

**WELCOME
TO THE
PEACHTREE CITY
PLANNING
COMMISSION**

Dear Planning Commissioner:

On behalf of City Staff, I would like to welcome you as a new Planning Commissioner for Peachtree City.

This packet has been assembled with pertinent information to assist you as you begin your new role. Included are the following:

- "Welcome to the Commission!" A Guide for New Members
- Information on the Role of the Planning Commission
- By-Laws of the Peachtree City Planning Commission
- Pertinent Ordinance Sections
- Site Plan Review Process
- Current calendar of regularly scheduled Planning Commission Meetings

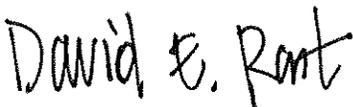
In addition, our web address is www.peachtree-city.org and provides access to a wealth of information including the following:

- The entire City ordinance which includes the Zoning and Land Development Ordinances
- The Comprehensive Plan including the Community Assessment Report
- A Library of the approved minutes of Planning Commission meetings from 1968 to present

If at any time you require assistance with any of this information, please feel free to call me, Jennis Rice, or Cinnamon Mack, the Recording Secretaries for the Planning Commission, at 770.487.5731.

Again, we welcome you and thank you for your willingness to serve the community in this capacity.

Sincerely,



David Rast
City Planner / Zoning Administrator

BY-LAWS OF
THE PEACHTREE CITY PLANNING COMMISSION

ARTICLE I - The Planning Commission
Section 1

The Peachtree City Planning Commission shall exist as established in the Peachtree City Code of Ordinances, as amended from time to time.

ARTICLE II - Officers
Section 1

Officers will be elected at the first meeting in October each year, and will hold office for a period of one year. The Planning Commission shall elect a Chairman and Vice-Chairman. The Secretary will be the City Planner by position. The officers may succeed themselves.

Section 2

The Chairman shall preside at all regular meetings of the Planning Commission and at other meetings and public hearings called by the Planning Commission. The Chairman may call special meetings of the Planning Commission from time to time and may transmit reports, plans, and recommendations of the Planning Commission to the appropriate governing authority and, in general, shall act as spokesman for the Planning Commission. The Chairman shall represent the Commission on the Personnel Selection Committee for the purpose of interviewing prospective candidates for vacancies on the Commission.

Section 3

The Vice-Chairman shall serve as Chairman in the absence or the disability of the Chairman. The Vice-Chairman shall become Chairman in the event that the Chairman must step down, and a new Vice-Chairman shall be elected within thirty (30) days.

Section 4

The Secretary shall assist the Chairman in the preparation of an agenda for each Planning Commission meeting, shall prepare and send out notices for special meetings, shall prepare and distribute minutes of Commission meetings, and shall establish and maintain the Commission's files.

By-Laws of the Peachtree City Planning Commission

Page 2

ARTICLE III - Meetings

Section 1

Regular meetings will be held at the Municipal Building on the 2nd and 4th Monday of each month, starting at 7:00 PM. Special meetings may be called, provided all members receive notification of the meeting at least 24 hours in advance.

Section 2

A quorum shall consist of three (3) members. A majority vote of the Commission (minimum three [3] members) is required for passage of a motion.

Section 3

All members of the Commission, including the Chairman, are voting members.

ARTICLE IV - Committees

Section 1

Special committees may be established by the Chairman as required from time to time.

ARTICLE V - Amendments to the By-Laws

Section 1

Changes may be made in the By-Laws of the Planning Commission by the affirmative vote of four (4) members of the Commission.

DIVISION 5. PLANNING COMMISSION*

***Cross reference(s)**--Zoning, app. A; land development ordinance, app. B.

State law reference(s)--Area planning and development commissions succeeded by regional development centers, O.C.G.A. § 50-8-41.

Sec. 2-446. Created and established.

In order to guide and accomplish a coordinated and harmonious development of the city which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development, the Peachtree City Planning Commission is created and established. The planning commission shall be organized and empowered as set out in this division.

(Code 1980, § 2-2)

Sec. 2-447. Membership.

The city planning commission shall consist of five members who shall be residents of the city, appointed by the governing body. The members of the planning commission currently serving shall serve for the term for which they were appointed, namely, two until October 1, 1986; two until October 1, 1987; and one until October 1, 1988; or until their successors are appointed. As the terms of the respective members of the city planning commission shall expire, all future appointments shall be for terms of three years each. Any vacancy in membership shall be filled for the unexpired term by the governing body, which shall also have the authority to remove any member for cause on written charges, after a public hearing. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their respective duties.

(Code 1980, § 2-3)

Sec. 2-448. Organization; rules; staff; finances.

The city planning commission shall elect its chairman from among its members. The term of the chairman shall be one year with eligibility for reelection. The city planning commission shall appoint a secretary, who may be an officer or employee of the city. The city planning commission shall make its own rules of procedure and determine its time of meeting. All meetings of the city planning commission at which official action is taken shall be open to the public. The city planning commission may appoint such employees and staff as it may deem necessary for its work and may contract with the state planning agency and city planners and other consultants for such services as it may require. The expenditures of the city planning commission, exclusive of gifts, shall be within the amounts approved for the purpose by the council.

