

“THE PUBLIC ACCESS TO CONCEPTUAL SITE PLANS ACT”

**AN ORDINANCE TO AMEND ARTICLE VI, PROCEDURES FOR SITE PLAN
APPROVAL AND CONSTRUCTION AUTHORIZATION IN LIMITED
COMMERCIAL, LIMITED USE COMMERCIAL, OFFICE INSTITUTIONAL,
GENERAL COMMERCIAL, LIMITED INDUSTRIAL, GENERAL INDUSTRIAL,
GREENBELT AND GENERAL RESIDENTIAL ZONING DISTRICTS, OF THE
PEACHTREE CITY LAND DEVELOPMENT ORDINANCE
SPECIFICALLY TO UPDATE THE CONCEPTUAL SITE PLAN AND FINAL SITE
PLAN REVIEW AND APPROVAL PROCESS,
AND FOR OTHER PURPOSES**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PEACHTREE CITY, and it is hereby ordained by authority of the same, that Article VI of the Land Development Ordinance relating to conceptual site plan and final site plan review and approval procedures be amended as follows:

Sec. 601. General requirements.

If a proposed development includes land that is zoned for general residential, commercial, office institutional, greenbelt or industrial purposes, the development shall be subject to all the requirements set forth in the zoning ordinance [appendix A] and shall be subject to all the requirements of these land development regulations, other applicable city regulations, and shall conform to goals and objectives established in the city's land use plan. The following principles and standards shall be observed:

- (a) Proposed industrial parcels shall be suitable in size and shape to the types of industrial development anticipated.
- (b) Street rights-of-way and pavement shall be provided in accordance with city specifications.
- (c) The city engineer may, with the approval of the city council, impose additional requirements regarding design and construction of streets, curbs, gutters, cart paths and sidewalks.
- (d) Every effort shall be made to protect adjacent residential areas from a potential nuisance created by a proposed commercial or industrial development including provision of extra depth in parcels backing up to existing or potential residential development and provisions for permanently landscaped screening when necessary.

Sec. 602. Conceptual site plan approval process.

- (a) Ten (10) full size and one 11” x 17” reduction of a conceptual site plan shall be submitted directly to the City Planner, at which time they will be date stamped as received. This plan shall meet all specifications contained within Section 505 of these regulations.

- (b) The City Planner shall review the conceptual site plan submittal within three (3) work days, excluding weekends and holidays, of receipt to ensure compliance with Section 505 of these regulations as well as other City ordinances and guidelines.
 - (1) If the conceptual site plan does not meet the requirements of Section 505, the plan shall be returned to the Applicant for corrections.
 - (2) If the conceptual site plan meets the requirements of Section 505, the City Planner shall distribute the plan and supporting documentation to appropriate City Staff for review and comment.
- (c) When the conceptual site plan is distributed to City Staff for review, the City Planner shall place official notice on the development site identifying the proposed use and a web address to access information about the site plan submitted for review.
- (d) City Staff shall have twenty (20) work days, excluding weekends and holidays, from the date a complete application is submitted to review the application and return comments to the City Planner. The City Planner shall assemble these comments and forward them to the Applicant.
- (e) If there are no revisions necessary, the conceptual site plan and supporting documentation shall be placed on the next available Planning Commission agenda as a workshop item, scheduled at least seven (7) work days, excluding weekends and holidays, from completion of review. If revisions are necessary, five (5) copies of the revised conceptual site plan and a revised 11" x 17" reduction shall be submitted to the City Planner, at which time it will be date stamped as received. Amended applications received less than seven (7) work days, excluding weekends and holidays, prior to a regularly scheduled meeting shall not be considered until the following meeting. Staff shall submit their recommendations on the submitted conceptual site plan seven (7) work days, excluding weekends and holidays, before the workshop or meeting date in which the application is considered.
- (f) All conceptual site plans shall be reviewed in a workshop format prior to being heard as a new agenda item.
- (g) The City Planner shall submit the results of Staff's review in writing to the Planning Commission for review at the workshop meeting. A formal Staff recommendation, including conditions as appropriate, will be presented to the Planning Commission prior to being heard as a new agenda item.
- (h) At the workshop meeting, the Planning Commission shall review the conceptual site plan and supporting documentation, taking into consideration the requirements of Section 601 of these regulations and the City Planner's report. The Planning Commission and the City Planner shall discuss the results of their review with the Applicant and will make recommendations for improvements, modifications or changes.
- (i) If revisions are necessary, five (5) copies of the revised conceptual site plan and a revised 11" x 17" reduction shall be submitted to the City Planner, at which time it will be date stamped as received. Amended applications received less than

seven (7) work days, excluding weekends and holidays, prior to a regularly scheduled meeting shall not be considered until the following meeting.

