

Pembroke Planning Commission Meeting

February 20, 2025 at 7 p.m.

Workshop at 6 p.m.

Planning & Zoning Agenda

1. Call to Order
2. Chair Comments
3. Approval of January 16, 2024 meeting minutes

Public Hearings

1. Applicant, Olivia McCumber, is requesting a Home Occupation for an online art business at 1001 Lumber Dr.
2. The City of Pembroke is proposing changes to the City's zoning ordinance, including amendments to Article V, Sections 5-2, 5-3, & 5-4, to allow Day Care Centers and Public Parks/Playgrounds as residential uses; and Article III, Sections 3-4-1 (V)(b) & 3-31 to correct contradicting language related to "Principal Buildings".
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 & 7.2, "Design Standards".

Action Agenda

1. Recommendation to city council regarding a request to operate a Home Occupation for an online art business at 1001 Lumber Dr.
2. Recommendation to city council regarding changes to the City's Subdivision Regulations. Those include amendments to Article IV, Section 6.1, "Required Improvements", and Article VII, Sections 7.1 & 7.2, "Design Standards".
3. Recommendation to city council regarding changes to the City's zoning, including amendments to Article V, Sections 5-2, 5-3, & 5-4, to allow Day Care Centers and Public Parks/Playgrounds as residential uses; and Article III, Sections 3-4-1 (V)(b) & 3-31 to correct contradicting language related to "Principal Buildings".

4. Recommendation to city council regarding a final plat for a 4-lot minor subdivision along Waters Circle, Phase 1 of Sawgrass Subdivision.
5. Recommendation to city council regarding development plans for King's Hollow (King Parcel PUD).

**Pembroke Planning Commission
Minutes
January 16, 2025**

The regular meeting of the Pembroke Planning Commission was held on Thursday, January 16, 2025, at City Hall with the following members present: Chair Charlotte Bacon, commission members Anne Barton, Van Redcross, Dave Williams, and Shalah Beckworth. Also, present was Community Development Director Derek Cathcart.

Call to Order. . . . Chair Bacon called the meeting to order at 7:00pm and read the information regarding public comment and meeting decorum.

Minutes... A motion was made by Dave Williams and seconded by Van Redcross to approve the minutes of December 19, 2024; regular commission meeting as presented. The motion carried unanimously.

2025 Commission meeting dates... A motion was made by Shalah Beckworth and seconded by Anne Barton to approve the 2025 Planning Commission meeting dates as presented. The motion carried unanimously.

Public Hearings

1. Applicant, Jake Reynolds, is requesting a Variance to reduce the minimum lot width by 30' for a two-lot subdivision at 51 Mary St, Parcel #P07 21 002.

Jake Reynolds explains desire to build two single family homes, instead of one duplex, thinking that the single-family homes have a better chance to be owned instead of rented.

Van Redcross: How wide would the lots be?

Jake Reynolds: 50' wide, with 20' wide houses which would meet the side yard setbacks.

Mentions the adjacent lot is 30' wide.

Anne Barton mentions the variance granted to the applicant for houses on S. Main St.

Derek Cathcart explains the variance granted for CHIP housing on S. Main was 17'.

2. Applicant, Rebecca Phillips, is requesting a Variance to allow an 8' tall fence at 237 Patterson St, Parcel #P09 01 007.

Rebecca Phillips explains plan to install an 8' fence, provides support letters from adjacent property owners. Would like the fence for additional privacy and to keep the dog from jumping a 6' fence.

Charlotte Bacon: Are the neighbors renters?

Rebecca Phillips: The letters provided are from property owners.

Rebecca: What reason is there to not grant the variance?

Anne Barton: Because of ordinance requirements and how variances are judged, and because granting a variance can set precedent.

Rebecca Phillips explains the fence in the picture is taller than the 8' proposed fence would be.

Action Agenda

- 1. Recommendation to city council regarding a Variance to reduce the minimum lot width by 30' for a two-lot subdivision at 51 Mary St, Parcel #P07 21 002.**

A motion to recommend denial to City Council was made by Anne Barton, citing the large variance request without a justifiable hardship, seconded by Dave Williams. All in favor of denying the request. The motion did not pass.

- 2. Recommendation to city council regarding a Variance to allow an 8' tall fence at 237 Patterson St, Parcel #P09 01 007.**

A motion to recommend denial to City Council was made by Anne Barton, citing the variance request without a justifiable hardship, seconded by Shalah Beckworth. All in favor of denying the request. The motion did not pass.

Adjournment... There being nothing further to discuss, at 7:20pm a motion to adjourn was made by Dave Williams, seconded by Van Redcross. The motion passed unanimously.

ATTEST:

Derek Cathcart
Community Development Director

Charlotte Bacon
Planning & Zoning Commission Chair



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: Olivia Mccumber (Tenant)

Request: Home Occupation

I. MEETINGS:

Planning Commission:	Public Hearing	February 20, 2025
City Council:	Public Hearing & Final Vote	March 10, 2025

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning: R-3

Proposed Use: Residential. Home occupation is for online business.

Owner/Agent: Olivia Mccumber (Tenant)

Location of Property: 1001 Lumber Dr. Harry Hagan Rd. Pembroke, GA 31321.

Election Ward: District 1, Johnnie Miller Sr.

Zoning of Surrounding Property: R-1

III. EXECUTIVE SUMMARY:

The City has received a Home Occupation request submitted by Olivia Mccumber for an online art business at 1001 Lumber Dr. The proposed home occupation consists of the following:

“I am a freelance artist/ illustrator. I use a home office exclusively for my art business. dba Olivia Beaumont / OliviaBeaumont.com. I have held home office permits in Bryan and Effingham County”

IV. SUBJECT PROPERTY:

The property is located at 1001 Lumber Drive, in the Sawmill Landing apartments located off Surrency St. 20% of the home will be occupied by the business, and no customers are expected on premises.

V. APPLICABLE CODE SECTIONS:

Article II – (46). Home Occupations. A profession, vocation, business or trade conducted in a residential district as a secondary use in a dwelling unit. The occupation should be conducted by family members living in the home. Traffic generated by the occupation should not become a nuisance to neighbors. (See Section 313.)

Article III. Section 3-13. Home Occupations

Home occupations including any profession, vocation, business, trade, and personal services may be conducted in any residential district. Home occupations, with the exception of commercial stables or kennels and any occupation which customarily requires the use of a panel or delivery truck, may be conducted in a residential district only after approval of the city council which shall hold a public hearing as set forth in Article VII Section 3 of this ordinance. The city council may then deny or grant approval of such home occupation in accordance with such regulations as the city council may determine to be in the public interest and also in accordance with the Zoning Regulations. The following rules apply to all home occupations:

- (1) The home occupation shall be conducted within the principal building or in an existing accessory building that must meet existing building codes, lot coverage and environmental standards and only by members of the family residing in the building. No more than one person who is not a resident of the premises shall be employed. Home Occupation to be conducted within the rental unit, and the only employee is the tenant.
- (2) Not more than 20 percent of the gross floor area of any dwelling unit may be used for a home occupation, except for medical and dental offices and foster family care, which may use up to 40 percent. Home occupation will occupy 20% of household.
- (3) For the purpose of identification of such use, one (1) non-illuminated wall sign not exceeding one (1) square foot in area may be permitted. Such signs shall identify only the name of the profession and the name of the occupant of the premises and shall be mounted against a wall of the principal building. N/A
- (4) No motor power other than electrically operated motors shall be used in conjunction with such home occupation and the total horsepower of such permitted electrical motors shall not exceed three (3) horsepower. N/A
- (5) There shall be no alteration in the residential character of the premises in connection with such home occupation unless so authorized by the city council. No exterior alterations are proposed.

(6) No merchandise or articles for sale shall be displayed for advertising purposes and no sign or device relative to the sale of such merchandise shall be displayed on the premises. N/A

(7) No article or materials used in connection with such home occupation shall be stored other than in the principal building so used. N/A

(8) Any home occupation as provided for in this section may be reviewed by the city council at any time after twelve (12) months following the approval of such use and may revoke permission to continue such home occupation at any time thereafter.

(9) There shall be no disturbance or offensive noise, vibration, smoke, dust, odor, heat, glare, traffic hazard, unhealthy or unsightly condition. N/A

VI. STAFF ANALYSIS:

The proposed home occupation aligns with the general standards for approval of home occupations as outlined by the Pembroke Zoning Ordinance, specifically section 3-13. The Home Occupation proposes occupying 20% of the residence and will consist of an online art business. No customers are expected, and any sales will be online or at off-site market events. The R-3 zoning district does not list home occupations as a conditional use, however the home occupation ordinance, Section 3-13, states that home occupations are permitted in ALL residential districts. The applicant has secured similar permits in neighboring localities for the proposed business. The applicant has provided a signed and notarized letter granting permission to operate the business from the property manager of Sawmill Landings.

VII. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the Home Occupation at 1001 Lumber Dr for Olivia Mccumber for an online art business.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council approve/not approve the Home Occupation at 1001 Lumber Dr.

