

**Pembroke City Council**

**Agenda**

**January 13, 2025**

**7:00 P.M.**

- A. Call to Order**
- B. Invocation – Deacon Dale Smith of Crossway Worship Center**
- C. Pledge of Allegiance**
- D. Adoption of Minutes – December 16, 2024**
- E. Public Comments**
- F. Resolution – House Bill 581**
- G. Approval of Meeting Agenda**
- H. Consent Agenda**
  - 1. Appointment of Chris Benson as City Administrator**
  - 2. Appointment of Dana Braun as City Attorney**
  - 3. Appointment of Arlene Hobbs as City Clerk**
  - 4. Appointment of Marcus Sack as City Engineer**
  - 5. Appointment of William Collins as Chief of Police**
  - 6. Appointment of Brenda Tyson as Assistant Chief of Police**
  - 7. Appointment of Robert F. Pirkle as Municipal Court Judge**
  - 8. Appointment of Mayor’s 2025 Committee Members**
  - 9. Designation of Depositories – First Bank of Coastal Georgia and Ameris Bank**
  - 10. Approval of 2025 Council Meeting Dates**
  - 11. Approval of 2025 Holiday Schedule**
  - 12. Approval of 2025 Employee Compensation as presented in the 2025 Budget**
  - 13. Approval of Pay Rate Changes for the Police Department**
  - 14. Approval of 2025 Alcohol License Renewal for Food Lion**
  - 15. Approval of 2025 Alcohol License Renewal for Enmarket**
  - 16. Approval for First Baptist Church of Pembroke to use old ballfield for event parking on February 1-2, 2025, and again February 7-9, 2025.**
  - 17. Approval for BCMHS Tennis Team to hold a bucket brigade on Saturday, March 1, 2025, from 9am to 12pm.**

**I. Presentation of Staff Promotions for the Pembroke Police Department**

- 1. Brenda Tyson – Assistant Chief of Police**
- 2. David Mizell – Master Sergeant**
- 3. Raul Secundino – Sergeant**
- 4. Dohnovan Patterson – Star Corporal**
- 5. Tracy Smith – Star Corporal**

**J. Public Hearings**

- 1. Applicant, Dana Sheetz, is requesting a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.**

**K. Ordinance Readings – None**

**L. Action Agenda**

- 1. Approval of a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.**
- 2. Approval of a final plat for a two-lot subdivision for Darlene Shuman, Parcel #0161 073, at 1357 Camellia Drive.**

**M. Department Reports**

**N. Committee Reports**

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

**P. Adjournment**

**Pembroke City Council**  
**Workshop Agenda**  
**January 13, 2024**  
**6:00 P.M.**

- 1. Call to Order**
- 2. House Bill 581**
- 3. PD staff promotions and pay rate changes**
- 4. Request from First Baptist Church to use old ballfield for parking in February**
- 5. Executive Session**

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

# HOUSE BILL 581



## What is House Bill 581/Statewide Floating Homestead Exemption Act?

- A law that changes how property taxes work for cities, counties, and schools creating a "floating homestead exemption," which affects school districts by putting a limit on how much property taxes can go up based on the rate of inflation.
- House Bill 581 is effective January 1, 2025 - the Constitutional Amendment passed the statewide referendum in November, 2024.
- City of Richmond Hill, City of Pembroke, Bryan County Government, and Bryan County Schools have a one-time chance to opt out of this limit by March 1, 2025.
- As a reminder, state law mandates that the tax assessor determines the fair market value of property, which directly dictates the amount of property taxes owed.



## House Bill 581

### The City of Richmond Hill, City of Pembroke, Bryan County Government, and Bryan County Schools

- Each governmental entity must make a decision whether to opt-out by March 1, 2025.
- City and county governments have access to additional funding and/or revenue opportunities whereas Bryan County Schools DOES NOT. If the City of Richmond Hill, City of Pembroke, and/or Bryan County Government decide not to opt-out, by law, they are allowed to add up to an additional penny of sales tax to offset any potential losses incurred by not opting out of the statewide floating homestead exemption (HB581).

## House Bill 581 + Potential Long-Term Impacts

- From Bryan County School's perspective as a high growth school system, House Bill 581 presents potential challenges by capping the increase in home property values used to calculate taxes.
- Property taxes are a critical source of funding for schools, this limitation may reduce the revenue available to support educational programs, staff, and facilities.
- While the bill aims to ease the tax burden on homeowners, Bryan County Schools would be forced to explore alternative funding strategies, such as increased millage rates, to address any potential shortfall in revenue if electing not to opt out.



## Negative Consequences

- High Growth Districts: State funds are calculated using student counts that lag by up to 12 months. These funds are insufficient in high growth districts where student populations are consistently increasing.
- Funding Limits: A property tax cap would likely reduce the ability to provide adequate educational services through a reduction in the operational funds. Overall, this could lead to fewer teachers, larger class sizes, deteriorating facilities, fewer safety personnel and resources, and a decline in overall educational resources.
- Unfunded Mandate: The law may reduce local funding available for schools yet provides no guaranteed state or alternative funding to make up for the shortfall.

## Bryan County Schools + House Bill 581

- Given the potential long term negative impacts to Bryan County Schools, the district is considering opting out and as a requirement of state law, must hold three public hearings.
- Bryan County Schools will hold three public hearings at Bryan County Schools Board of Education office located at 8810 U.S. Highway 280 East Black Creek, GA 31308 at the following dates and times:
  - January 10, 2025 - 1:00pm
  - January 21, 2025 - 6:30pm
  - January 24, 2025 - 9:00am





## **2025 Staff Appointments**

**Johnnie Miller**

**Chris Benson**

**Dana Braun**

**Arlene Hobbs**

**Marcus Sack**

**William Collins**

**Brenda Tyson**

**Robert F. Pirkle**

**Mayor Pro-Tem**

**City Administrator**

**City Attorney**

**City Clerk**

**City Engineer**

**Chief of Police**

**Assistant Chief of Police**

**Municipal Court Judge**



## **2025 Council Committee Appointments**

**Public Safety**

**Bacon/Moore**

**Finance**

**Moore/Bacon**

**Street**

**Hamilton/Miller**

**Water**

**Hamilton/Moore**

**Human Resources**

**Moore/Lewis**

**Cemetery**

**Bacon/Miller**

**Mechanic Shop**

**Lewis/Hamilton**

**Recreation**

**Miller/Lewis**



## **2025 Designation of Depositories**

**First Bank of Coastal Georgia  
250 W. Bacon Street  
Pembroke, GA 31321  
912-653-4396**

**Ameris Bank  
10425 Ford Avenue  
Richmond Hill, GA 31324  
912-662-7037**



## City of Pembroke Council Meeting Schedule for 2025

All meetings will be held in Council Chambers located at 353 N. Main Street, Pembroke, GA 31321 starting at 7:00 pm.

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 11, 2025

September 8, 2025

October 6, 2025 – 1<sup>ST</sup> MONDAY DUE TO HOLIDAY ON 2<sup>ND</sup> MONDAY OCT 13<sup>TH</sup>

November 10, 2025

December 8, 2025

2025 Workshops will be held at 6:00 pm before each Council Meeting. Items on the Workshop Agendas will be discussed but no decisions requiring a vote will be made. The public is welcome to attend.