(Code 1980, § 2-4)

Sec. 2-449. Powers and duties.

From and after the time when the city planning commission shall have organized and selected its officers and shall have adopted its rules of procedure, it shall have all the powers, duties and responsibilities provided by state law.

(Code 1980, § 2-5)

State law reference(s)--The Zoning Procedures Law, O.C.G.A. § 36-66-1 et seq.; area planning and development commissions succeeded by regional development centers, O.C.G.A. § 50-8-41.

Secs. 2-450--2-470. Reserved.

THE ROLE OF THE PLANNING COMMISSION

OCTOBER 8, 2001

The basic activities of the Planning Commission can be broken down into the following seven categories:

- I. Approve Conceptual Site Plans;
- II. Approve Final Site Plans;
- III. Approve Landscape Plans;
- IV. Approve Conceptual Subdivision Plats;
- V. Approve Preliminary Subdivision Plats;
- VI. Recommend Amendments to Development Plans, Policies and Ordinances; and
- VII. Recommend Approval or Disapproval of Rezoning Requests and Annexation Proposals.

SITE PLANS:

Throughout the year, most of the Planning Commission's efforts are directed at the review and approval of site plans for essentially all construction projects in the City except single-family homes. Conceptual and Final Site Plan specifications, general requirements, and review procedures are set forth in the City's "Code of Ordinances." A copy of the portion of the Code which pertains to site plans and their review is attached, along with a summary of the site plan review process which is distributed to prospective builders.

Essentially, the conceptual review is intended to determine whether the proposed project is permitted by the existing zoning, whether the proposed project is in accordance with the Land Use Plan, whether the proposed project will be consistent with the character of the area in which it will be located, and whether the existing public infrastructure will be able to properly support the proposed project. Each project should meet these four tests with plans that are in accordance with City policies and development requirements, and are consistent with established design standards for the community. For the most part, the conceptual review should be focused on general land development principles rather than specific and detailed issues. Any decision to not approve a site plan concept should include a thorough explanation relative to the above criteria.

A Final Site Plan may be prepared after a concept has been approved. While the Final Site Plan must be in accordance with the approved concept, unlike the concept, it must be very detailed and specific. Once a Final Site Plan is approved, it should be ready for permitting. If a decision is made to not approve a Final Site Plan, the reasons for that action must once again be based on the above criteria and be thoroughly documented.

It is intended that as a first step in the analysis of the role of the Planning Commission, the site plan review process will be carefully examined, thoroughly discussed, and revised as necessary. At subsequent Planning Commission meetings, the remaining five of the seven categories will be treated similarly.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council
VIA: City Manager
FROM: Director of Developmental Services 
DATE: March 17, 2000
SUBJECT: Role of Planning Commission

One of the items on the Retreat agenda for the session on April 8th is a discussion on the mission/role of the Planning Commission.

Attached as background information for that session is a paper prepared by the City Attorney for a recent Planning Commission workshop training meeting.

JBW/jir

Attachment

WEBB, STUCKEY & LINDSEY, LLC

Attorneys-At-Law

James H. Webb Jr. *
John M. Stuckey Jr. **
Richard P. Lindsey

400 Westpark Court
Suite 220
Peachtree City, Georgia 30269

Other Offices
Atlanta, Georgia
Fairburn, Georgia

Jonathan J. Wade
H. Clay Collins
Carlton H. Jones III
Stephen D. Off
Christy R. Jindra †
Richard M. Golick
Susan M. Brown
William M. McHugh
Stefanie T. McHugh
Stacey M. Robertson ††

Telephone: (770) 631-1811
Facsimile: (770) 631-1771

E-mail:
postmaster@wsl-peachtreecity.com

Other licenses:

* Florida
**Tennessee & District of Columbia
†Illinois
††Only in Texas

March 17, 2000

Mr. Jim Basinger
City Manager
City of Peachtree City
151 Willowbend Road
Peachtree City, Georgia 30269

RE: Planning Commission

Dear Jim:

The Peachtree City Planning Commission was created, by ordinance, "to guide and accomplish a coordinated and harmonious development of the city, which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development." Sec. 2-446, Code of Ordinances for the City of Peachtree City (attached). The reference to health, safety and welfare is addressed as one of the goals to be achieved in creating the planning commission. It is not given as instruction to the planning commission to consider the health, safety and welfare in each decision it makes. Acting in the best interest of the health, safety and welfare of the citizens of Peachtree City is the duty of every employee, officer, commission member, and council member. Therefore, the planning commission should always act in the best interest of the city and its citizens. However, what is in the best interest of the health, safety, and welfare of the citizens of Peachtree City ultimately lies with the city council.

The commission consists of five members, who shall be residents of the city. Each member serves for a term of three years. The members are appointed by city council. Commission members elect a chairman for a term of one year. City council can remove a member for cause on written charges, after a public hearing. Members serve without compensation but may be reimbursed for actual expenses incurred in connection with their duties.

We must look to state law and local ordinances to determine the duties and responsibilities of the Peachtree City Planning Commission.

State law provides the responsibilities of a municipal planning commission in rezoning actions. State law does not address the other roles of a municipal planning commission other than to authorize a planning commission to perform "other duties" as charged by the local government. O.C.G.A. § 36-67-4 (attached).

