Pembroke City Council
Council Agenda
April 13, 2026
7:00 P.M.

A. Call to Order

B. Invocation – Robbie Lane, Youth Pastor, First Baptist Church of Pembroke

C. Pledge of Allegiance

D. Adoption of Minutes – March 9, 2026

E. Public Comments

F. Presentation – Winston Johnson – City Gym Utilization

G. Presentation – Allen Wallace – City Gym Utilization

H. Approval of Meeting Agenda

I. Consent Agenda

1. **Approval of a request from the American Legion to host a flag retirement ceremony on Saturday, April 25, 2026, at the old ball field across from City Hall.**

2. **Approval of a request from BCMHS H2GP teams to hold a bucket brigade on Saturday, May 2, 2026. They have qualified for World Finals in Switzerland in June 2026.**

3. **Approval of an authorization for the destruction of 23 boxes of records per the records management schedule.**

J. Resolution to Adopt a Local Government Records Retention Policy

K. Ordinance Readings

Second Readings

Motion to dispense with the reading of the Ordinance to follow.

1. **Second reading and approval of an ordinance to amend the city's zoning map to rezone Parcel #P02 02 001 from B-2 to R-3.**

L. Action Agenda

1. **Approval to amend the Schedule of Fees to include the following language: "Cemetery Lot Maintenance (per year, per lot or portion thereof)."**

M. Department Reports

N. Committee Reports

O. Executive Session for the purpose of discussing personnel, land acquisition, and/or litigation as allowed by O.C.G.A., Title 50, Chapter 14.

P. Adjournment

Pembroke City Council
Workshop Agenda
April 13, 2026
6:00 P.M.

1. **Engineering Update**
2. **Executive Session (if necessary).**

Please come in time to eat before the 7:00 council meeting.

PEMBROKE CITY COUNCIL
MINUTES
MARCH 9, 2026

The regular meeting of the Pembroke City Council was held on Monday, March 9, 2026, 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. Pastor Jesse France offered the invocation. Mayor Pro-Tem Johnnie Miller led the pledge of allegiance to the flag.

MINUTES… A motion was made by Johnnie Miller and seconded by Diane Moore to approve the minutes of the February 9, 2026, regular council meeting as presented. The motion carried unanimously. A motion to approve the minutes of the February 17, 2026, called meeting was made by Diane Moore, seconded by Johnnie Miller. The motion carried unanimously.

PUBLIC COMMENTS

1. Corey Foreman of 77 Dogwood Trail in Ellabell, GA thanked the Mayor, Council and City Administrator for a job well done.

RESOLUTIONS

1. **Recognizing PAC Fiber on their 80th Anniversary** – Mayor Zeigler read the resolution and recognized members of the Beardslee family who were in attendance.
2. **Approval of 2026 Service Delivery Strategy Amendment** – A motion to dispense with the reading, and approval of the resolution was made by Johnnie Miller, seconded by Ed Bacon. The motion passed unanimously.
3. **Approval to Authorize 2026 Community Block Grant Application** – A motion to dispense with the reading, and approval of the resolution was made by Diane Moore, seconded by Johnnie Miller. The motion passed unanimously.

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.

CONSENT AGENDA…A motion to approve the consent agenda was made by Diane Moore, seconded by Sharon Lewis. The motion carried unanimously.

1. Approval of a request from Pembroke DDA for the closure of a portion of the downtown city parking lot on Saturday, March 28, 2026, until 2pm in connection with the annual Easter Egg Hunt.
2. Approval of a request from Pembroke DDA for the closure of a portion of the downtown city parking lot on Thursday, April 2, 16, and 30, 2026, from 4pm to 8pm in connection with the Farmer's Market.

PUBLIC HEARINGS

1. **Applicant Southeast Housing Partners, is requesting a rezoning from B-2 (General Commercial) to R-3 (Multi-Family Residential) to establish a "multiple family dwellings" use for apartments on Harn Street, Parcel # P02 02 001.** Derek Cathcart presented the request on behalf of the planning and zoning department. The parcel is a total of 4.1 acres with a proposed use of a 49-unit multi-family residential development utilizing Low-Income Housing Tax Credits. Adaptive reuse of the existing historic high school, the Dingle School, with plans to renovate into a museum or community space. Planning Commission recommends approval of this request. Jon McKnight, Founding Principal of Southeast Housing Partners, was in attendance and answered questions from the council. Mayor Pro-Tem Miller inquired about how far away the development would be from the existing railroad tracks, which will be as far away as possible. There will be a fence separating the development from the railroad tracks. Councilmember Bacon expressed concerns about drainage and the limited access to Harn Street, suggesting an entrance on Surrency instead, however, this is not possible because the property is not available for this project.
2. **Applicant, Ernesto Nieves, is requesting a Conditional Use Permit for a Home Occupation to operate a home office for trucking logistics at 291 W. Smith Street, Parcel # P06 17 003 05.** Derek Cathcart presented the request on behalf of the planning and zoning department. Mr. Nieves is going to have a home office only for his logistics business. There will not be any trucks located on the property. The planning commission has recommended approval of this request. Mr. Nieves was in attendance to respond to any questions or concerns.

ORDINANCE READINGS

FIRST READINGS

Motion to dispense with the reading of the Ordinance to follow. A motion to dispense with the reading of the ordinance was made by Johnnie Miller, seconded by Ed Bacon.

1. **First reading of an ordinance to amend the city's zoning map to rezone Parcel #P02 02 001 from B-2 to R-3.**

ACTION AGENDA

1. **Approval of a Letter of Intent in connection to Parcel # P02 02 001 (the Dingle Building).** A motion to approve was made by Diane Moore and seconded by Johnnie Miller. The motion carried unanimously.

2. **Approval / Disapproval of a request from applicant Ernesto Nieves for a Conditional Use Permit for a Home Occupation to operate a home office for trucking logistics at 291 W. Smith Street, Parcel # P06 17 003 05.** A motion to approve was made by Johnnie Miller and seconded by Ed Bacon. The motion carried unanimously.

