PEMBROKE CITY COUNCIL
MINUTES
SEPTEMBER 8, 2025

The regular meeting of the Pembroke City Council was held on Monday, September 8, 2025, at City Hall with the following members present Mayor Tiffany Zeigler, Mayor Pro-Tem Johnnie Miller, Councilmembers Sharon Lewis, Ernest Hamilton, Diane Moore, and Ed Bacon. Also present were City Administrator Chris Benson, City Attorney Dana Braun, and City Clerk Arlene Hobbs.

CALL TO ORDER INVOCATION AND PLEDGE…Mayor Zeigler called the meeting to order at 7:00pm. Mayor Pro-Tem Johnnie Miller offered the invocation. Mayor Pro-Tem Miller also led the pledge of allegiance to the flag.

MINUTES… A motion was made by Diane Moore and seconded by Johnnie Miller to approve the minutes of August 11, 2025; regular council meeting as presented. The motion carried unanimously.

PRESENTATION…Derek Cathcart, Community Development Director, presented a plaque of recognition and appreciation to Mr. Dave Williams who has served the Pembroke Planning Commission for seventeen years.

PRESENTATION…Shye Duncan, a Grant Specialist for the Georgia Department of Natural Resources, Coastal Resources Division, presented to Mayor and Council the upcoming Coastal Incentive Grant Program. Staff will follow up with Ms. Duncan regarding opportunities available to the city.

PRESENTATION…Courtney Rogers of Davenport Public Finance presented Mayor and Council with the current state of the city's financial health.

ANNOUNCEMENT OF MAYOR'S YOUTH COUNCIL…Mayor Zeigler presented the members of the 2025-2026 Mayor's Youth Council: Brooklyn Cason, Dakota Cason, Bella Collins, Nate Delgado, Lacey Howell, Leah Johnson, Evelyn Ke, Erianna Morgan, Blaire Oliver, Makenna Reagan, Savannah Sims, Aubriana Stewart, and Madelyn Walraven. The council has grown from the inaugural three members, adding ten new members to make a total of thirteen. Looking forward to another successful year.

PUBLIC COMMENTS…none.

APPROVAL OF MEETING AGENDA…A motion to approve the meeting agenda as presented was made by Johnnie Miller, seconded by Sharon Lewis. The motion carried unanimously.

CONSENT AGENDA…Chris Benson asked council to amend the consent agenda to add two items, CHIP bid award, and Ann Street bid award. A motion to amend the consent agenda to add the CHIP bid award and Ann Street bid award was made by Johnnie Miller, seconded by Sharon Lewis. The motion carried unanimously. A motion to approve the consent agenda was made by Diane Moore, seconded by Johnnie Miller. The motion carried unanimously.

1. **Approval for Bryan County High School to hold annual Homecoming Parade on Thursday, October 2, 2025, beginning at 6:00pm. Parade route**

will be same as last year, beginning at Pembroke Christian Church proceeding down Highway 280 and ending at PAC. We are pending approval from GDOT for road closure from 6pm to 7pm.

2. **Approval of road closure request for Railroad Street between South Main and Ledford for the Trick or Treat on Railroad Street event in partnership with the Pembroke Public Library on Saturday, October 18, 2025, from 4pm to 9pm.**
3. **Approval of road closure request for Saturday, December 13, 2025, for Railroad Street between South College and Ledford and Stephens Street, and the downtown parking lot to support the Christmas in Pembroke event.**
4. **Approval for City Administrator to execute a contract for the CHIP project bid award to Country Heritage Homes in the amount of $871,325.70 and Underground Excavating in the amount of $296,109.95.**
1. **Approval for City Administrator to execute a contract for the Ann Street project bid award to Pro Grade South in the amount of $417,971.00.**

PUBLIC HEARINGS

1. **2025 Millage Rate…**City Administrator Chris Benson presented the proposed 2025 Millage Rate of 12mils, up 2mils from last year's rate of 10mils. Delmas Parker of 327 Strickland Street spoke against the proposed rate. Mayor Zeigler spoke about the upcoming FLOST measure on the November ballot with a 1% floating sales tax which will offset the millage rate should the measure be voted in.

2. **The City of Pembroke is proposing changes to the city's Subdivision Regulations. Changes include amendments to Article IV, Section 4.1.3, and 4.4.7 to update plat approval authorities; Article V, Section 5.6, certifications; Article VI, Section 6.3, performance bonds; and Article IX, Section 9.4, Schedule of Filing Fees, to update the current fee schedule.** Derek Cathcart presented the proposed changes. There were no public comments.

3. **The City of Pembroke is proposing changes to the city's Zoning Ordinance. Those include amendments to Article II, adding new definitions; Article III, Section 3-2, abandoned vehicles, Section 3-4-1, ADU ordinance; Article IV, Section 4-3, lot and building requirements; Article V, Section 5-2 & 5-4, Lot and building requirements; Article VII, Section 7-3 & 7-5, public hearing and notice requirements; Article VIII, Sections 8-1, permitting and fee schedule information; Article IX, Section 9-3, public hearing requirements; Article X, Section 10-5, public hearing and notice requirements.** Derek Cathcart presented the proposed changes. There were no public comments.