Entry #: 19 - Olivia McCumber

Status: Submitted

Submitted: 1/14/2025 1:43 PM

Application for Rezoning, Variance, Home Occupation or Conditional Use

Phone: 912-653-4413

Fax: 912-653-4424

For Office Use Only

Date Received:

1/14/2025

Payment Received:

Yes

Parcel Number:

Current Zoning:

R-3

Requested Zoning/Variance:

Home Occupation

PC Hearing:

2/20/25

PC Recommendation:

CC Hearing Date:

3/10/2025

CC Action:

First Reading:

Second Reading:

INSTRUCTIONS:

1. Please complete this form in its entirety.
2. Attach additional sheets if needed with section number and letter indicated. If a section does not apply, indicate by "N/A".
3. Incomplete submittal may result in delay of processing.
4. Provide requested information for any adjacent property under the same ownership in this application.
5. **All property owners must sign this form.** Agents may only sign for a property owner if authorized by a notarized letter signed by the owner accompanies the application.
6. Application must be accompanied by a scaled map or plat showing the property referred to in this application and all adjoining lots or parcels of land which are also under the same ownership.
7. Refer to the Bryan County Tax Assessor's website (qpublic.net/bryan) for additional information.

1. Action Requested (Check all that applies):

Home Occupation

2. Owner and Agent Information:

a. Owner(s) of Record:

Name:

Olivia McCumber

Phone:

(912) 944-5105

Mailing Address:

1001 Lumber Dr, Pembroke, Georgia 31321

Physical Address:

1001 Lumber Dr, Pembroke, Georgia 31321

Do(es) the owner(s) own any adjacent properties?

No

List Parcel Numbers:

The following may be left blank if the applicant is the same as the property owner.

b. Name of Applicant/Agent:

Company Name:

JES Holdings

Phone Number:

(573) 443-2021

Mailing Address:

206 Peach Way, Columbia, Georgia 65203

Physical Address:

Georgia

c. Name of Professional Contractor(s) (Architect, Engineer, Surveyor, Developer)

Company Name:

Phone Number:

Mailing Address:

Georgia

Physical Address:

Georgia

3. Property Information – Current

a. Property Parcel Number:

b. Total Acreage of Property:

c. Acreage proposed for rezoning:

d. Street address of Property:

e. Location of property:

f. Current Zoning:

Current Land Use:

g. Lot Characteristics (wooded, field, developed, etc.)

h. Are there any structures currently on the property?

No

i. Contiguous land uses: **South** **East** **West**
North

j. Current Access (roads):

k. Existing utilities:

l. Please list any rezonings, subdivisions, variances, or other actions for reclassification on all or part of the listed property

Action	Date
---------------	-------------

m. Legal description of property by lot, block, and subdivision designations, or if none, by metes and bounds:

4. Property Information – Proposed:

a. Proposed Zoning: **Proposed Use:**

b. Proposed water: **proposed sewer:**

c. Do you plan to sub-divide the property? **if so, please answer the following:**

No

Proposed number of lots **Proposed improvements (roads, water system, etc.)**

Proposed access:

d. Justification of rezoning:

Note: APPLICANTS SHOULD SUBMIT A SKETCH PLAN WITH THE REZONING APPLICATION

5. Proposed Variance: (if applicable)

a. List the section of the City Zoning Ordinance from which you need a variance (refer to the City of Pembroke Website or staff can assist with this information)

b. Please describe the variance you are requesting.

c. Please describe why you believe this variance is justified.

(Hardship: The difficulty or impossibility of the use of a lot or parcel created by the zoning ordinance. Hardship is concerned with land use, not the personal problems or situation of the owner of the land.)

Note: If requesting a Variance, this application must be accompanied by a site plan and/or architectural renderings of proposed development depicting the location of lot restrictions and a survey of the property signed and stamped by a State of Georgia Certified Land Surveyor.

6. Adjacent Property Owners:

Provide names, mailing addresses, and zip codes of all property owners adjacent to and across any public right of way, including properties diagonally across an intersection and/or within 250 feet of the property proposed for rezoning or a variance. Provide all names in one list.

Property Owners

Item 1

Name

JES Holdings

Address

206 Peach Way, Columbia, Missouri 65203

7. Certifications:

a. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of this application to a candidate that will hear the proposed application?

Untitled

If answered "Yes," please attach a explanation

No

b. Do any of the property owners of this property own any of the adjoining properties?

No

c. I (We), the undersigned, do hereby certify that I (we), am (are) the owners of the property affected by this proposed amendment to the City of Pembroke Zoning Ordinance by virtue of a deed dated

Date

on file in the office of the Clerk of the Superior Court of Bryan County, in Deed **Deed Book**
Book

page **page** Further, I (we) attest that the information contained herein is true and complete to the best of
my (our) knowledge.

Owner's Signature:

Item 1

Signature

Date

1/14/2025



This Agreement is made and entered into on this 21st day of January, 2025, by and between:

Apartment Owner: JES Holdings, LLC, 206 Peach Way, Columbia, MO 65203 (573) 443-2021
Property Address: 1001 Lumber Dr., Pembroke, GA 31321

Business Owner: Olivia McCumber, operating under the DBA Olivia Beaumont

Purpose: The purpose of this Agreement is to grant permission for the Business Owner to operate an online art business under the DBA Olivia Beaumont from a home office located within the rented apartment at the above-stated property.

Terms and Conditions:

1. The Business Owner agrees to operate the business in compliance with all applicable federal, state, and local laws, including obtaining any required permits or licenses.
2. The operation of the business shall not cause disruption to the peace and quiet enjoyment of other tenants within the property.
3. The Business Owner agrees that no signage related to the business will be displayed on the exterior of the property without prior written consent.
4. This Agreement does not alter the terms of the rental/lease agreement, and the Business Owner shall remain in compliance with all rental/lease obligations.
5. The Apartment Manager grants permission for the Business Owner to operate the business described herein, subject to the terms of this Agreement.

Acknowledgment:

By signing below, the parties acknowledge their agreement to the terms outlined in this document.

Signatures:

Apartment Manager Name: Tamara Williams
Signature: [Handwritten Signature]
Date: 1/21/25

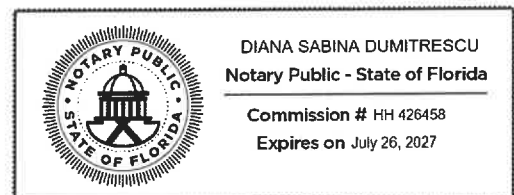
Business Owner Name: Olivia McCumber
Signature: [Handwritten Signature]
Date: 01/21/2025

Notary Public:
State of Florida
County of Broward

On this 21st day of January, 2025, before me, the undersigned Notary Public, personally appeared to Olivia McCumber (Business Owner), who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed within this Agreement.

Witness my hand and official seal:

Notary Public Name: Diana Sabina Dumitrescu
Notary Public Signature: [Handwritten Signature]
Commission Number: HH 426458
My Commission Expires: 07/26/2027



Notarized remotely online using communication technology via Proof.

Derek Cathcart

From: Olivia Beaumont <oliviabeaumontart@gmail.com>
Sent: Tuesday, January 14, 2025 1:53 PM
To: Derek Cathcart
Subject: Re: Home occupation permit UNRESOLVED

Hello!

Yes, I will abide by these terms. I will have to get a notarized authorization from the manager of the apartment because attempts to contact the owner have been unsuccessful. Would you like the form emailed to you, or dropped off at City Hall?

Best,
Olivia McCumber

On Jan 14, 2025, at 1:50 PM, Derek Cathcart <dcathcart@pembrokega.net> wrote:

Olivia, see below: (Do not fill out another application)

<image001.png>
Derek Cathcart
Community Development Director
PO Box 130
353 N Main Street
Pembroke, GA 31321
912-653-4413

From: Derek Cathcart
Sent: Friday, November 22, 2024 10:27 AM
To: Olivia Beaumont <oliviabeaumontart@gmail.com>
Subject: RE: Home occupation permit UNRESOLVED

Thank you. Please fill out the home occupation application: [Application for Rezoning, Variance, Home Occupation or Conditional Use](#)

Please provide a notarized authorization from the property owner allowing the home occupation.

Can you respond to the rules applying to home occupations:

For the purpose of identification of such use, one (1) non-illuminated wall sign not exceeding one (1) square foot in area may be permitted. Such signs shall identify only the name of the profession and the name of the occupant of the premises and shall be mounted against a wall of the principal building.

No motor power other than electrically operated motors shall be used in conjunction with such home occupation and the total horsepower of such permitted electrical motors shall not exceed three (3) horsepower.

There shall be no alteration in the residential character of the premises in connection with such home occupation unless so authorized by the city council.

No merchandise or articles for sale shall be displayed for advertising purposes and no sign or device relative to the sale of such merchandise shall be displayed on the premises.

No article or materials used in connection with such home occupation shall be stored other than in the principal building so used.

Thanks,

<image001.png>
Derek Cathcart
Community Development Manager
PO Box 130
353 N Main Street
Pembroke, GA 31321
912-653-4413

From: Olivia Beaumont <oliviabeaumontart@gmail.com>
Sent: Friday, November 22, 2024 10:04 AM
To: Derek Cathcart <dcathcart@pembrokega.net>
Subject: Re: Home occupation permit UNRESOLVED

Online and also in Savannah at a cooperative.
Olivia

On Nov 22, 2024, at 8:39 AM, Derek Cathcart <dcathcart@pembrokega.net> wrote:

How/ where do you sell your art?