DEPARTMENT REPORTS…

Police – Chief Tyson introduced Officer Hanner to Mayor and Council. They are still accepting applications for the open positions. She also talked about the latest meeting with Southeast Leadership Bryan.

Fire – Chief Waters reported that the department responded to 63 calls during the month of February. He has been busy working on loading commercial building plans into his new software.

DDA – Fernanda talked about the TOS theatre renovation and the Easter Egg Hunt event scheduled for March 28, 2026. She also talked about updates to the city website.

Community Development – nothing to report.

Street – Mike Lee pointed out the changes in format to his monthly report to streamline daily activities. The department has been busy with the continued Highway 280 clean up and the reconditioning of the gym floor.

Water/Sewer – David Cook of EOM gave an update of current water and sewer activities. The mayor inquired about adding a link to the city website for citizens to contact EOM for water/sewer issues. Chris Benson informed Mayor and Council that a meeting was set to address this situation.

City Administrator – nothing to report.

City Attorney – nothing to report.

City Clerk – nothing to report.

COMMITTEE REPORTS…Mayor Zeigler reminded everyone about the Mayors Youth Council Easter Egging event and encouraged everyone to participate. Funds raised help to offset the cost of the community garden. She also talked about the upcoming Touch A Truck event on April 18, 2026. There will be a sensory-friendly time between 1pm and 3pm for those who are sensitive to sounds, lights, etc. From 3pm to 5pm everyone can join in the fun. She also reported that several members of the Mayors Youth Council were able to attend the Youth Summit in Atlanta, with four members having the opportunity to page for Representative Franklin. She also spoke about her recent attendance at the Hispanic Chamber event, making important connections with the Hispanic community.

EXECUTIVE SESSION… none

ADJOURNMENT…There being nothing further to discuss, at 7:50pm a motion to adjourn the meeting was made by Diane Moore, seconded by Ernest Hamilton. The motion passed unanimously.

ATTEST:

Arlene Hobbs, City Clerk

Tiffany M. Zeigler, Mayor

From: Melissa Adams <madams@bryan.k12.ga.us>
Sent: Wednesday, April 1, 2026 3:52 PM
To: Arlene Hobbs
Subject: RE: <External Source>RE: bch volleyball/bucket brigades

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon!

It's that time of year again! We have 3 H2GP teams that qualified for World Finals in Switzerland in June. We were hoping to see if May 2nd might be available to get a bucket brigade, if available.

Thanks,
Melissa



From: Arlene Hobbs <Clerk@pembrokega.net>
Sent: Tuesday, June 24, 2025 2:19 PM
To: Melissa Adams <madams@bryan.k12.ga.us>
Subject: <External Source>RE: bch volleyball/bucket brigades
Importance: High

[EXTERNAL EMAIL] This email is from an EXTERNAL source. Do not click any links or open attachments unless you know the sender and you are sure the content is safe. If you see this message this email did NOT come from anyone at Bryan County Schools.

Hi Melissa,

Your request to hold a bucket brigade in August and September has been approved. The dates we have are August 16 and September 20.

Good Luck!

Arlene Hobbs
City Clerk
City of Pembroke
912-653-4413 office
912-653-4424 fax

CITY OF PEMBROKE
RECORDS MANAGEMENT
AUTHORIZATION FOR DESTRUCTION OF RECORDS

	Description of Records	Year	Retention Schedule Code	Retention
Box #1	Work Orders, Comm Center Rentals, Locates, Misc A/R	2018	LG 8 &20	5 years
Box #2	Meter Readings & Changes, Usage Reports, ReReads, Applications	2018	LG20&23	2 & 3 years
Box #3	Cash Coll, UB Postings, Ins Licenses & Journal Entries	2018	LG08	5 years
Box #4	Finalized Customers	2019	LG08	5 years
Box #5	Delinquent Customers Uncollectible	2018	LG08	5 years
Box #6	Meter Readings & Pool files	2019	LG20&23	2&3 years
Box #7	Cash Coll, UB Postings,Online Billing & Journal Entries	2019	LG08	5 years
Box #8	Misc Accounts Recievable & Utility Billings	2019	LG08	5 years
Box #9	Delinquent Customers Uncollectible	2019	LG08	5 years
Box #10	Accounts Payable A-F	2018	LG08	5 years
Box #11	Accounts Payable F-T	2018	LG08	5 years
Box #12	Accounts Payable T-Z	2018	LG08	5 years
Box #13	Accounts Payable A-F	2019	LG08	5 years
Box #14	Accounts Payable G-S	2019	LG08	5 years
Box #15	Accounts Payable T-Z	2019	LG08	5 years
Box #16	Accounts Payable A-F	2020	LG08	5 years
Box #17	Accounts Payable F-T	2020	LG08	5 years
Box #18	Accounts Payable T-Z	2020	LG08	5 years
Box #19	WS Locates, W/O Books & Misc A/R	2020	LG08 &20	5 years
Box #20	Cash Collections & Utility Postings	2020	LG08	5 years
Box #21	Finalized Customers	2020	LG08	5 years
Box #22	Delinquent Customers Uncollectible	2020	LG08	5 years
Box #23	Meter Readings, Billing Reports	2020	LG&20&23	5 years

* Any computer generated documents are still in our system from 2004-to date.
* Independent Audits have been completed on the above records.

The above listed records are available for viewing by the Clerks Office and when approved of for disposal, Ultra-Shred will come on site to dispose of them.

Request Compiled and Submitted March 26, 2026
Council Approved Request_____
Records Destroyed _____

Pembroke
CITY OF PEMBROKE
EST. 1905

RESOLUTION OF THE MAYOR AND CITY COUNCIL TO ADOPT A LOCAL GOVERNMENT RECORDS RETENTION POLICY

WHEREAS, the City of Pembroke is required by law to maintain records for the operation of the city government; and

WHEREAS, the City of Pembroke is desirous of adopting a policy for the retention of these records per O.C.G.A. 50-18-90; and

WHEREAS, the Georgia Archives has produced a policy and schedule for the retention of local government records; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Pembroke hereby adopt the Georgia Archives record retention policy and that this policy shall be followed by the City as its policy for the retention of City records.

