



# CITY COUNCIL

Kim Learnard, Mayor  
Suzanne Brown, Mayor Pro Tem | Laura Johnson, Post 1  
Clinton Holland, Post 3 | Michael Polacek, Post 4

SCAN FOR AGENDA  
PACKET



Regular Meeting Agenda  
January 15, 2026 | 6:30 PM  
City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **State of the City Address**
4. **Announcements, Awards, Special Recognition**
  - A. Georgia Local Government Personnel Association Medium Agency Achievement Award (Teaa Allston-Bing)
  - B. Marcom Awards (Tyler Runyon, Vivian Lett)
  - C. Davey Awards (Tyler Runyon, Vivian Lett)
  - D. 3CMA Savvy Award of Excellence (Vivian Lett)
5. **Public Comment**
6. **Agenda Changes**
7. **Minutes**
  - A. December 11, 2025 Special Called City Council Meeting Minutes
  - B. December 11, 2025 Executive Session Minutes
  - C. January 5, 2026 Special Called City Council Meeting Minutes
  - D. January 5, 2026 Executive Session Minutes
8. **Consent Agenda**
  - A. Ordinance #1245 Alcohol at Massage Establishments
9. **Old Agenda Items**
10. **New Agenda Items**
  - A. 01-26-06 Crosstown Tunnels Design (David Borkowski)
  - B. 01-26-07 Resolution #01152026-NA-B Public Facilities Authority Legislation (Ted Meeker)
  - C. 01-26-08 Personnel Policy Revisions (Teaa Allston-Bing)
11. **Public Hearings**

- A. 01-26-09 Consider text amendment to the Sign Ordinance, Chapter 66, for revisions to roof sign regulations (Shayla Reed)

**12. Council/Staff Topics**

**13. Executive Session**

**14. Adjourn**

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This agenda is subject to change at any time up to 24 hours prior to the scheduled meeting.

This meeting will be held in Council Chambers at City Hall

**City Council of Peachtree City**  
**Meeting Minutes**  
**Thursday, December 11, 2025**  
**9:30 AM**

**Call to Order**

The Mayor and Council of Peachtree City met in special called session on Thursday, December 11, 2025. Mayor Kim Learnard called the meeting to order at 9:30 a.m. Council members attending: Laura Johnson, Suzanne Brown, and Clinton Holland.

**Pledge of Allegiance and Moment of Silence**

**Announcements, Awards, Special Recognition**

None

**Public Comment**

Hung Kien To said he would like to speak to a judge and went on to outline problems he had with the Police regarding, among other things, inaccuracies on an arrest document.

Kimberly Shainsky asked Council to come up with a compromise on the outdoor burning ban for people who lived on larger properties. She said she lived on a one-acre lot in Smokerise, where there were lots of trees, and the homes were far apart so smoke from other lots should not be problematic. She also mentioned the cost involved in getting large amounts of yard waste removed.

Staisha Bannerman, also of Smokerise, stated that the many trees created debris that could quickly pile up and attract wildlife. Without the option to burn outdoor waste, they had to pay to have it removed, which was an ongoing expense. Bannerman acknowledged that smoke could cause breathing problems for some people but said that should not be an issue on larger lots. She proposed Council restore burning privileges to these larger lots, with regulations including allowing small controlled free burns a few times a year.

Another Smokerise resident, Ange Maihorn, explained that her family enjoyed Georgia's lack of regulations compared to California, their previous home. She, too, asked Council to reduce the restrictions for larger lots.

Pavel Shainsky echoed these comments, noting that wood that was stockpiled became a fire hazard.

Randy Hough said he had been clearing his wooded property for the 30-plus years of his ownership, and it would be a major expense to have the debris hauled away by professionals. He asked Council to make an exception to allow burning on large lots.

**Agenda Changes**

none

**Minutes**

Holland moved to approve the November 20, 2025, City Council meeting minutes, the November 20, 2025, Executive Session minutes, and the December 1, 2025, Special Called Meeting minutes, then rescinded his motion. Brown moved to approve the minutes with the changes she had recommended to the City Clerk. Johnson seconded. Motion carried unanimously.

**A. November 20, 2025 City Council Meeting Minutes**

Motion to approve with changes recommended by Councilwoman Brown  
**APPROVED 4-0**

**B. November 20, 2025 Executive Session Minutes**

**APPROVED 4-0**

**C. December 1, 2025 Special Called Meeting Minutes**

**APPROVED 4-0**

**Consent Agenda**

Holland moved to approve Consent Agenda items A, B, and C. Johnson seconded. Motion carried unanimously.

The Mayor noted that they had just approved a \$1,000 donation of in-kind materials from Bike-Walk Fayette.

**A. Storm Water Maintenance Agreement - 215 Northlake Dr.**

**APPROVED 4-0**

**B. New Alcohol License - Bicicletta, 1263 N. Peachtree Parkway**

**APPROVED 4-0**

**C. Donation from Bike-Walk Fayette**

**APPROVED 4-0**

**Old Agenda Items**

**A. 11-25-05 Alcohol Ordinance Amendment and Fee Schedule Update**

City Clerk Yasmin Julio reminded Council that she had presented them with some options regarding amending the alcohol ordinance. One was to allow retail sales of wine at restaurants with on-premises consumption licenses. The other was to allow for sip and stroll or entertainment districts.

Johnson said she was fine with the first portion but needed more information on the second change and asked that it be tabled. Holland agreed that these were two separate issues.

Julio asked if they wanted her to phrase the motion and said it should be to amend the alcohol ordinance with the proposed amendments to sections 6-113 and 6-122 and to table the amendments to the remaining sections. So moved, said Johnson, seconded by Brown.

Brown confirmed that this dealt only with bottles of wine and meant that all restaurants with alcohol licenses could sell unopened bottles of wine.

Motion carried unanimously.

**B. 11-25-08 FY26 Budget Amendment- Sprung Structure for Kedron Aquatic Center**

Assistant City Manager Chris Hobby reflected that they had a good informational visit to Jefferson and Chamblee to view their Sprung Structures pool enclosures. Staff recommended awarding the contract for the design to WM2A for a flat fee of \$247,500. If this were approved today, Hobby said, the final budget for the entire project should be ready for Council approval in late March or early April, which would put them on target for a June project start.

Holland moved to approve Old Agneda item 11-25-08 FY26, budget amendment- Sprung Structures for Kedron Aquatic Center in the amount of \$247,500. Brown seconded. Motion carried unanimously.

**New Agenda Items**

**A. 12-25-01 Extension of Mechanical Services Agreement**

City Engineer Dave Borkowski requested a one-year extension of their maintenance agreement with Shumate Mechanical. He said they had contracted with Shumate for more than 25 years, and Shumate was one of the only vendors in the area that had the certifications the City required. The price of \$177,500 represented no increase since 2024.

Holland asked if this was just for service or were parts included. Borkowski said low-cost items, such as filters, were included, but major items would be purchased from Shumate.

Holland moved to approve New Agenda item 12-25-01, extension of the maintenance agreement with Shumate Mechanical in the amount of \$177,500. Brown seconded. Motion carried unanimously.

**B. 12-25-02 FY26- CVB Budget Amendment- Vehicles**

Convention and Visitors Bureau (CVB) Executive Director Tyler Runyon explained that the CVB Board voted unanimously in favor of spending up to \$100,000 for the purchase of two new vehicles and wraps. The money would come from reserve funds funding by the hotel/motel tax, not from Peachtree City residents, he pointed out. The current 2020 vehicle, leased through the City, would be turned over to Public Works.

Learnard asked why this came before Council if it had been approved by the CVB Board, and Runyon replied that the bylaws required Council approval for any

purchase over \$20,000 that was not in the original budget.

Holland asked how the vehicles would be utilized, and Runyon said the CVB would use these vehicles to escort prospective clients and also for staff travel. They would probably purchase Ford Explorers.

Holland moved to approve New Agenda item 12-25-02 FY26- CVB Budget Amendment in an amount not to exceed \$100,000. Brown seconded. Motion carried unanimously.

**C. 12-25-03 Part-Time Occupant Protection Specialist - Police Department**

Assistant Police Chief Matt Myers explained that the Department's long-running child seat inspection program required that officers maintain certification through a national organization called Safe Kids. There was a lot of training involved in getting the initial certification, and ongoing training was required to maintain it. They had been using an employee of the County Health Department to supervise this training, but that person was retiring, so Myers was asking Council to okay the creation of a part-time position for someone with those credentials to work about 100 hours a year supervising training and helping out with car seat check events. He said the cost would be no more than \$2,500 annually and could be absorbed into the Department's part-time salaries budget.

Brown moved to approve New Agenda item 12-25-03, part-time occupant protection Specialist for the Police Department at an unspecified dollar amount. Johnson seconded. Motion carried unanimously.

**D. 12-25-04 Consider termination of easement reserved by former Development Authority on NCR property**

City Attorney Ted Meeker said he hoped his memo was self-explanatory, and Learnard asked him to summarize it. In 1988, Meeker related, NCR bought property from the Peachtree City Development Authority and an easement was granted in that agreement in favor of the former Development Authority. It had to do with ingress and egress and included language related to utility easements. Meeker said he believed this easement was for interparcel access, but all the adjacent properties had now been developed, and he said he did not believe that was needed. The present property owner had requested they terminate this easement. Because the Development Authority had been dissolved, its duties passed to the City.

Holland asked if there was a cost involved, and Meeker said there was not.

Meeker offered to phrase the motion, saying it should be to approve the termination of an easement as set forth in the agenda packet subject to legal review. So moved, said Holland, seconded by Brown.

There was a blanket termination for ingress/egress and utilities, Meeker stated, and

he and the other attorney were trying to avoid unintended consequences, and there was a version of this agreement that preserved the utility easement.

Motion carried unanimously.

Learnard said she hoped that meant something exciting was coming to the NCR property.

#### **E. 12-25-05 Burn Ordinance Amendment**

Brown thanked everyone who showed up to speak about the burn ordinance and also those who had communicated about it. She said she had been thinking about the burn ordinance since Council approved it in May 2025 and now believed they did not fully explore the impact of completely banning outdoor burning. She wondered if they could minimize the impact on residents by allowing burning on lots of one acre or more.

Prior to the changes on May 15, Section 42-45 mandated a permit for each day of burning. Only yard debris (no trash) could be burned, and the pile was limited to 75 cubic feet. A permit was not required for a cooking or entertainment fire. Permits were not issued during the statewide ban period from May 1 to September 30. That ban covered 54 counties, including Fayette, and was put in place because of pollutants, not fire danger.

Before the changes, Brown continued, citizens went to the City website to obtain a permit, which stated the rules that had to be followed, and the permit had to be kept on hand. The fire had to meet the specifications on the permit and had to be attended at all times and extinguished at dark.

Brown said the old requirements said an open fire had to be at least 50 feet from any structure, and a burn barrel or container must be at least 25 feet from a structure. All fires had to be at least 25 feet from the wood line, the old ordinance dictated. Burn permits had to be obtained for each day of burning and expired at sunset. The old ordinance restricted piles to five feet by five feet and three feet high. She repeated that only yard and garden debris and brush could be burned.

The Georgia Forestry Commission stopped issuing permits for burning in 2021, and the only restrictions were now imposed by cities and counties. Brown pointed out that Peachtree City Fire Marshal Jeff Felmet told Council there had never been a burn permit fire that spread to a structure in Peachtree City.

Brown went over the data that Felmet presented to Council in May. At that time, the total number of permits issued over the past 24 months was 4,881, with 1,423 issued over the previous 12 months. Over the 24 months prior to the ban, 1,509 addresses obtained burn permits, with 542 addresses obtaining them in the previous 12 months. Half of the permits over the past 24 months, 2,440, were issued to just 137 addresses, and 57% (811) went to 135 addresses over the 12

months prior to Felmet's presentation.

Felmet offered Council two options during that May presentation, Brown remarked. Option One was a total ban on outdoor burning of yard debris within the City limits. Option Two allowed burning on large lots, with the size to be determined by Council, and banned burning on lots smaller than that size. Brown presented a square that showed dimensions of a one-acre lot but noted that probably no lot in Peachtree City was an exact square.

Peachtree City had 1,702 residential lots that were one acre or larger, plus about 20 more that were zoned Limited Use Residential (LUR), bringing the total to about 1,720, and Brown said she wanted Council to consider allowing those 1,720 lots to be able to obtain burn permits. This was a low percentage of the more than 13,000 residential lots in the City, she remarked. That could be lowered even more if they left out the LUR developments that had commercial uses within them.

She showed the top 10 addresses by burn permit count in May and noted that the top permitted address, with 1.36 acres, was not inside the city limits. Of the remaining nine lots, all but one were less than an acre. Brown said it appeared that the people with small lots were doing the greatest amount of burning, and it was no wonder that people were complaining about irritation from the smoke.

Only 542 addresses received permits in the year before Felmet's presentation—totaling 1,423 permits—and the top permit-holder was not in Peachtree City. This led Brown to question whether Council had exaggerated the issue of burning. She said continuing the ban on lots smaller than an acre would protect neighbors from smoke because the houses were further apart.

Brown urged Council to consider Felmet's Option Two, saying that restricting burning to lots of one acre or more would take away the option to burn in most neighborhoods. Reinstating burning on larger lots would allow residents to manage yard waste by burning it on site. That was cost-effective, cut down on wildfire risk, and encouraged owners to control how much debris accumulated on their property. It was not practical to expect property owners to haul large amounts of debris away themselves, and it was expensive to pay someone to haul it away.

Brown pointed out that if permits were limited to lots of an acre or more, 12.6% of all residential lots in the city would be eligible, which she said amounted to almost a complete burn ban.

She concluded by suggesting that Council amend the burn ordinance so that owners of lots of one acre or larger could obtain burn permits with the same guidelines that existed before the total ban was adopted on May 15, 2025. Brown said this would show citizens that Council acknowledged the difficulty they suffered with a total ban, while minimizing smoke issues in more dense housing areas.

She went on to say the ordinance had worked for many years. A handful of burn permits were issued in neighborhoods with small lots and that negatively impacted a few residents. Brown concluded that reinstating burn permits only for properties that were one acre or larger should work for everyone. She asked for comments and questions.

Learnard remarked that Council decided to ban burning in May after at least two City Council meetings that included pleas from parents and children who suffered from asthma. The Fire Marshal said the risk was not of the fire spreading, but from smoke, and said that even a three-acre lot would not solve the problem of smoke lofting. She felt Council had explored this issue thoroughly, listened to all input, and made a unanimous decision to ban burning.

That ban started October 1, and the Mayor said they should allow time to see how it was working before making any changes. She said one of the cardinal rules set out in the Georgia Municipal Association training they all had completed was to do a thorough investigation, make a decision based on that, and move on. She said she realized this had an impact on some citizens and that was why Council spent so much time on it. Nothing was unexplored, she remarked. The issue was smoke, she reiterated, and the Fire Marshal had made clear that larger lot sizes would not eliminate the problem of smoke lofting.

She said in the new year, when they again had a Council of five, she would be willing to discuss new implementation strategies for yard debris, but she could not support changing this after a unanimous Council vote and only two and a half months of implementation.

Johnson noted that the presentation was not in the packet, so she had not been able to review all the information. She asked Brown if she had discussed her proposal with the Fire Department. Brown said she had not; she reviewed Felmet's presentation and discovered the proposal for Option Two. Brown also stated that a lot of citizens had complained to her about the ban, and most of those had one acre or larger lots.

Johnson said she remembered that Felmet had explained that the software used for permits could not distinguish the size of the lots. They would have to come up with a way to have the GIS data identify addresses that qualified, Brown acknowledged, and they could also have a staff member look at each application to see if it qualified.

Johnson then remarked that she would like to know where these larger lots were located. They had received an email talking about people who walked around the lake and had to pass through smoke-filled areas, and Johnson wondered if there were many locations where burning could be close to public areas.

She then asked Brown if she thought people who could obtain permits should be

able to burn as many days as they wanted. Brown said it would be as many days as they wanted but only in the months when the State allowed burning. Right now, Brown pointed out, people could legally burn in a fire pit. She added that she did not want them to create a condition where people were stockpiling debris on their lots.

Johnson returned to Brown's question: Had they created a bigger issue than already existed? She did not think they had because the issue that existed was people being in their own homes unable to breathe. That was a bigger issue than debris. However, Johnson said, she could be open to tweaking this ordinance if she had more time to get her questions answered.

There were many neighborhoods where every lot was less than an acre, Brown remarked, although some had a few lots that were larger. Most of the larger lots were on the southside of the city, Brown remarked. She asked Strickland if he could generate a map showing the location of the larger lots, and he said he could.

Johnson said people had come to her thanking her for the ban, while others asked why she supported it. She thought they went through a good process to adopt this, and it should be given more time. She acknowledged that some residents had been burdened and was open to considering a change but wanted it to be a process where they all had input.

If they waited too long, Brown commented, they would be getting back in the State's burn ban period. Johnson asked if they could ask the City Manager to gather some information so they could discuss it at the Council retreat.

The Mayor said she also wanted to look at three-acre lots. Brown countered that would not help the people with one-acre lots; there were only 155 lots of three acres or more, compared to around 1,700 of an acre or larger. A cleared lot of three acres might not have a debris problem, but an acre with a lot of trees would, she remarked. Limiting burning to three acres would not solve the problem for the majority of those who were impacted.

Learnard again said she was willing to have discussion in the new year. She asked Holland for his comments. He proposed a compromise that allowed burning on the 155 lots of three acres or larger, with designated days and times. Then, they could look at lowering the threshold even more once the fifth member joined the Council. Holland added that he, too, wanted more information.

Brown said allowing burning on just 155 lots turned a deaf ear on the other 1,500 large property owners who were impacted. She also mentioned that most of these property owners had never obtained a burn permit. She asked if they could see the size lots of the addresses that obtained permits, and Fire Chief Clint Murphy said that should be possible.

Holland asked the Mayor if she would entertain a motion to allow burning on lots of three acres or larger, but she said she would not, recalling that the Fire Marshal told them that three acres did not solve the problem of smoke lofting. She did not want to revisit something that had only been in place for a few months and said they should explore other options, which they could do in the new year.

Holland asked Johnson if she would support his motion, and she replied that it would not be done that day, but she would not rule it out in the future. She confirmed with Murphy that the program used for permits could not indicate the size of lots and noted that meant they could not enforce Holland's proposal right now. If they discussed this at the retreat, maybe they could bring ideas to the February Council meeting, she said, noting that would give people a few months when burning was still allowed. Johnson said she understood the need and did not want people to have debris piling up.

Holland moved to table this item until the first meeting in February. Brown seconded. Motion carried unanimously.

### **Public Hearings**

None

### **Council/Staff Topics**

1. Brown remarked that the Wreaths Across America wreath laying ceremony would be the next Saturday at Camp Memorial Cemetery in Fayetteville.
2. Brown gave notice that she was going to put discussion of the three-minute time limit for public comment on the January 5 agenda.

### **Executive Session**

Holland moved to adjourn to executive session at 10:42 a.m. to discuss personnel and the sale, lease, or acquisition of real estate. Brown seconded. Motion carried unanimously.

Brown moved to reconvene in regular session at 10:48 a.m. Holland seconded. Motion carried unanimously.

### **Adjourn**

There being no further business, Brown moved to adjourn the meeting. Holland seconded, Motion carried unanimously.

The meeting adjourned at 10:49 a.m.

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Martha Barksdale, Recording Secretary

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Kim Learnard, Mayor

**City Council of Peachtree City**  
**Meeting Minutes**  
**Monday, January 5, 2026**  
**8:30 AM**

**Call to Order**

The Mayor and Council of Peachtree City met in special called session at City Hall on Monday, January 5, 2026. Mayor Kim Learnard called the meeting to order at 8:30 a.m. Council members attending: Laura Johnson, Suzanne Brown, Clinton Holland, and Michael Polacek.

**Pledge of Allegiance and Moment of Silence**

**Oath of Office Council Post 4**

The Mayor administered the oath of office to new Council Member Michael Polacek.

**Selection and Oath of Office Mayor Pro Tem**

Johnson moved to nominate Brown as Mayor Pro-Tem. Holland seconded. Motion carried unanimously. The Mayor administered the oath of office to Brown.

**Public Comment**

None

**Agenda Changes**

None

**Consent**

Holland moved to approve Consent Agenda items A-J. Bronw seconded. Motion carried unanimously.

- A. New Alcohol License - Biscuit Belly, 238 City Circle, Suite 1020**  
APPROVED 5-0
  
- B. FY26 Budget Amendment – Acceptance of Opioid Settlement Proceeds (McKinsey Subdivisions Settlement)**  
APPROVED 5-0
  
- C. 2025 Walmart Local Community Grant**  
APPROVED 5-0
  
- D. Resolution # 01052026-CA-D Indemnification of Public Officials**  
APPROVED 5-0
  
- E. Legal Organ - Fayette County News**  
APPROVED 5-0
  
- F. Appointment of Public Facilities Authority Board Member**  
APPROVED 5-0
  
- G. Agreement with Capella University and Liberty University**  
APPROVED 5-0

**H. Library Painting Proposals**

**APPROVED 5-0**

**I. Approve purchase of new cardiac monitor for Fire Department**

**APPROVED 5-0**

**J. Grinding and Removal of Organic Matter at the Recycling Center**

**APPROVED 5-0**

**Work Session Discussion Items**

**A. Personnel Policy Revisions**

Human Resources Director Dr. Teaa Allston-Bing introduced several proposed updates to City personnel policies. These included providing double pay in emergency situations, allowing City employees to be promoted during their probationary period, revising the merit pay policy so a promotion no longer disqualified someone from receiving a merit pay increase, eliminating redundancies in the disciplinary policy, and formally revising the Police overtime policy to 84 hours rather than 86.

Other revisions included adding one hour for each day of field training pay, removing the charges to employees for take-home vehicles and eliminating a few eligible positions for those vehicles. Bereavement leave would be changed from calendar days to hours. Juneteenth would be added as a holiday, and values had been increased for retirement awards and parties to keep up with inflation.

She said these changes were long overdue and would bring the City in line with best practices and in legal compliance. They should help with recruitment and retention.

Holland noted that he had not had time to go through these changes in-depth and might have questions later.

Brown said she had emailed the City Manager about the take-home vehicle policy, and he had described some things that had taken place and also said it was nebulous exactly when some of these practices had been changed. If there was a written policy and a decision was made that went against it, Brown asserted, the policy should be changed immediately to reflect what was being done in practice. She did not think they should stockpile all these changes until it became a major document and noted that it was easy to change a policy as needed. Strickland said he agreed, and that was why they were bringing this forward. He said he always wanted policy to reflect current practice.

Learnard asked Holland if he would be ready to vote at the next meeting, and he said he would if Strickland was available to answer questions, which he said he would be.

## **B. Introduction to Upcoming Text Amendments**

Planning and Development Director Shayla Reed had six updates on various text amendments—four that had been discussed by Council and two new ones. An amendment to the sign ordinance regarding roof parapets was scheduled to come before Council at the January 15 meeting, and the changes regarding cosmetic tattoos and microblading would also be on an upcoming agenda.

Reed said the Planning Commission was still refining the ordinance on invasive and native plants and would see the ordinance amendment allowing for short-term rentals during the World Cup at its next meeting.

