

## **CITY OF PEMBROKE, GA**

### **Minutes of Planning & Zoning Commission Meeting of 10/5/23**

**Call to Order:** Chair Bacon called the meeting to order at 6:30 p.m. Commissioners in attendance were Charlotte Bacon, Chair, Anne Barton, Vice Chair, Shalah Beckworth, Dave Williams, and Van Redcross. City staff in attendance were Steve Scholar and City Administrator Chris Benson.

**Chair Comments:** none

**Approval of August 3, 2023 Minutes:** Motion to approve the minutes made by Dave Williams, seconded by Shalah Beckworth, all in favor

### **AGENDA ITEMS**

#### **Recommendation to City Council of placement of manufactured home on Parcel 012-004, 530 W. Burkhalter Road by applicant Jackie Butler**

Commission members and City staff discussed the application, location of the proposed structure, size, location on lot, and that it was to be used as an Accessory Dwelling Unit (ADU) to be occupied by family and not be a rental. A Model Manufactured Home Sheet was provided. The Commission Members then went on to discuss whether the application could be considered for an action since the City's Zoning Code Section 3-4-1 Accessory Dwelling Unit Ordinance (Adopted 10-13-16) does not permit ADU's as an allowed type of structure under the referenced Section under III. Standards g. ADU Building Standards – Types of Structures.

Motion to recommend denial of the application based on the structure not being permitted by City Zoning Code requirements made by Anne Barton, seconded by Shalah Beckworth, all in favor, motion passes.

#### **Site Plan Review for Huddle House Restaurant at W. Bacon Street, Parcel 01-03-007 in a B-3 zone.**

Troy Reddick, Realtor was present to answer questions on behalf of owner who was recuperating from surgery and unable to attend meeting but was available by phone to clarify any answers to questions. Mr. Reddick gave some background on the site and owner. Owner is considered a top operator of Huddle House and that one of his stores was rated #4 in the top 12 performers. He also owns many Huddle Houses and hopes to see the Pembroke location also be a good performer.

Member Dave Williams stated he was a close neighbor of the new restaurant and had questions about access and Mr. Reddick clarified the location of the access drives, one being shared with Dollar General on Thigpen Lane and another on the easterly side adjacent to Family Dollar where the deceleration lane would be shared and is already constructed and in place. Asked if it would be a 24/7 operation – Mr. Reddick indicated it would not start out as such for the first 6 weeks during training but would eventually be 24/7.

Chair Bacon asked about the location of the dumpster which Mr. Reddick pointed out on the plan and she asked about number of parking spaces which Mr. Reddick said was 23, meeting Code requirements. He also pointed out a pick-up drive thru location that does not include ordering, pick-up only. He let the Chair know that construction would start as soon as possible and be completed quickly in approximately a few months.

Member Shalah Beckworth asked about deliveries and loading. Mr. Reddick said that they were still examining the best option for truck deliveries and the best access point for delivery trucks could be Thigpen Lane.

Travis Charssereau, a local resident asked whether curbing would limit or affect access on/thru Thigpen Lane. Mr. Reddick indicated it would not have curbing and would remain open.

Motion to recommend approval of Huddle House site plan made by Van Redcross, seconded by Shalah Beckworth, all in favor, motion passes.

Comments: It was noted that the new Family Dollar and Dollar Tree are completing their stock-up and should be completed and ready to open near end of October.

Chris Benson informed the Commission Members of the status of filling the position that supports the Planning & Zoning Commission. Steve Scholar would be in weekly until the end of the year. He is reviewing the job description and education requirements and will reach out to appropriate colleges and planning organizations. Chris has been very busy with often weekly meetings with developers interested in Pembroke, discussing annexations and the need to designate zoning for same, and sharing GIS information. Most parties are interested in PUD developments. The new Comp Plan and other Master Planning such as Downtown Development planning, Parks and Recreation planning, Transportation planning and studying impacts of the multi-school campus will be useful tools going forward. He then provided the Commission with copies of the New Comprehensive Plan. Chair Bacon and other Commission Members asked to be included in planning process and discussions going forward. Consensus is that we would like to be operating at the same level of understanding of the administration's preferences and defined goals as the City Council and the DDA are.

**Adjourn:** Motion to adjourn at 7:10 p.m. made by Dave Williams, seconded by Van Redcross, all in favor, meeting adjourned.



Charlotte Bacon, Chair, Pembroke Planning and Zoning Commission

November 2, 2023