ADOPTED this 13th day of April 2026.

Tiffany M. Zeigler, Mayor

Arlene Hobbs, City Clerk

(Seal)

Planning & Zoning Inputs
For 4/13/2026 City Council Meeting

Ordinance (Second Reading)

Motion to dispense with the reading of the Ordinances to follow.

1. Second reading, and approval of an ordinance to amend the city's zoning map to rezone Parcel #P02 02 001 from B-2 to R-3.

This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: (Agent) Southeast Housing Partners. (Owner) Pembroke Downtown Development Authority
Request: Rezoning of Parcel #P02 02 001, 4.1 acres located on Harn Street, from B-2 to R-3.

I. MEETINGS:

Planning Commission:	Public Hearing	February 19, 2026
City Council:	Public Hearing & First Reading	March 9, 2026
City Council:	Second Reading	April 13, 2026

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	R-3, "Multi-Family Residential District"
Existing Zoning:	B-2, "General Commercial District"
Size of Area:	Total Area: 4.1 acres
Proposed Use:	49-unit multi-family residential development utilizing Low-Income Housing Tax Credits (LIHTC). Adaptive reuse of the existing Dingle School (Old High School), with plans to renovate into a museum or community space.
Owner:	Downtown Development Authority of Pembroke, GA 353 N. Main Street

Pembroke, GA 31321

Location of Property:	166 Harn Street, between Surrency St and S Poplar St.
Election Ward:	District 1
Comprehensive Plan Character Area:	Public Service Area
Zoning of Surrounding Property:	North: B-2, B-3 (Properties across train tracks and HWY 280) South: R-1 East: B-2 West: R-1

III. EXECUTIVE SUMMARY:

The City has received a request submitted by Southeast Housing Partners (agent) to rezone Parcel #P02 02 001 from B-2, General Commercial, to R-3, Multi-Family Residential. The proposed project consists of the following:

1. 49 Unit multi-family residential development consisting of two buildings.
2. Development to include playground, picnic pavilion, and other supplemental amenities.
3. Renovation of existing historic high school, the Dingle School.

IV. SUBJECT PROPERTY:

The proposed multi-family development property is located where the historic Dingle School currently sits. The property is bound to the north by the railroad and Highway 280, vacant commercial zoned property to the east, residential to the west and south, and the city's maintenance yard to the southwest. The property consists of a total of approximately 4.1 acres zoned B-2. The adjacent properties are zoned R-1, B-2, and B-3.

The City of Pembroke deeded the property to the Downtown Development Authority of Pembroke subject to the terms of an Intergovernmental Agreement (IGA). The IGA states: "…the Dingle School Property (the "Properties") need to be redeveloped for commercial and residential purposes and doing such will promote the public good and general welfare of the citizens of the City." The intention of the transfer of property was to revitalize and redevelop the city's downtown by developing the Dingle School Property. The subject property sits vacant within the Centralized Business District (CBD), with direct access to existing pedestrian infrastructure and close proximity to active businesses along HWY 280.

V. APPLICABLE CODE SECTIONS:

Article II, Definitions

(30) Dwelling, Multi-Family. A structure designed for the occupancy of three (3) or more families with separate housekeeping facilities for each household.

Article V, Section 5-4, Multi-Family Residential Districts

(1) Permitted Uses

(a) Multiple family dwellings, including townhomes, apartments, condos, rooming houses, fraternities, sororities, and dormitories;

(3) Lot and Building Requirements.

*Net acre shall be calculated as the total site acreage, less the area occupied by wetlands.

Principal Buildings - Multi-family Dwellings

Living Units (with water & sewer)	Max. 12 per *net acre
Minimum Lot Width at Building Line	150 Feet
Minimum Front Yard	10 Feet
Minimum Rear Yard	15 Feet
Minimum Side Yard, Interior	15 Feet
Minimum Side Yard, Street	20 Feet
Maximum Building Height	60 Feet
Maximum Percent of Lot Coverage	40 Percent

Accessory Buildings

Minimum Setback from Lot Line:	
Rear	10 Feet
Side	3 Feet

Article IX, Section 9-4 (4). Zoning Amendment Criteria

The following will be used to determine whether the re-zoning is appropriate.

(a) The zoning request should be a logical extension of a zoning boundary which would improve the pattern of uses in general area. The zoning request does not extend an existing zoning boundary, however there are two properties within 600' of the subject property currently zoned R-3. The existing zoning designation, B-2, extends to the adjacent property, and this current zoning designation permits a similar use intensity as commercial and multifamily residential are permitted in the B-2 zoning designation.

(b) The request should not be an illogical extension of a zone boundary to allow commercial, industrial, or high-density apartment intrusion into a stable neighborhood of well-maintained single-family homes, which would result in neighborhood deterioration, the spread of blight, and requests for additional zoning of a similar nature, expanding the problem. See previous comment. There are two multi-family residential developments less than a .25 mile walk from the subject property. The existing and adjacent B-2 zoning designations allow for a similar use intensity, as commercial and medium-high density residential are permitted.

(c) The request should not result in "spot zoning" or generally be unrelated to either existing zoning or the pattern of development in the area. The request would not be considered spot zoning, as the location is a close proximity to similar developments and a mixture of uses.

The existing character area is suitable for the proposed renovation of the Dingle School Building, and the use is appropriate for the expressed use listed in the IGA.

(d) The request should not create traffic which would traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards. Developments of a similar nature exist within the neighborhood. The subject property has direct access to downtown and adjacent neighborhoods via pedestrian infrastructure.

