



Planning & Zoning Commission Meeting

Monday, February 23, 2026

7:00 p.m.

PRESENT:

Chair: Marilyn McCain

Com. Dev. Director- Nina Shabazz

Commissioner: Tarika Peeks

Com. Dev. Assist. Director- Janna Keller

Commissioner: Robert Potts

Sr. Planner- Devesh Doobay

Commissioner: Booker T. Washington

City Planner: Alumbloom Okosun

City Attorney: Patrick Stough

Admin. Assist. - Alexia Levy

ABSENT:

Commissioner: Derrick Holloway

I. Call to Order:

The meeting called to order at 7:00 p.m. by Chair Marilyn McCain.

II. Approval of Meeting Minutes:

Chair Commissioner McCain motioned to approve the meeting minutes from December 8, 2025. Commissioner Robert Potts provided the second. **The motion was carried.**

III. **Old Business:**

None

IV. **New Business**

A. **Zoning Update and Presentation by TCF (The Collaborative Firm).**

Carletta Singleton, Principal Planner with The Collaborative Firm, provided a comprehensive update regarding the ongoing rewrite of the City's Zoning Ordinance. The presentation outlined the purpose, scope, and anticipated timeline of the project.

The Collaborative Firm aims to modernize and rewrite the Zoning Ordinance for the City of Union City to better protect public health, safety, and welfare; ensure orderly and sustainable development; support coordinated infrastructure planning; preserve and enhance property values; promote aesthetic and environmental quality; facilitate economic growth; and establish a clear and legally sound framework for land use decisions.

Ms. Singleton discussed existing inconsistencies within the current ordinance and the need to reorganize and simplify language to improve usability for staff, developers, and residents. She also highlighted planned community engagement efforts, including stakeholder meetings and public workshops.

Commissioners asked questions regarding:

- The projected completion timeline.
- Opportunities for Commission input during draft review stages.
- How nonconforming uses and existing developments would be addressed.

TCF stated that the expected completion date for the zoning ordinance rewrite is November 2026. During this process, the public, staff, and commission will have opportunities to actively participate through conversations, meetings, and events, allowing residents, business owners, and developers to share perspectives and discuss potential opportunities. Throughout the rewrite, the public will receive regular updates and maintain open communication via news releases, media

alerts, direct mail, and email marketing, ensuring transparency and accountability throughout the process.

No formal action was required.

B. Case 2026PP-001-01 (Public Hearing): An application submitted by MicroLife Institute for “Cottages on Cochran”, a residential subdivision located south of Cochran Road and east of Stonewall Tell Road consisting of 1.92 +/- acres tract of land. (Parcel ID: 09F220201001160). The applicant, MicroLife Institute, was seeking approval of the Preliminary Plat which is currently zoned PUD (Planned Unit Development).

City Planner Afumbom Okosun presented the preliminary plat and provided an overview of the proposed development, outlining the following components:

- Eighteen (18) detached, cottage-style dwelling units designed to create a cohesive residential community.
- Development in two (2) phases:
 - **Phase I** will include the construction of nine (9) cottage homes and the installation of eighteen (18) parking spaces.
 - **Phase II** will consist of the remaining nine (9) cottage homes and an additional eighteen (18) parking spaces.
- A shared courtyard amenity space intended to foster neighborhood interaction and provide a central gathering area for residents.
- Consistence with the Suburban-Neighborhood Character Area as identified on the Future Development Map, which encourages compatible residential development that enhances neighborhood character and sense of place.

During the meeting, Commissioners asked questions pertaining to fire access requirements, parking compliance, and the proposed phasing of the development. Devin Vermeulen, a representative of MicroLife Institute, addressed the Commission and explained that the original site plan included two access points; however, the revised plan has been modified to include a single entrance located on Cochran Road. He stated that the change was made in response to prior feedback and to improve site circulation and overall design efficiency.

Mr. Vermeulen further clarified that the internal parking lot and drive aisle have been designed to meet applicable fire safety standards. He stated that the parking area will be properly engineered to accommodate emergency vehicle access, including sufficient turning radius to allow a fire truck to maneuver and turn around on-site in compliance with City fire requirements.

The proposed development will return for Site Plan Review after the Preliminary Plat is approved. Staff explained that additional review will take place to ensure the project meets all City requirements before moving forward.

Commission Chair McCain called for a motion to approve the preliminary plat request.

Commissioner Booker made a motion for approval, and Commissioner Peeks seconded the motion. **The motion carried with three (3) affirmative votes and one (1) opposition.**

C. 120-Day Development Moratorium (Public Hearing): Director, Nina Shabazz provided an overview on the request and stated that on the acceptance, processing, and approval of applications for zoning map amendments/rezonings, text amendments and conditional use applications. Director, Nina Shabazz explained that the purpose of the 120-Day Moratorium is to allow the City sufficient time to review and update its Zoning Ordinances via comprehensive rewrite and to ensure future growth aligns with the newly adopted Comprehensive Plan, the R3 Plan and the community's safety and resource capabilities. The request will affect properties citywide, in all zoning designations.

- Commissioner Washington inquired on a commence date for the 120-Day Moratorium. Director Shabazz explained that the 120-Day Moratorium will take effect shortly after the upcoming Mayor and Council meeting on March 24, 2026.
- Commissioner Washington and Commissioner McCain questioned whether the proposed moratorium would apply to both newly submitted applications and applications that were previously submitted but not yet approved. Director Shabazz clarified that the moratorium would apply only to new applications submitted after the effective date of adoption. Applications that have already been formally submitted and deemed complete will continue to be processed under the existing regulations.

Commissioner Chair McCain opened the floor for public comments.

1. Patricia Christian supported the request for a 120-Day moratorium, stating that she believes the zoning ordinance needs to be aligned to ensure proper order and consistent development within the City of Union City.
2. Cheryl Poythress supported the request for the 120-Day moratorium.

Commissioner Chair McCain closed the floor for public comments.

Commissioner Potts motioned to approve the request for the 120-day moratorium.

Commissioner Washington provided the second. **The motion was carried.**

Adjournment

Commissioner Chair McCain motioned to adjourn at 8:13p.m. Commissioner Washington provided the second. **The motion was carried.**