The Planning Commission also was asking Council to consider requiring commercial and industrial developments to include a minimum of five designated golf cart parking spaces. Another ordinance change Reed said they wanted Council to initiate was allowing LED lighting, which was now the standard, for commercial and industrial developments.

Learnard asked if changing the schedule to hold one February meeting on the 12<sup>th</sup> would affect the roof and microblading amendments, and Reed said she would just have to advertise the hearings accordingly.

Learnard also asked if the Unified Development Ordinance (UDO) Committee would be addressing golf cart parking. That was where this originated, Reed said, explaining that the UDO Committee thought this change was something that could be accomplished quickly, while the entire UDO process itself was going to take more than a year to complete.

Would there be enough time for the short-term rentals to be ready for the World Cup? Holland asked. Reed said the World Cup was taking place over the summer, so there should be enough time if this came to the Planning Commission this month and Council next month.

Holland then said he would like to see a requirement for bicycle racks in addition to the golf cart parking. Reed replied that they would be looking at the entire parking ordinance, per the City Manager's request.

Brown asked if they needed a consensus. Strickland said they would need a motion to initiate the text amendment process for the parking ordinance and the lighting ordinance, and Holland said, "so moved." Brown seconded. Motion carried unanimously.

## **C. Crosstown Tunnels Design**

One of the 2023 Special Purpose Local Option Sales Tax (SPLOST) projects was to evaluate the existing corrugated metal tunnels, City Engineer Dave Borkowski remarked, with an emphasis on the Taco Bell Tunnel and the Regions Bank Tunnel

on Crosstown Road. Feasibility studies had determined that it was possible to replace them with bigger tunnels without having to significantly raise the road. The study estimated a construction cost of about \$1.4 million per tunnel.

The next step would be to design the tunnels and create construction plans. This would involve surveys and hydraulic modeling, plus re-configuration of the path connections and making the paths compliant with the Americans with Disabilities Act (ADA). The City had been working with POND & Co. as the design engineer, and they had provided an estimate of \$300,000 for the entire design scope of work with a timeline of 12 to 18 months. Borkowski again noted that this project was funded by the SPLOST and said he would bring this to Council for a vote at their next meeting.

Learnard verified that the \$300,000 design was for both, but the \$1.4 million was per tunnel, and Borkowski said that was correct. She went on to verify that they replacements would be concrete box tunnels; Borkowski said that was right, and they would be 14 feet wide and eight feet tall, which was higher than the present tunnels where height was an issue. Would they be addressing the drainage issues? Borkowski said they would.

Holland asked if anyone knew the number of carts that could not fit through the tunnels, and Strickland said they did not, but newer carts were getting higher. Holland estimated that the very large carts were just 5% of the total. He questioned the wisdom of spending \$1.4 million per tunnel for this small number of users when there was a need for new paths in other parts of the city.

Because this was a SPLOST project, Strickland said, it had to be done, and the money could only be spent to upgrade corrugated metal path tunnels, as stated in the SPLOST project description. The reasoning behind this project was because these tunnels, especially the Taco Bell Tunnel, were among the most highly traveled in the city. It was dangerous because it was so low, but the biggest safety hazard was that the tunnels were not wide enough to accommodate two carts going in opposite directions, and sight distances did not allow drivers to see an oncoming cart when they entered the tunnel.

Holland said this project seemed to have come out of the blue. He thought the paths should get priority, and Strickland said the paths on the east side that were in the SPLOST were already in design.

Brown said she had ripped the rain fly on her cart in the Taco Bell tunnel, and Learnard said they had all had problems. Brown said she understood this was a SPLOST project, although she also had questions about prioritization. Polacek said 10 to 20 years from now, golf carts would probably be even bigger, so they needed to start on this. Johnson reflected on a time in the 1990s when the tunnel flooded.

#### **D. Transportation Improvement Program (TIP) Grant Application - Grade**

## **Separated Crossing to Connect Booth Middle School and McIntosh High School**

Borkowski explained that the Atlanta Regional Commission (ARC) had put out a call for transportation grant project applications for the 2027 and 2028 fiscal years. They requested scoping studies or construction projects that were intersection, safety and/or pedestrian related.

The construction projects must be included in an officially adopted transportation plan, and the cost must be at least \$4 million. Staff had determined that the grade separated crossing to connect Booth Middle School and McIntosh High School, a 2023 SPLOST project, met the criteria for construction projects. The grant window for this would close on January 23, Borkowski continued, and they needed to submit a resolution of support from Council. He said they anticipated a total project cost of around \$10 million with a local match of \$2 million, which could come from the 2017 and 2023 SPLOSTs. The total cost would include the bridge and path connections from the bridge to the Peachtree East Shopping Center.

Fayette County had agreed to sponsor the City in this application. The City would do all the work with the assistance of a consultant, and the County would function as the funding agency to distribute money to the City from the ARC. The bridge was in the 2023 SPLOST and the path connections were in the 2017 SPLOST. Borkowski said there was adequate funding for the bridge match, but they might need to transfer some funds from the contingency in the 2017 SPLOST for the path connections.

He said he would be back at the next Council meeting to ask for approval of the resolution. Brown asked how much contingency money remained in the 2017 SPLOST, and Strickland said he would send her that information.

Holland noted that most grant applications asked if there was a safety issue and wanted proof, such as crash data. Did they have that? Borkowski reminded him of the Safe Streets for All program that they had worked on with the County. This corridor was listed as a common area for crashes, and that data would be submitted with the application.

Would it be helpful to vote today since the deadline was so tight? Johnson asked. Holland moved to approve the resolution of support included in the meeting packet and the submission of the grant application, inclusive of the crash data. Polacek seconded. Motion carried unanimously.

## **E. Resolution - Transportation Improvement Program (TIP) Grant Application - SR 54 Corridor Study**

This was a second application under the ARC's same call for Transportation Improvement Plan (TIP) grant applications. This was for a study of the SR 54 corridor from Fayetteville into Coweta County. Fayette County was taking the lead on this application, and Peachtree City needed to provide a resolution of support.

They didn't have a final cost estimate, but Borkowski said the County estimated about \$500,000, which would be split among all the jurisdictions.

Holland noted this study had been his pet project and moved to approve the resolution and the TIP grant application for a SR 54 Corridor Study. Johnson seconded. Motion carried unanimously.

#### **F. Public Participation Ordinance**

Brown had prepared a presentation, but Learnard asked if what she wanted was for each speaker to get at least four minutes to speak and to eliminate the 30-minute total time for public comments, and Brown said that was it. Learnard said she believed Council was in agreement with this change.

Brown moved to amend the public participation ordinance to allow four minutes to each citizen making a comment and to remove the provision that restricted comments to 30 minutes. Johnson seconded. Motion carried unanimously.

#### **New Agenda Items**

##### **A. 01-26-01 HVAC Replacement Purchases for Fire Station 84**

Two split HVAC systems at Fire Station 84 needed replacement, Borkowski stated. The cost would be \$40,574 through Shumate Mechanical.

Johnson moved to approve the purchase of two new split systems in the amount of \$40,574 from Shumate Mechanical under the terms of the annual contract. Brown seconded. Motion carried unanimously.

##### **B. 01-26-02 FY25 Budget Amendment/Meade Field Paving**

Public Works Director Jonathan Miller explained that staff had prepared cost estimates for paving Meade Field Drive, completing additional paving throughout the Meade Complex, and constructing a new entrance to access the lower parking lot from Rockaway Road.

The estimates were developed using the unit bid prices from the 2025 Paving Contract awarded to Atlanta Paving and Concrete. They had completed all the original contract roads in the paving bid, Miller stated, and he had included a budget amendment to add about \$595,000 of additional Local Maintenance and Improvement Grants (LMIG) funds into the paving budget. That LMIG money and what was left in the paving bid came to a little \$1 million, and the projects at Meade would be about \$1.3 million.

He was asking Council to approve the budget amendment and a \$400,000 change order to Atlanta Paving.

Holland said he remembered discussions with the developer of the adjacent

townhomes about splitting the cost of this access drive. Strickland said that would still happen. This would eliminate a planned curb cut from the townhomes to Rockaway. The City was legally required to use Atlanta Paving, and it would be the cheapest measure, too. Miller said the townhomes should be providing about \$200,000, which was what they would have spent on the curb cut they were eliminating.

Holland asked City Attorney Ted Meeker if they needed a written agreement with the developer about payment for the use of the driveway. Meeker said he believed they were protected. Strickland said he had been talking to them, and they wanted to use the new driveway. It would either be that or creating another curb cut, which would require permission from the City. Strickland stated he was confident the reimbursement details would be worked out.

Brown moved to approve New Agenda item 01-26-02 FY25, budget amendment/Meade Field paving in the amount of \$400,000. Johnson seconded. Motion carried 4-1, with Brown, Johnson, Learnard, and Polacek voting in favor, and Holland against.

**C. 01-26-03 Appointment of Board Member to the Fayette County Development Authority**

City Clerk Yasmin Julio said that the term of Peachtree City's appointed representative on the Fayette County Development Authority (FCDA), Jim Kuo, had expired in October, but he had been serving since then. The bylaws said the Mayor and Council should appoint one taxpayer residing in the city for a four-year term.

Brown nominated Holland for the remainder of the four-year term. Holland seconded. Motion failed 2-3, with Brown and Holland voting in favor; Johnson, Learnard, and Polacek against.

Johnson moved to appoint Virginia Gibbs. Polacek seconded. Motion carried 3-2, with Johnson, Learnard, and Polacek voting in favor, Brown and Holland against.

**Public Hearings**

**A. 01-26-04 Variance request from rear setback, 103 Harris Halt**

The home on this property was constructed in 1976, Reed related, and it seemed that the deck and porch were built at that time. Both the house and the deck encroached into the 30-foot setback that was required both in the 1970s and now. The homeowner was seeking a building permit to repair the porch and deck. The ordinance required that everything existing be brought into compliance, hence the request for the variance to reduce the rear setback to 17 feet. Reed showed photos of the aged and damaged deck and porch.

The applicant, Debbie Mercado, explained that a tree hit the deck in May, and they

discovered the setback issues when seeking a permit to rebuild it at the same location.

The Mayor opened the public hearing. No one wished to speak either in favor or in opposition, and she closed the hearing.

Brown noted there were five properties that abutted this property, and there were letters of support in the packet from two of those addresses. She would have liked letters from the other neighbors.

Learnard said she had no problem with this request, noting that Mercado was going to replace this on the existing footprint, and Council wanted to encourage residents to maintain their properties.

Addressing Brown's comment, Mercado said another letter had come in after the deadline, and the other two properties were not adjoining hers in a way that the deck was visible.

Because this had existed since the house was built in 1976, Johnson agreed that the variance should be granted.

Johnson moved to approve Public Hearing item 01-26-04, variance request from rear setback, 103 Harris Halt. Polacek seconded. Motion carried unanimously.

**B. 01-26-05 Variance request for new curb cut, 479 Crabapple Lane**

Assistant City Engineer John Schnick explained that the applicant was requesting a variance for a curb cut in order to add a new driveway. The ordinance required variances for curb cuts on collector roads.

The applicant had obtained a sight distance survey from an engineer that evaluated the sight distance from the new driveway as opposed to the old. Schnick said the engineer measured those and also measured a third location in between the two. That third location, called location two in the engineer's report, was the one that met current requirements for sight distance and was the location staff recommended if Council decided to grant the variance.

Applicant John Gillanders said this driveway was put in in 1978 when there was little development in this area. Now, there was a cart path, a school, power poles, and several subdivisions. His driveway entered the road at an unsafe location and angle, and Gillanders noted that in order to exit the driveway, the nose of the vehicle had to be across the path in order for the driver to see oncoming traffic. During school drop-off and pickup hours, the path traffic often prevented them from being able to exit and enter the driveway.

He said he had merged two lots so the driveway could be moved, which was when he found out a variance would be required. He wanted to move the driveway 95

feet, and the neighbors supported his request. City staff recommended moving it 47 feet, a location that would provide 330 feet of sight distance in both directions. The other location would provide about 270 sight distance. Gillanders said street traffic was not the issue; the issue was crossing the cart path at peak times.

Learnard asked him if he would be agreeable to using location two, and Gillanders told her he would be, but preferred the other location.

Learnard opened the public hearing. No one wished to speak either in favor or in opposition, and she closed the hearing.

Brown said she drove by the property and agreed they had a problem because the driveway was directly across from the school. Would it be best to move the full 95 feet away, even if that would not give them the recommended sight line? That would be best, Gillanders said, because at 47 feet, cars were lined up on Crabapple, and he would not be able to turn east during the school traffic times. Learnard mentioned that Crabapple was a two-lane road, and Gillanders agreed that cars stacked up in both directions. Brown said they needed to take that into consideration.

Learnard asked for a staff comment because they had recommended location two. Borkowski said that location met the sight distance requirements for cars on the road. Learnard asked if they could approve the 95-foot and what were the implications? Borkowski said Council would be approving something that did not meet engineering standards. Brown said what he had now did not meet standards, and Learnard noted they had the opportunity to correct that.

Holland said the drawings and his drive-by of the property seemed to show that the 95-foot relocation would give a longer sight line than the 47-foot. He questioned if the engineer doing the traffic study had looked at that. Borkowski said it was in the report presented to Council. The 47-foot relocation did not meet the sight line requirements.

There was a two foot "push back" between the 47 feet and the 95 feet that prevented a clear sight line at the 95-foot mark, Gillanders stated. He again said the issue was not with the cars on the road, but with the carts on the path.

Holland said it looked like there was a big drop in grade between the two points, and Schnick mentioned a curve that impacted the sight distance. Location two had better sight distance to the east; both spots had good sight distance to the west. Schnick said staff also recommended grading out of the hump that Holland had mentioned.

Learnard then said she could not imagine a condition where they would vote against the American Association of State Highway and Transportation Officials (AAHSTO) standards.

Meeker asked Gillanders if he was abandoning the other curb cut? Learnard said that was one of the recommendations. Was there a problem with adding a requirement that the old curb cut be removed within 180 days of the completion of the new driveway? Brown asked.

Page 124 of the packet listed four conditions staff had recommended, and one was that location two be used because it met AASHTO standards, Learnard stated. Johnson said she would not want to go against those standards.

Brown moved to approve Public Hearing item 01-26-05, variance request for new curb cut, 479 Crabapple Lane, provided that all four of the conditions the Planning Department recommended were adopted as outlined in the covering memo of the agenda packet, plus a condition that the section of the old driveway labeled as “existing concrete driveway to be removed” be removed within 180 days of the completion of the new driveway. Holland seconded. Motion carried unanimously.

### **Council/Staff Topics**

#### **A. Massage Ordinance**

Learnard said she wanted to revisit the massage ordinance. Julio said Council approved an ordinance revision that established a regulatory fee in 2022 at the request of the Police Department. That ordinance did not allow spas or massage businesses to sell or serve alcohol. A well-known spa company approached them about a year ago, asking to serve wine and champagne. Julio said the Police Department did not feel it would be a problem to allow that. Julio said it might require an addition to the alcohol ordinance.

Learnard said the company that approached them said Peachtree City was the only location in their chain that prohibited alcohol. Holland wondered if nail salons should be included, but Julio said they were allowed to serve—only businesses offering massages were excluded. None of the other members had comments, and Julio said they would draft the ordinance and bring it to a future meeting.

#### **B. February Council Meetings**

The Mayor said the February 19 meeting would conflict with the school break. Also, Julio pointed out, the Council retreat was scheduled for January 28-30, with a Council work session scheduled for February 5. She suggested merging the two into one meeting on February 12 at 6:30 p.m.

Brown wondered if only one meeting would be sufficient to conduct business. Reed said she would have only the two text amendments for the agenda. Strickland said he did not believe there would be a lot of items to discuss. Julio said they could discuss work session items at the retreat if needed. Council agreed on a February 12, 6:30 p.m. meeting.

#### **C. Annexation Study**

They decided in 2025 not to pursue an annexation study, but Learnard said she felt it was necessary and timely and would like them to take it up this year. Reed stated that they had released a request for proposal (RFP) for a consultant to give them a review of their boundaries and see where there might be opportunities to expand them. She noted there was little land left for development of open space or industrial use. A boundary study would give them an idea of how annexations could impact public safety or schools, for instance. If an annexation request was made now, staff had to analyze those things. She said an annexation study would be of great help with the Comprehensive Plan was updated in 2027.

Learnard noted they had a quote at one time, could they use that? Reed said that money was still available.

Holland said in the past he had wanted an annexation study but then decided it was not needed because they knew where they wanted to expand. Now, he had realized there were other issues, such as public safety, to consider, as well as deciding what methods they wanted to use to annex and he would support a study now.

Polacek said it seemed like a no-brainer from a policy-making standpoint, remarking that the last study was in 2014.

Brown's concern was that developers would learn what land they were eyeing to annex and buy it for a different use than what they were trying to annex it for. They were not looking to annex for housing, but mostly for industrial use. Reed pointed out that rezoning was required as a part of annexation. Brown said a developer could buy property just outside the current boundaries and start building. Learnard said that access to Peachtree City's sewer system was a prime motivator for annexation requests.

Johnson said she would be in favor of a study, and Learnard said they would move forward.

#### **D. Update on residential moratorium**

Brown recalled they put a moratorium on multi-family rezonings in October with a 180-day expiration date. She asked Reed where they stood in the process for changing the zoning ordinance to remove this zoning category. Reed said it was still underway, and Brown said she wanted to make sure it did not expire before they could extend it. Meeker said staff was working on it and would get something before Council or ask to extend the moratorium before it expired in April.

#### **E. Invocation at the beginning of meetings**

At a future meeting, Brown said she would put an item on the agenda regarding having an invocation at the beginning of each meeting.

Strickland confirmed with Brown that she wanted the invocation discussion on the

agenda for the next meeting. Brown said she did, and Julio said Brown would have to submit the information prior to the deadline.

**F. Timing of appointments**

Brown also wanted them to discuss synchronizing appointments to boards and commissions with Council terms. Learnard said they should talk about this at the retreat.

**G. City of Civility/City of Ethics**

Johnson mentioned the City of Civility resolution that they tabled until they had a full Council. Strickland said it was brought forth by staff because it had been approved two years prior and was expiring.

Holland asked about the City of Ethics resolution, and Strickland said the Georgia Municipal Association (GMA) would notify them when it was expiring.

**H. Bird City**

Brown also said there had been a mention of becoming a bird city, and Learnard said they could discuss that at the retreat.

**Executive Session**

Holland moved to adjourn to executive session at 10:11 a.m. to discuss personnel and the sale, lease, or acquisition of real estate. Brown seconded. Motion carried unanimously.

Holland moved to reconvene in regular session at 10:32 a.m. Brown seconded. Motion carried unanimously.

**Adjourn**

There being no further business, Holland moved to adjourn the meeting. Brown seconded, Motion carried unanimously. The meeting adjourned at 10:32 a.m.

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Martha Barksdale, Recording Secretary

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Kim Learnard, Mayor

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**MEMO TO:** Mayor and City Council

**VIA:** Justin Strickland, City Manager

**FROM:** Janet Moon, Police Chief 01/08/2026  
Yasmin Julio, City Clerk/ Director of Executive Services 01/08/2026  
Justin Strickland, City Manager 01/09/2026

**DATE:** January 15, 2026

**SUBJECT:** Ordinance #1245 Alcohol at Massage Establishments

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**Recommendation:**

Approve Ordinance #1245 Massage Establishment amendment

**Discussion:**

The council expressed interest in allowing massage establishments to apply for an alcohol license. The proposed amendment to section 42-405 (f) states that only wine or champagne may be served on the premises, provided the server holds all required local and state alcoholic beverage licenses.

Massage establishments would need to obtain an alcohol license from the city and state before offering alcohol as part of spa packages or complimentary drinks to patrons.

**Budget Impact:**

There may be an increase in wine alcohol licenses, which carry an annual fee of \$575.

**Attachments:**

1. Sec.\_42\_405.\_\_\_Operating\_requirements\_\_\_unlawful\_acts.

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## Sec. 42-405. Operating requirements; unlawful acts.

- (a) The premises shall be kept clean, neat, and sanitary and shall comply with all sanitary and health requirements of the state, the county, and the city.
- (b) Price rates for all services shall be prominently posted in the reception area in a location available to all prospective customers.
- (c) Ordinary beds or mattresses shall not be permitted in any establishment.
- (d) All employees, massage therapists and other persons on the premises, with the exception of customers, shall be completely clothed at all times when administering a massage. For the purposes of this requirement, "completely clothed" shall mean having appropriate undergarments and either a blouse or shirt on the upper portion of the body, which shall cover all the upper body save the arms and neck and shall mean having on the lower body appropriate undergarments plus either pants or skirt which must cover from the waist down to a point at least two inches above the knee. Clothes must be completely non-transparent.
- (e) During business hours, it is unlawful to block or obstruct the view into any establishment by tinting or covering windows and/or doors as to prevent an open view into the premises.
- (f) Only wine or champagne may be sold or served on the premises, provided the establishment holds all required local and state alcoholic beverage licenses.~~No alcoholic beverages shall be sold or provided to customers on the premises.~~
- (g) It is unlawful for any person in a massage establishment to place his or her hands upon, to touch with any part of his or her body, to fondle in any manner, or to massage a sexual or genital area, as defined in this article, of any person or to act in a manner intended to arouse, appeal to, or gratify the lust or passions or sexual desires.
- (h) It is unlawful for any person under the age of 18 to patronize any massage establishment unless such person carries with him or her at the time of such patronage, a written order, provided by a regularly licensed physician, directing the [treatment be given] or written permission of the underage person's parent or guardian.
- (i) It is unlawful for any person or firm to provide "outcall" massage in any hotel, motel, rooming house, or similar place offering short term lodging to the public.
- (j) It shall be unlawful for any person owning, operating, or managing a massage establishment to knowingly or negligently cause, allow, or permit in or about such massage establishment any agent, employee or other person under his supervision or control to perform any acts prohibited under this section.
- (k) Notwithstanding any local, state, or federal criminal violation, it is specifically declared that any violation of this article shall constitute a nuisance, the same being subject to abatement in the municipal court of the city, as provided by charter. It shall be unlawful for any person to maintain or permit the existence of any nuisance on any property within the city.
- (l) Any provision of state law notwithstanding, a violation of the provisions of this article shall be further punishable as provided in section 1-11 of this Code.
- (m) Any employees present at a massage establishment with a regulatory fee certificate or employees presently located at an establishment providing or advertising massage therapy without a regulatory fee certificate may be subject to a criminal background check.
- (n) No regulatory fee certificate to conduct a massage establishment shall be issued unless an inspection discloses that the establishment complies with each of the following minimum requirements:

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- (1) A readable sign shall be posted at the main entrance identifying the establishment as a massage establishment, provided also that all such signs shall otherwise comply with the general sign requirements of this Code;
  - (2) Minimum ventilation shall be provided in accordance with the standard building code;
  - (3) Adequate equipment for disinfecting and sterilizing any instruments used for massage shall be provided;
  - (4) Hot and cold running water shall be provided;
  - (5) Closed cabinets shall be utilized for the storage of clean linen;
  - (6) Adequate dressing and toilet facilities shall be provided for customers;
  - (7) All walls, ceilings, floors, steam or vapor rooms and all other physical facilities for the establishment shall be kept in good repair and maintained in a clean and sanitary condition;
  - (8) Clean and sanitary towels and linen shall be provided for customers receiving massage services; no common use of towels or linens shall be permitted; and
  - (9) The establishment, prior to the issuance of any license hereunder, must be in complete compliance with the city fire code, the city electrical code, the city plumbing code, and with all other requirements of federal, state, county and municipal law designed to protect the health, welfare and safety of the persons who come into contact with said establishment.

