Pembroke City Council
Workshop Agenda
September 8, 2025
6:00 P.M.

1. **Cemetery – All 10x20 lots have been sold. Only 4 10x10 lots available. Are we going to open more?**
2. **Blight Ordinance**
3. **Vape Shop Ordinance**
4. **Davenport Public Finance**
5. **Executive Session (if necessary).**

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

City of Pembroke

Northside Cemetery



ORDINANCE NO. _____

AN ORDINANCE RELATING TO DERELICT AND BLIGHTED PROPERTY; TO PROVIDE FOR A LEVY OF INCREASE ON AD VALOREM TAXES FOR BLIGHTED PROPERTY; TO PROVIDE FOR IDENTIFICATION OF BLIGHTED PROPERTY; TO PROVIDE FOR REMEDIATION; TO PROVIDE FOR A DECREASE ON AD VALOREM TAXES ON PROPERTY; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority for the City of Pembroke, Georgia, is authorized under Article 9, Section 2 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Pembroke, Georgia;

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

WHEREAS, the governing authority desires to adopt ordinances under its home rule powers established in O.C.G.A. § 36-35-3(a);

WHEREAS, O.C.G.A. §41-2-7 through §41-2-17 authorize municipalities to identify and abate blighted properties; and

WHEREAS, the City of Pembroke finds that the existence of blighted and long-term vacant properties contribute to crime, fire hazards, public health dangers, and the decline of property values; and

WHEREAS, Article IX, Section II, Paragraph VII authorizes municipalities to impose an increased ad valorem tax rate on blighted property in order to encourage rehabilitation and productive use;

NOW, THEREFORE, be it ordained by the governing authority of the City of Pembroke as follows:

SECTION I

Chapter 26, Article II, of the Code of Ordinances for the City of Pembroke is hereby amended to add additional sections which shall read as follows:

Chapter 26, Article II, Sec. 26-42. Ad Valorem Tax Increase on Blighted Property.

(a) There is hereby levied on all real property within the city which has been officially identified as maintained in a blighted condition an increased ad valorem tax by applying a factor of seven (7.0) to the millage rate applied to the property, so that such property shall be taxed at a higher millage rate generally applied in the municipality, or otherwise provided by general law; provided, however, real property on which there is situated a dwelling house which is being occupied as the primary residence of one or more persons shall not be subject to official identification as maintained in a blighted condition and shall not be subject to increased taxation.

(b) Such increased ad valorem tax shall be applied and reflected in the first tax bill rendered following official designation of a real property as blighted.

(c) Revenues arising from the increased rate of ad valorem taxation shall, upon receipt, be segregated by the city manager and used only for community redevelopment purposes, as identified in an approved urban redevelopment program, including defraying the cost of the city's program to close, repair, or demolish unfit building and structures.

Chapter 26, Article II, Sec. 26-43. Identification of Blighted Property.

(a) In order for a parcel of real property to be officially designated as maintained in a blighted condition and subject to increased taxation, the following steps must be completed:

(1) An inspection must be performed on the parcel of property. In order for an inspection to be performed,

(i) A request may be made by the public authority or by at least five residents of the city for inspection of a parcel of property, said inspection to be based on the criteria as delineated in ordinance, or

(ii) The public authority may cause a survey of existing housing conditions to be performed, or may refer to any such survey conducted or finalized within the previous five years, to locate or identify any parcels which may be in a blighted condition and for which a full inspection should be conducted to determine if that parcel of property meets the criteria set out in this article for designation as being maintained in a blighted condition.

(2) A written inspection report of the findings for any parcel of property inspected pursuant to subsection (1) above shall be prepared and submitted to the public authority. Where feasible, photographs of the conditions found to exist on the property on the date of inspection shall be made and supplement the inspection report. Where compliance with minimum construction, housing, occupancy, fire and life safety codes in effect within

the city are in question, the inspection shall be conducted by a certified inspector possessing the requisite qualifications to determine minimal code compliance.

(3) Following completion of the inspection report, the public authority shall make a determination, in writing, that a property is maintained in a blighted condition, as defined by this article, and is subject to increased taxation.

(4) The public authority shall cause a written notice of his determination that the real property at issue is being maintained in a blighted condition to be served upon the person(s) shown on the most recent tax digest of Bryan County as responsible for payment of ad valorem taxes assessed thereon; provided, however, where through the existence of reasonable diligence it becomes known to the public authority that real property has been sold or conveyed since publication of the most recent tax digest, written notice shall be given to the person(s) known or reasonably believed to then own the property or be chargeable with the payment of ad valorem taxes thereon, at the best address available. Service in the manner set forth at O.C.G.A. § 41-2-12 shall constitute sufficient notice to the property's owner or person chargeable with the payment of ad valorem taxes for purpose of this section, except that posting of the notice on the property will not be required.

(b) The written notice given to the person(s) chargeable with the payment of ad valorem taxes shall notify such person of the public authority's determination the real property is being maintained in a blighted condition and shall advise such person of the hours and location at which the person may inspect and copy the

public authority's determination and any supporting documentation. Persons notified that real property of which the person(s) is chargeable with the payment of ad valorem taxes shall have 30 days from the receipt of notice in which to request a hearing before the city's municipal court. Written request for hearing shall be filed with the public authority and shall be date stamped upon receipt. Upon receipt of a request for hearing, the public authority shall notify the municipal court and the building inspector or person who performed the inspection and prepared the inspection report.

(c) Within 30 days of the receipt of a request for hearing, the municipal court clerk shall set a date, time and location for the hearing and shall give at least ten business days notice to the person(s) requesting the hearing, the public authority and the building inspector or person who performed the inspection and prepared the inspection report. Notice of scheduled hearings shall be published as a legal advertisement in the designated legal organ in Bryan County, at least five days prior to the hearing. Hearings may be continued by the municipal court judge upon request of any party, for good cause.

(d) At the hearing, the public authority shall have the burden of demonstrating by a preponderance of the evidence that the subject property is maintained in a blighted condition, as defined by this article. The municipal court judge shall cause a record of the evidence submitted at the hearing to be maintained. Upon hearing from the public authority and/or their witnesses and the person(s) requesting the hearing and/or their witnesses, the judge of municipal court shall make a determination either affirming or reversing the determination of the public authority. The

determination shall be in writing and copies thereof shall be served on the parties by certified mail or statutory overnight delivery. The determination by the court shall be deemed final. A copy of such determination shall also be served upon the Tax Commissioner of Bryan County, who shall include the increased tax on the next regular tax bill rendered on behalf of the city.

(e) Persons aggrieved by the determination of the court affirming the determination of the public authority may appeal to the Superior Court of Bryan County within 30 days of issuance of the court's written determination.

Chapter 26, Article II, Sec. 26-44. Remediation or Redevelopment.

(a) A property owner or person(s) who is chargeable with the payment of ad valorem taxes on real property which has been officially designated pursuant to this article as property maintained in a blighted condition may petition the public authority to lift the designation, upon proof of compliance with the following:

(1) Completion of work required under a plan of remedial action or redevelopment approved by the city's planning and development director which addresses the conditions of blight found to exist on or within the property, including compliance with all applicable minimum codes; or

(2) Completion of work required under a court order entered in a proceeding brought pursuant to Article II, Unfit Buildings and Structures, of Chapter 26 of the Code of the City of Pembroke, Georgia.

(b) Before action on a petition to lift the designation, the public authority shall cause the property to be thoroughly inspected by a building inspector who, by written

inspection report, shall certify that all requisite work has been performed to applicable code in a workmanlike manner, in accordance with the specifications of the plan of remedial action or redevelopment, or applicable court order. Upon finding required work to be satisfactorily performed, the public authority shall issue a written determination that the real property is no longer maintained in a blighted condition. Copies of this determination shall be served upon the person(s) chargeable with the payment of ad valorem taxes, and upon the Tax Commissioner of Bryan County.

(c) All plans for remedial action or redevelopment shall be in writing, signed by the person(s) chargeable with the payment of ad valorem taxes on the real property and the director of the city's planning and development department, and contain the following:

(1) The plan shall be consistent with the city's comprehensive plan and all laws and ordinances governing the subject property, and shall conform to any urban redevelopment plan adopted for the area within which the property lies;

(2) The plan shall set forth in reasonable detail the requirements for repair, closure, demolition, or restoration of existing structures, in accordance with minimal statewide codes; where structures are demolished, the plan shall include provisions for debris removal, stabilization and landscaping of the property;

(3) On parcels of five acres or greater, the plan shall address the relationship to local objectives respecting land uses, improved traffic, public

transportation, public utilities, recreational and community facilities, and other public improvements;

(4) The plan shall contain verifiable funding sources which will be used to complete its requirements and show the feasibility thereof;

(5) The plan shall contain a timetable for completion of required work; and

(6) Any outstanding ad valorem taxes (state, school, county and city, including the increased tax pursuant to this article) and governmental liens due and payable on the property must be satisfied in full.

Chapter 26, Article II, Sec. 26-45. Decrease of Tax Rate.

(a) Real property which has had its designation as maintained in a blighted condition removed by the public authority, as provided in Section 26-32, Identification of Blighted Property, of this Article, shall be eligible for a decrease in the rate of city ad valorem taxation by applying a factor of 0.5 to the city millage rate applied to the property, so that such property shall be taxed at a lower millage rate than the millage rate generally applied in the municipality or otherwise provided by general law; such decreased rate of taxation shall be applied beginning with the next tax bill rendered following removal of official designation of a real property as blighted. The decreased rate of taxation may be given in successive years, depending on the amount of cost expended by the person(s) chargeable with payment of ad valorem taxes on the property to satisfy its remediation or redevelopment, with every $25,000.00 or portion thereof equaling one year of tax

reduction; provided, however, that no property shall be entitled to reduction in city ad valorem taxes for more than four successive years.

(b) In order to claim entitlement for a decreased rate of taxation, the person(s) chargeable with payment of ad valorem taxes on the property shall submit a notarized affidavit to the public authority, supported by receipts or other evidence of payment, of the amount expended.

Chapter 26, Article II, Sec. 26-46. Notice to Tax Commissioner.

It shall be the duty of the public authority to notify the Tax Commissioner of Bryan County in writing as to designation or removal of designation of a specific property as maintained in a blighted condition. Such notice shall identify the specific property by street address and tax map, block and parcel number, as assigned by the Bryan County Tax Assessor's Office. The public authority shall cooperate with the tax commissioner to assure accurate tax billing of those properties subject to increased or reduced ad valorem taxation under this article.

SECTION II

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Pembroke Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

SECTION III

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

SECTION IV

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Pembroke, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

ADOPTED THIS __ DAY OF _____, 2025.

_____
TIFFANY ZEIGLER, MAYOR

ATTEST:

_____
ARLENE HOBBS, CLERK OF COUNCIL

FIRST READING: _____, 2025

SECOND READING: _____, 2025

RESOLUTION IN SUPPORT OF THE AMENDMENT OF, CHAPTER 26, ARTICLE II OF THE CITY OF PEMBROKE CODE OF ORDINANCES

BE IT THEREFORE RESOLVED, that the City Council of the City of Pembroke does hereby fully support and approve the amending of Chapter 26, Article II of the City's Code of Ordinances.

Adopted this _____ day of_____, 2025.

CITY OF PEMBROKE

(SEAL)

By: _____

TIFFANY ZEIGLER, Mayor

Attest: _____

ARLENE HOBBS, Clerk of City Council

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 10 (BUSINESSES) OF THE CODE OF THE CITY OF PEMBROKE, GEORGIA WITH RESPECT TO VAPE SHOPS TO REGULATE THE LOCATION, OPERATION, AND LICENSING OF VAPE SHOPS WITHIN THE CITY OF PEMBROKE, GEORGIA; TO PROVIDE FOR DEFINITIONS; TO REQUIRE LICENSING AND AGE VERIFICATION; TO PROVIDE FOR ENFORCEMENT AND PENALTIES; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority for the City of Pembroke, Georgia, is authorized under Article 9, Section 2 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Pembroke, Georgia,

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

WHEREAS, the governing authority desires to adopt ordinances under its home rule powers established in O.C.G.A. § 36-35-3(a); and

WHEREAS, in the interests of the health, safety, and general welfare of the citizens of the City of Pembroke, the Mayor and Council desire to exercise its authority and desire to amend Chapter 10 of the Code of the City of Pembroke ("Businesses") to provide for the regulation of vape shops.

NOW, THEREFORE, be it ordained by the governing authority of the City of Pembroke as follows:

SECTION I

Chapter 10 of the Code of Ordinances for the City of Pembroke is hereby amended by inserting a new Article VII titled "Vape Shops", which shall read as follows:

Article VII, Sec. 10-180 – Definitions

For the purposes of this section, the following terms shall have the following meanings:

Alternative nicotine product shall mean any noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. The term "alternative nicotine product" shall not include any tobacco product (as defined in Ga. R&Reg. 560-8-1.01), vapor product, or any product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

Person shall mean and refer to any individual, natural person, partnership, firm, corporation, joint venture, proprietorship, business entity, association, agency, group, organization or group of persons or any other entity.

Specialty vape shop shall mean a vape shop whose sales of alternative nicotine products and vapor products, combined, exceed 25 percent of the aggregate retail sales of the shop, as determined by averaging sales from the prior three months.

Vape juice shall mean any substance that contains nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

Vapor product means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor or aerosol from nicotine or other substances in a solution or other form. Such term shall include, but shall not be limited to, any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor or aerosol cartridge or other container of nicotine or other substance in a solution or other form, including,

but not limited to, a device component, part, or accessory of the device, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Such term shall not include any product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

Vape shop shall mean any business whose product line for retail sale includes alternative nicotine products and/or vapor products.

Verified sales report shall mean a document, sworn to as complete and accurate before a notary public, showing the applicant's total receipts and receipts from sales of alternative nicotine products and vapor products for each month in the prior year.

Article VII, Section 10-181 – Licenses generally; expiration and application dates; renewals.

(a) Before beginning the business of operating a vape shop, an operator shall first obtain a license to conduct such a business. Only persons who are a minimum of 21 years old will be eligible to obtain a license to operate a vape shop. The application for a license to operate a vape shop shall be made to the City. A paper license will be issued for operation of a vape shop by the City.

(b) All persons operating a vape shop prior to October 1, 2025, shall file an application for a vape shop license by December 31, 2025 and shall meet the application requirements of this division.

(c)All licenses issued under this division shall:

(1) Permit the licensee to sell alternative nicotine products and vapor products within the City of Pembroke, Georgia pursuant to the terms of this

division and not inconsistent with the laws of the State of Georgia and of the United States;

(2) Be subject to the restrictions on transfer of business licenses, except that a vape shop license may not be transferred from one location to another without the prior approval of the City upon written application; and

(3) Be subject to all terms and conditions imposed or provided for by future provisions or amendments to this vape shop ordinance.

(d) A nonprorated, nonrefundable administrative fee of _____ shall be required on all applications for a vape shop license.

Article VII, Section 10-182 – Application for license; issuance of license; denial; appeal; renewal

(a)Application contents. Each initial and renewal application for a vape shop license shall provide the following:

(1) The name of the business;

(2) The location of the business;

(3) The mailing address of the business;

(4) The name and address of the owner of the business, and, if a corporation, the name of the person responsible for corporate affairs in Pembroke, Georgia;

(5) The name of the manager at the business location;

(6) The nature of the business or businesses;

(7) The number of employees or such other information as may be required to assess the occupation tax;

(8) A verified sales report; and

(9) A survey (dated no more than 180 days prior to submission of the application), certified by a registered surveyor of the State of Georgia, showing a scaled drawing of the premises, the location on the premises where the applicant desires to sell any item of alternative nicotine product and/or vapor product and the distance to the nearest church building, school building, educational building, school grounds or college grounds, and college campus building. The distance shall be measured in a straight line from the front door of the proposed licensed premises to the front door of the church, day care, or treatment facility, and from the front door of the proposed licensed premises to the nearest property line of the real property used for school, college or educational purposes.

(b) The limited hours of operation, restrictions and other special circumstances pertaining to the operation of a vape shop licensed by the city shall be entered directly onto the vape shop license before the same is issued and delivered over to the vape shop license applicant.

(c) Vape shop owner must be a citizen of the United States or a legal alien. In the case of a legal alien, the owner must furnish current alien registration card or picture identification and documentation from the United States Immigration and Naturalization Service authorizing the legal alien to work in the United States.

(d) All vape shop owners must be 21 years of age when applying for a vape shop license.

(e) All sole proprietor business owners must show a photo ID when applying for a vape shop license. If the ownership of the business is a partnership, a corporation or LLC, the applicant must provide evidence that the corporation is registered with the Georgia Secretary of State's office, and that the corporation is current and in

compliance with the Georgia Secretary of State's office. All foreign corporations must also register with the Georgia Secretary of State's office.

(f) Grant/denial. No license shall be issued or renewed if any of the following are true:

(1) An applicant is not at least 21 years of age.

(2) The applicant's verified sales report shows that it operated a specialty vape shop during any consecutive three-month period in the prior year, if the applicant is not permitted to operate a specialty vape shops as provided in subsection (3) below.

(3) An applicant's intent is to operate a specialty vape shop, unless such applicant demonstrates that it operated a specialty vape shop on January 1, 2026, and has consistently operated a specialty vape shop since that time, up to and including the date of application. In such case, the license shall specifically state that the licensee is authorized to operate a specialty vape shop under the terms and conditions of this division.

(4) An applicant is not the owner of the premises for which the license is held or the holder of the lease thereon for the period covered by the license.

(5) An applicant has had an application for a license denied under the provisions of this division and has made re-application within one year from the final date of such denial. For purposes of this provision, the final date of a denial of license shall be the date of written notice of such denial if the denial is not appealed; or, if the denial is appealed, the date of written notice of denial of the appeal.

(6) An applicant has had a license revoked under the provisions of this division within three years from the date of application. For purposes of this provision, the final date of a revocation of license shall be the date of written notice of such revocation if the revocation is not appealed; or, if the revocation is appealed, the date of written notice of denial of the appeal.

(7) An applicant seeks a license to operate a vape shop at a location where the city has suspended or revoked a vape shop license in the previous 36 months; and

a. The applicant worked at that shop when the license was revoked or suspended; or

b. The applicant is related (by blood or marriage within the fifth degree) to the person holding the revoked or suspended license at the location in question.

(8) A proposed business fails to comply with the minimum distance limits set forth in this division.

(9) An applicant fails to pay required fees.

(10) An applicant refuses to respond to requests for information, or provides untruthful or substantially inaccurate information, upon request by the City Manager or Mayor and City Council, or any other officer authorized to enforce the provisions of this ordinance.

Article VII, Section 10-183 – Sale or possession for sale of alternative nicotine products or vapor products without license or beyond boundaries of premises covered by license.

Except as provided in section 10-181(b), it shall be unlawful for any person to sell, distribute, or possess for the purpose of sale any alternative nicotine product and/or

vapor product if the person is not authorized by a vape shop license granted by the City of Pembroke.

Article VII, Section 10-184 – Restrictions on sale and display.

(a) No licensee or other person may sell or permit to be sold any alternative nicotine product and/or vapor product to any person who is under 21 years of age, either directly or indirectly.

(b) No licensee or other person may operate a specialty vape shop, unless under a license specifically authorizing such operation, as provided in section 10-181.

(c) Each vape shop shall maintain its entire inventory of alternative nicotine product and/or vapor product and any additional line of devices in a screened area. It shall be unlawful for a person to allow any item of alternative nicotine product or vapor product to be in view of the public, except during actual sales transactions of such items.

(d) No licensee or other person may sell any vape juice that contains any chemical, substance, drug, or other harmful additive other than pharmaceutical grade vegetable glycerin, propylene glycol, nicotine, food-grade flavoring, and water.

(e) All vape shops shall prominently post a sign on any premises where vape juice is sold stating that the only chemicals authorized to be used in such vape juice are pharmaceutical grade vegetable glycerin, propylene glycol, nicotine, food-grade flavoring, and water.

(f) All vape shops shall prominently post a sign on any premises where alternative nicotine products and/or vapor products are sold explaining how to safely use e-batteries for alternative nicotine product and/or vapor products.

(g) Any mixing or preparing vape juice on the premises of any building or establishment that offers alternative nicotine products and/or vapor products for retail

sales to consumers shall be done strictly in compliance with FDA regulations and applicable permits.

Article VII, Section 10-185 – Location and minimum distance.

No license shall be issued under this division for the sale of alternative nicotine products and/or vapor products if the intended premises is within 300 feet of any church building, or on any property owned or leased to a church, or in or within 600 feet of any school building, educational building, school grounds, or college campus, or on any property owned or leased to a public or private school or school board for elementary or secondary education. Provided, however, that any premises that sells alternative nicotine products and/or vapor products as of January 1, 2026 and that is located within such restricted proximity may continue to sell such products in such premises, provided that said license holder remains in compliance with all other provisions of this division and the use of the premises to sell alternative nicotine products and/or vapor products remains ongoing and continuous, and provided further than no license renewal application is denied for violating this section if at the time of the original license application the location was in compliance with this section. If the sale of alternative nicotine products and/or vapor products is discontinued, the grandfathering entitlement under this paragraph shall be forfeited.

Article VII, Section 10-186 – Reporting; suspension or revocation of license.

(a) Upon receipt of a written request from the City Manager or any other officer authorized to enforce the provisions of this ordinance, a vape shop license holder shall provide a verified sales report for the 12 months preceding the date of the request. Such report shall be provided within two weeks of receipt of the request, unless an extension is granted in the discretion of the requesting officer.

(b) Suspension or revocation of vape shop licenses shall follow the following procedures:

(1) Where it is reported to the City Manager or designee that a holder of a vape shop license is engaged in any activity which could form the basis for a revocation of said vape shop license under section 10-186, a preliminary investigation shall be conducted by the City Manager or designee in order to determine whether or not there is a basis for the reports. If the City Manager or designee's preliminary investigation reveals that there may be a basis for revocation or suspension of the vape shop license, the vape shop license holder will be notified to appear before the Mayor and City Council for a hearing.

(2) When a matter is transmitted to the Mayor and City Council, the City Manager shall schedule a hearing before the Mayor and City Council. The Mayor and City Council shall make such investigation as it deems necessary.

(3) The licensee shall be notified in person or by mail at the business address of the date and time of the hearing. The licensee may appear in person or be represented by counsel.

(4) At the conclusion of the hearing, the Mayor and City Council, based upon evidence submitted at the hearing, shall render a decision-making findings of fact and then:

(i) Find that the evidence does not authorize revocation or suspension;

(ii) Enter an issuance of a warning to the licensee;

(iii) Suspend the vape shop license and limit the suspension to a probationary period of time;

(iv) Revoke the vape shop license and limit the revocation to a probationary period of time;

(v Suspend the vape shop license;

(vi) Revoke vape shop license; or

(vii)Take any other appropriate action regarding the license.

(c) Any decision, order, requirement or determination of the Mayor and Council shall be a final administrative determination. Any application for relief from an official action of the Mayor and City Council shall be as set forth below.

(d) A vape shop license may be suspended or revoked for any reason stated under section 10-186(b), and/or for any the following reasons:

(1) A licensee or its agents commit a felony or any crime involving moral turpitude.

(2) A license is determined to have been issued due to administrative error, or due to mistake, or in reliance upon any misrepresentation by the applicant or anyone providing information on behalf of the applicant.

(3) The licensee's alcohol license is suspended or revoked for cause.

Article VII, Section 10-187 – Penalties for violation of chapter.

Any person who violates any provision of this chapter, upon conviction, shall be guilty of a misdemeanor and shall be punished by a fine and/or imprisonment in accord with the limits established in O.C.G.A. § 36-1-20 and O.C.G.A. § 15-10-60.

SECTION II

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the

intent of the City of Pembroke Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

SECTION III

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

SECTION IV

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Pembroke, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

ADOPTED THIS __ DAY OF _____, 2025.

_____
TIFFANY ZEIGLER, MAYOR

ATTEST:

_____
ARLENE HOBBS, CLERK OF COUNCIL

FIRST READING: _____, 2025

SECOND READING: _____, 2025

RESOLUTION IN SUPPORT OF THE AMENDMENT OF, CHAPTER 10 OF THE CITY OF PEMBROKE CODE OF ORDINANCES

BE IT THEREFORE RESOLVED, that the City Council of the City of Pembroke does hereby fully support and approve the amending of Chapter 10 of the City's Code of Ordinances.

Adopted this _____ day of_____, 2025.

CITY OF PEMBROKE

(SEAL)

By:

_____

TIFFANY ZEIGLER, Mayor

Attest:

_____

ARLENE HOBBS, Clerk of City Council

Pembroke City Council
Tentative Agenda
September 8, 2025
7:00 P.M.

A. **Call to Order**

B. **Invocation – Mayor Pro-Tem Johnnie Miller**

C. **Pledge of Allegiance**

D. **Adoption of Minutes – August 11, 2025**

E. **Presentation – In recognition of Mr. Dave Williams, a member of the Pembroke Planning Commission for 17 years**

F. **Presentation – Shy Duncan, Grant Specialist for the Georgia Department of Natural Resources, Coastal Resources Division presenting on the Coastal Incentive Grant Program**

G. **Presentation – Chris Holt of Davenport Public Finance**

H. **Announcements**

1. **Mayor's Youth Council**
2. **Chief of Police**

I. **Public Comments**

J. **Approval of Meeting Agenda**

K. **Consent Agenda**

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.**

L. Public Hearings

1. **Mayor's Youth Council Community Garden Rental**
2. **Millage Rate**
3. **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.**
4. **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.**
5. **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).**
6. **Applicant, Sophia Rodriguez, is requesting a Site Plan approval for a multi-family residential development on Rogers Road, Parcel # 012 10 63.**
7. **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.**

M. Ordinance Readings

First Readings

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

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.**
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.**
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.**

N. Action Agenda

1. **Approval of Mayor's Youth Council Community Garden Rental**
2. **Approval of 2025 Millage Rate**
3. **Recommendation of approval/disapproval to City Council approval for a multi-family residential development on Rogers Road, Parcel # 012 10 63.**
4. **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.**

O. Department Reports

P. Committee Reports

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

R. Adjournment

PEMBROKE CITY COUNCIL
MINUTES
AUGUST 11, 2025

The regular meeting of the Pembroke City Council was held on Monday, August 11, 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. The invocation was offered by Senior Elder Soloman Smith of Branched of Faith Community Church. Mayor Pro-Tem Miller 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 July 14, 2025; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS...none.

PRESENTATION...Police Department – Lexipol Public Safety Policy Management System... Bill Collins and Interim Chief Brenda Tyson presented the Lexipol program to mayor and council, discussing the benefits it would offer to the department should the program be implemented.

PROCLAMATION... Mayor's Reading Club – Mayor Zeigler read the proclamation hereby joining the Mayor's Reading Club program and proclaiming September 1, 2025, as Mayor's Reading Club Day. A motion to approve was made by Diane Moore, seconded by Ed Bacon. The motion carried unanimously.

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...A motion to approve the consent agenda was made by Diane Moore, seconded by Ernest Hamilton. The motion carried unanimously.

1. **Approval of the Bryan County High School JROTC to hold a boot drive on Saturday, September 6, 2025, from 9am to 12pm.**
2. **Approval of the Bryan County Band Boosters to hold a bucket brigade on Saturday, October 11, 2025, from 9am to 12pm. Backup rain date will be October 18, 2025.**

ACTION AGENDA

1. **Approval of appointment of Chris Howard to the Pembroke Tree Board.** A motion to approve was made by Johnnie Miller and seconded by Ed Bacon. The motion carried unanimously.

DEPARTMENT REPORTS…

Police – Chief Tyson introduced the new officer, D'Kari Brown who was welcomed by mayor and council. Chief Tyson was asked about the school resource officer. The school informed the police department that they would not continue the school resource officer due to financial concerns. We will continue to have a presence at board meetings and athletic home games. The sheriff's department approached the school board, and the plan is to have an SRO in every school in the county. Chief Tyson was asked to send out a notice on social media about parking during home games.

Fire – Chief Waters reported that the department will have a joint training with Evans County for Swift Water on August 23rd and 24th. They will also be attending the Fire Academy on August 26, 2025. We will be receiving a gas detection meter on September 9, 2025.

DDA – Fernanda reminded everyone about the upcoming Coffee and Conversation on August 25, 2025.

City Administrator – Chris Benson reported on the fiscal position of the city due to last year's storms and requested approval to seek an emergency line of credit while awaiting FEMA reimbursement. A motion to approve was made by Johnnie Miller and seconded by Diane Moore. The motion passed unanimously.

City Attorney – nothing to report.

City Clerk – nothing to report.

COMMITTEE REPORTS…Mayor Pro-Tem Miller commended the TOS Theater board for a magnificent event and the successful turnout. Diane Moore commented on the lack of responsiveness by our current landscaping contractor at the cemetery and recommended we solicit other service providers. Mayor Zeigler reported that the CHIP housing project was advertised for bid in our legal organ as well as the State of Georgia procurement site. She also reported that sponsors are welcome and needed for the Mayor's Reading Club.

EXECUTIVE SESSION… none.

ADJOURNMENT…There being nothing further to discuss, at 7:52 pm a motion to adjourn the meeting was made by Johnnie Miller, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:

Arlene Hobbs, City Clerk **Tiffany M. Zeigler, Mayor**

Arlene Hobbs

From: Duncan, Shyathia <shyathia.duncan1@dnr.ga.gov>
Sent: Thursday, July 31, 2025 3:48 PM
To: Arlene Hobbs
Subject: Agenda Item for September 8th Council Meeting @ 7:00pm
Attachments: CIG.Cycle 29_Flyer_Final.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sept

Good afternoon Ms. Hobbs,

My name is Shy Duncan. I am the grants specialist for the Georgia department of Natural resources, Coastal Resources Division. I would like to request to be placed on the September 8th agenda for the council meeting. I will be presenting to the council some information about the Coastal Incentive Grant Program, including upcoming Cycle 29 deadlines and available funding.
Please find the attached item, which I will reference during my presentation. I anticipate needing no more than 3–5 minutes.

If you need any additional information beforehand, please don't hesitate to reach out. I'll follow up by phone or email the week prior to confirm.

Thanks,

Shy Duncan
Grants Specialist
Coastal Resources Division
(912) 264-7218 | (912) 602-8302
shyathia.duncan1@dnr.ga.gov
Follow us on Facebook • Twitter
Buy a fishing license today!

A division of the
GEORGIA DEPARTMENT OF NATURAL RESOURCES



COASTAL INCENTIVE GRANT PROGRAM

Cycle 29 (2026-2027)

Scan code for more information or visit CoastalGaDNR.org/CIG/Application

Cycle 29 Funding & Terms

The maximum award amount is $80,000, per proposal, per year. With a two-year maximum term allowed. Making a two-year project's maximum award amount $160,000, in federal funds. Coastal incentive grants require a minimum of a 1:1 match. This is a reimbursable grant.

Cycle 29 Timeline

Workshops will be held (Registration is required via QR code above.)

- Oct. 7 (9:00 AM)
- Oct. 8 (12:30 PM)
- Oct. 9 (3:00 PM)

Pre-Applications due:
Dec. 5, 2025

Full Applications due:
Feb. 13, 2026

Project Start date of Oct. 1, 2026

The Coastal Incentive Grant (CIG) Program is a competitive pass-through subgrant program made possible by a grant to GA DNR from the National Oceanic and Atmospheric Administration (NOAA) through Congressional funding pursuant to the Coastal Zone Management Act. Each year, the GCMP allocates a portion of its federal funding to the Coastal Incentive Grants.

