PEMBROKE CITY COUNCIL
MINUTES
MAY 11, 2026

The regular meeting of the Pembroke City Council was held on Monday, May 11, 2026, at City Hall with the following members present: Councilmembers Sharon Lewis, Ernest Hamilton, and Diane Moore. Also present were City Administrator Chris Benson, City Attorney Dana Braun, and City Clerk Arlene Hobbs. Mayor Zeigler, Mayor Pro-Tem Miller, and Councilmember Ed Bacon were unable to attend.

CALL TO ORDER INVOCATION AND PLEDGE…Diane Moore called the meeting to order at 7:02pm. Chris Benson offered the invocation and led the pledge of allegiance to the flag.

MINUTES… A motion was made by Diane Moore and seconded by Sharon Lewis to approve the minutes of the April 13, 2026, regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS… none.

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

PUBLIC HEARINGS…

1. **Applicant, Dillon Powell, requests a Site Plan approval to establish a "Flex Center" for various commercial uses for Parcel #012 003, located on Highway 67 N.** Dillon Powell (Agent) for Pembroke Storage GSL LLC (Owner) presented the site plan proposal to consist of six buildings to be customized for office and warehouse space. Dana Braun explained that the approval is conditional based on the usage. Diane Moore pointed out that the approved usage would be limited to retail space, personal services, offices, and professional activities. Dana Braun pointed out that if any changes were to be made regarding usage, the applicant must revisit council for approval.

ACTION AGENDA

1. **Approval / Disapproval of a request for a Site Plan approval to establish a "Flex Center" for various commercial uses for Parcel #012 003, located on Highway 67 N.** Diane Moore made a motion to approve with conditional usage limitations. Sharon Lewis seconded the motion. The motion carried unanimously.

2. **Resolution – Consent to Downtown Development Authority of Pembroke to Execute an Option to Lease.** The DDA is requesting the city's consent to execute a lease option with Southeast Housing Partners for the 4.11 acres of land known as the "Dingle School Property." A motion to approve was made by Sharon Lewis. Diane Moore seconded the motion. The motion carried unanimously.

3. **Confirmation of Street Superintendent – Mr. Michael Lee.** Chris Benson shared with council h. selection of Mr. Michael Lee to fill the vacant Street Superintendent position. Ernest Hamilton made a motion to approve, seconded by Diane Moore. The motion carried unanimously.

DEPARTMENT REPORTS…

Police – Chris Benson reported that Chief Tyson was not in attendance due to illness.

Fire – Chief Waters reported that the department traveled to Brantley County for four days to assist with the wildfires in that area. He was able to have a volunteer firefighter accompany him on these days, allowing for training and exposure opportunities. He also reported that the department responded to 109 calls during the month of April.

DDA – Fernanda reported that the Flowe Shop had moved to Richmond Hill and this commercial space was available for lease. She is currently accepting business plans. She also informed everyone of a clinic for pets taking place at the Harn Center on Sunday, May 17th. She also talked about the TOS theatre renovation. Diane Moore inquired about Taco Depot who has just recently relocated to the Oaks Mann Building. She also reminded everyone of early voting through May 15th.

Community Development – nothing to report.

Street – nothing to report.

City Attorney – nothing to report.

City Clerk – nothing to report.

COMMITTEE REPORTS…none. Diane Moore inquired about lifting the burn ban and requested that they add a motion to approve this action. Dana Braun agreed and suggested they could continue. Diane Moore made a motion to lift the local burn ban, which was seconded by Sharon Lewis. The motion carried unanimously

EXECUTIVE SESSION… none

ADJOURNMENT…There being nothing further to discuss, at 7:30pm a motion to adjourn the meeting was made by Diane Moore, seconded by Ernest Hamilton. The motion passed unanimously.

ATTEST:

CITY OF PEMBROKE * BRYAN COUNTY, GA * SEAL

Arlene Hobbs, City Clerk

Chris Benson, City Administrator