



**CITY of POOLER**  
— GEORGIA —

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**PLANNING & ZONING COMMISSION MEETING - AGENDA**

January 12, 2026, at 3:00 p.m. | 100 US Highway 80 SW, Pooler, GA 31322

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES
- IV. NEW BUSINESS
  - A. Conditional Use request to allow for Services to Buildings and Building Maintenance (Boiler Systems) at 104 W US Hwy 80 Unit A within the C-1 zoning district (Main Street Overlay District). (Application # A25-0214)
  - B. Conditional Use request to allow for Services to Buildings and Building Maintenance (HVAC) at 114 E US HWY 80 Suites B & C, within the C-1 zoning district (Main Street Overlay District). (Application # A25-0220)
  - C. Text Amendment to the Pooler Code of Ordinances Appendix A- Zoning, Article III- General Provisions, Section 11- Reserved, to provide provisions for street and development naming and renaming.
  - D. Review of Proposed Planning & Zoning Commission Rules of Procedure
- V. ADJOURNMENT

**City of Pooler**  
Planning & Zoning Minutes  
**December 8, 2025**

**CALL TO ORDER:**

Chair Johnson called the meeting to order at 3:00 p.m.  
Chair Johnson led the Pledge of Allegiance.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Nicole Johnson	Chair	Present
Shirlinia Daniel	Commissioner	Present
Brad Rife	Commissioner	Present
Jeremy Kelly	Alternate	Absent
Scott Cribbs	Commissioner	Present
Josh Bivins	Commissioner	Present
Major Ward	Commissioner	Present
Pete Chaison	Commissioner	Absent
Ryan Jarles	City Planner	Present
Rachael Brown	Zoning Administrator/Secretary	Present
Marcy Benson	City Planner	Present

**APPROVAL OF MINUTES**

The minutes of November 24, 2025, Planning and Zoning Commission were reviewed and accepted.

***Result: Approved***

**1-Motion:** Commissioner Daniel

**2-Second:** Commissioner Rife

***Motion passed without opposition***

**NEW BUSINESS:**

A. Conditional Use request to allow for Rental and Leasing Services specifically for Golf Carts within the C-2 (Heavy Commercial) Zoning District at 1018 W US Hwy 80, Suite 501. (Application # A25-0195)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a Conditional Use to allow for Rental and Leasing Services specifically for Golf Carts within the C-2 (Heavy Commercial) Zoning District at 1018 W US Hwy 80, Suite 501. Staff recommended approval of the application with conditions. Michael Saporito was present to answer questions.

***Result: After review of the criteria, a motion was made to recommend approval of the request with the following condition:***

1. That no outdoor storage or golf cart parking will be utilized on site.

**1-Motion:** Commissioner Rife

**2-Second:** Commissioner Cribbs

**Motion Passed without opposition**

- B. Conditional Use request to allow for a home occupation to operate a Personal Care Home at 309 W Whatley St. (Application # A25-0201)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a Conditional Use to allow for a home occupation to operate a Personal Care Home at 309 W Whatley St. Staff recommended denial of the application based on it not meeting the criteria required for a Conditional Use. Jennifer Burrows was present to answer questions.

**Result:** *After review of the criteria, a motion was made to recommend denial of the request.*

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Daniel

**Motion Passed without opposition**

- C. Conditional Use request to allow for a home occupation to operate Personal Care Homes at 509 and 511 Potter Stone Square within the Morgan Family Tract PUD. (Application # A25-0204)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a Conditional Use to allow for a home occupation to operate Personal Care Homes at 509 and 511 Potter Stone Square within the Morgan Family Tract PUD. Staff recommended denial of the application based on it not meeting the criteria required for a Conditional Use. Trinity Height was present to answer questions.

**Result:** *After review of the criteria, a motion was made to recommend denial of the request.*

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Daniel

**Motion Passed without opposition**

- D. Conditional Use request to allow for a Hardware Store to operate at 1276 W. US HWY 80 within the C-1 zoning district (Main Street Overlay District). (Application # A25-0205)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a Conditional Use to allow for a Hardware Store to operate at 1276 W. US HWY 80 within the C-1 zoning district (Main Street Overlay District). Commissioner Rife recused himself for this item. Staff recommended approval of the application with conditions. Scott Monson was present to answer questions. Ricky Hearn expressed concerns about the Conditional Use request.

**Result:** After review of the criteria, a motion was made to recommend approval of the request with the following condition:

1. The site plan shall meet the Main Street Overlay District standards.

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Bivins

**Motion Passed without opposition**

E. PUD Amendment to rezone three parcels from Jabot PUD (C-2) to City of Pooler's C-2 (Heavy Commercial) zoning district to allow for a multi-use development. (Jabot PUD Amendment 19) (Application # A25-0209)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a PUD Amendment to rezone three parcels from Jabot PUD (C-2) to City of Pooler's C-2 (Heavy Commercial) zoning district to allow for a multi-use development. (Jabot PUD Amendment 19). Commissioner Rife returned to the dais. Staff recommended denial of the application based on it not meeting the criteria for a Zoning Map Amendment. Robert Forrest was present to answer questions. Amy Gilliam and Valerie Brantt expressed concerns. Beth Moraitakis spoke in favor of the Zoning Map Amendment.

**Result:** After review of the criteria, a motion was made to recommend denial of the request.

**1-Motion:** Commissioner Rife

**2-Second:** Commissioner Daniel

**Motion Passed without opposition**

F. Conditional Use request to allow a Contractors Office located at 125 Southern Junction Blvd Suite 201 in the Godley Station PUD. (Application # A25-0210)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for a Conditional Use to allow a Contractors Office located at 125 Southern Junction Blvd Suite 201 in the Godley Station PUD. Staff recommended approval of the application. Hunter McCall was present to answer questions.