These subgrants may be awarded to qualified county and municipal governments, regional commissions, state-affiliated research or educational institutions or state agencies (except GADNR), provided the project takes place entirely within the eleven (11) coastal counties that we serve.

Our Program's service area includes Brantley, Bryan, Camden, Chatham, Charlton, Effingham, Glynn, Liberty, Long, McIntosh and Wayne Counties. Each applicant must submit a proposed project that fits an approved theme.

Cycle 29 Themes

- Sustainable Communities
- Oceans & Wetlands
- Disaster Resiliency & Coastal Hazards
- Public Access & Land Conservation
- Nature-Based Solutions

Contacts

Coastal Resources Division
912.264.7218

- Grants and Contracts, please contact Shy Duncan at shyathia.duncan1@dnr.ga.gov
- Public Access and Land Conservation, please contact Tyler Cooper-Kolb at tyler.cooper-kolb@dnr.ga.gov
- GIS Services, please contact Tyler Cooper-Kolb at tyler.cooper-kolb@dnr.ga.gov
- Green Growth and Sustainable Communities, please contact Kelly Hill at kelly.hill@dnr.ga.gov
- Coastal Hazards and Disaster Resiliency, please contact Jennifer Kline at jennifer.kline@dnr.ga.gov
- Living Shorelines, please contact Meghan Angelina at meghan.angelina@dnr.ga.gov
- Research and Monitoring, please contact Meghan Angelina at meghan.angelina@dnr.ga.gov
- Marsh Health and Monitoring, please contact Jaynie Gaskin at jaynie.gaskin@dnr.ga.gov

Arlene Hobbs

From: Karen C. Lynn <klynn@bryan.k12.ga.us>
Sent: Monday, August 25, 2025 9:01 AM
To: Arlene Hobbs
Subject: BCHS Homecoming Activities

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning.
As in the past, would it be possible for the city to help us with the following homecoming items?

1. Get approval from the City Council for the parade route (The parade will be on Thursday, October 2nd at 6pm—The Homecoming parade will begin at the Pembroke Christian Church at 6 pm and proceed down Highway 280 ending at PAC. This is the same route as last year.)
2. Contact GDOT about the parade route and road closures.

Please let me know if you need anything else from me or if there are any questions/problems.

Thank you!!

Karen Lynn
BRYAN COUNTY MIDDLE HIGH SCHOOL
Edgenuity On-Line Learning
klynn@bryan.k12.ga.us
912-626-5060

Arlene Hobbs

From: Fernanda Camacho Hauser
Sent: Friday, August 29, 2025 12:00 PM
To: Arlene Hobbs
Subject: Re: Agenda for September 8

Road Closure Requests for:
*October 18th Road Closure request of Railroad Street between S Main and Ledford form the Trick or Treat on Railroad Street in partnership with the Pembroke Public Library. Walking from 5 to 6 and drive thru 6 to 8 pm. Road Closure from 4 pm to 9 pm.

*Road closure request for Saturday December 13th of Railroad Street between South College & Ledford, Stephens Street, and the downtown parking lot to support the Christmas in Pembroke Event.

Thank you for your time,

Fernanda Camacho Hauser
Director of Downtown & Economic Development
Pembroke, GA

Office: (912)-653-4407
Cell: (912)-570-5698

From: Arlene Hobbs <Clerk@pembrokega.net>
Sent: Friday, August 29, 2025 11:48 AM
To: Derek Cathcart <dcathcart@pembrokega.net>; Fernanda Camacho Hauser <fhauser@pembrokega.net>; Dalton Cook <streets@pembrokega.net>; Brenda Tyson <btyson@pembrokega.net>; Keith Cook <Water@pembrokega.net>; Peter Waters <Fire@pembrokega.net>
Cc: Chris Benson <administrator@pembrokega.net>; Tiffany Zeigler <mayor@pembrokega.net>
Subject: Agenda for September 8

I am putting the agenda together for our next council meeting on September 8. If you have anything to add, please let me know asap. I will need to get the packets out end of next week.

Thank you!

Arlene Hobbs
City Clerk
City of Pembroke
912-653-4413 office
912-653-4424 fax
PO Box 130, 353 N Main St
Pembroke, GA 31321

PRESS RELEASE ANNOUNCING A PROPOSED PROPERTY TAX INCREASE

The City of Pembroke today announces its intention to increase the 2025 property taxes it will levy this year by 8.99 percent over the rollback millage rate.

Each year, the board of tax assessors is required to review the assessed value for property tax purposes of taxable property in the city. When the trend of prices on properties that have recently sold in the city indicate there has been an increase in the fair market value of any specific property, the board of tax assessors is required by law to re-determine the value of such property and adjust the assessment. This is called a reassessment.

When the total digest of taxable property is prepared, Georgia law requires a rollback millage rate must be computed that will produce the same total revenue on the current year's digest that last year's millage rate would have produced had no reassessments occurred.

The budget tentatively adopted by the City of Pembroke requires a millage rate higher than the rollback millage rate; therefore, before the City of Pembroke may finalize the tentative budget and set a final millage rate, Georgia law requires three public hearings to be held to allow the public an opportunity to express their opinions on the increase.

All concerned citizens are invited to the public hearings on this tax increase to be held at City Hall Council Chambers, 353 N. Main Street, Pembroke, Georgia on Thursday, August 28, 2025, at 10:00 am, Thursday, August 28, 2025, at 6:00pm, and on Monday, September 8, 2025, at 7:00pm.

NOTICE OF PROPERTY TAX INCREASE

The City of Pembroke has tentatively adopted a 2025 millage rate which will require an increase in property taxes of 30.79 percent.

All concerned citizens are invited to the public hearing on this tax increase to be held at City Hall Council Chambers, 353 N. Main Street, Pembroke, Georgia on August 28, 2025, at 10:00 am. Times and places of additional public hearings on this tax increase are at City Hall Council Chambers, 353 N. Main Street, Pembroke, Georgia on August 28, 2025, at 6pm, and September 8, 2025, at 7:00pm.

This tentative increase will result in a millage rate of 12.000 mills, an increase of 2.83 mills. Without this tentative tax, the millage rate will be no more than 9.175 mills. The proposed tax increase for a home with a fair market value of $100,000 is approximately $28.30 and the proposed tax increase for non-homestead property with a fair market value of $300,000 is approximately $339.60.

Due to inflation, reassessments across Bryan County have resulted in an increase in the value of real property and of our county's digest. Considering that inflation is also a factor in providing for the maintenance and operation of city services in a growing community, the city plans to adopt an increased millage rate of 12.000 mills. This represents a tax increase, and hence the need for public hearings. These additional funds will be used to offset inflation and provide resources to address growth.

NOTICE

The City of Pembroke does hereby announce that the millage rate will be set at a meeting to be held at the Pembroke City Hall, 353 N. Main Street on September 8, 2025 at 7:00p.m. and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2025 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

		2020	2021	2022	2023	2024	2025
VALUE	Real & Personal	54,629,782	55,139,791	59,014,997	69,141,559	82,619,595	98,377,787
	Motor Vehicles	883,900	756,910	684,330	696,620	615,580	611,180
	Mobile Homes	237,304	247,996	341,880	341,880	506,976	598,114
	Timber - 100%	148,187	7,868	74,170	0	0	0
	Heavy Duty Equipment	0	0	0	0	0	0
	Gross Digest	55,899,173	56,152,565	60,115,377	70,180,059	83,742,151	99,587,081
	Less Exemptions	7,387,996	9,664,982	10,285,049	12,528,167	14,804,074	18,364,848
	NET DIGEST VALUE	48,511,177	46,487,583	49,830,328	57,651,892	68,938,077	81,222,233
RATE	**MILLAGE RATE (Maintenance & Operation)**	10.0000	10.0000	10.0000	10.0000	10.0000	12.0000
TAX	**TOTAL M&O TAXES LEVIED**	$485,112	$464,876	$498,303	$576,519	$689,381	$974,667
	Net Tax $ Increase	$33,969	($20,236)	$33,427	$78,216	$112,862	$285,286
	Net Tax % Increase	7.53%	-4.17%	7.19%	15.70%	19.58%	41.38%

Planning & Zoning Inputs
For September 8 City Council Meeting

Public Hearings

1. 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.
2. 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 & 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 & notice requirements.
3. Applicant, Sophia Rodriguez, is requesting a Site Plan approval for a multi-family residential development on Rogers Rd, Parcel # 0121063.
4. Applicant, Teresa Anderson, is requesting a Conditional Use Permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Rd. Parcel # P09 01 013 03.

Ordinance (First Reading)

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

1. 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.
2. 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 & 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 & notice requirements.

Action Agenda

1. Recommendation of approval/disapproval to City Council approval for a multi-family residential development on Rogers Rd, Parcel # 0121063.
2. Recommendation of approval/disapproval to City Council regarding a Conditional Use Permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Rd. Parcel # P09 01 013 03.

Pembroke Planning Commission
Minutes
August 21, 2025

The regular meeting of the Pembroke Planning Commission was held on Thursday, August 21, 2025, at City Hall with the following members present: Chair Charlotte Bacon, Vice Chair Anne Barton, commission members Jeramie Thurston, and Van Redcross. Also, present was Community Development Director Derek Cathcart.

Call to Order...Chair Charlotte Bacon called the meeting to order at 7:00pm and read the information regarding public comment and meeting decorum.

Minutes... A motion was made by Van Redcross and seconded by Anne Barton to approve the minutes of June 12, 2025; regular commission meeting as presented. The motion carried unanimously.

Agenda Item Removed... Charlotte Bacon removed the agenda item for appointment of Chair and Vice-Chair. The item will be revisited next month when the entire Planning Commission is present.

Public Hearings

1. **Applicant, 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 staff report, including a breakdown of proposed amendments, with a staff recommendation to approve the request.

2. **Applicant, 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 & notice requirements; Article VIII, Sections 8-1 (1)(h) & (3), permitting and fee schedule information; Article IX, Section 9-3 (1), public hearing requirements; Article X, Section 10-5, public hearing & notice requirements.**

Derek Cathcart: Presented staff report, including a breakdown of proposed amendments.

Included in the summary were two revisions to the amendments included in the original packets delivered to planning commission members, and made available online. These changes included updates to Section 3-2, Abandoned Vehicles; and Section 9-3 (1), Required Public Hearings.
Anne Barton: Asked why "two-family dwellings" were added to the list of principal buildings under lot and building requirements for Section 5-4, R-3 Multifamily Residential Districts.
Derek Cathcart: Two-family dwellings are permitted, but currently do not have lot standards listed.
Charlotte Bacon: Was there a previous requirement that the occupant of an ADU had to be related to the owner of the principal dwelling?
Derek Cathcart: Yes, section 3-4-1 (III)(e) requires that for the first two years, and ADU must be occupied by a relative. This line is proposed to be removed.

3. Applicant, Sophia Rodriguez, is requesting a Site Plan approval for a multi-family residential development on Rogers Rd, Parcel # 0121063.

Sophia Rodrigquez & A101 team: Present information regarding development, including site plan and pictures.
Anne Barton: Asks about the size of buildings
Steven Stowers: About 35' tall.
AB: Asks about mail kiosk
SS: Points out mail kiosk near front entrance, and there will be dedicated parking spaces
AB: Asks about extra parking
SR: Explains that the plan provides almost 30 additional parking spaces more than the code requires
Van Redcross: Is there a buffer?
SS: Yes, the parking lot and tree line act as a significant buffer between the building and property line.
Jermie Thurston: Can residents of the complex reserve garden space?
SS: Residents will likely be able to rent out a raised garden.
Joshua Masters: Asked if the easements on his property would be used as emergency access points.
DC: No, the easements may only be used for access to the sewer lines.

4. Applicant, Teresa Anderson, is requesting a Conditional Use Permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Rd. Parcel # P09 01 013 03.

Teresa Anderson: Presented information on the ADU.
Derek Cathcart: Explained the conflicting square footage requirements in the ADU ordinance. Staff recommends approval with the square footage meeting the maximum of 40% of the square footage of the total under roof of the principal building. Staff also recommends approval with the orientation towards the street.
Harron Lee: Explained that he is the builder, and explained that the ADU would be more aesthetically appealing oriented towards the street.

Action Agenda

1. **Recommendation of approval/disapproval to City Council of 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.**
   A motion to recommend approval was made by Van Redcross, seconded by Jeramie Thurston. The motion passed unanimously.
2. **Recommendation of approval/disapproval to City Council of 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 & notice requirements; Article VIII, Sections 8-1 (1)(h) & (3), permitting and fee schedule information; Article IX, Section 9-3 (1), public hearing requirements; Article X, Section 10-5, public hearing & notice requirements.**
   A motion to recommend approval was made by Anne Barton, seconded by Van Redcross. The motion passed unanimously.
3. **Recommendation of approval/disapproval to City Council of a Site Plan approval for a multi-family residential development on Rogers Rd, Parcel # 0121063.**
   A motion to recommend approval was made by Anne Barton, seconded by Van Redcross. The motion passed unanimously.
4. **Recommendation of approval/disapproval to City Council of a Conditional Use Permit for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Rd. Parcel # P09 01 013 03.**
   A motion to recommend approval was made by Van Redcross, seconded by Anne Barton. The motion passed unanimously.

Adjournment... There being nothing further to discuss, at 7:55pm a motion to adjourn was made by Jeramie Thurston, seconded by Anne Barton. The motion passed unanimously.

ATTEST:

Derek Cathcart	**Charlotte Bacon**
Community Development Director	**Planning & Zoning Commission Chair**

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: City of Pembroke

Request: Amendments to Article IV, Sections 4.1.3 & 4.4.7; Article V, Section 5.6; Article VI, Section 6.3; and Article IX, Section 9.4

I. MEETINGS:

Planning Commission:	Public Hearing	August 21, 2025
City Council:	Public Hearing & First Reading	September 8, 2025
City Council:	Second Reading & Vote	October 6, 2025

II. EXECUTIVE SUMMARY:

The City of Pembroke is proposing amendments to the subdivision regulations. See below:

Article IV.

Section 4.1.3: Approval of Surety/Bond delegated to Engineering. Approval of Major Subdivision Final Plat delegated to Planning & Zoning Department. This streamlines the process for subdivision approval, and plans will only be approved if they are built to the City Council approved preliminary plat.

Section 4.4.7: Text updates to reflect the changes to the approval authority matrix.

Article V.

Section 5.6: Final Plat certifications updated to reflect required approvals from authority matrix.

Article VI.

Section 6.3.1: Bonding requirements updated to differentiate between performance and maintenance bonds. A performance bond is required when a developer applies for a final plat before all required improvements are completed. A maintenance bond is required after improvements are completed to guarantee the ongoing maintenance of improvements for 24 months. The performance bond is 150% of

the cost of required improvements not completed, and the maintenance bond is 50% of the cost of all infrastructure dedicated to the city, and all tree and landscape maintenance. Bond amounts are reduced at scheduled time periods after city inspection and approval.

Article IX.

Section 9.4: Schedule of filing fees removed from code, and reference made to the master schedule of fees located in the city clerk's office. This allows for an easier process to update the city's fee schedule as needed.

III. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the amendments to the Subdivision Regulations.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council **Approve** the amendments to the Subdivision Regulations.

ARTICLE IV. PROCEDURE FOR PLAT APPROVAL

4.1 Subdivision Types & Approval Authorities

4.1.1 Exempt Subdivisions. The following types of subdivisions are exempt from the planning commission or city council review process outlined in this article. Exempt subdivisions are those that meet any one (1) of the following conditions and street access and public water and sewer are already available:

a) The combination or recombination of portions of previously platted lots, where the total number of lots is not increased and the resultant lots are equal to the then current standards of the city.
b) Lot line adjustments.

4.1.2 Minor Subdivisions. Minor subdivisions are land developments that consist of subdividing a parcel of land into five (5) lots or less, provided:

a) All resulting lots must meet the minimum lot area, width and frontage requirement of the applicable zoning district on a public or private street;
b) The subdivision only involves the platting where street access and public water and sewer are already available
c) The subdivision complies with all requirements of these regulations.

4.1.3. Major Subdivisions. Major subdivisions are land developments that consist of one (1) or more of the following:

a) Subdividing a parcel of land into six (6) lots or more,
b) Subdivisions of land that involve the platting, construction or opening of new streets, improvements to existing streets, or the extension of utility lines, or
c) Subdivisions that do not meet the criteria for exempt or minor subdivision review.

4.1.3 Authorities. Subdivision review and approval authorities are outlined in table 4-1

Table 4-1. Authority Matrix

Subdivision Type	Planning & Zoning Dept	Engineer	Fire Department	Planning Commission	City Council
Exempt	Approve	Review			
Minor Subdivision Informal Plan	Approve	Review	Review		
Minor Subdivision Final Plat	Approve	Review	Review		

Major Subdivision Informal Plan	Approve	Review	Review		
Major Sketch Plan	Review	Review	Review	Review	Approve
Major Subdivision Preliminary Plat	Review/Approve[1]	Review	Review	Review[1]	Approve[1]
Major Subdivision Construction Plans	Review	Review/Approval	Review		
Major Subdivision Surety	Review	Review/Approval			~~Approve~~
Major Subdivision Final Plat	Review/Approval	Review	Review	~~Review~~	~~Approve~~

1 Preliminary Plats not part of a previously approved Major Sketch Plan shall be reviewed by the planning commission and approved by city council. Preliminary Plats that are part of a previously approved Major Sketch Plan shall be reviewed by staff and approved by the planning director.

4.2 Exempt Subdivisions

4.2.1. Approval Process. Exempt subdivisions shall be reviewed and approved by the planning and zoning director; provided, at his/her sole discretion, the application may be submitted to the planning commission for comment and/or a decision.

4.2.2. Informal Plan. Prior to filing an application for an exempt subdivision approval, the subdivider is urged, but not required, to consult informally with the planning and zoning director regarding the proposed subdivision.

a) At a meeting, the subdivider or their representative may present the plan for the new subdivision, seek the advice and assistance of the planning and zoning director and become familiar with the regulations governing the subdivision of land.
b) Informal plan submittal requirements and contents are included in Article V.
c) No fee shall be charged for the pre-application review and no formal application shall be required.

4.2.3. Final Plat. Final plat submittal requirements, contents and certificates are specified in Article V.

ii. Revisions. To the extent revisions are required, the applicant shall furnish revised sets of construction plans and written responses that address all comments to the planning and zoning director.

4.4.7. Final Plat.

a. A final plat application shall not be submitted until one of the following has been completed:
   i. Completion of all infrastructure and site improvements. All infrastructure and site development is complete and has been inspected and certified as compliant by the city and a maintenance bond has been provided on a form for that purpose; or,
   ii. Delayed completion of infrastructure and site improvements. In lieu of the completion of any required improvement, the developer shall make an application to the city requesting that the council accept either a check or cash deposit in compliance with Section 6.3 to secure the developer's obligations under this article. Such performance surety must be ~~accepted by the city council~~ approved by the city engineer prior to approval of a final plat.

b. Final Plat Application. The subdivider shall submit two (2) copies, plus an electronic version, of a survey (i.e., plat) of the proposed major subdivision prepared by a registered land surveyor or civil engineer to the planning and zoning director.
   i. The subdivider shall submit to the city an application for final plat approval within three (3) years of receiving approval of a preliminary plat by the city council.
   ii. An application for final plat approval shall include the name and address of the person to whom notice of the planning commission hearing on the final plat shall be sent.
   iii. The final plat shall be prepared by a registered surveyor and meet the requirements provided in Articles V & VI.

c. Review. The planning and zoning director, and city engineer shall be responsible for review, and approval of the final plat. ~~The City Council shall be responsible for approval of the final plat after reviewing recommendations from the planning and zoning director.~~ Review shall be based on conformance of the final plat with the approved preliminary plat and the approved construction plans.

d. Approval. When the final plat has been approved, the planning and zoning director shall present the final plat to the Clerk of the Superior Court of Bryan County, Georgia, to be recorded. The planning and zoning director shall provide the subdivider with the subdivision map book number and page number in which the subdivision has been recorded by the clerk of the superior court. The cost of such recording shall be paid by the subdivider and shall be deposited with the city prior to such recording.

2) Drainage map with areas shown
3) Drainage co-efficient shown for entire tract and its proposed development patterns determined
4) Length of travel shown on map
5) Time of concentration determined
6) Pipe sizing calculations determined
7) Pond routing provided
8) 100 year flood event shown for basins & outfalls
9) Peak water elevation provided.
10) No Rise Certification
11) All other information as required to show proof of meeting City Ordinances pertaining to drainage requirements.

5.6 Certifications

The following signed certifications must appear on Final Plats approved under the Ordinance:

_____
Surveyor

All streets, rights-of-way, easements, and any sites for public use as noted on this plat are hereby dedicated for the use intended.

	(Owner or attorney as agent)

_____ _____
City Engineer Date of Approval

_____ _____
~~For Health Department~~ ~~Date of Approval~~

~~Reviewed by the Planning Director this _____ day of _____, ____~~

_____ _____
Planning Director Date of Approval

~~Reviewed and approved by the Mayor and City Council, this _____ day of _____, _____.~~

_____ _____

Mayor Date of Approval

~~ATTEST: _____~~

~~Clerk of City Council~~

6.3.1 Certificate from Engineer. At the time the final plat is submitted, it shall be accompanied by a certificate from the developer's engineer certifying that the subdivider has complied with the following conditions.

a. All infrastructure improvements and landscape requirements have been installed in accord with the requirements of this ordinance and in accord with the design approved by the Mayor and City Council on the preliminary plan; ~~and/~~or

b. A bond, escrow account, certified check, or irrevocable letter of credit from a bank, in the amount of 150% of the required infrastructure improvements ~~and maintenance and landscape requirements,~~ is available to the City and in sufficient amount to ensure the completion of all required improvements. When the required improvements have been installed by the developer, and inspected and approved by the City, the improvements surety shall be returned, once the developer has posted the warranty surety; and~~, as well as to ensure the maintenance thereof for a period of not less than twelve (12) months after completion.~~

c. Where improvements have been completed, the maintenance bond amount shall cover the cost of maintaining the improvements in the event the developer defaults. Warranty guarantees shall be no less than 50% of the construction cost of all infrastructure dedicated to the city, and all tree landscape maintenance requirements to ensure the maintenance thereof for a period of not less than 24 months.

d. The City's engineer shall review and approve the costs estimate for the required improvements. The bank or insurance company must be acceptable to the City and have a business office within the county wherein the City is located or is licensed in the state.

However, in no event shall the depositor of the irrevocable letter of credit have any interest in the bank upon which such irrevocable letter of credit has been authorized.

~~The Mayor and Council may reduce the bond, escrow account, or irrevocable letter of credit by as much as one half upon completion of construction.~~ If no faults or failures develop, the Mayor and Council may reduce the bond, escrow account, or irrevocable letter of credit by 50% after 12 months and inspection and approval by the City. ~~the remaining bond, escrow account, or irrevocable letter of credit may be reduced by an additional fifty (50) percent at the end of six (6) months.~~

At the end of the second ~~six~~ twelve (~~6~~ 12) months, the developer shall request an inspection, and if no faults or failures have developed, the Mayor and the Council shall release the bond escrow, or irrevocable letter of credit. Such bond, escrow, or irrevocable letter of credit shall remain in force until released

ARTICLE IX. APPLICATION OF REGULATIONS

The Clerk of the Superior Court of Bryan County shall be notified of the adoption of the ordinance and may amendments thereto.

9.1 Filing and Recording

No plat of the subdivision within Pembroke shall be filed or recorded by the Clerk of the Superior Court of Bryan County until the Final Plat shall have been submitted to and approved according to the procedures set forth in this ordinance.

9.2 Improvements – Streets

The governing authority or other public authority shall not hereafter accept, lay out, open, improve, grade, pave or light any street or lay or authorize the laying of any water mains, sewers, connections or other public facilities or utilities in any street unless it has been accepted as, opened as, or otherwise received the legal status of, a public street or unless such street corresponds in its location and lines with a street shown on the Final Plat approved by the City Council. The governing authority may locate and construct or may accept any other street provided that the ordinance of resolution or other measure for such approval be first submitted to the City Council for its approval or disapproval as provided for in the procedure on plats and, upon approval, any such street shall have the status of an approved street as fully as though it had been originally shown on a subdivision plat approved by the City Council.

9.3 Street Names

No street or road shall hereafter be named on a plat or in a deed or other instrument without approval by the City Council.

The Planning Commission may, after reasonable notice in a newspaper having general circulation in Pembroke, recommend to the City Council, a change in the name of any street or road in Pembroke (a) when there is duplication of names or other conditions which tend to confuse the public, (b) when it is found that a change may simplify marking or identification of streets, or (c) upon any other good and just reason that may appear to the Commission. After reasonable opportunity for a public hearing and approval of the name change, the City Council shall issue its certificate designating the change, which shall be recorded with the Clerk of Court, and the name shall thereafter be the legal name of the street or road.

9.4 Schedule of Filing Fees

Schedule of Fees are adopted, and as may be amended from time to time, by the Mayor and City Council of the City of Pembroke. Refer to the City Clerk's office for appropriate fee schedule. ~~The following schedule of fees shall be paid in connection with applications under these regulations. Fees for outside review will be assessed an additional charge.~~

~~a. Preliminary Plat Application/Construction Plan:~~

~~Fee includes plan review and inspection for Subdivision Regulations and local Soil Erosion and Sedimentation Control, Planning Commission Plan Review and Monitoring.~~

~~Single – Family Residential — $150 + 35 per lot~~
~~Multi – Family Residential — $150 + $35 per unit~~
~~Non – Residential — $150 + $77 per acre~~

~~b. Final Plat Application: — $15 per lot~~
~~Fee does not include cost for recording plat in the Clerk of Courts Office. Checks shall be made payable to the City of Pembroke for the entire recording amount.~~

~~c. Subdivision Review, Preliminary Plan Revisions — $500~~
~~d. Revision to Final Plat — $10 per lot~~
~~e. Plat Recording Fee — As required by Clerk of Court~~
~~f. Resubmission Fee — $10 per lot~~
~~Fee is for reactivation of an amended application that was denied by the Planning Director, Planning Commission or City Council or an expired application. Fee is valid only on application reactivation within ninety (90) days of denial or expiration~~
~~g. Letter of Credit Administrative Fee — $50 per occasion~~
~~h. Appeal Fee — $100~~

ORDINANCE NO. _____

AN ORDINANCE AMENDING:

ARTICLES IV, V, VI, AND IX OF THE SUBDIVISION REGULATIONS OF THE CITY OF PEMBROKE

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that the following certain portions of Articles IV, V, VI, and IX of the Subdivision Regulations of the City of Pembroke are hereby amended so as to read as follows:

ARTICLE IV. PROCEDURE FOR PLAT APPROVAL

4.1.3 Authorities. Subdivision review and approval authorities are outlined in table 4-1

Table 4-1. Authority Matrix

Subdivision Type	Planning & Zoning Dept	Engineer	Fire Department	Planning Commission	City Council
Exempt	Approve	Review			
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Minor Subdivision Final Plat	Approve	Review	Review		
Major Subdivision Informal Plan	Approve	Review	Review		
Major Sketch Plan	Review	Review	Review	Review	Approve
Major Subdivision Preliminary Plat	Review/Approve[1]	Review	Review	Review[1]	Approve[1]
Major Subdivision Construction Plans	Review	Review/Approval	Review		
Major Subdivision Surety	Review	Review/Approval			

Major Subdivision Final Plat	Review/Approval	Review	Review		

1 Preliminary Plats not part of a previously approved Major Sketch Plan shall be reviewed by the planning commission and approved by city council. Preliminary Plats that are part of a previously approved Major Sketch Plan shall be reviewed by staff and approved by the planning director.

4.4.7. Final Plat.

a. A final plat application shall not be submitted until one of the following has been completed:
    i. Completion of all infrastructure and site improvements. All infrastructure and site development is complete and has been inspected and certified as compliant by the city and a maintenance bond has been provided on a form for that purpose; or,
    ii. Delayed completion of infrastructure and site improvements. In lieu of the completion of any required improvement, the developer shall make an application to the city requesting that the council accept either a check or cash deposit in compliance with Section 6.3 to secure the developer's obligations under this article. Such performance surety must be approved by the city engineer prior to approval of a final plat.

b. Final Plat Application. The subdivider shall submit two (2) copies, plus an electronic version, of a survey (i.e., plat) of the proposed major subdivision prepared by a registered land surveyor or civil engineer to the planning and zoning director.
    i. The subdivider shall submit to the city an application for final plat approval within three (3) years of receiving approval of a preliminary plat by the city council.
    ii. An application for final plat approval shall include the name and address of the person to whom notice of the planning commission hearing on the final plat shall be sent.
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ARTICLE V. PLAT REQUIREMENTS

5.6 Certifications

The following signed certifications must appear on Final Plats approved under the Ordinance:

_____

Surveyor

All streets, rights-of-way, easements, and any sites for public use as noted on this plat are hereby dedicated for the use intended.

	(Owner or attorney as agent)

_____ _____

City Engineer Date of Approval

_____ _____

Planning Director Date of Approval

_____ _____

Mayor Date of Approval

ARTICLE VI. REQUIRED IMPROVEMENTS

6.3.1 Certificate from Engineer. At the time the final plat is submitted, it shall be accompanied by a certificate from the developer's engineer certifying that the subdivider has complied with the following conditions.

a. All infrastructure improvements and landscape requirements have been installed in accord with the requirements of this ordinance and in accord with the design approved by the Mayor and City Council on the preliminary plan; or

b. A bond, escrow account, certified check, or irrevocable letter of credit from a bank, in the amount of 150% of the required infrastructure is available to the City and in sufficient amount to ensure the completion of all required improvements. When the required improvements have been installed by the developer, and inspected and approved by the City, the improvements surety shall be returned, once the developer has posted the warranty surety; and

c. Where improvements have been completed, the maintenance bond amount shall cover the cost of maintaining the improvements in the event the developer defaults. Warranty guarantees shall be no less than 50% of the construction cost of all infrastructure dedicated to the city, and all tree landscape maintenance requirements to ensure the maintenance thereof for a period of not less than 24 months.

d. The City's engineer shall review and approve the costs estimate for the required improvements. The bank or insurance company must be acceptable to the City and have a business office within the county wherein the City is located or is licensed in the state.

However, in no event shall the depositor of the irrevocable letter of credit have any interest in the bank upon which such irrevocable letter of credit has been authorized.

If no faults or failures develop, the Mayor and Council may reduce the bond, escrow account, or irrevocable letter of credit by 50% after 12 months and inspection and approval by the City.

At the end of the second twelve (12) months, the developer shall request an inspection, and if no faults or failures have developed, the Mayor and the Council shall release the bond escrow, or irrevocable letter of credit. Such bond, escrow, or irrevocable letter of credit shall remain in force until released by the Mayor and Council after due inspection of said improvements and shall not automatically expire.