## **2025 Holiday Schedule**

**January 1**

**January 20**

**February 17**

**May 26**

**June 19**

**July 4**

**September 1**

**October 13**

**November 11**

**November 27 & 28**

**December 25 & 26**

**New Year's Day**

**Martin Luther King Jr Day**

**President's Day**

**Memorial Day**

**Juneteenth**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veterans Day**

**Thanksgiving**

**Christmas**





**APPLICATION FOR THE CITY OF PEMBROKE ALCOHOL BEVERAGE LICENSE**

**PAGE 2**

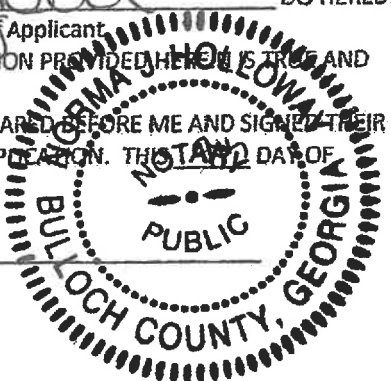
LICENSE FEES SHALL BE PAYABLE IN ADVANCE OF AN ENTIRE YEAR. LICENSE FEES SHALL NOT BE PRORATED FOR A PART OF A YEAR. APPLICATION FEE SHALL BE PAID AT THE TIME THE APPLICATION IS FILED. IF THE ANNUAL LICENSE FEE IS NOT PAID AT THE TIME OF THE APPLICATION, THE ANNUAL LICENSE FEE SHALL BE PAID PRIOR TO THE ISSUANCE OF THE LICENSE BY THE MAYOR AND CITY COUNCIL AND NO LATER THAN 14 DAYS AFTER NOTIFICATION OF APPROVAL OF THE LICENSE BY THE MAYOR AND CITY COUNCIL.

|   |   |
|---|---|
| Organization or Business Name<br>Food Lion, LLC   | Date & Time of Event: (if applicable) N/A   |
| DBA<br>Food Lion #2811  | Business Telephone<br>(912) 653-5983  |
| Business Mailing Address<br>2110 Executive Drive  | Business Physical Address<br>2811 W Bacon Street  |
| City State Zip Code<br>Salisbury NC 28147   | City State Zip Code<br>Pembroke GA 31321  |
| Applicants Full Name<br>Kimberly Ann Bell on behalf of Food Lion, LLC   | Applicants Telephone Number<br>Work (912) 653-5983  |
| Applicants Physical Address<br>[REDACTED]   | Applicants Age and Date of Birth<br>[REDACTED]  |
| Is the applicant the owner of the business?<br>Circle one YES <input type="radio"/> NO <input checked="" type="radio"/>                           | Applicants Social Security #<br>[REDACTED]  |
| If No, what is your title in the business: Manager  |   |
| Have you ever been arrested for anything other than a Traffic violation: circle one YES <input type="radio"/> NO <input checked="" type="radio"/> | Is Business within 100 yards of a school, church, or housing authority project?<br>Circle one YES <input type="radio"/> NO <input checked="" type="radio"/> |
| How many partners, shareholders, etc. are involved in the business:   | Please list partners, principal owners or shareholders:<br>Delhaize America, LLC  |
|   |   |

Note: ANY PERSON WHO VIOLATES ANY LAWS OR REGULATIONS RELATING TO THE SALE OF ALCOHOLIC BEVERAGES SHALL UPON CONVICTION BE PUNISHED AS PROVIDED IN THE CITY OF PEMBROKE ALCOHOLIC BEVERAGES ORDINANCE, WHICH MAY INCLUDE A FINE OR IMPRISONMENT, IF IMPOSED, SHALL BE IN ADDITION TO AND NOT IN LIEU OF SUSPENSION OR REVOCATION UNDER SAID ORDINANCE.

I, Kimberly Bell DO HEREBY  
Signature of Applicant

CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE.  
THE ABOVE PERSONALLY APPEARED BEFORE ME AND SIGNED THEIR NAME TO THE FOREGOING APPLICATION. THIS DAY OF  
December 2024



**FOR OFFICE USE ONLY:**

APPLICATION FEE: \_\_\_\_\_ LICENSE FEE: \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

PAYMENT METHOD: CHECK# \_\_\_\_\_

CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

RECEIPT # \_\_\_\_\_

NOTARY PUBLIC  
(SEAL)

# Pembroke

## CITY OF PEMBROKE

EST. 1905

### APPLICATION FOR THE CITY OF PEMBROKE ALCOHOL BEVERAGE LICENSE

PAGE 2

**LICENSE FEES SHALL BE PAYABLE IN ADVANCE OF AN ENTIRE YEAR. LICENSE FEES SHALL NOT BE PRORATED FOR A PART OF A YEAR. APPLICATION FEE SHALL BE PAID AT THE TIME THE APPLICATION IS FILED. IF THE ANNUAL LICENSE FEE IS NOT PAID AT THE TIME OF THE APPLICATION, THE ANNUAL LICENSE FEE SHALL BE PAID PRIOR TO THE ISSUANCE OF THE LICENSE BY THE MAYOR AND CITY COUNCIL AND NO LATER THAN 14 DAYS AFTER NOTIFICATION OF APPROVAL OF THE LICENSE BY THE MAYOR AND CITY COUNCIL.**

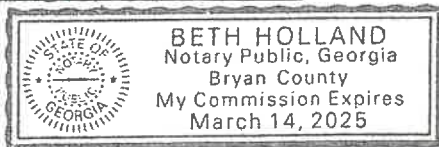
|   |           |              |   |           |              |
|---|-----------|--------------|---|-----------|--------------|
| Organization or Business Name<br><u>Enmark Stations, Inc.</u>   |           |              | Date & Time of Event: (if applicable)   |           |              |
| DBA<br><u>Enmarket # 774</u>  |           |              | Business Telephone<br><u>912-653-3151</u>   |           |              |
| Business Mailing Address<br><u>P.O. Box 728</u>   |           |              | Business Physical Address<br><u>203 E. Bacon St.</u>  |           |              |
| City  | State     | Zip Code     | City  | State     | Zip Code     |
| <u>Savannah</u>   | <u>GA</u> | <u>31402</u> | <u>Pembroke</u>   | <u>GA</u> | <u>31321</u> |
| Applicants Full Name<br><u>Matthew Clements</u>   |           |              | Applicants Telephone Number<br>Work (✓) <u>912-236-1331</u><br>Home ( )   |           |              |
| Applicants Physical Address<br>[REDACTED]   |           |              | Applicants Age and Date of Birth<br>[REDACTED]  |           |              |
| Is the applicant the owner of the business?<br>Circle one YES <input type="radio"/> NO <input checked="" type="radio"/>                           |           |              | Applicants Social Security #  |           |              |
| If No, what is your title in the business:<br><u>President</u>  |           |              |   |           |              |
| Have you ever been arrested for anything other than a Traffic violation: circle one YES <input checked="" type="radio"/> NO <input type="radio"/> |           |              | Is Business within 100 yards of a school, church, or housing authority project?<br>Circle one YES <input type="radio"/> NO <input checked="" type="radio"/> |           |              |
| How many partners, shareholders, etc. are involved in the business:<br><u>See Attached</u>  |           |              | Please list partners, principal owners or shareholders:<br><u>See Attached</u>  |           |              |

**Note: ANY PERSON WHO VIOLATES ANY LAWS OR REGULATIONS RELATING TO THE SALE OF ALCOHOLIC BEVERAGES SHALL UPON CONVICTION BE PUNISHED AS PROVIDED IN THE CITY OF PEMBROKE ALCOHOLIC BEVERAGES ORDINANCE, WHICH MAY INCLUDE A FINE OR IMPRISONMENT, IF IMPOSED, SHALL BE IN ADDITION TO AND NOT IN LIEU OF SUSPENSION OR REVOCATION UNDER SAID ORDINANCE.**

I, [Signature] DO HEREBY  
Signature of Applicant

CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE.  
THE ABOVE PERSONALLY APPEARED BEFORE ME AND SIGNED THEIR NAME TO THE FOREGOING APPLICATION. THIS 9<sup>th</sup> DAY OF Dec., 2024.

[Signature]  
NOTARY PUBLIC  
(SEAL)



**FOR OFFICE USE ONLY:**

APPLICATION FEE: \_\_\_\_\_ LICENSE FEE: \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

PAYMENT METHOD: CHECK# \_\_\_\_\_

CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

RECEIPT # \_\_\_\_\_

**Arlene Hobbs**

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**From:** Phillip Sapp <phillipsapp18@yahoo.com>  
**Sent:** Monday, January 6, 2025 8:59 AM  
**To:** Tiffany Zeigler; Arlene Hobbs  
**Subject:** City Grassy Area

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

First Baptist Church will be putting on an event in a couple of weeks and we were wondering if we could use the city grassy area where the old Elementary school playground used to be for our church members to park for a few nights. Our event will be February 1, 2, 7, 8, 9. We will make sure the area has a designated and adequately lit crossing spot for people to cross North Main to First Baptist Church.

