

**PEMBROKE CITY COUNCIL  
MINUTES  
MARCH 10, 2025**

The regular meeting of the Pembroke City Council was held on Monday, March 10, 2025, at City Hall with the following members present: Mayor Tiffany Zeigler, Mayor Pro-Tem Johnnie Miller, Councilmembers Diane Moore, Sharon Lewis, Ernest Hamilton, and Ed Bacon. Also, present were City Administrator Chris Benson, City Attorney Dana Braun, City Clerk Arlene Hobbs, and City Engineers Marcus Sack, Logan Irvine, and Randy Dykes.

**CALL TO ORDER, INVOCATION AND PLEDGE...**Mayor Zeigler called the meeting to order at 7:00 pm. Minister Diana Bing of Little Salem First Christ Holiness Church offered the invocation. Mayor Pro-Tem Miller led the pledge of allegiance to the flag.

**MINUTES...** A motion was made by Johnnie Miller and seconded by Ernest Hamilton to approve the minutes of the February 10, 2025; regular council meeting as presented. The motion carried unanimously.

**PUBLIC COMMENTS...**None

**AGENDA AMENDMENT TO ADD H6 AND H7 TO THE CONSENT AGENDA...**A motion to amend the consent agenda by adding items H6 and H7 was made by Johnnie Miller and seconded by Diane Moore. The motion carried unanimously.

**APPROVAL OF MEETING AGENDA...**A motion to approve the meeting agenda as presented was made by Diane Moore, seconded Johnnie Miller. 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 Pembroke 2024 LMIG Bid Package to McLendon Enterprises, Inc. in the amount of \$111,531.00. This project includes mill and overlay for four different locations throughout the city to include Burkhalter Street from Strickland Street to Mikell Street, two areas on West Bacon Street and a single location at 310 Camellia Drive.**
2. **Approval of Pembroke Sewer and Drainage CDBG Bid Package to McLendon Enterprises, Inc. in the amount of \$1,328,622.10.**
3. **Approval of Police Auxiliary request to hold Bucket Brigade on Saturday, March 15, 2025.**
4. **Approval of the Bryan County Middle High School request to hold a Bucket Brigade on Saturday, March 22, 2025, from 9am to 12pm.**
5. **Resolution in Support of Local Legislation to Clarify, Amend and Revise the Charter for the City of Pembroke.**
6. **Approval of Alcohol License Application for Nouria Energy Retail, Inc., the new owner of Enmarket at 203 E. Bacon Street.**
7. **Resolution of the City of Pembroke, Georgia imposing and/or extending a moratorium on the filing of zoning applications and as a consequence a moratorium on the filing of annexation petitions.**

## **PUBLIC HEARINGS**

1. **Applicant, Olivia McCumber, is requesting a Home Occupation for an online art business at 1001 Lumber Drive.** Derek Cathcart presented the applicant's request which is within guidelines for a home occupation permit. Staff and planning commission recommend approval.
2. **The City of Pembroke is proposing changes to the city's zoning ordinance, including amendments to Article V, Sections 5-2, 5-3, and 5-4, to allow Day Care Centers and Public Parks/Playgrounds as residential uses; and Article III, Sections 3-4-1 (V)(b) and 3-31 to correct language related to "Principal Buildings".** Dana Braun explained the proposed ordinance changes and why it is necessary. Councilmember Bacon expressed his opinion that we need to also add standards to the ordinance.
3. **The City of Pembroke is proposing changes to the city's subdivision regulations. Those include amendments to Article IV, Section 6.1, "Required Improvements", and Article VII, Sections 7.1 and 7.2, "Design Standards".** Randy Dykes of M.E. Sack Engineering presented the ordinance changes where the verbiage in Section 6 needed to be updated, and the added content in Section 7 listing the design standards.

## **ORDINANCE READINGS**

### **First Readings**

Motion to dispense with the reading of the Ordinance to follow was made by Diane Moore and seconded by Johnnie Miller. The motion carried unanimously.