ARTICLE IX. APPLICATION OF REGULATIONS

9.4 Schedule of Filing Fees

Schedule of Fees are adopted, and as may be amended from time to time, by the Mayor and City Council of the City of Pembroke. Refer to the City Clerk's office for appropriate fee schedule.

ADOPTED THIS ____ DAY OF _____, 2025.

_____

TIFFANY ZEIGLER, MAYOR

ATTEST:

_____

ARLENE HOBBS, CLERK OF COUNCIL

FIRST READING: SEPTEMBER 8, 2025

SECOND READING: OCTOBER 6, 2025

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: City of Pembroke

Request: Zoning Text Amendment: Article II, Definitions; Article III, Section 3-2 & 3-4-1; Article IV, Section 4-3; Article V, Sections 5-2 & 5-4; Articles VII, Sections 7-3 & 7-5; Article VIII, Sections 8-1 (1)(h) & (3); Article IX, Section 9-3 (1); Article X, Section 10-5.

I. MEETINGS:

Planning Commission:	Public Hearing	August 21, 2025
City Council:	Public Hearing & First Reading	September 8, 2025
City Council:	Second Reading & Vote	October 6, 2025

II. EXECUTIVE SUMMARY:

Article II: Definitions

Definition for Day Care Center added. The definition defines the parameters of a day care center to include age and number of children. Definition is pulled from the Rules and Regulations of the State of Georgia, Subject 591-1-1: Child Care Learning Centers.

Updated duplex definition to include a more general two-family dwelling unit definition. This correlates to the verbiage used in the R-2 and R-3 zoning designations.

Definitions added for **Quasi-judicial officers, boards, or agencies**; and **Zoning Decision**. These two definitions provide context for the updates for "required hearings per proposed actions in quasi-judicial decisions", as required by Georgia HB 1405: Revisions to Zoning Procedures Law.

Article III

Section 3-2: Abandoned Vehicles: Defining inoperable vehicles and providing a shorter timeline for compliance – from 60 days to 48 hours.

Section 3-4-1: Accessory Dwelling Units Ordinance: Proposed amendments clear up conflicting language between sections III & VI and removing unnecessary requirements/restrictions. ADU's are a proven option to increase housing supply affordably, and typically offer family and elderly relatives a way to live close to family.

Approval by right if the ADU meets all applicable standards – conditional use permit would only be required for those ADUs not meeting the listed standards. A streamlined process makes it easier for homeowners to increase housing stock – ADU will still be required to go through the same plan review process all single-family homes follow. Building permit price would be calculated the same as a single-family home – Pembroke calculates by square footage, so smaller ADUs will be less expensive per permit than a typical SF home.

Requirement to record a deed restriction to ensure owner occupancy removed – this cumbersome requirement creates a burden on the property owner and increases time and money. Annual requirement to file written statement of compliance provides the opportunity for staff to review documents and approve permit renewal. Alternative could include requirement of homestead exemption filed at annual permit renewal and with original permit.

Size requirements in Section III were updated to reflect the size standards from section VI – Section VI size requirements removed due to redundancy.

Section VI standards were updated to remove redundant language and language conflicting with section III, including minimum lot size requirements, ADU size requirements, and building height.

Article IV

Updates to zoning lot and building requirements table to reflect updates to Article V.

Article V

Section 5-2 (3): Updated accessory building rear setback to 10'. 10' aligns with the setback requirements in Section 6-2 (3) Accessory Structures under General Provisions. R-2 accessory building rear setback is also 10'.

Section 5-4 (3): The term "Garden Apartment" was replaced by "Multi-Family Dwellings" as a principal building. This more aligns with the permitted uses and existing definitions in the zoning ordinance to allow for a variety of apartment/condo styles. Height and unit restrictions will ultimately limit the size and scale of multifamily residential units.

Two-Family Dwellings were added to the principal building list under lot and building requirements. Two-Family Dwellings were already permitted by right, but no lot requirements were listed. The new standards allow for slightly more two-family density than R-2 by reducing minimum lot size and setbacks.

Article VII

Section 7-3: Notice of public hearings for Quasi-Judicial decisions information updated to reflect Georgia HB 1405: Revisions to Zoning Procedures Law. Revisions include updates to the definition of zoning decisions vs quasi-judicial decisions (see attached reference sheet for additional information), and requirements for notice provided at least 30 days prior to the quasi-judicial hearing.

Section 7-5: Public Hearing procedures were corrected to reflect the new quasi-judicial hearing updates. The verbiage stating that the public hearing for conditional uses is conducted by the planning commission, has been removed. The City currently offers public hearings at both planning commission and city council for any zoning decisions or other matters within the planning commission's purview. The official hearing for zoning decisions and quasi-judicial decisions are by the governing authority or quasi-judicial authority. This is more consistent with the zoning ordinance in relation to zoning decisions. Cleaning the language in this section creates more consistency, and ultimately protects the city from possible due process concerns.

Article VIII

8-1 (1) (h): Land Disturbing activities updated from "excavation or fill" to reference the official list of land disturbing activities from the OCGA.

8-1 (3): Removed reference to the Schedule of Fees in Appendix A. Refers to the city clerk's office for the updated fee schedule. Fee schedule should be updated regularly, and removing the fee schedule from the zoning ordinance makes it easier to update without amending city code.

Article IX

Section 9-3: Updated to reflect Georgia HB 1405: Revisions to Zoning Procedures Law.

Article X

Section 10-5 (1) : Updated Planning Commission notice of hearing requirements. Failure to notify via mail will not invalidate any recommendation. The same protection can be found in Section 9-3.

Section 10-5 (2): This paragraph has been updated to only require one advertisement prior to the date of the Planning and Zoning Commission public hearing. The original paragraph does not directly specify the notice was for a P&Z hearing, and the requirement for two notices is superfluous as the zoning ordinance already has notice requirements for zoning decisions, and quasi-judicial decisions. Reducing the requirements in the code offers more protection to the city against due process concerns.

Staff suggestion: Require signs posted for any application submitted by an applicant other than the City of Pembroke prior to the P&Z hearing. Update staff procedures to include posting notice of hearings on the City's website and possibly social media. As society progresses into the digital age, notice of hearings in the local newspaper are becoming obsolete. The city's ordinances should not exceed the state minimum, instead the City should actively pursue public engagement through updated and effective means like message boards and social media.

III. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the amendments to the Zoning Ordinance.

III. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council **Approve** the request.

(22) Code Enforcement Officer. Any person hired by the local governing authority to inspect, determine compliance with, and render minor decisions concerning the compliance of structures and lots within a municipality, to the ordinances of that municipality.

(23) Conditional Use. Those uses allowed within a district, only after specific requirements are met. The local governing authority at their discretion may require additional restraints, restrictions, qualifications, or limiting factors upon a specific use so that it becomes acceptable.

(24) Day Care Center: Any place operated by an individual or any business entity recognized under Georgia law wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, seven or more children under 18 years of age and which is required to be licensed.

(25) Density. The number of units or buildings per acre, or the number of people per unit, building, acre or mile, the quantity of people, structures, or units within a specified area.

(26) Depth of Lot. The depth of a lot is the distance between its mean front street line and its mean rear line, measured along the median between the two side lot lines.

(27) Dwelling, Condominium. A building or series of buildings on the same lot or portions thereof containing more than one dwelling unit under separate ownership with joint ownership of common open spaces.

(28) Dwelling, Two-Family ~~Duplex~~. A residential building designed for, or used as, the separate homes or residences of two separate and distinct households, but having the appearance of a single- family dwelling house. The term "two-family dwelling" includes the term duplex. Each individual unit in the dwelling ~~duplex~~ shall comply with the definition for a ~~one~~-single-family dwelling.

(29) Dwelling, Group. A building or portion of a building occupied or intended for occupancy by several unrelated persons or families, but in which separate cooking facilities are not provided for such resident persons or families. The term "group dwelling" includes--but is not limited to--the terms rooming house, apartment hotel, fraternity house or sorority house, Y.M.C.A. or Y.W.C.A. A hotel, motel, or tourist home shall not be deemed to be a group dwelling as herein defined.

(30) Dwelling, Multi-Family. A structure designed for the occupancy of two (2) or more families with separate housekeeping facilities for each household.

(31) Dwelling, Single-Family. A private residential building used or intended to be used as a home or residence in which all living rooms are accessible to each other from within the building, and in which the use and management of all sleeping quarters, all appliances for sanitation, cooking, ventilating, heating, cooling, or lighting are designed for the use of one family only on a minimum of a single lot.

(32) Engineer. Any person having an acceptable degree from a recognized institution of higher learning who is capable of determining the correct manner in which to construct roads, streets, highways, water and sewerage systems, drainage system, structures or other technical related areas. The person must be licensed by the State of Georgia.

(33) Estate. Any residential site comprising five acres or more shall come within the meaning of

(67) Parking Space. That area required for the parking or storage of one automobile, including necessary aisle or driveway space providing access thereto.

(68) Planning Commission. A body of people appointed by the local governing authority whose responsibilities include the guidance of growth and development within the municipality, interpreting of the various municipal regulatory ordinances, and advising the Pembroke City Council on such matters.

(69) Principal Building. The building situated or to be placed nearest the front property line and the use of which conforms to the primary use permitted by the zone classification in which it is located.

(70) Professional Services. The conduct of business in any of the following or related categories: law; architecture; accounting; engineering; medicine; dentistry; optometry; osteopathy; chiropractics; optician; planning, or consulting of the nature of the aforementioned categories and which do not include outside storage space for business vehicles or equipment.

(71) Public Body. Any government or governmental agency of Pembroke, the state of Georgia, or the United States Government.

(72) Public Use. Use of any land, water, or buildings by a municipality, public body or board, commission or authority, county, state or the federal government, or any agency thereof for a public service or purpose.

(73) Quasi-judicial officers, boards, or agencies: An officer, board, or agency appointed by a local government to exercise delegated, quasi-judicial zoning powers including hearing appeals of administrative decisions by such officers, boards, or agencies and hearing and rendering decisions on applications for variances, special administrative permits, special exceptions, conditional use permits, or other similar permits not enumerated herein as a zoning decision, pursuant to standards for the exercise of such quasi-judicial authority adopted by a local government.

(74) Repairs. Restoration of portions of a building to its condition as before decay, wear or damage, but not including alteration of the shape or size of any portion.

(75) Residential. The term "residential" or "residence" is applied herein to any lot, plot, parcel, tract, area, or piece of land and or any building used exclusively for family dwelling purposes or intended to be used, including concomitant uses specified herein.

(76) Restaurant. A building, room or rooms where food is prepared and served to a group of families, a club, or to the public and for consumption within the enclosed structure.

(77) Right-Of-Way Line. The outside boundaries of a highway right-of-way, whether such right-of-way be established by usage, dedication or by the official right-of-way.

(78) Rooming House. (The terms rooming house, boarding house, tourist home, cooperative house and lodging house are used synonymously in this Ordinance.) A building, other than a hotel or dormitory, where, for compensation and by prearrangement for definite periods, lodging or lodging and meals are provided for more than three (3) persons not related to the owners of the structure.

(88) Surveyor. A person who determines or delineates the form, extent, position, distance or shape of a tract of land by taking linear and angular measurements, and by applying the principles of geometry and trigonometry.

(89) Towers and Wireless Communication Facilities. (See Appendix C)

(90) Townhouse. A building containing two or more attached, individually owned dwelling units with no related common areas.

(91) Trailer. A non-self-propelled vehicle or conveyance permanently equipped to travel upon the public highways that provides temporary use as a residence or living quarters or office; serves as a carrier of people, new or used goods, products or equipment; or is used as a selling, advertising or display device whether or not the wheels have been removed and whether or not set on jacks, skirts, masonry blocks or other foundation.

(92) Trash. Cuttings from vegetation, refuse, paper, bottles, and rags; non-putricible waste.

(93) Use. The purpose for which land or a building is arranged, designed or intended, or for which either land or a building is or may be occupied or maintained.

(94) Variance. A modification of the strict terms of this Ordinance granted by the city council where such modification will not be contrary to the public interest and where, owning to conditions peculiar to the property and not as the result of any action on the part of the property owner, a literal enforcement of the Ordinance would result in unnecessary and undue hardship; and where such modification will not authorize a principal or accessory use of the property which is not permitted within the Zoning District in which the property is located.

(95) Vehicle. A conveyance for persons or materials.

(96) Yard. An area of a developed lot not occupied by a building; said open space lies between the building and nearest lot or right-of-way.

(97) Yard, Front. That area of open space to the front of the platted lot; the area immediately adjacent to the street side of the lot. If streets bound on two sides of the lot, the narrower portion fronting on a street shall be declared the front, see lot lines, front.

(98) Yard, Rear. That area of open space that is opposite the area delineated as the front. That area of greatest distance from the street. See lot lines, rear.

(99) Yard, Side. That area of open space that is immediately adjacent to the side lot lines. See lot lines, side.

(100) Zoning Decision: "Zoning decision" means final legislative action by a local government which results in:

i. The adoption or repeal of a zoning ordinance;

ii. The adoption of an amendment to a zoning ordinance which changes the text of the zoning ordinance;

iii. The adoption or denial of an amendment to a zoning ordinance to rezone

property from one zoning classification to another;

iv. The adoption or denial of an amendment to a zoning ordinance by a municipal local government to zone property to be annexed into the municipality;

v. The grant or denial of a permit relating to a special use of property; or

vi. The grant or denial of a variance or conditions concurrent and in conjunction with a decision pursuant to subparagraph (iii) or (v) of this paragraph.

(101) Zoning Ordinance. An officially adopted ordinance that regulates the manner, type, size and use to which a piece of property may be put.

ARTICLE III: General Provisions

Section 3-1 Abandoned Real Property.

For any public street or alley which is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to the centerline of the property which is abandoned. In the event abandoned property is not divided at the centerline for abutting properties, the zoning districts applicable shall apply to such ownership line as determined by virtue of such abandonment.

For any public property other than streets or alleys the regulations applicable to the zoning classifications which abuts the abandoned property for the greatest number of lineal feet shall apply to the entire property.

Section 3-2 Abandoned Vehicles.

~~Within all zoning districts except where specifically authorized, all vehicles which are inoperative and/or unlicensed shall not be abandoned in the public right-of-way or on private property in excess of 60 days except within a completely enclosed garage, unless permission is granted upon application to the city council.~~ Within all zoning districts except where specifically authorized, it shall be unlawful to permit the open storage or parking of any inoperable motor vehicle, machinery or equipment, or parts thereof, outside of an enclosed garage or enclosed building, in the public right of way or on private property, for a period of more than 48 hours. An inoperable motor vehicle for purposes of this subsection shall include motor vehicles which, by reason of dismantling, disrepair or other cause, are incapable of being propelled under their own power, or are unsafe for operation on the streets and highways of this state because of the inability to comply with the Georgia Motor Vehicles and Traffic Code, or do not have a current license and registration as required for operation by the Georgia Motor Vehicles and Traffic Code.

Section 3-3 Access Control.

In order to promote the safety of motorists and the pedestrian and to minimize traffic congestion and conflict by reducing the magnitude and the number of points of contact, the following regulations shall apply:

(1) A point of access, that is, a driveway or other opening for vehicles onto a public street, shall not exceed twenty-five (25) feet in width, except as otherwise provided in this section.

(2) The maximum number of points of access permitted into any one (1) street shall be as follows:

LOT WIDTH ABUTTING STREET	NUMBER OF POINTS OF ACCESS
Less than 65 feet	1
65 feet to 200 feet	2
Greater than 200 feet	2, plus 1 for each additional 200 feet or fraction thereof

(3) In lieu of any two openings permitted on any one street, there may be permitted a single point of access up to thirty-five (35) feet in width. However, service stations

(5) No point of access shall be allowed within twenty (20) feet of the intersection of the right-of-way lines of any public street.

(6) No curbs shall be cut or altered and no point of access or opening for vehicles onto a public street shall be established without a permit issued by the local governing authority under the supervision of the appropriate official.

Section 3-4 Accessory Buildings in Residential Districts.

No accessory building in residential districts shall be erected in any required court or any yard other than a rear yard, except as provided hereafter. An accessory building may be erected as part of a principal building or if at least six (6) feet therefrom, may be connected thereto by a breezeway or similar structure, provided all yard requirements of this ordinance for a principal building are compiled with.

(1) Corner Lots in Agricultural and Residential Districts Any Agricultural or Residential district, where a corner lot adjoins in the rear a lot fronting on the side street, no part of any accessory building on such corner lot within twenty-five (25) feet of the common lot line shall be nearer a side road lot line than the least depth of the front year required along such side street for a dwelling on such lot; nor shall a building be nearer to the side road lot line than the least width of the side yard required for the principal building to which it is accessory.

(2) Setbacks for Accessory Buildings. Accessory buildings shall be a distance at least ten (10) feet from alley lanes. (See zoning district for specific setbacks.)

(3) Buildings on Through Lots. Where a lot extends through from one street to another, the setback requirement for each street shall be complied with, and any building shall have dual facing. No accessory buildings or other structure shall be placed on through-lots if said structures would conflict with other building values or uses on the same street. On lots having frontage on more than two streets, the minimum front yard shall be provided in accordance with the provisions of this ordinance on at least two (2) of the street frontages.

Section 3-4-1 Accessory Dwelling Unit Ordinance. **Adopted 10-13-16**

I. General Provisions
   a. Purpose and Intent
      i. It is the policy of the City of Pembroke to promote and encourage the creation of legal ADUs in a manner that enhances residential neighborhoods and helps residents meet their housing needs and realize the benefits of ADUs.
   b. Definitions
      i. Accessory Dwelling Units (ADUs): additional living quarters on single-family lots that are independent of the primary dwelling unit. The separate living spaces are equipped with kitchen and bathroom facilities and can be either attached or detached from the main residence.

ii. Zoning Administrator: the local official who is responsible for processing and approving or denying applications to develop or legalize ADUs.

II. Permits: Eligibility and Application
   a. Authorization for ADUs by Zoning District
      i. An accessory apartment or an attached accessory cottage may be permitted in any residential zone designed primarily to permit single-family dwelling units on individual lots. In the City of Pembroke, these are lots in Zoning Districts AR-1 (Section 5-1) and R-1 (Section 5-2). A detached accessory cottage may be located in this same zone on a lot that conforms to the minimum lot size of the zoning district in which it is located.
   b. Approval Process
      i. One ADU is permitted per residentially zoned lot by ~~conditional use permit~~ right if the proposed ADU conforms to the standards of this ordinance. Any variance in standards shall require review and approval of a conditional use permit.
   c. Application Fees and Information
      i. ~~Application fees for ADUs shall not be more than fifty percent (50%) of the application fees for a single-family dwelling unit.~~ Permit fees shall be calculated at the same rate as a single-family residential building permit. The information required on applications for creating or legalizing ADUs shall be the same information that is required to construct a single-family dwelling unit. If an application requires a conditional use permit, the applicable fee shall be paid.
   d. Permit Renewal (Monitoring)
      i. The owner of an ADU shall, on the first business day of every year, sign and file written statements with the Zoning Administrator that the ADU complies with the municipal zoning code.

III. Standards
   a. Lot Standards – Occupied by Dwelling Unit, Age, and Term of Ownership
      i. An ADU may be incorporated in either an existing or new primary, single family dwelling unit.
   b. Lot Standards – Minimum
      i. ADUs may be developed on lots meeting the minimum lot size for the respective zoning district
   c. Lot Standards- Setback and Lot Coverage
      i. Accessory dwelling units may be developed in residentially zoned lots provided they meet the required setbacks of those zones.
   d. Occupancy Standards – Owner of Premises
      ~~i.~~ A lot or parcel of land containing an ADU shall be occupied by the owner of the premises, and the owner may live in either the ADU or the principal dwelling unit. ~~Within 30 days of securing a building permit for construction of an ADU, the owner shall record against the deed to the subject property, a deed restriction running in favor of the municipality limiting occupancy of either the principal dwelling unit or the ADU to the owner of the property. Proof that such a restriction has been recorded shall be provided to the Zoning Administrator prior to issuance of the occupancy permit for the ADU.~~
   ~~e. Occupancy Standards~~

~~i. During the first two (2) years, the occupants of the ADU shall be limited to three (3) in number and persons who are related to the owner of the primary residence.~~

f. Principal Dwelling Unit Building Standards – Minimum Floor Area
   i. No ADU shall be permitted on a residentially zoned lot unless the principal dwelling unit has at least ~~one thousand~~ nine hundred (~~1000~~ 900) square feet.
g. ADU Building Standards – Types of Structures
   i. Mobile homes and/or manufactured dwelling units may not be used as ADUs
h. ADU Building Standards – Size
   i. In no case shall an ADU be more than forty percent (40%) ~~of the living area of a principal dwelling unit, nor more than 800 square feet~~, of the square footage of the entire area under roof of the primary dwelling, nor more than 1,000 square feet, nor less than 300 square feet, nor have more than two (2) bedrooms.
   ii. The ADU shall not be of a height that exceeds that of the principal dwelling.
i. ADU Building Standards – Design
   i. The ADU shall be of a design that is visually compatible and in harmony with both the principal building and the surrounding neighborhood.
j. ADU Building Standards – Orientation of Entrance
   i. No entrance for an ADU shall be permitted on, or, from the front of a principal dwelling unit; the ADU's primary entrance shall not be visible from the street view of the principal dwelling unit; and the ADU's stairways may not be constructed on the front or side of a principal dwelling unit
k. ADU Building Standards – Not Intended for Sale
   i. The ADU shall not be intended for sale, and may only be rented.
   ii. Neither the primary residence nor the ADU may be sold independently of each other.
l. ADU Building Standards – Screening and Orientation
   i. The orientation of the proposed ADU shall, to the maximum extent practical, maintain the privacy of the residents in adjoining dwellings as determined by the physical characteristics surrounding the ADU, including landscape screening, fencing, and window and door placement.
m. Parking and Traffic
   i. One parking space is required per ADU.
      1. Additional parking may be required, provided that:
         a. The Zoning Administrator finds that the additional parking requirements are directly related
         b. to the use of the ADU; and
         c. The total number of parking spaces required for an ADU does not exceed the number of spaces required for a principal dwelling unit.
n. Density Limits
   i. The Zoning Administrator shall report annually to the municipal legislative body the number of units established, the geographic distribution of the units, the average size of the units, the number and type of complaints, and completed enforcement actions. The municipal legislative body shall reassess this ordinance for amendments every three (3) years or sooner if records show that twenty percent (20%) of the single-family structures within any census tract or citywide have ADUs.

IV. General rules for accessory uses and structures. Adopted 11-18-19

a) No accessory building shall be constructed upon a lot until construction of the principal building has commenced.
b) No accessory building shall be occupied until the principal building is legally occupied.
c) No accessory use shall be established until the principal use is legally established and operating.
d) If the principal use is terminated, all uses accessory to that use shall be terminated.
e) If the principal building is destroyed or damaged to the point that it may not be used, the owner may apply for a conditional use permit to allow continued use of accessory structures while the principal structure is repaired, but in no case shall the permit be granted for more than two years. Requiring a principal use prior to establishing an accessory use;
f) No accessory building with the exception of a detached garage shall be in a front yard, a detached garage may be constructed in the front yard under the following conditions:
    i. The detached garage does not encroach into any required yard or easement;
    ii. The garage doors face perpendicular to any abutting roads; and
    iii. The garage is constructed of the same materials and is designed to appear to be part of the principal structure.
    iv. Apartments above attached garages are allowed. The garage will then be considered a habitable structure and subject to all the restrictions and guidelines thereof.
g) With the exception of a farm structure used for agricultural purposes in the A-5, AR-2.5, or AR- 1.5 district, no accessory building may exceed the height of the principal building or exceed 50 percent of the principal building's floor area.
h) In any R district, accessory building other than detached garages or authorized guest houses, shall not exceed 15 feet in height or 200 square feet in floor area. Said structures shall be in a side or rear area.
i) Except for farm structures used for agricultural purposes, no more than two accessory structures may be established in any A, AR, or R district.
j) An above ground manufactured pool shall be governed by the same rules as an accessory dwelling but shall not be counted toward the count or maximum area allowed per parcel.
k) No principal structure shall be located within any setback or yard required by this ordinance, except as provided herein.
l) Except as provided herein, no accessory structure shall be located within any front setback, or within ten feet of a lot line in an established side or rear yard. A fence, wall, mailbox, power pole, light pole, paths, walkways, or berms may be in any required setback or yard. Signs may be in a required setback or yard which abuts a road.
m) No outdoor storage of goods and materials, including mechanical equipment, structures on a permanent foundation or refuse containers shall be located within any required setback, or within any required side yard which abuts a road, except for the temporary placement of refuse containers for curbside pick-up.

V. More than one principal structure per lot.

a) *Commercial.* More than one principal structure devoted to non-residential uses may be situated on a lot, provided that:
   i. An unobstructed accessway at least 15 feet wide is maintained from a road to each structure for use by service and emergency vehicles; and
   ii. Each structure on the lot is separated from any other structure on the lot by at least four feet.

b) *Residential.* Except in manufactured home parks, planned unit developments, group housing projects, or groups of multifamily buildings, only one principal structure and its customary accessory structures may hereafter be erected on any lot. Any dwelling, including site-built dwellings, manufactured homes, mobile homes, or modular homes, shall be deemed to be a principal structure. Amended 4/14/2025.

VI. Guest houses or accessory living units. Adopted 11-18-19

a) A guest house or accessory living unit shall be permitted as an accessory use on any lot on which a detached single-family dwelling unit exists in accordance with all applicable codes and regulations, including, but not limited to, building, health, and zoning as well as the following requirements:
b) The guest house or accessory living unit must be clearly subordinate to the principal dwelling and must be of a design and construction as allowed in the zoning district and be of a similar design and construction as the principal structure.
~~c) The minimum lot size for a lot on which a guest house or accessory living unit is situated shall be no less than ½ acre.~~
d) The guest house or accessory living unit must be located on the same lot as the principal dwelling.
e) Adequate on-site parking is required and shall be provided for the guest house or accessory living unit based on the proposed size and/or anticipated number of persons utilizing the structure.
~~f) No guest house or accessory living unit can have floor area of more than 40 percent of the square footage of the entire area under roof of the primary dwelling, and in no case shall a guest house or accessory living unit exceed 1,000 square feet in size.~~
g) No more than one structure serving either as a guest house or accessory living unit may be located on a lot.
~~h) The guest house or accessory living unit must be owned by the owner of the principal dwelling.~~
i) The guest house or accessory living unit must not be served by a driveway separate from the driveway serving the principal dwelling.
j) The guest house or accessory living unit must be situated to the rear or side of the principal dwelling. ~~and must meet the minimum setbacks required for the principal dwelling.~~
~~k) The height of a guest house or accessory living unit cannot extend higher than the principal dwelling as measured from grade.~~
l) The guest house or accessory living unit must be served by and through the same utility lines and meters that serve the principal dwelling.
m) All guest houses or accessory living units must be attached to a permanent foundation.

SECTION 4-3 OF ARTICLE IV OF CHAPTER 4 OF TITLE 6 (Section 6-4-4-3

Amended ~~6-11-2012~~ 10-6-25

Lot and Building Requirements

	AR-1 Agricultural District	A-5 Agricultural District	R-1 Single-Family Residential	R-2 Two-Family Residential	R-3 Multi-Family Dwelling ~~Residential Garden Apartments~~	R-3 ~~Multi-Family Residential~~ Townhouses
Minimum Lot Area	See Section 5-1 1(a:i,ii,iii)	5 acres	~~12,000~~ 10,890 sq. ft.. Max 4 units/*Net Acre	~~7,200~~ Max – 6 units / Acre.	Max - 12 units/*Net acre	Max- 10 units/*Net acre
Minimum Lot Width	400 feet	200 feet	100 feet	80 feet	150 feet	25 feet
Minimum Front Yard	100 feet	75 feet	25 feet	25 feet	10 feet	10 feet
Minimum Rear Yard	50 feet	50 feet	20 feet	20 feet	15 feet	15 feet
Minimum Side Yard, Interior	50 feet	50 feet	15 feet	15 feet	15 feet	~~None required~~ Section 5-4 (3)
Minimum Side Yard, Street	40 feet	50 feet	20 feet	20 feet	20 feet	~~None required~~ Section 5-4 (3)
Maximum Building Height	35 feet	35 feet	35 feet	35 feet	60 feet	35 feet
Maximum Percentage of Lot Coverage	20 %	20 %	30%	30%	40%	75%

	R-3 Two-family Dwelling	R-4 Manufactured Housing	B-1 Neighborhood Commercial Districts	B-2 General Commercial Districts	B-3 Village Commercial	I-1 Industrial Districts
Minimum Lot Area	Max – 7 units / *Net Acre.	5 acres 8 units/Acre	6,000 sq ft	6,000 sq ft	5,000 sq ft	N/A
Minimum Lot Width	60 feet	N/A	50 feet	50 feet	50 feet	N/A
Minimum Front Setback	20 feet	20 feet	30 feet	30 feet	N/A	N/A
Minimum Rear Setback	15 feet	20 feet	30 feet	30 feet	N/A	N/A
Minimum Side Setback, Interior	10 feet	20 feet	10 feet	15 feet	N/A	N/A
Minimum Side Setback, Street	15 feet	20 feet	15 feet	10 feet	N/A	N/A

Maximum Building Height	35 feet	N/A	35 feet	35 feet	40 feet at roof peak	N/A
Percent of Lot Coverage	30%	N/A	25%	30%	N/A	N/A

accessory buildings, and other land uses shall be located so as to comply with the following requirements:

Principal Building	Five Acres or More
Minimum Lot	5 Acres
Minimum Lot Width at Building Line	200 Feet
Minimum Front Yard	75 Feet
Minimum Side Yard, Interior	50 Feet
Minimum Side Yard, Street	50 Feet
Minimum Rear Yard	50 Feet
Maximum Percent of Lot Coverage	20 Percent
Maximum Building Height	35 Feet

Accessory Buildings Minimum Setback from Lot Line:	
Front	75 Feet
Rear	30 Feet
Side	50 Feet

Section 5-2 "R-1" Single Family Residential Districts. Amended 4/25

This is the most restrictive residential district. The principal use of land is for single-family dwellings and related recreational, religious and educational facilities needed to provide the basic elements of a balanced and attractive residential area. These areas are intended to be defined and protected from the encroachment of uses not performing a function appropriate to the single-family residential environment. Internal stability, attractiveness, order and efficiency are encouraged by providing for adequate light, air, and open space for dwellings and related facilities and through consideration of the proper functional relationship of each element.

(1) Permitted Uses

(a) One family detached dwelling. Manufactured Homes or Modular Homes must meet the requirements of Article III, Section 3-19 of this Zoning Ordinance. Amended 6-11-2012

(b) Unlighted, regulation-size or par three golf courses, including normal club house and pro shop activities, and other business activity associated with country clubs.

(c) Non-commercial horticulture or agriculture, but not including the keeping of poultry or animals, except as provided for in number five (5) below.

(d) Playgrounds or Public Parks. Amended 4/14/2025.

(2) Conditional Uses. The following uses shall be permitted in this Residential District on a conditional basis upon recommendation by the Planning Commission and approval by the governing authority. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation.

(a) Home occupations upon approval by the local governing authority.

(b) Churches, synagogues, temples or other place of worship provided that: 1) such use is housed in a permanent structure, and 2) no structure on the lot is closer than twenty-five (25) feet to any abutting residential property line.