The matters, relating to a rezoning, on which the planning commission are required to investigate and make a recommendation are listed in O.C.G.A. § 36-67-3, which states:

In any local government which has established a planning department or other similar agency charged with the duty of reviewing zoning proposals, such planning department or other agency shall with respect to each zoning proposal investigate and make a recommendation with respect to each of the matters enumerated in this Code section, as well as carrying out any other duties with which the planning department or agency is charged by the local government. The planning department or other agency shall make a written record of its investigation and recommendations, and this record shall be a public record. The matters with which the planning department or agency shall be required to make such investigation and recommendation shall be:

(1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

(2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

(3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

(4) Whether the zoning proposal will result in a use which will or could cause an excessive or

burdensome use of existing streets, transportation facilities, utilities, or schools;

(5) If the local government has an adopted land use plan, whether the zoning proposal is in conformity with the policy and intent of the land use plan; and

(6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

O.C.G.A. § 36-67-3(attached).

The Peachtree City Zoning Ordinance requires the planning commission to review all applications for rezonings and make a recommendation to city council. The planning commission is to consider factors listed in section 1304(d) (attached) in making its recommendation. The factors in 1304(d) are similar to the requirements of O.C.G.A. § 36-67-3, which are listed above.

Other city ordinances require certain submissions to come before the planning commission for approval, such as, landscape plans and conceptual site plans. The ordinances do not provide direction for the planning commission in considering the submissions, other than to determine if the submissions meet the requirements of the ordinances.

The planning commission basically makes two types of decisions. One type of decision is the consideration of a rezoning. In this type of decision, the planning commission is asked to make a recommendation to city council on whether or not the rezoning should be approved. In arriving at this recommendation, it is appropriate for the planning commission to consider the health, safety, and welfare of the citizens. The second type of decision is considering whether or not a particular submission is in compliance with city ordinances. In arriving at a decision of this type, there is little reason to consider the health, safety and welfare of the citizens. This decision

March 17, 2000

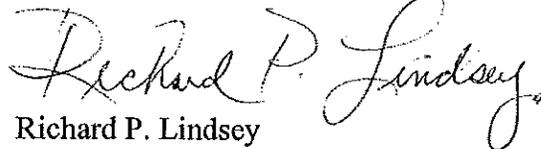
Page 4

involves interpreting ordinances and determining if the item under consideration meets the requirements of the ordinances. In arriving at a either type of decision, the planning commission must follow city ordinances.

The planning commission should not function as a policy setting board and cannot act as a legislative body. The planning commission cannot establish standards or enact ordinances. Rather, the planning commission is obligated to follow the policies and ordinances established by the city council.

Sincerely,

WEBB, STUCKEY & LINDSEY, LLC

A handwritten signature in cursive script that reads "Richard P. Lindsey".

Richard P. Lindsey

RPL:jmf

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PEACHTREE CITY, GEORGIA, AS AMENDED, SO AS TO COMMISSION, AUTHORITY, AND ASSOCIATION APPOINTMENTS AND ATTENDANCE; AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY, GEORGIA, THAT:

Section 1. Article V, Section 6-336 of the Code of Ordinances of the City of Peachtree City, Georgia, as amended, is hereby further amended by adding as follows:

Sec. 2-336. Commission, authority, and association appointments, attendance.

- (a) *Commission, authority, and association selection process.*
- (1) The administrative services division shall advertise vacancies, acknowledge applications, schedule appointments with selected applicants and notify applicants of decisions of the selection committee.
 - (2) The selection committee shall be comprised of two members of the city council, to be appointed by the mayor, -the chief administrative officer, and the chairman of the respective commission, authority, or association, or his designee.
 - (3) The chief administrative officer shall serve as selection committee coordinator and ensure compliance with all requirements of this section.
 - (4) The selection committee shall:
 - a. Conduct interviews with applicants as scheduled by the administrative services division.
 - b. Select and recommend to the extent possible a representative cross section of the citizenry as appropriate to serve on the commission/authority/association.
 - c. Forward the recommended selections to the city council.
- (b) *Applicant eligibility requirements.*
- (1) Commission and Authority applicants must:
 - (A) Be a legal resident of the state and have been a resident of the city for at least six months prior to the date of the application;
 - (B) Not be an elected official of any governmental jurisdiction in the county or employee of the city; and

(C) Meet any other qualifications established by the enabling legislation creating the particular commission or authority.

(2) Tourism Association applicants must:

Meet the qualifications established by the Tourism Association in its articles of incorporation and bylaws, as such may be amended, and as approved by the Mayor and Council.

(c) *Filling of unexpired terms.* At the time of appointment of a member(s) to a commission, authority, or association the city council may designate an alternate(s) from the pool of applicants. Any alternate shall have the ability to participate in all discussion of the commission, authority, or association, but shall not have the right to vote on any matter before the commission, authority, or association.

The alternate would be appointed as a regular member of the commission, authority, or association should there be a vacancy during an unexpired term. .. At the next regular interview process, the alternate will not automatically be appointed to the position.