Engineering Comment: Anticipated traffic not a concern at 46 units, estimated 310 +/- trips per day. This would have an impact on items identified in our City Study but would not be a main contributor. Having it in or situated adjacent to downtown and near restaurants/grocery/medical is ideal and may cut down on vehicles.

(e) The request should conform to the general expectations for population growth and distribution. The proposed development aligns with the city's goals in the IGA between the DDA and City of Pembroke: "…the Dingle School Property (the "Properties") need to be redeveloped for commercial and residential purposes and doing such will promote the public good and general welfare of the citizens of the City."

(f) The request should not limit options for the acquisition of future planned public facility sites, roads, open-space, etc. The DDA will retain ownership of the property and will increase available public facilities by renovating the Dingle School Building.

(g) This request should not result in major changes in existing levels of public service, and/or fiscal stability. The increase in population should not result in a major change to the existing levels of public service, and/or fiscal stability.

(h) This request should not achieve short-term goals at the expense of long-term, development goals. The request meets several goals, including goals from the property transfer IGA specifically related to the subject property and the city's downtown. Other goals met:

(i) This request should not result in changes to market values and/or tax rates of nearby properties. Increased development could cause minor fluctuations in tax rates; however, the existing zoning of adjacent properties will be the biggest factor in tax rate.

(j) The request should conform to policies and recommendations contained in the Pembroke, Georgia Comprehensive Plan. A negative finding on one or more of these criteria shall not preclude approval of a re-zoning. See comprehensive plan analysis in section VI.

VI. STAFF ANAYLSIS:

Future Land Use Plan Analysis

The Pembroke Comprehensive Plan characterizes the subject property as a "Public Service Area" character area. Primary land uses recommended for this character area include Public Facilities, Low Density-Open Space Preservation, Bike-Pedestrian Recreation.

The character area is defined as "any parcel owned by a government entity, authority or agency that provides a public service (other than Bryan County Schools). This includes facilities owned by the City of Pembroke, Bryan County, the State of Georgia, the US Postal

Service and the Georgia Department of Transportation. There is crossover in some cases with Historic Downtown."

The vision for the character area is to provide the community with a safe environment in which to conduct public functions through strong pedestrian connectivity, a welcoming surrounding environment and recognizing our status as an Incorporated City and Bryan County seat is essential to our Sense of Place. The development proposes a community space by renovating the Dingle Building into a museum or community building. The site has direct access to sidewalks and the residential aspect will have playground, pavilion, and amenities, all with close proximity to shopping downtown. City of Pembroke will maintain ownership. Use aligns with desired use from IGA.

Comprehensive Plan Strategy	Staff Analysis
Economic Development	
Revitalize downtown Pembroke	Redevelopment of vacant lot for residential and public/commercial use within the downtown district.
Attract new employers to the city that will benefit the citizens of Pembroke	The proposed development will increase housing options for LMI individuals. The site will not increase the number of commercial units, but the renovation of the Dingle Building could provide new jobs.
Retain and support existing businesses	Increase in residential population with close proximity to downtown shopping.
Increase workforce development efforts to better prepare and connect young people to jobs	N/A
Increase tax revenues from new development and redevelopment	Applicable
Housing	
Provide a variety of safe and healthy housing types and densities for all income levels and lifestyles	The development will increase housing for seniors and LMI individuals.
Promote and foster homeownership	Applicable
Land Use	
Foster smart growth that protects Pembroke's small-town sense of place	The development adheres to smart growth principles by increasing density in appropriate locations close to shopping, medical, restaurants, with direct access to pedestrian infrastructure. The project should preserve green space and provide buffers. 50% canopy required.
Update GIS land use data and use it to make	N/A

better land use decisions	
Transportation	
Prepare for increase in traffic due to Hyundai Manufacturing facility	Engineering Comment: Anticipated traffic not a concern at 46 units, estimated 310 +/- trips per day. This would have an impact on items identified in our City Study but would not be a main contributor. Having it in or situated adjacent to downtown and near restaurants/grocery/medical is ideal and may cut down on vehicles.
Ensure safe and efficient access to Schools	Bus stop likely within complex property – to be determined at a later date.
Improve walkability, especially in high traffic areas	Project has direct access to sidewalks – city should investigate possible sidewalk expansion in surrounding neighborhood.
Ensure there is sufficient traffic circulation and roads are well-maintained	Engineering Comment: Anticipated traffic not a concern at 46 units, estimated 310 +/- trips per day. This would have an impact on items identified in our City Study but would not be a main contributor. Having it in or situated adjacent to downtown and near restaurants/grocery/medical is ideal and may cut down on vehicles.
Environmental & Resiliency	
Protect environment and manage natural resources well	50% tree canopy required. Green space should be preserved/provided.
Strengthen environmental resiliency and emergency response measures	Development should be limited within Flood Zone A existing on site.
City Facilities and Services	
Ensure the city's utilities and infrastructure are sufficient to meet the needs of current and future residents	Pembroke monitoring Water/Sewer capacity for current and future developments.
Maintain and support a variety of community facilities and services	The proposed Dingle Building renovation will increase active public uses. Residential development will provide community facilities and amenities to residents.
Intergovernmenal Coordination	
Work jointly with neighboring jurisdictions to develop solutions for shared regional issues	N/A
Cultural & Historical Resources	
Revitalize historic downtown and other historic sites and structures	Renovation of Dingle Building and new residential construction on a vacant lot downtown.

Strengthen regulations to protect historic and cultural resources	N/A

VII. STAFF RECOMMENDATION:

Engineering:

Sizing of utilities and availability appear to exist, but more investigation will be needed. We would encourage a centralized mail kiosk to be on the site, maybe covered around the pavilion. Anticipated traffic not a concern at 46 units, estimated 310 +/- trips per day. This would have an impact on items identified in our City Study but would not be a main contributor. Having it in or situated adjacent to downtown and near restaurants/grocery/medical is ideal and may cut down on vehicles.