Thank you,

Phillip A. Sapp

**Arlene Hobbs**

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**From:** Laura Blair <lblair@bryan.k12.ga.us>  
**Sent:** Thursday, January 2, 2025 10:41 AM  
**To:** Arlene Hobbs  
**Subject:** Bryan County Tennis Team Bucket Brigade

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Arlene,

The high school tennis team would like to host a bucket brigade on Saturday, March 1<sup>st</sup>. Can you please put in a request for us with the city?

Thank you and Happy New Year!

*Laura Blair*  
Mathematics Teacher  
Head Tennis Coach  
Bryan County High School



# **Planning and Zoning Inputs for January 13 City Council meeting**

## **Public Hearings**

1. Applicant, Dana Scheetz, is requesting a Variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell St, Parcel #P06 17 004.

## **Action Agenda**

1. Approval of a Variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell St, Parcel #P06 17 004.
2. Approval of a final plat for a two-lot subdivision for Darlene Shuman, parcel #0161 073, at 1357 Camellia Dr.

**Pembroke Planning Commission  
Minutes  
December 19, 2024**

The regular meeting of the Pembroke Planning Commission was held on Thursday, December 19, 2024, at City Hall with the following members present: Chair Charlotte Bacon, commission members Anne Barton, Van Redcross, Dave Williams, and Shalah Beckworth. Also, present was Community Development Director Derek Cathcart.

**Call to Order** . . . Chair 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 Anne Barton and seconded by Dave Williams to approve the minutes of November 21, 2024; regular commission meeting as presented. The motion carried unanimously.

Chair Bacon: Variance request for 51 Mary street has been rescheduled to January 16<sup>th</sup>.

**Public Hearings**

- 1. Applicant, Dana Scheetz, is requesting a Variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell St, Parcel #P06 17 004.**

Chair Bacon: Asked where the ditch would be located.

Dana Scheetz: The final location would be determined after the field survey.

Bacon: Asked why the houses had single car garages.

Clay Collins: The homes built in the subdivision will act as a test run of a home to be built in another development.

Anne Barton: Asked if the option was explored to develop behind the setback line, where the lot width was 100'

Clay Collins: No

**Action Agenda**

- 1. Recommendation to city council regarding a Variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell St, Parcel #P06 17 004.**

A motion to recommend approval to City Council was made by Anne Barton, seconded by Van Redcross. The motion passed unanimously.



**2. Recommendation to city council for the final plat of a two-lot subdivision for Darlene Shuman, parcel #0161 073, at 1357 Camellia Dr.**

A motion to recommend approval to City Council was made by Anne Barton, seconded by Van Redcross. The motion passed unanimously.

**Adjournment...**There being nothing further to discuss, at 7:15pm a motion to adjourn was made by Dave Williams, seconded by Van Redcross. The motion passed unanimously.

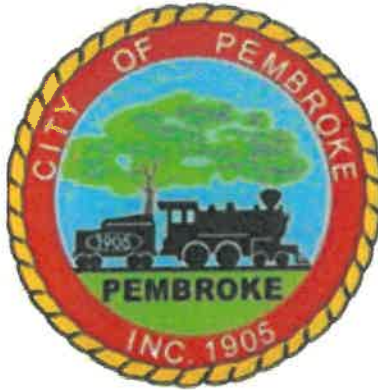
**ATTEST:**

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**Derek Cathcart**  
**Community Development Director**

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**Charlotte Bacon**  
**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.

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**Applicant:** Dana Scheetz, Atlantic Coast Consulting (Agent). Corde Wilson (Owner)

**Request:** Variance – 5’ minimum lot width reduction.

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I. MEETINGS:

|                      |                             |                   |
|----------------------|-----------------------------|-------------------|
| Planning Commission: | Public Hearing              | December 19, 2024 |
| City Council:        | Public Hearing & Final Vote | January 13, 2024  |

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II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning: R-1

Proposed Use: Single-Family Residential

Owner/Agent: Corde Wilson (Owner), Dana Scheetz – Atlantic Coast Consulting (Agent)

Location of Property: Mikell St., Parcel #P06 17 004

Election Ward: District 4, Rufus “Ed” Bacon

Zoning of Surrounding Property: R-1, B-3

Comprehensive Plan Character Area: Traditional Neighborhood Development

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III. EXECUTIVE SUMMARY:

The City has received a Variance request submitted by Dana Scheetz of Atlantic Coast Consulting to reduce the minimum lot width from 100’ to 95’ for two lots in a proposed six lot subdivision on Mikell St, at the intersection of Mikell St and Burkhalter St. Four of the proposed lots meet the 100’ lot width minimum, while two of the proposed lots, one fronting on Mikell St and one fronting on Burkhalter, have lot widths over 95’. All 6 of the proposed lots meet setbacks and minimum lot size requirements for the

R-1 zoning designation, with all lot sizes greater than 12,000sf. The existing, vacant lot, parcel #P06 17 005, located at the corner of Mikell and Burkhalter, is nonconforming with an 85' lot width.

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**IV. SUBJECT PROPERTY:**

Mikell Street, parcel #P06 17 004 at the intersection of Burkhalter and Mikell St. The subject property is 2.29 acres, proposed to be subdivided into 6 lots, with 5 of the lots fronting on Mikell St., and one of the lots fronting on Burkhalter St., the existing lot on the corner of Burkhalter and Mikell St would remain.

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**V. APPLICABLE CODE SECTIONS:**

**Section 7-4 Powers and Limitations of the Board.**

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

(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:

(i) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; **The existing vacant lot adjacent to the subject property is nonconforming with an 85' lot width, and the current dimensions of the property would not allow for a 6-lot subdivision meeting the 100' lot width minimum. The lot width minimum required by the zoning ordinance is measured at the building line – the lots requested for variance have lot widths at almost 98' at the front yard setback line.**

(ii) The application of the ordinance or resolution to this particular piece of property would create an unnecessary hardship; **The 100' lot width requirement would not allow for the 6 lot subdivision, and would create lots much larger than the surrounding established lots.**

(iii) Such conditions are peculiar to the particular piece of property involved; **See previous two responses.**

(iv) Relief, if granted, would not produce substantial detriment to the public good or impair the purposes and intent of the ordinance or resolution, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited by the ordinance or resolution.

**7-4 (3). Variances:** The Council may grant a variance only when it finds that literal or strict application of a zoning ordinance to the applicant's property would cause undue hardship in all of the following ways:

(a) The lot in question cannot yield a reasonable return unless a variance is granted; **The variance would allow for 6 lots instead of 5 lots to be developed. The 6 lots proposed are comparable in total SQF to adjacent lots in the neighborhood, and the lot widths are larger than most of the surrounding lots.**

(b) The need for a variance is due to the unique circumstances of the lot and not to the general conditions in the neighborhood; The lots in question is large enough to meet the minimum lot size, however not wide enough to meet the minimum lot width when subdivided.

(c) The granting of the variance will not alter the essential character of the locality; The Traditional Neighborhood character area promotes mid to high density pattern of development and reduced lot sizes. Many of the established lots in the immediate neighborhood currently do not meet the 100' lot width minimum.

(d) The hardship is not the result of action taken by the applicant or a prior owner. N/A.

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#### VI. STAFF ANALYSIS:

The proposed subdivision meets all requirements of the R-1 zoning designation, except for minimum lot width. The subject lot, when subdivided into 6 lots, is large enough to meet the minimum lot sizes and all required setbacks. The immediate neighborhood, and one existing adjacent lot proposed to be included in the development, consists of several similar lots which do not meet the lot width minimum, but meet the minimum lot size. The proposed variance request will not alter the neighborhood character, and would create a small subdivision with lot widths much closer to regulation than other lots along W Smith St and Mikell St.

