



# UDO Steering Committee

Special Called Meeting Agenda

Immediately following Planning Commission meeting

SCAN FOR AGENDA  
PACKET



Frances Meaders Council Chambers

March 9, 2026 | 6:30 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements**
4. **Presentations**
5. **Agenda Changes**
6. **Minutes**
  1. January 26, 2026, UDO Steering Committee Meeting Minutes
7. **Old Agenda Items**
8. **New Agenda Items**
  1. RFP Status Update and Next Steps
9. **Member/Staff Topics**
10. **Adjourn**

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**UDO Steering Committee of Peachtree City**  
**Meeting Minutes**  
**Monday, January 26, 2026**  
**6:30 PM**

**Call to Order**

The Unified Development Ordinance (UDO) Steering Committee met on Monday, January 26, 2026 at City Hall. Chairman Kenneth Hamner called the meeting to order at 8:52 p.m. Committee members Scott Ritenour, Andrew Kriz, Jack Allen, Hans Gant, and Robert Halverson were present. Also in attendance were Planning Director Shayla Reed, Senior Planner Lora Hooks, Recording Secretary Martha Barksdale, and IT Specialists Ken Couch and Ryan Williams.

**Pledge of Allegiance**

Hamner opened the meeting with the Pledge of Allegiance.

**Announcements**

Reed said they had released the request for proposal (RFP) for the UDO, and she had shared it with the Steering Committee on Microsoft Teams. Hamner said this Teams group was the official channel for the committee's communications, and he would be happy to help any member get set up on it.

Reed commented that the credentials listed in the RFP were based on conversations during past meetings and also with language borrowed from RFP's created by other municipalities. Council would talk about the UDO project during their retreat that week. Reed said she had been contacted by several firms expressing interest in the UDO project and had forwarded the RFP to them.

**Presentations**

None

**Agenda Changes**

None

**Minutes**

**1. UDO Steering Committee Meeting for December 15, 2025**

Halverson moved to approve the December 15, 2025, UDO Steering Committee meeting minutes. Allen seconded. Motion carried unanimously.

**Old Agenda Items**

None

**New Agenda Items**

**1. Question/Answer session for new members**

Hamner had presented an overview of the UDO project to the new members at the December meeting and now asked if anyone had questions about the goals and process. No one did.

**2. RFP Update from Planning and Development Director**

Reed reiterated that the RFP had been shared with reputable companies. She said the Steering Committee needed to be added into the process and asked if they wanted to review this as individuals or as a body. Hamner asked if staff had a preference, and Reed said she would like there to be one review coming from the Steering Committee, and that would be considered along with scores from Planning, Engineering, and Public Works.

Kriz confirmed that the deadline for submitting proposals was February 17 and asked if they had received any responses. Reed said the Procurement Manager would not announce that until after the closing date had passed. Kriz said if there was a large number of responses, it might be challenging to review them as a group. Perhaps staff could give them only the top two to review. However, if there were only a few, he had no problem with reviewing them as a group.

Reed said she would share that thought with the Procurement Manager to ensure that they would be meeting procurement rules and to get her opinion, adding that she would tell her that she recommended they give a score as a body. There were just three bids for the annexation study, Reed remarked, but she expected more for the UDO because it was a more common undertaking.

Hamner proposed that everyone post their thoughts on the Teams channel then they could go through the evaluation. Kriz remarked it could be a slog if there were many proposals.

Hamner noted that the deadline for questions on the RFP was February 10, and the answers were promised by February 12. Was that timing realistic? He wanted to make sure the applicants had enough turnaround time. Reed explained that Procurement Manager was very prompt with getting questions answered, keeping everything moving according to deadlines.

Reed praised the Committee for the work they had done in getting them to this point.

### **Member/Staff Topics**

The next UDO meeting was scheduled for February 23, Hamner noted, and the RFPs would be coming in on the 17<sup>th</sup>. Reed suggested the next UDO meeting be March 9, and there could be two meetings in March if necessary. The UDO RFP was set to go to Council on March 19.

They were overdue to update Council on the Committee's progress, but Hamner acknowledged there had been little to report. They didn't need to set a date right now but should begin thinking about it. He and Reed agreed they should wait until after the RFP selection.

### **Adjourn**

There being no further business, Kriz moved to adjourn at 9:07 p.m. Allen seconded. Motion carried unanimously.

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Martha Barksdale, Recording Secretary

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Kenneth Hamner, Chairman