(d) *Attendance criteria.* Each member shall maintain an 80 percent attendance record at all regular and called meetings for the previous 12 months. Members failing to maintain such an attendance record, or who are absent at any three consecutively scheduled meetings, may be immediately dismissed from the commission, authority, or association by the mayor unless satisfactory justification of the absences is received from the chairman. However, the chairman may excuse an absence for documented medical reasons or for business directly related to the purpose of the commission, authority, or association so long as the total number of absences does not result in attendance falling below 70 percent for the previous 12 months..

While serving as an alternate, the alternate will be required to attend a minimum of 60 percent of regular and called meetings of the commission, authority, or association.

Section 3. All ordinances or parts thereof which conflict with the provisions of this ordinance are, to the extent of such conflict and except as hereinafter provided, hereby repealed.

Section 4. Should any provision of this ordinance be declared invalid by a Court of competent jurisdiction, such decision shall not affect the validity of this ordinance as a whole or any provision thereof other than the provisions specifically declared to be invalid. The City Council declares that it would have passed this ordinance and each subsection, sentence, clause

and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses or phrases may be declared invalid.

Section 5. This ordinance shall be in full force and effect upon its official adoption by the City Council.

This 5th day of February 2009.

Harold K. Logsdon, Mayor

Attest: _____
City Clerk

OPR: City Hall

3/92 (Revised 3/06)

| | | |
|--|---------|-----|
| Purpose | Section | I |
| Policy | | II |
| Responsibility of Chairman | | III |
| Responsibility of Staff Representative | | IV |

I. Purpose

The purpose of this regulation is to establish orientation procedures for new Commission/Authority members.

II. Policy

It is the policy of Peachtree City to select qualified applicants for appointment to City Commissions and Authorities. To further enhance the qualifications of newly appointed members, they are provided with an extensive orientation session with the Chairman of the Commission/Authority and the appropriate City staff personnel.

III. Responsibilities of Chairman

The Chairman is responsible for briefing the new member on the following:

- Role of Commission/Authority
- Roberts Rules of Order
- Ethics Ordinance
- Agendas
- Adding Agenda Items
- Responsibilities of Chairman and Member
- Attendance Policy
- Procedures for Meetings, Executive Sessions, Workshops, and Public Hearings
- Committee Assignments

The Chairman should encourage the new member to ask questions to ensure that the member fully understands the items covered in the orientation.

IV. Responsibilities of Staff Representative

The City staff representative is responsible for briefing on the following:

- Role of Staff
- Preparation of notebook to contain:
 - Copy of By-Laws
 - Copy of Ordinance/Charter Section Establishing Commission/Authority
 - List of Members/Phone Numbers/Terms of Appointment

- Organizational Chart
- Copy of Budget (where appropriate)
- Copy of Five Year Plan (where appropriate)
- Copy of Audit (where appropriate)
- Copy of Technical Manuals (i.e. zoning ordinance, development process manual for site plans, landscape plans, water and sewerage reports, etc) as needed.
- Purchasing Policy (where appropriate)
- Orientation Tour (where appropriate)

The staff representative should discuss background information on items which are on the next agenda of the Commission/Authority and should encourage the member to ask questions.

APPROVED:

City Manager
Assistant City Manager
Administrative Services Director/City Clerk
Developmental Services Director
Public Services Director
Leisure Services Director

OPR: City Hall
8/04 (Revised 7/07)

| | |
|---|-----------|
| Purpose | Section I |
| Policy | II |
| Open Meetings/Executive Session | III |
| Procedure for Conducting an Executive Session Meeting | IV |
| Agendas & Public Notice | V |
| Meeting Procedures | VI |
| Record of Meetings | VII |

I. **PURPOSE** - The purpose of this regulation is to provide a guide for public meeting procedures.

II. **POLICY** - The City of Peachtree City is committed to conducting City business in a manner that complies with all legal requirements, fosters citizen confidence in City government, and promotes efficient and effective governmental operations.

III. **OPEN MEETINGS/EXECUTIVE SESSION**

1. A meeting is defined as a gathering of a quorum of members of a governing body (City of Peachtree City Mayor and Council, commissions, authorities, etc.), or any committee of its members at a designated time and place at which official business or policy is to be discussed or presented, or at which official action is to be taken. A workshop is considered a meeting.
2. The public shall be afforded access to all meetings declared open to the public. Visual and sound recording during open meetings shall be permitted. All meetings shall be declared open to the public with the exception of the following:
 - A. Meetings that fall under "attorney-client" privilege as recognized by State law. Attorney-client privilege is defined as consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought to, or to be brought by or against, the agency or any officer or employee. **Note: the meeting may NOT be closed for advice or consultation on whether a meeting may be closed.**
 - B. Meetings to discuss the future acquisition of real estate. Notice of the meeting must be given to the public and **minutes must be prepared**; however, the disclosure of the minutes may be delayed until the acquisition of the real estate has been completed, terminated, or abandoned, or court proceedings with respect thereto initiated.
 - C. Meetings to discuss certain personnel matters. These personnel matters would include deliberation or discussion of the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee. This does not include receiving evidence or hearing argument on charges filed to determine disciplinary action or dismissal of a public officer or employee or to discuss or take action on filling vacancies on Council or Commissions/Authorities. **Note: The vote on any matter covered by this paragraph must be taken in public and minutes of the meeting shall be made available.**

IV. PROCEDURE FOR CONDUCTING AN EXECUTIVE SESSION MEETING

A motion must be made in a public meeting to discuss any item in Executive Session, and the specific reason for closing the meeting must be recorded in the minutes of the meeting. The meeting shall not be closed except by a majority vote of a quorum present for the meeting.