Planning:

The proposed apartment complex aligns with several goals from Pembroke's comprehensive and long-range planning efforts. The re-purposing of the historic Dingle Building also aligns with the existing character area for the subject property, however; while the Dingle building re-purposing aligns with future planning efforts, the proposed use will need to be evaluated at a later time to determine whether the R-3 zoning designation will be appropriate.

The proposed apartment complex and Dingle building restoration align with comprehensive plan principles detailed in section 6 of the staff report. The project also aligns with the Intergovernmental Agreement as part of the transfer of property between the City of Pembroke and the DDA. The project also aligns with the 2025 Housing Plan which identifies the Dingle property as a catalyst site to increase housing stock (2025 Housing Plan, Section 5: *Recommendations*).

As a result, Staff recommends to approve the request to rezone Parcel *#P02 02 001* from B-2 to R-3.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3, of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council ***Approve*** the request to rezone Parcel #016-015 from A-5 (County) to I-1 (City).

ORDINANCE NO. ____

AN ORDINANCE TO REZONE PROPETY AND TO AMEND THE ZONING MAP FOR THE CITY OF PEMBROKE, GEORGIA

WHEREAS, the governing authority for the City of Pembroke, Georgia, is authorized under Article 9, Section 2, Paragraph IV of the Constitution of the State of Georgia to exercise the power of zoning; and

WHEREAS, the duly elected governing authority for the City of Pembroke, Georgia, is the Mayor and Council, and

WHEREAS, the Mayor and Council desires to adopt ordinances under its police, zoning, and home rule powers, and

WHEREAS, the City of Pembroke desires to amend its Zoning Map so that the property described herein is designated as R-3, Multi-Family Residential District as per Section 5-4 of Article V of the Zoning Ordinance of Pembroke, Georgia.

NOW, THEREFORE, it is hereby ordained by the Mayor and Council that the zoning map is amended so that the following property is changed from its current zoning as reflected on the table below as follows:

Sec. 13-019.

PIN	ADDRESS	CURRENT ZONING	AMENDED ZONING
P02 02 001	168 Harn Street	B-2	R-3

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgment or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to the ordinances of the City.

ADOPTED THIS __ DAY OF _____, 2026.

_____
MAYOR

ATTEST:

_____
CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____



NOTES:

1. ALL LANDSCAPING TO BE IN COMPLIANCE WITH ALL STATE AND LOCAL CODES AND ORDINANCES.
2. KNOWN WETLANDS, FLOODPLAINS, STATE WATERS SHOWN ON PROPOSED SITE.

UNIT TYPES:

1-BED TYPE A UNIT | COUNT: 1
1-BED TYPE B UNIT | COUNT: 5

2-BED TYPE A UNIT | COUNT: 1
2-BED TYPE B UNIT | COUNT: 23

3-BED TYPE A UNIT | COUNT: 1
3-BED TYPE B UNIT | COUNT: 18

TOTAL UNIT COUNT: 49

ZONING: R-3 (PROPOSED) | CURRENTLY B-2

SETBACK REQUIREMENTS
FRONT- REQUIRED: 10.00' | PROVIDED:>10.00'
SIDE- REQUIRED: 15.00' | PROVIDED: >15.00'
REAR- REQUIRED: 15.00' | PROVIDED: >15.00'

DENSITY
MAX - 12 UNITS PER ACRE (4.1 ACRESX12 = 49 UNITS)
PROVIDED - 49 UNITS

PARKING
(74) SURFACE PARKING SPACES REQUIRED
(74) SURFACE PARKING SPACES PROVIDED
(7) ADDITIONAL SPACES PROVIDED FOR SCHOOL BUILDING USE

1.5 PARKING SPACES PER UNIT (REQUIRED)

LOT WIDTH
MINIMUM LOT WIDTH AT BUILDING - (150'-0")
LOT WIDTH PROVIDED - (396'-0"+/-)

LOT COVERAGE
MAXIMUM LOT COVERAGE - (40%)
LOT COVERAGE PROPOSED - (35.4%)

BUILDING HEIGHT
MAX BUILDING HEIGHT - (60'-0")
BUILDING HEIGHT PROPOSED - (45'-0"+/-)