The character area, Traditional Neighborhood Development, is described as: residential areas following a mid to high density pattern of development, with narrow setbacks, and small, regular lots.

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#### VII. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the Variance Request for a 5' minimum lot width reduction for two lots in a six lot proposed subdivision on Mikell St, parcel # P06 17 004

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#### 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 Variance request.

**ACC**  
ATLANTIC COAST CONSULTING, INC.  
770-594-8998  
www.atlcc.net  
Roswell, GA  
Savannah, GA  
Knoxville, TN

**DRAFT**

**PROJECT:**  
MIKELL STREET LOTS  
CITY OF FEMOROCK  
BRVAN COUNTY, GEORGIA

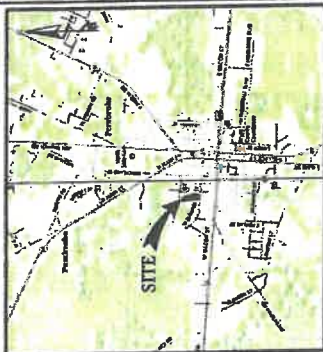
**WILSON FAMILY HOLDINGS**

7370 HODGSON MEMORIAL DRIVE  
SAVANNAH, GEORGIA  
31406-1422

DATE: 02/27/2024

PROJECT NUMBER:  
D080-114  
FEB 2024

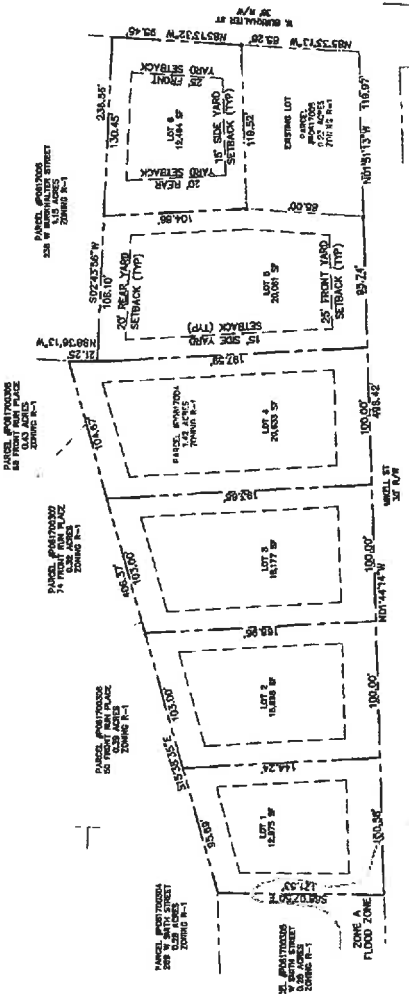
**PRELIMINARY PLAT**



Vicinity Map  
Individual Parcel Shaded Grey  
Other Commercial Labeled  
Public Street

PARCEL #000000000  
328 W WEST WALTER STREET  
13.8 ACRES  
ZONING R-1

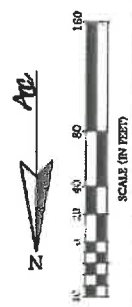
PARCEL #000000000  
328 W WEST WALTER STREET  
13.8 ACRES  
ZONING R-1



PARCEL #000000000  
73 MIKELL STREET  
1.5 ACRES  
ZONING B-1

PARCEL #000000000  
108 MIKELL STREET  
0.8 ACRES  
ZONING B-1

PARCEL #000000000  
138 MIKELL STREET  
0.8 ACRES  
ZONING B-1



- NOTES:**
1. ADJACENT PARCEL AND ZONING DATA TAKEN FROM THE BRVAN COUNTY GIS.
  2. MIKELL STREET AND MIKELL STREET ARE EXISTING PUBLICLY OWNED STREETS.
  3. THE LOTS WILL BE BOUND BY EXISTING PUBLIC WATER AND SEWER LINES.
  4. PARCELS WITH FRONT PORCHES SHALL FOLLOW ALL FRONT PORCH SETBACKS WITH FRONT PORCHES.
  5. FRONT PORCHES SHALL FOLLOW EXISTING SETBACKS. SETBACKS MAY VARY FROM THE TRADITIONAL 10 FT SETBACK.
  6. LOT DIMENSIONS LISTED.
  7. TOTAL PROJECT AREA = 3.29 ACRES
  8. TOTAL LOT AREA = 100.00 SF
  9. FRONT YARD SETBACK = 25 FT
  10. REAR YARD SETBACK = 30 FT
  11. SIDE YARD SETBACK = 20 FT

Pembroke  
CITY OF PEMBROKE  
EST. 1905

**Application for Rezoning, Variance, Home Occupation or  
Conditional Use**

Phone: 912-653-4413

Fax: 912-653-4424

**INSTRUCTIONS:**

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

**1. Action Requested (Check all that applies):**

Rezoning    Variance    Conditional Use    Home Occupation

**2. Owner and Agent Information:**

**a. Owner(s) of Record:**

**Name: \***

Corde

**Phone:**

Wilson

(912) 313-0873

**Mailing Address: \***

7370 Hodgson Memorial Dr

Suite D10

Savannah

Georgia 31406

**Physical Address: \***

7370 Hodgson Memorial Dr

Suite D10

Savannah

Georgia 31406

Do(es) the owner(s) own any adjacent properties?

**List Parcel Numbers:**

P0617005

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

**b. Name of Applicant/Agent:**

Dana Scheetz

**Company Name:**

Atlantic Coast Consulting

**Phone Number:**

(912) 236-3471

**Mailing Address:**

7414 Hodgson Memorial Dr

Suite 2B

Savannah

Georgia 31406

**Physical Address:**

7414 Hodgson Memorial Dr

Suite 2B

Savannah

Georgia 31406

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

**Company Name:**

**Phone Number:**

**Mailing Address:**

Address Line 1

Address Line 2

City

State

Zip Code

**Physical Address:**

Address Line 1

Address Line 2

City

State

Zip Code

**3. Property Information – Current**

**a. Property Parcel Number:**

P0617004

**b. Total Acreage of Property:**

2.29

**c. Acreage proposed for rezoning:**

N/A

**d. Street address of Property:**

0 Burkhalter St, Pembroke, GA 31321

**e. Location of property:**

At northeast quadrant of Mikell St/Burkhalter St intersection

**f. Current Zoning:**

R-1

**Current Land Use:**

Undeveloped

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

Lightly wooded

**h. Are there any structures currently on the property?**

Yes  No

**i. Contiguous land uses:**

North

R-1

South

R-1/B-3

East

R-1

West

R-1

**j. Current Access (roads):**

Mikell St & Burkhalter St



**k. Existing utilities:**

Water & sewer lines running adjacent to property

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

None

**Action**

**Date**

| Action | Date |
|--------|------|
|        |      |

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

**4. Property Information – Proposed:**

**a. Proposed Zoning:**

R-1 (same)

**Proposed Use:**

Single-family residential

**b. Proposed water:**

To be served by City of Pembroke

**proposed sewer:**

To be served by City of Pembroke

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

Yes  No

**if so, please answer the following:**

**Proposed number of lots**

6

**Proposed improvements (roads, water system, etc.)**

Water & sewer laterals, no additional roads/access or water/sewer lines

**Proposed access:**

Utilizing existing access from Mikell St & Burkhalter St

**d. Justification of rezoning:**

N/A

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

**5. Proposed Variance: (if applicable)**

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

Zoning Ordinance, Section 5-2(3) - minimum lot width at building line of 100 ft

**b. Please describe the variance you are requesting.**

Establish lots 5 and 6 with widths at building lines less than 5 feet under the required 100 ft

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

We wish to maintain the existing lot lines from parcel #P0617005, which limits the width of the proposed lots slightly. This parcel also has an existing nonconforming lot width.