When a meeting is closed, the meeting's chairperson must execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting was devoted to matters within the exception provided by law and identifying the specific relevant exception. (*See Sample Affidavits*)

V. AGENDAS & PUBLIC NOTICE

1. AGENDAS: Agendas shall be published at least five days prior to a meeting. A hard copy of the agenda must be posted for the public at the facility at which the meeting will be held. A copy will also be posted at City Hall by the Administrative Services Staff Assistant. Notice should be placed on the agenda advising the public that the agenda can be modified up to 24 hours prior to a scheduled meeting. See Sample Agenda for required format. Staff support for the Commission or Authority shall distribute agendas to the following via email:

| | |
|--|------------|
| Mayor and Council | (5) |
| City Manager | (1) |
| Assistant City Manager | (1) |
| Administrative Services Director/City Clerk | (1) |
| Public Information Officer/Deputy City Clerk | (1) |
| Administrative Services Staff Assistant | (1) |
| <u>Information Technology Department</u> | <u>(1)</u> |
| TOTAL | 11 |

Staff support for the Commission or Authority will notify members of the press by faxing or emailing the agenda to the following newspapers:

Today in Peachtree City
Atlanta Journal/Constitution
Fayette Neighbor
Citizen Newspapers

2. INFORMATION PACKETS: Staff support for the Commission or Authority shall provide members with all documents, information, research materials, position papers, and operational briefing reports needed to be able to take informed, appropriate action. These informational packets, along with the agenda, shall be provided to each member a minimum of five (5) working days prior to the scheduled meeting. The packet shall also be available for public disclosure (via web site or hard copy at a designated location). Electronic dissemination of packets may be used if agreed upon by the appropriate Council/Commission/Authority membership.
3. PUBLIC NOTICE: To ensure the public has proper notice of all meetings, the following departments will:
 - Post the agenda on the bulletin board at City Hall (Public Information Department)

- Post standard meeting notice on TV Channel 26 (Information Technology Department/Administrative Services)
- Post City Council agendas on the City's web site (Public Information Department)
- Post Planning Commission agendas on the City's web site (Developmental Services IT representative)
- Post other agendas on web site as access/staffing/technology becomes available

VI. MEETING PROCEDURES - The Mayor or Chair will preside over the meeting and will call the meeting to order at the established time. Meetings will begin with the Pledge of Allegiance followed by the succession of agenda items.

1. **RULES/BYLAWS**: Meetings should be conducted by following established bylaws or Roberts Rules of Order, copy of which will be available for reference should a question arise about proper procedures.
2. **REGULAR MEETINGS**: The Mayor or Chair will open the floor for each item of discussion with a presentation of the agenda item to be considered. The Mayor or Chair may also call upon someone else to offer the presentation. After the presentation, the Mayor or Chair may elect to allow any member of the public the opportunity to address the governing body to state their concerns, after which time the Council or governing body may enter into discussion. After discussion, an agenda item should be finalized by taking action in the form of a motion. To take action on the item, a motion must be made and seconded. The Mayor or Chair should make every effort to allow all Council members or Commission/Authority members to voice their opinions and concerns about any or all agenda items. Once all discussion has taken place, the Mayor or Chair will call for a vote on the motion. The vote of all members should be duly recorded and noted in the meeting minutes.
3. **PUBLIC HEARINGS**: In the event of a Public Hearing, the Mayor or Chair will allow each side of an issue equal opportunity to the floor and establish time limits. The Council or Commission/Authority will become hearers and no action on their part will be allowed until the Mayor or Chair declares the hearing complete. The Mayor or Chair will first call upon the applicant to offer a presentation. Those supporting the issue will then be heard followed by those in opposition to the issue. Prior to closing the public input portion of the meeting, the hearers and any member of the public will be given the opportunity to ask questions of either or both sides of the issue. When the Mayor or Chair is assured that input is complete, the public hearing shall be ended and the Council or Commission/Authority will then debate the issue and render a decision.

VII. RECORD OF MEETINGS

1. Audio recordings of meetings for the compilation of official minutes shall be retained in accordance with the City's retention schedule.
2. State law requires that a summary of the meeting be completed and posted at City Hall within two working days after a meeting. The summary must include all action taken and list all members present at the meeting. (See Sample Summary)

3. State law requires that minutes must be completed prior to the next scheduled meeting at which time the Council or Commission/Authority will officially adopt the minutes. Copies of the minutes may be given to the public prior to adoption, marked as "Draft."