- (j) At the next formal Planning Commission meeting following the workshop, the Planning Commission shall determine if the improvements, modifications or changes recommended during the workshop concerning the conceptual site plan have been adequately addressed. The Planning Commission shall then vote to either approve or disapprove the conceptual site plan. After that vote by the Planning Commission, the City Planner shall distribute the approved plan to the Applicant, the City Engineer and the Building Department.
- (k) If the Planning Commission does not approve the conceptual site plan, the Applicant may resubmit the conceptual site plan with necessary changes, following the procedures set out in section 602(a) of these regulations or he may appeal the decision using the procedures set out in section 1101 [section 1301] of these regulations.
- (l) When a conceptual site plan has been approved by the Planning Commission, the chairman of the commission shall appoint a member of the Planning Commission present at the conceptual site plan review to be responsible for reviewing the final site plan to assure that it conforms to the conceptual site plan.
- (m) No tree over four inches in diameter shall be removed prior to approval of the conceptual site plan, except for engineering and surveying purposes.
- (n) Approval of a conceptual site plan shall expire in twelve (12) months from the date of approval if a final site plan application has not been submitted to the City Planner. (Ord. No. 412, 10-23-1986)

Sec. 603. Final site plan approval process.

- (a) Upon approval of the conceptual site plan, an application for final site plan approval shall be submitted to the City Planner along with ten (10) copies of the final site plan, meeting the specifications of Section 506 of these regulations and two copies of the Hydrological Study meeting the requirements of Section 1011 of these regulations.
- (b) The City Planner, relevant city departments, and the Planning Commission representative assigned to review the final site plan shall meet to review and distribute a final site plan. The City Planner and the Planning Commission representative shall have twenty (20) work days, excluding weekends and holidays, after an application for final site plan approval is filed to give the applicant written approval, disapproval, or approval with modifications.
- (c) The Planning Commission member assigned to review the final site plan shall, if he finds that the final site plan conforms to the conceptual site plan, sign the final site plan. If the Planning Commission member assigned to review the final site plan finds that the final site plan does not conform to the conceptual site plan, that member shall not sign the final site plan. The developer may resubmit following the procedures set out in Section 602(a) or may appeal using Section 603(e) and Section 1301 of these regulations.
- (d) If the City Planner determines that the final site plan meets all relevant regulations, ordinances, rules and laws, a certificate of final site plan approval

shall be affixed to three copies of the final site plan and each copy shall be signed by the City Planner, the City Engineer and the Planning Commission representative. One copy of the final site plan shall be kept on file at City Hall, one copy shall be provided to the Development Inspector, and one copy shall be given to the Applicant when the Land Development Permit is issued by the City's Development Inspector.

- (e) If the applicant disagrees with the decision of the City Planner or Planning Commission member, as provided above, he may appeal as follows:
- (1) Submit to the City Planner within five (5) work days, excluding weekends and holidays, after receipt of notice of disapproval or approval with modifications, a written statement clearly defining the nature of the disagreement and the applicant's opinion of staff error.
 - (2) If within five (5) work days, excluding weekends and holidays, after receipt of such written statement, the City Planner or Planning Commission member concludes that the applicant's objection is justified, he shall modify his comments accordingly. If the City Planner or Planning Commission member concludes that the original action was correct, that action shall stand, subject to the applicant's right of appeal pursuant to Section 1301 of this ordinance.

Sec. 604. Reserved.

Editor's note: Ord. No. 435, adopted June 4, 1987, repealed § 604, concerning landscape plan approval, as derived from Ord. No. 373, adopted Aug. 8, 1985. See § 1110 for current provisions on landscape plan approval.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed in their entirety.

Done, Ratified, and Passed this 1st day of September 2005.

Stephen D. Brown, Mayor

Attest: _____
City Clerk