PEMBROKE CITY COUNCIL
MINUTES
OCTOBER 20, 2025

The regular meeting of the Pembroke City Council was held on Monday, October 20, 2025, at City Hall with the following members present: 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 Pro-Tem Miller called the meeting to order at 7:03pm, followed by the invocation and 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 September 8, 2025, regular council meeting as presented. The motion carried unanimously.

PROCLAMATION... Arlene Hobbs read the proclamation recognizing October 2025 as Breast Cancer Awareness Month.

PROCLAMATION... Chris Benson read the proclamation recognizing Sunday, November 2, 2025, as Retired Educators Day.

PUBLIC COMMENTS

1. Kaitlynn Capper of 197 Rabbit Hill Lane, Pembroke, GA appeared on behalf of the Friends of TOS Theatre to thank the council for their dedication and support of the theatre restoration.

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

CONSENT AGENDA...A motion to approve the consent agenda was made by Ed Bacon, seconded by Ernest Hamilton. The motion carried unanimously.

1. Bryan County Middle High School request to hold a bucket brigade on Saturday, November 8, 2025, for the Middle and High School basketball teams.
2. Halloween Trick or Treat hours from 5pm to 8pm on Friday, October 31, 2025.
3. Acceptance of completed 2024 financial audit by Lanier, Deal and Deal.
4. Resolution for the WWTP GEFA Loan Agreement.

PUBLIC HEARINGS

1. **Applicant, Michael Tuten, is requesting a Conditional Use Permit for a Home Occupation at 1019 N. Main Street, Parcel #0121 073.** Derek Cathcart presented the project which will be a marine repair business with no customers coming or going. The applicant was present and responded to council member Ed Bacon's questions regarding business hours and days.

ORDINANCE READINGS

Second Readings

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

1. **Second Reading and Approval 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 Diane Moore, seconded by Ed Bacon. The motion passed unanimously. A motion to approve was made by Diane Moore, seconded by Ernest Hamilton. The motion passed unanimously.
2. **Second Reading and Approval 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 Sharon Lewis. The motion passed unanimously. A motion to approve was made by Diane Moore, seconded by Sharon Lewis. The motion passed unanimously.
3. **Second Reading and Approval 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 Diane Moore, seconded by Ed Bacon. The motion passed unanimously. A motion to approve was made by Diane Moore, seconded by Ed Bacon. The motion passed unanimously.

ACTION AGENDA

1. **Approval / Disapproval of a Conditional Use Permit for a Home Occupation at 1019 N. Main Street, Parcel # 0121 073.** A motion to approve was made by Diane Moore and seconded by Ed Bacon. The motion carried unanimously.
2. **Approval of TOS Theatre contract award to Garbutt Construction and WSP USA, Inc., and authorization for City Administrator to sign said contracts.** A motion to approve was made by Diane Moore, seconded by Sharon Lewis. The motion carried with all those present voting in approval except for Ed Bacon who voted No.
3. **Approval of updated Schedule of Fees.** A motion to approve was made by Sharon Lewis, seconded by Ed Bacon. The motion carried unanimously.

DEPARTMENT REPORTS…

Police – Sgt. Secundino reported for Chief Tyson who was not present. He presented the department's newest officer, Melisa Buttimer. He also reported on various upcoming training opportunities that the officers are attending.

Fire – Chief Waters reported that the department responded to 89 calls in September. He also reported that he was able to attend the Fire Chief's conference in Forsyth.

DDA – Fernanda reported on the recent Trick or Treat on Railroad Street event held this past weekend. Attendance was high, with approximately 400 – 500 children coming through. The Christmas Market and Parade is coming up on December 13, 2025, with the parade beginning at 5:30pm. She also reported on the Mayors Youth Council holding their first meeting where they elected officers for the year.

Community Development – Derek Cathcart reported on the Georgia Tech Housing Study which will be finalized in November. He also reminded council that the zoning moratorium was lifted as of October 14, 2025. He has already had interest from developers.

City Administrator – Chris Benson spoke about two properties who are currently not in compliance and code enforcement has taken the next step of going to court on November 5, 2025.

City Attorney – nothing to report.

City Clerk – Arlene Hobbs informed council of the new Utility Clerk, Kaitlynn Gravino who started on September 29, 2025.

COMMITTEE REPORTS…none.

EXECUTIVE SESSION… none.

ADJOURNMENT…There being nothing further to discuss, at 7:47pm a motion to adjourn the meeting was made by Ed Bacon, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:

Arlene Hobbs, City Clerk

CITY OF PEMBROKE * BRYAN COUNTY, GA * SEAL

Tiffany M. Zeigler, Mayor