



MEETING SUMMARY

Union City Planning and Zoning Ordinance Review and Update

Stakeholder Committee Meeting #3

June 4, 2026 – 7:00 p.m. Virtual – Microsoft Teams Platform

City of Union City Attendees:

Nina Shabazz (Director, Community Development); Devesh Doobay (Senior Planner)

Project Team Attendees:

Carletta Singleton (Project Manager, TCF); Angela Rambeau (Planner, TCF); Marisa Carter (Public Engagement Lead, TCF)

Stakeholder Committee Attendees:

[Insert Attendee Names]

Introductions and Meeting Overview

- Carletta Singleton introduced the purpose of the meeting and summarized ongoing progress related to the Zoning Ordinance Review and Update project.
- The project team reviewed the overall project timeline, ordinance modernization goals, and upcoming public engagement opportunities.

Union City Zoning Ordinance Review and Update Presentation

Carletta Singleton, Project Manager, The Collaborative Firm

- Provided an overview of the project goal to modernize Union City's zoning ordinance in alignment with Georgia zoning procedures law, applicable case law, and American Planning Association (APA) best practices.
- Reviewed how the recently adopted Comprehensive Plan serves as the foundation for zoning updates and future land use recommendations.

- Discussed the Planning and Zoning Commission’s quasi-judicial role, Mayor and Council decision-making authority, and appeal procedures through Superior Court.
- Shared that the project team is exploring the potential reinstatement of the Zoning Board of Appeals to support use permits and appeals process.
- Presented updates related to form-based code concepts, sustainable development standards, overlay districts, density bonuses, and design guidelines.
- Reviewed proposed updates for accessory structures, nonconforming uses, and environmental protections within the ordinance.
- Discussed new procedures for minor and major site plan modifications and amendments to rezoning conditions.
- Provided an overview of zoning map analysis efforts, including GIS-based mapping updates and land use compatibility reviews.
- Discussed spot zoning concerns and redevelopment opportunities along the Roosevelt Highway corridor and within the Town Center Mixed Use (TCMU) district.
- Shared updates related to overlay district boundary evaluations and redevelopment considerations.

Use Permit Framework and Ordinance Updates

Angela Rambeau, Planner, The Collaborative Firm

- Presented the proposed updated use permit framework, including conditional, limited, and temporary uses.
- Explained that conditional uses will continue to require public hearings, Planning Commission recommendations, and Mayor and Council approval.
- Discussed the limited uses that may qualify for administrative approval when predefined criteria are met.
- Reviewed updates to the city’s use lists to reflect modern land uses and development trends, including mobile vaccination sites, wellness centers, film staging areas, and pop-up businesses.
- Introduced the concept of concurrent variance applications to streamline complex development review processes.
- Confirmed that the use categories and ordinance language will continue to be vetted with City staff and legal counsel.

Public Engagement and Outreach Updates

Marisa Carter, Public Engagement Lead, The Collaborative Firm

- Provided updates on current public engagement and outreach activities for the project.

- Shared information regarding upcoming outreach efforts at the Union City Juneteenth Festival on June 19, 2026.
- Announced, the second Community Meeting is scheduled in August 2026 to present draft zoning map updates and text amendments to the community.
- Encouraged stakeholders to continue participating in and sharing the community survey to broaden community representation and feedback.
- Highlighted the project website as a resource for presentations, ordinance updates, and survey participation opportunities.
- Discussed plans to upload additional ordinance examples, graphics, and explanatory materials to improve public understanding of technical zoning concepts.

Stakeholder Discussion and Feedback

- Stakeholders appreciated the detailed presentation and project transparency.
- Discussion included the importance of clearly explaining technical planning and zoning terminology during public outreach efforts.
- Participants encouraged the use of visuals, examples, and graphics to improve public understanding of concepts such as form-based code and overlay districts.
- Stakeholders discussed redevelopment opportunities, land use compatibility, use permit procedures, list of uses (conditional/special/temporary), and balancing mixed-use development with industrial uses.
- The TCF project team encouraged stakeholders and city staff to review and comment on the existing and proposed list of use permit categories.
- Questions were raised regarding zoning map changes, use permit categories, and future public hearing procedures.
- The project team confirmed that draft materials and updates will continue to be shared through the project website and future engagement events.

Upcoming Milestones and Next Steps

- Continued outreach and survey promotion throughout Summer 2026.
- Juneteenth Festival Outreach Event: June 19, 2026
- Public Information Meeting (Tentative): August 6, 2026
- Draft zoning ordinance text amendments and zoning map updates to undergo staff and legal review by late Summer 2026.
- The formal public hearing process anticipated to begin in Fall 2026.
- Continued stakeholder coordination, website updates, and public engagement activities throughout the project duration.