

## **Pembroke Planning and Zoning Commission**

### **Minutes of the August 6, 2015 Meeting**

The Pembroke Planning and Zoning Commission met on August 6, 2015 in the council room at City Hall. All members of the Commission were present: Charlotte Bacon, Wayne Porter, Linda Boyette, Johnny Tuten, Dave Williams and Dain Reams, interim secretary. Also attending was Dustin Peebles, City Administrator. After determining that a quorum was present to conduct business, the meeting was called to order.

**Call to Order:** Charlotte Bacon, chairperson, called the meeting to order.

**Approval of the Agenda:** The agenda was approved with no changes.

**Approval of the Minutes of the July 9, 2015 Meeting:** Linda Boyette noted a misspelling of her name, and there was question of the correct spelling of the word “verbiage” (subsequently found to be spelled correctly). Ms. Boyette voted to accept the minutes as presented, with the correction to her name being the only change. Dave Porter seconded the motion, which was carried unanimously.

#### **Old Business:**

- A. Update Planning & Zoning Schedule of Fees: Presented with multiple fees of various cities around Pembroke, the commission approved the proposed Zoning Fee Adjustment with some changes. The Zoning Map Amendment was suggested to be lowered from \$275 to \$250. Also, Mr. Porter suggested that the Zoning Resubmittal Fee time differentials (less than 5 days, and 5 days or more) be removed. After brief discussion, Mr. Porter made the motion to approve the changes, which were seconded by Ms. Boyette. The motion passed unanimously.

#### **New Business:**

- A. Discussion of the possibility of getting Georgia Southern Students to look into the viability of a Vacant Property Registration for the City of Pembroke. The discussion was started by Mr. Reams pointing out the number of abandoned and vacant properties around the city. The Registration would allow tracking of owners in hopes to get them to potentially provide at least minimal care for said properties – either with fines or by possibly connecting them with volunteer organizations who could assist in the maintenance.  
Ms. Bacon queried if it were possible to use the GICH information gathered by Ms. Walraven (City Councilperson) as a starting point, and also requested a status update on current Code Enforcement issues relating to the GICH survey. It was noted that this could potentially aid Code Enforcement by helping track down owners of record. Mr. Porter asked about what the fines would be and who would be responsible. He further suggested that volunteer organizations could help.

Ms. Bacon further suggested that Mr. Reams contact Ms. Sharroll Fanslau (Director of the Downtown Development Authority) or Ms. Kay Hughes (Former Planning Commission Secretary) for further help and assistance in gathering this information. As this was a discussion only, there was no need for voting.

**Adjournment:** With no further business, Linda Boyette made a motion that the meeting be adjourned with Wayne Porter seconding the motion and all members approving.

The next meeting is 3 September 2015.

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

\_\_\_\_\_ Secretary \_\_\_\_\_ Date