(c) Public and private school engaged in teaching general curriculum for educational advancement, provided the structures are placed not less than fifty (50) feet from any residential property line.

(d) Public utilities substation or sub-installation including water towers, provided that: 1) such use is enclosed by a painted or chain-link fence or wall at least six (6) feet in height above finished grade; 2) there is neither office nor commercial operation nor storage of vehicles or equipment on the premises; and 3) a landscaped strip, serving as a buffer, not less than five (5) feet in width is planted and suitably maintained to screen the facility and fence from view. However, the requirements for small substations within neighborhood areas may be waived at the discretion of the Planning Commission.

(e) Group Home

(f) Day Care Centers. Amended 4/14/2025.

(3) Lot and Building Requirements. The principal building and accessory buildings shall be located and constructed in accordance with the following requirements:

Minimum Lot Area (with water & sewer)	~~12,000~~ 10,890 Sq. Ft
Maximum 4 Units Per *Net Acre Amended 7/8/24	
Minimum Lot Width at Building Line	100 Feet
Minimum Front Yard	25 Feet
Minimum Rear Yard	20 Feet
Minimum Side Yard, Interior	15 Feet
Minimum Side Yard, Street	20 Feet
Maximum Percent of Lot Coverage	30 Percent
Maximum Building Height	35 Feet

*Net acre shall be calculated as the total site acreage, less the area occupied by wetlands. Amended 7/8/24

Accessory Buildings Minimum Setback From Lot Line:

Rear	~~7 1/2 Feet~~ 10 Feet
Side	3 Feet

Reduced Setbacks for Existing Lots: For existing lots which are smaller than the required width, all setbacks may be reduced by a fixed ratio, based on the lot's percentage of the requirement, not to exceed reduction below 50% of the required setback. This ratio is to be as follows:

(Actual Lot Width ÷ Required Lot Width) x Required Setback = Reduced Required Setback

For example, a lot which is 60 feet where the required minimum lot width is 80 feet, may have a side setback of 11.25 feet where the required side setback is 15 feet: (60÷80) x 15 = 11.25.

(f) Day Care Centers. Amended 4/14/2025.

(3) Lot and Building Requirements.

Principal Buildings	
Living Units	Maximum 6 per acre
Minimum Lot Area per Unit (with water & sewer)	~~7,200~~ Sq. Ft.
Minimum Lot Width at Building Line	80 Feet
Minimum Front Yard	25 Feet
Minimum Rear Yard	20 Feet
Minimum Side Yard Interior	15 Feet
Minimum Side Yard Street	20 Feet
Maximum Building Height	35 Feet
Maximum Percent of Lot Coverage	30 Percent

Accessory Buildings.	
Minimum Setback From Lot Line:	
Rear	10 Feet
Side	3 Feet
Front	Same as Principal Building

Reduced Setbacks for Existing Lots: For existing lots which are smaller than the required width, all setbacks may be reduced by a fixed ratio, based on the lot's percentage of the requirement, not to exceed reduction below 50% of the required setback. This ratio is to be as follows:

(Actual Lot Width ÷ Required Lot Width) x Required Setback = Reduced Required Setback

For example, a lot which is 60 feet where the required minimum lot width is 80 feet, may have a side setback of 11.25 feet where the required side setback is 15 feet: (60÷80) x 15 = 11.25.

(4) Required Utilities: The minimum lot area is only permitted for property served by a central water system and a central sanitary sewer service system. If no central sanitary sewer service is available, an applicant for a building permit must have a minimum of 15,000 square feet. If neither central sanitary sewer nor central water system is available in the area at the time of building the applicant must have approval from the county Health Department for existing lots of record.

Section 5-4 "R-3 Multi-Family Residential Districts.

This district is designed to provide for development of multiple family dwelling units and medium to high density residential development. This district's regulations are designed to encourage the formation and continuance of a stable and healthy residential environment while discouraging the encroachment of uses capable of adversely affecting the district's character.

(1) Permitted Uses

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

(b) Two-family dwellings;

(c) Nursing Home, retirement community;

(d) Playgrounds or Public Parks. Amended 4/14/2025.

(e) Churches, synagogues, temples, or other places of worship provided that: 1) such use is housed in a permanent structure, and 2) no structure on the lot is closer than twenty-five (25) feet to any abutting residential property line; and Amended 4/14/2025.

(f) Customary accessory buildings incidental to the above permitted uses.

(2) Conditional Uses. The following uses shall be permitted in this Residential District on a conditional basis upon recommendation by the Planning Commission and approval by the governing authority. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation.

(a) Day Care Center

(b) Home occupations upon approval by the local governing authority.

(c) Public utilities substations or sub-installations, including water towers, provided that: 1) such use is enclosed by a painted board or chain-link fence or masonry wall, of at least six feet in height above finished grade; 2) there is neither an office nor a commercial operation nor storage of vehicles or equipment or materials on the premises; and 3) there is a landscaped strip not less than five feet in width and six feet in height planted and maintained around the facility. However, these requirements may be waived for small substations within neighborhood areas at the discretion of the Planning Commission.

(d) Public and private school engaged in teaching general curriculum for educational advancement, provided the structures are placed not less than fifty (50) feet from any residential property line.

(3) Lot and Building Requirements. Amended 7/8/24

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

Principal Buildings - ~~Garden Apartments~~ 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
Principal Building - Townhouses	
Living Units (with water & sewer)	Maximum 10 Per *Net Acre
Minimum Lot Area	1/2 acre
Minimum Lot Width at Building Line	25 Feet
Minimum Front Yard	10 Feet
Minimum Rear Yard	14 Feet
Minimum Side Yard, Interior	15 Feet
Minimum Side Yard, Street	20 Feet
	~~None if Buildings are attached.~~
	*No setbacks required between attached units.
	*40 Feet between groups of buildings
Maximum number of units having same building line	8 Units
Maximum building Height	35 Feet
Maximum Percent of Lot Coverage	75 Percent
Principal Building – Two-Family Dwelling	
Living Units	Maximum 7 per *net acre
Minimum Lot Area per Unit (with water & sewer)	
Minimum Lot Width at Building Line	60 Feet
Minimum Front Yard	20 Feet
Minimum Rear Yard	15 Feet
Minimum Side Yard Interior	10 Feet
Minimum Side Yard Street	15 Feet
Maximum Building Height	35 Feet
Maximum Percent of Lot Coverage	30 Percent
Accessory Buildings	
Minimum Setback From Lot Line:	
Rear	10 Feet
Side	3 Feet

Section 5-5 "R-4" Manufactured Housing Park Residential Districts.

The intent of this district is to provide sound and healthy residential areas to meet the unique needs of manufactured housing residents; to encourage the consolidation of manufactured housing into parks; to protect manufactured housing residential areas from encroachment by incompatible uses; and to enhance property values in the community by providing distinctive areas for manufactured housing.

(1) Permitted Uses

(a) Manufactured housing parks, and accessory structures incidental thereto, but limited to a total of eight (8) units per acre.

(b) Recreational facilities.

(c) Laundry facilities solely for the manufactured housing park occupants.

date of such disapproval. If a case before the Board is advertised, and thereafter withdrawn by the applicant before or at the meeting of the Board, he shall be precluded from filing another application for substantially the same proposal on the same premises for six (6) months.

(6) Decision of the Board. The Board may in conformity with the provisions of this Article reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as in its opinion ought to be made, and to that end, shall have all powers of the Planning Official or designee from whom the appeal is taken.

Section 7-3 Hearings.

Upon filing of an appeal or application, the Board shall provide for a hearing on each proposed action described in paragraph (1.1) of O.C.G.A. § 36-66-3. The Board shall fix a time and place for a hearing, and give notice as follows:

~~(1) Public Notice. Notice must be given using the same procedures as a zoning hearing as described in Section 8-2.~~

Public Notice: Notice of hearing shall be provided at least 30 days prior to the quasi-judicial hearing. The local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing. The notice shall state the time, place, and purpose of the hearing, and with additional notice being mailed to the owner of the property that is the subject of the proposed action.

(a) At least 30 days prior to the hearing, the Planning Office for the City of Pembroke shall post in a conspicuous location on the property in question a sign indicating information regarding the proposed action; specifically the date, time, location, and purpose of the public hearing.

Section 7-4 Powers and Limitations of the Board.

(1) Administrative Review. The Board shall have the following powers:

(a) To hear and decide appeals where an error is alleged in any order, requirement, decision, or determination made by the Planning Office or his designee in the enforcement of any section or article adopted pursuant to this Ordinance.

(b) To hear and decide upon Conditional Uses as permitted in each district.

(c) To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the ordinance or resolution will, in an individual case, result in unnecessary hardship, so that the spirit of the ordinance or resolution shall be observed, public safety and welfare secured, and substantial justice done. Such variance may be granted in such individual case of unnecessary hardship upon a finding by the city council that:

exception or a variance from the Zoning Ordinance, is of itself insufficient ground for granting a variance.

Section 7-5 Conditional Uses: Standards and Procedures.

(1) Conditional Uses. The uses listed under the various land use districts as "conditional uses" are so classified because they have a greater potential to affect the area in which they are located than do other uses which are called permitted uses. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation. Conditional land uses are uses which would not normally be appropriate in a district unless strictly controlled as to size, lot coverage, impact on public services, visibility, traffic and other characteristics. The following procedure is established to integrate the conditional uses with other land uses located in the district. These uses shall be reviewed and authorized or rejected under the following procedure:

(a) When applying for a building permit, the applicant shall be informed by the Planning Official or designee that the proposed use is a conditional use. The matter will then be referred to the Planning Commission.

(b) An application for conditional usage shall be filed with the Planning Official or designee at least 30 days prior to the next regularly scheduled meeting of the Planning Commission. Such application shall contain all information requested thereon and any other material or information pertinent to the request which the Planning Commission may require.

(2) Public Hearing Procedures. Amended 12-12-16

(a) Required Public Hearings: No official action shall be taken on any proposed conditional use permit unless one (1) public hearing has been held. ~~The public hearing shall be conducted by the Planning Commission.~~

(b) Procedure for Calling a Public Hearing:
Prior to scheduling of the required public hearing, applicants shall first complete all submission requirements provided by the Planning Official or designee (e.g., forms, fees, deeds, maps, etc.). Incomplete forms shall not be processed. There shall be no amendment made to the application once submitted. The procedures shall be the same as provided in Section ~~9-3~~ 7-3.

(3) Applications for a Conditional Use.

Initial application for a conditional use shall be made to the Planning Official who shall determine whether the use is allowed as a conditional use in the particular zone. If such use is allowed, the Planning Official or designee shall submit the application to the Planning Commission for their comments. Upon review by the Planning Commission, recommendations shall be presented to the local governing authority as to additional restraints, restrictions, qualifications, or limiting factors that are felt to be desirable. The local governing authority shall review all recommendations and approve or disapprove the conditional use.

(4) Standards for Conditional Use Permits. Amended 12-12-16

ARTICLE VIII: Administration and Enforcement

Section 8-1 Administration and Enforcement.

The Mayor and City Council shall administer and enforce this ordinance through the Planning Official or other designated official. The office's duties shall include receiving applications, inspection of premises, and issuing building permits for uses and structures that meet the requirements of this ordinance.

It shall be unlawful for any person to commence excavation for, or construction of any building or structure, or moving of any existing building or structure, clear cutting or any tree removal, without first obtaining the appropriate permit from the City. No permit shall be issued for the construction or alteration of any building or structure until the proper approval has been granted and all appropriate fees have been submitted in accordance with the provisions of this ordinance.

(1) Permits Required for Construction. The following is a list of permits needed for construction of a building or structure or the movement of a building or structure that may be needed for any type of land development in the City of Pembroke, Georgia.

(a) Building Permit. A building permit is required in advance of the initiation of construction, erection, moving or alteration of any building or structure with a value exceeding one thousand (1000) dollars. All applications for building permits shall be accompanied by a plat or plan in duplicate, drawn to scale, show the actual dimensions of the lot to be built upon, the size of the building to be erected, the location of the building on the lot, the number of dwelling units the design is to accommodate, and such other information as may be essential for determining whether the provisions of this ordinance are being observed. A record of such application and plats or plans shall be kept in the Planning Office. A building permit is also required for swimming pools, fences, and lawn irrigation systems. Agricultural fences are exempt from needing a permit.

(b) Relocation Permit. A Relocation permit is required any time a manufactured home, mobile home, trailer, out building, house or structure is moved from any location to any lot or parcel within the city limits of the City of Pembroke. Electrical, mechanical and plumbing permits are included within this permit. Buildings used for the purpose of storage only with no need for electricity or plumbing are exempt from this requirement.

(c) Sign Permit. Prior to the erection of a sign for either on premises or off premises advertising, the Zoning Administrator must first issue a permit in accordance with the regulations set forth in the City of Pembroke Sign Ordinance (Appendix B to this ordinance.) Permits are required for both temporary and permanent signs.

(d) Demolition Permit. Prior to destruction of a building, structure, or sign; a demolition permit is required. Such permit may be obtained from the office of the Zoning Administrator.

(e) Electrical Permit. An electrical permit is required before a licensed

electrician can begin installing any electrical wiring or fixtures. This permit is not needed if a re-location permit or building permit has already been issued on the building or the structure.

(f) Plumbing Permit. A plumbing permit is required whenever a licensed plumber installs a new plumbing system in an existing building or structure. The permit is not needed if a re-location permit or building permit has already been issued for the building or structure.

(g) Mechanical Permit. A mechanical permit is required before a licensed installer may install any mechanical device such as heating and/or cooling system for air or water. The permit is not needed if a re-location permit or building permit has been issued for the building or structure.

(h) Land Disturbing Activity Permit. A land disturbing permit is needed before any ~~excavation or fill is~~ land disturbing activities (O.C.G.A. § 12-7-3 (9)) are conducted on the construction site. This permit is needed to meet the requirements of the Soil Erosion and Sedimentation Control Act.

(i) Wetlands Development Permit. No activity or use shall be allowed within a wetlands area without written permission from the Planning Official in the form of a local government permit. Issuance of a local government permit is contingent on full compliance with the terms of this ordinance and Section 6-2-5 of Title 6-Planning and Development of the Pembroke Code of Ordinances.

(2) Permits or Actions Required by this Ordinance. The following are permits that may be required depending on the construction and particular land use district in which construction may occur.

(a) Conditional Use Permits. There are specific land uses permitted in certain zoning districts only after review by the Planning and Zoning Commission and approval by the Board of Zoning Appeals or by the City Council; that the use is appropriate based upon certain criteria.

(b) Site Plan Approval. All land development activities other than residential one and two family structures, regardless of the zoning district, must present a site plan of such development to the Zoning Administrator for review prior to the issuance of any land development permits. The site plan must also be reviewed by the Planning and Zoning commission and forwarded to the Board of Zoning Appeals or the City council for approval once all comments are addressed.

(c) Zoning Variance. Where strict enforcement of this ordinance may present an unnecessary hardship upon a lot or parcel of land, the owner may apply for a zoning variance. Such action requires a review by the Planning and Zoning Commission and a scheduled public hearing by the Board of Zoning Appeals and approval by the Board of Zoning Appeals at such hearing.

(d) Amendment to the Zoning Map. An Amendment to the Zoning Map is considered to be an amendment to the Zoning Ordinance. Such action

requires a public hearing by the Planning and Zoning Commission and the Mayor and Council. Pursuant to the City Charter, Article III- Legislative Branch, Section 12 (b); such amendment shall be read at two consecutive regular meetings of the City Council.

(e) Amendment to the Text of this Ordinance. An amendment to the text of the Zoning Ordinance follows the same process as an amendment to the Zoning Map. Pursuant to the City Charter, Article III- Legislative Branch, Section 12 (b); such amendment shall be read at two consecutive regular meetings of the City Council. However, a text amendment requires different materials to be included with the application.

(f) Permits Required in conjunction with Permits in this Ordinance. The following are permits required by other government entities that may be applicable to a development project in the City of Pembroke.

(i) Land Disturbing Activity Permit. Under the Georgia Soil Erosion and sedimentation Act, any disturbance of land over more than the required acreage requires a land disturbing permit from the Zoning Administrator.

(ii) Construction in Wetlands. In conjunction with the Georgia DNR, the United States Army Corps of Engineers maintains the authority to delineate the location of wetlands and is responsible for permitting any land disturbing activity in them under Section 404 of the Federal Clean Water Act.

(3) Fees. Fees for each individual permit or zoning action are subject to change by the City Council of the City of Pembroke. ~~Please refer to the~~ Schedule of Fees are adopted, and as may be amended from time to time, by the Mayor and City Council of the City of Pembroke. Refer to the City Clerk's office for appropriate fee schedule. ~~included as Appendix A to this ordinance.~~

(4) Application for Permits or Actions under This Ordinance. All applications for permits or action shall be dated upon submission and may require the following minimum information:

(a) Name, address and signature of applicant, (All applications shall be signed and shall state the name and address of applicant, who must be the owner of the property or authorized agent or attorney for the owner of the property. If the applicant is the agent of the owner, then said agent shall file, simultaneously with said petition, a notarized letter signed by the owner, authorizing said agent to file on his behalf).

(b) Brief description of land development activity and use of the land thereafter to take place on the subject property.

(c) Address and location of the subject property for which such land development activity shall take place.

(d) Name and address of the owner of the subject property. (Applicant must either have proof of ownership of the property or signed and notarized

ARTICLE IX: Amendments to Map or Text

Section 9-1 General.

Whenever the public necessity, convenience, general welfare or good zoning practice require, the governing authority by Ordinance, may - after receipt of recommendation thereon from the Planning Commission, and subject to the procedures provided by law - amend, supplement, or change the regulations, district boundaries or classifications of property, now or hereafter established by this Ordinance or amendments thereof.

Section 9-2 Procedure for Change in Zoning District.

Applications. Applications for any change in the text or classifications of property shown on the Zoning Map, shall be submitted to the Planning Office upon such forms and accompanied by such data and information as may be prescribed for that purpose by the Planning Official or designee, so as to assure the fullest practicable presentation of facts for the record. Each application for a change of district boundaries or classification or property shall be verified by at least one of the owners or lessees of property, within the area proposed to be reclassified, attesting to the truth and correctness of all facts and information presented with the application. It shall contain a map of the area proposed to be re-zoned, and the area within 200 feet, giving the names and addresses of property owners, and all district boundary lines, and streets and alleys located therein. The Planning Office shall check the application to determine whether it conforms with the requirements listed above, and if satisfactory, shall immediately submit it to the office of the City Council. Amendments to the Zoning Ordinance may also be initiated by the City Planning Commission by resolution, and recommended to the local governing authority for adoption.

Section 9-3 Public Hearings, Public Hearing Procedures, and Re-zoning Standards.

(1) Required Public Hearings

~~A hearing shall be conducted by the City of Pembroke Planning Commission or City Council prior to voting on a proposed zoning action~~. Unless otherwise required by law, only one official public hearing is required for text amendments, rezonings, special exceptions, and concurrent variances, or any combination thereof. One hearing per proposed action is required for all quasi-judicial decisions. In Pembroke, there are two public hearings held for each zoning action or subdivisions procedure; one before the planning commission and the other before the mayor and city council. The public hearing before the mayor and council is by record the official public hearing. The purpose of each public hearing is to discuss information pertinent to the particular action or procedure. Amended 6/12/23.

(2) Procedure for Calling a Hearing

(b) Prior to scheduling of the required public hearing, applicants shall first complete all submission requirements provided by the Planning Office (e.g., forms, fees, deeds, maps, etc.). Incomplete forms shall not be processed. There shall be no amendment made to the application once submitted.

(c) The Planning Office shall then notify the applicant of the date, time, and place of the required public hearing.

(d) At least 15 but not more than 45 days prior to the hearing, the Planning

(a) The zoning request should be a logical extension of a zoning boundary which would improve the pattern of uses in general area.

(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.

(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.

(d) The request should not create traffic which would traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards.

(e) The request should conform to the general expectations for population growth and distribution.

(f) The request should not limit options for the acquisition of future planned public facility sites, roads, open-space, etc.

(g) This request should not result in major changes in 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.

(i) This request should not result in changes to market values and/or tax rates of nearby properties.

(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.

(5) In instances where O.C.G.A. § 36-66-4(h)(1) would require that there be additional public hearings ~~because of efforts to change land zoned for single family or two-family (R-1 and R-2) to zoning for multi-family dwellings (R-2 and R-3)~~, the procedures required by ~~where~~ O.C.G.A. § 36-66-4(h)(1) apply. Amended 6/12/23.

Section 9-4 Zoning Permits and Certificates of Occupancy.

(1) Zoning Permits. A zoning permit shall be required prior to the erection, construction, moving or alteration of any building, structure or portion thereof.

Applications for zoning permits shall be made in writing to the Planning Office, and shall contain all information necessary to ascertain whether the proposed erection, construction, alteration or use complies with the provisions of this Ordinance including the following:

(a) Actual dimensions and shape of the lot to be built upon.

(b) Exact size and location on the lot of all buildings and other structures, if any, and the location and dimensions of proposed buildings and other structures or alterations.

Commission if he or she finds such committee necessary to carry out the functions of the Planning Commission.

(6) The secretary shall be responsible for the recording and maintenance of the Planning Commission's minutes and records. The secretary, at the direction of the Chair, shall prepare the agenda for the meeting and make all required notifications and postings as required by law for a Public Hearing.

Section 10-5 Public Hearing.

(1) Notice of Hearing Shall be Given. Before making its decision on any zoning map or zoning text amendment, or on any other matter within the Planning and Zoning Commission's purview, the Planning and Zoning Commission shall hold a public hearing. At least 15 days' notice of the time and place of such hearing shall be sent to the appellant or petitioner, and to the owners of all properties either adjoining the property with which the hearing is concerned or situated directly across a public right-of-way from said property. Such notice shall contain the name of the appellant and petitioner, the date, time and place fixed for the hearing, and brief statement of the action or relief requested. The failure to notify as provided in this Section shall not invalidate any recommendations or action adopted hereunder.

(2) Public Notice in Newspaper. The Planning and Zoning Commission shall give public notice of a hearing or of a called meeting in a newspaper circulated in Pembroke by advertisement published ~~two consecutive weeks beginning more than fifteen days~~ prior to the date of the Planning and Zoning Commission public hearing.

Section 10-6 Meetings

(1) A quorum of three (3) members shall be required to conduct business; an affirmative vote of three (3) members voting on a motion shall be sufficient for the adoption of the motion. Decisions of the Planning Commission shall be by majority vote of members present and voting, and a quorum of members voting. Members abstaining shall not be considered "members voting" in determining whether a motion has been adopted.

(2) The regularly scheduled meeting of the Planning Commission shall be held the first Thursday of each month at 6:30 pm at Pembroke City Hall, or other location at the discretion of the acting chairperson, unless there is no cause to hold such meeting or a conflict exists, in which case, the secretary shall inform the members of the Planning Commission at least twenty-four (24) hours in advance of the regularly scheduled time. The secretary will also post notification to the public.

(3) Special meetings may be called by the chairperson provided at least twenty-four (24) hours' notice of the meeting is given and posted.

(4) Meetings of the Planning Commission shall be open to the public. However, members of the public shall not address the Planning Commission until invited to do so by the Chair.

ORDINANCE NO. _____

AN ORDINANCE AMENDING:

ARTICLE II OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTIONS 3-2, and 3-4-1 OF ARTICLE III OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTION 4-3 OF ARTICLE IV OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTIONS 5-2, and 5-4 OF ARTICLE V OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTIONS 7-3, and 7-5 OF ARTICLE VII OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTION 8-1 OF ARTICLE VIII OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTION 9-3 OF ARTICLE IX OF THE CITY OF PEMBROKE ZONING ORDINANCE

AND

SECTIONS 10-5 OF ARTICLE X OF THE CITY OF PEMBROKE ZONING ORDINANCE

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Article II of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

ARTICLE II: Definitions

For the purpose of the administration and enforcement of this ordinance, and unless otherwise stated in this ordinance, the following words shall have a meaning as indicated herein.

Words used in the present tense shall include the future tense; words used in the singular number shall include the plural number; words used in the plural number shall include the singular number; the word "shall" is mandatory, not directory.

(1) Accessory Building. A garage or other building or structure subordinated to, and not forming an integral part of, the main or principal building on a lot or parcel, but pertaining to the use of the main building.

(2) Accessory Dwelling Units (ADUs). additional living quarters on single-family lots that are independent of the primary dwelling unit. The separate living spaces are equipped with kitchen and bathroom facilities, and can be either attached or detached from the main residence.

(3) Accessory Use. A use customarily incidental, appropriate and subordinate to the principal use of land or buildings located upon the same premises.

(4) Advertising Signs. A surface whereon advertising material is set in public view, including reference to any use of premises whereon it is displayed or posted.

(5) Alley. A narrow thoroughfare dedicated or used for public passageway up to twenty (20) feet in width, which usually abuts the rear of the premises, or upon which service entrances or buildings abut, and is not generally used as a thoroughfare by both pedestrians and vehicles, is not used for general traffic, and is not otherwise officially designated as a street. A way which affords only a secondary means of access to abutting property.

(6) Alterations. Any change in the arrangement of a building, including any work affecting the structural parts of a building; or an enlargement; or any change in wiring, plumbing, heating, or cooling system; and includes the words "to alter" and "alter".

(7) Apartment Building. A building which is used or intended to be used as a home or residence for more than two (2) households living in separate quarters.

(8) Automotive Sales and Services. The sale or storage of new or used automobiles, including paint and body repair shops.

(9) Board of Zoning Appeals. The city council serves as this board whose duties are to hear and decide zoning appeals, special exceptions and variances in a manner that conforms to the requirements of the zoning ordinance.

(10) Boundary of District. The centerline of a street or right-of-way or the centerline of an alleyway between the rear or side property lines, or, where no alley or passageway exits, the rear or side property lines of all lots bordering on any zoning district limits or any zoning district

boundary shown on the maps adopted by Section 4.2.

(11) Buildable Area. That portion of any lot which may be used or built upon in accordance with

the regulations governing the given zoning district within which the particular lot is located, once the various front, side and rear yard requirements stipulated for the district have been subtracted from the total lot area.

(12) Building. A building is any structure having a roof entirely separated from any other structure by space or by walls, having no communicating doors or windows or any similar opening, and being erected for the purpose of providing support or shelter for persons, animals, things or property of any kind, and having a foundation to which it is anchored.

(13) Building Height. The height of a building with a gabled or hip roof shall be the vertical distance measured from the average elevation of the finished building site to the top of the roof of the uppermost story or to the deck line of a mansard roof. The height of a building with a flat or nearly flat roof, less than seven degrees from the horizontal, shall be measured from the footing as stated above to the highest point of the roof.

(14) Building Line. A line delineating the minimum allowable distance between the street right- of-way and nearest extreme projection of a building (including all areas covered by any vertical projections to the ground or overhang, walls, roof, or any other part of the structure).

(15) Building Site. The ground area of a building or buildings together with all open spaces surrounded by said building or buildings.

(16) Camper. A motor home, tent, trailer, or other self-contained vehicle designed for recreational purposes.

(17) Care Homes. Includes rest and nursing homes, convalescent homes and boarding homes for the aged; established to render nursing care for chronic or convalescent patients, but excludes facilities for care of active or violent patients such as feebleminded or mental patients, epileptics, alcoholics, senile psychotics, or drug addicts.

(18) Centerline, Highway. The line running parallel with the highway right-of-way which is half- way the distance between the extreme edges of the official right-of-way width as shown on map approved by the County Tax Assessor.

(19) Certified Survey. A survey, sketch, plat, map, or other exhibit is said to

be certified when a written statement regarding its accuracy or conformity to specified standards is signed by the specified professional engineer, registered surveyor, architect, or other legally recognized person.

(20) Church. A legally approved structure and its accessory buildings used and approved on a permanent basis, primarily for the public worship of God.

(21) Club, Private. An organization or association of persons for some common purpose, such as--but not necessarily limited to--a fraternal, social, educational or recreational purpose; but not including clubs organized primarily for profit or to render a service, which is customarily carried on as a business. Such organizations and associations must be incorporated under the laws of Georgia as a non-profit corporation and such corporations' major purpose shall not be for the purpose of serving alcoholic beverages to its members or others. This may not be located on, or operated by, or in connection with any commercial use.

(22) Code Enforcement Officer. Any person hired by the local governing authority to inspect, determine compliance with, and render minor decisions concerning the compliance of structures and lots within a municipality, to the ordinances of that municipality.

(23) Conditional Use. Those uses allowed within a district, only after specific requirements are met. The local governing authority at their discretion may require additional restraints, restrictions, qualifications, or limiting factors upon a specific use so that it becomes acceptable.

(24) Day Care Center: Any place operated by an individual or any business entity recognized under Georgia law wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, seven or more children under 18 years of age and which is required to be licensed.

(25) Density. The number of units or buildings per acre, or the number of people per unit, building, acre or mile, the quantity of people, structures, or units within a specified area.

(26) Depth of Lot. The depth of a lot is the distance between its mean front street line and its mean rear line, measured along the median between the two side lot lines.

(27) Dwelling, Condominium. A building or series of buildings on the same lot or portions thereof containing more than one dwelling unit under separate ownership with joint ownership of common open spaces.

(28) Dwelling, Two-Family. A residential building designed for, or used as, the separate homes or residences of two separate and distinct households, but having the appearance of a single- family dwelling house. The term "two-family dwelling" includes the term duplex. Each individual unit in the dwelling shall comply with the definition for a single-family dwelling.

(29) Dwelling, Group. A building or portion of a building occupied or intended for occupancy by several unrelated persons or families, but in which separate cooking facilities are not provided for such resident persons or families. The term "group dwelling" includes--but is not limited to--the terms rooming house, apartment hotel, fraternity house or sorority house,
Y.M.C.A. or Y.W.C.A. A hotel, motel, or tourist home shall not be deemed to be a group dwelling as herein defined.

(30) Dwelling, Multi-Family. A structure designed for the occupancy of two (2) or more families with separate housekeeping facilities for each household.

(31) Dwelling, Single-Family. A private residential building used or intended to be used as a home or residence in which all living rooms are accessible to each other from within the building, and in which the use and management of all sleeping quarters, all appliances for sanitation, cooking, ventilating, heating, cooling, or lighting are designed for the use of one family only on a minimum of a single lot.

(32) Engineer. Any person having an acceptable degree from a recognized institution of higher learning who is capable of determining the correct manner in which to construct roads, streets, highways, water and sewerage systems, drainage system, structures or other technical related areas. The person must be licensed by the State of Georgia.

(33) Estate. Any residential site comprising five acres or more shall come within the meaning of the word "estate".

(34) Family. One or more persons occupying a dwelling unit, living as a single, nonprofit housekeeping unit; provided that a group of four or more persons who are not within the second degree of kinship shall not be deemed to constitute a family. Notwithstanding the definition in the preceding paragraph, a family shall be deemed to include four or more persons not within the second degree of kinship occupying a dwelling unit and living as a single, no profit housekeeping unit, if said occupants are handicapped persons as defined in Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988. Such unrelated individuals shall have the right to occupy a dwelling unit in the same manner and to the same extent as any family unit as

defined in the first paragraph of this definition.