(Ord. No. 1201, § 2, 9-15-2022)

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**MEMO TO:** Mayor and City Council

**VIA:** Justin Strickland, City Manager

**FROM:** David Borkowski, City Engineer 01/07/2026  
Kelly Bush, Financial & Administrative Services Director 01/08/2026  
Chris Hobby, Assistant City Manager 01/08/2026  
Justin Strickland, City Manager 01/09/2026

**DATE:** January 15, 2026

**SUBJECT:** 01-26-06 Crosstown Tunnels Design

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**Recommendation:**

Award the design of the Crosstown Tunnels to POND and Company for the amount of \$300,000.

**Discussion:**

One of the projects approved as part of the 2023 SPLOST was to evaluate and replace (if needed) the existing corrugated metal tunnels on the City's path system. The SPLOST emphasized evaluating the tunnels around Braelinn Village shopping center first, due to their high traffic numbers. City Staff began with a feasibility study of the two tunnels that run under Crosstown Road. These tunnels are known as the Taco Bell Tunnel (T08) and the Regions Bank Tunnel (T09).

Both of these tunnels are lower than more modern tunnels. This means that newer golf carts often have to find an alternate route to avoid these tunnels or risk becoming stuck. These tunnels are also narrow, only allowing a single cart to pass through at a time, which causes delays for pedestrians and other carts waiting to access the tunnel. The southern approach to tunnel T09 is a combination of sharp turns and a steep hill which makes visibility difficult for users approaching the tunnel. All of these factors combine to create tunnels that are less safe and more difficult to utilize. In addition, both tunnels are located near to the floodplain and multiple drainage channels.

The feasibility study recommends replacing the existing tunnels with concrete box culverts to provide a long-term solution. The final alignments will be determined during the design process, but they will remain in generally the same locations. The feasibility study estimated a construction cost per tunnel of approximately \$1.4 million.

The next step in this process is for the consulting engineer to design the proposed replacement tunnels and create construction plans. During this phase they will survey

the area around each tunnel for an accurate representation of the current conditions, analyze the floodplains to avoid creating flooding problems and provide for positive drainage away from the tunnels, develop construction drawings for the entire project, and refine the cost estimate to more precisely approximate the construction cost of each tunnel.

The City has been working with POND & Company as the design engineer on this project because they have a history of quality design and engineering for transportation projects in the City. Most recently, POND has consulted on the assessment and repairs of multiple bridges and tunnels in the City. POND has shown a consistently high level of professionalism, concern for citizen safety, respect for City facilities, attention to detail, adherence to scope of work, ability to stay within budget and responsiveness.

The proposal for the entire design scope of work is \$300,000, with an expected timeline of 12–18 months. Staff recommends awarding this work to POND and Company.

**Budget Impact:**

This project will be funded from SPLOST 2023. There is adequate funding available in the account.

**Attachments:**

1. Crosstown Tunnels Feasibility Study

**To:** John Shnick, PE  
**From:** Arwin Lopez, PE, Pond & Company  
**Date:** September 3, 2025  
**Subject:** Crosstown Drive Tunnels Feasibility Study  
**Pond Proj. #** 1250565  
**CC:** Dave Borkowski, P.E, M. ASCE City Engineer  
Pedram Rahbar, PE  
Sean Bush

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## **Introduction And Purpose**

The two (2) multi-use pedestrian tunnels under Crosstown Drive between SR 74/Joel Cowan Parkway and South Peachtree Parkway are part of Peachtree City's 2023 SPLOST. Pond and Company was tasked with a feasibility study to evaluate replacements of these tunnels. This memorandum documents the items considered as part of this feasibility.

The following summary of the tunnel replacement evaluation is based off GIS data supplied by the city. The tunnel's horizontal and vertical alignment was evaluated to accommodate a proposed 8-foot x 14-foot interior concrete culvert. Pond and Company considered drainage, utilities, constructability, and right-of-way required to implement this new tunnel.

For the purpose of this feasibility study, the tunnel located 1,800 feet east of SR 74/Joel Cowan Pkwy will be referred to as tunnel #8 and the tunnel located 500 feet west of South Peachtree Pkwy will be referred to as tunnel # 9. This numbering is based on Pond's previously completed Tunnel Assessment Study.

## **Design Standards**

### **Tunnels**

The design speed used for both the trails is 20mph. A minimum grade of approximately 0.5% through the tunnel was utilized to facilitate drainage. A maximum grade of 5% was used where practical; however, tunnel 9 does have existing steep approach grades. An interior width of 8'-0" and height of 14'-0" was used in the design as shown on the Multi-Use Path Tunnel Detail in the Peachtree City Location Design Manual.

### **Roadway**

Crosstown Drive is currently posted at 40 mph. The proposed grades are relatively flat throughout the project, with most being less than 2%. The grade east of Tunnel 9 as it approaches Peachtree Parkway is approximately 4.7%.

### **Tunnel and Trail Cross Section**

The tunnel cross section used in the feasibility of these two locations consists of a pre-cast bottomless arch culvert with a clear opening width of 14'-0" and a clear height of 8'-0" in the center. Both the walls and ceiling of the proposed tunnel are 8" thick. The surface of the trail is assumed to be paved with 2" of 9.5 mm Superpave over 4" of graded aggregate base.

### **TUNNEL #8 FEASIBILITY**

#### **Existing Conditions**

Tunnel #8 is located under Crosstown Drive, approximately 1,800 feet northeast of the intersection of Crosstown Drive with SR 74/Joel Cowan Pkwy. The existing tunnel consists of a steel plate arch that measures 103'-3" in length with a minimum vertical clearance of 6'-5" and a horizontal clearance of 8'-0". The tunnel floor is paved with concrete, and the wing walls are stone walls. There are no lights installed inside the tunnel. This tunnel crossing is within a FEMA regulated flood zone.

#### **Proposed Horizontal Geometry**

This feasibility study evaluated maintaining the existing horizontal alignment. The proposed horizontal alignment begins approximately 160 feet west of the beginning of the existing tunnel and extends eastward 360 feet— along the existing trail alignment – to the intersection with an existing trail.

#### **Proposed Vertical Geometry**

This tunnel crossing evaluated a balanced approach between lowering the profile of the trail and raising the profile of the road. The proposed trail profile reconstruction begins approximately 160 feet west of the beginning of the existing tunnel and extends eastward 360 feet. The trail profile was lowered by a maximum of 1.5 feet to accommodate the additional height of the proposed tunnel while maintaining positive drainage. See section below for further discussion on drainage. The trail profile provides an approximate 4-foot cover over the existing 36" ductile iron sanitary sewer line that crosses below the proposed tunnel.

The road profile is raised approximately 2 feet above the existing grade to accommodate the additional height of the proposed tunnel.

This balance approach of lowering trail and raising road profile was required due to this crossing occurring within a FEMA flood zone. Only lowering the trail profile would not allow for positive drainage of the site. While raising the road profile too much would negatively affect the cut/fill balance required to accommodate this reconstruction. This feasibility study did not evaluate the cut/fill balance required within the FEMA Flood Zone; further evaluation will be required.

#### **Construction**

The construction of these tunnels should be coordinated to avoid disruption to access to properties along Crosstown Drive and the trail system that these tunnels serve. For the purpose of this study it is assumed that

one tunnel crossing will be closed at a time at the trail and road level. The project limits of this tunnel crossing under Crosstown Drive will require an open-cut and traffic will be detoured during construction. The two driveways east of the tunnel crossing have alternate access points further east along Crosstown Drive. The trail traffic is also assumed to be detoured. See attached detour map.

### **Drainage**

This location's runoff flows southwesterly towards Flat Creek. This tunnel is within a FEMA Flood Zone. Due to the location being in a low-lying area, only lowering the trail profile, and not raising the road profile, was not feasible. Therefore, we balanced the design by lowering the trail profile while also raising the road profile. The trail profile was lowered to a point where a ditch of 0.5% slope can be graded along the south of Crosstown Drive between Flat Creek and the tunnel.

There is an existing 24" Corrugated Metal Pipe that crosses the trail along the north end of the crossing. This pipe will likely require reconstruction.

### **Utilities**

A 36" ductile iron sanitary sewer line crosses under Tunnel 8. This sewer line is not anticipated to be in conflict with the proposed construction per the elevation provided by Peachtree City.

A telecommunications box and pedestal were observed during the field visit. It is assumed that telecommunication lines run parallel to the tunnel. These lines, boxes, and pedestals will likely require relocations as part of the tunnel reconstruction. It is assumed that the cost of the telecommunication relocations will be paid by the utility company.

### **Property**

Easements will be required for both trail construction as well as drainage improvements necessary to provide positive flow from the trail to the outfall.

## **TUNNEL #9 FEASIBILITY**

### **Existing Conditions**

Tunnel #9 is located under Crosstown Drive, approximately 500 feet west of the intersection of Peachtree Parkway. The tunnel consists of a steel plate arch that measures 103'-3" in length with a minimum vertical clearance of 7'-1" and a horizontal clearance of 7'-9". The tunnel floor is paved with concrete and the wingwalls are stone walls. There are no lights installed inside the tunnel. The eastern approach to the tunnel has an existing steep slope of approximately 22% which ties to a trail that runs east to west (See tunnel 9 photos).

### **Proposed Horizontal Geometry**

This feasibility study evaluated maintaining the existing horizontal alignment. The proposed horizontal alignment begins approximately 150 feet north of the beginning of the existing tunnel and extend – along the existing trail alignment southward – to the intersection with an existing trail.

### **Proposed Vertical Geometry**

The proposed profile begins approximately 150 feet north of the beginning of the existing tunnel and drops below the existing grade in order to accommodate the extra height of the proposed tunnel, minimum cover above the tunnel, as well as the proposed pavement section of Crosstown Drive. A portion of the existing profile exceeds 22% as it rises to terminate at the intersection of an existing trail. This grade was evaluated to be flattened to approximately 14.3%. This does not meet the maximum multi-use trail grade of 5% without handrail or as an 8.33% ramp with handrail. To bring this grade to the standard the tunnel – and therefore roadway – would have to be raised. This would be extensive reconstruction of the road considering the proximity of Peachtree Parkway intersection and the entrance to Arbor Terrace.

### **Construction**

The construction of these tunnels should be coordinated to avoid disruption to access to properties along Crosstown Drive and the trail system that these tunnels serve. For the purpose of this study it is assumed that one tunnel crossing will be closed at a time at the trail and road level. The project limits of this tunnel crossing under Crosstown Drive will require an open-cut and traffic will be detoured during construction. Trail traffic is also assumed to be detoured. See attached detour map.

### **Drainage**

This location's runoff flows towards the west to a culvert crossing located to 240 feet from the pedestrian tunnel location. This culvert is along a tributary to Flat Creek. Due to the lowering of the trail, a 300-foot ditch would be required from the tunnel to the structure.

### **Utilities**

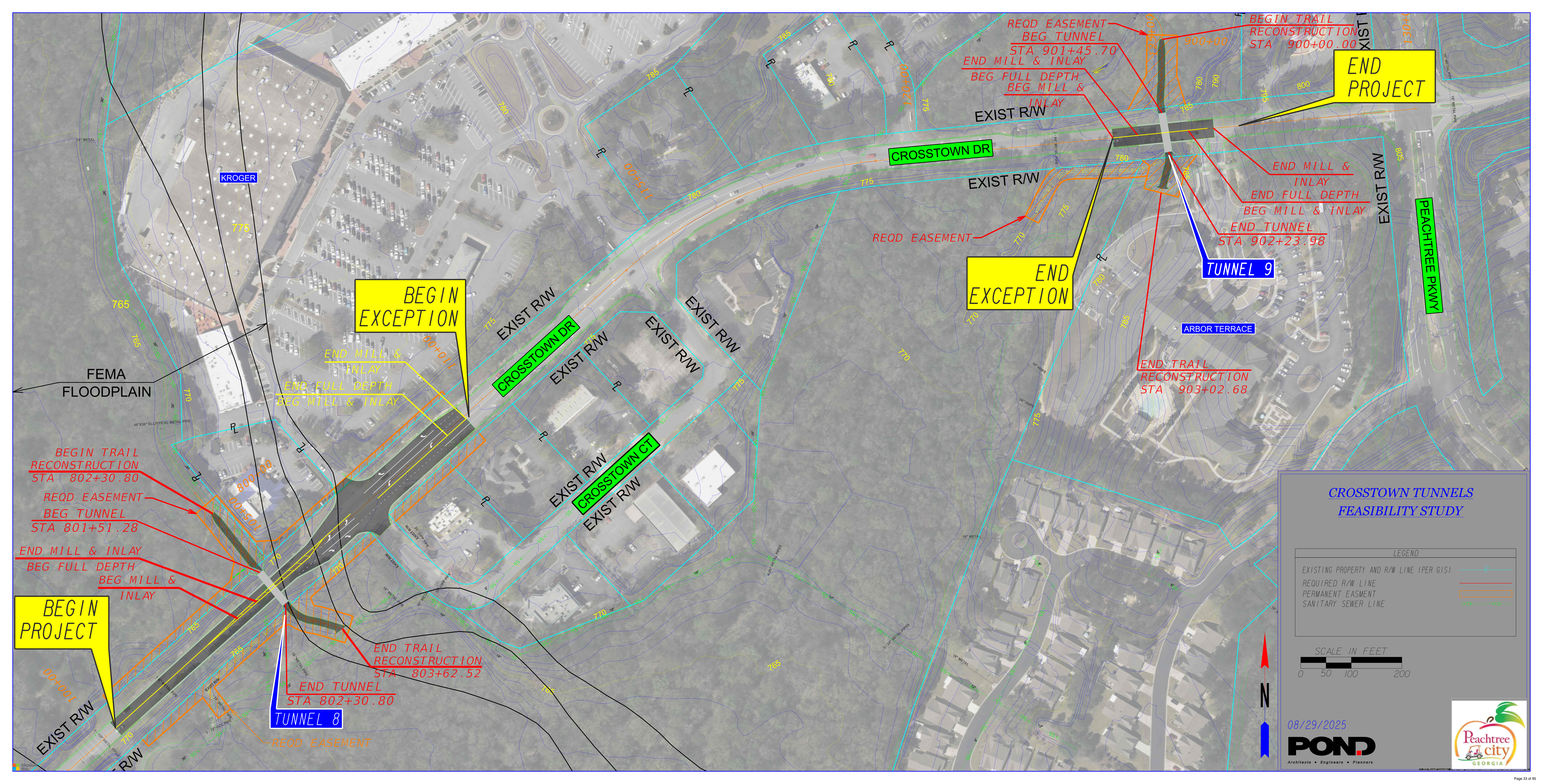
The County GIS information did not provide evidence of existing utilities at this location. There were no evidence of utilities as part of the site visit.

### **Property**

Easements will be required for both trail construction as well as drainage improvements necessary to provide positive flow from the trail to the outfall.

## **ATTACHMENTS**

- Plan view of tunnels 8 and 9
- 05 -Typical sections
- 15 - Road profiles
- 16 -Path Profiles
- 19 - Detour maps
- Cost Estimates
- Photos



**END PROJECT**

**BEGIN EXCEPTION**

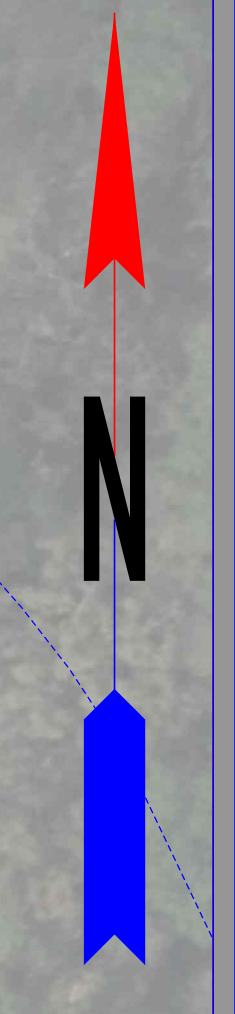
**END EXCEPTION**

**BEGIN PROJECT**

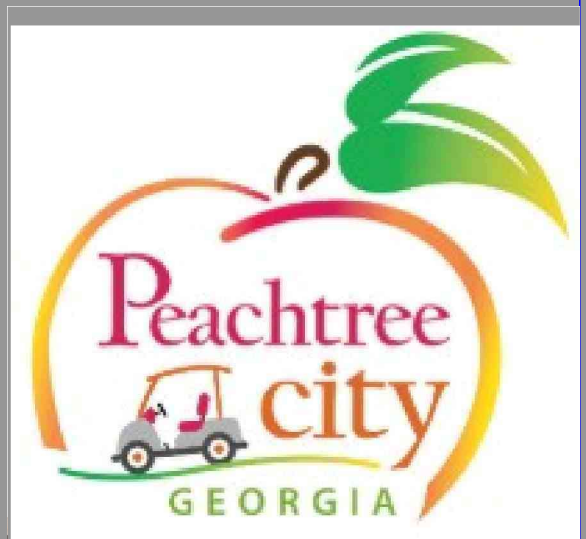
**CROSSTOWN TUNNELS  
FEASIBILITY STUDY**

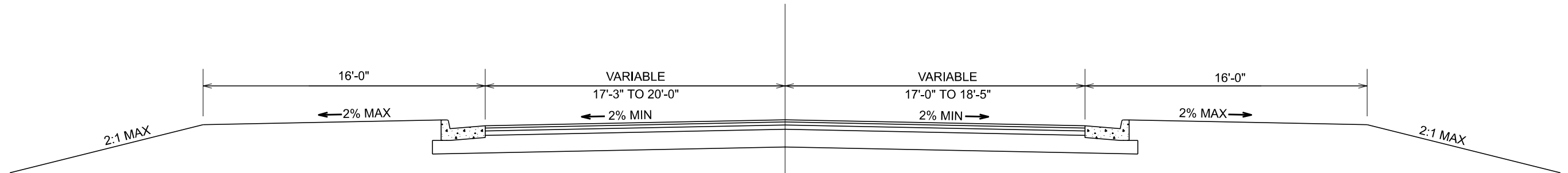
LEGEND

EXISTING PROPERTY AND R/W LINE (PER GIS)	
REQUIRED R/W LINE	
PERMANENT EASEMENT	
SANITARY SEWER LINE	

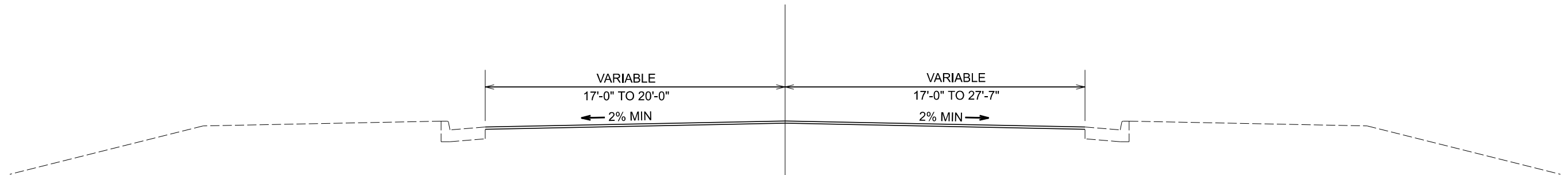


08/29/2025





CROSSTOWN DR  
FUL DEPTH PAVING SECTION



CROSSTOWN DR  
MILL AND INLAY SECTION



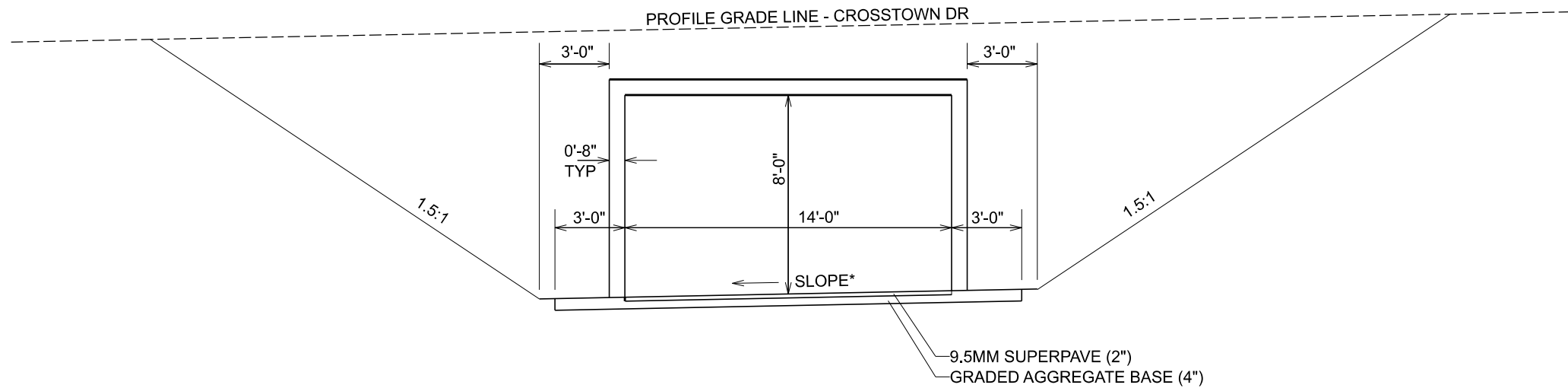
NOT TO SCALE

REVISION DATES

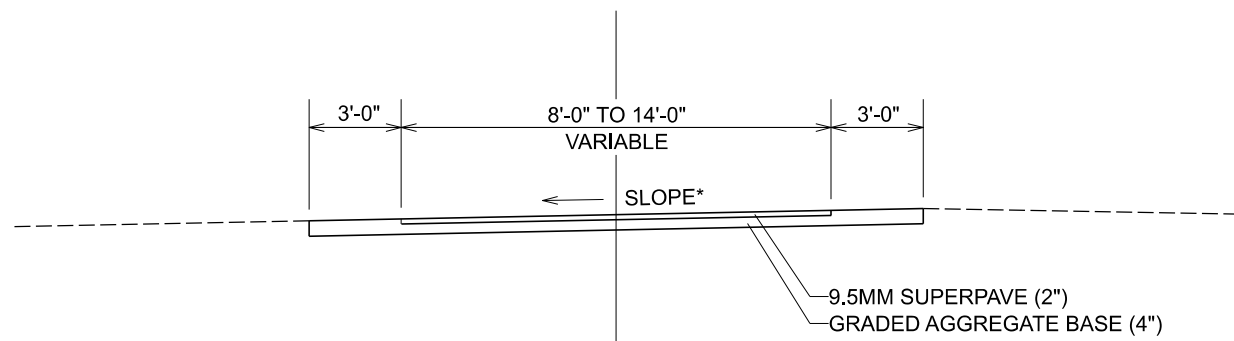
NO.	DATE	DESCRIPTION

TYPICAL SECTIONS  
CROSSTOWN DRIVE

CHECKED:		DATE:		DRAWING No.:	
BACKCHECKED:		DATE:		05-0001	
CORRECTED:		DATE:			
VERIFIED:		DATE:			



