

**PEMBROKE CITY COUNCIL MEETING MINUTES  
MARCH 8, 2021**

The monthly meeting of the Pembroke City Council was held on Monday, March 8, 2021 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Ernest Hamilton, Karen Lynn, Johnnie Miller and Diane Moore. Also in attendance were City Attorney Bubba Hughes, Police Chief William Collins, Fire Chief Peter Waters, P&Z/DDA Director Renee Hernandez and City Clerk Cathy Rushing.

**CALL TO ORDER...**The meeting was called to order by Mayor Cook.

**INVOCATION...**The invocation was given by City Clerk Cathy Rushing.

**PLEDGE OF ALLEGIANCE...**Mayor Pro-Tem Tiffany Walraven led the Pledge of Allegiance.

**ADOPTION OF MINUTES...**A motion was made by Karen Lynn and seconded by Ernest Hamilton to approve the minutes of the regular meeting held February 8, 2021. The motion carried.

At this time Councilwoman Diane Moore made a motion, with a second by Karen Lynn, to amend the agenda to add Approval of Service Contract. The motion was agreed upon by all.

**PUBLIC COMMENTS...**Irene Vego, the Resident Service Coordinator for Ash Branch Manor introduced herself to Council and explained services offered. She invited everyone to their open house on March 10<sup>th</sup> and 11<sup>th</sup> and said that she would send out information about the upcoming ribbon cutting.

**PLANNING/ZONING ORDINANCE AMENDMENT...**

**Section 3-19(2) and 3-19(2)(e) - 2<sup>nd</sup> Reading and Adoption -** Mayor Pro-Tem Walraven made a motion to dispense with the reading of the P&Z Ordinance changing the wording in Section 3-19(2) and Section 3-19(2)(e). Councilman Hamilton seconded the motion and it passed. Diane Moore then made a motion to approve said Ordinance (see attached). Karen Lynn seconded the motion. The motion was agreed upon by all.

**APPROVAL...**Mayor Pro-Tem Walraven made a motion to approve the Alcohol Beverage License for Twelve 07 Bistro located at 175 W. Railroad Street. Councilwoman Lynn seconded the motion. The motion carried.

**BID AWARD...**After some discussion and having received only one bid for the removal of the dirt taken from the new City Hall location, Johnnie Miller made a motion, with a second by Diane Moore, to reject the bid received. The motion was agreed upon by all. The Street Committee will look at options for the dirt removal and come back with a recommendation for Council.

**PUBLIC HEARING...**Mayor Cook called the Public Hearing to order on an Ordinance amendment to rezone lots located at 315 Main Street, Parcel #P07 2 004, from R-1 to R-2. Renee Hernandez presented the recommendation from Planning&Zoning to approve the rezoning and explained that there is already R-2 zoning in the area. With no further comments the Mayor closed the hearing. This constitutes the 1<sup>st</sup> Reading of the attached Ordinance amendment.

**SERVICE CONTRACT...**Diane Moore made a motion to approve the Service Contract for Betty Hill. Tiffany Walraven seconded the motion. The motion was agreed upon by all.

**DEPARTMENT REPORTS...**Renee Hernandez presented the request from Devin Pickett for a manufactured home to be located on T Fields Street, Parcel #P02 06 005. Johnnie Miller, being a property owner in this area, recused himself from the vote. After some discussion, Mayor Pro-Tem Walraven made

a motion to deny the request based on the adjacent structures located on the north, south and east, which are stick built homes. Diane Moore seconded the motion. The motion passed.

Renee Hernandez presented a request from Planning&Zoning to increase Building Permit Application fees from \$25 to \$100. This will include fencing permits and demolition permits. Johnnie Miller made a motion to increase Building Permit Application fees from \$25 to \$100. Diane Moore seconded the motion. The motion was agreed upon by all.

Under DDA Ms. Hernandez reported that things are still quiet due to Covid. She said on April 2<sup>nd</sup> a Downtown Business Bunny Hop is planned where businesses can set up outside and handout goodies. She also said that plans are being considered to hold a drive-in movie the end of April.

Police Chief William Collins reported that he has new officers being trained and that in the next 30 to 45 days his department will be up to speed again.

Fire Chief Peter Waters reported that the ISO evaluation went well and that he should hear something within the next 3 months.

City Clerk Cathy Rushing gave a report on meetings that have been held concerning the construction of the new City Hall. She stated that as of right now we are looking at completion by September 1, 2021.

**COMMITTEE REPORTS...**Diane Moore discussed problems with garbage pick-up. The Mayor said that she would be speaking with them as soon as the information was gathered that she needed. Office staff have been in contact with them, but the problem still persist.

**ADJOURNMENT...**With no further business, Mayor Pro-Tem Tiffany Walraven made a motion to adjourn. Diane Moore seconded the motion. The motion carried.

**ATTEST:**

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Cathy D. Rushing, City Clerk

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Judy B. Cook, Mayor