Get [Outlook for iOS](#)

From: Olivia Beaumont <oliviabeaumontart@gmail.com>
Sent: Thursday, November 21, 2024 7:28:39 PM
To: Derek Cathcart <dcathcart@pembrokega.net>
Subject: Home occupation permit UNRESOLVED

Sure!

Business description, including hours of operation.
I am a freelance artist/ illustrator. I use a home office exclusively for my art business.
dba Olivia Beaumont / OliviaBeaumont.com
I have held home office permits in Bryan and Effingham County

Percentage of the residence occupied by the business (no work can take place outside of the home/attached garage).

20%

Parking spaces available.

No parking spaces belong to the business, however Fairway Management provides parking spaces per for the residents of the apartments.

Number of cars associated with the business.

(1) I have one vehicle that is for personal use and is partially used for the business.

Expected number of customers/day.

No customers

Number of employees and their residence/relation to homeowner (only one employee allowed that is not family/does not live on premises)

No employees

Names & Addresses of all adjacent property owners, including across the street.

Fairway Management owns all the property adjacent to the apartment.

Sincerely,

Olivia McCumber

On Nov 20, 2024, at 1:02 PM, Derek Cathcart
<dcathcart@pembrokega.net> wrote:

Can you answer the following information?

Business description, including hours of operation.

Percentage of the residence occupied by the business (no work can take place outside of the home/attached garage).

Parking spaces available.

Number of cars associated with the business.

Expected number of customers/day.

Number of employees and their residence/relation to homeowner (only one employee allowed that is not family/does not live on premises)

Names & Addresses of all adjacent property owners, including across the street.

From: Olivia Beaumont <oliviabeaumontart@gmail.com>

Sent: Wednesday, November 20, 2024 12:52 PM

To: Derek Cathcart <dcathcart@pembrokega.net>
Subject: Fwd: *EXTERNAL*Re: *EXTERNAL*Fwd: Unresolved

Good afternoon, Derek,

It seems Bryan County will not let me renew my business license despite another attempt. Please let me know what it will take to obtain a variance request?

Sincerely,
Olivia McCumber

Begin forwarded message:

From: Dawn Monaco
<dmonaco@bryancountyga.gov>
Date: November 20, 2024 at 12:31:13 PM EST
To: Olivia Beaumont
<oliviabeaumontart@gmail.com>
Subject: RE: *EXTERNAL*Re: *EXTERNAL*Fwd: Unresolved

We only issue business licenses for locations operating within the unincorporated Bryan County. This address is in the city limits of Pembroke so they would have to be the one to issue the license.

Dawn Monaco
PLANNING TECHNICIAN
BRYAN COUNTY COMMUNITY
DEVELOPMENT
66 CAPTAIN MATTHEW FREEMAN DR
RICHMOND HILL, GEORGIA
912.756.7962

From: Olivia Beaumont
<oliviabeaumontart@gmail.com>
Sent: Wednesday, November 20, 2024 11:54 AM
To: Dawn Monaco <dmonaco@bryancountyga.gov>
Subject: *EXTERNAL*Re: *EXTERNAL*Fwd: Unresolved

Previously located at 2799 Wilma Edwards Rd
Ellabell Ga 31308

I moved Sept 1st 2024 to
1001 Lumber Drive
Pembroke Ga 31321

I use a room of the apartment as a home office. I
work as an Artist/ Freelance Illustrator
Dba Olivia Beaumont since 2010

Thanks!
Olivia McCumber

On Nov 19, 2024, at 4:01 PM,
Dawn Monaco
<dmonaco@bryancountyga.gov>
wrote:

Hey Olivia,

Where is the business located?
And what type of business is it?

Dawn Monaco
PLANNING TECHNICIAN
BRYAN COUNTY COMMUNITY
DEVELOPMENT
66 CAPTAIN MATTHEW
FREEMAN DR
RICHMOND HILL, GEORGIA
912.756.7962

From: Olivia Beaumont
<oliviabeaumontart@gmail.com>
Sent: Tuesday, November 19, 2024 3:47
PM
To: Dawn Monaco
<dmonaco@bryancountyga.gov>
Subject: *EXTERNAL*Fwd: Unresolved

Hello Ms. Monaco,
Is it possible to renew my business
license within Bryan County and
change it to a home occupational
permit? Please see the
advisement below from the

Pembroke Community
Development Manager.
thank you,
Olivia McCumber

Begin forwarded message:

From: Derek
Cathcart
<dcathcart@pembrakega.net>
Date: November 18,
2024 at 9:48:16 AM
EST
To: Olivia Beaumont
<oliviabeaumontart@gmail.com>
Subject: RE:
Unresolved

Unfortunately, the zoning ordinance does not permit home occupations in the multifamily zoning designation, even as a conditional use. If you can, I would recommend renewing the Bryan County Business license. If that does not work, I think we can take forward a variance request for a home occupation in an R-3. Renewing with Bryan County is the easier route if possible.

Let me know what you think.



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: City of Pembroke

Request: Zoning Text Amendment: Article V, Sections 5-2, 5-3, & 5-4, to allow Day Care Centers and Public Parks/Playgrounds as residential uses; and Article III, Sections 3-4-1 (V)(b) & 3-31 to correct contradicting language related to “Principal Buildings”

I. MEETINGS:

Planning Commission:	Public Hearing	February 20, 2025
City Council:	Public Hearing & First Reading	March 10, 2025
City Council:	Second Reading & Vote	April 14, 2025

II. EXECUTIVE SUMMARY:

The City of Pembroke is proposing amendments to the city’s zoning ordinance to allow Public Parks/Playgrounds as a permitted use in the following zoning districts: R-1, R-2, R-3; to allow Day Care Centers as a conditional use in the following zoning districts: R-1, R-2, R-3; to correct language related to Principal Buildings.

The zoning ordinance as currently constructed does not permit public parks or childcare facilities in residential districts except for agricultural districts. Childcare and public parks/green space are common amenities and facilities that attract people to live and remain in communities. Upon review of the zoning ordinances of the 2024 top 10 ranked cities for quality of life in the US by US News and World, all but one city permits parks or playgrounds in residential districts. 8 out of the 10 permit childcare facilities in all residential districts, while the other two limit the use to only certain residential districts. The City of Pembroke should take every opportunity to include green space and increase access to childcare to attract and retain young families as housing development grows in

the area. Upon review of neighboring municipalities – the majority permit parks/playgrounds, while just over half permit childcare facilities in residential districts.

US News & World Report for 2024 cities with the highest quality of life rankings: Top 10

Anne Arbor: Child Care (P), Outdoor Recreation (E)

Boulder: Child Care (Use Review), Parks (P)

Madison: Child Care (C), Parks/Playgrounds (P)

San Jose: Child Care (S), Parks/Playgrounds (P)

Portland, Maine: Child Care (C), Parks (P)

Boston: Child Care (P), Parks (P)

Green Bay: Family Day Care (P), Day Care (P in r-3 only); Parks (P)

Hartford: Child Care (C), Parks (C)

Rochester: Child Care (S), Parks (S)

Trenton, NJ: Child Care (C) – not in all residential districts, family day cares are permitted in all residential districts; Parks (NA)

Local Ordinances:

Savannah: Child Care (S), Parks (P)

Port Wentworth: Day Care Center (NA) Family Day Care (P) Preschool (P); Parks (P)

Hinesville: Child Care (S), Parks (P)

Richmond Hill: Child Care (C), Parks (P)

Brooklet: Child Care Special Use in R-2, R-3, not permitted in R-1; Public Recreation (S)

Rincon: Child Care (C) only in higher density Res; Parks (P)

Statesboro: Child Care (NA), Parks (P)

Springfield: Child Care (NA), Parks (P)

The amendments to Article III, Sections 3-4-1 (V)(b) & 3-31 will clean up contradictory language related to principal buildings on a lot. Currently there are not exemptions for multifamily buildings, like the permitted Garden Style Apartments, and the two sections contradict each other in verbiage.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council **Approve** the request

Article III. Section 3-4-1

- V. More than one principal structure per lot.
- a) Commercial. More than one principal structure devoted to non-residential uses may be situated on a lot, provided that:
- i. An unobstructed accessway at least 15 feet wide is maintained from a road to each structure for use by service and emergency vehicles; and
- ii. Each structure on the lot is separated from any other structure on the lot by at least four feet.
- b) Residential. Except in manufactured home parks, planned unit developments or condominiums, only one principal structure and its customary accessory structures may hereafter be erected on any lot. Any dwelling, including site-built dwellings, manufactured homes, mobile homes or modular homes, shall be deemed to be a principal structure.
- b) Residential. Except in manufactured home parks, planned unit developments, group housing projects, or groups of multifamily buildings, only one principal structure and its customary accessory structures may hereafter be erected on any lot. Any dwelling, including site-built dwellings, manufactured homes, mobile homes or modular homes, shall be deemed to be a principal structure.

Article III

Section 3-31 Principal Building on a Lot.

