

**Pembroke Planning and Zoning Commission**  
**Minutes of the January 3, 2019 Meeting**

The Pembroke Planning and Zoning Commission met on January 3, 2019 in the council room at City Hall. Charlotte Bacon, Bernadette China, Johnny Tuten, and Wayne Porter were present, as well as Dain Reams, Secretary. After determining that a quorum was present to conduct business, the meeting was called to order.

**Call to Order:** Charlotte Bacon, chairperson, called the meeting to order and reminded those present that the Commission was a recommending body and that the City Council would have final say over the issues discussed.

**Approval of the Agenda:** The agenda was approved by all members present.

**Approval of the Minutes of the November 1, 2018 Meeting:** After the minutes were reviewed by the commission members, Johnny Tuten made the motion to accept the minutes as written, with Bernadette China seconding. The motion was passed by unanimous decision of those present.

**New Business/Discussions**

- I. Conditional Use Permit – Jennifer Hogan
  - a. 900 Garrison Street (Parcel# P08-04-001-01)
    1. Mobile aesthetician business
    2. Use for home office for occupational certificate
  - b. Ms. Hogan was not present to answer questions.
  - c. There were no members of the public present who wished to speak on the matter.
  - d. With no questions from the commission, Mr. Tuten made a motion to recommend the Conditional Use Permit for approval for the home office only, with Mr. Porter seconding and all members present unanimously agreeing.
  
- II. Mr. Reams requested the February P&Z meeting be moved to Tuesday, 5 February to accommodate training. None of the members present had any objection.

**Old Business – None**

**Adjournment:** With no further business, Ms. China made a motion that the meeting be adjourned with Mr. Porter seconding the motion and all present members approving.

The next meeting is 5 February, 2019.

Charlotte W Bacon Chairperson 2-5-19 Date  
DAR Secretary 5 FEB 19 Date