CONCEPTUAL SITE PLAN - OPTION 01

SOUTHEAST HOUSING - PEMBROKE, GA
166 HARN STREET

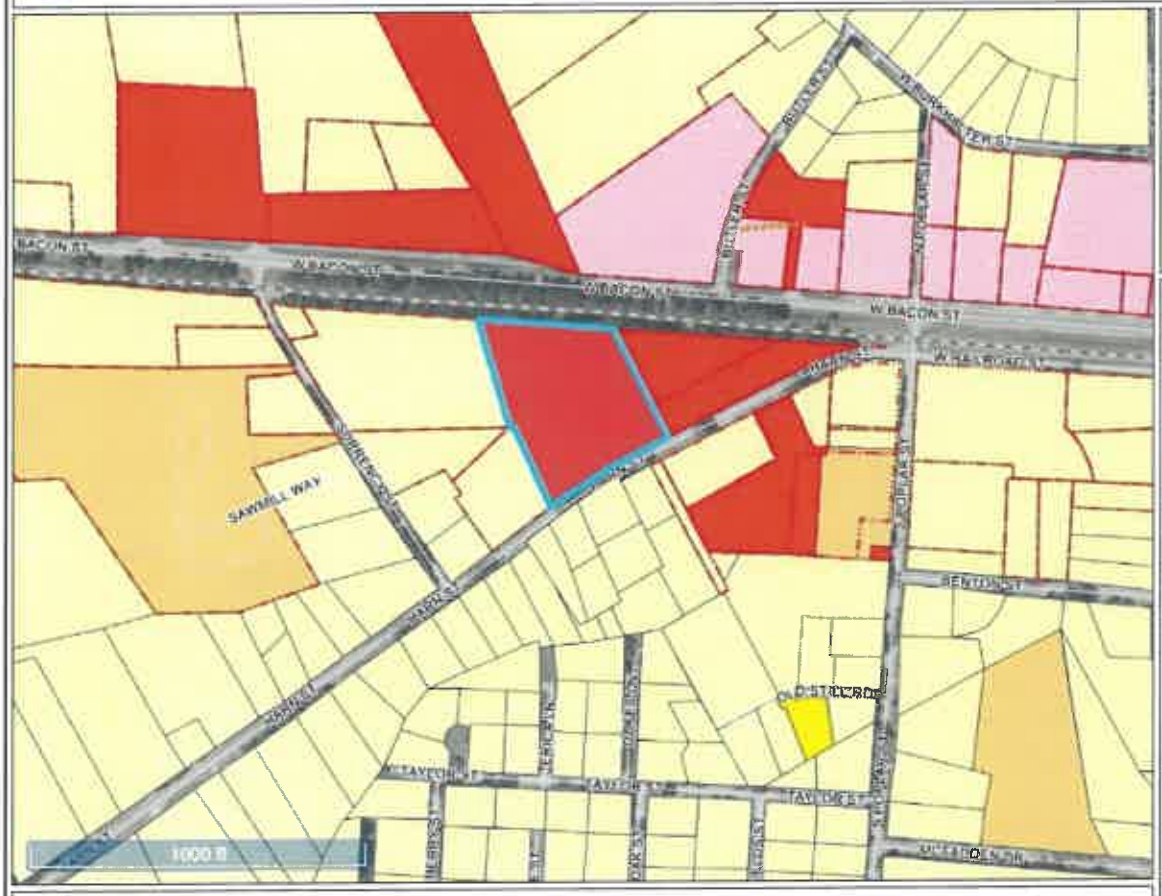
1" = 80'-0"

20' 40' 80' 160'

N

rosemann & ASSOCIATES PC

Pembroke





Legend

- **Road Names**
- **Road Centerlines**
- **Railroads**

Easements

- Access Easement
- Common Area
- Drainage Easement
- Utility and Access Easement
- Maintenance Easement
- ROW
- Undisturbed Buffer
- Utility Easement
- Wooded Buffer
- **Business District**

Zoning

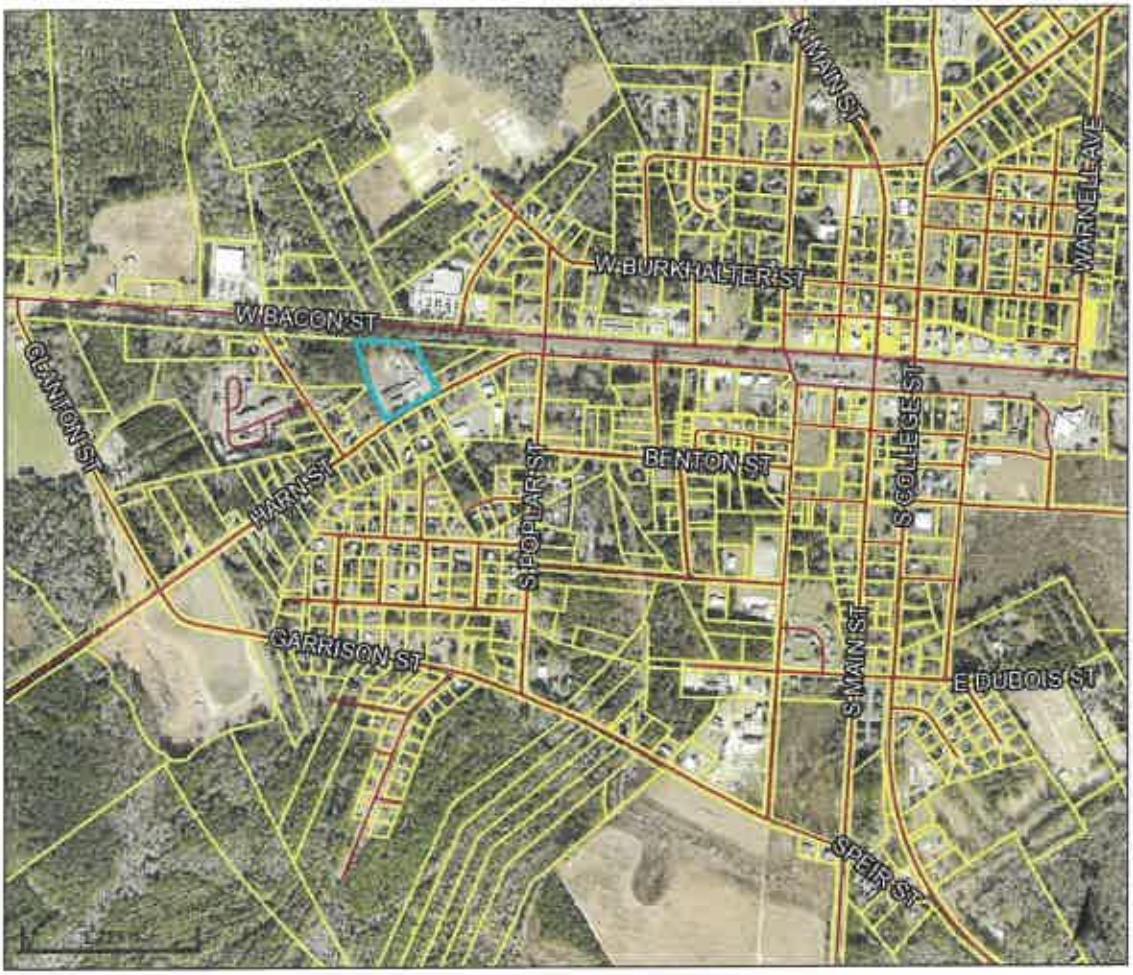
- A-5
- AR-1
- B-1
- B-2
- B-3
- I-1
- R-1
- R-2
- R-3
- R-4
- PUD
- **Parcels**
- **City Boundary**
- **Bryan County Boundary**