TUNNEL CROSS SECTION



TRAIL CROSS SECTION

\*CROSS SLOPES SHALL NOT EXCEED 2.0% (1/4" PER FOOT) FOR PAVED SURFACES OR SHOULDERS



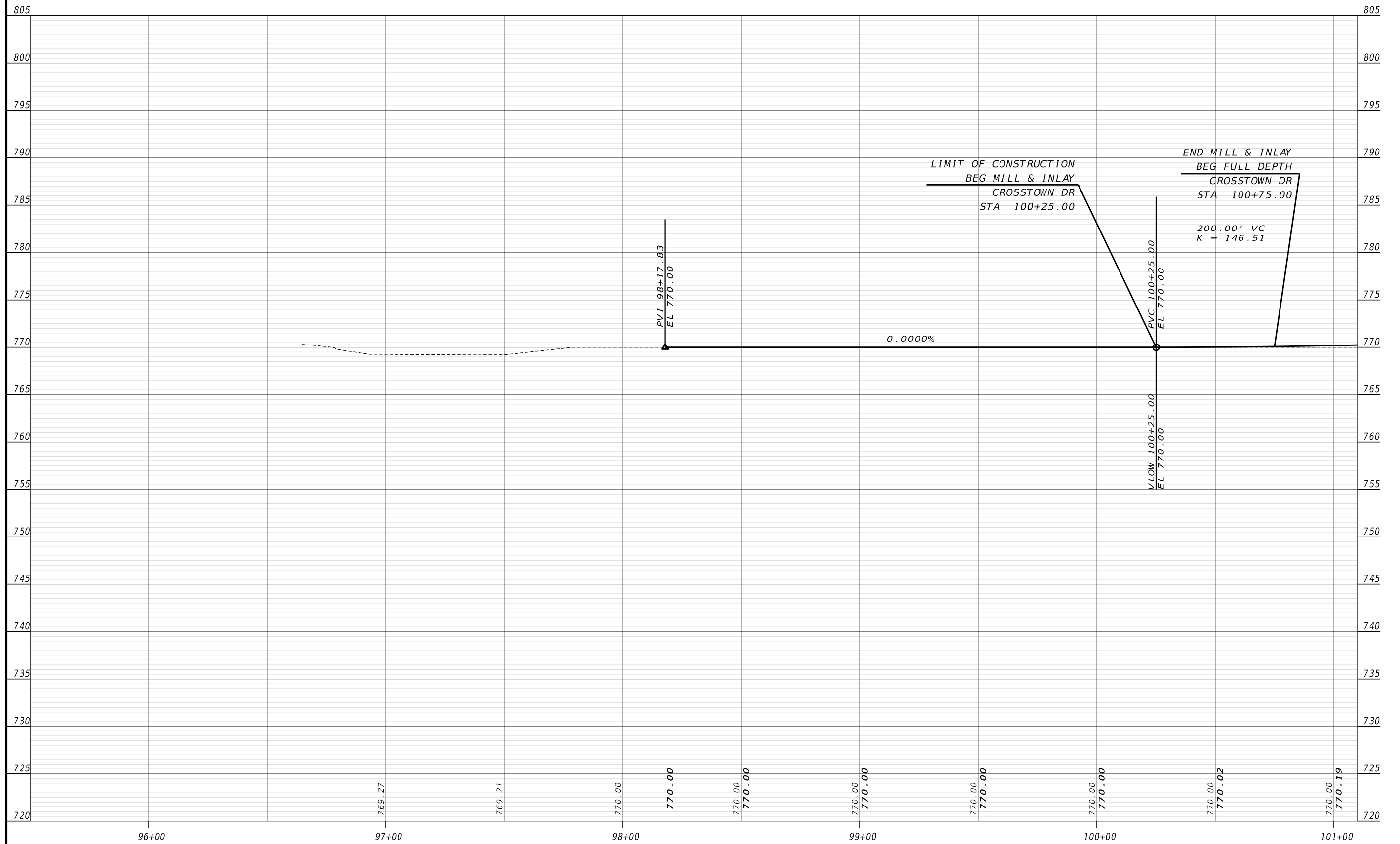
NOT TO SCALE

REVISION DATES

NO.	DATE	DESCRIPTION

TYPICAL SECTIONS  
TUNNELS 8 AND 9

CHECKED:		DATE:		DRAWING No.:	
BACKCHECKED:		DATE:		05-0002	
CORRECTED:		DATE:			
VERIFIED:		DATE:			



VERTICAL 1" = 10'  
HORIZONTAL 1" = 40'

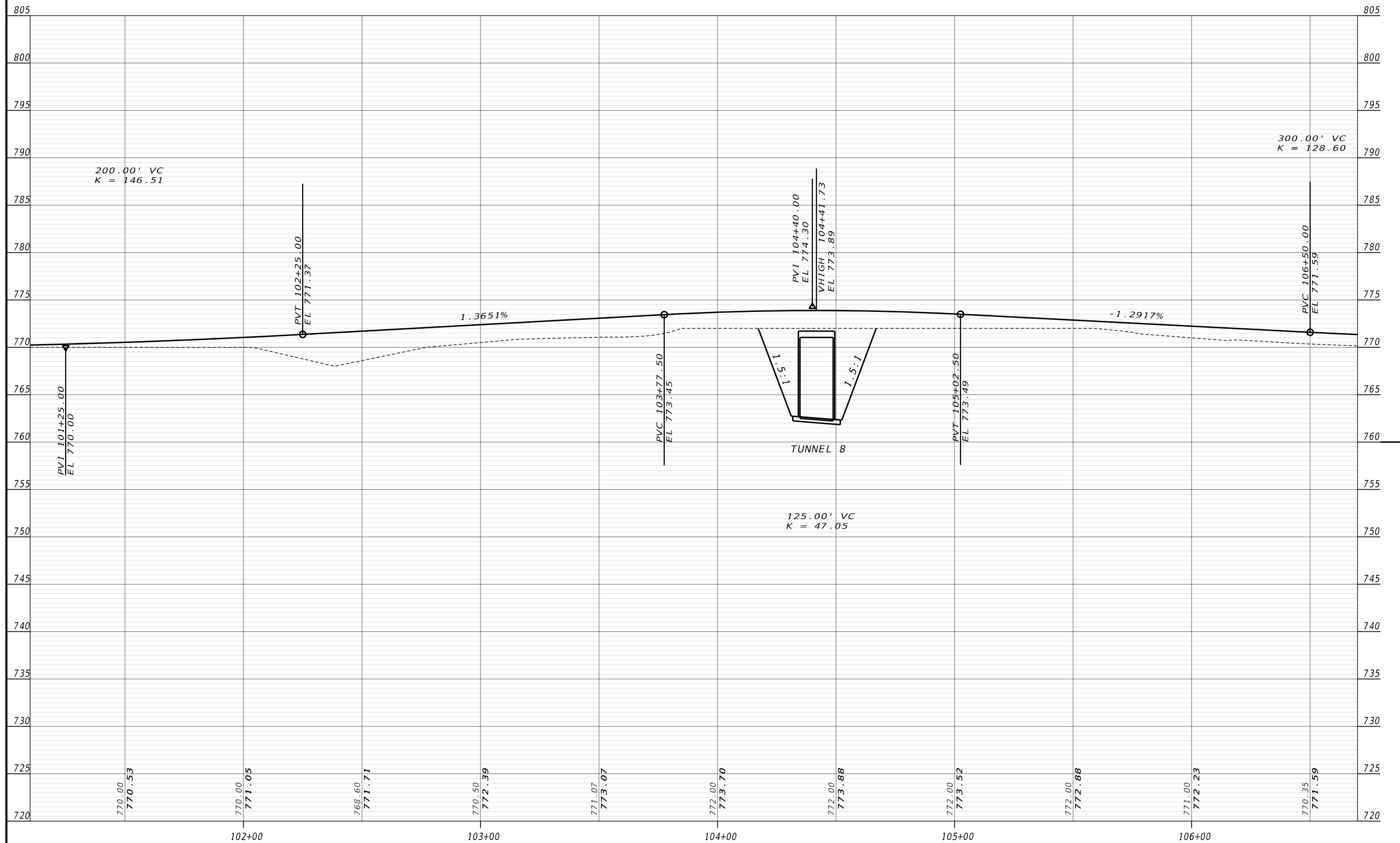
REVISION DATES

NO.	DATE	DESCRIPTION

ROADWAY PROFILE  
CROSSTOWN DRIVE

CHECKED:		DATE:	
BACKCHECKED:		DATE:	
CORRECTED:		DATE:	
VERIFIED:		DATE:	

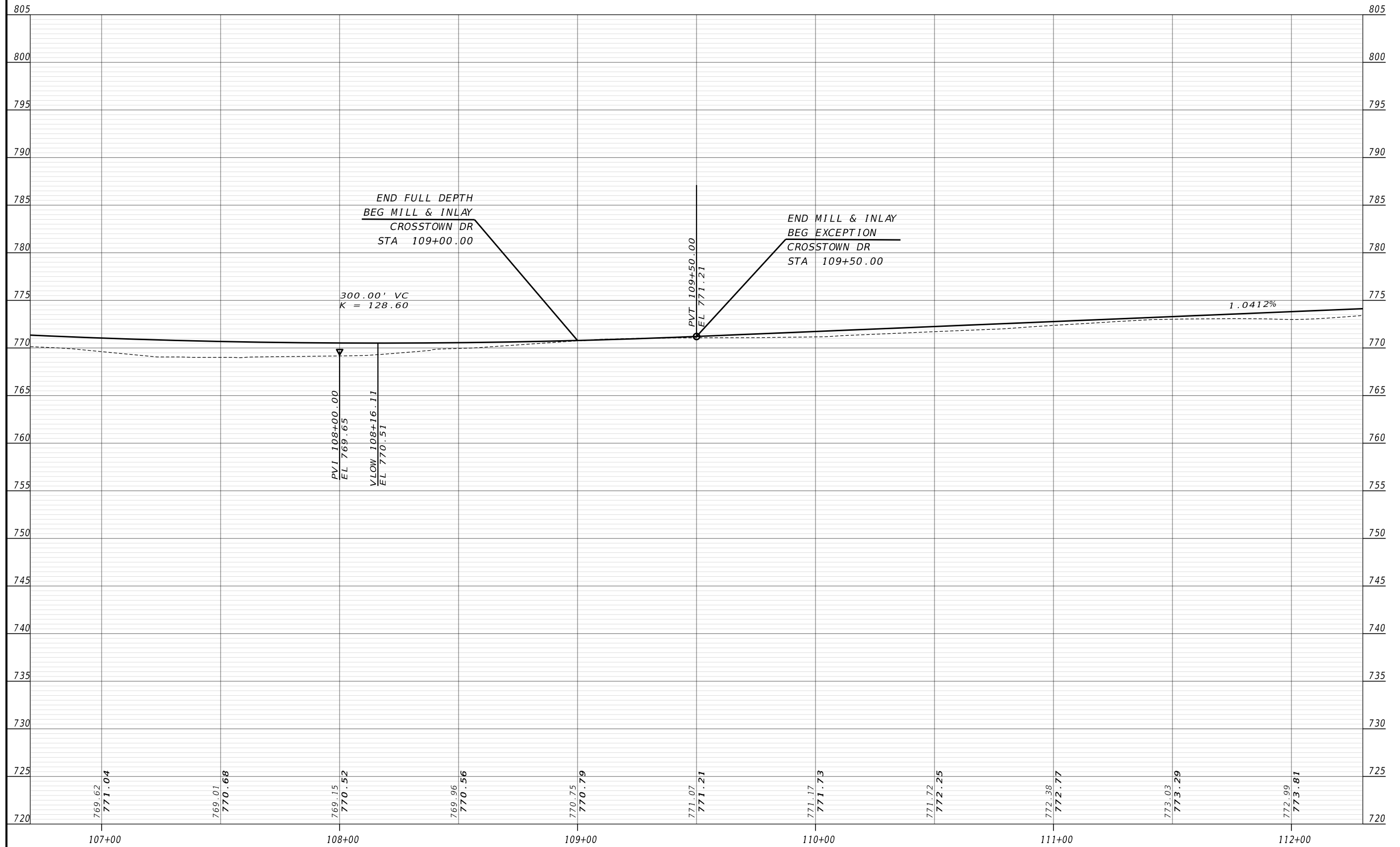
DRAWING No.  
**15-0001**



VERTICAL 1" = 10' HORIZONTAL 1" = 40'

REVISION DATES	

ROADWAY PROFILE CROSSTOWN DRIVE			
CHECKED:		DATE:	
BACKCHECKED:		DATE:	
CORRECTED:		DATE:	
VERIFIED:		DATE:	
DRAWING No.			15-0002



VERTICAL 1" = 10'      HORIZONTAL 1" = 40'

REVISION DATES

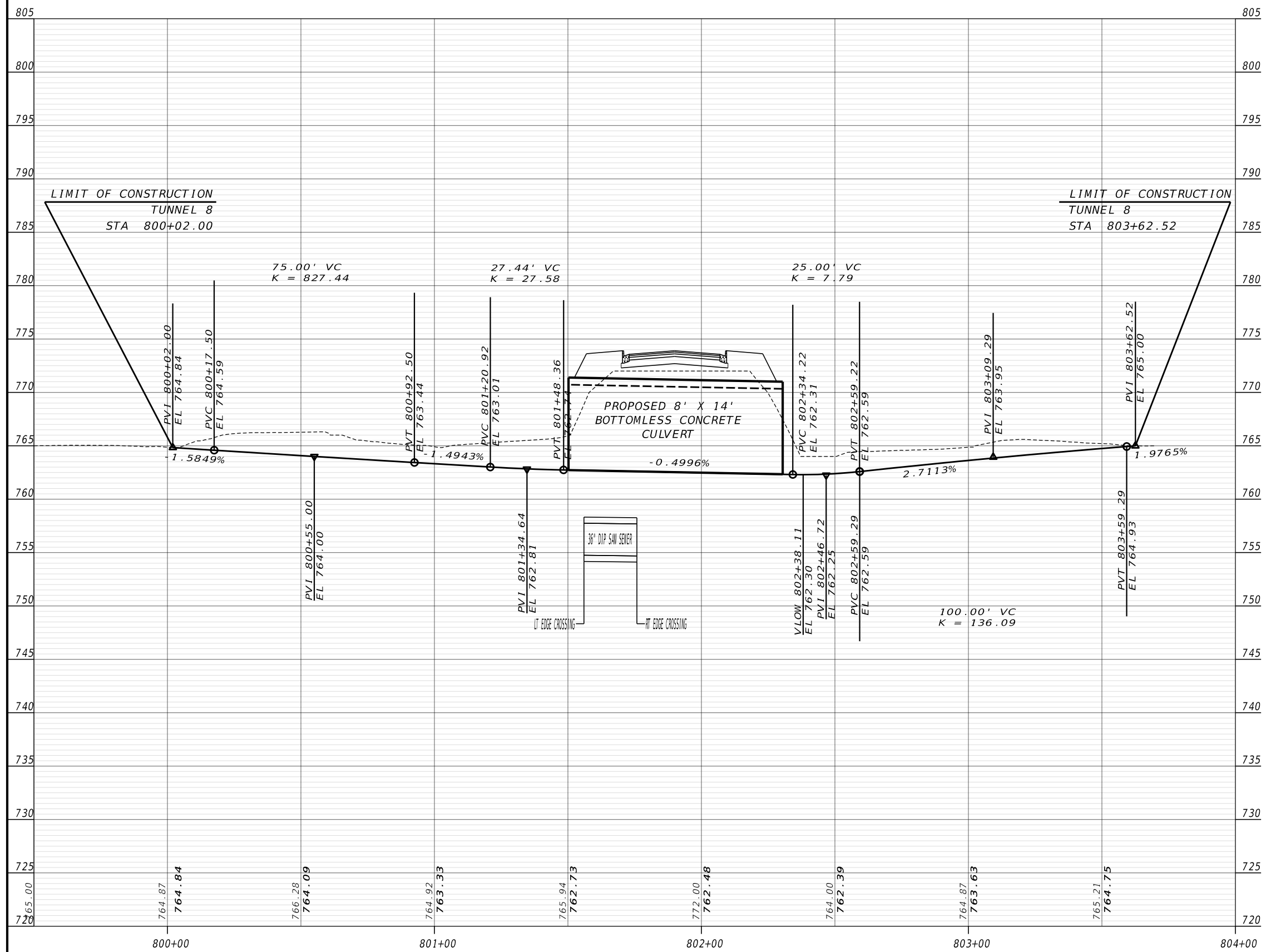
NO.	DATE	DESCRIPTION

ROADWAY PROFILE  
CROSSTOWN DRIVE

CHECKED:	DATE:
BACKCHECKED:	DATE:
CORRECTED:	DATE:
VERIFIED:	DATE:

DRAWING No.  
**15-0003**





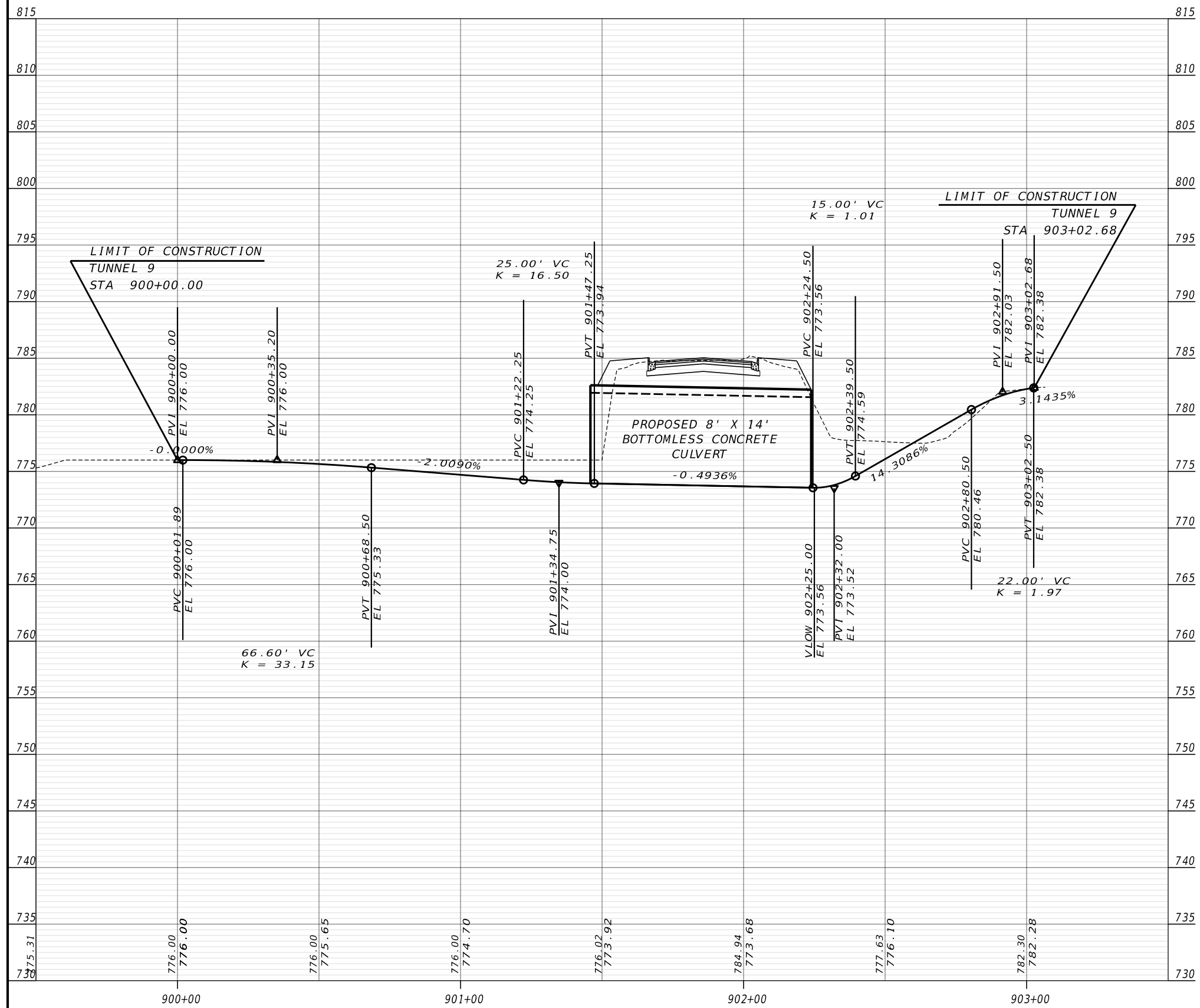
VERTICAL 1" = 10'  
HORIZONTAL 1" = 40'

REVISION DATES	

PEACHTREE CITY TUNNELS  
CROSTOWN DRIVE  
TUNNEL 8

CHECKED:		DATE:	
BACKCHECKED:		DATE:	
CORRECTED:		DATE:	
VERIFIED:		DATE:	

DRAWING No.  
**16-0001**



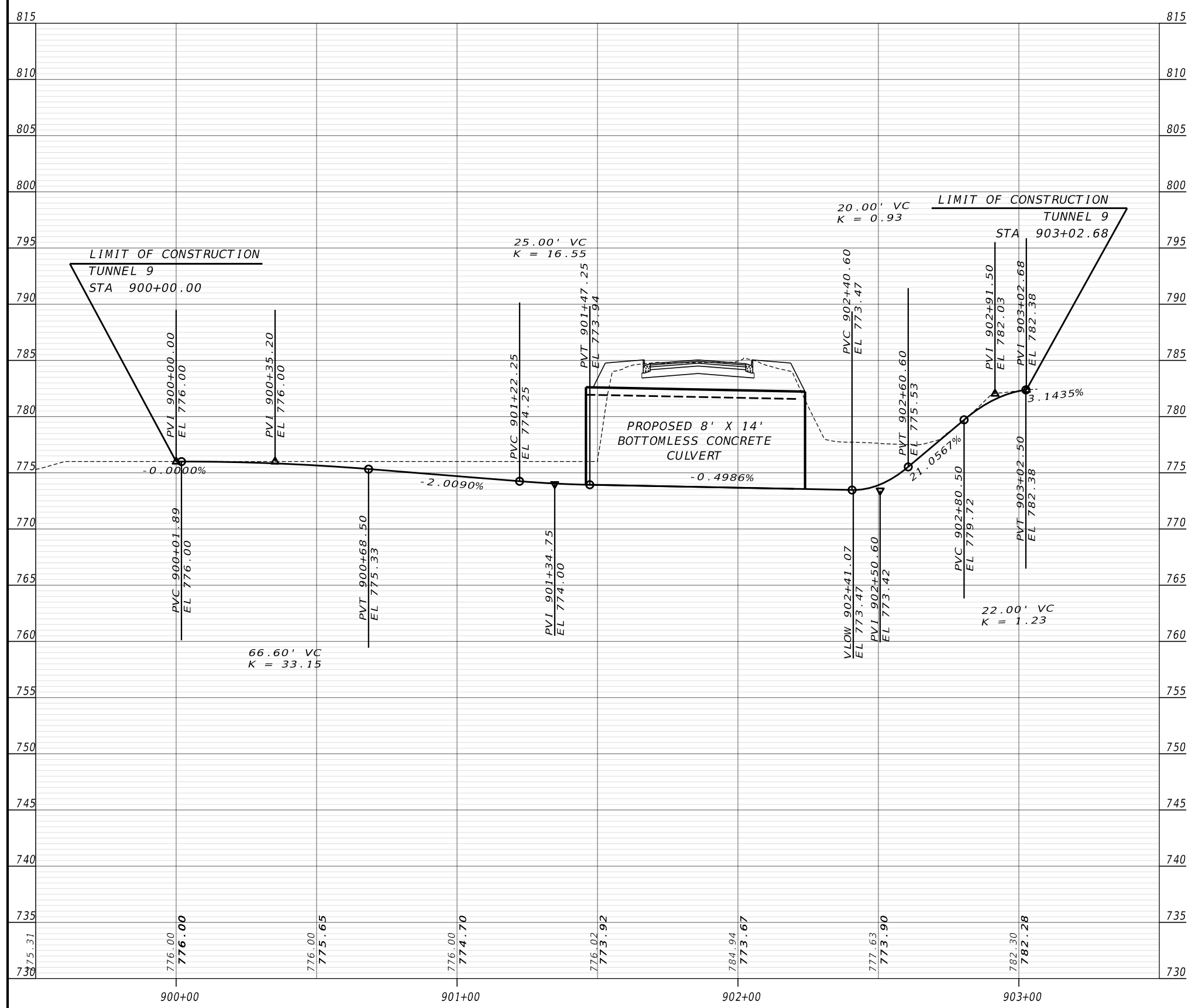
VERTICAL 1" = 10'  
HORIZONTAL 1" = 40'