(35) Flood-Prone Areas. That land adjacent to a creek, stream, river, channel, canal or other body of water that is designated as a floodplain or flood-prone area by a governmental agency.

(36) Floor Area. The sum of the gross floor area for each of the several stories under roof, measured from the interior limits or faces of a building or structure.

(37) Floor Area Ratio. Floor area of building or buildings on any lot divided by the area of the lot.

(38) Frontage. The distance or width of a parcel of land abutting a public right-of-way and as measured upon such right-of-way.

(39) Garage, Community. A structure or series of structures under one roof, and under one ownership, for the storage of vehicles by three or more owners or occupants of property in the vicinity where said structure has no public shop or mechanical services in connection therewith.

(40) Garage, Private. A structure for the private use of the owner or occupant of a principal building, situated on the same lot as the principal building for the storage of motor vehicles with no facilities for mechanical service or repair of a commercial or public nature for profit.

(41) Garage, Public. A structure for the storage, care, repair, or refinishing of motor vehicles, or a structure containing a public shop, or where automobile mechanical service is provided.

(42) Gas Station. A structure designated or used for the retail sale or supply of fuel, lubricants, air, water, and other operating commodities for motor vehicles and including the customary spacing and facilities for the installation of such commodities on, or in, such vehicles--but not including space or facilities for the storage, painting, repair, refinishing, body work, or other servicing of motor vehicles.

(43) Governing Authority. The mayor and council of the City of Pembroke.

(44) Group Home. A residential building occupied or intended for occupancy by several persons who may or may not be related, but in which separate cooking facilities are not provided for such resident persons.

(45) 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.

(46) Highway. Any public thoroughfare of paving twenty-two (22) feet or wider including streets, which affords primary access to abutting property, and any thoroughfare of less width which is not classified as an alley (street).

(47) Home Occupations. A profession, vocation, business or trade conducted in a residential district as a secondary use in a dwelling unit. The occupation should be conducted by family members living in the home. Traffic generated by the occupation should not become a nuisance to neighbors. (See Section 313.)

(48) Hospital. An institution providing health services, primarily for in-patients, and medical and surgical care of the sick or injured--including as an integral part of the institution such related facilities as laboratories, out-patient departments, training facilities, central service facilities, and staff offices.

(49) Hotel. A building occupied as the more or less temporary residence of individuals who are lodged, with or without meals, and in which there are ten (10) or more sleeping rooms with entrances through a common lobby or office.

(50) Junk. Old and dilapidated automobiles, trucks, tractors, and other such vehicles and parts thereof, wagons and other kinds of vehicles and parts thereof, scrap building material, scrap piping, bottles, glass, old iron, machinery, rags, paper, excelsior, hair, mattresses, beds or bedding, or any other kind of scrap or waste material which is stored, kept, handled, or displayed within the county limits.

(51) Junk Yard. Any land or building used for commercial, storage and/or sale of paper, rags, scrap metals, other scrap or discarding materials, or for the dismantling, storage or salvaging of automobiles or other vehicles not in running condition, or of machinery or parts thereof, but not to be used as a dump.

(52) Lot. Parcel of land shown on a recorded plat or on the official City zoning Maps, or any piece of land described by a legally recorded deed.

(53) Lot, Corner. Any lot situated at the junction of and abutting on two or more streets or public highways. If the angle of the intersection (determined by the angle of the right of way property lines of the two roads on the side of the lot in question at the point of intersection) is greater than 135 degrees, then the lot is not a corner lot. Amended 9-15-03

(54) Lot, Interior. Any lot which is not a corner lot that has frontage only on one street other than an alley.

(55) Lot Lines, Front. In the case of a lot abutting upon only one street, the front lot line is the line separating such lot from such street. In the case of a corner lot, that part of the lot having the narrowest frontage on any street shall be considered the front lot line. In the case of any other lot, one such line shall be elected to be the front lot line for the purpose of this Ordinance, provided it is so designated by the Building Plans which meet the approval of the Code Enforcement Officer.

(56) Lot Lines, Rear. The rear lot line is that boundary which is opposite and most distant from the front lot line. In the case of a lot pointed at the rear, or any odd-shaped lot, the rear lot line shall be determined by the Code Enforcement Officer.

(57) Lot Lines, Side. A side lot line is any lot boundary line not a front lot line or a rear lot line. A side lot line separating a lot from a street is an exterior side lot line. A side lot line separating a lot from another lot, or lots, is an interior side lot line.

(58) Lot, Through. Any lot having frontage on two parallel or approximately parallel streets or other thoroughfares.

(59) Manufactured Home. (OCGA 8-2-131) A structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, 40 body feet or more in length, or , when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of the paragraph, except the size requirements, and with respect to which the manufacturer voluntarily files a certification required by the secretary of Housing and Urban Development and complies with the standards established under the National Manufacture Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401, et seq. For a manufactured home to be approved for installation in Pembroke, it must be at least 1,000 square feet.

(60) Manufactured Housing. A parcel of land which is used or intended to be used for the rental or lease of spaces, stands, or manufactured houses, or a parcel which contains provisions for the location of two or more manufactured homes or modular homes. Amended 6-11-2012

(61) Mapped Streets. A mapped street is any approved street shown on an official map or the projection of any existing street through an unsubdivided parcel of land, whether the street is dedicated or in existence or not.

(62) Mobile Home. (OCGA 8-2-131) A structure transportable in one or more sections; which, in the traveling mode, is eight body feet or more in width, 40 body feet or more in length, or, when erected on site is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating air conditioning, and electrical systems contained therein; and manufactured prior to June 15, 1976.

(63) Modular Home or Industrialized Modular Home. Any structure, or component thereof which is wholly or in substantial part made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation on a building site and which has been manufactured in such a manner that all parts or processes cannot be inspected at the installation site without disassembly, damage to or destruction thereof. "Component" refers to any assembly, subassembly, or combination of parts for use as part of a building which may include structural, electrical, plumbing, mechanical, and fire protection systems and other systems affecting health and safety. Amended 6-11-2012

(64) Motel, or Motor Hotel. A building or group of two or more buildings designed to provide sleeping accommodations for transient or overnight guests with no common entrance or lobby. Each building shall contain a minimum of ten (10) residential units or rooms which generally have direct, private openings to a street, drive, or patio, etc.

(65) Non-Conforming Lot. Any lot which is smaller than the minimum dimensions, area, or other regulations of the district in which the lot is located.

(66) Non-Conforming Use. Use of any property or premises in any manner which does not comply with the regulations provided for the district in which the property or premises is situated, if such use was originally legally established at the effective date of this ordinance or any amendment thereof.

(67) Parking Space. That area required for the parking or storage of one automobile, including necessary aisle or driveway space providing access thereto.

(68) Planning Commission. A body of people appointed by the local governing authority whose responsibilities include the guidance of growth and development within the municipality, interpreting of the various municipal regulatory ordinances, and advising the Pembroke City Council on such matters.

(69) Principal Building. The building situated or to be placed nearest the front property line and the use of which conforms to the primary use permitted

by the zone classification in which it is located.

(70) Professional Services. The conduct of business in any of the following or related categories: law; architecture; accounting; engineering; medicine; dentistry; optometry; osteopathy; chiropractics; optician; planning, or consulting of the nature of the aforementioned categories and which do not include outside storage space for business vehicles or equipment.

(71) Public Body. Any government or governmental agency of Pembroke, the state of Georgia, or the United States Government.

(72) Public Use. Use of any land, water, or buildings by a municipality, public body or board, commission or authority, county, state or the federal government, or any agency thereof for a public service or purpose.

(73) Quasi-judicial officers, boards, or agencies: An officer, board, or agency appointed by a local government to exercise delegated, quasi-judicial zoning powers including hearing appeals of administrative decisions by such officers, boards, or agencies and hearing and rendering decisions on applications for variances, special administrative permits, special exceptions, conditional use permits, or other similar permits not enumerated herein as a zoning decision, pursuant to standards for the exercise of such quasi-judicial authority adopted by a local government.

(74) Repairs. Restoration of portions of a building to its condition as before decay, wear or damage, but not including alteration of the shape or size of any portion.

(75) Residential. The term "residential" or "residence" is applied herein to any lot, plot, parcel, tract, area, or piece of land and or any building used exclusively for family dwelling purposes or intended to be used, including concomitant uses specified herein.

(76) Restaurant. A building, room or rooms where food is prepared and served to a group of families, a club, or to the public and for consumption within the enclosed structure.

(77) Right-Of-Way Line. The outside boundaries of a highway right-of-way, whether such right- of-way be established by usage, dedication or by the official right-of-way.

(78) Rooming House. (The terms rooming house, boarding house, tourist home, cooperative house and lodging house are used synonymously in this Ordinance.) A building, other than a hotel or dormitory, where, for

compensation and by prearrangement for definite periods, lodging or lodging and meals are provided for more than three (3) persons not related to the owners of the structure.

(79) Rooming Unit. Any room or group of rooms, forming a single habitable unit used for living and sleeping, but which does not contain cooking or eating facilities.

(80) Setback. The minimum horizontal distance between the right-of-way line, rear or side lines of the lot and the front, rear or side lines of the building. When two or more lots under one ownership are used, the exterior property line so grouped shall be used in determining offsets.

(81) Site. An area designated as a separate and distinct parcel of land on a legally recorded subdivision plat or in a legally recorded deed.

(82) Special Exception. A use, specifically designated in this Ordinance, that would not be appropriate for location generally or without restriction throughout a given zoning district but which--if controlled as to number, area, location, or relation to the neighborhood--would, in the opinion of the city council, promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare.

(83) Story. That portion of a building included between the surface of any floor and the surface of the floor directly above it; or if there is no floor above it, then the space between the floor and ceiling directly above it.

(84) Street. A dedicated and accepted public right-of-way for vehicular traffic which affords the principal means of access to abutting properties.

(85) Structural Alterations. Any change in the shape or size of any portion of a building or of the supporting members of a building or structure such as walls, columns, beams, arches, girders, floor joists, or roof joists.

(86) Structure. Any thing constructed or erected, the use of which requires rigid location on the ground or attachment to something having a permanent location on the ground--provided, however, that utility poles, fences and free-standing walls (other than building walls) shall not be considered to be structures.

(87) Subdivision. "Subdivision" means all divisions of a tract or parcel of land for residential purposes into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, legacy, or building development and includes all division of land involving a new street or a change in existing streets, and includes resubdivision and, where appropriate, to the process of subdividing or to the land or area

subdivided; provided, however, that the following exceptions are included within this definition only for the purpose of requiring that the local planning commission be informed and have record of such subdivisions:

(a) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the governing authority;

(b) The division of land into parcels of five acres or more where no new street is involved.

Plats of such exception shall be received as information by the Planning Commission which shall indicate such fact on the plats.

(88) Surveyor. A person who determines or delineates the form, extent, position, distance or shape of a tract of land by taking linear and angular measurements, and by applying the principles of geometry and trigonometry.

(89) Towers and Wireless Communication Facilities. (See Appendix C)

(90) Townhouse. A building containing two or more attached, individually owned dwelling units with no related common areas.

(91) Trailer. A non-self-propelled vehicle or conveyance permanently equipped to travel upon the public highways that provides temporary use as a residence or living quarters or office; serves as a carrier of people, new or used goods, products or equipment; or is used as a selling, advertising or display device whether or not the wheels have been removed and whether or not set on jacks, skirts, masonry blocks or other foundation.

(92) Trash. Cuttings from vegetation, refuse, paper, bottles, and rags; non-putricible waste.

(93) Use. The purpose for which land or a building is arranged, designed or intended, or for which either land or a building is or may be occupied or maintained.

(94) Variance. A modification of the strict terms of this Ordinance granted by the city council where such modification will not be contrary to the public interest and where, owning to conditions peculiar to the property and not as the result of any action on the part of the property owner, a literal enforcement of the Ordinance would result in unnecessary and undue hardship; and where such modification will not authorize a

principal or accessory use of the property which is not permitted within the Zoning District in which the property is located.

(95) Vehicle. A conveyance for persons or materials.

(96) Yard. An area of a developed lot not occupied by a building; said open space lies between the building and nearest lot or right-of-way.

(97) Yard, Front. That area of open space to the front of the platted lot; the area immediately adjacent to the street side of the lot. If streets bound on two sides of the lot, the narrower portion fronting on a street shall be declared the front, see lot lines, front.

(98) Yard, Rear. That area of open space that is opposite the area delineated as the front. That area of greatest distance from the street. See lot lines, rear.

(99) Yard, Side. That area of open space that is immediately adjacent to the side lot lines. See lot lines, side.

(100) Zoning Decision: "Zoning decision" means final legislative action by a local government which results in:

i. The adoption or repeal of a zoning ordinance;

ii. The adoption of an amendment to a zoning ordinance which changes the text of the zoning ordinance;

iii. The adoption or denial of an amendment to a zoning ordinance to rezone property from one zoning classification to another;

iv. The adoption or denial of an amendment to a zoning ordinance by a municipal local government to zone property to be annexed into the municipality;

v. The grant or denial of a permit relating to a special use of property; or

vi. The grant or denial of a variance or conditions concurrent and in conjunction with a decision pursuant to subparagraph (iii) or (v) of this paragraph.

(101) Zoning Ordinance. An officially adopted ordinance that regulates the manner, type, size and use to which a piece of property may be put.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 3-2 of Article III of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

Section 3-2 Abandoned Vehicles.

Within all zoning districts except where specifically authorized, it shall be unlawful to permit the open storage or parking of any inoperable motor vehicle, machinery or equipment, or parts thereof, outside of an enclosed garage or enclosed building, in the public right of way or on private property, for a period of more than 48 hours. An inoperable motor vehicle for purposes of this subsection shall include motor vehicles which, by reason of dismantling, disrepair or other cause, are incapable of being propelled under their own power, or are unsafe for operation on the streets and highways of this state because of the inability to comply with the Georgia Motor Vehicles and Traffic Code, or do not have a current license and registration as required for operation by the Georgia Motor Vehicles and Traffic Code.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 3-4-1 (II) of Article III of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

II. Permits: Eligibility and Application

a. Authorization for ADUs by Zoning District

i. An accessory apartment or an attached accessory cottage may be permitted in any residential zone designed primarily to permit single-family dwelling units on individual lots. In the City of Pembroke, these are lots in Zoning Districts AR-1 (Section 5-1) and R-1 (Section 5-2). A detached accessory cottage may be located in this same zone on a lot that conforms to the minimum lot size of the zoning district in which it is located.

b. Approval Process

i. One ADU is permitted per residentially zoned lot by right if the proposed ADU conforms to the standards of this ordinance. Any variance in standards shall require review and approval of a conditional use permit.

c. Application Fees and Information

i. Permit fees shall be calculated at the same rate as a single-family residential building permit. The information required on applications for creating or legalizing ADUs shall be the same information that is required to construct a single-family dwelling

unit. If an application requires a conditional use permit, the applicable fee shall be paid.

d. Permit Renewal (Monitoring)

i. The owner of an ADU shall, on the first business day of every year, sign and file written statements with the Zoning Administrator that the ADU complies with the municipal zoning code.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 3-4-1 (III) of Article III of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

III. Standards

a. Lot Standards – Occupied by Dwelling Unit, Age, and Term of Ownership
   i. An ADU may be incorporated in either an existing or new primary, single family dwelling unit.

b. Lot Standards – Minimum
   i. ADUs may be developed on lots meeting the minimum lot size for the respective zoning district

c. Lot Standards- Setback and Lot Coverage
   i. Accessory dwelling units may be developed in residentially zoned lots provided they meet the required setbacks of those zones.

d. Occupancy Standards – Owner of Premises
   i. A lot or parcel of land containing an ADU shall be occupied by the owner of the premises, and the owner may live in either the ADU or the principal dwelling unit.

e. Principal Dwelling Unit Building Standards – Minimum Floor Area
   i. No ADU shall be permitted on a residentially zoned lot unless the principal dwelling unit has at least nine hundred (900) square feet.

f. ADU Building Standards – Types of Structures
   i. Mobile homes and/or manufactured dwelling units may not be used as ADUs

g. ADU Building Standards – Size
   i. In no case shall an ADU be more than forty percent (40%) of the square footage of the entire area under roof of the primary dwelling, nor more than 1,000 square feet, nor less than 300 square feet, nor have more than two (2) bedrooms.

   ii. The ADU shall not be of a height that exceeds that of the principal dwelling.

h. ADU Building Standards – Design
    i. The ADU shall be of a design that is visually compatible and in harmony with both the principal building and the surrounding neighborhood.
i. Building Standards – Orientation of Entrance
    i. No entrance for an ADU shall be permitted on, or, from the front of a principal dwelling unit; the ADU's primary entrance shall not be visible from the street view of the principal dwelling unit; and the ADU's stairways may not be constructed on the front or side of a principal dwelling unit
j. ADU Building Standards – Not Intended for Sale
    i. The ADU shall not be intended for sale, and may only be rented.
    ii. Neither the primary residence nor the ADU may be sold independently of each other.
k. ADU Building Standards – Screening and Orientation
    i. The orientation of the proposed ADU shall, to the maximum extent practical, maintain the privacy of the residents in adjoining dwellings as determined by the physical characteristics surrounding the ADU, including landscape screening, fencing, and window and door placement.
l. Parking and Traffic
    i. One parking space is required per ADU.
        1. Additional parking may be required, provided that:
            a. The Zoning Administrator finds that the additional parking requirements are directly related
            b. to the use of the ADU; and
            c. The total number of parking spaces required for an ADU does not exceed the number of spaces required for a principal dwelling unit.
m. Density Limits
    i. The Zoning Administrator shall report annually to the municipal legislative body the number of units established, the geographic distribution of the units, the average size of the units, the number and type of complaints, and completed enforcement actions. The municipal legislative body shall reassess this ordinance for amendments every three (3) years or sooner if records show that twenty percent (20%) of the single-family structures within any census tract or citywide have ADUs.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 3-4-1 (VI) of Article III of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

VI. Guest houses or accessory living units. Amended 10-6-25

a) A guest house or accessory living unit shall be permitted as an accessory use on any lot on which a detached single-family dwelling unit exists in accordance with all applicable codes and regulations, including, but not limited to, building, health, and zoning as well as the following requirements:
b) The guest house or accessory living unit must be clearly subordinate to the principal dwelling and must be of a design and construction as allowed in the zoning district and be of a similar design and construction as the principal structure.
c) The guest house or accessory living unit must be located on the same lot as the principal dwelling.
d) Adequate on-site parking is required and shall be provided for the guest house or accessory living unit based on the proposed size and/or anticipated number of persons utilizing the structure.
e) No more than one structure serving either as a guest house or accessory living unit may be located on a lot.
f) The guest house or accessory living unit must not be served by a driveway separate from the driveway serving the principal dwelling.
g) The guest house or accessory living unit must be situated to the rear or side of the principal dwelling.
h) The guest house or accessory living unit must be served by and through the same utility lines and meters that serve the principal dwelling.
i) All guest houses or accessory living units must be attached to a permanent foundation.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 4-3 of Article IV of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

SECTION 4-3 OF ARTICLE IV OF CHAPTER 4 OF TITLE 6 (Section 6-4-4-3

Amended-10-6-25

Lot and Building Requirements

	AR-1 Agricultural District	A-5 Agricultural District	R-1 Single-Family Residential	R-2 Two-Family Residential	R-3 Multi-Family Dwelling	R-3 Townhouses
Minimum Lot Area	See Section 5-1 1(a:i,ii,iii)	5 acres	~~12,000~~ 10,890 sq. ft.. Max 4	~~7,200~~ Max – 6 units / Acre.	Max - 12 units/*Net acre	Max- 10 units/*Net acre

			units/*Net Acre			
Minimum Lot Width	400 feet	200 feet	100 feet	80 feet	150 feet	25 feet
Minimum Front Yard	100 feet	75 feet	25 feet	25 feet	10 feet	10 feet
Minimum Rear Yard	50 feet	50 feet	20 feet	20 feet	15 feet	15 feet
Minimum Side Yard, Interior	50 feet	50 feet	15 feet	15 feet	15 feet	Section 5-4 (3)
Minimum Side Yard, Street	40 feet	50 feet	20 feet	20 feet	20 feet	Section 5-4 (3)
Maximum Building Height	35 feet	35 feet	35 feet	35 feet	60 feet	35 feet
Maximum Percentage of Lot Coverage	20 %	20 %	30%	30%	40%	75%

	R-3 Two-family Dwelling	R-4 Manufactured Housing	B-1 Neighborhood Commercial Districts	B-2 General Commercial Districts	B-3 Village Commercial	I-1 Industrial Districts
Minimum Lot Area	Max – 7 units / *Net Acre.	5 acres 8 units/Acre	6,000 sq ft	6,000 sq ft	5,000 sq ft	N/A
Minimum Lot Width	60 feet	N/A	50 feet	50 feet	50 feet	N/A
Minimum Front Setback	20 feet	20 feet	30 feet	30 feet	N/A	N/A
Minimum Rear Setback	15 feet	20 feet	30 feet	30 feet	N/A	N/A
Minimum Side Setback, Interior	10 feet	20 feet	10 feet	15 feet	N/A	N/A
Minimum Side Setback, Street	15 feet	20 feet	15 feet	10 feet	N/A	N/A
Maximum Building Height	35 feet	N/A	35 feet	35 feet	40 feet at roof peak	N/A
Percent of Lot Coverage	30%	N/A	25%	30%	N/A	N/A

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 5-2 (3) of Article V of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(3) Lot and Building Requirements. The principal building and accessory buildings shall be located and constructed in accordance with the following requirements:

Minimum Lot Area (with water & sewer)	10,890 Sq. Ft
Maximum 4 Units Per *Net Acre Amended 7/8/24	
Minimum Lot Width at Building Line	100 Feet
Minimum Front Yard	25 Feet
Minimum Rear Yard	20 Feet
Minimum Side Yard, Interior	15 Feet
Minimum Side Yard, Street	20 Feet
Maximum Percent of Lot Coverage	30 Percent
Maximum Building Height	35 Feet

*Net acre shall be calculated as the total site acreage, less the area occupied by wetlands. Amended 7/8/24

Accessory Buildings Minimum Setback From Lot Line:

Rear	10 Feet
Side	3 Feet

Reduced Setbacks for Existing Lots: For existing lots which are smaller than the required width, all setbacks may be reduced by a fixed ratio, based on the lot's percentage of the requirement, not to exceed reduction below 50% of the required setback. This ratio is to be as follows:

(Actual Lot Width ÷ Required Lot Width) x Required Setback = Reduced Required Setback

For example, a lot which is 60 feet where the required minimum lot width is 80 feet, may have a side setback of 11.25 feet where the required side setback is 15 feet: (60÷80) x 15 = 11.25.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 5-4 (3) of Article V of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(3) Lot and Building Requirements. Amended 10/6/2025

*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
Principal Building - Townhouses	
Living Units (with water & sewer)	Maximum 10 Per *Net Acre
Minimum Lot Area	1/2 acre
Minimum Lot Width at Building Line	25 Feet
Minimum Front Yard	10 Feet
Minimum Rear Yard	14 Feet
Minimum Side Yard, Interior	15 Feet
Minimum Side Yard, Street	20 Feet
	*No setbacks required between attached units.
	*40 Feet between groups of buildings
Maximum number of units having same building line	8 Units
Maximum building Height	35 Feet
Maximum Percent of Lot Coverage	75 Percent
Principal Building – Two-Family Dwelling	
Living Units	Maximum 7 per *net acre
Minimum Lot Area per Unit (with water & sewer)	
Minimum Lot Width at Building Line	60 Feet
Minimum Front Yard	20 Feet
Minimum Rear Yard	15 Feet
Minimum Side Yard Interior	10 Feet
Minimum Side Yard Street	15 Feet
Maximum Building Height	35 Feet
Maximum Percent of Lot Coverage	30 Percent
Accessory Buildings	
Minimum Setback From Lot Line:	
Rear	10 Feet
Side	3 Feet

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 7-3 of Article VII of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

Section 7-3 Hearings

Upon filing of an appeal or application, the Board shall provide for a hearing on each proposed action described in paragraph (1.1) of O.C.G.A. § 36-66-3. The Board shall fix a time and place for a hearing, and give notice as follows:

(1) Public Notice: Notice of hearing shall be provided at least 30 days prior to the quasi-judicial hearing. The local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing. The notice shall state the time, place, and purpose of the hearing, and with additional notice being mailed to the owner of the property that is the subject of the proposed action.

(a) At least 30 days prior to the hearing, the Planning Office for the City of Pembroke shall post in a conspicuous location on the property in question a sign indicating information regarding the proposed action; specifically the date, time, location, and purpose of the public hearing.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 7-5 (2)(b) of Article VII of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(b) Procedure for Calling a Public Hearing:

Prior to scheduling of the required public hearing, applicants shall first complete all submission requirements provided by the Planning Official or designee (e.g., forms, fees, deeds, maps, etc.). Incomplete forms shall not be processed. There shall be no amendment made to the application once submitted. The procedures shall be the same as provided in Section 7-3.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 8-1 (1)(h) of Article VIII of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(h) Land Disturbing Activity Permit. A land disturbing permit is needed before any land disturbing activities (O.C.G.A. § 12-7-3 (9)) are conducted on the construction site. This permit is needed to meet the requirements of the Soil Erosion and Sedimentation Control Act.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 8-1 (3) of Article VIII of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(3) Fees. Fees for each individual permit or zoning action are subject to change by the City Council of the City of Pembroke. Schedule of Fees are adopted, and as may be amended from time to time, by the Mayor and City Council of the City of Pembroke. Refer to the City Clerk's office for appropriate fee schedule.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 9-3 (1) of Article IX of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(1) Required Public Hearings

Unless otherwise required by law, only one official public hearing is required for text amendments, rezonings, special exceptions, and concurrent variances, or any combination thereof. One hearing per proposed action is required for all quasi-judicial decisions. In Pembroke, there are two public hearings held for each zoning action or subdivisions procedure; one before the planning commission and the other before the mayor and city council. The public hearing before the mayor and council is by record the official public hearing. The purpose of each public hearing is to discuss information pertinent to the particular action or procedure.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 9-3 (5) of Article IX of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

(5) In instances where O.C.G.A. § 36-66-4(h)(1) would require that there be additional public hearings, the procedures required by O.C.G.A. § 36-66-4(h)(1) apply.

BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF PEMBROKE that Section 10-5 of Article X of the City of Pembroke Code Zoning Ordinances is hereby amended so as to read as follows:

Section 10-5 Public Hearing

(1) Notice of Hearing Shall be Given. Before making its decision on any zoning map or zoning text amendment, or on any other matter within the Planning and Zoning Commission's purview, the Planning and Zoning Commission shall hold a public hearing. At least 15 days' notice of the time and place of such hearing shall be sent to the appellant or petitioner, and to the owners of all properties either adjoining the property with which the hearing is concerned or situated directly across a public right-of-way from said property. Such notice shall contain the name of the appellant and petitioner, the date, time and place fixed for the hearing, and brief statement of the action or relief requested. The failure to notify as provided in this Section shall not invalidate any recommendations or action adopted hereunder.

(2) Public Notice in Newspaper. The Planning and Zoning Commission shall give public notice of a hearing or of a called meeting in a newspaper circulated in Pembroke by advertisement published prior to the date of the Planning and Zoning Commission public hearing.

ADOPTED THIS ___ DAY OF OCTOBER, 2025.

_____
TIFFANY ZEIGLER, MAYOR

ATTEST:

_____

ARLENE HOBBS, CLERK OF COUNCIL

FIRST READING: _____, 2025

SECOND READING: _____, 2025

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: Sophia Rodriguez (Agent), Loan Tran (Owner)

Request: Site Plan Approval for 96 Unit Multi-Family Development

I. MEETINGS:

Planning Commission:	Public Hearing	August 21, 2025
City Council:	Public Hearing & Final Vote	September 8, 2025

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning: R-3

Proposed Use: Multi-Family Residential

Owner/Agent: Sophia Rodriguez (Agent), Loan Tran (Owner)

Location of Property: Rogers Rd. Pembroke, GA 31321. Parcel #0121 063.

Election Ward: District 2, Sharon Lewis.

Zoning of Surrounding Property: R-1

III. EXECUTIVE SUMMARY:

The City has received a Site Plan application for a 96-unit multi-family residential development. The plan consists of 96 multi-family residential units within 5 different buildings. The property is zoned R-3, and a site plan was previously approved for a similar 96-unit multi-family development in December of 2022. The original site plan was approved before the zoning ordinance was amended to reduce the maximum multi-family residential units permitted from 20 units/acre to 12 units/acre. The 96 units exceeds the new standards of 12 units/acre, however vested rights were likely acquired when the landowner purchased the property along with the approved site plan.

Project to include enhanced features like stone veneer siding, Hardie trim, and multiple outdoor spaces like a dog park, community garden, and playground. The project meets the minimum requirements of the tree ordinance, as the 50% minimum tree canopy is met, and no single tree species will exceed 15% of the total number of trees planted. While no buffer is required, the minimum building setbacks are exceeded as parking lots and the newly planted trees provide ample space between adjacent properties and the new apartment buildings.

IV. SUBJECT PROPERTY:

The property is located on Rogers Rd between Rogers Rd Ext and Mason Rd. The subject lot is just under 7 acres and is currently zoned R-3. The adjacent properties consist mostly of single-family residential lots, and two agricultural lots. There are several lots zoned R-2 within 200', but not directly adjacent to the subject property.

V. APPLICABLE CODE SECTIONS:

Article VIII. Section 8-1 (2) (b) Site Plan Approval

Site Plan Approval. All land development activities other than residential one- and two-family structures, regardless of the zoning district, must present a site plan of such development to the Zoning Administrator for review prior to the issuance of any land development permits. The site plan must also be reviewed by the Planning and Zoning commission and forwarded to the Board of Zoning Appeals or the City council for approval once all comments are addressed.

(6) Requirements for all Site Plan Development and Approval.

The site plan development shall include, but not be limited to the following:

(a) The location, size, and other pertinent data of all land uses on the site including types, location, and height of buildings, parking, open areas, and landscaping;

(b) Dimension setback lines from property lines and street right-of-way lines;

(c) Adjacent thoroughfares and all curb cuts within five hundred (500) feet including:

(i) Proposed new cut(s) onto public right-of-way with turning radii, and width;

(ii) Dimensions of all rights-of-way

(d) Drainage plans to conform to city standards;

(e) Location of all utilities;

(f) Tabulated data including at least:

(i) Gross density of dwelling units;

(ii) Parking ratio per dwelling unit;

(iii) Percent and amount of land coverage by use;

(iv) Percent and amount of floor area by use and by type

(g) Topographical map showing existing and proposed contours at one (1) foot intervals and natural features;

(8) Type of construction material

(h) Proposed natural or man-made buffers.

Section 5-4, R-3 Multi-Family Residential Districts

(3) Lot and Building Requirements. Amended 7/8/24

*Net acre shall be calculated as the total site acreage, less the area occupied by wetlands. Principal Buildings - Garden Apartments

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

The only standard the new site plan does not meet is the maximum units per acre, however the previously approved site plan met the standards at the time of approval. The new site plan meets the minimum setback requirements in excess for the front, rear, and side yards, and includes tree plantings as well as parking lot space in lieu of a required buffer.