13 Feb, 2026

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

qPublic.net™ Bryan County, GA



Overview



Legend

- Current Parcels
- Roads
- Fort Stewart

Parcel ID	P02 02 001
Class Code	Exempt
Taxing District	Pembroke City
Acres	4.1

Owner	DOWNTOWN DEVELOPMENT AUTHORITY OF PEMBROKE GEORGIA 353 NORTH MAIN STREET PEMBROKE, GA 31321
Physical Address	166 HARN ST
Assessed Value	Value $350800

Last 2 Sales

Date	Price	Reason	Qual
10/14/2024	0	GV	U
7/13/2021	0	GV	U

(Note: Not to be used on legal documents)

Date created: 2/13/2026
Last Data Uploaded: 2/12/2026 8:42:23 PM

Developed by SCHNEIDER GEOSPATIAL

Project Narrative-rezoning request for parcel P02 02 001 submitted by Southeast Housing Partners as agent for the Downtown Development Authority of Pembroke, Georgia.

Southeast Housing Partners ("Applicant" or "SHP") is requesting rezoning the 4.1 acres of Bryan County parcel P02 02 001 from it's current zoning of B-2 General Commercial District to R-3 Multi-Family Residential District for the development of Harn Street Terrace (The "Development". working name subject to change based on local input). The parcel is currently owned by the Downtown Development Authority of Pembroke, Georgia ("DDA").

Harn Street Terrace will be a mixed income 46-unit property targeted to families and active seniors. The development will include two residential buildings and will also include the rehabilitation and adaptive reuse of the Dingle Building. SHP would like to retain and renovate the Dingle Building into a historic museum space or other community space open to the public combined with amenity space for the residents. SHP would like to obtain the DDA's input and support through the design and development process to ensure the Historic High School is developed in a manner that would be acceptable, respectful and useful to the DDA, the City of Pembroke and the community.

The Development will be financed primarily from equity derived from the syndication of tax credits from the Low-Income Housing Tax Credit ("LIHTC") program administered by DCA. The applicant intends to apply to DCA for a LIHTC award in May, 2026. The Applicant will also request the support of the Pembroke GICH team in connection with the LIHTC application.

Harn Street Terrace will be professionally managed by CAHEC property management (https://www.cahecmanagement.com) and will include a full-time manager and maintenance employee to ensure all resident concerns are addressed in a timely manner. We will also engage a third-party landscaping company to ensure the development is kept in pristine condition year-round.

Additional development details are on the following page:

4920 Atlanta Hwy, Suite 391, Alpharetta, GA 30004
O/M: (404) 202-7129
jmcknight@southeasthousing.com

- Conceptual Site Plan-submitted with zoning application
- 46 units – preliminary bedroom mix below
    - 6 1BR one bath 700 sf min
    - 22 2BR two bath 900 sf min
    - 18 3BR two bath 1,150 sf min
- Construction:
    - 3-story walk up buildings in two residential buildings.
    - Exterior will contain mix of brick and fiber cement (hardi-plank) siding. No vinyl siding will be used.
    - Will be constructed utilizing upgraded energy efficient materials and techniques.
    - Will obtain a sustainable energy certification from Southface Energy Institute.
    - All appliances will be energy star certified.
    - Each unit will have washer/drying hookups.
- Amenities:
    - Clubhouse/community room with:
        - Fitness center
        - Computer center
        - On site laundry facility
        - Note: One or more of these amenities and/or the leasing office may be located in the Dingle Building pending feasibility discussions with the architect and City/DDA approval.
    - Playground
    - Exterior gathering area
    - Covered Picnic Pavilion
    - Fencing –Will fence back and sides of property at a minimum as buffer from railroad.
- Timeline:
    - Jan – Apr, 2026 – rezone property with City of Pembroke, rezoning to R-3, current zoning is B-2.
    - Mar – May, 2026 – SHP will order needed third party reports for LIHTC application including market study and phase 1 environmental reports.
    - May 8, 2026 – apply to DCA for LIHTC credits
    - Sept, 2026 – DCA announces LIHTC awards
    - Q2, 2027 – start construction
    - Q4, 2028 – complete construction
    - Q4, 2028/Q1, 2029 – lease up

4920 Atlanta Hwy, Suite 391, Alpharetta, GA 30004
O/M: (404) 202-7129
jmcknight@southeasthousing.com

Entry #: 27 - Downtown Development Authority of Pembroke NA **Status:** Submitted **Submitted:** 1/19/2026 3:30 PM

Application for Rezoning, Variance, Home Occupation or Conditional Use

Phone: 912-653-4413 **Fax: 912-653-4424**

For Office Use Only

Date Received:
1/19/2026

Payment Received:
Yes

Parcel Number:
P02 02 001

Current Zoning:
B-2

Requested Zoning/Variance:
R-3

PC Hearing:
2/19/2026

PC Recommendation:

CC Hearing Date:
3/9/2026

CC Action:

First Reading:

Second Reading:

INSTRUCTIONS:

1. Please complete this form in its entirety.
2. Attach additional sheets if needed with section number and letter indicated. If a section does not apply, indicate by "N/A".
3. Incomplete submittal may result in delay of processing.
4. Provide requested information for any adjacent property under the same ownership in this application.
5. **All property owners must sign this form.** Agents may only sign for a property owner if authorized by a notarized letter signed by the owner accompanies the application.
6. Application must be accompanied by a scaled map or plat showing the property referred to in this application and all adjoining lots or parcels of land which are also under the same ownership.
7. Refer to the Bryan County Tax Assessor's website (qpublic.net/bryan) for additional information.

