



Agenda

Planning & Zoning Commission Meeting Minutes

May 27, 2025

7:00 p.m.

PRESENT:

- **Chair: Marilyn McCain**
- **Commissioner: Tarika Peek**
- **Commissioner: Derrick Holloway**
- **Interim Director of Community Development: Janna Keller**
- **Senior Planner: Jeremy McNeil**
- **City Planner: Ryan Saddler**
- **City Attorney: Dennis Davon**

ABSENT:

- **Commissioner: Robert Potts**

I. Call to Order

The meeting called to order at 7:03 p.m. by Chair Marilyn McCain

II. Approval of Meeting Minutes

- A. March 31, 2025, Planning and Zoning Commission Meeting Minutes
 - a. Commissioner Holloway motioned to approve the minutes from the March 31, 2025 meeting with an amendment to add Commissioner Carson's announcement that he would be relocating from Union City and would no longer serve on the Planning Commission. March 31st was his final meeting.
 - b. Commissioner Peek seconded the motion.
 - c. Motion carried.

III. Old Business:

None

IV. New Business

- A. Case 2025PP-002-01:** Case 2025RZ-004-01 (Public Hearing): An application submitted by Middleburg Acquisition LLC c/o Henry Bailey, Esq. to rezone property from GC General Commercial to TCMU Town Center Mixed Use to develop a mixed-use project approximately 295 multifamily residential units and approximately 3,000 square feet of retail/commercial space. The property is located East of Oakley Industrial Boulevard and South of Jonesboro Road at 0 Oakley Industrial Boulevard, Union City, GA 30291 (Parcel ID: 09F130000581579)

Discussion:

Senior Planner McNeil stated that the applicant submitted a request to withdraw the application and plans to resubmit at a future date..

Commissioner Discussion:

No comments.

Motion:

- Commissioner Peek motioned to accept the withdrawal
- Commissioner Holloway seconded the motion.
- Motion passed unanimously.

- B. Case 2025PP-002-02:** Case 2025TA-004-01 (Public Hearing): A city-initiated application to amend the text of Section 5-43 of Article V of the Zoning Ordinance of Union City to create a process for the approval of conditional use permits by the Mayor and Council, to establish criteria for the approval of such permits and to provide for appeals of decisions of the Mayor and Council regarding such permits

Discussion:

Presentation was made by Senior Planner Jeremy cover the following:

- Purpose of Amendment
- What is a Conditional Use Permit?
- Uses that would require a conditional use permit withing the Residential, Office, Commercial , Industrial & Mixed-Use Districts.
- Application Requirements
- Public Hearing Process
- Public Hearing Conduct
- Additional Hearing
- Standard for Evaluation
- Disclosure Requirements
- Limitations on Re-Applying
- Conditional Use Permit Limitations
- Transfer of Permit
- Appeal Process

Chair McCain asked why the amendment was being proposed. Interim Director Keller stated it was at the request of the Mayor and Council, who wanted the authority to approve conditional uses, shifting that power away from staff. Keller also noted that if the amendment is adopted, another amendment will follow to add more uses requiring a CUP.

Commissioner Holloway questioned why the process starts and ends with the Mayor and Council, rather than beginning with the Planning Commission. City Attorney Davenport responded that this was intentional due to recent changes in Georgia legislation. He explained that quasi-judicial decisions, such as CUPs and variances, must be made by a body like the Mayor and Council to create a formal record for appeal (e.g., certiorari review in Superior Court). This avoids conflicting records if multiple bodies are involved.

Chair McCain asked if the City was simply trying to simplify the process. Attorney Davenport replied that legal counsel recommended keeping the process with one decision-making body.

Commissioner Peaks asked whether this change would affect the rezoning process. Davenport confirmed that it would not.

Commissioner Holloway asked who the Zoning Administrator is. Staff clarified that the role is fulfilled by either the Community Development Department or a city planner.

Commissioner Discussion:

- Commissioner Holloway asked how many CUPs have been issued. Senior Planner McNeil responded that approximately 30–38 have been issued since 2018. Interim Director Keller noted that recent applications primarily involve daycares and laundromats.
- Attorney Davenport added that the number of CUPs would likely increase with the addition of more uses.
- Commissioner Peeks noted that, in her experience, CUPs are usually reviewed by both the Planning Commission and City Council.

Motion:

- Commissioner Peeks made the motion to approved the text amendment.
- Commissioner Holloway seconded the motion
- Motion passed unanimously.

V. Updates:

- Interim Director Keller announced that one rezoning case will be heard at the next meeting.
- Commissioner Holloway asked for an update on upcoming text amendments. Director Keller stated that a full rewrite of the zoning ordinance is forthcoming.

VI. Adjournment

- Meeting adjourned at 7:35 pm