Except in Manufactured Housing Parks and the group housing projects as provided in these regulations, only one (1) principal building and its customary accessory buildings may hereafter be erected on any lot of record. Any dwelling shall be deemed to be the principal building on the lot on which the same is located. An addition to any building shall not be construed as a principal building

Except in Manufactured Housing Parks, planned unit developments, groups of multifamily buildings, group housing projects, or commercial exceptions described in Article 3-4-1 (V)(a); only one (1) principal building and its customary accessory buildings may hereafter be erected on any lot of record. Any dwelling shall be deemed to be the principal building on the lot on which the same is located. An addition to any building shall not be construed as a principal building.

Article V

Sections 5-2

- (1) Permitted Uses

- (a) One family detached dwelling. Manufactured Homes or Modular Homes must meet the requirements of Article III, Section 3-19 of this Zoning Ordinance. Amended 6-11-2012
- (b) Unlighted, regulation-size or par three golf courses, including normal club house and pro shop activities, and other business activity associated with country clubs.
- (c) Non-commercial horticulture or agriculture, but not including the keeping of poultry or animals, except as provided for in number five (5) below.

(d) Public Parks/Playgrounds

(2) Conditional Uses. The following uses shall be permitted in this Residential District on a conditional basis upon recommendation by the Planning Commission and approval by the governing authority. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation.

- (a) Home occupations upon approval by the local governing authority.
- (b) Churches, synagogues, temples or other place of worship provided that: 1) such use is housed in a permanent structure, and 2) no structure on the lot is closer than twenty-five (25) feet to any abutting residential property line.
- (c) Public and private school engaged in teaching general curriculum for educational advancement, provided the structures are placed not less than fifty (50) feet from any residential property line.
- (d) Public utilities substation or sub-installation including water towers, provided that: 1) such use is enclosed by a painted or chain-link fence or wall at least six (6) feet in height above finished grade; 2) there is neither office nor commercial operation nor storage of vehicles or equipment on the premises; and 3) a landscaped strip, serving as a buffer, not less than five (5) feet in width is planted and suitably maintained to screen the facility and fence from view. However, the requirements for small substations

within neighborhood areas may be waived at the discretion of the Planning Commission.

(e) Group Home

(f) Day Care Center

Article V. Section 5-3.

(1) Permitted Uses.

(a) All permitted uses in single family residential districts.

(b) Duplexes and two-family structures.

(c) Customary accessory buildings incidental to the above permitted user.

(d) Public Parks/Playgrounds

(2) Conditional Uses. The following uses shall be permitted in this Residential District on a conditional basis upon recommendation by the Planning Commission and approval by the governing authority. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation.

(a) Manufactured housing upon approval by the local governing authority. Manufactured Housing in "R-2" Districts is subject to all the requirements of Section 3-19 of Article III of this Zoning Ordinance. Amended 6-11-2012

(b) Home occupations upon approval by the local governing authority.

(c) Public utilities substations or sub-installations, including water towers, provided that: 1) such use is enclosed by a painted board or chain-link fence or masonry wall, of at least six feet in height above finished grade; 2) there is neither an office nor a commercial operation nor storage of vehicles or equipment or materials on the premises; and 3) there is a landscaped strip not less than five feet in width and six feet in height planted and maintained around the facility. However, these requirements may be waived for small substations within neighborhood areas at the discretion of the Planning Commission.

- (d) Churches, synagogues, temples, or other places of worship provided that: 1) such use is housed in a permanent structure, and 2) no structure on the lot is closer than twenty-five (25) feet to any abutting residential property line.
- (e) Public and private school engaged in teaching general curriculum for educational advancement, provided the structures are placed not less than fifty (50) feet from any residential property line.

(f) Day Care Centers

Article V Section 5-4

(1) Permitted Uses, Amended 7/8/24

(a) Multiple family dwellings, including townhomes, apartments, condos, rooming houses, fraternities, sororities, and dormitories;

(b) Two-family dwellings;

(c) Nursing Home, retirement community;

(d) Public Parks/Playgrounds

(e) Places of worship; and

(f) Customary accessory buildings incidental to the above permitted uses.

(2) Conditional Uses. The following uses shall be permitted in this Residential District on a conditional basis upon recommendation by the Planning Commission and approval by the governing authority. The governing authority may accept the recommendation of the Planning Commission or may consider and grant approval of its own recommendation.

(a) Day Care Center

(3) Lot and Building Requirements.



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: City of Pembroke

Request: Amendments to Article IV, Section 6.1, “Required Improvements”, and Article VII, Sections 7.1 & 7.2, “Design Standards” of the Subdivision Regulations

III. EXECUTIVE SUMMARY:

The City of Pembroke is proposing amendments to the subdivision regulations, specifically Section 6.1 “Required Improvements”, and Sections 7.1 & 7.2 “Design Standards”.

The amendments to section 6.1 clean up language related to new development standards and include drainage standards previously adopted into the city’s zoning ordinance.

The amendments to sections 7.1 & 7.2 officially adopt GDOT standards for the city’s road design standards. The amendments further update the city’s standards related to streets, road surface, ROW, parking, stormwater, etc. The amendment will provide clarity to developers and make the city’s standards uniform to the state’s standards, and easy to access.

VII. STAFF RECOMMENDATION:

As a result, Staff recommends **to approve** the amendments to the Subdivision Regulations.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council the request

ARTICLE VI. REQUIRED IMPROVEMENTS

The following list provides some of the improvements required for subdivision approval within the City of Pembroke.

- Site grading for adequate drainage
- Street signs, traffic control striping and street lights
- Graded streets and paved surfacing
- Community water supply and distribution system, domestic and reuse
- Street signs, sidewalks, and street trees
- Paved streets (Curb and gutter if required by the City of Pembroke)
- Community water supply and system
- Sanitary Sewage System if soil is unable to support the required number of on-site sewage disposal units, tie to City sewer if available
- Storm drainage system
- Underground utilities in a dedicated easement

6.1 Required Improvements – (Amended on 11/10/2008)

A well-designed subdivision means little to a prospective lot buyer until he or she can see actual physical transformation of raw land into lots with all necessary improvements provided. Likewise, a well-designed subdivision is not an asset to the community until the necessary improvements have been installed. In order that prospective lot purchasers may get useable products and new subdivisions may be an asset rather than a liability to the community, the subdivider shall install and/or pay for the improvements required by these regulations necessary to serve his subdivision prior to the approval of the Final Plat.

- 6.1.1. Natural Gas (When available) When gas lines are located in a street right-of-way, where possible, such lines shall be located outside the portion of the street to be surfaced to prevent having to cut into the paved surface to serve abutting properties.
- 6.1.2. Water Supply. If a water system is installed in a subdivision, water mains, valves and fire hydrants shall be installed according to plans and specifications approved by the City Engineer and in accordance with the rules and administrative regulations of the County Health Department and/or the Georgia Environmental Protection Division, whichever is applicable. When the water main is located in the street surface to serve the abutting lots, a connection shall be stubbed out to the property line to serve each lot before the street is surfaced.
- 6.1.3. Sanitary Sewerage. If a sanitary sewer is installed in a subdivision, sanitary sewers shall be installed to the plans and specifications approved by and in accordance with the rules and administrative regulations of the County Health Department and/or the Georgia Environmental Protection Division, whichever is applicable. When the sewer line is located in a street right-of-way and it will be

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necessary to cut into the street surface to serve the abutting lots, a connection shall be stubbed out to the property line to serve each lot prior to surfacing the street.

- 6.1.4. Sewage Disposal Systems. If City sewer is not available, Prior to the construction of any community sewerage disposal system such as private septic tanks, an oxidation pond or other facility, the location, size, plans and specifications of such a facility shall be approved by and be in accordance with the rules and administrative regulations of the Planning Commission City of Pembroke and along with the County Health Department and/or the Georgia Environmental Protection Division, whichever is applicable.
- 6.1.5. Curbs and Gutters and Sidewalks. If concrete curbs or paved valley type Curb and gutters are required, and they shall be installed in accordance with plans and specifications approved by the City Council of Pembroke. Sidewalks shall be installed on both sides of the street and shall meet ADA requirements.
- 6.1.6. Street Grading and Surfacing. Street grading, base preparation and surfacing shall be carried out by the subdivider according to plans and specifications approved by the Georgia Department of Transportation City of Pembroke. All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition
- 6.1.7. Storm Drainage. An adequate drainage system, including necessary open ditches, pipes, culverts, storm sewers, intersectional drains, drop inlets, bridges and other necessary appurtenances shall be installed by the subdivider according to plans and specifications approved by the City Engineer.

All developments that add greater than 5,000 sf of impervious areas shall adhere to the drainage requirements herein. A single family house on one lot is exempted from the requirements so long as it is not part of a larger multi house development. Infill construction of a single house that does not subdivide an existing lot is also exempted. In any case where a property is subdivided into greater than one lot, detention or other BMPs must be provided to ensure that the post developed storm water runoff does not exceed the predeveloped condition.

- 1) Developments that exceed 5,000 sf of impervious area shall adhere to the "Georgia Stormwater Management Manual Volume 2" minimum standard 1-4 and 6-11.
- 2) Pipes and Inlets shall be designed to convey the 25-year storm. Inlet capacity shall be designed to accommodate the 25-year storm having a gutter spread of not greater than seven feet.
- 3) The predeveloped curve number shall be based on existing conditions, impervious area, and soil characteristics.

