

UDO Steering Committee of Peachtree City
Meeting Minutes
Monday, December 15, 2025
6:30 PM

Call to Order

The Unified Development Ordinance (UDO) Steering Committee met in a special called meeting on Monday, December 15, 2025, at City Hall. Chairman Kenneth Hamner called the meeting to order at 7:53 p.m. Committee Members Scott Ritenour, Andrew Kriz, Hans Gant, and Jack Allen were present, while Robert Halverson was absent. Also in attendance were Planning Director Shayla Reed, Senior Planner Lora Hooks, Recording Secretary Martha Barksdale, and IT Specialist Elijah Brewer.

Pledge of Allegiance

Hamner opened the meeting with the Pledge of Allegiance.

Announcements

None

Minutes

1. UDO Steering Committee Meeting for July 28, 2025

Gant moved to approve July 28, 2025, UDO Steering Committee meeting minutes. Allen seconded. Motion carried unanimously.

Presentations

Hamner said the newest committee members had asked what exactly the UDO was, so he thought it would be good to go over the presentation he had made to City Council in May. He began with background of why the committee was formed, saying there was a need to organize and update all of the zoning and development ordinances that had been adopted over time and create a unified document. Some ordinances were outdated, and some were in conflict with other ordinances. There had been one other attempt at a UDO, but that steering committee met only once, then disbanded. The Planning Commission and staff still realized the need for a UDO and obtained approval from the City Council to form another steering committee in November of 2024, this time made up of only Planning Commission members.

There were at least six separate ordinances used for land development, Reed remarked, but they were not uniform—one might say to do one thing, and another something else. The UDO would allow those ordinances to have conversations with each other and be unified into one file. As an example of the magnitude of the task they were facing, Hamner showed the table of contents for Fayetteville's UDO, noting that Fayetteville's staff created its UDO, but Peachtree City needed to hire an outside professional. Hamner said he was very clear to Council that creating a UDO would require not just the committee members, but support from staff, Council, and outside consultants, and Council allowed them to utilize City staff, hire a consultant, and share and store files on Microsoft Teams.

The committee's first work was to create a mission statement and define a goal. They

had completed the majority of the work they set out to do in Phase One, which would set a foundation for the UDO. Phase Two was originally slated June through October 2025 for creating a UDO draft. In addition to defining what they intended to do, Hamner said they had intended to use the foundational period to gather the ordinances that needed to be included in the final product, which staff had been doing. They also wanted to use the foundational period to hire a consultant.

Hamner had completed an initial draft of the table of contents that showed the organizational structure of what they already had. They could use that as a starting point to organize the ordinances. From there, the original timeline called for refining the final draft from November 2025 to completion in December 2026. They had also set up a website for the UDO and its work. Another idea for a quick win for the UDO was creating a native and non-invasive plant ordinance, and they were still working on that.

Now they should be closing out Phase One by identifying and organizing the first round of documents. Next would be the hiring of a consultant. Hamner noted that they completed one goal by having Fayetteville's Planning Director come in and talk to them about their process.

Allen said it seemed the easiest process would be fitting the documents into their places by using the table of contents, and the audit would be the more involved part. Hamner agreed but noted there were some additional documents they might want to incorporate. For land development, Reed remarked, there was building and construction, the sign ordinance, streets, sidewalks, and other public ways. Zonings, land development, and annexations were the categories that would be combined under the one UDO. Hamner wanted to know if they were missing anything. Reed said those were the ordinances they used, and she didn't know of any others.

She again pointed out that these ordinances were drafted separately and might not be consistent with each other, which made it a challenge to enforce. The consultant would have the ability to read the code in totality and point out the inconsistencies. Hamner said it was the purpose of the UDO, and it sounded like they had identified everything that should go in it.

Ritenour asked how they would address the ordinances that needed to be updated or perhaps created? The committee would identify what they wanted to see and meet with the consultants, Reed stated. There would be meetings with the public and City Council before a list of codes would be drafted. The consultants or staff could draft the code and place it in the file for adoption.

In May, Hamner recalled, he explained to Council that they needed to hire an experienced outside firm because the steering committee was made up of volunteers and City staff could not take on the additional workload.

He then reviewed the other steps in his timeline, which allocated a full year of finalizing the draft to ensure it met the specifications. During this time, the committee would be

keeping Council updated on their progress, while ensuring legal compliance with State and Federal laws. There would be at least two public education and input sessions.

The original deadline for completion was December 2026, but that was not possible. Hamner noted that Council doubted the feasibility of that date during his May presentation, and he told them then he felt it was motivating to have an aggressive deadline, but it could be adjusted.

Agenda Changes

None

Old Agenda Items

None

New Agenda Items

1. Updates from the UDO Steering Committee Chairman

Hamner had no major updates but said he had checked in with Reed to see where they stood in identifying what should go under the UDO, and Reed confirmed that was finished. The other unfinished business was hiring a consultant.

2. Planning & Development Director discusses potential planning consultants

The hiring of a consultant had been held up by having to wait until the 2026 budget year began in October, Reed stated. She echoed Hamner's comments that staff just did not have the resources to devote to the massive task. A consultant would offer that time, plus experience.

She said the City Manager supported hiring a consultant, and they would be sending out a request for proposal (RFP) for which she had already drafted a scope of work that gave an idea of what the project would include. In the RFP, Reed had allotted eight months to draft the code, with an additional four months for public hearings and adoption. The RFP would be released for bids in January, Reed remarked, if the UDO Committee was comfortable with that. The Committee would review the responses and recommend a firm to Council.

Allen asked if she used an available template for the RFP, and Reed said she pulled language from four other cities and added some things, such as the need for illustrations. The committee agreed to move forward, and Reed said she would share the RFP with them through Teams. She said if the RFP was released in January, they could set a deadline for responses at 30 days. It would be possible for the firm they hired to start work in the spring and have the UDO to Council by May 2027.

Allen asked why there was a gap between awarding the contract and the consultant starting work. There would need to be some initial meetings, Reed explained. So right now, Allen said, the committee was awaiting the hiring of the consultant.

Member/Staff Topics

1. Upcoming UDO Steering Committee meeting dates

It was anticipated the next UDO Steering Committee Meeting would be held following the January 26, 2026, Planning Commission Meeting.

Adjourn

There being no further business, Kriz moved to adjourn at 8:30 p.m. Allen seconded. Motion carried unanimously.



Martha Barksdale, Recording Secretary



Kenneth Hamner, Chairman