1. **First Reading of an Ordinance to amend the city's zoning ordinance, including amendments to Article V, Sections 5-2, 5-3, and 5-4, to allow Day Care Centers and Public Parks/Playgrounds as residential uses; and Article III, Sections 3-4-1 (V)(b) and 3-31 to correct language related to "Principal Buildings".**

Motion to dispense with the reading of the Ordinance to follow was made by Johnnie Miller and seconded by Ernest Hamilton. The motion carried unanimously.

2. **First Reading of an Ordinance to amend the city's subdivision regulations to include amendments to Article IV, Section 6.1, "Required Improvements", and Article VII, Sections 7.1 and 7.2, "Design Standards".**

### **Second Readings**

1. **Second Reading and Approval of an Ordinance to amend Article I, Section 4, of Chapter 28 of the Code of Ordinances (Noise) for the City of Pembroke, Georgia.** A motion to approve was made by Johnnie Miller, seconded by Diane Moore. The motion carried unanimously.

## **ACTION AGENDA**

1. **Approval of a Home Occupation permit for an on-line art business at 1001 Lumber Drive.** A motion to approve was made by Diane Moore and seconded by Ernest Hamilton. The motion carried unanimously.
2. **Approval of a final plat for a 4-lot minor subdivision along Waters Circle, Phase I of Sawgrass Subdivision.** A motion to approve was made by Ed Bacon, seconded by Sharon Lewis. The motion carried unanimously.
3. **Approval of the development plans for King's Hollow (King Parcel PUD).** A motion to approve was made by Ed Bacon, seconded by Diane Moore. The motion carried unanimously.

## **DEPARTMENT REPORTS...**

**Police** – Chief Collins reported that the department is still soliciting for two positions. Proposals for new vehicles are being reviewed.

**Fire** – Fire Chief Peter Waters reported that there were 87 calls in February. He also reported that the department was presented with a plaque and recognized by National Church Residences for their work at Ash Branch Manor during the recent emergency weather situations.

**Street** – nothing to report.

**City Administrator** – Chris also attended the appreciation event hosted by National Church Residences and remarked on how appreciative the residents and staff at Ash Branch Manor are with our Public Safety employees. He also spoke about the ESPLOST renewal currently on the ballot. The city was approached by the school board for support. He explained that the city cannot legally take a position, but that Mayor and Council as individual citizens could offer their support.

**DDA** – Fernanda reported that the next Coffee & Conversation and Let's Discuss meetings will be held on Monday, March 24, 2025.

**City Attorney** – nothing to report.

**City Clerk** – nothing to report.

**COMMITTEE REPORTS** – Diane Moore, as a member of the Public Safety Committee, made a motion to name Brenda Tyson, Assistant Police Chief, as Interim Police Chief due to the upcoming retirement of Chief Collins. Ed Bacon seconded the motion, and the motion passed unanimously. Following the motion, the Oath of Office ceremony was administered to Brenda Tyson.

**EXECUTIVE SESSION...** A motion to enter an executive session for the purposes of possible real estate acquisition was made at 7:27pm by Johnnie Miller, seconded by Sharon Lewis. The motion passed unanimously. A motion to close the executive session at 7:45pm was made by Johnnie Miller, seconded by Ernest Hamilton. The motion passed unanimously.

**ACQUISITION OF REAL ESTATE...**A motion to accept the Offer to Sell from Byron Lewis for 53 Church Street in the amount of \$100,000 was made by Diane Moore, seconded by Ed Bacon. The motion passed unanimously.

**ADJOURNMENT...**There being nothing further to discuss, at 7:55pm a motion to adjourn the meeting was made by Diane Moore, seconded by Ernest Hamilton. The motion passed unanimously.

**ATTEST:**



Arlene Hobbs, City Clerk

Tiffany M. Zeigler, Mayor