REVISION DATES	

PEACHTREE CITY TUNNELS  
CROSTOWN DRIVE  
TUNNEL 9

CHECKED:	DATE:

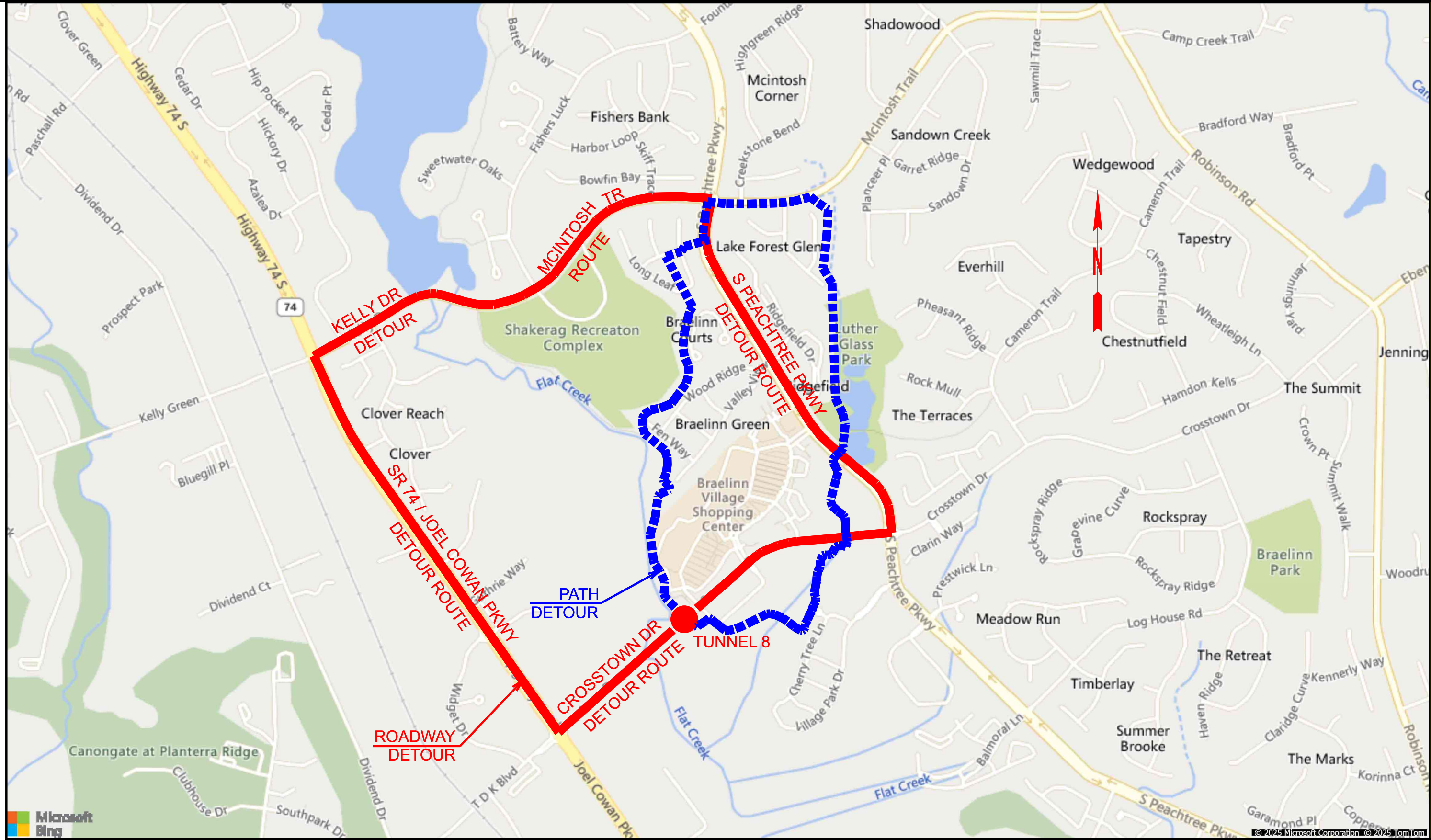
DRAWING No.  
**16-0002**



VERTICAL 1" = 10' HORIZONTAL 1" = 40'

REVISION DATES	

PEACHTREE CITY TUNNELS CROSTOWN DRIVE TUNNEL 9 (Matching Exist Steep Slope)			
CHECKED:	DATE:	DRAWING No.	
BACKCHECKED:	DATE:	16-XXXX	
CORRECTED:	DATE:		
VERIFIED:	DATE:		



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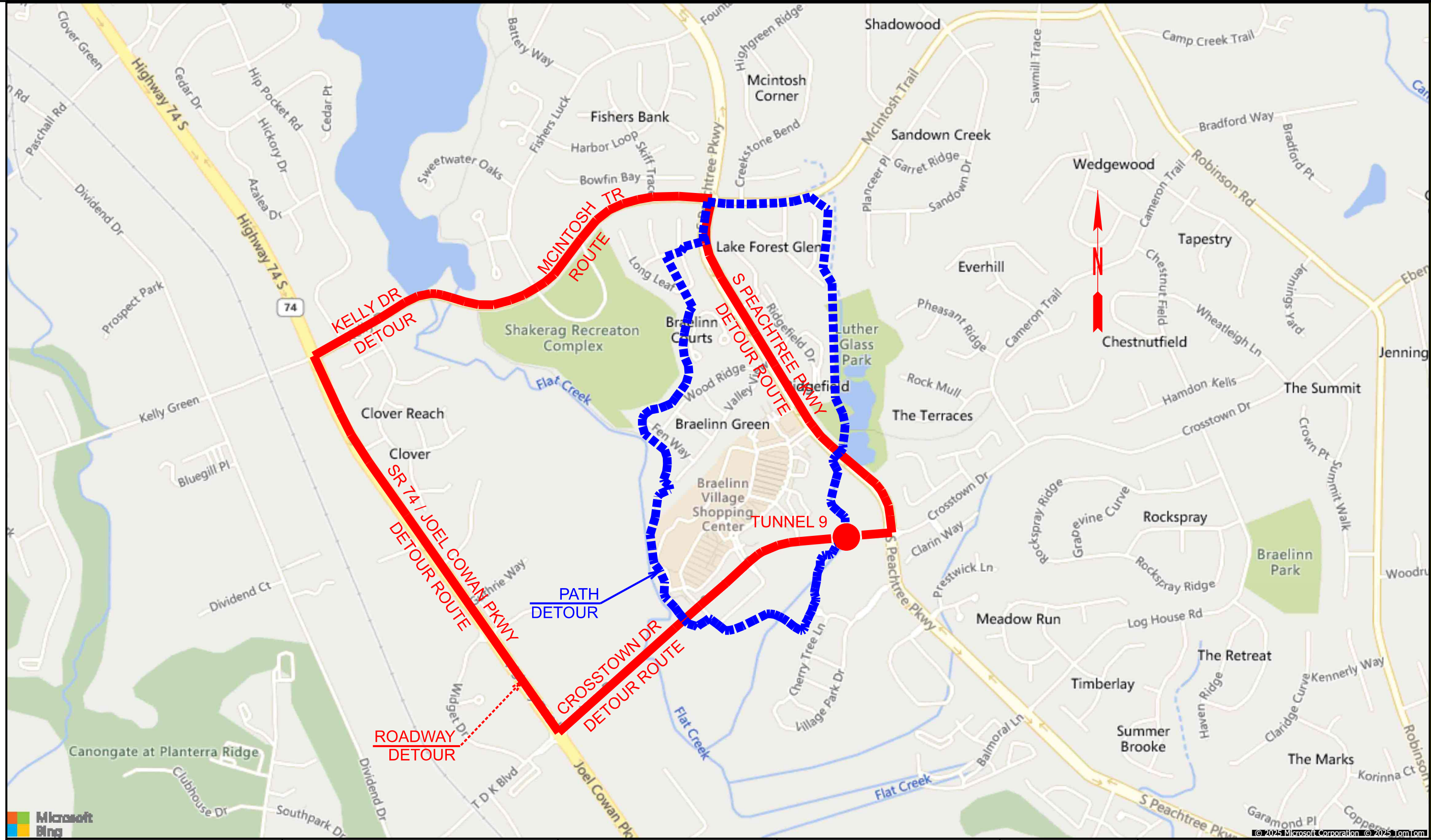
REVISION DATES

NO.	DATE	DESCRIPTION

DETOUR MAP  
TUNNEL 8

CHECKED:	DATE:
BACKCHECKED:	DATE:
CORRECTED:	DATE:
VERIFIED:	DATE:

DRAWING No.  
**19-0001**



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REVISION DATES

NO.	DATE	DESCRIPTION

DETOUR MAP  
TUNNEL 9

CHECKED:	DATE:	DRAWING No.
BACKCHECKED:	DATE:	19-0002
CORRECTED:	DATE:	Page 44 of 95
VERIFIED:	DATE:	

DATE : 9/4/2025  
PAGE : 1 CONSTRUCTION COST ESTIMATE  
JOB NUMBER: 1250565  
DESCRIPTION: Peachtree Tunnels Feasibility Study - Tunnel 8

ITEM	UNIT	DESCRIPTION	PRICE	QUANTITY	AMOUNT
005-0002	LS	INSTALLATION OF LIGHTING FACILITIES	\$50,000.00	1	\$50,000.00
150-1000	LS	TRAFFIC CONTROL	\$130,000.00	1	\$130,000.00
163-9999	LS	EROSION CONTROL	\$44,000.00	1	\$44,000.00
210-0100	LS	GRADING COMPLETE	\$130,000.00	1	\$130,000.00
310-1101	SY	GR AGGR BASE CRS, INCL MATL	\$45.00	2450	\$110,238.15
318-3000	TN	AGGR SURF CRS	\$52.00	100	\$5,200.00
402-3121	TN	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$125.00	756	\$94,441.88
402-3130	TN	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	\$117.00	607	\$70,993.42
402-3190	TN	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$128.00	504	\$64,472.32
413-0750	GL	TACK COAT	\$2.00	775	\$1,549.08
432-5010	SY	MILL ASPH CONC PVMT, VARIABLE DEPTH	\$3.40	524	\$1,780.09
441-6222	LF	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	\$32.00	1578	\$50,496.00
550-2240	LF	SIDE DRAIN PIPE, 24 IN, H 1-10	\$75.00	48	\$3,600.00
550-4124	EA	FLARED END SECTION 24 IN, SIDE DRAIN	\$940.00	1	\$940.00
653-0120	EA	THERMOPLASTIC PVMT MARKING ARROW, TP 2	\$90.00	8	\$720.00
653-1704	LF	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	\$9.00	30	\$270.00
653-1906	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, WHITE	\$0.87	2382	\$2,072.34
653-2602	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, YELLOW	\$0.85	2345	\$1,993.25
653-4503	GLF	THERMOPLASTIC SKIP TRAF STRIPE, 6 IN, WHITE	\$0.52	456	\$237.12
653-6006	SY	THERMOPLASTIC TRAF STRIPING, YELLOW	\$5.25	150	\$787.50
668-5000	EA	JUNCTION BOX	\$5,473.59	1	\$5,473.59
207-0203	CY	FOUND BACKFILL MATL, TP II	\$110.00	460	\$50,600.00
603-0006	SY	STONE BLANKET PROTECTION, 6 IN	\$20.00	10	\$200.00
603-7000	SY	PLASTIC FILTER FABRIC	\$6.97	34	\$236.98
960-0550	LF	PRECAST THREE SIDED CULVERT, SINGLE BARREL	\$5,000.00	80	\$400,000.00
500-3002	CY	CLASS AA CONCRETE	\$1,500.00	50	\$75,000.00
511-1000	LB	BAR REINF STEEL	\$1.50	4140	\$6,210.00
CONSTRUCTION SUBTOTAL:					\$1,220,301.72
CONTINGENCY PERCENT ( 20.0 ):					\$244,060.34
INFLATION (3%/YEAR) (ASSUMED 3 YEARS):					\$131,792.59
ESTIMATED CONSTRUCTION TOTAL:					\$1,596,154.65
UTILITY RELOCATION COST:					\$0.00
CONTINGENCY PERCENT ( 20.0 ):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED UTILITY TOTAL:					\$0.00
ESTIMATED ROW COST:					\$0.00
CONTINGENCY PERCENT ( 20.0 ):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED ROW TOTAL:					\$0.00
ESTIMATED GRAND TOTAL:					\$1,596,154.65

DATE :		9/4/2025			
PAGE :		1 CONSTRUCTION COST ESTIMATE			
JOB NUMBER: 1250565					
DESCRIPTION: Peachtree Tunnels Feasibility Study - Tunnel 9					
ITEM	UNIT	DESCRIPTION	PRICE	QUANTITY	AMOUNT
005-0002	LS	INSTALLATION OF LIGHTING FACILITIES	\$50,000.00	1	\$50,000.00
150-1000	LS	TRAFFIC CONTROL	\$67,000.00	1	\$67,000.00
163-9999	LS	EROSION CONTROL	\$30,000.00	1	\$30,000.00
210-0100	LS	GRADING COMPLETE	\$59,000.00	1	\$59,000.00
310-1101	SY	GR AGGR BASE CRS, INCL MATL	\$45.00	374	\$16,827.25
318-3000	TN	AGGR SURF CRS	\$52.00	100	\$5,200.00
402-3121	TN	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$125.00	756	\$94,441.88
402-3130	TN	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	\$117.00	127	\$14,895.24
402-3190	TN	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$128.00	45	\$5,733.69
413-0750	GL	TACK COAT	\$2.00	98	\$195.15
432-5010	SY	MILL ASPH CONC PVMT, VARIABLE DEPTH	\$3.40	406	\$1,380.02
441-6222	LF	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	\$32.00	200	\$6,400.00
653-1906	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, WHITE	\$0.87	400	\$348.00
653-2602	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, YELLOW	\$0.85	400	\$340.00
207-0203	CY	FOUND BACKFILL MATL, TP II	\$110.00	460	\$50,600.00
603-0006	SY	STONE BLANKET PROTECTION, 6 IN	\$20.00	10	\$200.00
603-7000	SY	PLASTIC FILTER FABRIC	\$6.97	34	\$236.98
960-0550	LF	PRECAST THREE SIDED CULVERT, SINGLE BARREL	\$5,000.00	78	\$390,000.00
500-3002	CY	CLASS AA CONCRETE (Wingwalls)	\$1,500.00	50	\$75,000.00
511-1000	LB	BAR REINF STEEL (Wingwalls)	\$1.50	4140	\$6,210.00
CONSTRUCTION SUBTOTAL					\$874,008.20
CONTINGENCY PERCENT ( 20.0 ):					\$174,801.64
INFLATION (3%/YEAR) (ASSUMED 3 YEARS):					\$94,392.89
ESTIMATED CONSTRUCTION TOTAL:					\$1,143,202.73
UTILITY RELOCATION COST					\$0.00
CONTINGENCY PERCENT ( 20.0 ):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED UTILITY TOTAL:					\$0.00
ESTIMATED ROW COST:					\$0.00
CONTINGENCY PERCENT ( 20.0 ):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED ROW TOTAL:					\$0.00
ESTIMATED GRAND TOTAL:					\$1,143,202.73



Tunnel 8 Eastern Approach



Tunnel 8 Western Approach

Sewer  
Manhole

Telecom box



Tunnel 8 Eastern Approach

Telecom  
pedestal



Tunnel 8 Western Approach



Tunnel 9 Southern Approach



Tunnel 9 Northern Approach



Tunnel 9 View from Northern Approach



Tunnel 9 View from inside tunnel towards steep Southern

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

---

**MEMO TO:** Mayor and City Council  
**VIA:** Justin Strickland, City Manager  
**FROM:** Justin Strickland, City Manager 01/09/2026  
**DATE:** January 15, 2026  
**SUBJECT:** 01-26-07 Resolution #01152026-NA-B Public Facilities Authority Legislation

---

**Recommendation:**

Approve Resolution #01152026-NA-B and Proposed Legislation Amending the Public Facilities Authority Enabling Act.

**Discussion:**

The Peachtree City Public Facilities Authority (PFA) was established by a state-enabling act that outlines the composition and terms of its Board. Under the current enabling legislation, City Council members may be appointed to serve on the PFA Board; however, the act does not designate Council members as ex officio members of the Authority, and their service on the Authority is not automatically tied to their service on the City Council.

Following several discussions with staff and legal counsel, it was determined that amending the Enabling Act to provide for the automatic removal of any Council member appointed to the PFA Board upon cessation of their service on City Council is the most appropriate approach. If approved, the resolution and proposed legislation would be sent to the Fayette County delegation for consideration.

**Budget Impact:**

**Attachments:**

1. PFA Resolution 2026
2. PFA Legislation Amendment 2026 v2

CITY OF PEACHTREE CITY  
STATE OF GEORGIA

**RESOLUTION No. \_\_\_\_\_**

A RESOLUTION TO AMEND THE ACT CREATING THE CITY OF PEACHTREE CITY PUBLIC FACILITIES AUTHORITY SO AS TO AMEND HOW BOARD MEMBERS OF SUCH AUTHORITY CAN BE REMOVED; TO APPROVE THE PROPOSED LEGISLATION TO BE INTRODUCED IN THE GENERAL ASSEMBLY OF THE STATE OF GEORGIA SO AS TO AMEND SAID ACT; TO REPEAL CONFLICTING LAWS AND RESOLUTIONS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Peachtree City, Fayette County, Georgia, was duly incorporated by an act appearing at 1959 Ga. Laws, p. 2049, as amended by Ordinance No. 770, adopted September 6, 2001, et. seq.; and

WHEREAS, pursuant to the request by the Council of the City of Peachtree City, Georgia, the City of Peachtree City Public Facilities Authority was created in 2011, (Ga. L. 2011, p. 4121), as amended by Ga. L. 2015, p. 4192, 2011 Ga. Laws, page 4121, as amended by 2015 Ga. Laws, page 4192; and

WHEREAS, the Council of Peachtree City has determined that it appears to be in the best interest of the citizens of Peachtree City, Georgia to amend the provisions of the Act creating the City of Peachtree City Public Facilities Authority so as to authorize the removal of members of the Board of said Authority; and

THEREFORE BE IT RESOLVED, the proposed legislation attached hereto as Exhibit "A", to amend members of the Authority, is hereby approved and is to be presented to the Fayette County Delegation of the General Assembly of the State of Georgia so as to amend the Act creating the City of Peachtree City Public Facilities Authority in the form attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that said Fayette County Delegation of the General Assembly of the State of Georgia be and is hereby authorized to introduce legislation in the General Assembly of the State of Georgia so as to authorize the removal of members of the Board of said Authority, in accordance with applicable State law.

BE IT FURTHER RESOLVED, that said member of the Fayette County Delegation of the General Assembly of the State of Georgia, to be selected by said Delegation, shall be authorized to advertise said intention to introduce legislation to amend the Act creating the City of Peachtree City Public Facilities Authority so as to authorize the removal of members of the Board of said Authority.

IT IS SO RESOLVED, this \_\_\_\_\_ day of January, 2026.

ATTEST:

\_\_\_\_\_  
Yasmin Julio, City Clerk

\_\_\_\_\_  
Kim Learnard, Mayor

\_\_\_\_\_  
Laura Johnson, Council-member, Post 1

\_\_\_\_\_  
Suzanne Brown, Council-member, Post 2

\_\_\_\_\_  
Clint Holland, Council-member, Post 3

\_\_\_\_\_  
Michael Polacek, Council-member, Post 4

**CLERK’S CERTIFICATION**

I, Yasmin Julio, City Clerk of the City of Peachtree City, do hereby certify that I am the keeper of the seal, minutes, and records of said City; that the attached is a true, correct, and exact copy of the original Resolution as the same appears on record in the office of the City Clerk of the City of Peachtree City, Georgia; adopted November 20, 2025, authorizing the introduction of legislation in the General Assembly of the State of Georgia to amend the Act creating the City of Peachtree City Public Facilities Authority.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the City this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Yasmin Julio, City Clerk  
City of Peachtree City, Georgia

## **A BILL TO BE ENTITLED AN ACT**

To Amend an Act to create the City of Peachtree City Public Facilities Authority, approved May 13, 2011 (Ga. L. 2011, p. 4121), as amended by Ga. L. 2015, p. 4192, to amend how the Board of said Authority is comprised; to provide for an effective date; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA

### **SECTION 1.**

To Amend an Act to create the City of Peachtree City Public Facilities Authority, approved May 13, 2011 (Ga. L. 2011, p. 4121), as amended by Ga. L. 2015, p. 4192, is amended by revising Paragraph (2) of Section 2 as follows:

(2) The authority shall consist of five (5) members who shall be appointed by the mayor and council of the City of Peachtree City. City council members and the mayor may be appointed as members of the authority. With respect to the initial appointment by the mayor and council of the City of Peachtree City, two members shall be appointed for a term of three years, two members shall be appointed for a term of two years, and one member shall be appointed for a term of one year. Thereafter, all appointments shall be made for terms of three years and until successors are appointed and qualified. Immediately after such appointments the members of the authority shall enter upon their duties. To be eligible for appointment as a member of the authority a person shall be at least 21 years of age, shall be a resident of the City of Peachtree City, Georgia for at least two years prior to the date of his or her appointment, and shall not have been convicted of a felony. Any member of the authority may be selected and appointed to succeed himself or herself. the members of the City Council of the City of Peachtree City, who shall be ex officio members. The membership, or interest in such office, shall not be assignable or otherwise transferable. Membership on the authority shall not confer upon any member any benefits or any rights or interests in or to any of the assets or properties of the authority.

### **SECTION 2.**

#### **Effective Date**

This Act shall become effective upon its approval by the Governor or upon its becoming law without such approval.

### **SECTION 3.**

#### **Repeal**

All laws and parts of laws in conflict with this Act are repealed.



# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

---

**MEMO TO:** Mayor and City Council

**VIA:** Justin Strickland, City Manager

**FROM:** Teaa Allston-Bing, Director - Human Resources & Risk Management 01/08/2026  
Justin Strickland, City Manager 01/09/2026

**DATE:** January 15, 2026

**SUBJECT:** 01-26-08 Personnel Policy Revisions

---

**Recommendation:**

Approve recommended personnel policy revisions as presented.

**Discussion:**

These personnel policy updates ensure ongoing legal compliance and integrate best practices to strengthen organizational effectiveness, risk management, and employee support. The following policies have been updated:

Salary Increases for Merit

Recognized Holidays — added Juneteenth

Discipline

Probation Period Requirements

Use of Sick Leave

Retirement Award

Leave due to Inclement Weather or Other Emergencies

Field Training Officer (FTO) Pay

Take Home Vehicles

Bereavement Leave

**Budget Impact:**

None.

**Attachments:**

1. Personnel Policy Proposed Changes

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The decision to place an employee on Administrative Leave is entirely discretionary. An extended Administrative Leave may be granted without pay at management's discretion. Certain acts of misconduct or criminal arrests may be more suitable for immediate termination as determined by the Division Director and the Director of Human Resources and Risk Management.

(h) **Leave Due to Inclement Weather or Other Emergencies**

The continuity of critical operations/services during adverse weather or other emergency conditions is essential. Departments may be required to maintain the minimum level of staffing needed to provide such services. Under conditions of emergencies and/or closings, critical operation personnel may be required to work when other employees are not required to work, regardless of the weather and regardless of whether the City is "closed."

Division Directors and/or their designees are responsible for defining and notifying those employees who are "critical operation personnel" in a given situation. During inclement weather, an emergency, and/or closing, critical operation personnel must report to work. (NOTE: An employee may be designated as part of the critical operation personnel in one given situation and non-critical operation personnel in another situation.) The decision to designate an individual as part of the critical operation personnel is determined by the Division Director or his/her designee.

1. **Employee Notification** — In the event of inclement weather and/or other emergencies, employees should check the City website and listen to local newscasts for delayed opening or closing information. Unless otherwise notified by these means or by direct communication from the City of Peachtree City, all employees are to assume that the City will be open for business regardless of any weather or other emergency condition. Non-critical operation personnel should make every effort to report to work when the City is open unless his/her personal safety or the safety of his/her family is at risk. A non-critical operation employee who is not able to report to work must follow the normal "call-in" procedures to report his/her absence. If a non-critical operation employee makes every effort to report safely to work, but cannot, and notifies his/her supervisor of his/her absence according to the normal "call-in" procedures, the employee's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.
2. **Closings and Delayed Openings**
  - a. Full Closing — If City offices are fully closed, employees who are not designated as critical operation personnel will be excused from work. Critical operation personnel may be required to report to work. ~~Critical operation personnel who do not report to work during closed status when required to do so may be subject to disciplinary action up to and including termination of employment~~Critical operation personnel's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.
  - b. Early Closing — If City offices are closed early, employees who are not designated as critical operation personnel will be excused from work. Critical operation personnel may be required to remain at work. Critical operation personnel who do not remain at work when required to do so during closed status may be subject to disciplinary action up to and including termination of employment. Critical operation personnel's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.

- 
- c. Delayed Openings — If the opening of City offices is delayed, critical operation personnel may be required to report to work for normal or extended work hours. All non-critical operation personnel are expected to report at the announced time. If an employee reports later than the announced opening time, the employee will be charged any accrued annual leave or other leave balances (excluding sick leave) or compensatory time for the period of absence between the delayed opening time and the time the employee actually reports for duty. If no such accrued leave exists, the employee will not be compensated.
  - d. Partial Closings/Locations — If the emergency or other circumstance is limited to a portion of City offices, employees may be relocated to an unaffected designated area of the City.

3. **Compensation**

- a. **Non-exempt critical operation personnel** who are required to work during a period of inclement weather or other emergency events as declared by the City Manager will receive the following compensation:

- (1) ~~Regular-Double~~ pay for all hours worked.
- (2) ~~Non-exempt critical operation personnel will also receive regular pay for the same hours that non-critical operation personnel receive when not reporting to work.~~

~~**Example 1:** If, due to inclement weather, a non-critical operation employee does not report to work for one work day (8 hours) due to a City "closing," the critical operation personnel who work on that work day when the City is "closed" will receive an additional eight (8) hours of pay.~~

~~**Example 2:** If, due to inclement weather, the City delays opening for two hours, the non-critical operation employee will receive two (2) hours pay; the critical operation employee who is working even though the City has a delayed opening will receive an additional two (2) hours of pay as well.~~

- (3) Non-exempt critical operation personnel cannot bank inclement weather pay as compensatory time. Inclement weather is paid out at the time it is given.
- ~~(4) Non-exempt critical operation personnel may also earn overtime pay according to the City's Overtime Policy.~~
- (5) If a non-exempt critical operation employee is called into work when the City is officially closed, it is considered a call back for emergency reasons, and the employee shall be compensated according to the ~~call back pay policy when applicable~~ inclement weather policy.

- b. **Non-exempt non-critical operation personnel** (full-time) will be paid regular pay for the hours that the City offices are officially closed (up to 8 hours per day) for inclement weather or other emergency event. Non-exempt non-critical operation personnel whose work schedule exceeds 8 hours per day will be paid regular pay for the hours that the City offices were officially closed (up to 8 hours per day). He/she will be charged any accrued annual leave or other leave balances (excluding sick leave) or compensatory time for the remaining hours of his/her shift. If no such accrued leave exists, the employee will not be compensated.

Non-exempt non-critical operation part-time employees will be paid regular pay for the hours that they are scheduled to work when the City offices are officially closed for inclement weather or other emergency event.

- c. **Exempt critical operation personnel** (as determined by the Division Director or his/her designee) who are required to work during inclement weather or other emergency events will receive the following compensation:
  - (1) Regular salary.
  - (2) Exempt critical operation personnel will also receive pay at their determined hourly rate for the same hours that non-critical operation personnel receive when not reporting to work.
  - (3) Exempt critical operation personnel cannot bank inclement weather pay as compensatory time. Inclement weather is paid out at the time it is given.
  - (4) Exempt critical operation personnel do not earn overtime pay.
- d. **Exempt non-critical operation personnel** will be paid their regular salary for the hours that the City offices are officially closed for inclement weather or other emergency event. They are not eligible for additional pay or overtime pay.
- e. **Employees on leave who are scheduled to be on approved leave (whether exempt or non-exempt)** during inclement weather or other emergency events as declared by the City Manager will be treated as though the inclement weather or other emergency event had not occurred not be required to use their leave time for the period the workplace has officially closed.

**Example 1:** If an employee is out on Workers' Compensation leave, he/she would continue to receive Workers' Comp pay at 66-2/3% (as determined by the Workers' Comp Insurance) and could utilize any other accrued leave balances (sick, annual, banked holiday, etc.) or compensatory time to make-up the difference in his/her regular pay (up to 100%). The employee would not receive additional pay for inclement weather or other emergency event.

**Example 2:** If an employee is out on short-term disability, he/she would continue to receive short-term disability payments at 60% (as determined by the short-term disability insurance carrier) and could utilize any other accrued leave balances (sick, annual, banked holiday, etc.) or compensatory time to make-up the difference in his/her regular pay (up to 100%). The employee would not receive additional pay for inclement weather or other emergency event.

**Example 3:** If an employee is out on military leave, he/she would continue to receive military pay (up to 18 days per federal fiscal year) as long as he/she has not exhausted his/her 18 days. The employee would not receive additional pay for inclement weather or other emergency event.

**Example 4:** If an employee is out on unpaid FMLA, he/she would not receive pay for inclement weather or other emergency event.

(i) **Holidays**

1. The City observes the following holidays and such other days as may be designated by City Council:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day

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Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
2 Floating Holidays

When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday for City employees. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees.

2. Regular full-time employees receive eight (8) hours for holiday pay. Full-time police shift employees receive eight point five (8.5) hours for holiday pay, while full-time fire shift employees receive eleven point twenty-five (11.25) hours for holiday pay. Part-time, temporary, and seasonal employees are not eligible for holiday pay except as specified below.
3. In order to receive pay for an observed holiday, regular full-time non-exempt employees must work the scheduled work day immediately before and after the observed holiday or must not be absent without an excused leave approved in advance. If an employee's absence is due to illness, the employee must present a doctor's note covering the absence in order to be paid for the holiday. In like manner, should an employee miss the day before or after a two-day holiday (e.g. Thanksgiving and the day after Thanksgiving or Christmas Eve and Christmas Day) and should he/she fail to bring a doctor's note, he/she would lose the two-day holiday pay.
4. Regular full-time employees receive two (2) paid floating holidays at the beginning of each calendar year. Newly hired full-time employees and employees transitioning from part-time to full-time receive paid floating holidays during their first calendar year of employment according to the following:

Hire Date / Transition Date	Floating Holidays Received
January 1 — March 31	2.0 days
April 1 — June 30	1.5 days
July 1 — September 30	1.0 day
October 1 — December 31	.5 day

Floating holidays must be used by December 31<sup>st</sup> each year, or they will be lost. In addition, unused floating holidays will not be paid out upon separation of employment.

5. When eligible employees are required to work on a holiday, they shall be remunerated according to one of the following:
  - a. Regular full-time non-exempt employees will be paid their regular pay plus an additional eight (8) hours pay. Full-time police shift employees will be paid their regular pay plus an additional eight point five (8.5) hours pay, or eleven point twenty-five (11.25) hours for full-time and part-time fire shift employees, including Battalion Chiefs.
  - b. However, if a calendar holiday falls on the weekend (e.g. Christmas Eve, Christmas Day, New Year's Day, or Independence Day) and if the City observes a different day for the holiday, those regular full-time non-exempt police shift employees who work the actual calendar holiday will be paid the additional 8.5 hours holiday pay. Those regular full-time non-exempt fire shift employees (including Fire Department Battalion Chiefs and part-time fire shift employees) who work the actual calendar holiday will be paid the additional 11.25 hours holiday pay. At no time will employees receive more than nine (9) holidays and two (2) floating holidays in a calendar year.

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NOTE: Any part-time fire shift employee who works any portion of the actual calendar holiday will be paid the additional 11.25 hours holiday pay.

- c. Regular Full-Time Exempt Employees — Division Directors have the authority to arrange the schedules of the employees that they supervise.
- 6. When an observed holiday falls on an employee's normally scheduled off day, the employee will be paid for the holiday. At no time will employees receive more than nine (9) holidays and two (2) floating holidays in a calendar year.
- 7. Holiday Observance for Non-Public Safety Departments with 7-Day Operations: Non-Public Safety facilities that are open seven days a week will close on the actual holiday, and if the observed day is other than the actual holiday (i.e. Christmas on Sunday with the observed holiday on Monday), the facility will also be closed on the observed day. Employees will receive pay for the observed day.

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## Section II-B-5: Other Leave Types

### (a) Bereavement Leave

1. Full-time employees may be granted up to ~~24 hours~~three (3) calendar days of bereavement leave with pay upon the death of a member of the employee's ~~immediate family~~relative. ~~Immediate family~~relative is defined in the definition section. ~~Hours~~Calendar days do not have to be taken simultaneously. ~~An employee may receive up to 24 hours bereavement leave with pay per death regardless of the number of hours worked in the week. Example: If an employee has worked 18 hours on Monday and Tuesday, he/she would still be paid an additional 24 hours for bereavement for Wednesday through Friday, for a total of 42 hours for the week. The 42 hours would be paid at straight time because the employee did not work more than 40 hours that week.~~
2. Employees must request bereavement leave by contacting their supervisor.
3. Bereavement leave should be used within ten (10) calendar days of the death or when the employee is notified of the death. Exceptions to the ten (10) calendar-day period, necessitated by special arrangements for the deceased, may be approved by the City Manager.
34. The ~~24 hours~~three (3) calendar days of bereavement leave may be extended ~~under unusual circumstances~~ with the approval of the City Manager.
45. When attending a funeral of an individual other than ~~immediate family member~~the employee's relative as defined in the definition section, the employee must use his/her banked leave time (except sick pay) to cover his/her absence from work.
56. Employees attending a funeral of a City employee may be granted up to a maximum of ~~three~~four (34) hours of paid time to attend the funeral during their normal scheduled work hours; banked leave time (except sick pay) must be used to cover absences exceeding ~~three~~four (34) hours.
67. Employees serving as officials or delegates representing Peachtree City at funerals for Police Officers or Firefighters that have died while in the line of duty shall be paid up to a maximum of two (2) hours to attend the funeral during their normal scheduled work hours; those attending on their off day will not be paid for this time.
78. There is no accumulation of bereavement leave, and no payment upon separation from City employment.

### (b) Civil Leave

1. An employee [full-time, part-time, and temporary or seasonal (if applicable)] shall be given time off with pay up to a maximum of eighteen (18) days per calendar year when performing jury duty or required by proper authority to be a witness in legal proceedings, unless he/she is a litigant (plaintiff, defendant, or other principal party) or has any other personal or familial interest in the proceedings. Time off for jury duty exceeding eighteen (18) days will be granted without pay, unless an employee has other paid leave (excluding sick leave) available.
2. An employee's compensation will not be penalized for time away from work for civil leave up to the maximum of eighteen (18) days per calendar year.
3. An employee should be paid for time off for civil leave (up to 18 days per calendar year) regardless of the number of hours he/she has worked in the work week. Example: If an employee works 28 hours from Monday through Wednesday, and he/she attends jury duty on Thursday and Friday of the same

1. Sick leave may be used for appointments for medical, dental, or optical examinations or treatment when such appointments cannot be reasonably scheduled during non-working hours. Examination appointments generally should be approved at least one (1) work day in advance by the Division Director or designee. Sick leave can also be used for unplanned sick absences. In unplanned circumstances, an employee should make every attempt to report to his/her supervisor within one (1) hour of the scheduled starting time the reason for absence. Where a relief employee is required in a department which must provide 24 hours sustained service, the employee must report his/her absence two (2) hours before the designated reporting time. Failure to comply with the reporting requirements may lead to the employee being charged with leave without pay on the affected payroll.
2. Eligible employees may also use sick leave to attend to the illness/injury of an immediate family member. For purposes of this policy, immediate family member shall include children, spouse, parents, grandparents, grandchildren, or any person identified as a dependent on the employee's most recent tax return.
3. ~~A Division Director or designee may require employees to provide doctor's certificates for periods of absence.~~
4. If an employee is absent for more than three (3) consecutive days for personal or family illness, he/she shall be required to provide a physician's certificate upon his/her return attesting to his/her inability to have reported to work during this absence.
5. ~~A Division Director or designee may require employees to provide doctor's certificates for any periods of absence.~~

Department management will be responsible for monitoring abuse of the sick leave privilege, and employees may be subject to disciplinary action, up to and including termination, for any abuse of the sick leave benefit.

6. If an employee who sustains an on-the-job injury/illness which necessitates the employee's absence from work, he/she may use sick leave or other available leave during the Workers' Compensation waiting period. Once Workers' Compensation begins to make payments to the employee, the employee may use sick leave or other available leave to offset the difference between the statutory Workers' Compensation rate and the employee's regular rate of pay.
7. An employee who becomes ill during his/her vacation (annual leave) may be granted the option of changing annual leave to sick leave upon presentation of a doctor's certificate.

(e) **Payment of Sick Leave**

1. Pay for sick leave shall be at the employee's regular rate of pay in effect for the employee's regular job on the pay date immediately preceding the employee's sick leave period.
2. An employee separating from the City due to retirement or death will not receive sick leave for his/her last bi-weekly pay period unless he/she works half of his/her last pay period.
3. Payment for accrued sick leave will be made upon death or retirement from the City up to the following maximum levels:

Full-Time Years of Service	Regular Full-Time Employee	Police Shift Employee	Fire Shift Employee
Minimum of 10 Years	240 Hours	252 Hours	375 Hours
15+ Years	480 Hours	504 Hours	750 Hours

4. For full-time Firefighters and Police Officers, payment for accrued sick leave will be made as stated above when retirement occurs between the ages of 55 and 65 with ten (10) years or greater service.

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## Section II-A-4: Changes in Salary

(a) **Standard Salary Adjustments**

Subject to annual budget appropriation, performance of the departments, and the Consumer Price Index (CPI), standard salary adjustments may be established annually. The Pay Plan will be adjusted according to the standard salary adjustment.

(b) **Salary Increases for Merit**

The goal of merit increases is to reward the most productive and the highest performing employees who exceed the expectations of their roles. Rewarding deserving employees can go a long way in retaining top talent, building loyalty, and boosting morale, and it can in turn incentivize others to do better. Merit pay sends a powerful message about what employee efforts and contributions the City wants to recognize. Justification for a merit increase is important because of the message it sends and because of the financial investment the pay increase represents.

Employees may be considered for a merit pay increase only if the employee has completed 12 months of continuous employment with the City and has completed an annual performance evaluation. ~~Position probationary evaluations are not connected to the city's merit program. If an employee is in their probationary period, including promotions, on January 1<sup>st</sup>, they will not be eligible for a merit increase.~~ The Mayor and Council will decide the allocation granted for merit increases each fiscal year at the adoption of the budget.

(c) **Salary Changes Due to Promotions**

The pay for employees receiving a promotion will be the greater of either the minimum of the pay grade of the promoted position or a ten (10) percent increase. The City Manager may allow a greater increase in order to address any internal equity issue.

(d) **Salary Changes Due to Reclassification**

The pay for an employee whose position is reclassified to a higher pay grade will be the greater of either the minimum of the pay grade of the reclassified position or a ten (10) percent increase. If the pay for an employee whose position has been reclassified to a lower pay grade exceeds the maximum of the salary grade, the employee's pay will be "frozen" until such time that the maximum of the salary grade exceeds the employee's pay.

(e) **Salary Changes Due to Demotion**

The pay changes for employees receiving a demotion will be as follows:

1. **Demotions Based on Performance**

The pay for employees receiving a demotion based on performance will be decreased by a minimum of five (5) percent. At the Division Director's request, the City Manager may allow a greater or lesser decrease in order to address any internal equity issue.

2. **Voluntary Demotions (not performance based)**

The salary of an employee who voluntarily demotes to a position in a lower pay grade based on a personal decision to do so will be determined upon the recommendation of the Division Director, but will not exceed the maximum of the lower pay grade.

3. **Involuntary Demotions (not performance based)**

The salary of an employee who has been involuntarily demoted due to business needs or for accommodation purposes and not based on performance will not experience any change in pay if

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the employee's salary falls within the lower salary grade and is comparable to employees within the same salary grade.

(f) **Other Salary Increases**

1. The City Manager reserves the right to make additional pay adjustments as necessary for business operations or to address any internal equity issues provided that funds are available.
2. Special increases and cash bonuses must be approved by City Council and shall be effective on the date approved by City Council.

(g) **Progression from Uncertified Police Officer to Certified Police Officer**

When an Uncertified Police Officer becomes a Certified Police Officer, his/her hourly rate shall move to the minimum of the pay grade for Certified Police Officer, and any compensation increases that the employee has received for advanced education degrees, COLA's, etc., should be added to the minimum rate of the pay grade for Certified Police Officer.

(h) **Progression from Uncertified Firefighter/EMT to Certified Firefighter/EMT**

When an Uncertified Firefighter/EMT becomes a Certified Firefighter/EMT, his/her hourly rate shall move to the minimum of the pay grade for Certified Firefighter/EMT, and any compensation increases that the employee has received for advanced education degrees, COLA's, etc., should be added to the minimum rate of the pay grade for Certified Firefighter/EMT.

(i) **Progression for Maintenance Technicians, Buildings & Grounds Maintenance Technicians, and Mechanics**

Maintenance Technicians, Buildings & Grounds Maintenance Technicians, and Mechanics should be evaluated for job proficiency and should be compensated at a pay rate commensurate with their technical skill levels. To accomplish this goal, the following criteria have been established:

1. **Maintenance Technicians and Buildings & Grounds Maintenance Technicians**

Maintenance Technicians and Buildings & Grounds Maintenance Technicians will be hired at level I, II, or III based on their education, years of experience, and their technical skill level as demonstrated by the pre-employment interview, written test, and practical examination. Once employed and after one year of service with the City, a Maintenance Technician or a Buildings & Grounds Maintenance Technician may test and be considered for advancement to a Technician II or III position, as long as the employee has the minimum years of related experience as required by the specific job description. In order to progress to a Technician II or III position, the employee must pass a written examination, practical examination, and a supervisor evaluation to demonstrate his/her technical skill level. If the employee passes all requirements for a Technician II or III, he/she would receive a five (5) percent progression increase for each level. If an employee fails to pass any portion of this process, he/she may take the examination/evaluation again after ninety (90) days. Once an employee has progressed to a Technician Level II, he/she is not eligible to be considered for the next level until he/she completes six (6) months as a Technician II.

2. **Mechanics**

The City's goal is to hire skilled, experienced Mechanics, and every effort will be made to hire Mechanics who possess at least four (4) Automotive Service Excellence (ASE) certifications. If a Mechanic who does not hold four (4) ASE's is hired, he/she must obtain four (4) certifications within twelve (12) months of employment; upon obtaining the four (4) ASE's, he/she would receive a five (5) percent progression increase. Thereafter, Mechanics will receive a five (5) percent progression increase for each two (2) additional ASE certifications received. **The total of all progression increases, however, cannot exceed fifteen percent (15%).**

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(j) **Employees at Maximum of Pay Range**

Should an employee's pay rate reach the maximum of his/her assigned range, and an increase (COLA, market, or merit) is granted to employees, the affected employee will receive a one-time, lump-sum payment which will be in an amount equal to the increase. If the employee is a non-exempt employee, the affected employee will receive a one-time, lump-sum payment which will be in an amount equal to a percentage of the employee's **total annual income (including overtime pay)** paid by the City for the preceding 12 months. If the pay scale is adjusted by the increase (e.g. COLA), a one-time lump sum payment will not be needed.

(Ord. No. 1236, § 2(Exh. B), 4-3-2025)

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### Section I-C-3: Probation Period Requirements

(a) **Policy Statement**

It is the purpose of the probationary period to provide a time by which both employee and employer can decide whether to continue employment. Probationary employees and supervisors should utilize the time to examine all aspects of the job and related performance.

(b) **Original Probation Period**

All newly hired employees are subject to a one (1) year probationary period in the position to which they are hired (the "Original Probation Period"). Uncertified Police Officers have a one (1) year probationary period from the date they become certified. New hires who fail to complete the probationary period at an acceptable level shall be terminated from employment.

(c) **Position Probation Period**

Employees who are promoted, demoted, or transferred to a different position are subject to a six (6) month probationary period in the new position (the "Position Probation Period"). This includes Public Safety employees. If the employee fails to successfully complete a "position probation period" following promotion, he/she shall be reinstated in his/her former position at his/her former rate of pay if the position is vacant. If the position is not vacant, the employee may be assigned to any vacant position for which he/she is qualified at a rate of pay within the salary range of the vacant position. If no vacant position for which he/she is qualified is available, the employee will be terminated. If the employee fails to successfully complete a "position probation period" following demotion or transfer, he/she may be assigned to any vacant position for which he/she is qualified at a rate of pay within the salary range of the vacant position. If no vacant position for which he/she is qualified is available, the employee will be terminated.