4. **The City of Pembroke is proposing changes to the city's Code Ordinance. Those include amendments to Article III, Section 61, Chapter 40 to change the due date, penalties, and interest for Occupational Tax Certificates (Business Licenses).** Arlene Hobbs presented the proposed changes to this ordinance to change the due date from February 1 to March 1, increase the 10% penalty to 25%, and increase the interest rate from 1% to 10%. Delmas Parker, of 327 Strickland Street, spoke against the proposed changes, the due date is too close after Christmas and the increase in penalties and interest would be a hardship to businesses. Ella Moore of 32

Clara Street spoke against the proposed changes, with the millage rate increasing and everything in general going up this would cause hardship for the businesses.

5. **Applicant, Sophia Rodriguez, is requesting a Site Plan approval for a multi-family residential development on Rogers Road, Parcel # 012 10 63.** Derek Cathcart presented the request for approval of the site plan, followed by the applicant, Sophia Rodriguez presenting the site plan and improvements made to the original plan which had already been approved. The new plan will be more environmentally friendly with more treetops. There were no public comments.

6. **Applicant, Teresa Anderson, is requesting a Conditional Use Permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Road, Parcel # P09 01 013 03.** Derek Cathcart presented the request for this conditional use permit for an ADU at 130 Harry Hagan. Teresa Anderson and Harron Lee also spoke about the project. There were no public comments.

ORDINANCE READINGS

First Readings

1. **First Reading of an Ordinance to amend the city's Code Ordinance, including amendments to Article III, Section 61, Chapter 40 to change the due date, penalties, and interest.** A motion to dispense with the reading of the Ordinance was made by Johnnie Miller, seconded by Sharon Lewis. The motion passed unanimously.
2. **First Reading of an Ordinance to amend the city's Subdivision Regulations. Amendments include Article IV, Section 4.1.3, and 4.4.7 to update plat approval authorities; Article V, Section 5.6, certifications; Article VI, Section 6.3, performance bonds; and Article IX, Section 9.4, Schedule of Filing Fees, to update the current fee schedule.** A motion to dispense with the reading of the Ordinance was made by Diane Moore, seconded by Ernest Hamilton. The motion passed unanimously.
3. **First Reading of an Ordinance to amend the city's Zoning Ordinance. Amendments include Article II, adding new definitions; Article III, Section 3-2, abandoned vehicles, Section 3-4-1, ADU ordinance; Article IV, Section 4-3, lot and building requirements; Article V, Section 5-2 & 5-4, Lot and building requirements; Article VII, Section 7-3 & 7-5, public hearing and notice requirements; Article VIII, Sections 8-1, permitting and fee schedule information; Article IX, Section 9-3, public hearing requirements; Article X, Section 10-5, public hearing and notice requirements.** A motion to dispense with the reading of the ordinance was made by Johnnie Miller, seconded by Diane Moore. The motion passed unanimously.

ACTION AGENDA

1. **Approval of Mayor's Youth Council Community Garden Rental. The Youth Council presented the project to council and requested that the bed rentals be set at $25.00 each.** A motion to approve was made by Johnnie Miller and seconded by Sharon Lewis. The motion carried unanimously.

2. **Recommendation of approval/disapproval for a multi-family residential development on Rogers Road, Parcel # 012 10 63.** A motion to approve was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.
3. **Recommendation of approval/disapproval to City Council regarding a Conditional Use permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Road, Parcel # P09 01 013 03.** A motion to approve was made by Diane Moore, seconded by Johnnie Miller. The motion carried unanimously.
4. **Recommendation and appointment of Police Chief.** Chris Benson recommended Interim Police Chief Brenda Tyson for appointment to permanent Police Chief. A motion to approve was made by Diane Moore, seconded by Ernest Hamilton. The motion carried unanimously. Ernest Hamilton and Mayor Zeigler then proceeded with the pinning ceremony.

DEPARTMENT REPORTS…

Police – Chief Tyson thanked the Mayor and Council for their support and faith in her to perform her duties as Police Chief. She reported that the department has two new trucks outfitted and ready to go. She also informed the council of a newly hired officer who will be announced at the October council meeting.

Fire – Chief Waters reported that the department responded to 84 calls in August. He also reported that 12 responders attended the swift water training, and the department now has 15 certified responders.

DDA – Fernanda reported to council on her recent attendance at the Georgia Downtown Association Conference held in Gainesville, GA in August. She also reported on the digital registration for the upcoming Christmas market. She will be holding meetings to assist those vendors who need help with new process. She is currently taking nominations for the annual Christmas parade Grand Marshal. She also reminded everyone about Coffee and Conversation on September 22, 2025.

City Administrator – Chris Benson informed council of the groundbreaking ceremony for the new wastewater plant. Plans are being made and he will keep everyone updated. This will be a highlight for the community. He also reported that there will be future public hearings regarding the tax millage rate for 2025. These are to be held on September 18 and 25th.

City Attorney – nothing to report.

City Clerk – Arlene Hobbs reported to council that the 2024 audit has been completed and will be presented at the October council meeting.

COMMITTEE REPORTS…none.

EXECUTIVE SESSION… none.

ADJOURNMENT…There being nothing further to discuss, at 8:37pm a motion to adjourn the meeting was made by Johnnie Miller, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:

CITY OF PEMBROKE * SEAL * BRYAN COUNTY, GA

Arlene Hobbs, City Clerk

Tiffany M. Zeigler, Mayor