VI. STAFF ANAYLSIS:

The proposed multi-family development is an updated and enhanced version of a previously approved site plan for a 96-unit complex along Roger's Rd near Highway 67. While the complex currently does not meet the updated R-3 standards, the previous site plan was approved before the zoning ordinance was amended to reduce the allowed units per acre. The proposed project includes enhanced features like architectural upgrades, and multiple outdoor areas including a dog park, community garden, and playground. The zoning ordinance does not require a buffer; however, the minimum setbacks are met in excess with parking and enhanced vegetation separating the adjacent properties from the proposed apartment buildings. The tree ordinance requirements have been satisfied by the tree canopy and management plan as 50% overall tree canopy will be planted, and no more than 15% of one tree species will be planted.

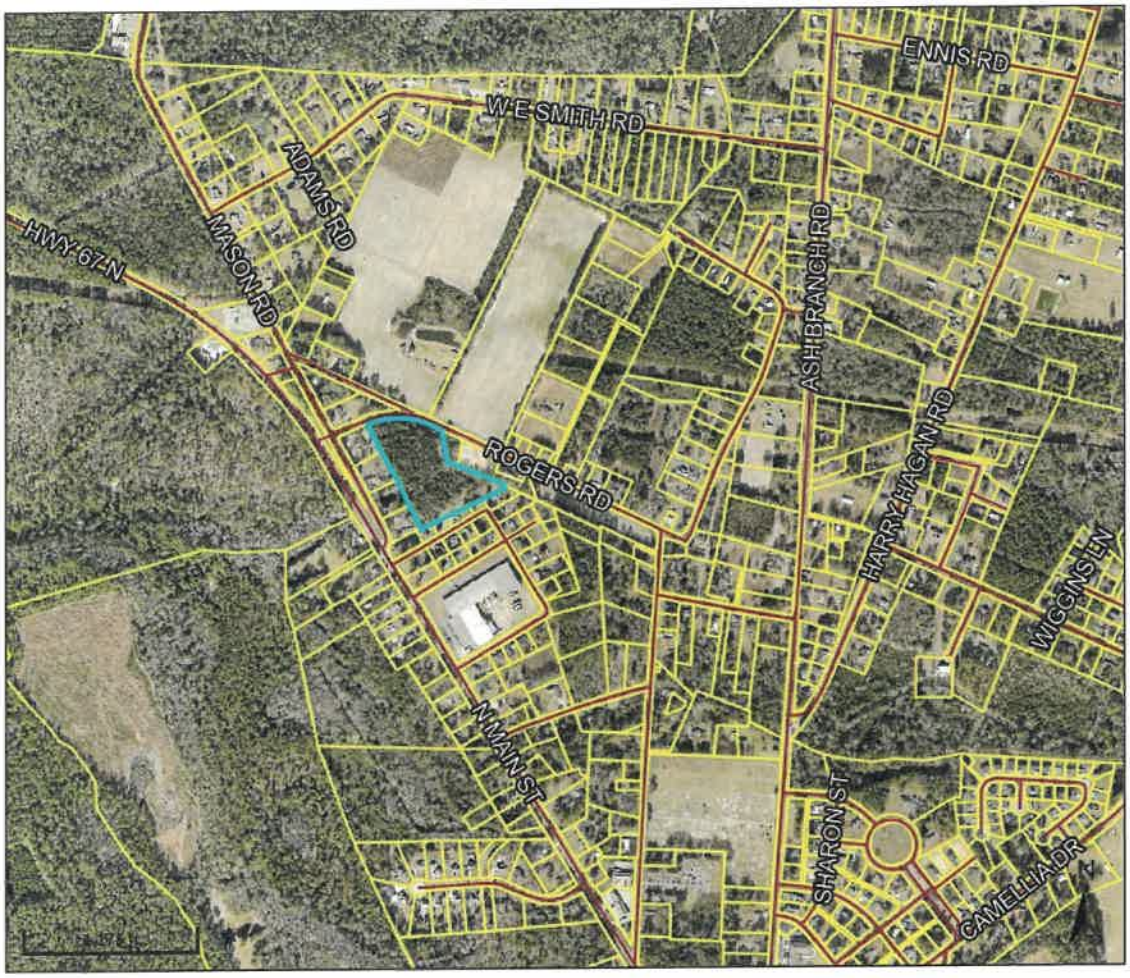
VII. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the Site Plan for a 96 unit multi-family development on Rogers Road, Parcel #0121 063.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council **Approve** the Site Plan for a 96-unit multi-family development on Rogers Road, Parcel #0121 063.

qPublic.net™ Bryan County, GA





Legend

- Current Parcels
- Roads
- Fort Stewart

Parcel ID	0121 063
Class Code	Residential
Taxing District	Pembroke City
Acres	6.84

(Note: Not to be used on legal documents)

Owner	PEMBROKE ROGERS ROAD LLC 33 BULL ST SUITE 530 SAVANNAH, GA 31401
Physical Address	ROGERS RD
Assessed Value	Value $492400

Last 2 Sales

Date	Price	Reason	Qual
2/14/2024	$1000000	NF	U
11/19/2021	$95000	DV	U

Date created: 8/18/2025
Last Data Uploaded: 8/15/2025 8:44:15 PM

Developed by SCHNEIDER GEOSPATIAL

Entry #: 44 - Loan Tran **Status:** Submitted **Submitted:** 3/12/2025 10:51 AM

Not all items below may be applicable to your request but insufficient or incomplete necessary information will lead to a delay in consideration of a request.

If not applicable, please indicate.

Type of Action Being Requested:

Site Plan Review ($200)

Applicants Full Name

Sophia Rodriguez

Applicant's Email:

sophia@a101.design

Signature:



Property Owner's Name if different:

Loan Tran

Street Address (Physical):

Rogers Road, Pembroke, Georgia 31321

Parcel Number:

0121063

Zoning District of Property:

R3 Multifamily Residential

Mailing Address if different:

33 Bull St. Suite 530, Savannah, Georgia 31401

Owner's Email:

nicole@rhinogroup.com

Owner's Contact Phone #:

(215) 622-4364

Variance Required?

No

If yes, has a Variance Been Issued?

No

Water Availability:

Yes

If no, attach Environmental Health Approval

Sewer Availability:

Yes

If no, attach Environmental Health Approval

Are tap and connection fees attached?

No

Are Applicable Drawings Attached?

Yes

Arrangements Made to Disconnect Utilities?

No

Is Site Plan Attached?

Yes

Will more than 1.1 acre of land be disturbed?

Yes

Upload required files:

2025-02-27_Abbey Park Site.zip
53.8 MB

Lot Width:	Lot Depth:	Flood Zone:	Wetlands:
500'	770'	X	N/A

Other documentation or information, including payment of all required fees, may be required before proceeding with this request.

Certification by Owner or Applicant

I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application and that the agent/applicant stated below is authorized by the owner to apply for the request in this application. I further certify that all applicable property taxes are paid and current.

Owner's Name

Sophia Rodriguez

Phone

(407) 432-6584

Email

sophia@a101.design

Signature

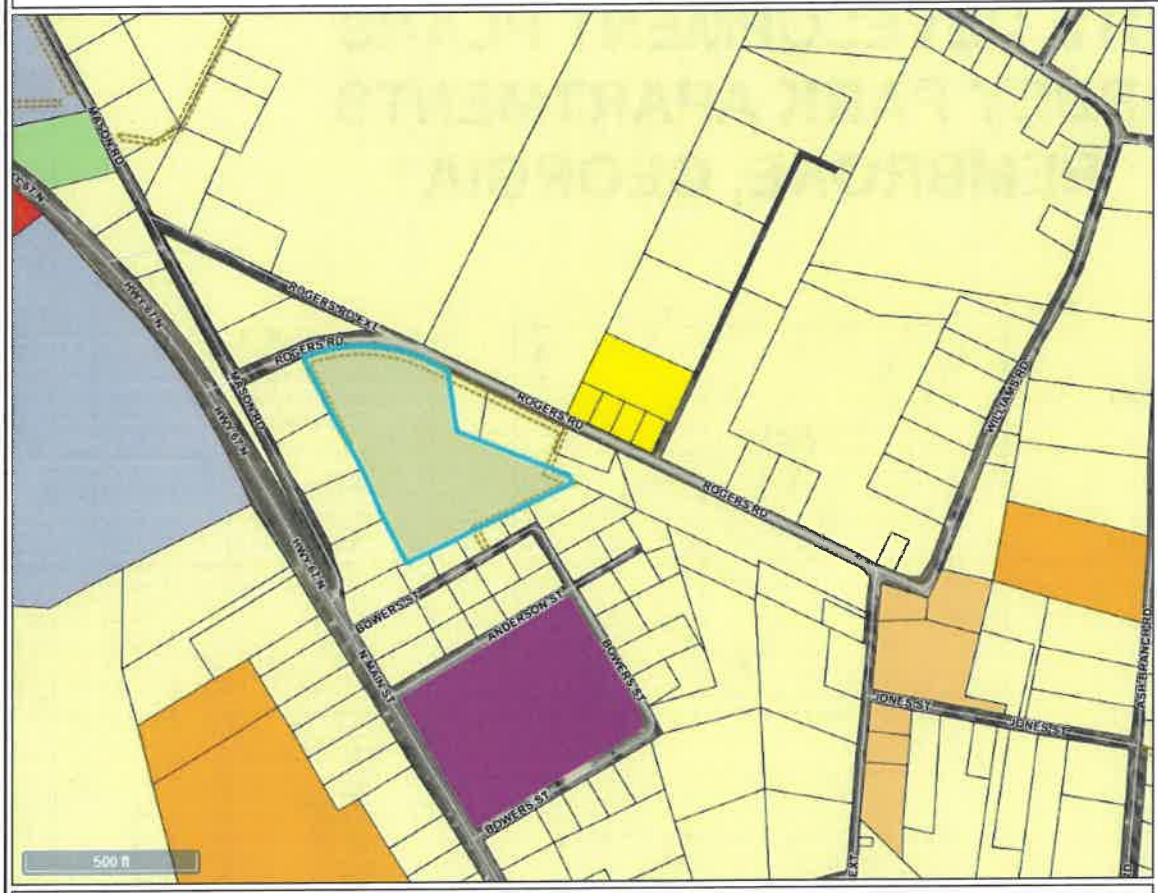
Sophia Rodrigue

Other Comments:

Authorized City Official Approving Request: **Date:**

Signature

Abbey Park Zoning



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

18 Aug, 2025

This map is a user generated static output from rightspot.spateng.com website and is for reference use only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

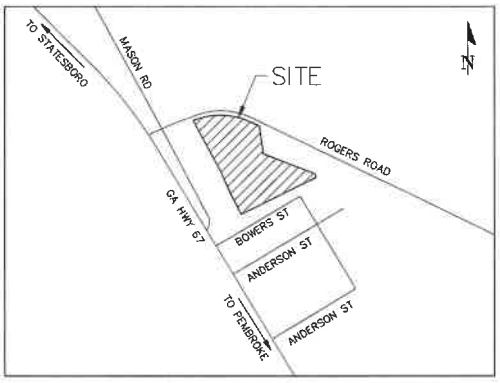
THIS MAP IS NOT TO BE USED FOR NAVIGATION

SITE DEVELOPMENT PLANS
ABBEY PARK APARTMENTS
PEMBROKE, GEORGIA

OWNER
LOAN TRAN
33 BULL ST, SUITE 530
SAVANNAH, GEORGIA 31401
(215) 622-4364

24-HOUR CONTACT
LOAN TRAN
(215) 622-4364
NICOLE@RHINOGROUP.COM

Sheet List Table	
Sheet Number	Sheet Title
C1.1	COVER SHEET
C1.2	GENERAL NOTES
C2.1	EXISTING CONDITIONS & DEMOLITION PLAN
C3.1	OVERALL LAYOUT
C3.2	STAKING PLAN
C3.3	STAKING PLAN
C3.4	STAKING PLAN
C4.1	PAVING, GRADING & DRAINAGE PLAN
C4.2	PAVING, GRADING & DRAINAGE PLANS
C4.3	PAVING, GRADING & DRAINAGE PLANS
C4.4	DRAINAGE PROFILES
C4.5	DRAINAGE PROFILES
C5.1	UTILITY PLAN
C5.2	UTILITY PLAN
C5.3	UTILITY PLAN
C5.4	SEWER PROFILES
C6.1	EROSION CONTROL PLAN (INITIAL)
C6.2	EROSION CONTROL PLAN (INTERMEDIATE)
C6.3	EROSION CONTROL PLAN (FINAL)
C6.4	EROSION CONTROL NOTES
C6.5	EROSION CONTROL NOTES
C6.6	EROSION CONTROL DETAILS
C6.7	EROSION CONTROL DETAILS
C6.8	EROSION CONTROL DETAILS
C6.9	USGS QUAD MAP
C7.1	SITE DETAILS
C7.2	SITE DETAILS
C7.3	SITE DETAILS
C7.4	SITE DETAILS
C7.5	SITE DETAILS
C7.6	SITE DETAILS
C7.7	SITE DETAILS
C7.8	SITE DETAILS



VICINITY MAP N.T.S.

LOCATION: N32° 09' 6.08", W81° 37' 46.69"
(32.151689, −81.629636)
DISTURBED ACREAGE: 7.24 AC.
TOTAL SITE ACREAGE: 6.85 AC.

ENGINEER
T. R. LONG ENGINEERING, P.C.
114 NORTH COMMERCE ST
HINESVILLE, GEORGIA
(912) 368-5664

DRAWING LEGEND

DESCRIPTION	PROPOSED	EXISTING
RIGHT OF WAY	R/W	R/W
EDGE OF PAVEMENT		
DITCH CENTERLINE		
SANITARY SEWER	SS	
WATER LINE	W	W
FORCE MAIN	FM	FM
UNDERGROUND GAS LINE	G	G
CONTOURS	81	81
STORM DRAINAGE PIPE		
EDGE OF CURB		
POWER LINE	OHP	OHP
CHAIN LINK FENCE		
WOOD FENCE		
EASEMENTS		
PROPERTY LINE		
ELEVATION	+79.18	X 81.90
SILT FENCE NON-SENSITIVE	SF	
SILT FENCE SENSITIVE	SF	
INLET PROTECTION	IP	
CHECK DAM - HAY BALE	CD	
CHECK DAM - RIP RAP	CD	
CONSTRUCTION EXIT	CE	
STORM OUTLET PROTECTION	OP	
SILT FENCE		
MULCHING	SM	
TEMPORARY GRASSING	SG	
PERMANENT GRASSING	SG	
FIRE HYDRANT		
SEWER MANHOLE	S	
WATER VALVE		
DRAINAGE FLOW		
WATER METER		
BENCHMARK		
WELL		
GUY POLE		
IRON PIN	SET ○ I.P.S	FOUND ● I.P.F
TELEPHONE PEDESTAL		
POWER POLE		

HINESVILLE
114 North Commerce Street
Hinesville, Georgia 31313
(912) 368-5664
SAVANNAH
5500 Tremont Center - Unit
Savannah, Georgia 31405
(912) 335-1366
TR LONG ENGINEERING P.C.
www.trlongeng.com

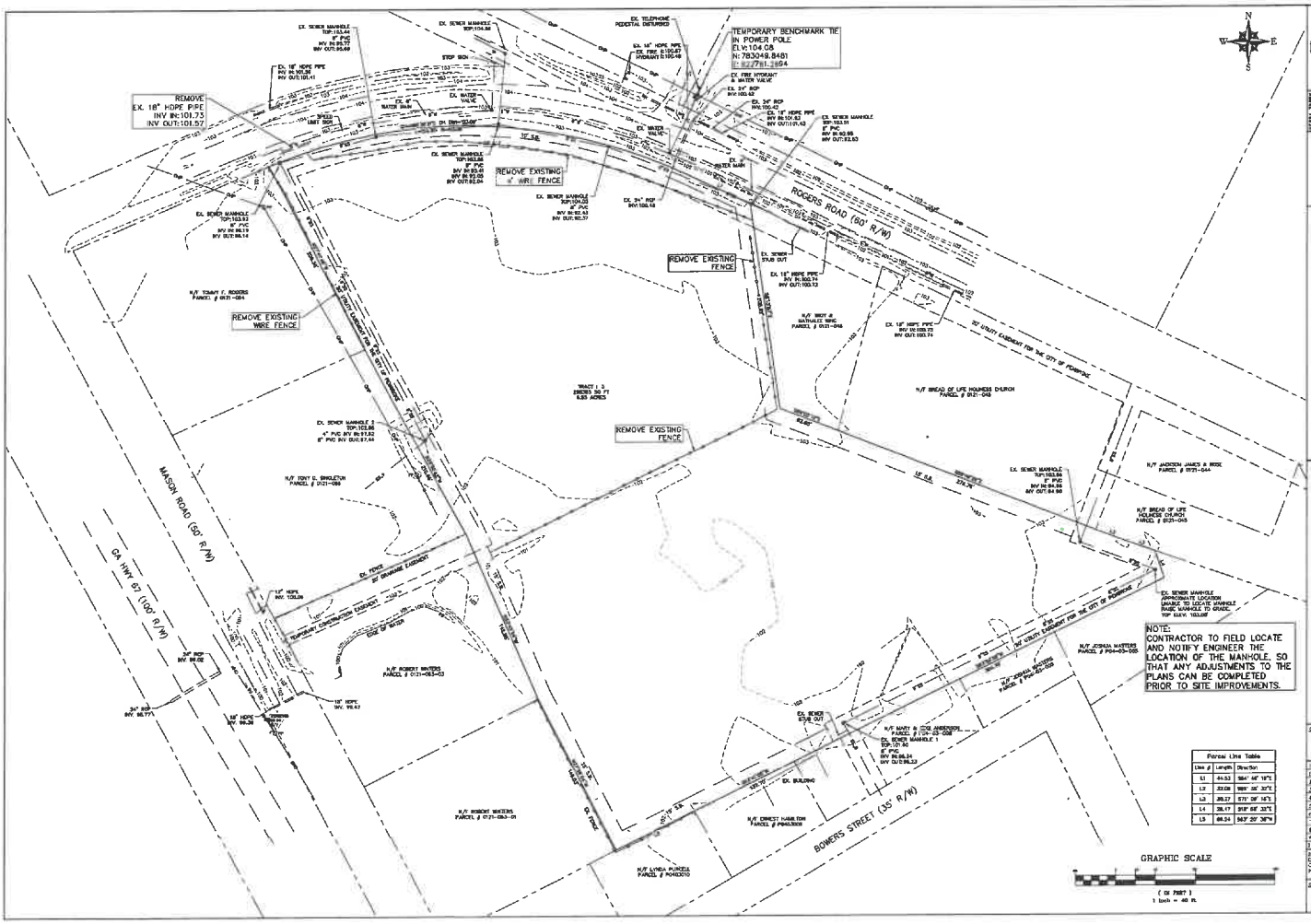
SITE DEVELOPMENT PLANS
ABBEY PARK APARTMENTS
PEMBROKE, GEORGIA

SHEET NAME:
COVER SHEET

1. 12/13/2024 60%	
2. 2	PERMIT
3. 01/24/25	
4. 05/14/2025	ME SACK
5. 05/14/2025	CITY
6. 07/25/2025	CND APPRVL
7.	
8.	
9.	
10.	

INITIAL DATE: 12/13/2024
DRAWN BY: TRL
CHECKED BY: TRL
PROJECT #: 22-22-22

SHEET NUMBER:
C1.1

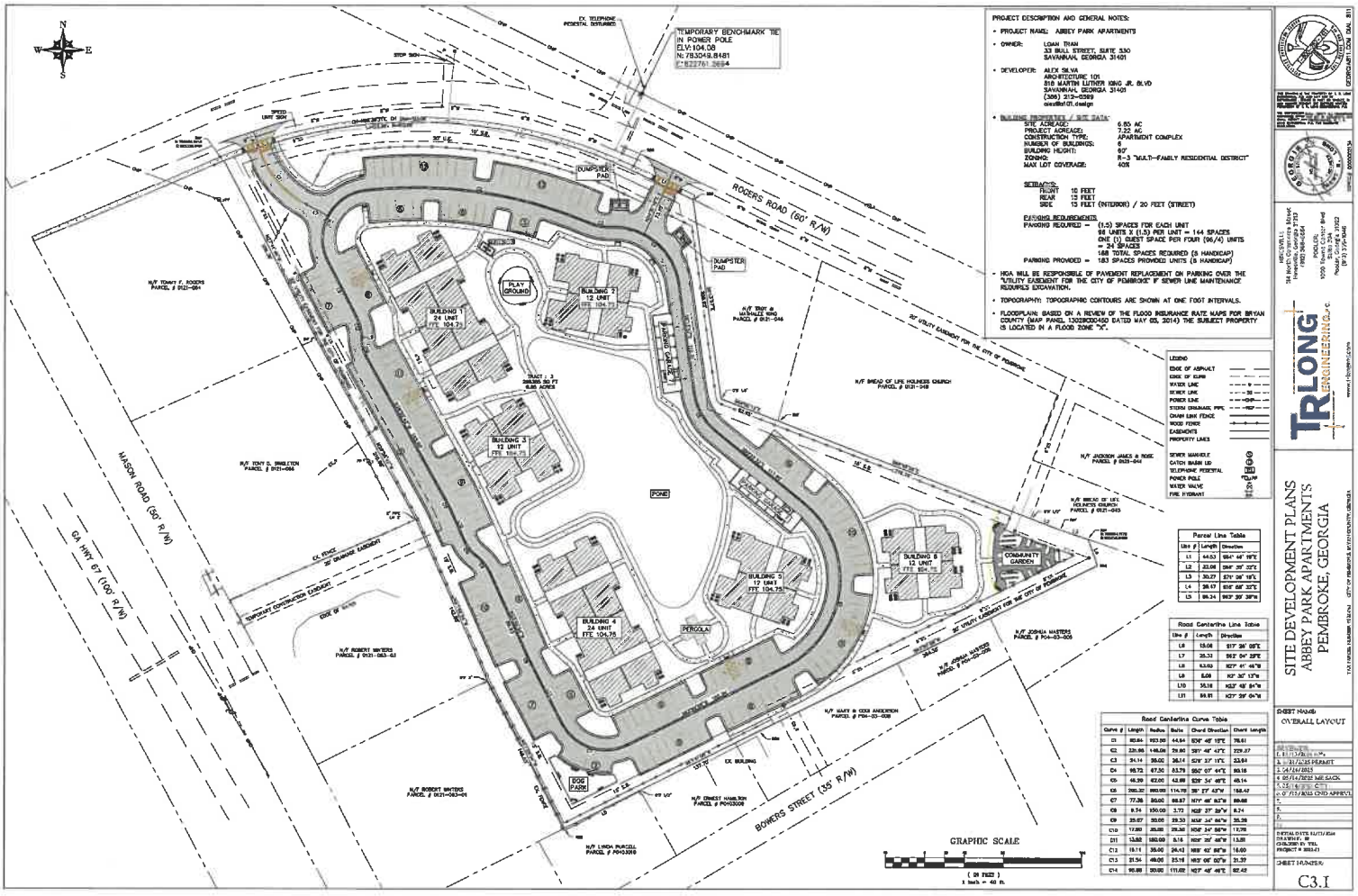


SITE DEVELOPMENT PLANS
ABBEY PARK APARTMENTS
PEMBROKE, GEORGIA

TRLONG ENGINEERING P.C.

SHEET NAME:
EXISTING CONDITIONS & DEMOLITION PLAN

SHEET NUMBER:
C2.1



PROJECT DESCRIPTION AND GENERAL NOTES:

- PROJECT NAME: ABBEY PARK APARTMENTS
- OWNER: LOAN TRAN
  33 BULL STREET, SUITE 330
  SAVANNAH, GEORGIA 31401
- DEVELOPER: ALEX SILVA
  ARCHITECTURE 101
  518 MARTIN LUTHER KING JR. BLVD
  SAVANNAH, GEORGIA 31401
  (306) 213-0389
  alex@arch101.design
- BUILDING PROPERTIES / SITE DATA:

SITE ACREAGE:	8.85 AC
PROJECT ACREAGE:	7.22 AC
CONSTRUCTION TYPE:	APARTMENT COMPLEX
NUMBER OF BUILDINGS:	6
BUILDING HEIGHT:	60'
ZONING:	R-3 "MULTI-FAMILY RESIDENTIAL DISTRICT"
MAX LOT COVERAGE:	40%

SETBACKS:

FRONT	15 FEET
REAR	15 FEET
SIDE	15 FEET (INTERIOR) / 20 FEET (STREET)

PARKING REQUIREMENTS:
PARKING REQUIRED = (1.5) SPACES FOR EACH UNIT
96 UNITS X (1.5) PER UNIT = 144 SPACES
ONE (1) GUEST SPACE PER FOUR (96/4) UNITS = 24 SPACES
168 TOTAL SPACES REQUIRED (8 HANDICAP)
PARKING PROVIDED = 183 SPACES PROVIDED UNITS (8 HANDICAP)

- HOA WILL BE RESPONSIBLE OF PAVEMENT REPLACEMENT ON PARKING OVER THE "UTILITY EASEMENT FOR THE CITY OF PEMBROKE" 8" SEWER LINE MAINTENANCE REQUIRES EXCAVATION.
- TOPOGRAPHY: TOPOGRAPHIC CONTOURS ARE SHOWN AT ONE FOOT INTERVALS.
- FLOODPLAIN: BASED ON A REVIEW OF THE FLOOD INSURANCE RATE MAPS FOR BRYAN COUNTY (MAP PANEL 13029C0045D DATED MAY 05, 2014) THE SUBJECT PROPERTY IS LOCATED IN A FLOOD ZONE "X".

LEGEND
EDGE OF ASPHALT
EDGE OF CURB
99'X30' LINE
SEWER LINE
POWER LINE
STORM DRAINAGE PIPE
CHAIN LINK FENCE
WOOD FENCE
EASEMENTS
PROPERTY LINES
SEWER MANHOLE
CATCH BASIN (JB)
TELEPHONE PEDESTAL
POWER POLE
WATER VALVE
FIRE HYDRANT

Parcel Line Table

Line #	Length	Direction
L1	44.53	S54° 46' 19"E
L2	22.08	S88° 29' 22"E
L3	30.27	S71° 26' 18"E
L4	38.17	S58° 58' 22"E
L5	84.24	S63° 29' 38"E

Road Centerline Line Table

Line #	Length	Direction
L6	13.06	S17° 26' 05"E
L7	26.33	S62° 04' 29"E
L8	53.55	N27° 41' 46"E
L9	5.08	N3° 30' 13"W
L10	35.16	N33° 48' 54"W
L11	99.91	N37° 29' 04"W

Road Centerline Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	92.84	103.00	44.84	S76° 48' 12"E	78.61
C2	231.96	148.06	78.80	S61° 46' 43"E	229.37
C3	34.14	35.00	36.14	S76° 37' 11"E	33.64
C4	98.72	67.50	83.78	S50° 07' 44"E	90.16
C5	46.39	62.00	42.88	S39° 34' 48"E	45.14
C6	265.32	693.00	114.78	S6° 27' 43"W	158.48
C7	77.36	35.00	88.87	N79° 46' 53"W	69.88
C8	9.54	150.00	3.72	N52° 27' 29"W	9.54
C9	29.67	30.00	28.33	N58° 34' 44"W	28.98
C10	17.99	25.00	28.36	N58° 34' 58"W	17.78
C11	13.83	180.00	5.16	N59° 26' 48"W	13.83
C12	19.11	35.00	24.43	N58° 42' 58"W	18.60
C13	31.54	48.00	25.18	N53° 06' 02"W	31.27
C14	90.88	30.00	111.02	N37° 48' 48"E	62.42

MERCUVILL
Mercuvill Engineering, Planning & Surveying, LLC
(912) 966-4564

PROCLIVE
1009 Commerce Drive
Suite 324
Pooler, GA 31322
(912) 335-5446

TRLONG ENGINEERING, P.C.
www.trlongeng.com

SITE DEVELOPMENT PLANS
ABBEY PARK APARTMENTS
PEMBROKE, GEORGIA

SHEET NAME:
OVERALL LAYOUT

REVISIONS:	
1. 8/31/2023 PERMIT	
2. 04/24/2025	
3. 05/14/2025 ME QUICK	
4. 05/16/2025 CITY	
5. 07/15/2025 CITY APPROVAL	
6.	
7.	

INITIAL DATE: 04/17/2024
DRAWN BY: JB
CHECKED BY: TRL
PROJECT #: 2023.21

SHEET NUMBER:
C3.1

114 North Commerce Street
Hinesville, Georgia 31313
(912) 368-5664

TRLONG ENGINEERING, P.C.

302 South Zetterower Avenue
Statesboro, Georgia 30458
(912) 335-1046

July 23, 2025

Marcus Sack, PE
M.E. Sack Engineering
515 North Main Street
Hinesville, Georgia 31313

Re: Abbey Park 2nd Submittal
TRL Job #: 2022-13

Dear Mr. Sack:

Thank you for your comments regarding the above referenced project. Enclosed is a copy of the construction plans which have been revised to address your comments as follows:

1. **Comment:** *Concern about buried storm pipe proposal at both entrances and adequate drainage flow. Redesign size/quantities to avoid buried pipe.*
Response: Pipes have been redesigned, and RCP have been replaced by elliptical pipes at both driveways.

2. **Comment:** *Concern that stormwater could negatively affect neighboring properties without any type of inlets/swales to collect runoff. Additional concerns at proposed dog park for runoff with contaminants.*
Response: A swale has been proposed from the southwester end of the property to Grate Inlet 10, which will collect the stormwater and avoid that runoff affect adjacent properties.

3. **Comment:** *Remove reuse provisions and install a well for irrigation.*
Response: The reuse line have been removed, and the location of the irrigation well is shown on the plans. The irrigation design is provided by others.

4. **Comment:** *If the fire department connections are located at least 40' from the building they serve, they shall be located no more than 50' from a fire hydrant. If the fire department connections are mounted on the building they serve then the fire hydrants shall be located no more than 100' from the connection.*
Response: A dedicated fire line has been included with fire department connections mounted on the buildings, so that all are less that 100' away from a fire hydrant.

Should you have any questions, comments, or need additional information please contact us.

Sincerely,

Trent R Long

Trent R. Long, P.E.

114 North Commerce Street
Hinesville, Georgia 31313
(912) 368-5664

TR LONG ENGINEERING, P.C.

302 South Zetterower Avenue
Statesboro, Georgia 30458
(912) 335-1046

May 20, 2025

Marcus Sack, PE
M.E. Sack Engineering
515 North Main Street
Hinesville, Georgia 31313

Re: Abbey Park
TRL Job #: 2022-13

Dear Mr. Sack:

Thank you for your comments regarding the above referenced project. Enclosed is a copy of the construction plans which have been revised to address your comments as follows:

Please note that the sheets numbers have been updated to match T R Long Engineering Standard numbering.

Sheet C1.2:

1. **Comment:** *Site Utility Notes - Consider including a note about the vertical and horizontal separation specified in the Georgia EPD's minimum standard for water systems.*
Response: A detail about minimum separation have been added to sheet C7.8.

Sheet C1.3 (NOW C2.1):

2. **Comment:** *Label size of existing water main.*
Response: Existing water main has been labelled accordingly.