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

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

**6. Adjacent Property Owners:**

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

## Property Owners

### ⊗ Item 1

Name

First

Last

Address

Address Line 1

Address Line 2

City

Georgia



Zip Code

+ Add Item

### 7. Certifications:

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

Yes

If answered "Yes," please attach a explanation

No

Upload or drag files here.

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

Yes

No

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



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

page

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

**Owner's Signature:**

⊗ Item 1

Signature \*

Date \*

11/21/2024

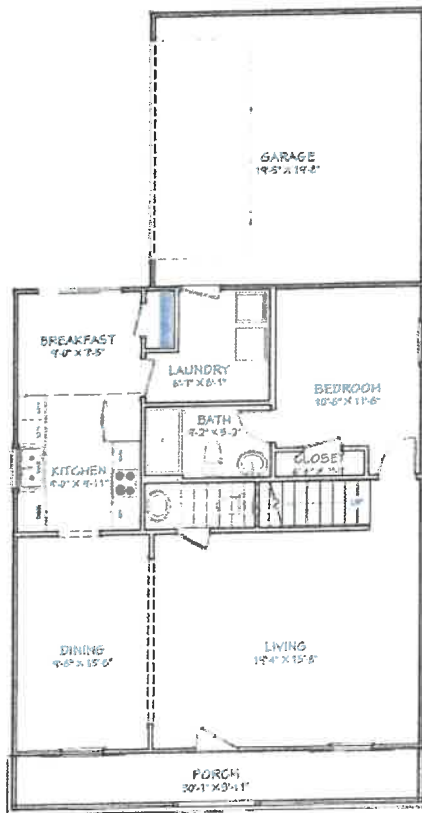
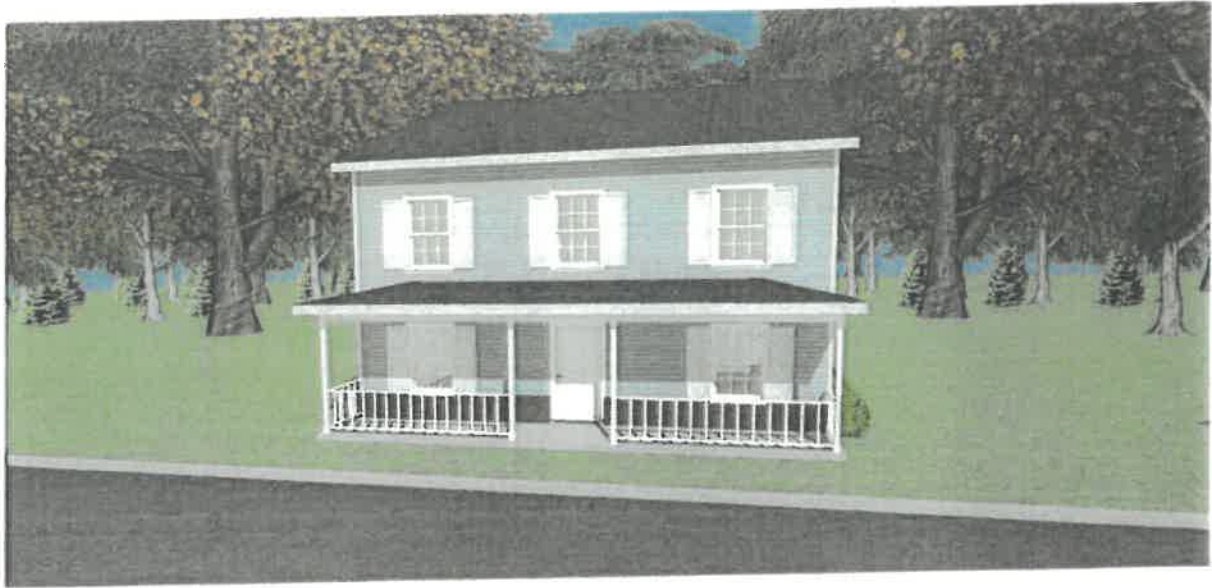


x 

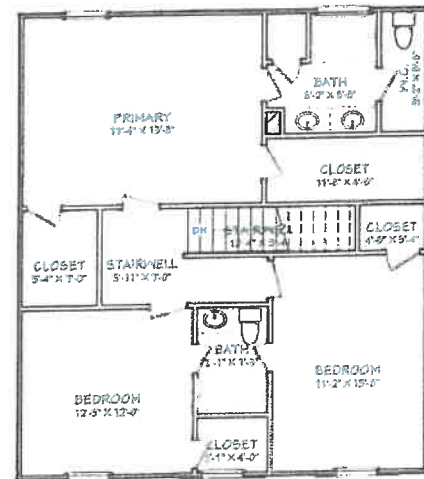
draw type

+ Add Item

Submit



**FIRST FLOOR PLAN**



**SECOND FLOOR PLAN**

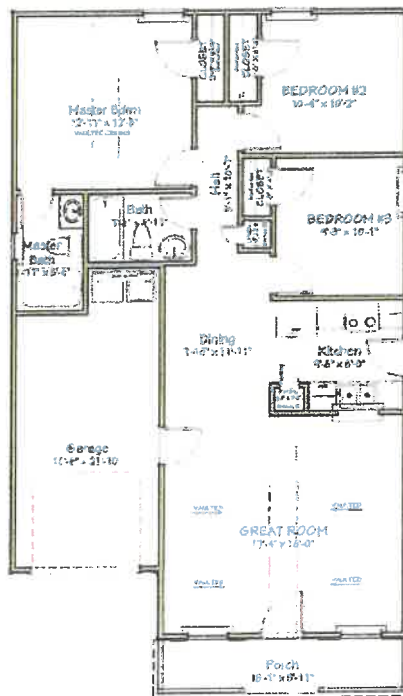
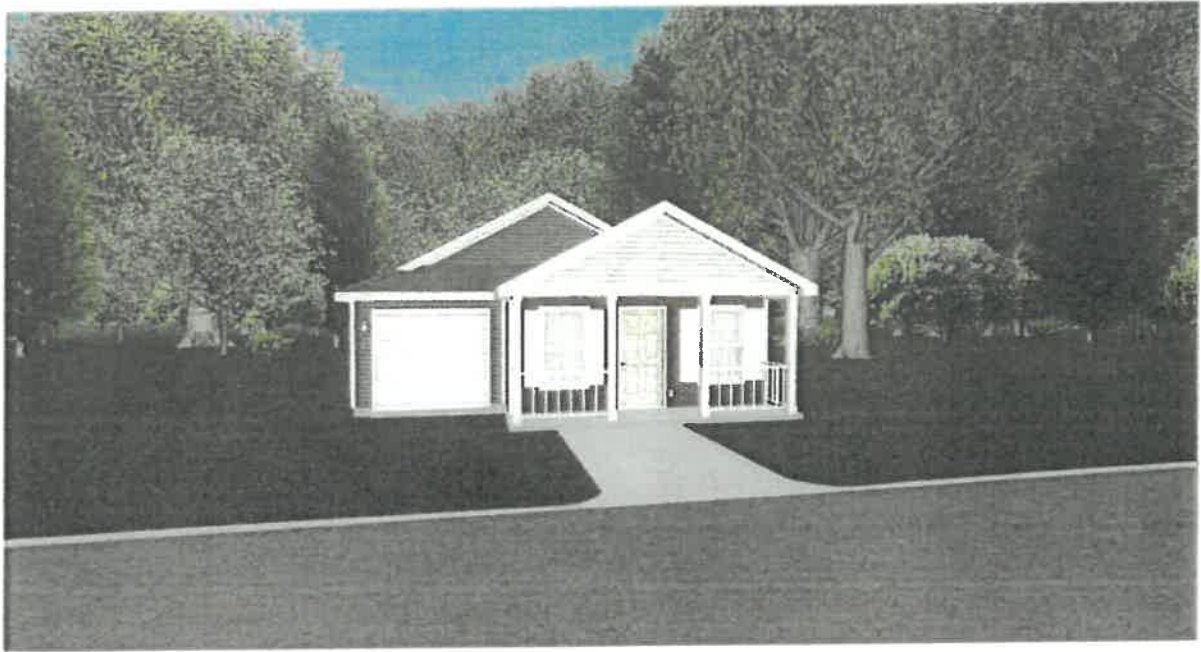
DRAWINGS PROVIDED BY:

Beacon New Homes, LLC.  
 7370 Hodgson Memorial Dr.  
 Suite D-10  
 Savannah, GA 31406  
 912-352-1623

**RESIDENT  
 PLANS**

**2040A PLAN  
 GOLD PACKAGE  
 2040 SQ. FT. (approx)**

The house plans depicted herein are for presentation only. They do not reflect the builder's final specifications & layout. Any price quoted is subject to change without notice & subject to confirmation by the builder.