- 4) All infrastructure must be able to safely pass the 100-year storm event.
- 5) Developments that impact flood zones shall provide compensatory cuts and fill or a no rise certification. In areas that impact Flood Zone A with no elevation, a study must be performed and provided such that the base flood elevation is available. A freeboard of 1' from BFE to finished floor must be provided on all structures adjacent to or within a flood zone area.
- 6) No fill shall be allowed within the floodway.

6.1.8. Street Name Signs. Street Name Signs shall be installed at all intersections within a subdivision. The location and design shall be approved by the Planning Commission and City Council. All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition

6.1.9. Topsoil. Topsoil shall not be removed from residential lots or used as spoil, but shall be redistributed so as to provide at least six (6) inches of cover on the lots and at least four (4) inches of cover between sidewalks and curbs, and shall be stabilized by seeding or planting. The excavation and treatment of overburden during construction shall be inspected by the Soil and Water Conservationist.

6.1.10 Sod – Amended 11/11/2008
Sod will be planted in the entirety of the front yard of every lot. The only area of exception of sod will be for landscaping purposes or building structures such as driveways, sidewalks, or light poles. The sod will extend from the rear edge of the home to the sidewalk or street curb. Sod shall be of a grass suitable for the City of Pembroke, Georgia, and will be approved by the City of Pembroke. Only grasses that will survive in Pembroke's climate will be used. The sod shall be reasonably free of weeds, pests, and disease. Seed will be used to stabilize the remaining parcel of land to the side and rear of the home, which will be approved by the City of Pembroke. Said seed shall be of a type or mixture that will produce adequate coverage within ninety (90) days from sowing. Irrigation of sod must adhere to the guidelines in the City of Pembroke Outdoor Watering Ordinance.

6.1.11 Non-Potable Reuse Line (NPRL) – Amended 01/09 - a non-potable reuse water main shall be installed in a subdivision that is or will be located within a one mile radius of an existing or proposed reuse water distribution main. The system shall include reuse water mains, valves, fittings, hydrants and shall be installed in accordance with the plans and specifications approved by the City of Pembroke. The system shall be designed and installed in accordance with the City of Pembroke Non-Potable Water Reuse Design Guide.

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Planning Commission and the local governing authority. The governing authority may locate and construct or may accept any other street if the ordinance or other measure for such location and construction, or for acceptance, is first submitted to the Planning Commission for its approval, and if disapproved by the Planning Commission, is accepted by City Council. A street approved by the Planning Commission upon submission, or by the governing body having appropriate jurisdiction or constructed or accepted by a vote of the City Council, shall have the status of an approved street as though it had originally been shown on a plat approved by the Planning Commission or on a plat made and adopted by the Planning Commission.

ARTICLE VII. DESIGN STANDARDS

The City of Pembroke has adopted the Georgia Department of Transportation (GDOT) Design Policy Manual and latest addendums thereto as the basis for the design, review and construction of transportation facilities in the City of Pembroke. In addition, all other current design manuals and/or policies issued by GDOT shall be utilized as required for specific transportation elements not addressed in the GDOT Design Manual. Similarly, all construction related activities are governed by the GDOT Construction Manual. The purpose of this addendum is to augment these policies and guidelines set out in these documents with specific criteria related to the design and construction of transportation facilities within the City of Pembroke. All land development taking place in the City of Pembroke, at a minimum, shall reference and adhere to the design guidelines and policies for guidance and design criteria, of the following documents and latest addenda thereof:

- City of Pembroke Ordinances
- GDOT Design Manual
- GDOT Construction Manual
- FHWA Manual on Uniform Traffic Control Devices
- Highway Capacity Manual (HCM)
- ITE Trip Generation Manual
- AASHTO Policy on Geometric Design of Highways and Streets

The following design standards shall be considered minimum requirements in the platting of all subdivisions:

7.1 Streets

- 7.1.1 ~~Conformity to Existing Maps or Plans.~~ The location and width of all proposed streets shall be in conformity with official plans and maps and with existing amended plans of the Planning Commission

Classification

New streets shall typically be classified by the number of vehicle trips per day measured as average annual daily traffic (AADT) as follows:

- Arterials – greater than 2000 and/or as designated by the City of Pembroke. Arterials include freeways, multilane highways, and other important roadways that supplement the Interstate System. They connect, as directly as practicable, the Nation's

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principal urbanized areas, cities, and industrial centers. Land access is limited. Posted speed limits on arterials usually range between 50 and 70 miles per hour.

- Collectors – 1000 to 2000 and/or as designated by the City of Pembroke.

Collectors are major and minor roads that connect local roads and streets with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. They balance mobility with land access. The posted speed limit on collectors is usually between 35 and 55 miles per hour.

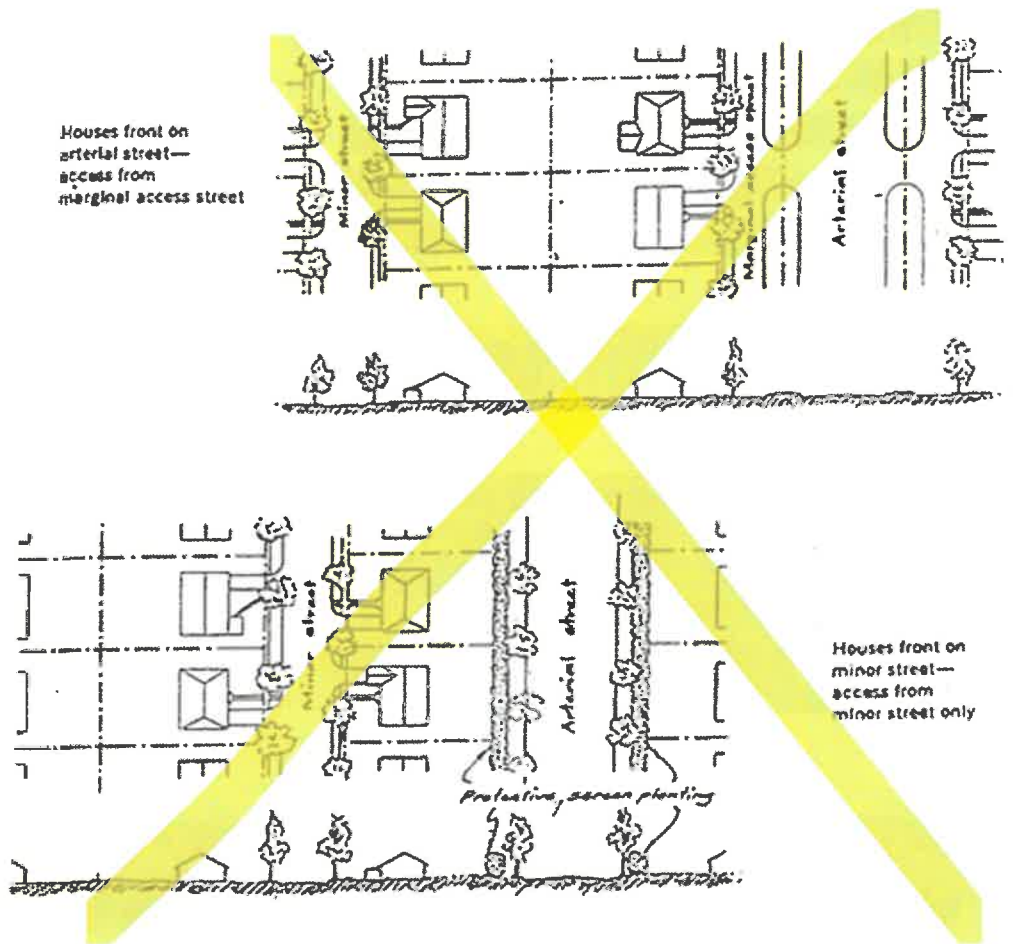
- Local – less than 1000 and/or as designated by the City of Pembroke.

- Local roads provide limited mobility and are the primary access to residential areas, businesses, farms, and other local areas. Local roads, with posted speed limits usually between 20 and 45 miles per hour, and are the majority of roads in the U.S.

In addition to the above, the City of Pembroke may also take into account and evaluate other elements that may affect the street classification such as the street design, surrounding roadway networks and connections thereto, adjacent land uses serviced by the road, etc.

- 7.1.2 Continuation of Adjoining Street System. The proposed street layout shall be coordinated with the street system of the surrounding area. Where possible, existing major streets shall be extended.
- 7.1.3. Access to Adjacent Properties. Where it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary turn-around shall be provided.

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7.1.4. Street Names. Proposed streets, which are obviously in alignment with other existing and named streets, shall bear the assigned names of the existing streets. (It shall be unlawful for any person in laying out any new street or road to name such street or road on any plat, by marking, or in any deed or instrument, without first getting approval of the Planning Commission, the 911 Director and the City Council.) In no case shall the name of the proposed streets duplicate or be phonetically similar to existing street names irrespective of the use of suffix, street, avenue, boulevard, drive, place, court, etc.

7.1.5. Minor Streets. Minor streets shall be so laid out that their use by through traffic will be discouraged.

7.1.86. Street Jogs. Street jogs with centerline offsets by less than two hundred (200) feet shall be prohibited.

Local Road Design

Minimum centerline pavement grade with curb and gutter shall be 0.50%

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Maximum centerline pavement grade shall be 4.0%.