1. Action Requested (Check all that applies):

Rezoning

2. Owner and Agent Information:

a. Owner(s) of Record:

Name:
Downtown Development Authority of Pembroke NA

Phone:

Mailing Address:
353 N Main Street, Pembroke, Georgia 31321

Physical Address:
353 N Main Street, Pembroke, Georgia 31321

Do(es) the owner(s) own any adjacent properties?
No

List Parcel Numbers:

The following may be left blank if the applicant is the same as the property owner.

b. Name of Applicant/Agent:
Jon McKnight

Company Name:
Southeast Housing Partners, LLC

Phone Number:
(404) 202-7129

Mailing Address:
4920 Atlanta Hwy, Suite 391, Alpharetta, Georgia 30004

Physical Address:
4920 Atlanta Hwy, Suite 391, Alpharetta, Georgia 30004

c. Name of Professional Contractor(s) (Architect, Engineer, Surveyor, Developer)

Company Name:

Phone Number:

Mailing Address:
Georgia

Physical Address:
Georgia

3. Property Information – Current

a. Property Parcel Number:
P02 02 001

b. Total Acreage of Property:
4.1

c. Acreage proposed for rezoning:
4.1

d. Street address of Property:
166 Harn Street, Pembroke, GA 31321

e. Location of property:
Approx 400 feet Northeast of intersection of Surrency Court and Harn Street. Parcel sites on north side of Harn Street.

f, Current Zoning:
B-2

Current Land Use:
Unoccupied, material storage for city

g. Lot Characteristics (wooded, field, developed, etc.)

Cleared and undeveloped except for historic schoolhouse structure remaining on SW corner of parcel.

h. Are there any structures currently on the property?

Yes

If so, please describe and indicate if they will remain after the rezoning.

Unused historic schoolhouse structure remains on SW corner of parcel. Structure will remain and be rehabilitated and repurposed during development for future resident and community use.

i. Contiguous land uses:	**South**	**East**	**West**
North	Single family homes	Single family home/undeveloped land	Single family home/undeveloped land
Railroad tracks			

j. Current Access (roads):

Harn Street

k. Existing utilities:

Existing water and sewer off Harn Street

l. Please list any rezonings, subdivisions, variances, or other actions for reclassification on all or part of the listed property

None known by applicant

Action	**Date**

m. Legal description of property by lot, block, and subdivision designations, or if none, by metes and bounds:

4. Property Information – Proposed:

a. Proposed Zoning:

R-3

Proposed Use:

Multifamily apartment community

b. Proposed water:

City of Pembroke

proposed sewer:

City of Pembroke

c. Do you plan to sub-divide the property?

No

if so, please answer the following:

Proposed number of lots

Proposed improvements (roads, water system, etc.)

Proposed access:

d. Justification of rezoning:

Note: APPLICANTS SHOULD SUBMIT A SKETCH PLAN WITH THE REZONING APPLICATION

5. Proposed Variance: (if applicable)

a. List the section of the City Zoning Ordinance from which you need a variance (refer to the City of Pembroke Website or staff can assist with this information)

NA

b. Please describe the variance you are requesting.

c. Please describe why you believe this variance is justified.

(Hardship: The difficulty or impossibility of the use of a lot or parcel created by the zoning ordinance. Hardship is concerned with land use, not the personal problems or situation of the owner of the land.)

Note: If requesting a Variance, this application must be accompanied by a site plan and/or architectural renderings of proposed development depicting the location of lot restrictions and a survey of the property signed and stamped by a State of Georgia Certified Land Surveyor.

6. Adjacent Property Owners:

Provide names, mailing addresses, and zip codes of all property owners adjacent to and across any public right of way, including properties diagonally across an intersection and/or within 250 feet of the property proposed for rezoning or a variance. Provide all names in one list.

Property Owners

Item 1

Name

Address

Georgia

7. Certifications:

a. Have you given contributions that aggregated $250.00 or more within two years immediately preceding the filing of this application to a candidate that will hear the proposed application?

Untitled

No

If answered "Yes," please attach a explanation

Parcel P02 02 001 rezoning-Adjacent Parcels List.xlsx
12.6 KB

Bryan County Parcel P02 02 001 DDA Land.pdf
1.9 MB

Agent Authorization for zoning-DDA Pending.pdf
0.6 MB

26-0114 - SE Housing - Pembroke GA - Site Plan.pdf
3.7 MB

b. Do any of the property owners of this property own any of the adjoining properties?

No

c. I (We), the undersigned, do herby certify that I (we), am (are) the owners of the property affected by this proposed amendment to the City of Pembroke Zoning Ordinance by virtue of a deed dated

Date
1/19/2026

on file in the office of the Clerk of the Superior Court of Bryan County, in Deed Book

Deed Book
1695

page

page
161

Further, I (we) attest that the information contained herein is true and complete to the best of my (our) knowledge.

Owner's Signature:

Item 1

Signature

Jon McKnight (agent for owner

Date
1/19/2026

For City of Pembroke Staff Only

Item 1

Community Development Director Signature

Date of City Council Approval

City of Pembroke

SCHEDULE OF FEES

Building Permits	
Residential	$187 x .0058 x Heated/Unheated SF
Plan Review	5% of BP Fee Total. Not to exceed $1,000
Commercial (Includes Multi-Family)	$266 x .0058 x Total SF of Construction
Plan Review	10% of BP Fee Total. Not to exceed $3,000
Roof Permit	$100
Deck Permit	$270
Pool Permit	$350
Manufactured Home Permit (including council & building permit)	$500
Accessory Structure	$60 x .0075 x Total SF
Plumbing	$95
Electrical	$95
Mechanical	$95
Re-inspection fees	$95 per re-inspection
Minimum Permit Fee (with inspection)	$95
Minimum Permit Fee (No inspection)	$50
Cemetery Lots:	
10X20 Lots	$2,200
10X10 Lots	$ 2,000
Lot Maintenance (per year, per lot or portion thereof)	$ 50
Administrative Fee	$ 15.00
Copy Fee:	$ 1.00 per page
Debris Pickup:	$ 175 per load
Fax Fee:	$ 2.00 per page
Garbage Collection: Per Roll-out Cart	$ 17.50/month-residential