Sheet C2.1 (NOW 3.1):

3. **Comment:** *Existing sewer manhole conflict with proposed curb and gutter at Bowers Street area manhole.*
Response: The manhole will be raised to match proposed grading, also the cone will be rotated so that the lid comes inside the sidewalk. See label on sheet C5.2

4. **Comment:** *Sidewalk with handicap access needed to dumpsters.*
Response: A sidewalk has been proposed from across the street to the dumpsters. A sidewalk stub out has been added to direct pedestrians to the dumpster pads.

Sheet C3.1 (NOW C4.1):

5. **Comment:** *Add additional top of pavement and curb grades at both proposed drives to ensure stormwater runoff will not drain toward existing street.*

Response: Additional grades have been added to show that stormwater runoff will be routed towards the proposed site.

6. **Comment:** *Concern about buried storm pipe proposal at both entrances and adequate drainage flow. Redesign size/quantities to avoid buried pipe.*

   a. **Comment:** *Appears the more western access is a high point. Can pipe be removed to avoid deepening the ditch on top of the water line?*
   Response: The western access is actually flowing towards the east. The pipe as shown is larger than needed so that the bottom portion may be buried while maintaining adequate flow and keeping both shallow ditch grades and adequate cover over the pipe.

   b. **Comment:** *Consider double run of smaller diameter pipe if cover is the issue.*
   Response: The double run of pipe provided the same issue with cover over the pipe.

7. **Comment:** *Show additional grades and drainage pattern of existing roadside ditch to the west of the proposed entrance nearest SR67.*
   Response: Additional grades have been shown as requested.

8. **Comment:** *What will be the coverage over the existing watermain pipe along Rogers Road after the proposed regarding of the roadside ditch?*
   Response: It appears that there will be 24" to 30" of cover over the water main.

9. **Comment:** *Label existing pipe size, type, and elevations of all storm pipe to the north of Rogers Road. One label looks to have been cut off from plan sheet.*
   Response: The label for the existing pipe has been relocated to be readable.

10. **Comment:** *Show additional proposed grades from BOC to property lines and how drainage will not flow onto adjacent properties. Ex spot grades are fine.*
    Response: Additional spot elevations have been shown along the property line. It does not appear that drainage to the neighboring properties will be negatively effected.

11. **Comment:** *Location of storm pipe outlets do not match inlets with slope elevations.*
    Response: The location of the flared end sections have been revised in the plans.

12. **Comment:** *Valley gutter needed with the inverted crown.*
    Response: Valley gutter has been added to the entire Road 1 as well as it is shown on the typical roadway section.

Sheet C3.2 (NOW C4.2):

13. **Comment:** *Show additional proposed grades of ex spot grades from BOC to property lines and how drainage will not flow onto adjacent properties.*
    Response: Additional spot elevations have been shown along the property line. It does not appear that drainage to the neighboring properties will be negatively effected.

14. **Comment:** *Where will emergency overflow drain to? Top of adjacent curb/pavement in area is higher elevation than overflow. Inv is 103.00 and curb shots are higher.*

Response: Water is intended to go over the road and go across to ultimately flow into the 24" culvert. The grading over that area has been modified to kill the curb so that it will allow water flow straight to the other side. Our drainage calculations show that the 100-yr flow will be contained within the proposed pond without the emergency overflow.

15. **Comment:** *Top of grate inlet #10 is higher elevation than adjacent grades.*
Response: The structure has been changed to a junction box.

16. **Comment:** *How much cover on pipe from FES #10 to Grate Inlet #10? Show existing finish grades along easement and adjacent properties.*
Response: Spot elevations and drainage arrows have been added to show the cover over the pipe and to ensure that positive drainage is provided on either side of the pipe.

17. **Comment:** *Add new 24" RCP across Mason Road to line up proposed outfall pipe with existing 24" RCP under SR67.*
Response: A 24" RCP has been added as requested.

18. **Comment:** *Location of storm pipe outlets do not match inlets with slope elevations.*
Response: The location of the flared end sections have been revised in the plans.

19. **Comment:** *Show sufficient information for drainage under Mason Road and back to HWY 67 pipe.*
Response: The plans have been revised to show reconstruction of the road side ditch to the 18" cross drain, in addition a 24" RCP has been added.

20. **Comment:** *Valley gutter needed with the inverted crown.*
Response: Valley gutter has been added to the entire Road 1 as well as it is shown on the typical roadway section.

Sheet C3.3 (NOW C4.3):

21. **Comment:** *Show additional proposed grades to property lines and how drainage will not flow onto adjacent properties.*
Response: Additional spot elevations have been shown along the property line. It does not appear that drainage to the neighboring properties will be negatively effected.

22. **Comment:** *Valley gutter needed with the inverted crown.*
Response: Valley gutter has been added to the entire Road 1 as well as it is shown on the typical roadway section.

Sheet C3.4 (NOW C4.4):

23. **Comment:** *Water and sewer pipe crossings are missing.*
Response: Pipe crossings have been added as corresponding. Please note that there are very few crossings.

24. **Comment:** *F.E.S. 4: Pull back flush with pond.*
Response: FES 4 and pipe 5 have been adjusted.

25. **Comment:** *Need HGL.*
Response: The 25-yr hydraulic grade line has been added to the stormwater profiles.

Sheet C3.5 (NOW C4.5):

26. **Comment:** *Water and sewer pipe crossings are missing.*
Response: Pipe crossings have been added as corresponding. Please note that there are very few crossings.

Sheet C4.1 (NOW C5.1):

27. **Comment:** *Some fittings labels are missing.*
Response: The labels have been revised to ensure no fittings are missing.

28. **Comment:** *Avoid placing water line under storm drainage structure.*
Response: Water lines have been revised and relocated as much as possible to avoid crossings with storm drainage pipes or structures.

29. **Comment:** *Valves should be placed at each side of the tee after the 8" RPZ backflow preventer to isolate a section of the site when needed.*
Response: Two valves have been proposed, one on each side of the proposed tee.

30. **Comment:** *Show provisions for Reuse. Add Reuse details.*
Response: Reuse water line and details have been added.

31. **Comment:** *Label size of existing water main along Rogers Road.*
Response: Existing size of water main along Rogers Road has been labeled.

32. **Comment:** *Show location of fire department connection, post indicator valve, and distance to fire hydrant for fire lines to all the buildings.*
Response: Fire department connections and post indicator valves have been added to all buildings.

33. **Comment:** *Add protective coating on inside of existing manhole #2 if not already coated.*
Response: A note to add lining to manhole #2 has been added.

Sheet C4.2 (NOW C5.2):

34. **Comment:** *Some fittings labels are missing.*
Response: Labels have been revised to ensure no fittings are missing.

35. **Comment:** *Proposed 6" pipe elevations are missing from manhole labels.*
Response: 6" lateral pipe elevations have been added to manhole labels.

36. **Comment:** *A gate valve should be placed every 1,000 ft.*
Response: One extra gate valve has been added at the south side of the site to comply with the regulation.

37. **Comment:** *Show location of fire department connection, post indicator valve, and distance to fire hydrant for fire lines to all the buildings. Add details.*

Response: Fire department connections and post indicator valves have been added to all buildings.

38. **Comment:** *Existing sewer manhole conflict with proposed curb and gutter at Bowers Street area manhole.*
Response: Manhole will be raised to match proposed grading, also the cone will be rotated so that the lid comes inside the sidewalk. See label on sheet C5.2

Sheet C4.3 (NOW C5.3):

39. **Comment:** *Some fittings labels are missing.*
Response: Labels have been revised to ensure no fittings are missing.

40. **Comment:** *Proposed 6" pipe elevations are missing from manhole labels.*
Response: 6" lateral pipe elevations have been added to manhole labels.

41. **Comment:** *Locate existing manhole at northeast corner and raise to grade.*
Response: A bold note has been added to require the contractor to locate the manhole. See sheets C2.1 and C5.3.

42. **Comment:** *Existing sewer manhole conflict with proposed curb and gutter at Bowers Street area manhole.*
Response: Manhole will be raised to match proposed grading, also the cone will be rotated so that the lid comes inside the sidewalk. See label on sheet C5.2

43. **Comment:** *Show location of fire department connection, post indicator valve, and distance to fire hydrant for fire lines to all the buildings.*
Response: Fire department connections and post indicator valves have been added to all buildings.

44. **Comment:** *Add protective coating on side of existing manhole #1 and #3 if not already coated.*
Response: A note to add lining to manholes #1 and #3 have been added.

Sheet C4.4 (NOW C5.4):

45. **Comment:** *Add elevations of existing pipes connected to the manholes, including the proposed 6" pipe.*
Response: 6" lateral pipe elevations have been added to manhole labels.

46. **Comment:** *Proposed 6" pipe elevations are missing.*
Response: 6" lateral pipe elevations have been added to manhole labels.

47. **Comment:** *Pipe crossings are missing.*
Response: Pipe crossings have been added.

Sheet C6.2:

48. **Comment:** *Label St#*
Response: Storm Drain Outlets Protection have been labeled.

Sheet C6.3:

49. **Comment:** *Label St#*
Response: Storm Drain Outlets Protection have been labeled.

Sheet C6.4:

50. **Comment:** *Design Professional signature missing*
Response: Design Professional signature has been added.

Additional Items Needed:

1. **Comment:** *Water and sewer basis of design were not included.*
Response: The water and sewer Basis of Design are both included in this submittal.

2. **Comment:** *Water extension and sanitary sewer extension forms were not included.*
Response: The water and sanitary sewer extension forms are both included in this submittal. The information for the WWTP permit flows and monthly averages are blank. We respectfully request that the city provide the information or report and we will gladly complete the form.

3. **Comment:** *A hydrology report was not provided.*
Response: The hydrology report is included in this submittal.

4. **Comment:** *Details needed for base and paving.*
Response: A typical pavement detail has been added to sheet C7.1

5. **Comment:** *Details needed for dumpster pad concrete thickness or strength.*
Response: A detail for the dumpster concrete pad has been added to sheet C7.1

6. **Comment:** *Add "City of Pembroke" to manhole covers.*
Response: A note to add "City of Pembroke" to the Lid of sanitary sewer manhole covers has been added to sheet C7.4, as well as for Stormwater Manhole Cover in sheet C7.1.

7. **Comment:** ***Tree Plan:*** *Relocate trees shown to be planted in sewer easement. Overlay all utilities and storm pipe on tree plan to ensure no other conflicts.*
Response: A tree Plan will be provided by others.

Should you have any questions, comments, or need additional information please contact us.

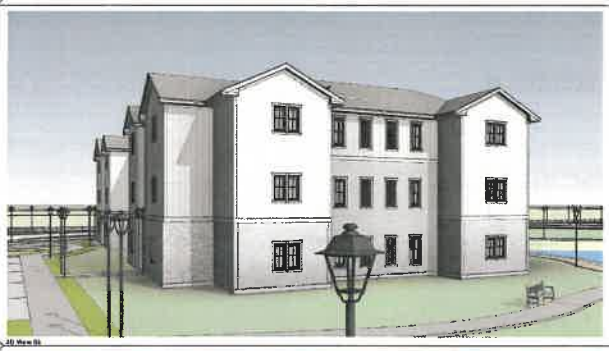
Sincerely,

Trent R Long

Trent R. Long, P.E.













ABBEY PARK
APARTMENTS

POWER'S ROAD, PEMBROKE, GA

REV#	DESCRIPTION	DATE

NOT FOR CONSTRUCTION

TRADITIONAL CONCEPT
24 UNIT BUILDING

- EIGHT 2-BEDROOM UNITS / FLOOR
- 24 UNITS IN THREE FLOOR BUILD
- 48 BEDROOMS

1030 SF HEATED PER UNIT TYPE A

1250 SF HEATED PER UNIT TYPE C

3 LVL TOTAL HEATED 27,360 SF
3 LVL TOTAL NON-HEATED 4,900 SF

ARCHITECTURE A101
BEAUFORT - SAVANNAH

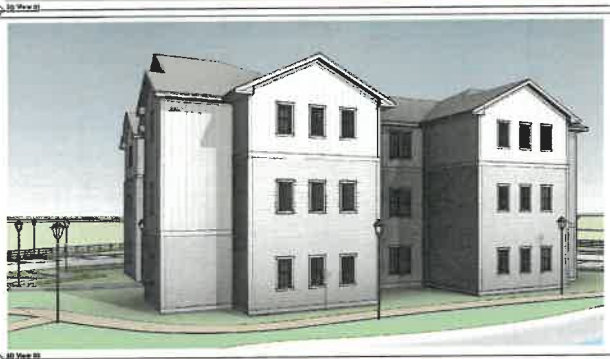
EXTERIOR 3D BLDG 3

	2024.07
	07/10/24
Drawn By	SGS/AS
Checked By	SGS

G003













ABBEY PARK
APARTMENTS

BUILDING TYPE F
ROGERS ROAD, PEMBROKE, GA

REV#	DESCRIPTION	DATE

NOT FOR CONSTRUCTION

TRADITIONAL CONCEPT
12 UNIT BUILDING

- TWO 2-BEDROOM UNITS & TWO 3-BEDROOM UNITS / FLOOR
- 12 UNITS IN THREE FLOOR BUILD
- 30 BEDROOMS

1,030 SF HEATED PER 2-BEDROOM UNIT
1,430 SF HEATED PER 3-BEDROOM UNIT

3 LVL TOTAL HEATED 14,760 SF
3 LVL TOTAL NON-HEATED 2,450 SF

ARCHITECTURE A101
BEAUFORT - SAVANNAH
818 Martin Luther King, Jr. Boulevard | Savannah, Georgia
www.A101design.com | 912.368.8948

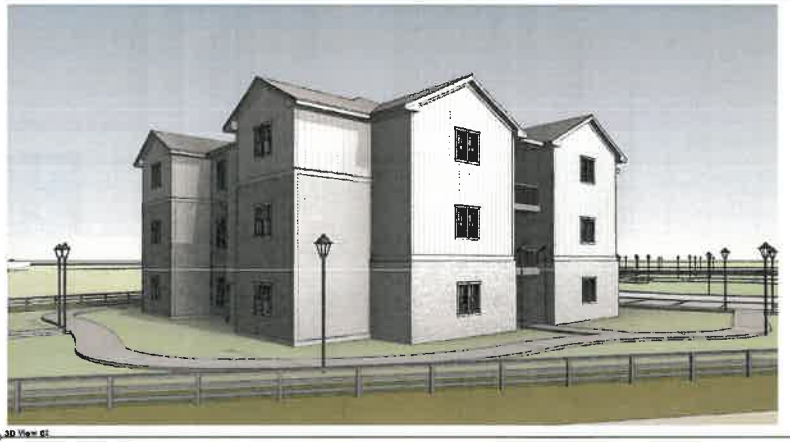
EXTERIOR 3D BLDG 2

	2024.07
	07/10/24
Drawn By	SGS/AS
Checked By	SGS

G002



1 3D View 01



1/2 3D View 02



F1 3D View 03



F1/2 3D View 04



A1 3D View 05



A1/2 3D View 06

ABBEY PARK
APARTMENTS

BUILDING TYPE I
ROGER'S ROAD, PEMBROKE, GA

REV#	DESCRIPTION	DATE

NOT FOR CONSTRUCTION

TRADITIONAL CONCEPT
12 UNIT BUILDING

- FOUR 2-BEDROOM UNITS / FLOOR
- 12 UNITS IN THREE FLOOR BUILD
- 24 BEDROOMS

1030 SF HEATED PER UNIT TYPE A

3 LVL TOTAL HEATED 12,360 SF
3 LVL TOTAL NON-HEATED 2,450 SF

ARCHITECTURE A101
BEAUFORT - SAVANNAH
518 Martin Luther King, Jr. Boulevard | Savannah, Georgia
www.A101.Design | 912.306.0945

EXTERIOR 3D BLDG 1

	2024.07
	07/10/24
Drawn By	SGS/AS
Checked By	SGS

G001

SITE DATA				
LOT SIZE				298,384 SF
NET LOT SIZE (NOT INCLUDING ACTIVE CLEARED EASEMENTS AND BERM/POND)				254,743 SF
TREE CANOPY COVERAGE				
MINIMUM TREE CANOPY COVERAGE (NET LOT SIZE X 50%)				127,372 SF
DESCRIPTION	STAKE	SF	QTY	TOTAL
LARGE CANOPY TREE		1500	99	103,800 SF
MEDIUM CANOPY TREE		500	48	22,000 SF
SMALL CANOPY TREE		250	35	8,750 SF
	TOTAL		183	134,750 SF

PLANT KEY LEGEND

QTY	PLANT	KEY	BOTANICAL NAME	COMMON NAME
LARGE OVERSTORY TREES (PLANTED AT LEAST 30' APART)				
21		AMIV	Juniperus virginiana	Eastern Red Cedar
16		QUAP	Quercus phellos	Willow Oak
15		QUFI	Quercus pumila	Runnell Oak
57				
6		PLOC		
MEDIUM OVERSTORY TREES (PLANTED AT LEAST 25' APART)				
11				
14		CEOC		
11				
SMALL ORNAMENTAL TREES (PLANTED AT LEAST 15' APART)				
6				
6		LAGM		
5				
6				
6				

ALL TREES TO BE PLANTED WITH A MINIMUM DIAMETER OF 3" CALIPER AT TIME OF INSTALLATION

ALL TREES TO BE PLANTED AHEAD OF ANY KNOWN UNDERGROUND UTILITIES

ALL TREES TO BE PLANTED AT LEAST 4' FROM CURBS AND SIDEWALKS FOR SMALL TREES, 6' FOR MEDIUM TREES, AND 8' FOR LARGE TREES.



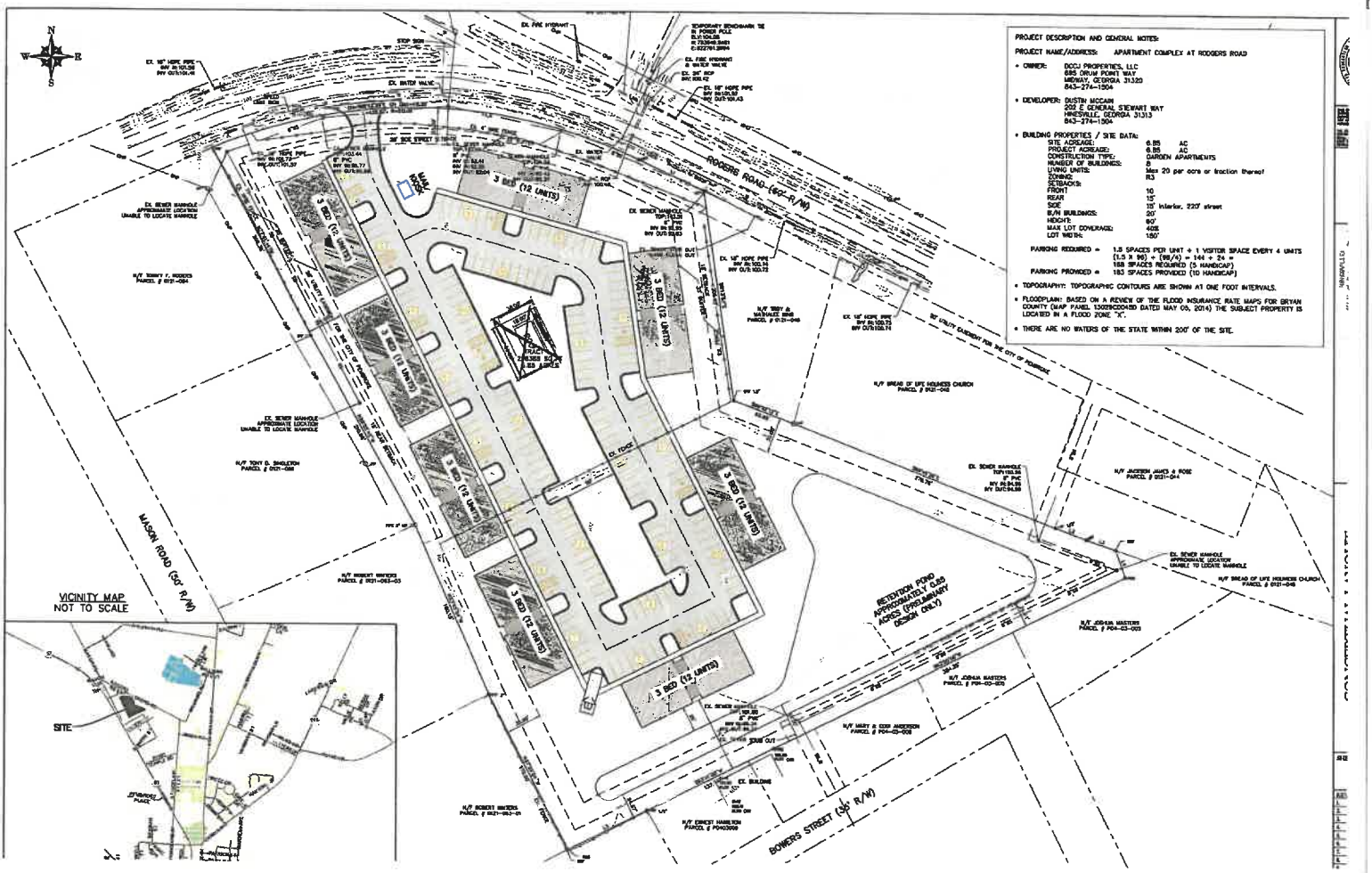
LANDSCAPE PLANS
FOR
ABBEY PARK
ROGERS ROAD
PEMBROKE, GEORGIA

DRAWING TITLE
TREE CANOPY PLAN

PERMIT SET

DATE: JUN. 11, 2025
PROJECT NO.:
DRAWN BY: MC, WM
CHECKED BY:
REVISIONS:

DRAWING NUMBER
L1


PROJECT DESCRIPTION AND GENERAL NOTES:
PROJECT NAME/ADDRESS: APARTMENT COMPLEX AT RODGERS ROAD
• OWNER: DCCJ PROPERTIES, LLC
695 DRUM POINT WAY
MIDWAY, GEORGIA 31320
843-274-1504
• DEVELOPER: DUSTIN MCCAIN
202 E GENERAL STEWART WAY
HINESVILLE, GEORGIA 31313
843-274-1504
• BUILDING PROPERTIES / SITE DATA:
SITE ACREAGE: 6.85 AC
PROJECT ACREAGE: 6.85 AC
CONSTRUCTION TYPE: GARDEN APARTMENTS
NUMBER OF BUILDINGS: 8
LIVING UNITS: Max 20 per acre or fraction thereof
ZONING: R3
SETBACKS:
FRONT 10'
REAR 15'
SIDE 10' interior, 220' street
B/W BUILDINGS: 20'
HEIGHT: 60'
MAX LOT COVERAGE: 40%
LOT WIDTH: 150'
PARKING REQUIRED = 1.5 SPACES PER UNIT + 1 VISITOR SPACE EVERY 4 UNITS
(1.5 x 96) + (96/4) = 144 + 24 =
168 SPACES REQUIRED (5 HANDICAP)
PARKING PROVIDED = 183 SPACES PROVIDED (10 HANDICAP)
• TOPOGRAPHY: TOPOGRAPHIC CONTOURS ARE SHOWN AT ONE FOOT INTERVALS.
• FLOODPLAIN: BASED ON A REVIEW OF THE FLOOD INSURANCE RATE MAPS FOR BRYAN COUNTY (MAP PANEL 13029C0045D DATED MAY 05, 2014) THE SUBJECT PROPERTY IS LOCATED IN A FLOOD ZONE "X".
• THERE ARE NO WATERS OF THE STATE WITHIN 200' OF THE SITE.
ROGERS ROAD (60' R/W)
MASON ROAD (50' R/W)
BOWERS STREET (30' R/W)
3 BED (12 UNITS)
RETENTION POND APPROXIMATELY 0.50 ACRES (PRELIMINARY DESIGN ONLY)
VICINITY MAP
NOT TO SCALE
SITE

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: Teresa Anderson

Request: Conditional Use Permit for Accessory Dwelling Unit (ADU)

I. MEETINGS:

Planning Commission: Public Hearing August 21, 2025

City Council: Public Hearing & Final Vote September 8, 2025

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning: R-1

Proposed Use: Residential. Accessory Dwelling Unit (ADU)

Owner/Agent: Teresa Anderson

Location of Property: 130 Harry Hagan Rd. Pembroke, GA 31321. Parcel #P09 01 013 03.

Election Ward: District 3, Diane Moore.

Zoning of Surrounding Property: R-1, R-3

III. EXECUTIVE SUMMARY:

The City has received a Conditional Use Permit request submitted by Teresa Anderson for an Accessory Dwelling Unit (ADU) at 130 Harry Hagan Rd. The ADU proposed is a one bedroom/one bathroom, 828 sf, detached dwelling unit, located in the rear yard. Building and site plans are attached for reference. The code defines an ADU as additional living quarters on single-family lots that are independent of the primary dwelling unit. The separate living spaces are equipped with kitchen and bathroom facilities and can be either attached or detached from the main residence. The ADU meets the standards set for ADUs,

and minimum lot standards for the R-1 zoning designation. The property also meets the minimum lot size and max lot coverage requirements for the R-1 zoning designation.

IV. SUBJECT PROPERTY:

The property is located at 130 Harry Hagan Rd. between Ash Branch Rd. and Patterson St. The property is zoned R-1 and is roughly .94 acres. The existing principal sf residence is 2,515 sf under roof, and the height is 24'.

V. APPLICABLE CODE SECTIONS:

Article III. Section 3-4-1

Section 3-4-1 (I) – (VI) apply to Accessory Dwelling Units. (I) – (III) pertain specifically to ADU's, while (IV) & (V) provide general standards for all accessory structures. (VI) Also provides standards specifically for ADUs, contradicting (I)-(III).

II. Permits: Eligibility and Application

a. Authorization for ADUs by Zoning District

i. An accessory apartment or an attached accessory cottage may be permitted in any residential zone designed primarily to permit single-family dwelling units on individual lots. In the City of Pembroke, these are lots in Zoning Districts AR-1 (Section 5-1) and R-1 (Section 5-2). A detached accessory cottage may be located in this same zone on a lot that conforms to the minimum lot size of the zoning district in which it is located. Property is zoned R-1 and meets the minimum lot size standards at .94 acres (minimum 4units/net acre)

b. Approval Process

i. One ADU is permitted per residentially zoned lot by conditional use permit if the proposed ADU conforms to the standards of this ordinance.

c. Application Fees and Information

i. Application fees for ADUs shall not be more than fifty percent (50%) of the application fees for a single-family dwelling unit. The information required on applications for creating or legalizing ADUs shall be the same information that is required to construct a single-family dwelling unit.

d. Permit Renewal (Monitoring)

i. The owner of an ADU shall, on the first business day of every year, sign and file written statements with the Zoning Administrator that the ADU complies with the municipal zoning code.

III. Standards

a. Lot Standards – Occupied by Dwelling Unit, Age, and Term of Ownership

i. An ADU may be incorporated in either an existing or new primary, single family dwelling unit. – Principal dwelling is existing

b. Lot Standards – Minimum

i. ADUs may be developed on lots meeting the minimum lot size for the respective zoning district

c. Lot Standards- Setback and Lot Coverage

i. Accessory dwelling units may be developed in residentially zoned lots provided they meet the required setbacks of those zones. ADU meets setbacks for principal dwelling (15 side yard, 25 rear yard)

d. Occupancy Standards – Owner of Premises

i. A lot or parcel of land containing an ADU shall be occupied by the owner of the premises, and the owner may live in either the ADU or the principal dwelling unit. Within 30 days of securing a building permit for construction of an ADU, the owner shall record against the deed to the subject property, a deed restriction running in favor of the municipality limiting occupancy of either the principal dwelling unit or the ADU to the owner of the property. Proof that such a restriction has been recorded shall be provided to the Zoning Administrator prior to issuance of the occupancy permit for the ADU. Applicant is property owner with active homestead exemption, and the applicant's mother will occupy the ADU. Staff suggestion to allow homestead exemption as alternative to deed restriction.

e. Occupancy Standards

i. During the first two (2) years, the occupants of the ADU shall be limited to three (3) in number and persons who are related to the owner of the primary residence. One occupant.

f. Principal Dwelling Unit Building Standards – Minimum Floor Area

i. No ADU shall be permitted on a residentially zoned lot unless the principal dwelling unit has at least one thousand (1000) square feet. Principal dwelling is 1,671 sf, and 2,515sf total under roof.

g. ADU Building Standards – Types of Structures

i. Mobile homes and/or manufactured dwelling units may not be used as ADUs ADU is stick built.

h. ADU Building Standards – Size

i. In no case shall an ADU be more than forty percent (40%) of the living area of a principal dwelling unit, nor more than 800 square feet, nor less than 300 square feet, nor have more than two (2) bedrooms. Code section contradicts section 3-4-1 (VI) (f). ADU heated sf is 828, and the principal dwelling is 1,671. This exceeds 40%. 3-4-1 (VI)(f) states ADU sf cannot exceed 40% of the entire sf under roof of the principal dwelling. Total under roof is 2,515 and the ADU meets the 40% standard.

ii. The ADU shall not be of a height that exceeds that of the principal dwelling. ADU = 17', Principal = 24'

i. ADU Building Standards – Design

i. The ADU shall be of a design that is visually compatible and in harmony with both the principal building and the surrounding neighborhood. ADU conforms to neighborhood character.

j. ADU Building Standards – Orientation of Entrance

i. No entrance for an ADU shall be permitted on, or, from the front of a principal dwelling unit; the ADU's primary entrance shall not be visible from the street view of the principal dwelling unit; and the ADU's stairways may not be constructed on the front or side of a principal dwelling unit Original plans have ADU oriented so that neither rear or front entrance is facing street. Updated site plan shows entrance facing street – property owner is willing to adjust site plan as needed.

k. ADU Building Standards – Not Intended for Sale

i. The ADU shall not be intended for sale, and may only be rented.

ii. Neither the primary residence nor the ADU may be sold independently of each other.

l. ADU Building Standards – Screening and Orientation

i. The orientation of the proposed ADU shall, to the maximum extent practical, maintain the privacy of the residents in adjoining dwellings as determined by the physical characteristics surrounding the ADU, including landscape screening, fencing, and window and door placement. Back porch faces neighbor property. Existing neighbor is a family member, however; consideration should be given to screening for privacy.

m. Parking and Traffic

i. One parking space is required per ADU. Provided.

IV. General rules for accessory uses and structures.

a) No accessory building shall be constructed upon a lot until construction of the principal building has commenced. Principal residence legally established and occupied.

g) With the exception of a farm structure used for agricultural purposes in the A-5, AR- 2.5, or AR- 1.5 district, no accessory building may exceed the height of the principal building or exceed 50 percent of the principal building's floor area. ADU does not exceed principal building height, or 50% of floor area.

i) Except for farm structures used for agricultural purposes, no more than two accessory structures may be established in any A, AR, or R district. ADU will be second accessory structure on property.

k) No principal structure shall be located within any setback or yard required by this ordinance, except as provided herein. ADU meets setbacks for principal structure.

l) Except as provided herein, no accessory structure shall be located within any front setback, or within ten feet of a lot line in an established side or rear yard. A fence, wall, mailbox, power pole, light pole, paths, walkways, or berms may be in any required setback or yard. Signs may be in a required setback or yard which abuts a road. ADU exceeds setback requirements.