Minimum roadway cross slope shall be 2.00%

Maximum Road design speed - thirty (30) MPH

Minimum sight distance - two hundred (200) feet

Minimum centerline radius of curve - one hundred (100) feet

7.1.7. Pavement Sections. Minimum roadway section design shall be based on road classification as follows, unless the Geotechnical Report recommends a more substantial design:

- Arterial roads shall consist of eight (8) inches Graded Aggregate Base, two (2) inches 19 mm Superpave, and two (2) inches 12.5 mm Superpave.
- Collector roads shall consist of eight (8) inches Graded Aggregate Base, and two (2) inches 12.5 mm Superpave.
- Local roads shall consist of six (6) inches Graded Aggregate Base, and two (2) inches 9.5 mm Superpave.

The minimum required separation from the pavement base material and seasonal high-water table shall be two feet. Any deviations from this standard shall require remediation via the installation of underdrain in accordance with Section 7.1.23.

7.1.8. Roadway Sub-base. Roadway sub-base shall be a minimum of twenty-four (24) inches of granular material compacted to ninety-eight percent (98%) modified proctor density. Satisfactory laboratory and testing reports for all sub-base materials shall be submitted for review and approval prior to proof rolling. Testing locations shall occur at a rate of no greater than every 300 feet along the roadway centerline, alternating lanes with each test location. All roads shall be proof rolled and witnessed by a representative of the City of Pembroke prior to the rock base material being placed. All unsuitable material shall be removed and replaced with acceptable material and retested.

The roadway base shall be compacted to ninety-eight percent (98%) modified proctor density. Satisfactory laboratory and testing reports for all base materials shall be submitted for review and approval prior to proof rolling. Testing locations shall occur at a rate of no greater than every 300 feet along the roadway centerline, alternating lanes with each test location. All roads shall be proof rolled and witnessed by a representative of the City of Pembroke prior to the installation of

asphalt. All unsuitable material shall be removed and replaced with acceptable material and retested.

- 7.1.9. Curb and Gutter. Curb and gutter shall be constructed with Portland Cement Concrete having a twenty-eight (28) day strength of three thousand five hundred (3,500) psi. Slip form or machine curb and gutter shall have expansion material minimum of one-half (½) inch thick with a maximum spacing of one hundred (100) feet and abut a solid structure where one (1) day's pour abuts a previous day's pour. Construction joints shall be sawed or tooled at a maximum spacing of ten (10) linear feet.

Residential curb and gutter shall have a minimum gutter thickness of six (6) inches.

Industrial/commercial curb and gutter shall have a minimum gutter thickness of eight (8) inches and shall be thicker as required by its location, soil conditions and traffic load.

Where curb and gutter is a part of the Road design, the maximum linear gutter line distance stormwater can traverse shall be three hundred (300) feet.

- 7.1.10. Sight Distance. No fence, wall, tree, terrace, building, sign, shrubbery, hedge, other planting or structure or object capable of obstructing driver vision will be allowed at intersections.

- 7.1.11. Clear Right-of-Way. Except as otherwise provided herein, it shall be required that the right-of-way be cleared, all surface improvements removed from the right-of-way, and all sub-surface improvements parallel to the pavement be re-located from under the pavement. All areas disturbed during construction and shoulders and slopes shall be seeded to obtain permanent vegetation for controlling erosion.

- 7.1.12. Roadside Parking. All Roads shall be considered to provide Road-side parking unless plans clearly state that Road-side parking will be prohibited. Where Road-side parking is prohibited, the Applicant shall provide for "No Parking" signage as part of the design. Where Road-side parking is provided, a nine (9) foot wide paved surface will be provided for each lane.

- 7.1.13. Horizontal Curves. On Collector Roads, the minimum centerline radius of curvature shall not be less than three hundred fifty (350) feet. On Local Roads, the minimum centerline radius of curvature shall not be less than one hundred (100) feet.

- 7.1.14. Vertical Curves. All points of vertical inflection along the roadway centerline with a total grade break of 1.5% or greater shall have a vertical curve inserted.
- 7.1.15. Reserved Strips Prohibited. A Road intended to be dedicated to the County shall not be located so that a narrow buffer strip is maintained between the right-of-way of such Road and adjacent property in such a manner as to deny access to another adjacent property.
- 7.1.16. Access to Arterial Roads. No residential Road, driveway, or other access point shall enter an Arterial Road at a point nearer than five hundred (500') feet from an existing highway, Road, driveway, or other access point; except, where an Existing Lot of Record would be rendered unusable by the strict application of this provision.
- 7.1.17. Private access easements. Private access easements may be approved by the Planning Commission for the subdivision and creation of only one lot fronting on a public road. The private access easement providing access to one structure or an unimproved road need not be paved or have curb and gutter. The proposed use of an existing private access easement as the access to further subdivision and lot creation will require a dedicated right-of-way with a minimum of sixty (60) feet.
- 7.1.18. Right Angle Intersections. Street intersections shall be as nearly at right angles as practicable.
- 7.1.19. Cul-de-sac. A minor street, Maximum allowable length not to extend more than twelve hundred (1200) feet in length and provided with a turn-around having a roadway diameter of at least eighty (80) one hundred (100) feet and a right-of-way diameter of at least one hundred (100) one hundred and ten (110) feet. Temporary dead-end streets shall be provided with a turn-around having a thirty (30) foot-radius. Cul-de-sac streets shall serve as minor streets only. Cul-de-sac streets shall not have additional cul-de-sac streets accessed from them.
- 7.1.20. Alleys. Service alleys or drives may be required in multiple dwelling, commercial, and industrial developments and shall have a minimum surface treatment width of fifteen (15) feet, but shall not be provided in one (1) and two (2) family residential developments unless the subdivider provides evidence satisfactory to the Planning Commission of the need for alleys.
- 7.1.21. Residential Subdivision. Except as otherwise provided herein, Roads within Subdivisions shall have a standard minimum Road width of twenty-seven (27) feet back-to-back with curb and gutter.

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When Roadside swales or ditches are permitted, the minimum Road width shall be twenty-four (24) feet wide with a six and one-half (6.5) foot shoulder or greater. Road width at fire hydrants shall conform to fire code requirements if greater than minimum width required above. Where roadside parking is required, the paved Road width will be increased nine (9) feet for each lane.

7.1.22. Phased Construction. All roads classified as collectors and arterials shall be constructed in a two (2) phased approach which requires the installation of the two (2) inch surface course to occur no earlier than at least seventy-five percent (75%) of the lots accessing the road have been constructed, or three (3) years from the time of acceptance of the roadway base section, whichever comes first. Local roads may be constructed in their entirety.

7.1.23. Underdrains. In cases where the 2' seasonal high ground water separation to the bottom of the road base cannot be met, remediation technique(s) including, but not limited to, subgrade drains, may be submitted for consideration. The written request shall be accompanied by a Geotechnical Report for the problematic areas of the site along with a layout plan of the proposed development which indicates the boring locations as referenced in the report. The Geotechnical Report shall include recommendations for groundwater management on site based on specific site soil conditions and characteristics. All areas which do not meet the 2' seasonal high separation requirement shall be clearly identified on the plan along with the depths to seasonal high groundwater from existing grade. The Engineer of Record shall provide the remediation technique(s) including, but not limited to, subgrade drains, to be considered to prevent the roadway subbase from being permanently inundated with groundwater. The Engineer shall also provide all site-specific supporting soil data, hydrological analysis, and engineering design necessary to justify the request.

Construction plans shall include all necessary details associated with the remediation technique(s). Should subgrade drains be incorporated into the design, the pipe diameters shall be as required by the Geotechnical Engineers' recommendation, but in no case less than six (6) inches in diameter. Subgrade drain inverts shall not be less than the project's static pond elevation or immediate downstream outfalls. Minimum gradient for all subgrade drain pipes shall be 0.15%.

Proper construction techniques and installation in accordance with the approved design is critical for the long-term functionality of the design, especially the subgrade drains therefore, the final approval process shall include a certification from the Design Engineer for the installation of all subgrade drains and any other appurtenances associated with the approved remediation techniques. The

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document shall certify that either the design engineer and/or his or her duly authorized representative have witnessed the satisfactory installation of all piping and structures in conjunction with the approved remediation techniques. The Certification shall be accompanied by approved shop drawings, material certifications, daily inspection reports, photographs, and any other associated documentation. Final Plat approval shall be provided only after all documentation has been submitted and the City of Pembroke is satisfied that all improvements have been installed in accordance with the approved design.

Use of road underdrain systems in conjunction with excessive or inordinate cutting (excavation) of road grade is prohibited. Excavation for road construction must be minimized to limit the magnitude of the underdrain system required.

The project's professional geotechnical engineer, who must be licensed in Georgia, shall provide the following design certification for all roads within the development that propose to use subgrade drainage to lower the groundwater level:

"This is to certify that the underdrain design for _____ road(s), extending from station _____ to station _____, has been designed such that the separation between the bottom of the roadway base and the artificially induced wet season groundwater table is no less than two (2) feet for the entire width of pavement."

Prior to acceptance of the roadway by the City of Pembroke, the project's professional geotechnical engineer shall certify, in writing, that the underdrain system has been installed in accordance with approved plans and is functioning as designed.

The project engineer must demonstrate through calculations and design considerations that the project's stormwater facilities shall be designed to accommodate expected flow contributed by the underdrain system.

