood the scope of this project and was amazed that Rast and his committee had been able to do it by themselves in a relatively short period of time. He felt a consultant would be the best option for Peachtree City and could offer valuable knowledge.

Hamner said they should talk to the City Manager and get his thoughts. Was there a list of potential consultants? Reed told him she did have a list of 10 or more Georgia-based firms that did this type of work. The procurement manager would also put it out to everyone, and the request for proposals (RFP) would give the specifics, modeled on what other cities had asked for in similar projects.

Going back over what they needed next, Hamner said the document that listed discrepancies, overlaps, conflicts and so forth should be put into Microsoft Teams

by August. Hamner remarked that Committee members could help with this, and Reed assured him they would meet the deadline.

Phase 3 would include an update to Council and planning public education sessions, Hamner noted.

Reed said she would talk with the City Manager about the RFP and also continue to work on the files and get them downloaded on the server. She said she was excited about this opportunity. Making the zoning code more accessible made it easier to communicate to property owners.

Adjourn

There being no further business, Ritenour moved to adjourn at 9:15 p.m. Hamner seconded. Motion carried unanimously.

Martha Barksdale, Recording Secretary

Kenneth Hamner, Chairman

Category	Task	Time Frame	Task Owner	Status	Additional Notes
1. Set UDO Foundation (January 2025 – June 2025)	Potentially recruit experts/consultants for legal and planning expertise.	October 2025	Steering Committee & City Staff	Pending budget approval.	Originally June 2025
2. Create UDO Initial Draft (June 2025 – October 2025)	Identify & promote “quick wins”	June 2025 through October 2025	All	In progress	- Spreadsheets with identified concerns - Golf Cart Parking Ordinance?
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	City Staff	Staff is working on this.	
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			
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	November 2025 through December 2026			
3. Finalize UDO (November 2025 – December 2026)	Present progress & input for City Council	Check-in #1 = November 2025		Committee proposes November 20th	
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			
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			