When an employee advances or progresses within a position, he/she is not subject to a six (6) month Position Probation Period (e.g., Maintenance Tech I to Maintenance Tech II, Maintenance Tech II to Maintenance Tech III, etc.).

Employees may be promoted during the original probation period. In such cases, the employee will serve a probationary period equal to the greater of:

1. The remainder of their original one-year new hire probationary period (measured from date of hire), or
2. The six-month promotional probationary period (measured from the effective date of promotion).

(d) **Extension of Probation**

The probationary period may be extended one time for a period not to exceed ninety (90) days by the Division Director with notice to the Director of Human Resources and Risk Management. If the probationary period is to be extended, the employee will be notified in writing.

(e) **Probation Period Restrictions**

~~Employees in a probationary status are not eligible for reassignment, promotions, or voluntary transfer unless specifically approved by the City Manager.~~

(f) **Grievance Appeal Rights**

New employees in their original probationary status do not have grievance or appeal rights in connection with disciplinary action or termination of employment.

### III-L. EMPLOYEE AWARDS

#### Section III-L-1: Policy Statement

Employee awards have been established to recognize those City employees who have performed or provided a notable act or exemplary achievement or service for the City of Peachtree City. Any employee (full-time or part-time) of the City may be nominated and may participate in the awards.

#### Section III-L-2: Employee Recognition

Employees are eligible to receive the following City awards:

(a) **Service Awards**

All employees will be recognized for their longevity. Employees will be awarded at the following service designations: 2 Years, 5 Years, 10 Years, 15 Years, 20 Years, 25 Years, 30 Years, 35 Years, 40 Years, and every 5-year interval thereafter. Employees will receive a Certificate of Recognition and may select a gift from an Award Catalog provided to them.

The Division Director shall present all two (2) and five (5) year service awards. All other service awards will be presented by the Mayor at a City Council meeting unless the employee prefers to receive it within his/her Division.

A special Service Milestone Reception will be held to honor those employees reaching twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40) years of service (and every 5-year interval thereafter) unless the employee chooses not to have a reception. The Division will host the special reception in honor of the employee reaching the special service milestone. All City-sponsored receptions must be held at a City facility during normal working hours with all City employees invited to attend. A maximum of \$300 should be allotted for each reception. Approval of the City Manager is required if additional funds are needed.

(b) **Retirement Award**

Any retiring employee who has faithfully served the City is eligible for this award. A reception should be held by the retiring employee's Division at a City facility during normal working hours with all City employees, along with other guests, invited to attend (unless the employee chooses not to have a reception). The retiring employee shall receive a retirement gift (no cash or gift card) from the City valued as follows:

Less than 14 years of service	<del>\$100-250</del>
15 — 19 years of service	<del>\$200-400</del>
20 — 24 years of service	<del>\$300-500</del>
25+ years of service	<del>\$400-750</del>
<u>30+ years of service</u>	<u>\$1,000</u>

The retiring employee's reception should be allotted as follows: A maximum of \$300 should be allotted for the reception. Approval of the City Manager is required if additional funds are needed.

<u>Less than 14 years of service</u>	<u>\$400</u>
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<u>15 — 19 years of service</u>	<u>\$500</u>
<u>20 — 24 years of service</u>	<u>\$600</u>
<u>25+ years of service</u>	<u>\$700</u>

Employees retiring from the City may continue to receive complimentary annual City pool/gym passes for them, their spouses, and their children (under age 26) who reside with them, and they may participate in the City's Wellness Program exercise classes when offered.

(c) **City Employee of the Month**

This award will be presented monthly to one non-supervisory City employee or a team of employees who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. Nominations may be made by a peer, the employee's immediate supervisor, department head, or Division Director and should be submitted to the Human Resources Department by the deadline communicated by the Human Resources Department. Final selection shall be made by a panel composed of the Division Directors. A plaque and a check for \$25 will be presented at the City Council meeting by the Mayor unless the employee prefers to receive the award in his/her Division. If a team of employees is selected for this honor, each team member will receive a "Team Recognition Award" certificate which will be presented at the City Council meeting as well unless the team prefers to receive the award in the Division. Team Recognition Awards will not include a monetary award.

(d) **City Supervisor of the Quarter**

This award will be presented quarterly to a supervisor who has performed in an outstanding manner. This employee must have displayed extensive job knowledge, good supervisory skills, loyalty, and professionalism. Nominations may be made by a peer, subordinates, the employee's immediate supervisor, department head, or Division Director and should be submitted to the Human Resources Department by the established deadline. Final selection shall be made by a panel composed of the Division Directors. A plaque and a check for \$25 will be presented at the City Council meeting by the Mayor unless the employee prefers to receive the award in his/her Division.

(e) **City Employee of the Year**

This award will be given to one non-supervisory City employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. A ballot will be comprised from a list of all City Employees of the Month for the entire year, and final selection shall be made by a panel comprised of all Division Directors. A plaque and a check in the amount of \$500 will be presented to the employee at the Annual Employee Christmas and Awards Luncheon.

(f) **City Supervisor of the Year**

This award will be given to one supervisory employee who has exhibited outstanding performance, professionalism, and supervisory skills. A ballot will be comprised from a list of all City Supervisors of the Quarter for the entire year, and final selection shall be made by a panel comprised of all Division Directors. A plaque and a check in the amount of \$500 will be presented to the supervisor at the Annual Employee Christmas and Awards Luncheon.

### III-C. DISCIPLINE

#### Section III-C-1: Policy Statement

The City of Peachtree City believes that each employee desires to provide quality public service by meeting high standards of job performance and conduct and by following established policies, procedures, regulations, and practices.

The primary purpose of disciplinary action is to correct or prevent the recurrence of employee performance or conduct that is detrimental to quality job performance or to the interest of the citizenry, the employee, the City, or other employees. The City's discipline policies emphasize the employee's responsibility for the consequences of his/her own behavior with a focus on communicating expectations for changes in behavior and needed improvement.

When an employee's conduct does not meet standards or results in deficiencies in job performance or violations of law, City regulations, or rules, it is the policy of the City to take appropriate action to improve and/or correct the conduct or performance or, if necessary, remove the employee from the City workforce through application of disciplinary actions. Disciplinary action should be carried out privately and confidentially.

#### Section III-C-2: General Provisions

(a) **Level of Discipline**

Disciplinary action will be consistent with the nature of the deficiency or infraction involved and with other relevant factors. In reaching a decision as to the level of discipline to be applied, the supervisor should consider such factors as the type and severity of the infraction, the results of the infraction, the employee's work record, prior disciplinary actions, and any mitigating circumstances which may be relevant to the situation.

(b) **Format and Location of Disciplinary Actions**

All disciplinary action should be documented in writing on the designated form. The supervisor shall ensure that the Disciplinary Action Form is filled out completely and accurately and that needed signatures are obtained. An employee's signature does not indicate agreement with the disciplinary action, but represents an acknowledgement of receipt of the form. Should an employee refuse to sign the form, the supervisor should write "refused to sign" on the form with the appropriate date. The employee should be given a copy of the disciplinary action form. The original disciplinary action form should be maintained in the employee's personnel file in the Human Resources Department. All appeals by employees must be in writing. All responses to, and decisions on, appeals must be in writing.

(c) **Progressive Discipline**

While it is expected that disciplinary action be exercised progressively, the circumstances of any particular situation, as well as the nature of the deficiency and the violation in any particular situation, may preclude the exercise of a less severe discipline option. Typical disciplinary actions may include oral or written reprimand, suspensions (with or without pay), performance improvement plan (PIP), demotions, and termination. Employee actions/behavior of a serious nature may be cause for immediate termination while bypassing any or all other levels of disciplinary action. Reference Progressive Discipline Chart on the following page.

(d) **Suspension of Exempt Employees**

Except in the case of a major safety violation, any unpaid suspension of an exempt employee must be made in full-week increments only. Major safety violation suspensions may be made in full day increments.

(e) **Disciplinary Options**

Only Division Directors in coordination with the Director of Human Resources and Risk Management are authorized to demote or terminate employees. The Division Director or a designee may suspend employees or place an employee on a performance improvement plan (PIP) in coordination with the Director of Human Resources and Risk Management.

(f) **Impact of Disciplinary Action**

An employee's record is not "cleared" of disciplinary action at the beginning of a calendar or fiscal year. Generally, an employee's record will be cleared after one year of satisfactory performance and/or behavior, but the disciplinary action form will remain in the personnel file.

(g) **Probationary Employees**

New employees in a probationary status do not have appeal rights to disciplinary action or termination of employment.

ACTION	USE	RESPONSE / APPEAL
<del>Oral Counseling</del>	<del>A private discussion between a supervisor and employee.  Documents kept in Human Resources.</del>	<del>No appeal</del>
Oral Reprimand	An oral warning/instruction from the supervisor to the employee.  Documents kept in Human Resources.	No appeal
Written Reprimand	A written warning/admonishment from the supervisor to the employee.  The supervisor, Division Director, and Human Resources should be involved at this level.  Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director or through the chain of command to the next level supervisor.  Appeal does not go beyond the next level of supervision of the supervisor issuing the reprimand.
Suspension	Relief from duty for a specified amount of time.  Requires coordination with Human Resources.  Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.
Performance Improvement Plan (PIP)	Probationary period for a specified amount of time, generally 90 days, to ensure that <u>performance</u> deficiencies are understood and that management is <u>coaching</u> the employee to improve.  Requires coordination with Human Resources.	No appeal

	Documents kept in Human Resources.	
Demotion	Reduction in rank or classification consistent with deficiency of the violation. This is not an option for probationary employees.  Requires coordination with Human Resources.  Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.
Termination	Involuntary separation of employee from City employment.  Requires coordination with the Director of Human Resources and Risk Management.  Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.

## I-J. TAKE HOME VEHICLES

### Section I-J-1: Policy Statement

It is the City's policy that all City vehicles be operated in a careful, safe, and prudent manner consistent with all policies, regulations, and procedures of the City and with all local and State laws. City vehicles will be maintained in a safe and cost effective manner and will be used only for intended purposes. Further, to promote good public relations, employees are expected to display courteous and considerate driving habits when operating a City vehicle.

### Section I-J-2: General Provisions

(a) **Eligibility**

Employees whose job requirements meet the following criteria may be authorized by the City Manager to drive a City vehicle home:

1. Drivers of City vehicles must possess a valid State of Georgia Motor Vehicle License required for the type of vehicle being operated or a valid Driver's License from the state in which the employee resides which allows the employee to legally operate a City vehicle on Georgia roads.
2. The employee, required by job description, must regularly return to work on City business, which includes checking facilities when problems arise or those required to respond to emergency or medical situations to evaluate the scene.
3. The employee must have completed generally six months of employment and reside within 30 miles of his/her work facility (i.e., City Hall, Public Works, Police Department, or Fire Department).
4. Take home privileges are authorized by the City Manager. The following positions have been authorized to take home a City vehicle:

-City Manager	Police Chief
Fire Chief	Assistant Police Chief
<del>Assistant Fire Chief/Operations</del> <u>Deputy Fire Chief</u>	Police Lieutenant
	<u>Police Captain</u>
<del>Fire Marshal</del> <u>Division Fire Chief</u>	Police Sergeant
<del>Assistant Fire Marshal</del> <u>Community Risk Reduction Employees</u>	Police Corporal
<del>Training Officer</del>	Police Detective
<del>Assist. Fire Chief/Training &amp; Special Operations</del>	Police Officers
<del>Operations Officer</del>	Public Works Superintendent/Director Public Works On-Call Employees
<u>Recreation and Special Events Director</u>	

5. The Division Directors reserve the right to remove take-home vehicle privileges from employees for severe disciplinary reasons, poor cleanliness, poor maintenance, at-fault accidents, traffic complaints, or excessive wear or abuse.

(b) **Vehicle Assignment**

1. At their discretion, take home vehicles will be assigned by the Division Director. Vehicle assignments are based on availability.
2. All vehicle assignments are subject to recall at any time.

(c) **Mileage**

1. Those employees assigned take home vehicles will have mileage deducted from their pay at the following rates:

<u>Mileage (one-way)</u>	<u>Cost to Employee</u>
Within the City	No Cost
0-10 Miles outside the City	<del>\$15.00 per pay period</del> No Cost
10.1-20 Miles outside the City	<del>\$30.00 per pay period</del> No Cost
20.1- <del>45</del> 30 Miles outside the City	<del>\$50.00 per pay period</del> No Cost
<del>30</del> 45+ Miles outside the City	Requires approval and determination of cost by the City Manager

2. Employees with take home vehicles will be required to sign a "Take Home Vehicle User Agreement."

(d) **Business Use**

1. Except as specified in this manual, City vehicles are furnished for official City business and may not be used for personal reasons without express written consent by the applicable Division Directors.
2. Employees with "take home" privileges are authorized to make stops while traveling to and from work for legitimate reasons (i.e. Doctor/dentist appointment, exercise gym, etc.).
3. Employees are allowed to transport immediate family members to and from work, school, and day care while in route to and from work themselves. Under no circumstances will family members be allowed to ride in the rear seat of a patrol vehicle equipped for prisoner transports with the cage and plastic seating. Immediate family member passengers are not covered by the City's umbrella of automobile insurance coverage.
4. While operating a take home vehicle, employees are prohibited from patronizing bars, package stores, or any establishment that would result in public criticism. Violation of this section shall result in discontinued privileges from the program.
5. No passengers except those expressly allowed in this policy may be transported in take home vehicles unless they are connected to City business or unless authorized by the Division Director or City Manager.
6. City vehicles may be used to transport an employee to the doctor or hospital when a Workers' Compensation injury occurs. For all Workers' Compensation follow-up office visits, the employee must use his/her personal vehicle. Mileage for personal vehicle usage may be reported to and reimbursed through our Workers' Compensation insurance carrier. When on duty, employees that have assigned take home vehicles will be allowed to use the City vehicles for local (Coweta or Fayette County) follow-up visits due to not having their personal vehicles available at work.
7. Participation in the Take Home Vehicle Program will be suspended for those Public Safety employees driving marked Public Safety vehicles who are assigned to light duty or while on an injury-related absence. This policy is to protect an employee from being called upon by the public to perform a task from which he/she is restricted or a task that could aggravate his/her injury. Once an employee is returned to full duty, he/she may again participate in the Take Home Vehicle Program.

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(e) **Off Duty Use of Take Home Vehicles**

1. While not on duty, police officers and emergency personnel operating their assigned vehicles will take police and emergency response action as necessary. The employee will notify 9-1-1 via radio of the action, and the responsible jurisdiction will be notified by 9-1-1. Once on scene, the responsible jurisdiction will take over as soon as feasible.
2. Officers and emergency personnel will not respond to routine calls for service while off duty.
3. Police Officers and emergency personnel will monitor their radios while operating their take home vehicles off duty and will answer radio calls directed to them according to the Department's SOP.

(f) **Driver's Responsibilities**

1. Drivers must be thoroughly familiar with State and local laws governing motor vehicle operations and must adhere to those laws.
2. Drivers must at all times adhere to City and Department policies and procedures which regulate the operation, maintenance, and cleanliness of City vehicles.
3. Drivers shall inspect the vehicle daily prior to driving in accordance with the Fleet Manager's inspection protocols.
4. Employees who are assigned a City vehicle are responsible for ensuring the preventative maintenance and repair schedule is met on the vehicle through the Public Works maintenance shop. Failure to ensure proper repair and maintenance may result in disciplinary action, up to and including discontinued privileges from the program.
5. Emergency personnel and Police Officers will have their badges and duty weapons, if applicable, immediately available while traveling in marked take home vehicles at all times. This includes while attending training or other authorized off-duty use of the take home vehicle. Emergency personnel and Police Officers will be properly dressed while in plain clothes in their take home vehicles.
6. Drivers are responsible for fueling vehicles assigned to them.
7. Tobacco use in City-owned or leased vehicles is prohibited.

## CHAPTER II. COMPENSATION & BENEFITS

### II-A. COMPENSATION

#### Section II-A-1: Policy Statement

The City of Peachtree City's compensation philosophy is to maintain a competitive pay structure for the purpose of recruiting and retaining an effective and efficient workforce. The pay structure is designed to pay employees based on what their job is worth; ensure they appropriately move through the salary range for their classification; and recognize performance through merit pay, where applicable. The pay plan is designed to comply with Federal and State law, including the Fair Labor Standards Act (FLSA). All aspects of the pay plan are contingent upon the availability of funds as determined at the sole discretion of the City Council.

#### Section II-A-2: Pay System

(a) **Pay Period**

All City employees will be paid on a bi-weekly basis. The work week will start with the beginning of a shift on Monday and end at the conclusion of any shift which began on Sunday. The actual pay date will be Thursday following the end of a pay period. When a pay date falls on an official City holiday, employees will be paid on the date preceding the holiday.

(b) **Time Increments**

All regular hours earned by non-exempt employees will be in increments of the nearest quarter hour.

(c) **Combination of Pay**

When receiving any type of accrued leave (annual, sick, holiday, etc.), short-term disability benefits, Workers' Compensation benefits, etc., for absences from work, the combination of the pay received cannot exceed the employee's normal pay.

(d) **Employee Time Records and Payroll Deadline**

All non-exempt employees are required to record their work time daily either by utilizing a time clock or by completing an electronic time sheet. Employees must accurately record actual hours worked including starting time, ending time, and meal breaks. All time records must be submitted by the employee and approved by the Division Director.

The employee time records are approved by the Division Directors no later than noon on Monday of payroll week. Special submission deadlines may be established by the Finance Department during holiday weeks.

(e) **Direct Deposit**

Participation in the direct deposit program is strongly encouraged for all City employees. All pay-related items, such as reimbursements, may flow through the regular pay cycle.

(f) **Types of Pay Other than Base Rate**

1. **Overtime Pay**

Overtime work is work performed by a non-exempt employee which exceeds the regular work week as defined in the Fair Labor Standards Act (FLSA).

a. **When Overtime Is Earned**

All overtime pay must be pre-authorized by the supervisor and is earned by non-exempt employees according to the following schedule:

Type of Employee	When Overtime is Earned
Police Officer	<del>86</del> 84 hours bi-weekly
Firefighter	Over 212 hours in a 28-day cycle
All Other Non-Exempt Employees	Over 40 hours in a 1-week period

Compensation for overtime hours shall be at time-and-a-half for hours worked in excess of the regular schedule. Overtime will be earned in 15-minute increments. Annual, sick, holiday, or other types of leave will not be considered as hours worked for overtime computation purposes.

b. **Exempt Employees**

Exempt employees are not eligible for overtime pay.

2. **Compensatory Time**

It shall be the City's policy to allow the accrual of Compensatory Time (Comp Time) in lieu of payment for overtime hours worked by non-exempt employees to reduce the cost of overtime wages and to assist employee productivity and effectiveness without extra cost to the City. Comp Time is defined as time off granted to a non-exempt employee to offset overtime hours worked by the employee. Comp Time cannot be accrued unless the non-exempt employee actually works overtime in the pay period. The accrual of Comp Time for exempt employees is not allowed. (The Human Resources Department maintains a list of exempt positions.)

Each department may decide to utilize Comp Time. The Division Director is responsible for making that decision. **Employees must agree to receive Comp Time in lieu of overtime payment.**

a. **Accrual**

Comp Time will accrue at a rate of one and one-half hours for each hour of employment for which overtime compensation is otherwise required and where the employee has not accrued Comp Time beyond the maximum limit that the City has established. Comp time will be earned in 15-minute increments. Accrual of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. Supervisors are expected to organize their projects and tasks appropriately to minimize Comp Time accruals.

The maximum accrual of Comp Time is limited to 72 hours for Fire Department shift employees and to 48 hours for all other non-exempt employees. An employee who reaches this threshold shall, for additional overtime hours of work, be paid overtime compensation. Supervisors should attempt to schedule the utilization of Comp Time as it is accrued.

b. **Utilization**

Comp Time accrued should be utilized (redeemed) at a time mutually agreeable to the employee and supervisor. This time will also be utilized with the least amount of disruption to productivity and effectiveness to minimize hardship. Use of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. The use

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of Comp Time upon employee request must be permitted unless to do so would unduly disrupt the department's operations. In order to prevent the excessive accrual of Comp Time and to avoid the extra overtime liability to the City, a supervisor may compel an employee to utilize Comp Time.

**If an employee with accrued Comp Time is promoted to an exempt position, all accrued Comp Time will be paid out as overtime prior to the effective date of the promotion.**

3. **On-Call Status**

Some operational divisions in the City may designate non-exempt employees to be on-call to provide for after-hours service needs. Any on-call policy shall be determined by the applicable Division Director with approval of the City Manager depending upon the needs of the individual department and appropriations in the fiscal budget.

- a. **Restricted On-Call** means the time spent on-call on or away from City premises under conditions that prevent the employee from using the time for personal activities. The employee on Restricted On-Call status is required to report for any on-call assignment that arises during the applicable on-call period. This category of on-call is compensatory. Employees on a Restricted On-Call status will be paid one hour per day at their regular rate and will receive pay for such time actually worked if called to respond to an emergency. Employees who receive a stipend (e.g. CID) will not receive the additional one-hour pay per day.
- b. **Unrestricted On-Call** means the time spent on-call on or away from City premises under conditions that do not prevent the employee from using the time for personal activities. The employee on Unrestricted On-Call status may choose to report for an on-call assignment, but is not required to do so. Unrestricted On-Call status is not compensatory, except for such time actually worked, should the employee report for an on-call assignment. Employees will not be compensated for time spent on unrestricted on-call status. Employees will be paid their regular rate for time actually worked.

4. **Call Back Pay**

A call back occurs when there is an emergency or after hours service need for which an employee reports to work as a result. A call back does not include additional hours of work scheduled in advance.

- a. A non-exempt employee (full-time and part-time) responding to a call back will be credited the greater of two hours or the actual time worked on the call back assignment.
- b. Travel time is included in the calculation of call back hours.
- c. Exempt employees are not eligible for call back compensation.

5. **Mandatory Meeting Pay**

If a non-exempt employee is required to attend a mandatory meeting held during the employee's regularly scheduled day off, the employee will be paid a minimum of two (2) hours pay. This applies to part-time and full-time employees.

6. **Pay for Care of Canine**

Police Officers who are canine handlers will be compensated an additional 30 minutes per calendar day for the training, care, and maintenance of the canine. This additional pay is for feeding, bathing, grooming, providing needed medication, providing exercise, removing fleas/ticks, etc. The 30 minutes per day should be reflected on the Police Officer's time record each pay period. However, any hours in excess of ~~86~~84 hours for that pay period should be paid at the overtime rate.

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7. **CID Assignment Pay**

Those employees who are assigned to CID within the Peachtree City Police Department (Lieutenant, Sergeant, Detectives, and Police Officers) will be compensated an additional 5% of their base pay. This additional pay is to cover on-call status, required clothing, etc.