Use of underdrain systems are prohibited in areas designated as groundwater recharge areas by the United States Geological Survey (USGS).

Underdrain systems may be permitted within a zone of influence of jurisdictional wetlands only if it is demonstrated by the applicant, providing competent substantial evidence and sound engineering techniques and data, that the use of an underdrain system will not create negative impacts to wetlands.

No trees are permitted to be planted within the right-of-way or within twenty feet (20') of an underdrain system without the installation of root guards.

A minimum of six-inch (6") pipe is required for all underdrains.

Cleanouts must be installed at the upper end of each subgrade drainage pipe branch, and intermediate riser cleanouts placed at intervals of 100 linear feet, and at sharp angles or directional changes greater than 10 degrees. Cleanout risers shall be the same diameter as the subgrade drainage pipe.

Underdrains shall not significantly affect water table conditions on adjacent property. The project's professional geotechnical engineer or hydrologist must demonstrate, utilizing sound and generally acceptable engineering practices and scientifically reliable data, that lowering the seasonal high groundwater table will not adversely impact adjacent properties or surface waters.

The City of Pembroke shall have the authority to require the developer to implement specific measures deemed necessary to avoid or correct any adverse impact of drainage facilities upon adjacent properties.

The planned use of underdrain systems to provide minimum separation between the seasonal high groundwater table and the bottom of roadway base on subdivisions proposed for development utilizing on-site sewage treatment systems (i.e., septic tanks and absorption fields) shall be prohibited except under the following circumstances:

- a. Lots within the area proposed for underdrains shall be a minimum of one-half (1/2) acre.
- b. The minimum distance between the roadway underdrain and the closest edge of a drain field shall be not less than seventy-five (75) feet.

The use of limestone, recycled crushed concrete, or other alternative base material for roadways using subgrade drainage systems to lower the groundwater table shall be prohibited. Only granite graded aggregate base (GAB) shall be allowed.

As part of the request to utilize subgrade drainage, the Project engineer must provide design considerations demonstrating how the subgrade drainage system will react during a 1.2-inch (85th percentile) storm event. If the roadway subbase becomes inundated during these storm events, the project engineer must provide calculations presenting the anticipated drawdown time required for the system to return to norm, and the subgrade system to return groundwater levels to a minimum of 2-ft below roadway base. This drawdown time shall not exceed 72-hours.

7.1.24. Property Access.

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(1) Permits for all driveways, curb cuts, utilities, and roadside culverts, that are not part of a larger project with approved civil drawings, are required prior to the start of construction.

(2) Installation of new driveways on curb and gutter roads must conform with the driveway curb cut design criteria as applicable in Section 7.1.25. herein.

7.1.25. Curb-Cut Location and Design. Where the lowering or cutting away of curbs, or the placement of driveway pipe and/or asphalt on non-curb sections is required for the purpose of ingress and egress to a Lot or Subdivision, such work shall be subject to the following provisions: The City of Pembroke may require submission and review of an access plan. Access to each parcel in PUD developments and commercial/ industrial properties shall be reviewed during Construction Plan review.

(1) Residential Curb Cuts:

(a) No more than two (2) combined entrances and exits shall be allowed for any Lot, having a frontage less than two hundred (200) feet on any one Local Road. Additional entrances or exists for Lots having a frontage in excess of two hundred (200) feet may be permitted at the rate of one (1) entrance/exit for each additional one hundred (100) feet of frontage.

(b) For Local Road intersections (corner Lots), no curb cuts shall be located within twenty-five (25) feet of the intersection of two (2) curb lines or such lines extended, or within fifteen (15) feet of the end of curb radius, whichever is more restrictive. On Collector Roads, no driveway shall be within seventy (70) feet of the intersection of two curb lines or curb lines extended or fifty-five (55) feet of the intersection of the two (2) right-of-way lines, or within fifty (50) feet of the end of curb radius.

(c) The distance between any two curb cuts on the same side of the roads shall not be less than ten (10') feet on Local Roads and twenty-five (25') feet on Collector Roads. Said distance shall be measured between the points of tangency of the curb return radii. Where the posted speed limit on any road is 50 MPH or greater, the minimum distance shall be 350 feet or the greatest obtainable distance from existing drives.

(d) The width of the driveway shall not exceed twenty (20) feet at the right-of-way line and twenty four (24) feet at the edge of the pavement.

(e) Curb cuts for abandoned sites, or where access is obstructed due to parking lots, buildings, or other permitted structures, the old driveway shall be removed, the sidewalk (if existing) shall be replaced, the curb and gutter shall be replaced, fill dirt backfilled to its natural state and grassed; where it is a

piped drive to a dirt or paved road, said pipe shall be removed, asphalt removed, and the shoulders and ditch regraded to its previous state.

7.1.26. Commercial and Multi-Family Curb-Cuts. Commercial and Multi-family curb cuts shall be installed by the property owner in accordance with the approved plans.

(a) No more than two (2) combined entrances and exits shall be allowed for any parcel where the frontage is less than three hundred (300) feet on any one (1) Road. On parcels with less than one hundred-fifty (150) feet of frontage, only one (1) combined entrance and exit shall be allowed (two one-way driveways shall be allowed in lieu of the one two-way). Additional entrances or exits for parcels of property having frontage in excess of three hundred (300) feet may be permitted at the rate of one entrance/exit for each additional one hundred-fifty (150) feet of frontage.

(b) For Local Road intersections (corner lots), no curb cuts shall be located within twenty-five (25) feet of the intersection of two (2) curb lines or such lines extended, or within fifteen (15) feet of the intersection of (2) two right-of-way lines or such lines extended, or within fifteen (15) feet of the end of curb radius, whichever is more restrictive. On Collector Roads, no driveway shall be within seventy (70) feet of the intersection of two curb lines or curb line extended or fifty-five (55) feet of the intersection of the two (2) right-of-way lines, or within fifty (50) feet of the end of curb radius.

(c) The distance between any two (2) curb cuts on the same side of a Road shall be not less than twenty-five (25) feet on Local Roads and twenty-five (25) feet on Collector Roads. Said distance shall be measured between the points of tangency of the curb return radii.

(d) All driveways shall be constructed so as to be at least twelve and one-half (12.5) feet radius for multi-family and at least twenty-five (25) feet radius for commercial development.

(e) Maximum width of any driveway shall not exceed thirty-five (35) feet measured at the end of the radii, minimum of twelve and one-half (12.5) feet radius.

(f) Curb cuts for abandoned sites, or where access is obstructed due to parking lots, buildings, or other permitted structures, the old driveway shall be removed, then sidewalk (if existing) shall be replaced, the curb and gutter shall be replaced, fill dirt backfilled to its natural state and grassed; where it is a piped driveway to a

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dirt or paved road, said pipe shall be removed, asphalt removed and the shoulders and ditch regraded to its previous state.

7.1.27. Traffic Control Plan. An Applicant shall furnish a traffic control plan for all subdivisions involving public or private right-of-ways for review and approval. This requirement applies to all subdivisions which increase the traffic count and/or have an impact on traffic routing. Traffic counts shall be determined in conformance with the most current edition of the Institute of Transportation Engineer's Trip Generation Manual (ITE Manual).

The traffic control plan shall indicate all traffic control/warning signs and devices required for the safe and orderly flow of traffic. This plan shall include, but not be limited to, signs such as: NO PARKING, STOP, DEAD END, SPEED LIMIT, SLOW-CHILDREN PLAYING, YIELD PEDESTRIAN CROSSING, ROAD NAME, and pavement striping.

An Applicant shall also be responsible for any changes or additions required in the road from which access to the subdivision is authorized. The City of Pembroke may require additional information and traffic engineering studies to determine impact on the neighboring road system by the proposed subdivision. The improvements to the neighboring road system that may be required include turn lanes, passing lanes, acceleration lanes, deceleration lanes, by-pass lanes, signs, pavement markings, etc.

All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition. All traffic control and warning signs shall be of engineering grade highest available reflectorized quality, made on extruded aluminum sign blanks and mounted on galvanized u-channel posts. All incidental hardware for signage shall meet or exceed specifications of the Georgia Department of Transportation.

All traffic control signage and pavement markings shall be in accordance with the latest edition of the MUTCD. All pavement markings and striping shall be thermoplastic with high reflectivity glass beads. Minimum striping width shall be five (5) inches.