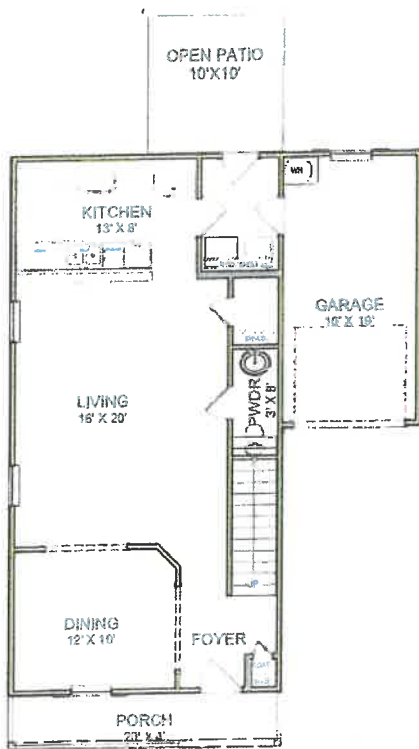
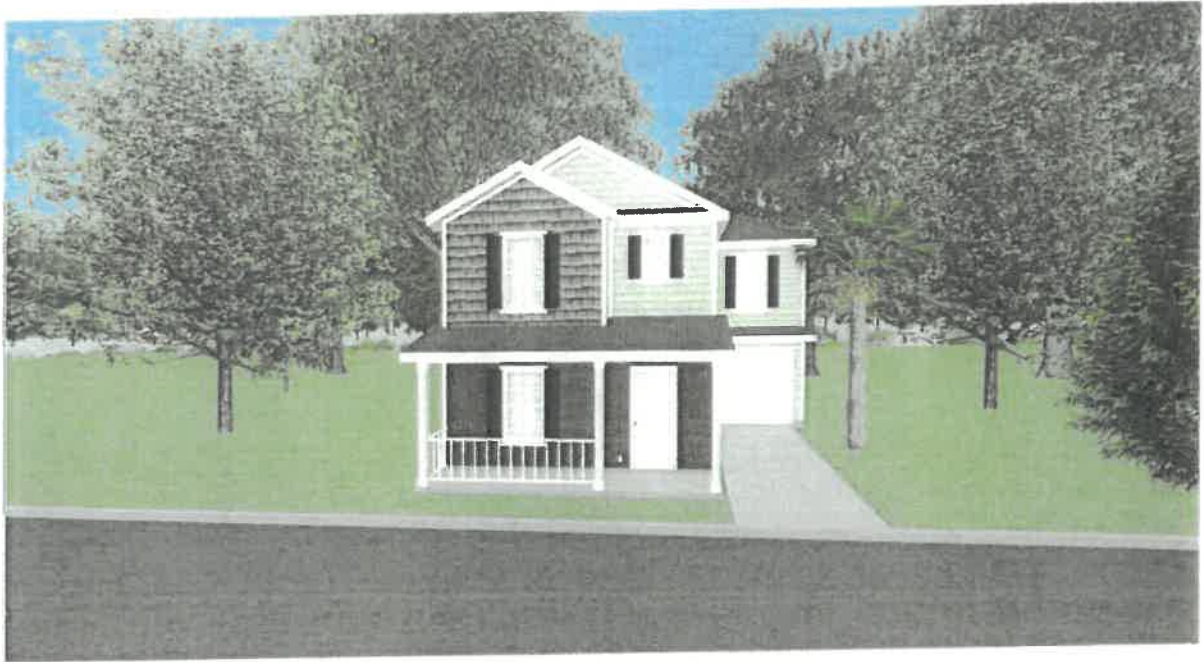
**FIRST FLOOR PLAN**

DRAWINGS PROVIDED BY:  
**Beacon New Homes, LLC.**  
 7270 Hodgson Memorial Dr.  
 Suite D-10  
 Savannah, GA 31406  
 912-352-1623

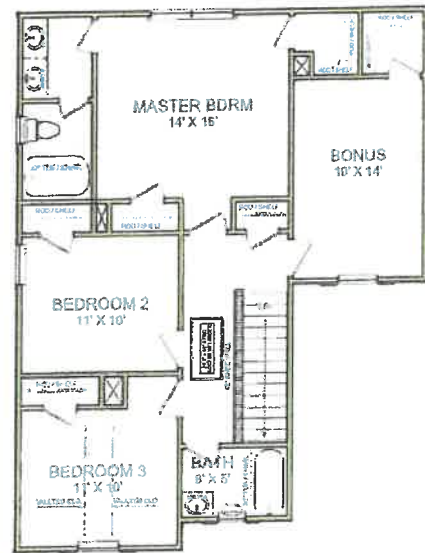
**RESIDENT  
 PLANS**

**AMELIA PLAN  
 GOLD PACKAGE  
 1051 SQ. FT. (approx)**

The house plans depicted herein are for presentation only. They do not reflect the builder's final specifications & layout. Any price quoted is subject to change without notice & subject to confirmation by the builder.



**FIRST FLOOR PLAN**



**SECOND FLOOR PLAN**

DRAWINGS PROVIDED BY:

**Beacon New Homes, LLC.**

7370 Hodgson Memorial Dr.  
 Suite D-10  
 Savannah, GA 31406  
 912-352-1623

**RESIDENT  
 PLANS**

**DAISY PLAN  
 GOLD PACKAGE  
 1700 SQ. FT.(approx)**

The house plans depicted herein are for presentation only. They do not reflect the builder's final specifications & layout. Any price quoted is subject to change without notice & subject to confirmation by the builder.