Minutes must record what was done at the meeting, but not necessarily everything that was said. As a minimum, minutes must include the following: Name of Assembly, the type of meeting (regular, workshop, or special called), date and time of the meeting, names of members present, points of order (Agenda Items), list of speakers on each side of an issue with a summary of points made, a description of each motion or proposal made, a record of all votes, and time of adjournment. The motion should state who made the motion, who seconded the motion, and if the motion passed or failed. It will be presumed that the action taken was approved by each person in attendance unless the minutes reflect the names of persons voting against the proposal or abstaining (See Sample Minutes). For Consent Agenda items, a record of the vote shall be recorded for each item, as though the votes had been cast separately (per state law).

Minutes should be written in past tense (i.e. meeting was called to order). Referral to the agency should be formal. (i.e. "The Authority," not "we"). Care should be taken to ensure proper grammar and sentence structure.

Include Agency name, Meeting Date, and Page Number on each page of the minutes (per sample). Provide a heading for each item listed on the agenda.

Immediately after the minutes are approved, the original signed copy of the minutes must be forwarded to the City Clerk's office to be filed in the vault (Note: the Airport Authority retains its own official minutes). A copy of all approved minutes must be forwarded electronically to all City Council members and the City Manager.

4. It is the policy of the City to keep computerized records of meetings for future referral. Minutes of meetings should be saved electronically and forwarded to the City Clerk's office for electronic archival in accordance with the City's Records Management Policy. This will provide a more efficient means of researching information.

Approved:

Administrative Services Director
City Manager

AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 50-14-2

STATE OF GEORGIA
COUNTY OF FAYETTE

COMES NOW, _____, and offers this his/her affidavit and states:

1.

My name is _____ and I am competent to make this affidavit and that I am over 18 years of age, sane, and have personal knowledge about the facts that I am testifying to in this affidavit, and I base my testimony on that personal knowledge.

2.

In my capacity as Chairman, I presided over a meeting of the _____, which was held on _____.

3.

A portion of the above-referenced meeting was closed to the public.

4.

The closed portion of the above-referenced meeting was devoted to matters within the exceptions provided by law, specifically, matters protected by the attorney/client privilege. O.C.G.A. 50-14-2.

5.

The closed portion of the meeting was held in compliance with the law based upon the advice of the attorney and based upon observation of all members present.

FURTHER AFFIANT SAYETH NOT

The undersigned agree with and confirm the statements above, contained in this affidavit are true, accurate and correct.

The subject portion of this meeting was closed pursuant to my advice and was done so upon my understanding of the law. At no time did any discussions about City matters occur during the closed portion of the meeting other than as referenced in this affidavit.

Attorney

Sworn to and subscribed before me this _____ day of _____, _____.

My Commission expires: _____

NOTARY

AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 50-14-2

STATE OF GEORGIA
COUNTY OF FAYETTE

COMES NOW, _____, and offers this his/her affidavit and states:

1.

My name is _____ and I am competent to make this affidavit and that I am over 18 years of age, sane, and have personal knowledge about the facts that I am testifying to in this affidavit, and I base my testimony on that personal knowledge.

2.

In my capacity as Chairman, I presided over a meeting of the _____, which was held on _____.

3.

A portion of the above-referenced meeting was closed to the public.

4.

The closed portion of the above-referenced meeting was devoted to matters within the exceptions provided by law, specifically, **discussing or deliberating the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.** O.C.G.A. 50-14-3(6)

5.

The closed portion of the meeting was held in compliance with the law based upon the advice of the attorney and based upon observation of all members present.

FURTHER AFFIANT SAYETH NOT

The undersigned agree with and confirm the statements above, contained in this affidavit are true, accurate and correct.

The subject portion of this meeting was closed pursuant to my advice and was done so upon my understanding of the law. At no time did any discussions about City matters occur during the closed portion of the meeting other than as referenced in this affidavit.

Attorney

Sworn to and subscribed before me this _____ day of _____, _____.

_____ My Commission expires: _____

NOTARY

AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 50-14-2

STATE OF GEORGIA
COUNTY OF FAYETTE

COMES NOW, _____, and offers this his/her affidavit and states:

1.

My name is _____ and I am competent to make this affidavit and that I am over 18 years of age, sane, and have personal knowledge about the facts that I am testifying to in this affidavit, and I base my testimony on that personal knowledge.

2.

In my capacity as Chairman, I presided over a meeting of the _____, which was held on _____.

3.

A portion of the above-referenced meeting was closed to the public.

4.

The closed portion of the above-referenced meeting was devoted to matters within the exceptions provided by law, specifically, **the future acquisition of real estate.** O.C.G.A. §50-14-3 (4).

5.

The closed portion of the meeting was held in compliance with the law based upon the advice of the attorney and based upon observation of all members present.

FURTHER AFFIANT SAYETH NOT

The undersigned agree with and confirm the statements above, contained in this affidavit are true, accurate and correct.

The subject portion of this meeting was closed pursuant to my advice and was done so upon my understanding of the law. At no time did any discussions about City matters occur during the closed portion of the meeting other than as referenced in this affidavit.

Attorney

Sworn to and subscribed before me this _____ day of _____, _____.

