

Pembroke Planning and Zoning Commission

Minutes of the August 4, 2016 Meeting

The Pembroke Planning and Zoning Commission met on August 4, 2016 in the council room at City Hall. All members of the Planning & Zoning Commission were present, as well as Dain Reams, Secretary. There were no members of the public attending the meeting. 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 minor changes: incorrect date and spelling of Linda Boyette's name.

Approval of the Minutes of the July 7, 2016 Meeting: Linda Boyette noted that the minutes concerning the rezoning of the former Alco building be changed from Brunswick, SC to Brunswick, GA. Wayne Porter voted to approve the minutes with the change. Johnny Tuten seconded the motion which was approved by all.

New Business/Discussions

- I. No New Business

Old Business/Discussions

- I. Changes to Article X of Pembroke's Zoning Code (P&Z passed in November 2014)
 - a. Updates and clarifies the Planning & Zoning Commission guidelines, terms of office, duties, procedures, appeals, public hearing and code of conduct for its members. (see attached changes).
 - b. Several grammatical and spelling errors were corrected.
 - c. After the corrections were made, Wayne Porter moved that the changes be accepted with Dave Williams seconding. The motion was carried forward unanimously.
 - d. Mrs. Boyette made the motion that, with the changes made, the update be moved forward to the City Council for consideration. Mr. Williams seconded, with all approving.
- II. Changes to P&Z fees (P&Z passed in August 2015).
 - a. Pursuant to Pembroke's Zoning Ordinance Section 8-1(3) which states "(f)ees for each individual permit or zoning action are subject to change by the City Council of the City of Pembroke.... and as may be amended from time to time, by the Mayor and City Council of the City of Pembroke" The Pembroke Planning Commission recommended the increase of said fees to adjust for inflation from when their initial creation. (See attached chart)
 - b. Mrs. Bacon pointed out a grammatical error.

- c. After the error was corrected, Mr. Porter made a motion to accept the changes with Mr. Williams seconding and all approved.
 - d. Mr. Porter made a motion to move the fee changes forward to Pembroke City Council for their consideration, with Mr. Williams seconding. The motion was carried unanimously.

- III. Accessory Dwelling Units Ordinance Draft.
 - a. Further discussion of this potential ordinance. Many options were cemented. The “final draft” of the ordinance will be put forth before the P&Z Commission in September.
 - b. The Commission made several choices on the options presented in the first draft.
 - c. Mr. Reams stated that he would make the changes recommended by the Commission members, and would present the final draft to them at the next P&Z Commission meeting.
 - d. As this was a discussion and consolidation of the final draft, no votes were necessary.

- IV. Cottage Housing Development Ordinance (Final Draft)
 - a. Creation of new Zoning District to allow Cottage Housing Developments in the City of Pembroke. A Cottage Housing Development is a medium to high density zoning district in which “clusters” of small houses (1000 square feet maximum) are placed on a single parcel of land.
 - b. Mr. Porter asked for clarification about the maximum footprint of six hundred fifty (650) feet, questioning if that should read “minimum”. Mr. Reams explained that it was not an error as the houses in the Cottage Housing Development (CHD) were intended to be small.
 - c. Mrs. Bacon asked about the height of the cottages, citing the Fire Department’s lack of a ladder truck for taller buildings. Mr. Reams pointed out that the current other zoning districts had a maximum height of thirty-five (35) feet.
 - d. With no further questions, Mrs. Boyette made a motion to accept the new zoning district and pass it forward to the City Council for their consideration. Mr. Williams seconded the motion, which passed unanimously.

- V. Final comments:
 - a. Mr. Reams pointed out that both Mrs. Boyette and Mrs. Bacon were coming to the end of their tenure with the board (at the end of the year), and encouraged both to consider whether they would like to continue their service, or if they would rather have someone take their respective places.
 - b. Mr. Reams also requested the next P&Z Commission be moved from 1 September to 8 September – citing personal reasons and other obligations. The members of the Commission obliged.

Adjournment: With no further business, Johnny Tuten made a motion that the meeting be adjourned with Mrs. Boyette seconding the motion and all members approving.

The next meeting is 8 September 2016.

_____ Chairperson _____ Date

_____ Secretary _____ Date