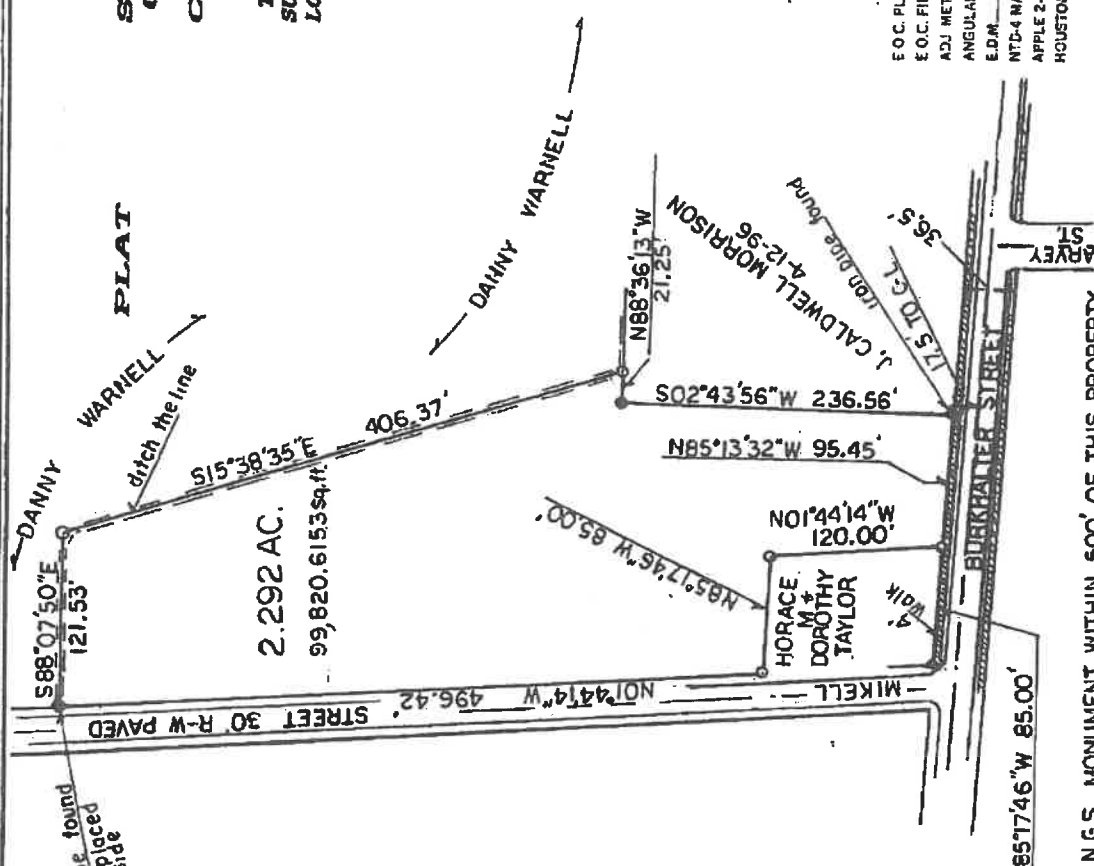


Magnetic Bearings subject to diurnal, annual and lunar variation, may not be constant on a given line.

FIA  
 HUD MAP H-01...  
 DATED 3-5-76  
 NOT A FLOOD ZONE  
 PER MAP  
 HOWEVER SOME LOW  
 AREAS FOUND

APPROVED FOR RECORDING THIS  
 25th day of June, 1996.

*Christine J. Butler*  
 Secretary  
 Pembroke Planning Commission



STATE OF GEORGIA  
 COUNTY OF BRYAN  
 19th. G.M.D.  
 CITY OF PEMROKE  
 MAY 2, 1996

THIS PLAT REPRESENTS AN ACTUAL  
 SURVEY OF 2.292 ACRES, AS SHOWN,  
 LOCATED AT BURHALTER AND MIKELL  
 STREETS.

THE PROPERTY OF  
 ELIZABETH S. MARTIN  
 AND THE ESTATE OF  
 INEZ B. SMITH

I certify that in my opinion  
 this is a correct representation  
 of the land platted and has been  
 prepared in conformity with the  
 minimum standards and require-  
 ments of law.



WILLIAM T. DELCACH, SR.  
 P.O. BOX 737  
 ELLABELL, GA 31308  
 PHONE 912-858-2651

Georgia, Bryan County  
 Recorded in Plat Book  
 14410  
 17-3-96  
 A. S. Williams  
 Clerk Superior Court

PRECISION DATA  
 E.O.C. PLAT 158 237.56'  
 E.O.C. FIELD 158 252.51'  
 ADJ. METHOD N.O.A.L.E.  
 ANGULAR ERROR 1" Per 3' Adj.  
 E.D.M.  
 NTD-4 MAN TOTAL STATION ✓  
 APPLE 2-E COMPUTER ✓  
 HOUSTON PLOTTER ✓

- LEGEND
- CONCRETE MARKER FOUND
  - CONCRETE MARKER PLACED
  - IRON PIN OR PIPE FOUND
  - IRON PIN OR PIPE PLACED
  - - - - - TIE LINE
  - — — — — PROPERTY LINE

THIS PLAT SUBJECT TO  
 ALL RECORDED EASEMENTS  
 AND RESTRICTIONS



NO N.G.S. MONUMENT WITHIN 500' OF THIS PROPERTY



*City of Pembroke*  
"A Historic Railroad Town"



TIFFANY ZEIGLER  
Mayor

CHRIS BENSON  
City Administrator

ARLENE P. HOBBS  
City Clerk

DANA BRAUN  
City Attorney

ROBERT F. PIRKLE  
Municipal Court Judge

JOHNNIE A. MILLER, SR.  
Mayor Pro Tem  
Councilmember - District 1

SHARON LEWIS  
Councilmember - District 2

DIANE MOORE  
Councilmember - District 3

ED BACON  
Councilmember - District 4

ERNEST HAMILTON  
Councilmember-At-Large

## Notice of Public Hearing

**The Pembroke Planning Commission will hold a public hearing December 19, 2024, at 7 p.m. in the city hall at 353 N. Main Street, Pembroke, Georgia, to consider a Variance request to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell St, Parcel #P06 17 004. The Pembroke City Council will hold a public hearing and final vote for the Variance request on January 13, 2025, in the city hall at 353 N. Main Street. The public is invited. Persons needing special accommodations should call the Pembroke City Hall at (912) 653-4413.**



353 N. Main St.  
P.O. Box 130  
Pembroke, GA 31321

Phone (912) 653-4413  
Fax (912) 653-4424

NOTE:  
 SURVEYOR HAS MADE NO ASSIGNMENT OR  
 APPROPRIATE SEARCH FOR EXISTENCE OF  
 RECORDS OR ENCUMBRANCES OR  
 OTHER PLATS THAT AN ACQUIRE AND CANNOT  
 TITLE SEARCH MAY DISCLOSE.  
 THE BOUNDARIES SHOWN ON THIS PLAT ARE BASED  
 UPON FIELD MEASUREMENTS AND A SINGLE BASE  
 LINE. THE BOUNDARIES SHOWN ON THIS PLAT  
 ARE NOT TO BE CONSIDERED AS A FINAL  
 PLAT EVEN THOUGH THE LINES ARE THE SAME.

FLOOD NOTE: ACCORDING TO  
 FEMA MAP PANEL ID  
 130200050A, EFFECTIVE DATE  
 05/05/2014, FOR BRYAN  
 COUNTY, THE AREAS SURVEYED  
 DO NOT LIE IN A SPECIAL FLOOD  
 HAZARD AREA.  
 NOTE: PORTION OF THE AREAS  
 SURVEYED LIE IN ZONE X, 0.28  
 ANNUAL CHANCE FLOOD.

TYPE OF SURVEY: DIVISION OF  
 EXISTING PARCEL.  
 EXISTING PARCEL DESCRIPTION:  
 PLAT BOOK G PAGE 14  
 TAX ID: 0161 073  
 CURRENT OWNER:  
 DARLENE B. SHUMAN AND  
 RASTUS BRRO, JR.

PLAT E.O.C.'S: 1' IN-  
 PARCEL A 102.005'  
 PARCEL B 837.089'

ZONING FOR PARCEL A: R-1  
 SETBACKS:  
 FRONT 25'  
 REAR 20'  
 SIDE (D) 15'  
 SIDE (S) 20'