7.1.28. Utility Location. All new utility installations within the City of Pembroke ROW shall be underground.

7.1.629. Tree Requirements Incorporated By Reference. (Amended 8-11-14)

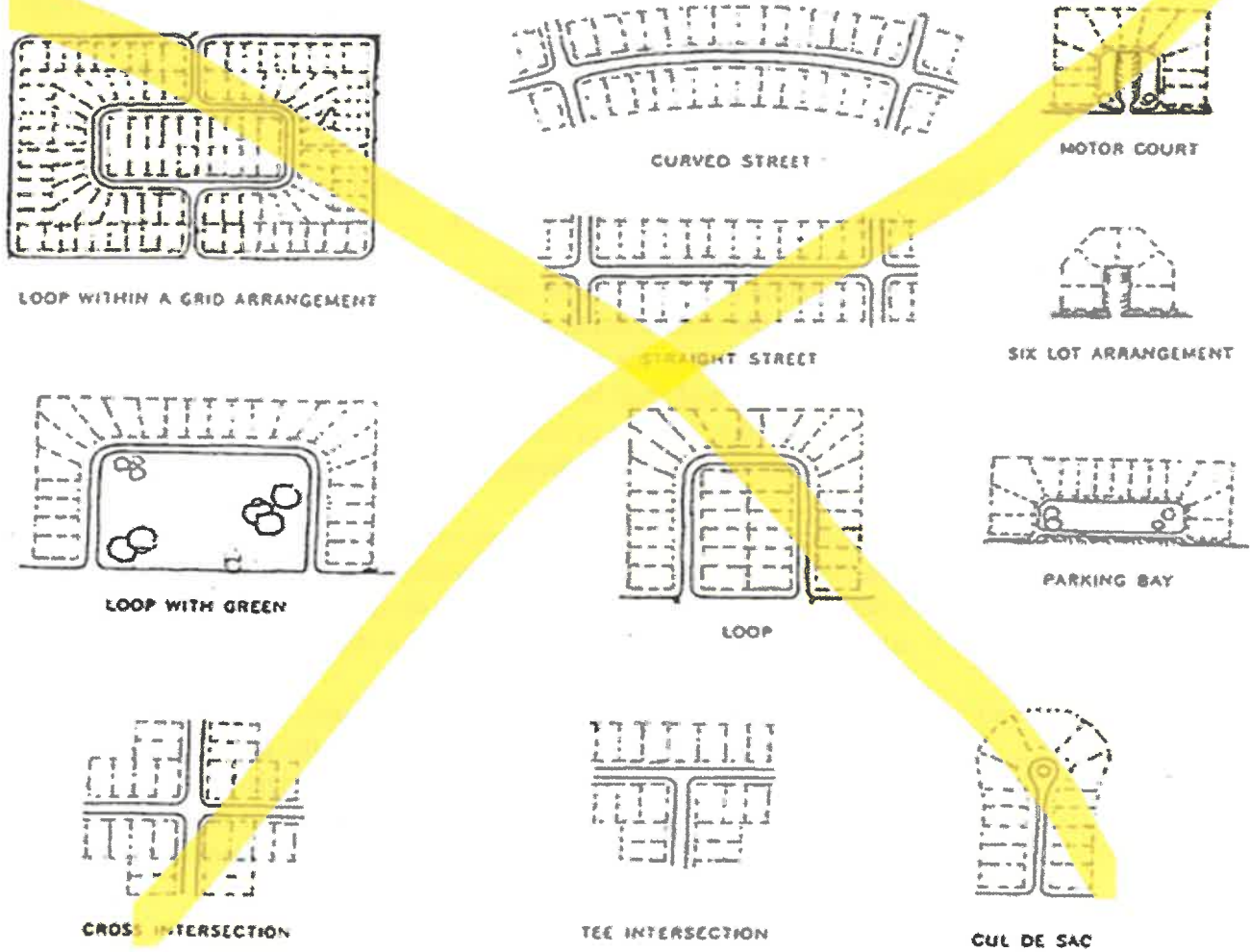
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The tree ordinance of the city, is incorporated by reference into the Subdivision Regulations and made a part of this Article as though fully set out herein. A current copy of the tree ordinance shall be maintained on file in the office of the city clerk where it shall be made available for public inspection.

7.1.730. **Railroads.** Railroad rights-of-way where so located as to affect the subdivision of adjoining lands shall be treated as follows:

- a) In residential districts a buffer strip not less than 25 feet in depth in addition to the normal depth of the lot required in the district shall be provided adjacent to the railroad right-of-way. This strip shall be part of the platted lots and shall be so designated on the plat: "This strip is reserved for the planting of trees and shrubs by the owner. The placement of structures hereon is prohibited."
- b) In districts zoned for business, commercial or industrial uses, the nearest street extending parallel or approximately parallel to the railroad shall, wherever practicable, be at a sufficient distance there from to ensure suitable depth for commercial or industrial sites.
- c) All other streets which are parallel to the railroad, when intersecting a street which crosses the railroad grade, shall, to the extent practicable, be at a distance of at least 150 feet from the railroad right-of-way. Such distance shall be determined with due consideration of the minimum distance required for future separation of grades by means of appropriate approach gradients.

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7.1.12 Street right of way widths. Minimum street right-of-way widths shall be as follows:

Curb and Gutter				
	Pavement Width	Right-of-Way	Ditch	Shoulder
Local Street				
With Parking	23'	60'	N/A	N/A
Collector Street				
2-Lane with parking	27'	60'	N/A	N/A
2-lane with left turn lane	40'	60'	N/A	N/A
2-lane with left turn lane and service lanes	56'	80'	N/A	N/A

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4-lane	54'	80'	N/A	N/A
4-lane with service lanes	78'	90'	N/A	N/A
Arterial Street				
4-lane	56'	80'	N/A	N/A
4-lane with service lane	74'	100'	N/A	N/A
4-lane with left turn lane	68'	90'	N/A	N/A
4-lane with left turn lane and service lane	86'	110'	N/A	N/A
SHOULDER				
	Pavement Width	Right-of-Way	Ditch	Shoulder
Local				
2-lane	22	60	13	N/A
Collector or Arterial				
2-lane	24'	80'	18'	6'
4-lane	48'	104'	18'	10'
4-lane with left turn lane	62'	118'	18'	10'

NOTES:

- 1) Except for local streets, a two-lane collector, pavement widths shown do not provide for on-street parking; service lanes are intended only for loading and unloading of passengers and goods and for disabled vehicles and not for the parking of vehicles.
- 2) Right-of-Way width listed is for only that portion of the typical section between the limits indicated in diagram. Sloping rights of additional R-O-W will be required for cut and fill slopes outside these limits; these future slope areas beyond indicated R-O-W limits should also be kept clear of development until slopes have been constructed.
- 3) R-O-W widths greater than "minimum" are encouraged because they make for a safer, more aesthetic and more "comfortable" facility and permit future road-way widening without disrupting abutting property.

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7.1.14. Sight Distance for Vertical Curves. Where vertical curves are used, the minimum sight distance shall be as follows:

	Design Speed (MPH)	Minimum Curve Radii	Minimum Stopping Sight Distance
Local	30	275 Feet	200 Feet
Collector	35	350 Feet	240 Feet
Arterial	40	500 Feet	275.1 Feet

7.1.15. Horizontal Curves. Where a deflection angle of more than ten (10) degrees occurs in the alignment of a marginal access or minor street or road, a curve of reasonable radius shall be introduced. A curve shall be introduced at any change in direction of a collector, industrial or commercial service street or major thoroughfare. On major thoroughfares the State Department of Transportation or City Engineer shall determine the centerline radius of curvature. On collector, industrial or commercial service streets, the centerline radius of curvature shall not be less than three hundred and fifty (350') feet. On minor streets, the centerline radius of curvature shall not be less than one hundred and fifty (150') feet unless the topography of the land to be subdivided makes this impractical.

7.1.16 Street Grades. The States Department of Transportation or City Engineers shall establish grades on major thoroughfares. Grades on Collector Streets shall not exceed eight (8) percent unless topographic conditions made this impractical. Grades on minor residential streets shall not exceed fifteen (15) percent, unless topographic conditions make this impractical. All streets shall have a minimum grade of not less than one-half (1/2) of one (1) percent.

7.2 Easements

Easements having a minimum width of thirty (30) fifteen (15) feet and located along the side or rear lot lines shall be provided as required for utility lines and underground mains and cables and shall be specified as such on the plat dedication.

7.3 Blocks

Block lengths and widths shall be as follows:

7.3.1 Lengths. Block street lengths shall not exceed eight hundred (800) feet nor be less than three hundred (300) feet.

7.3.2. Widths. Blocks shall have sufficient widths to allow two tiers of lots of minimum depth. Blocks may be one lot in depth where single-tier lots are required to



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: Alex Long

Request: Final Plat: Phase 1 Sawgrass Subdivision

III. EXECUTIVE SUMMARY:

The applicant has applied for a final plat for 4 lots fronting on Waters Circle – the 4 lots meet all design standards and the requirements of Section 4.3 Sketch Plans & Preliminary Plat Not Required of the subdivision regulations. The applicant plans to build four houses concurrently with the development of Sawgrass Subdivision. Drainage requirements adjacent to the 4 lots as part of the larger subdivision plans must be satisfied prior to any CO's issued.

VII. STAFF RECOMMENDATION:

As a result, Staff recommends to approve the final plat.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council the request



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

Applicant: Forestar Real Estate Group

Request: King's Hollow PUD Development Plan Approval

III. EXECUTIVE SUMMARY:

Article V. Section 5-10 (10) requires Preliminary Plat & Construction Plans i.e. "Development Plans" be approved by City Council before any building permits may be issued. The City's staff has completed review of the construction plans, and final approval is contingent on the last EPD approval. The plans are brought forward to approve all three phases as one, while buildout will happen in three phases. Building permits for each phase will not be issued until improvements are completed, and the next phase will not begin until all improvements and necessary BMPS are satisfied with the previous phase.

Full development plans are available online under the P&Z agenda page, and a hard copy set will be available to review in person at City Hall.

VII. STAFF RECOMMENDATION:

As a result, Staff recommends **to approve** the Development Plans.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council the request