8. **Field Training Officer (FTO) Pay**

~~Police Officers assigned as Field Training Officers (FTOs) will receive one additional hour of compensation for each day they are actively engaged in training a new employee. This additional hour must be clearly and accurately recorded on the officer's time record for each applicable day within the pay period. Any total hours worked in excess of 84 hours during a pay period will be compensated at the applicable overtime rate in accordance with Fair Labor Standards Act (FLSA) guidelines and departmental policy. Those employees in the Police Department who are designated as Field Training Officers (FTO's) shall be compensated an additional \$2.00/hour when actively training new employees.~~

9. **Career Stipend Program in Fire Department**

The Stipend Program in the Fire Department is designed to provide incentive pay to career fire personnel who occasionally perform specialized functions beyond the scope of their job descriptions. These stipends include: Acting Leadership Assignment, Instruction Assignment, and Maintenance Assignment. The Stipend Program continues contingent upon available funding. Complete details regarding the Career Stipend Program are found in the Fire Department's SOP.

10. **Step-Up Pay for Ushers in the Amphitheater**

When Step-Up Pay is needed in the Amphitheater, the Usher would receive the minimum pay for the Box Office Assistant position or the Production Assistant position for the actual time worked in these positions.

11. **Acting Status Pay**

Employees who are temporarily re-assigned to perform the duties of a higher classification for thirty (30) consecutive days or more may receive a compensation increase for the duration of the temporary assignment. The appropriate increase shall be recommended by the Director of Human Resources and Risk Management, but at no time should be less than the minimum pay range for the temporary assignment classification.

12. **Final Pay**

Upon end of employment, employees will receive any compensation due on the following regular pay period. Employees will be paid at their base rate for any unused accrued annual leave balances excluding accrued sick leave, catastrophic sick leave, and unused floating holidays. Only those employees who retire from City employment or who die while in City service will be paid for any accrued sick leave according to the guidelines in this manual.

**Note: Catastrophic sick leave and floating holidays are not payable upon any separation from the City.**

The final paycheck that an employee receives will be a "live" paper check, not direct deposit, unless extenuating circumstances exist.

## **Section II-A-3: Compensation Plan**

(a) **Pay Plan**

1. The City will maintain a Classification and Pay Plan, including a complete inventory of all positions in the City's service, accurate job descriptions, specific salary grades with minimum and maximum pay

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**MEMO TO:** Mayor and City Council

**VIA:** Justin Strickland, City Manager

**FROM:** Shayla Reed, Planning Director 01/08/2026  
Justin Strickland, City Manager 01/09/2026

**DATE:** January 15, 2026

**SUBJECT:** 01-26-09 Consider text amendment to the Sign Ordinance, Chapter 66, for revisions to roof sign regulations

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**Recommendation:**

Staff recommends consideration of the Text Amendment referenced below.

**Discussion:**

Staff has identified language conflicts in the current Sign Ordinance. The ordinance prohibits and defines "Roof Signs". However, it allows "roof signs" by way of a parapet wall.

**Relative Sections of Ordinance:**

**Sec. 66-3. — Definitions**

Roof sign means a sign erected upon and above a roof structure and wholly supported by the roof structure or a structure placed upon a roof. Roof signs shall also constitute any signage placed upon a sloped building fascia intended to appear as or actually be roof elements of the building.

**Sec. 66-5. — Prohibited signs**

The following types of signs are prohibited within the city:

(8) Roof signs

**Sec. 66-15. — Retail, commercial, office, or industrial (LC, GC, LUC, OI, LI, GI, LUI).**

(7) For any building that is primarily used for retail and service commercial, office/institutional or industrial purposes, no part of a wall or building sign shall extend above the eave line or the top of a parapet on the wall to which it is attached.

**Proposed Language**

**Sec. 66-3. - Definitions**

Add definition:

*Parapet Wall* is a low protective wall or barrier extending above a roof, balcony, or platform as an integral part of a wall that extends above the roof structure of a building.

**Sec. 66-15. — Retail, commercial, office, or industrial (LC, GC, LUC, OI, LI, GI, LUI)**

For any building that is primarily used for retail and service commercial, office/institutional or industrial purposes, no part of a wall or building sign shall extend above the eave line or ~~the top of~~ along a parapet on the wall to which it is attached.

**Budget Impact:**

There are no budget items associated with this request.

**Attachments:**

- 1. Sec. 66-3 - Definitions
- 2. Sec. 66-5. - Prohibited signs
- 3. Sec. 66-15. - Retail, commercial, office or institutional (LC, GC, LUC, OI, LI, GI, LUI)

Sec. 66-3. - Definitions.

As used in this chapter, the following terms shall have the meanings respectively ascribed to them.

*Awning* means a roof-like-cover that project from the wall of a building for the purpose of shielding a doorway, walkway, or window from the elements. Awnings are often made of metal, fabric or flexible plastic supported by a rigid frame, and may be retracted into the face of the building.

*Beacon* means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zoned lot as the light source; also, any light with one or more beams that rotate or move.

*Building official* means the building official of the city or his or her designee.

*Business premises* means a building, suite, office, or other unit used for nonresidential purposes. In the case of businesses licensed by the city, the area occupied by a single business license holder shall be deemed as one business premises. In the case of professionals paying individual taxes to the city, each professional corporation, partnership, or other entity in which the professional participates shall be considered the occupant and all area occupied by that occupant shall be the business premises. For the purpose of this chapter, business premises shall include nonresidential space occupied by charitable organizations, political organizations, institutions or other noncommercial entities.

*Canopy* means a roof-like structure supported by columns or projecting from a building and open on at least three sides.

*Code enforcement officer* means the code enforcement officer of the city or his or her designee.

*City planner* means the city planner of the city or his or her designee.

*Commercial message* means any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.

*Flag* means any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of government, political subdivision, or other entity.

*Frontage* or *street frontage* means the width in linear feet of a lot where it abuts the right-of-way of any street from which access may be directly gained.

*Fronts* or *fronting on a street*. A business "fronts" on a street when the lot line on the property on which the business is located also forms the line marking the edge of a publicly dedicated right-of-way.

*Lot*. See definition of "zoned lot" herein.

*Marquee* means any permanent, roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

*Non-commercial message* means any sign wording, logo or other representation promoting an activity or idea other than a commercial message.

*Pennant* means any lightweight plastic, fabric, or material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind as a means of attracting attention.

*Person* means any association, company, corporation, firm, organization, or partnership, singular or plural, of any kind.

*Principal building* means a building in which the primary use of the lot on which the building is located is conducted.

*Setback* means the distance from the property line to the nearest part of the applicable building, structure or sign, measured from the property line to that portion of the building, structure or sign which is most proximate to such line.

*Sign* means any structure, display, or device that is used to advertise, identify, direct, or attract attention to a business, institution, organization, person, idea, product, service, event or location by any means, including words, letters, figures, design characteristics, symbols, logos, fixtures, colors, movement or illumination. Individual signs shall be defined as follows:

*A-frame* or *easel sign* means a portable sign consisting of two sign faces placed back-to-back and hinged together at the top in such a manner that each sign face leans toward the other, connecting at the top and forming a self-supporting structure which is not permanently affixed to the ground.

*Animated sign* means any sign, including spinners, which involves motion or rotation of any part by any means, or which is illuminated by flashing, intermittent, or color changing light or lighting, or which uses movement or change of lighting to depict action or create a special effect or scene.

*Awning sign* means a sign imposed or painted upon an awning.

*Banner* means any sign of lightweight fabric or similar material that is mounted to a building or structure. Flags, as defined herein, shall not be considered banners.

*Blade sign* means a sign affixed to a wall and extending more than four inches from the surface of such wall and perpendicular to the wall surface.

*Building identifier sign* means a sign posted on the corner of a building in a multiple building development that provides an identifying number or letter for the building that distinguishes that building from others in the development.

*Building sign* means a sign that in any manner is fastened to, projects from, or is placed upon the exterior wall, window, or door of a building.

*Changeable copy sign* means a sign panel that allows the display of words, numbers, symbols and/or graphics on a temporary basis by the use of interchangeable letters or graphics manually mounted to the sign face.

*Directional sign* means a sign used to give direction or specific instruction to the traveling public, such as, but not limited to, "enter," "exit," "no parking," "drive through," etc. Such signs shall contain only instructional information designed to facilitate the safe movement of traffic onto, from and within a property.

*Externally-illuminated sign* means any sign that is partially or completely illuminated at any time by an artificial light source that directly or indirectly illuminates the face of the sign from outside the sign structure.

*Internally-illuminated sign* means any sign that is illuminated by an artificial light source from within the sign structure over any or all of its sign face (prohibited).

*Marquee sign* means any sign attached to, in any manner, or made a part of a marquee (prohibited).

*Monument sign* means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A monument sign may include individual letters, numbers, figures mounted on a surface composed of stone, brick or other permanent structures. The supporting structure must rest on the ground.

*Multi-tenant building directory* means a sign posted on business premises of more than 25,000 square feet and containing multiple tenants, directing the public to the location of specific tenants within the complex.

*Portable sign* means any sign not permanently attached to the ground or other permanent structure, or sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; A—frame signs; signs erected to serve drive-through lanes; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal, day-to-day operations of the business, then the vehicle shall be parked in a designated parking space at the location of the business and furthest from the right-of-way at the location of the business.

*Roof sign* means a sign erected upon and above a roof structure and wholly supported by the roof structure or a structure placed upon the roof. Roof signs shall also constitute any signage placed upon sloped building fascia intended to appear as or actually be roof elements of the building.

*Shared sign* means a sign that serves as common or collective use for a group of persons or businesses operating on the same lot such as, but not limited to, a shopping center or business park. Ownership of and responsibility for a shared sign shall remain with the owner of the building or buildings served by the sign.

*Sign face* means that portion of the surface of a sign structure where words, letters, figures, symbols, logos, fixtures, colors, or other design elements are or may be located in order to convey the message, idea, or intent for which the sign has been erected or placed. The sign face may be composed of two or more modules on the same surface that are separated or surrounded by portions of a sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature.

*Spectacular sign or device* means spectacular sign or device includes, but is not limited to:

- (1) Any piece or strip of cloth, paper, canvas, plastic or similar material, including banners, but excluding flags, on which a message, slogan or emblem is painted, drawn or otherwise projected, colored or shaped;
- (2) Any advertising display, sign or copy that is animated;
- (3) Balloons, air and gas filled devices;
- (4) Streamers; or
- (5) Other attention-getting devices.

*Standard informational sign* means a sign intended for temporary use comprised of rigid plastic, cardboard, or wood, measuring not more than six square feet in sign area, and erected on a metal or wooden stake measuring not more than one and one-half inches in width in residential districts or placed within the window of a building in non-residential districts.

*Subdivision sign* means a sign located at the main entrances to a residential, commercial, or industrial subdivision as an aid to the traveling public and for the purpose of ensuring prompt emergency response.

*Suspended sign* means a sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

*Temporary sign* means any sign that is used only temporarily and is not permanently mounted or affixed to the ground.

*Wall sign* means a sign that is fastened or painted directly to the exterior wall of a building and extends from the surface of the wall no more than 15 inches.

*Window sign* means any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window and is intended primarily to be viewed from the exterior of the premises. Glass doors are to be considered windows for the purposes of administration of this article. Merchandise located within a window shall not be considered a window sign, as long as there are no commercial messages attached to or associated with the display of merchandise.

*Street* means a public or private thoroughfare used, or intended to be used, for passage or travel by motor vehicles.

*Street frontage* means the length of any property line of a zoned lot, which property line abuts a legally accessible street right-of-way. For the purposes of determining yard requirements on corner lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under the zoning definition for yards.

*Window* means an opening made in the wall of a building to admit light and air, and/or to furnish a view; provided, however, that as such term is used herein, the term "window" shall not include the framework for such opening but shall only include the glass or translucent portion of such opening.

*Zoned lot* means a parcel of land in single ownership that is of sufficient size to meet minimum zoning requirements for area, coverage, and use, and that can provide such yards and other open spaces as required by the zoning regulations.

(Ord. No. 1196, § 1, 3-3-2022)

Sec. 66-5. - Prohibited signs.

The following types of signs are prohibited within the city:

- (1) Signs imitating warning signals; signs displaying lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance, or rescue vehicles; signs using words, slogans, dimensional shape or size, or colors of governmental traffic signs in such a manner as to resemble official traffic signs.
- (2) Signs with lights blinking and/or flashing in series, lines, or rows.
- (3) Flashing, blinking, fluctuating, or otherwise animated signs.
- (4) Signs attached to fences, trees, utility poles or boxes or traffic control devices; signs painted on or otherwise attached to, supported by, leaning or resting on rocks or other natural objects; signs, other than those placed by a local, state or federal government, located within the public street right-of-way or within five feet of the edge of curb or closest edge of the pavement of any public street.
- (5) Signs emitting or utilizing in any manner any sound capable of being detected on a public road by a person of normal hearing.
- (6) Signs which obstruct any fire escape, any means of egress or ventilation, or prevent free passage from one part of a roof to any other part thereof; signs attached in any manner to any fire escape.
- (7) Banners, fringe, twirling, sidewalk or curb-type signs, balloons, streamers, pennants, portable display signs, air or gas filled figures and other similar temporary signs, other than as specifically authorized in this chapter.
- (8) Roof signs.
- (9) Signs displaying any statement, word, character or illustration of an obscene nature.
- (10) Illuminated signs from or to which direct rays of light are projected onto a lot other than on the lot where the illumination occurs.
- (11) Portable signs, other than as specifically authorized by this chapter.
- (12) Beacons or similar devices.
- (13) Vending machines, trash cans, or other outdoor devices which display a commercial message if the total area of the commercial message is more than two square feet in area.
- (14) Animated signs.
- (15) Awning signs.
- (16) Internally-illuminated signs, other than as specifically authorized by this chapter.
- (17) Marquee signs.
- (18) Bench signs.

No sign otherwise prohibited by this chapter shall be installed within a building in such a manner that it is visible from the public right-of-way.

(Ord. No. 1196, § 1, 3-3-2022)

Sec. 66-15. - Retail, commercial, office or industrial (LC, GC, LUC, OI, LI, GI, LUI).

For properties which are zoned for any retail, commercial, office or industrial use, such properties may post only such signs as are authorized by this section. Authorized signs shall comply with the following requirements:

- (1) Monument signs. Such property may contain one or more monument signs in accordance with the following:
  - a. Except for regulatory signs approved and erected by appropriate federal, state or local authorities, no signs shall be constructed, erected or maintained within a public right-of-way.
  - b. Only one monument sign per platted lot shall be allowed along the right-of-way, provided that for business premises fronting on more than one street, one monument sign shall be allowed along no more than two right-of-way frontages, which signs shall be separated a minimum of 200 feet.
  - c. All monument signs shall be located within a landscaped island with curb and gutter or within a landscaped area. No monument sign shall be permitted to encroach in a parking area to such extent that the remaining parking spaces fail to meet the minimum standards of the zoning ordinance for off-street parking.
  - d. The maximum sign area of any monument sign, inclusive of any border and trim, but excluding the base, apron, supports and other structural members shall be:
    1. On lots zoned for retail or commercial use with a single tenant, 35 square feet in sign area.
    2. On lots zoned for retail or commercial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
    3. On lots zoned for office use, 35 square feet in sign area.
    4. On lots zoned for industrial use with a single tenant, 35 square feet in sign area.
    5. On lots zoned for industrial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
  - e. For lots that contain the retail sale of liquid fuel for vehicles, no more than 50 percent of the monument sign area may include digital numbers for the display of current rates. Content of the sign that is displayed through the use of digital numbers shall change no more than one time over a 24 hour period. Colors of the digital numbers shall be red or green in color only.
- (2) Drive thru lanes. In addition to any other monument signs authorized by this section, if such property contains a business premises where materials are delivered or services offered at a drive thru delivery point other than on the front side of the building, then one additional

monument sign per delivery point shall be allowed to be located on the property in the side or rear yard; no such sign shall exceed 32 square feet in sign area nor five feet in height. The location of the additional sign on the lot shall be included as part of the application package for permit. Additionally, no sign allowed by this paragraph shall be oriented in such a manner as to be viewable from public right-of-way, i.e., the sign must be oriented away from the traveling public and only toward the lane serving the drive thru window. Internally illuminated screens may be used on the additional sign so long as light illuminating from the board shall not be visible from any public right-of-way or adjacent residentially-used lot.

(3) Wall signs (retail and commercial zoning districts).

- a. For a single tenant building and/ or multi-tenant building with less than 100 linear feet of building frontage, the aggregate wall sign area for each tenant shall be limited to no more than one and one-half square feet per linear foot of building frontage. The maximum area of the wall sign for each tenant shall not exceed 100 square feet.
- b. For a single tenant building and/ or a multi-tenant building with more than 100 linear feet of building frontage, the aggregate wall sign area for each tenant shall be limited to no more than two and one-half square feet per linear foot of building frontage. The maximum size of the wall sign for each tenant shall not exceed 150 square feet.

(4) Wall signs (office zoning districts).

- a. For a single or multi-tenant office building, the aggregate wall sign area shall be limited to one-half square feet per linear foot of building frontage to a maximum of 30 square feet.
- b. Each tenant within a multi-tenant office building that has direct access from the exterior of the building into the actual tenant space may have one wall sign not to exceed ten square feet located immediately adjacent to or above the entrance to the tenant space.
- c. In a multi-building office complex, each building may have one building identifier sign not exceeding five square feet.

(5) Wall signs (industrial zoning districts).

- a. For an industrial building occupied by a single tenant, the aggregate wall sign area shall not exceed one-half square feet per linear foot of building frontage, up to a maximum total of 50 square feet.
- b. For a multi-tenant industrial building, each tenant shall be allowed one wall sign not to exceed 30 square feet. In a multi-building complex, each building may have one building identifier sign not exceeding five square feet.
- c. For an industrial building with single-tenant or multi-tenant occupancy and more than 30,000 square feet of gross floor area, the aggregate wall sign area shall not exceed one square foot per linear foot of building frontage, up to a maximum total of 150 feet.

(6)

Wall signs may be flat against the wall or pinned away from the wall, but in no case project more than 15 inches from the wall surface.

- (7) For any building that is primarily used for retail and service commercial, office/institutional or industrial purposes, no part of a wall or building sign shall extend above the eave line or the top of a parapet on the wall to which it is attached.
- (8) For any building that is primarily used for retail and service commercial purposes, no part of a wall sign shall be located more than 36 feet above the existing level of the ground. In addition, for any retail or service commercial buildings, no sign shall be installed on any wall over the level of the bottom of any second story window on that wall unless the building is a multi-tenant structure where tenants have direct access from their second floor space to the outside. This direct access must include outside walkways and stairways properly designed for public use.
- (9) Signs may not cover or interrupt architectural features of a structure.
- (10) Multi-frontage sites are calculated with one major frontage only. The building frontage shall be determined by using the address of the building.
- (11) Multi-tenant building directory. Each development shall be permitted no more than one multi-tenant building directory for every 25,000 square feet of total building square footage per platted lot in accordance with the following conditions:
  - a. Each directory may be two-sided and shall measure no greater than four feet in width and seven feet in height from finish grade to the top of the sign.
  - b. The area of display on each directory shall measure no greater than three feet by six feet.
  - c. A minimum of 50 percent of the total number of directories shall be located within 20 feet of the face of the building(s) on the subject property.
  - d. Directories shall be located no closer than 200 feet from the nearest public street right-of-way and shall be oriented such that the directory graphics are not legible from off-site.
  - e. Directories shall not be located within 400 linear feet of each other, as measured in a straight line between each directory.
  - f. Directories shall not be located in such a manner that they obstruct established emergency access routes within a development.
  - g. Each directory shall be placed within a landscaped island of no less than ten feet in width with curb and gutter.
  - h. Lighting shall be limited to indirect lighting only and shall not exceed two footcandles or less at any point on the directory. Internal illumination is prohibited.
  - i. Directory graphics shall be incorporated into the master sign program for each development.

- (12) Directional signs. In addition to any other signs authorized herein, any such property may contain not more than two directional signs per driveway entrance. Such signs are limited to no more than 24 inches in height and no more than two square feet in sign area.
- (13) Blade signs. Where blade signs are approved as a part of the overall sign program for a particular retail or commercial development, the blade sign shall not exceed six square feet in area and shall maintain a seven-foot clearance between finish grade and the bottom of the sign. Blade signs shall not be internally illuminated.
- (14) Master sign plan. All multiple-occupancy development complexes, such as shopping centers or planned industrial parks, may submit to the city planner a master sign plan prior to the issuance of new sign permits, which plan must comply with all provisions of this chapter. The master sign plan shall be designed by the applicant for the development for the purpose of ensuring coordinated signage throughout the development.

The master sign plan shall establish standards and criteria for all signs in the complex, which require permits and shall address, at a minimum, the following:

- a. Proposed sign locations.
- b. Approved materials and colors, including background colors and an acceptable palette of colors to stand out from the background.
- c. Type of illumination, including fixture specifications and wattage.
- d. Design of free standing and wall sign structures.
- e. Size.
- f. Quantity.
- g. Uniform standards for non-business signage, including directional and informational signs.
- h. Identification of delivery or rear access door by name and suite number.

The city planner shall approve the master sign plan for a development if it complies in all respects with the standards of this chapter. Once approved, the master sign plan shall control signs erected within the development, subject to subsequent amendments to the master sign plan or future amendments to the sign code of the city.

All applications for sign permits for signage within a multiple-occupancy development complex shall comply with the master sign plan.

Any amendments to a master sign plan must be approved by the city planner and the property owner(s) within the development complex before such amendment will become effective. Approval by the city planner shall be determined on the basis of compliance with the standards of this chapter.

It shall be the responsibility of the owner or leasing agent of the property to provide the occupant with a copy of the approved master sign plan.

The signing for new businesses within existing projects shall comply with the provisions of this chapter.

- (15) Banners. Banners shall be permitted in all retail, commercial, office and industrial zoning districts of the city, and shall be permitted for a period not to exceed 14 calendar days at any one time. Only one banner shall be permitted for an individual tenant or business during a period of 120 days. The maximum size of a permitted banner shall not exceed 35 square feet. Banners shall be securely attached to a building and maintain a seven-foot clearance between walking surface and bottom edge of the banner if placed over a walk surface. Banners shall not be attached to the roof of the structure, or above the parapet line of the structure.
- (16) Window signs. Except as otherwise provided in this chapter, window signs are allowed for each tenant within commercial zoning districts only (GC, LC, and LUC). Window signs are defined as any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window and is intended primarily to be viewed from the exterior of the premises. Window signs may be installed without a permit, but they must be installed in accordance with the provisions of this chapter.

Window signage applied directly to the window shall be limited to decal-type or direct adhesion graphics. No panels, boxes or other items mounted directly against the face of the window shall be allowed.

- a. Only half of the windows of the business premises may be used to display window signs; and
  - b. No more than six windows shall be used to display window signs; and
  - c. If the business premises has three windows or less, no more than two windows shall be used to display window signs.
  - d. No more than 50 percent of an area of a window shall be used to display window signs, and no window sign shall extend from one window to another. As used in this section, the term "window" shall include only the glass portion of a window, and shall not include any frames or other non-glass portion of such window. Glass doors are to be considered windows for the purposes of administering this article.
  - e. Temporary writing or graphics applied to the glass or window, such as by marker, paint or shoe polish, shall be prohibited.
- (17) Any sign permitted under section 66-17.
  - (18)

If a lot contains a mixture of commercial, industrial and/or residential uses, the signage requirements shall be based on the base zoning district in which the mixed-use development is located.

(Ord. No. 1196, § 1, 3-3-2022)