ZONING FOR PARCEL B: B-2

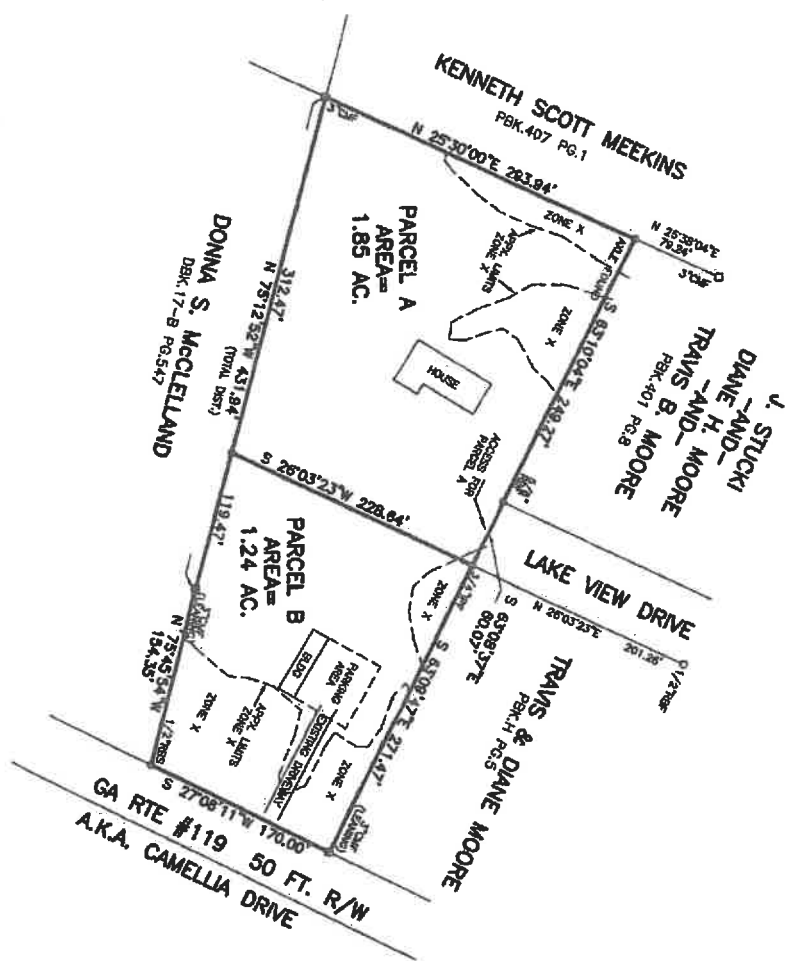
STATE OF GEORGIA  
 BRYAN COUNTY  
 CITY OF PEMBROKE  
 19th G.M.D.  
 PLAT DATE: 21 NOVEMBER 2023  
 FIELD SURVEY: 06 SEPT. 2021

FIELD E.O.C. 1' IN 18.475'  
 ANGULAR E.O.C. 03° PER <  
 PLAT E.O.C. 1' IN SEE NOTES  
 ADJUSTMENT: LEAST SQUARES

IPB- IRON PIN SET  
 IPF- IRON PIN FOUND  
 RBF- REBAR FOUND  
 RBS- REBAR SET  
 CWF- CONCRETE MONUMENT FOUND  
 CMS- CONCRETE MONUMENT SET

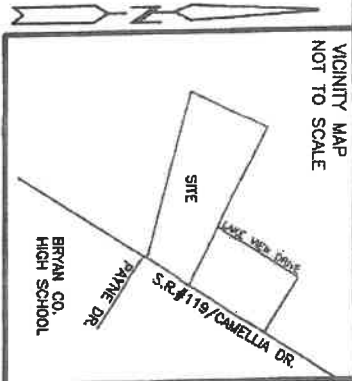


FILE # 210817  
 DRAWN BY: ADE  
 FIELD WORK: TWE



SURVEY FOR:  
**DARLENE B. SHUMAN**  
 TOTAL AREA SURVEYED: 3.09 ACRES  
 PLAT REVISED: 29 OCTOBER 2024  
 TO ADJUST LINE & RECOMBINED TRACT C WITH TRACT B

MAGNETIC NORTH  
 BASE BEARING TAKEN FROM  
 PLAT BOOK G PAGE 14



AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION  
 15-8-87, THIS PLAT HAS BEEN PREPARED BY A LAND  
 SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL  
 JURISDICTIONS FOR RECORDING AS EVIDENCED BY  
 APPROVAL, CERTIFICATES, SIGNATURES, STAMPS, OR  
 STATEMENTS HEREON, SUCH APPROVALS OR  
 AFFIRMATIONS SHOULD BE CONFORMED WITH THE  
 APPROPRIATE GOVERNMENTAL BOOKS BY ANY  
 PURCHASER OR USER OF THIS PLAT AS TO INTENDED  
 USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED  
 LAND SURVEYOR CERTIFIES THIS PLAT COMPLES WITH  
 THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY  
 SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND  
 REGULATIONS OF THE GEORGIA BOARD OF SURVEYING  
 AND MAPPING, SOCIAL ENGINEERS AND SURVEYORS  
 AND AS SET FORTH IN O.C.G.A. SECTION 15-8-87.

CITY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_



EASON LAND SURVEYING  
 P.O. BOX 753  
 CLAXTON, GA. 30417  
 (912) 739-7143  
 LSF 000047

PEMBROKE CODE ENFORCEMENT  
DEPARTMENT MONTHLY REPORT

REPORT MONTH December

REPORT DATE December 31, 2024

TOTAL OPEN CASES 14

TOTAL CLOSED CASES 6

TYPES OF CASES

DILAPIDATED STRUCTURE OPEN CASES 9 / DILAPIDATED STRUCTURE CLOSED CASES \_\_\_\_\_

OPEN ADDRESS

CLOSED ADDRESS

690 Ash Branch

350 HARN St *open*

1190 Ash Branch

93 Bill Brown Rd.

P 04 06 005 N. MAIN St

304 South College

P 0161 695 Ash Branch Rd.

407 Harry Hagon Rd *Reopened*

155 Ledford Rd.

33 Mikell St.

90 Bowers Rd.

268 S. Main

89 Surrency Rd.

935 Ash Branch Rd

897 Ash Branch Rd

\_\_\_\_\_

\_\_\_\_\_

HIGH GRASS OPEN 2 HIGH GRASS CLOSED 3 ILLEGAL DUMPING OPEN \_\_\_\_\_

ILLEGAL DUMPING CLOSED \_\_\_\_\_ PUBLIC NUISANCE OPEN 10 PUBLIC NUISANCE CLOSED \_\_\_\_\_

ACCUMILATION OF JUNK OPEN 9 ACCUMILATION OF JUNK CLOSED \_\_\_\_\_

JUNK CARS OPEN \_\_\_\_\_ JUNK CARS CLOSED \_\_\_\_\_ RIGHT OF WAY CASES OPEN \_\_\_\_\_

RIGHT OF WAY CASES CLOSED \_\_\_\_\_ SIGNS COLLECTED OFF RIGH OF WAY 22

OTHER CASES OPEN \_\_\_\_\_ OTHER CASES CLOSED 6

SIGNATURE 

CITY CLERK  
MONTHLY REPORT TO COUNCIL

REPORT MONTH: December

REPORT DATE: January 6, 2025

CONTINUED WORK ITEMS

- Followed through on last agenda items and preparing items and packets for this agenda.
  - Updating and working on bank statements.
- 
- 1) Working with ALGA on 2023 CDBG project.
  - 2) Working with ALGA on ARPA Grant project.

PEMBROKE FIRE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

REPORT MONTH December 2024 REPORT DATE 1-9-2025

NO. OF VOLUNTEER FIREFIGHTERS ON RECORD 22

TOTAL CALL OUTS 71

TOTAL RESPONSES:

|                           |                          |                          |
|---------------------------|--------------------------|--------------------------|
| HOUSE FIRES <u>2</u>      | VEHICLE FIRES <u>1</u>   | OPEN LAND FIRES <u>2</u> |
| COMMERICAL FIRES _____    | RESCUE CALLS <u>4</u>    | PUBLIC ASSISTS <u>7</u>  |
| MEDICAL ASSISTS <u>46</u> | WATER RESCUE CALLS _____ | FALSE ALARMS <u>5</u>    |
| DOWN POWER LINES <u>2</u> | GAS LEAK <u>2</u>        | OTHER CALLS _____        |
| MUTIAL AID CALLS _____    | DOWN TREE CALLS _____    |                          |

INJURIES TO FIREFIGHTERS (NAME OF FIREFIGHTER, TYPE OF INJURY & TREATMENT) \_\_\_\_\_

CIVILIAN INJURIES (YES/NO) \_\_\_\_\_

FIRE PREVENTION AWARENESS ACTIVITIES, PUBLIC SERVICE/SAFETY ACTIVITIES Tree lighting, week long Santa Run covering the whole city. Christmas Festival and Parade

TRAINING ACTIVITIES Vehicle fire attack, water supply, pump ops

DEPARTMENTAL ACTIVITIES Daily station duties. maintained the city pool responded to 71 calls for emergency service. Decorated stations and trucks for the holidays. completed all end of the year reporting for the state.

COMMENTS we had a total of 898 calls for service in 2024

SIGNATURE 