NOTARY My Commission expires: _____

City Council of Peachtree City
Agenda
August 2, 2007
7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements, Awards, Special Recognition
Remind Attendees to Turn Off Cell Phones
Recognize Citizen Police Academy Graduates
- IV. Public Comment
- V. Minutes
- VI. Monthly Reports
- VII. Consent Agenda
 - 1. Alcohol License – Change in License Representative – Pizza Hut
- VIII. Old Agenda Items
- IX. New Agenda Items
 - Adopt FY 2008 Budget
 - Presentation from Peninsula Subdivision Homeowners' Association Concerning Traffic and Golf Cart Paths
 - Discussion and Consideration of Preferred Vendor for Trash Service
 - Consider Ordinance Amendment – County Board of Health Rules (TENTATIVE)
- X. Council/Staff Topics
- XI. Executive Session

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

City Council of Peachtree City
MEETING SUMMARY
February 1, 2007
7:00 p.m.

- XII. Call to Order
- XIII. Pledge of Allegiance
- XIV. Announcements, Awards, Special Recognition
Remind Attendees to Turn Off Cell Phones
- XV. Public Comment
- XVI. Minutes
January 18, 2007, Regular Meeting Minutes **Approved, 5-0**
- XVII. Monthly Reports
- XVIII. Consent Agenda
 - 1. Consider Request for Funding from Fayette Senior Services **Approved, 5-0**
 - 2. Consider Atlanta Gas Light Easement on SR 74 and Kelly Drive **Approved, 5-0**
- XIX. Old Agenda Items
 - 01-07-04 Consider Approval of Cable Franchise Agreement **Approved, 5-0**
- XX. New Agenda Items
 - 02-07-01 Citizen Request to Address Council Regarding Removing Prohibition Against Keeping Live Poultry within City Limits [Zoning Ordinance, Article X, Section 1001.2(g)]
Motion to accept info & take no action approved, 5-0
 - 02-07-02 Citizen Request to Address Council Regarding Registration/Use of Kawasaki Mule on Paths
Motion to deny use on paths approved, 5-0
- XXI. Council/Staff Topics
 - Signal Upgrades by GDOT
 - Update on Parking Along Commerce Drive
 - Flat Creek Multi-Use Path/Bridge Approaches Update
- XXII. Executive Session

*Members Present: Mayor Logsdon, Steve Boone,
Stuart Kourajian, Cyndi Plunkett, Judi Rutherford*

City Council of Peachtree City
Minutes of Meeting
March 1, 2007
7:00 p.m.

The City Council of Peachtree City met Thursday, March 1, 2007, in the City Hall Council Chambers. Mayor Logsdon called the meeting to order at 7:00 p.m. Other Council Members present: Steve Boone, Stuart Kourajian, Cyndi Plunkett, and Judi Rutherford.

Announcements, Awards, Special Recognitions

Mayor Logsdon read a proclamation for DeMolay Week. David Murphy of Public Works and Chad Matheny from the Fire Department were recognized for 10 years of service.

Public Comment

There was no Public Comment.

Minutes

Plunkett moved to approve the February 6, 2007, workshop minutes and February 15, 2007, regular meeting minutes as written. Kourajian seconded. The motion carried 4-0-1 (Rutherford).

Monthly Reports

There were no comments regarding the Monthly Reports.

Consent Agenda

1. Consider Budget Amendment

Rutherford moved to approve the budget amendment on the Consent Agenda. Kourajian seconded. The motion carried unanimously.

Old Agenda Items

02-07-04 Citizen Request to Address Council Regarding Selection Process for Job Opening
Melvin Ewing addressed Council regarding the stormwater manager position for which he applied, but had not been selected. (A copy of Ewing's packet that he presented to Council is included in the official meeting file.) Ewing noted that the position was nationally advertised for nearly one year and was filled January 8, 2007, by another staff member. He continued that he believed the job selection process for the stormwater management position had been flawed. He questioned why he had not been granted an interview

Logsdon told Ewing that Council could not take any action that night, but would look at the information he submitted. He asked City Manager Bernard McMullen if staff had any comment. McMullen said no.

New Agenda Items

03-07-01 Alcohol License – NEW – Johnny's New York Style Pizza

Chris Noah, the applicant, addressed Council. He planned to open April 16 and would have the same menu as other Johnny's in the area. He also owned Johnny's in Sandy Springs and Newnan.

Rutherford moved to approve the alcohol license for Johnny's Pizza. Boone seconded. The motion carried unanimously.

Council/Staff Topics

Update on Great American Clean-up

Corbett noted that the Great American Clean-up was an annual event sponsored by Keep America Beautiful. It was a free-form event, and the City had a period of three months in which to hold its event.

Rutherford moved to convene in executive session for threatened or pending litigation and personnel. Boone seconded. The motion carried unanimously.

Rutherford moved to reconvene in regular session. Plunkett seconded. The motion carried unanimously.

There being no further business to discuss, Plunkett moved to adjourn. Boone seconded the motion. The motion carried unanimously. The meeting adjourned at 9:37 p.m.