VI. Guest houses or accessory living units.

a) A guest house or accessory living unit shall be permitted as an accessory use on any lot on which a detached single-family dwelling unit exists in accordance with all applicable codes and regulations, including, but not limited to, building, health, and zoning as well as the following requirements:

b) The guest house or accessory living unit must be clearly subordinate to the principal dwelling and must be of a design and construction as allowed in the zoning district and be of a similar design and construction as the principal structure. ADU conforms to character of neighborhood and principal dwelling.

c) The minimum lot size for a lot on which a guest house or accessory living unit is situated shall be no less than ½ acre. Contradicts 3-4-1 (II)(a)(i) which states ADU may be located on a lot that meets the zoning districts minimum lot size. Lot exceeds ½ acre.

d) The guest house or accessory living unit must be located on the same lot as the principal dwelling. ADU to be located on same lot as principal dwelling.

e) Adequate on-site parking is required and shall be provided for the guest house or accessory living unit based on the proposed size and/or anticipated number of persons utilizing the structure. Provided.

f) No guest house or accessory living unit can have floor area of more than 40 percent of the square footage of the entire area under roof of the primary dwelling, and in no case shall a guest house or accessory living unit exceed 1,000 square feet in size. See comment for 3-4-1 (III)(h)(i).

g) No more than one structure serving either as a guest house or accessory living unit may be located on a lot. Only ADU proposed on the subject property.

h) The guest house or accessory living unit must be owned by the owner of the principal dwelling. Property owner owns the proposed ADU.

i) The guest house or accessory living unit must not be served by a driveway separate from the driveway serving the principal dwelling. Both residences to share driveway.

j) The guest house or accessory living unit must be situated to the rear or side of the principal dwelling and must meet the minimum setbacks required for the principal dwelling. ADU to be located in rear yard.

l) The guest house or accessory living unit must be served by and through the same utility lines and meters that serve the principal dwelling.

m) All guest houses or accessory living units must be attached to a permanent foundation. Stick built house on permanent foundation.

Article VII. Section 7-5 (4) Standards for Conditional Use Permits

A Conditional Use Permit may be recommended for approval by the Planning Commission only if the application establishes to the satisfaction of the Planning Commission that:

(a) Neither the proposed use nor the proposed site upon which the use will be located is of such a character that the use will have significant adverse impact upon the value or possession of surrounding

properties other than would normally occur from generally permitted uses in the zoning district. In reaching a determination on this standard, the (Planning Commission) Council shall consider:

(i) The size of the proposed use compared with the surrounding use; ADU size meets ADU ordinance standards.

(ii) The intensity of the proposed use, including activity to be generated, hours of operation, expanse of pavement, and similar measures of intensity of use, compared with surrounding uses; See previous comment.

(iii) The potential generation of noise, dust, odor, vibration, glare, smoke, litter and other nuisances; Post-construction should not generate any nuisances. Consider requiring screening back porch from adjacent neighbor.

(iv) The unusual physical characteristics of the site, including size of the lot, shape of the lot, topography, and soils, which may tend to aggravate or buffer adverse impacts upon surrounding properties; N/A

(v) The degree to which landscaping, fencing and other design elements have been incorporated to mitigate adverse impacts on surrounding properties. Screening should be considered to provide privacy from adjacent neighbor.

(b) City facilities or other facilities serving the proposed use will not be overburdened or hazards created because of inadequate facilities. The Commission shall consider relevant factors in reaching a determination on this standard, including but not limited to: The following standards are covered by standards set forth in Section 3-4-1 (ADU Ordinance). Property owner will pay relevant water & sewer fees for increased usage.

(i) The ability of the traffic to safely move into and out of the site at the proposed location;

(ii) The presence of facilities to assure the safety of pedestrians passing by or through the site;

(iii) The capacity of the road network to accommodate the proposed use;

(iv) The capacity of the sewerage and water supply systems to accommodate the proposed use;

(v) The capacity of the storm drainage system to accommodate the proposed use;

(vi) The ability of the fire department to provide necessary protection services to the site and development.

(c) The natural characteristics of the site, including topography, drainage, and relationship to ground and surface waters and flood plain, shall not be such that the proposed use when placed on the site will cause undue harm to the environment or to neighboring properties. ADU meets site and building code minimum requirements. Not located in flood zone or wetlands.

Section 5-2, R-1 Single Family Residential Districts

VI. STAFF ANAYLSIS:

The proposed ADU meets the standards set forth in Section 3-4-1. Several sections are contradictory, including the maximum sf compared to the principal residence. Section 3-4-1 (III)(h)(i) sets the maximum sf as 40% of the principal dwelling living area. Section 3-4-1 (VI)(f) sets the maximum sf as 40% of the total sf under roof of the principal dwelling. The proposed ADU meets the 40% requirement for total sf under roof, and the ADU also meets setback requirements for a principal structure, exceeding the accessory structure setback requirements. The proposed ADU meets the occupancy and ownership requirements. Staff recommends allowing verification of homestead exemption in lieu of a deed restriction. Staff recommends allowing the ADU to meet the size requirements pertaining to section 3-4-1 (VI)(f). Applicant should consider screening to provide privacy for adjacent neighbor from ADU back porch.

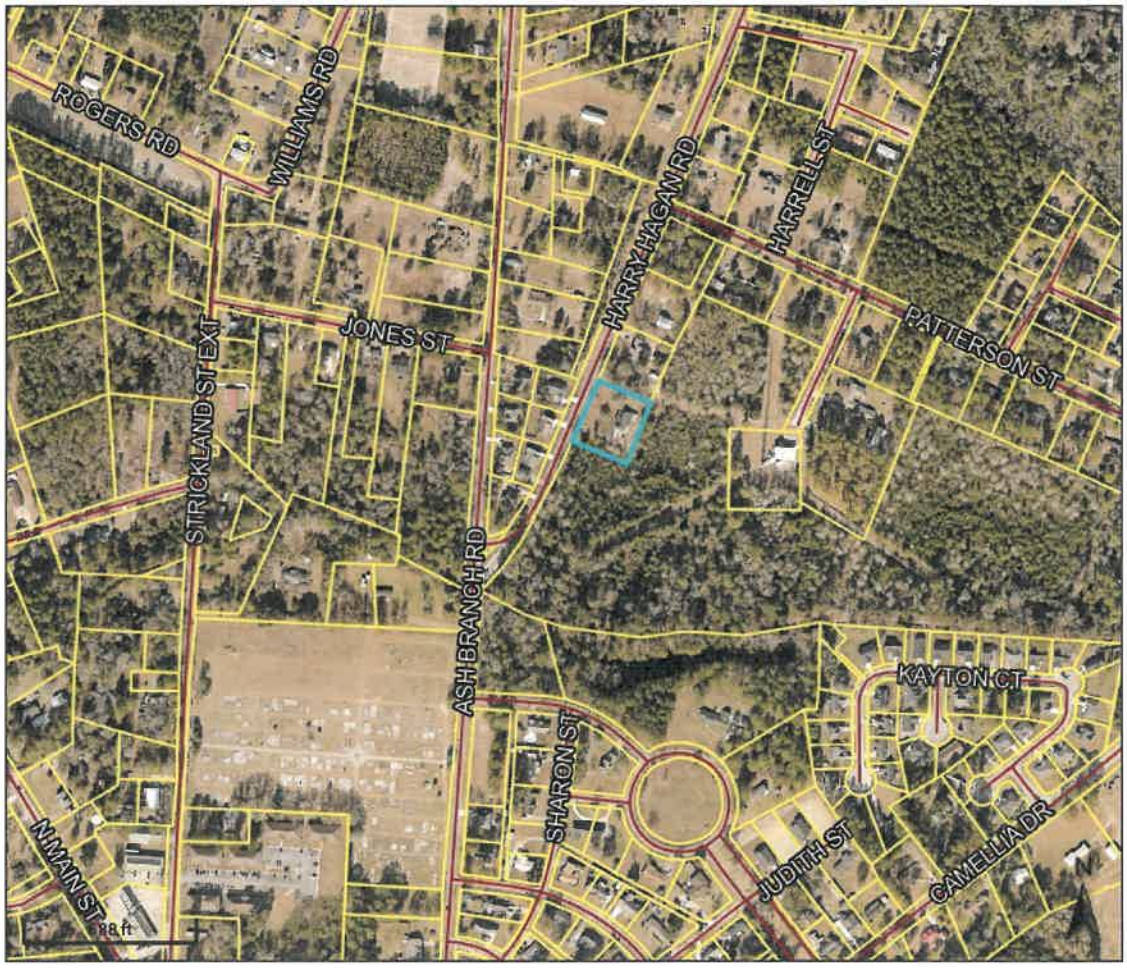
VII. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the Conditional Use Permit for an ADU at 130 Harry Hagan Rd, Parcel #P09 01 013 03.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council Approve the Conditional Use Permit for an Accessory Dwelling Unit at 130 Harry Hagan Rd, Parcel #P09 01 013 03.

qPublic.net™ Bryan County, GA



Overview



Legend

- Current Parcels
- Roads
- Fort Stewart

Parcel ID	P09 01 013 03
Class Code	Residential
Taxing District	Pembroke City
Acres	0.94

Owner	ERNST TERESA C C/O TERESA ANDERSON 130 HARRY HAGIN ROAD PEMBROKE, GA 31321
Physical Address	130 HARRY HAGAN RD
Assessed Value	Value $234070

Last 2 Sales

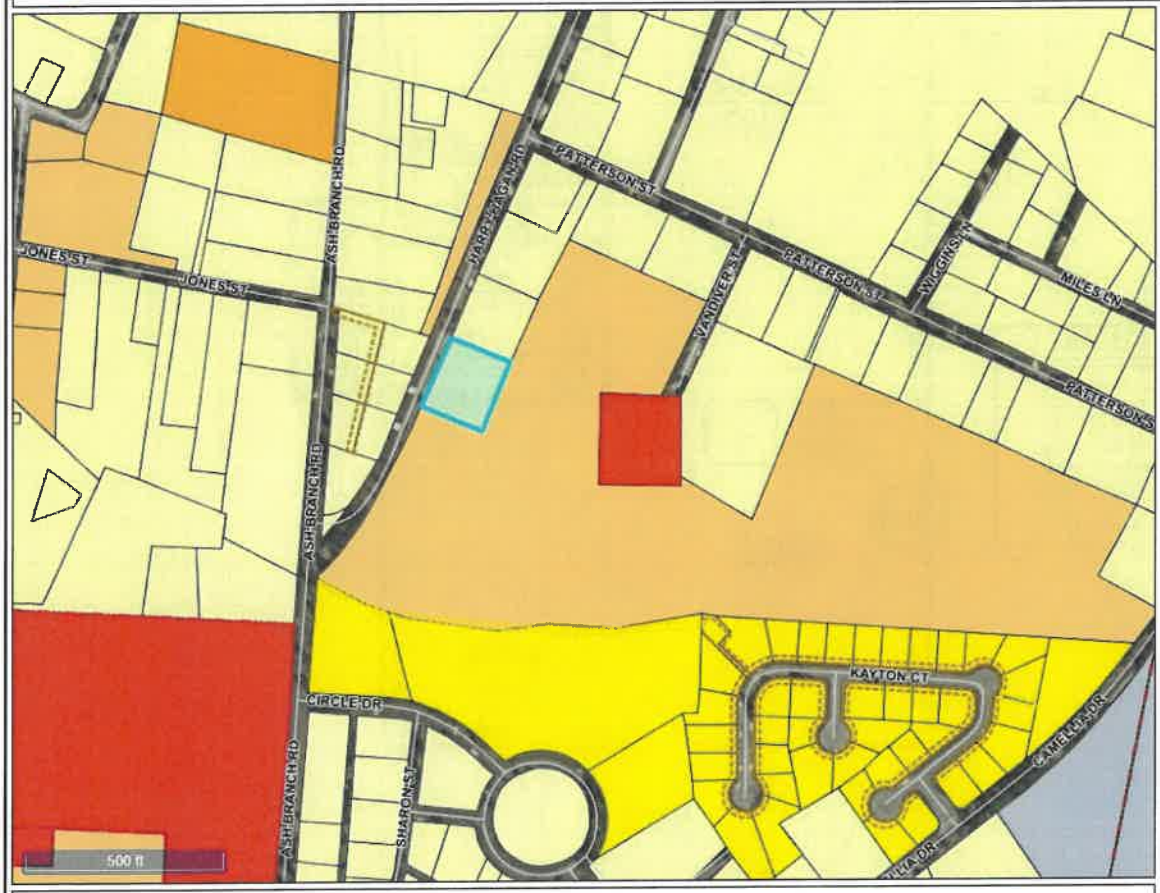
Date	Price	Reason	Qual
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9/23/2004	0	KN	U

(Note: Not to be used on legal documents)

Date created: 8/18/2025
Last Data Uploaded: 8/15/2025 8:44:15 PM

Developed by SCHNEIDER GEOSPATIAL

Anderson ADU Zoning



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

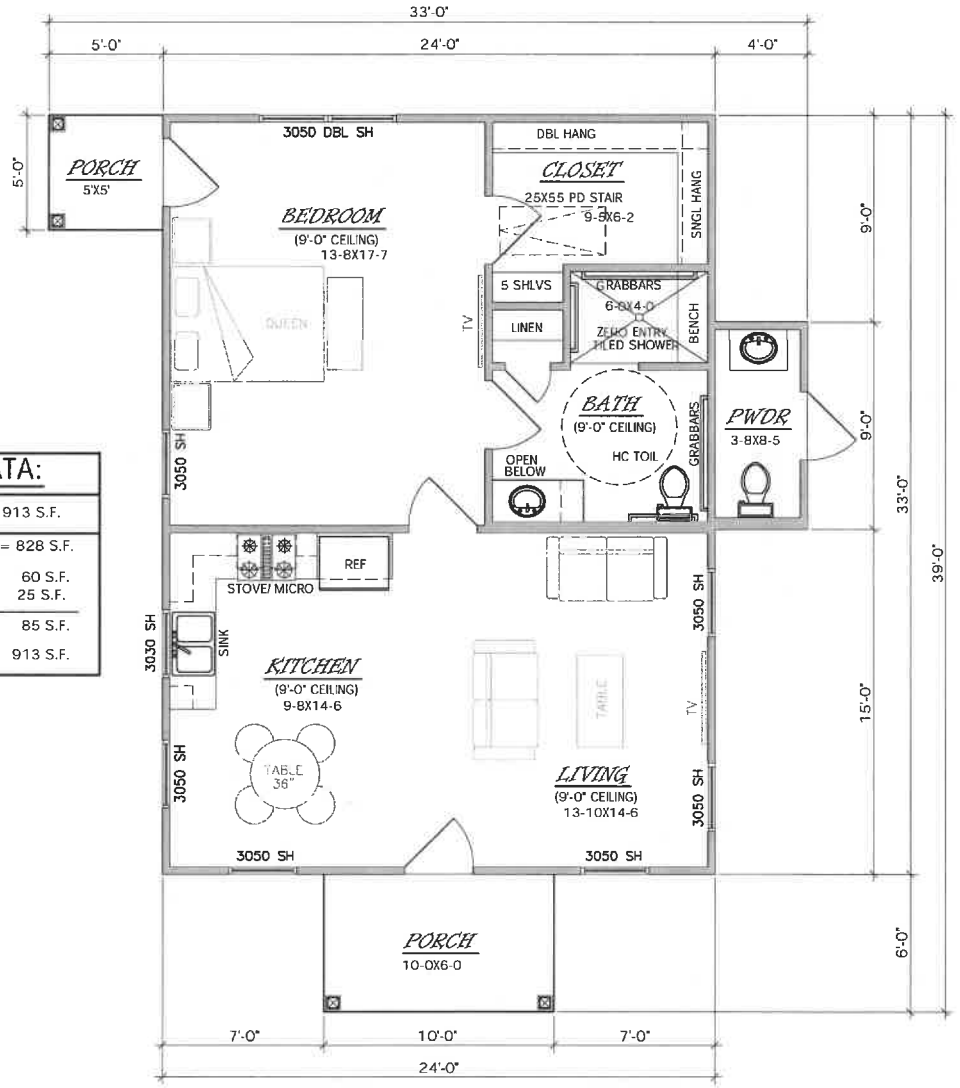
- A-5
- AR-1
- B-1
- B-2
- B-3
- I-1
- R-1
- R-2
- R-3
- R-4
- PUD

- **Parcels**
- **City Boundary**
- **Bryan County Boundary**

18 Aug, 2025

This map is a user generated static output from rightspot.spateng.com website and is for reference use only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

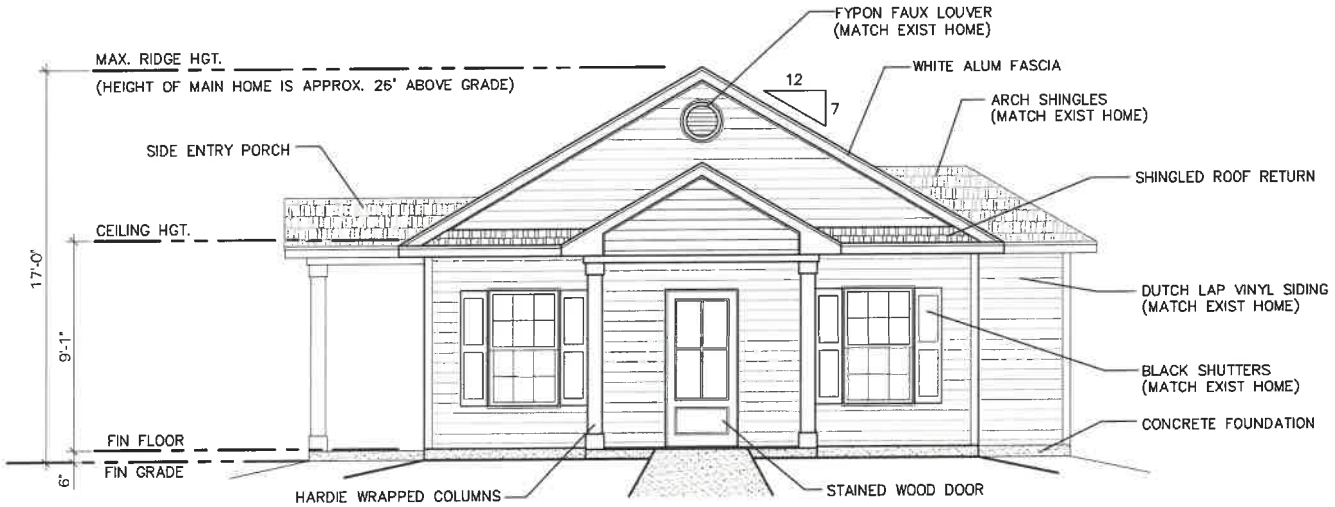
THIS MAP IS NOT TO BE USED FOR NAVIGATION



DESIGN DATA:	
CONCRETE SLAB AREA =	913 S.F.
HEATED / CONDITIONED AREA =	828 S.F.
FRONT PORCH =	60 S.F.
REAR PORCH =	25 S.F.
TOTAL UNHEATED AREA =	85 S.F.
TOTAL GROSS AREA =	913 S.F.

1 A1 FLOOR PLAN
1/8" = 1'-0"

PDF created with pdfFactory Pro trial version www.pdffactory.com

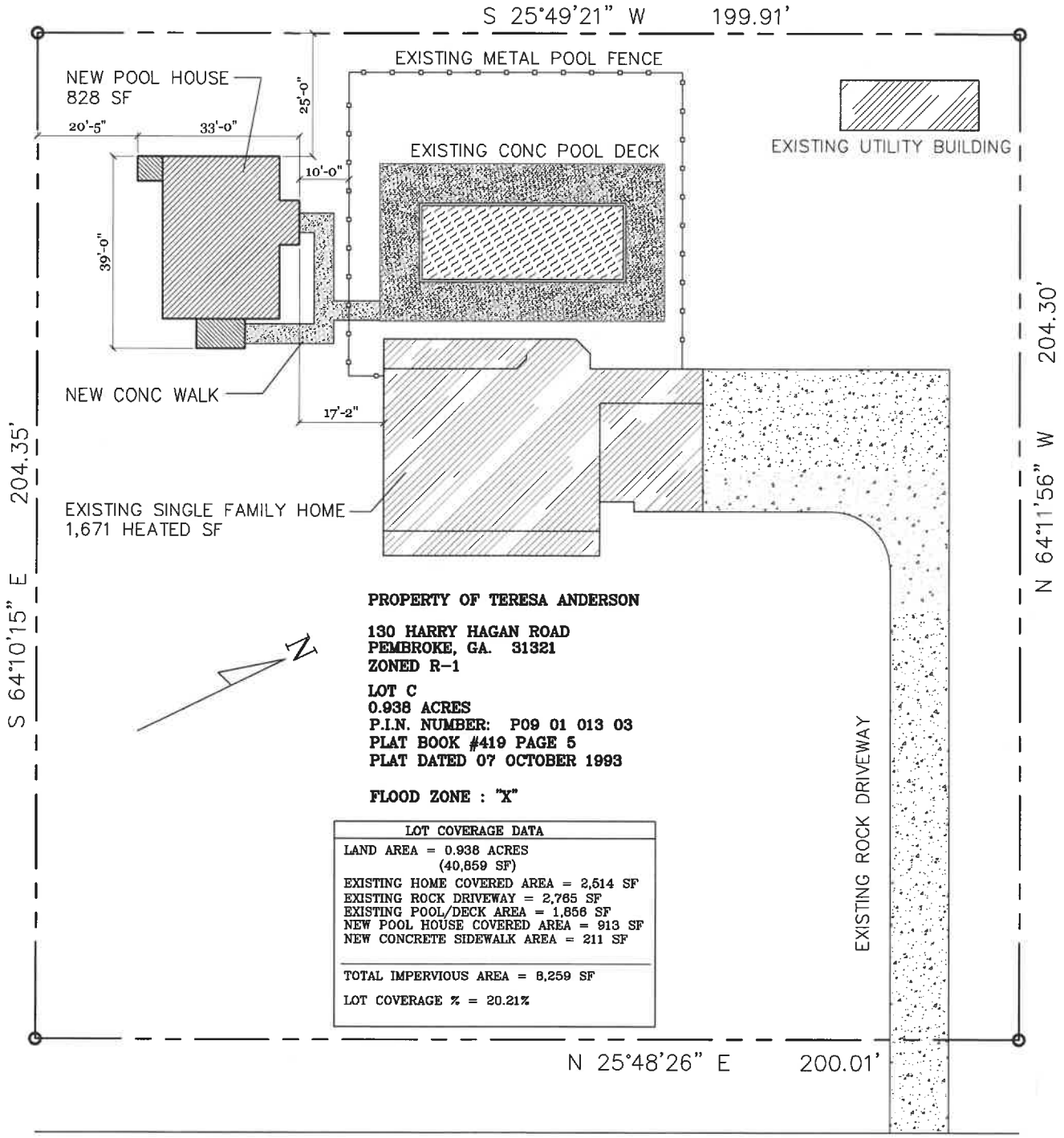


2 A1 FRONT ELEVATION (STREET VIEW)
1/8" = 1'-0"



3 A1 RIGHT ELEVATION (POOL VIEW)
1/8" = 1'-0"

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SITE LAYOUT PLAN

SCALE: 1"=30'-0"

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Entry #: 55 **Status:** Submitted **Submitted:** 7/7/2025 10:24 AM

Not all items below may be applicable to your request but insufficient or incomplete necessary information will lead to a delay in consideration of a request.

If not applicable, please indicate.

Type of Action Being Requested:

Conditional Use ($175)

Conditional Use ($175)

Applicants Full Name

Teresa C. Ernst Anderson

Applicant's Email:

tcookanderson@yahoo.com

Signature:



Property Owner's Name if different:

Street Address (Physical):

130 Harry Hagan Road, Pembroke, Georgia 31321

Parcel Number:

P090101303

Zoning District of Property:

R-1

Mailing Address if different:

130 Harry Hagan Road, Pembroke, Georgia 31321

Owner's Email:

tcookanderson@yahoo.com

Owner's Contact Phone #:

(912) 661-4083

Variance Required?

No

If yes, has a Variance Been Issued?

No

Water Availability:

Yes

If no, attach Environmental Health Approval

Sewer Availability:

Yes

If no, attach Environmental Health Approval

Are tap and connection fees attached?

No

Are Applicable Drawings Attached?

Yes

Arrangements Made to Disconnect Utilities?

No

Is Site Plan Attached?

Yes

Will more than 1.1 acre of land be disturbed?

No

Upload required files:

TERESA ANDERSON ADDITION.pdf
8.1 MB

Anderson plat and Fema flood plans.pdf
0.8 MB

Lot Width:	Lot Depth:	Flood Zone:	Wetlands:
216	190	N/A	N/A

Other documentation or information, including payment of all required fees, may be required before proceeding with this request.

Certification by Owner or Applicant

I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application and that the agent/applicant stated below is authorized by the owner to apply for the request in this application. I further certify that all applicable property taxes are paid and current.

Owner's Name

teresa anderson

Phone

(912) 661-4083

Email

tcookanderson@yahoo.com

Signature

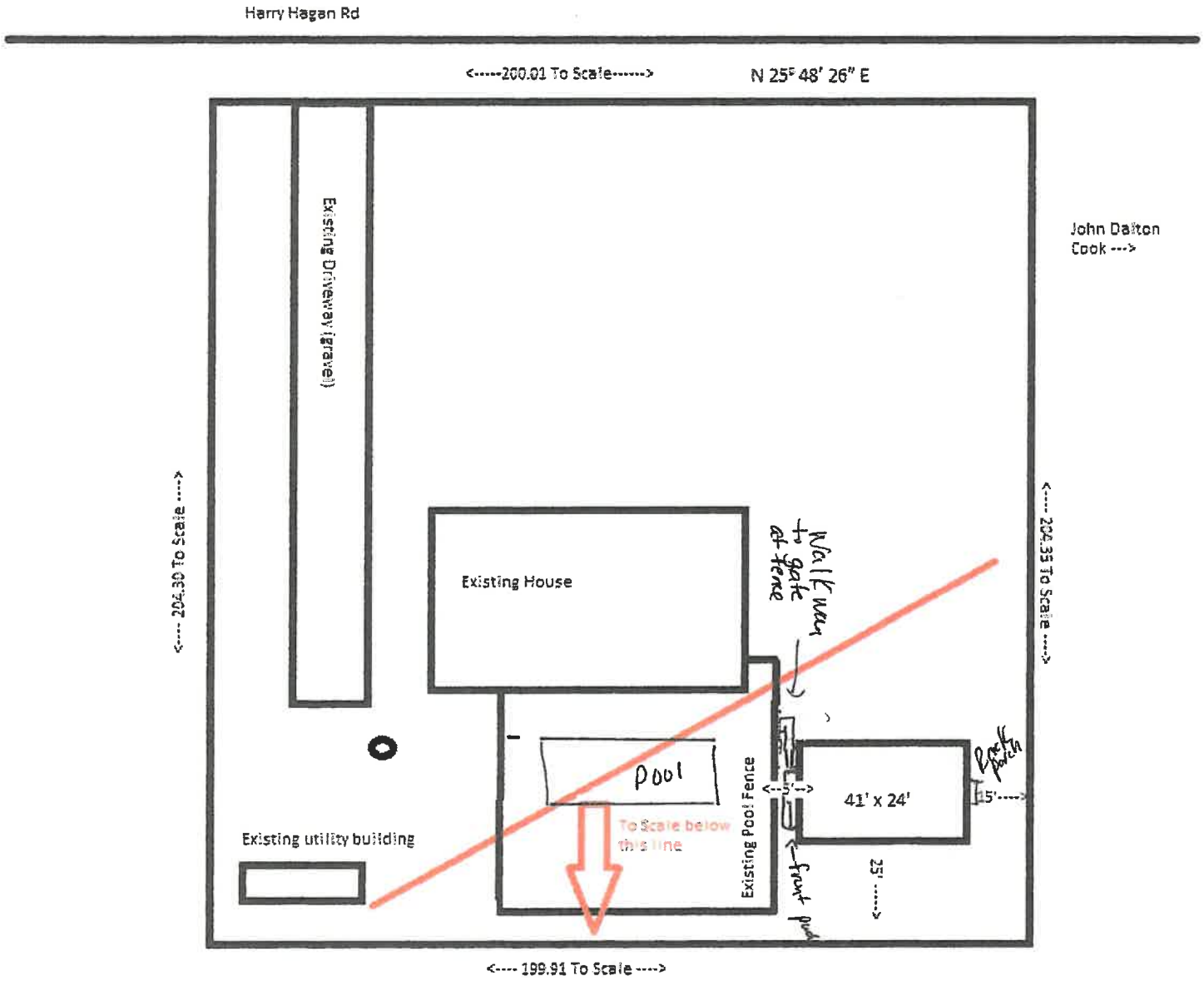
Teresa C. Anderson

Other Comments:

Authorized City Official Approving Request: **Date:**

Pembroke

Signature


Harry Hagan Rd
<-----200.01 To Scale------>
N 25° 48' 26" E
John Dalton Cook --->
Existing Driveway (gravel)
<---- 204.30 To Scale ---->
<---- 204.35 To Scale ---->
Existing House
Walkway to gate at fence
Pool
To Scale below this line
Existing Pool Fence
41' x 24'
Porch
5'
25'
front
Existing utility building
<---- 199.91 To Scale ---->
N

ORDINANCE NO. 2025-

AN ORDINANCE TO AMEND ARTICLE III, SECTION 61 OF CHAPTER 40 OF THE CODE OF ORDINANCES FOR THE CITY OF PEMBROKE, GEORGIA

WHEREAS, the duly elected governing authority for the City of Pembroke, Georgia, is authorized under Article 9, Section 2 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Pembroke, Georgia,

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

WHEREAS, the governing authority desires to adopt ordinances under its home rule powers established in O.C.G.A. § 36-35-3(a);

WHEREAS, the governing authority has determined that the Occupation, Profession and Business Taxes Ordinance is in need of revision; and

WHEREAS, the City of Pembroke desires to amend Article III, Section 61 of Chapter 40 of the Code of Ordinances;

NOW, THEREFORE, be it ordained by the governing authority of the City of Pembroke as follows:

SECTION I

Chapter 40, Article III, Section 61, of the Code of Ordinances for the City of Pembroke is hereby amended and shall read as follows:

Section 40-61 Due date, penalties, and interest

A penalty is imposed on each business and practitioner of an occupation which or who fails to apply for and obtain appropriate registration and to pay any and all regulatory and occupation taxes required by this chapter prior to ~~February 1~~ March 1 of each year. Said penalty shall be in the amount of ~~ten percent~~ twenty-five percent of the regulatory and occupation tax determined to be due and owing under the provisions of this chapter. Such delinquency shall also bear interest at the rate of ~~one~~ ten percent for each month or partial month of such delinquency. Penalties provided herein shall be in addition to any other penalties, civil or criminal, which may be applicable.

SECTION II

If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Pembroke Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

SECTION III

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

SECTION IV

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Pembroke, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

ADOPTED THIS ____ DAY OF OCTOBER 2025

_____

TIFFANY M. ZEIGLER, MAYOR

ATTEST:

_____

ARLENE HOBBS, CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____