Jane Miller, City Clerk

Harold K. Logsdon, Mayor

Pamela Dufresne, Recording Secretary

**CAR 4-6 Staff Assistance to Commissions/
Authorities / Associations**

CAR 4-6

OPR: City Hall
6/99 (Revised 12/07)

| | | | | | |
|-------------------|---------|-----|----------------------|---------|----|
| Purpose | Section | I | Staff Responsibility | Section | IV |
| Policy | | II | Code of Ethics | | V |
| Meeting Schedules | | III | Record of Attendance | | VI |

- I. PURPOSE - The purpose of this regulation is to identify areas of staff responsibility for providing support to Commissions/Authorities/Associations.
- II. POLICY - The City of Peachtree City is committed to conducting City business in a manner that complies with all legal requirements, fosters citizen confidence in City government, and promotes efficient and effective governmental operations.
- III. MEETING SCHEDULES - regularly scheduled meetings for City Council and Commissions/Authorities/Associations are as follows:

| | | |
|----------------------------|-------------------------------|-----------|
| City Council | 1st & 3rd Thursday each month | 7:00 p.m. |
| Planning Commission | 2nd & 4th Monday each month | 7:00 p.m. |
| Airport Authority | 2nd Thursday each month | 7:00 p.m. |
| Development Authority | 3rd Monday each month | 6:00 p.m. |
| Library Commission | 2nd Wednesday each month | 6:30 p.m. |
| Recreation Commission | 3rd Monday each month | 6:30 p.m. |
| Water & Sewerage Authority | 1st Monday each month | 6:30 p.m. |
| Tourism Association | 3rd Wednesday each month | 6:00 p.m. |

The Airport Authority meets at 7 Falcon Drive. The Development Authority meets in the Floy Farr Room of the Library, 201 Willowbend Road. The Water & Sewerage Authority meets at 1127 Hwy 74 S. The Tourism Association meets at 201 McIntosh Trail. All other meetings are held at City Hall.

IV. STAFF RESPONSIBILITY

1. The following personnel are assigned to provide staff support or staff representation for City Commissions, Authorities, and Associations:

| | |
|------------------------------|--|
| Airport Authority | Aviation Director |
| Development Authority | Developmental Services Director |
| Library Commission | Leisure Services Director |
| Planning Commission | Developmental Services Director |
| Recreation Commission | Leisure Services Director |
| Water and Sewerage Authority | Public Services Director |
| Tourism Association | City Manager & Financial Services Director |

2. City Clerk's Office will prepare a sample information book and provide contents to the staff support for the various boards to copy and distribute to all board members. The book will include:
- Welcome Letter from Mayor
 - Membership Roster and Contact Information

- City Department Organizational Chart (for Commissions)
 - Copy of By-Laws
 - Copy of Enabling Legislation (if appropriate)
 - Attendance Requirements
 - Role of Board
 - CAR 4-4 on Open Records
 - CAR 4-5 on Open Meetings
 - CAR 4-6 on Staff Support for Commissions, Authorities, & Associations
 - City Ethics Ordinance
 - Training Requirements (as appropriate)
 - Relevant City Code Sections (as appropriate – i.e., Zoning & Land Development Ordinances for Planning Commission)
3. Agency Staff or Recording Secretary will provide a copy of meeting agendas, meeting minutes, and attendance records to the City Clerk's Office.
 4. City Clerk's Office will track terms of appointment of each member and maintain a permanent record of same.
 6. Appropriate staff will ensure that Commission/Authority/Association has operation bylaws and adheres to the requirements established in the bylaws (Attorney for Authorities and Association, Division Director for Commissions).
 7. The Chairman will obtain City Manager's approval to schedule the City Attorney to attend meetings as needed.

VII. RECORD OF ATTENDANCE

Agency staff/recording secretary shall maintain a current record of attendance to be attached to the minutes for all Commissions/Authorities/Associations and forwarded to the City Clerk's Office per CAR 4-4 (SEE SAMPLE ATTACHED) (NOTE: The Airport Authority retains its official minutes). City Ordinance Section 336(d) requires that members maintain an eighty percent (80%) attendance record for the previous twelve (12) months. Based on a recommendation by the Chairman, the Mayor can immediately dismiss Commission/Authority/Association members who are absent from three regularly scheduled meetings or who fail to maintain an 80% attendance record. The Chairman may, however, excuse an absence for medical reasons.

VI. CODE OF ETHICS

City Hall staff will ensure that all Commission/Authority/Association members receive a copy of the Peachtree City Code of Ethics and shall sign an acknowledgment of receiving the ordinance. The acknowledgment shall be filed in the office of the City Manager with the Executive Assistant.

APPROVED:

Administrative Services Director/City Clerk
City Manager

SAMPLE

PEACHTREE CITY _____ COMMISSION (or Authority)
RECORD OF ATTENDANCE

As of: April 15, 2007

| | Meetings Held Past 12 Months | Meetings Attended | Meetings Absent | Dates Absent | Attendance Percentage |
|-------------|------------------------------------|----------------------|--------------------|--------------------------------|--------------------------|
| John A. Doe | 1 (New member) | 01 | 0 | | 100% |
| John B. Doe | 1 (New member) | 0 | 1 | 4/15/07 | 0% (0/1=0%) |
| John C. Doe | 12 | 11 | 1 | 3/15/07 | 92% (11/12=0.92) |
| Jane A. Doe | 12 | 10 | 2 | 2/15/07 4/15/07 | 83% (10/12=0.83) |
| Jane B. Doe | 12 | 9 | 3 | 12/15/06 2/15/07 4/15/07 | 75% (9/12=0.75) |