**Result:** After review of the criteria, a motion was made to recommend approval of the request.

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Bivins

**Motion Passed without opposition**

G. Site Development Plan Approval for Forest Lakes Secondary Access Road at Jimmy Deloach Parkway and Champlain Drive (Application # A24-0088)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for Site Plan Approval for Forest Lakes Secondary Access Road at Jimmy Deloach Parkway and Champlain Dr. Staff recommended approval of the application with conditions. Dillon Powell was present to answer questions.

**Result:** After review of the criteria, a motion was made to recommend approval of the request with the following conditions:

1. The Forest Lakes Secondary Access Road shall initially be constructed as a gravel emergency vehicle access road in substantial conformance with the plans previously approved by the City of Pooler. Notwithstanding the foregoing, in the event that (i) the Georgia Department of Transportation (GDOT) issues an encroachment permit authorizing full, unrestricted access from the secondary access road onto Jimmy DeLoach Parkway, or (ii) the City Manager, in his or her sole discretion, determines that upgrade of the roadway to permanent paved roadway standards is necessary, the developer shall, at its sole cost and expense improve the entirety of the secondary access road to fully comply with all current City of Pooler standards for roadways.

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Rife

**Motion Passed without opposition**

H. Final Plat and Acceptance of Performance Bond in the amount of \$2,238,425.48 for Tract W Townhomes Phase 1 at the intersection of Cross Creek Drive and Anthem Mill Drive, Subject to City Attorney Approval (Application #A25-0158)

City Planner Mr. Jarles presented the request to the Commission for their review and recommendation. This request is for the Final Plat and Acceptance of Performance Bond in the amount of \$2,238,425.48 for Tract W Townhomes Phase 1 at the intersection of Cross Creek Drive and Anthem Mill Drive. Staff recommended approval of the application with conditions. Dillon Powell was present to answer questions.

**Result:** After review of the criteria, a motion was made to recommend approval of the request with the following conditions:

1. Prior to project closeout, the City of Pooler shall require a pavement condition evaluation of existing streets within Cross Creek Subdivision, extending from Pine Barren Road to the Tract W Townhomes site entrance, to assess any degradation attributable to construction-related traffic. The evaluation shall be conducted by a qualified engineer in accordance with applicable industry standards. Designated representatives from the City of Pooler's Streets and Stormwater Departments shall have the opportunity to accompany the engineer during the evaluation. The Developer of Tract W Townhomes shall be solely responsible for all repairs or maintenance, as determined necessary by City staff, to restore the roadway to its pre-construction condition as a direct result of such traffic.

**1-Motion:** Commissioner Cribbs

**2-Second:** Commissioner Bivins

**Motion Passed without opposition**

**Adjournment**

There being no further business, Chair Johnson asked for a motion to adjourn at approximately 4:02 p.m.

**1- Motion:** Commissioner Daniel

**2- Second:** Commissioner Rife

***Adjourned without opposition***

The foregoing minutes are true and correct and approved by me on this \_\_\_\_ day of \_\_\_\_\_ 2025.

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Rachael Brown, Zoning Administrator



**CITY of POOLER**  
— GEORGIA —

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**PLANNING & ZONING STAFF REPORT**

Conditional Use request to allow for a Services to Buildings and Building Maintenance (Boiler Systems) business at 104 W US Hwy 80 Unit A within the C-1 zoning district (Main Street Overlay District).

Project:	#A25-0214
P&Z Meeting Date:	January 12, 2026
Public Hearing Date:	February 2, 2026
Applicant and Authorized Agent:	Albert Banks
Location (Address):	104 W US Hwy 80 Unit A
Parcel (PIN):	50006 07010 (Parking proposed on 50006 07009)
Existing Zoning:	C-1 (Light Commercial) (Main Street Overlay District)
Zoning Action:	Conditional Use
Request:	Conditional Use request to allow for a Services to Buildings and Building Maintenance (Boiler Systems) business at 104 W US Hwy 80 Unit A within the C-1 zoning district (Main Street Overlay District).
Application Filed:	November 21, 2025
Legal Notice Published:	January 4, 2026
Sign Posted:	January 5, 2026
Letters Mailed:	December 23, 2025
Staff Recommendation:	Denial
Planning & Zoning Commission:	TBD

<p><i>Recommended Motion:</i></p>	<p><i>"After review of the criteria, move for denial of the request."</i></p>
<p>Background:</p>	<p>The request is for a Conditional Use to allow for a Services to Buildings and Building Maintenance (Boiler Systems) business at 104 W US Hwy 80 Unit A within the C-1 zoning district (Main Street Overlay District).</p> <p>The applicant states in the narrative provided with their application that the use includes day-to-day business management, technician support and field service coordination for the boiler company. It states that the technicians will report to the site to receive job assignments and gather tools and parts as needed for job assignments. The hours of operation are 7:30am-4:30pm. The technician's vehicles are parked on site when not in use; this is proposed by the applicant to most likely be located on the parcel adjacent to the rear of the subject site. The adjacent parcel is owned by the same property owner as the subject parcel, however, a parking agreement was not provided within the submittal materials.</p> <p>The site is in an area surrounded by varying use types, including a pest control company, Domino's Pizza, a bank, Pooler City Hall, and residential homes.</p> <p>Table 4.1 <i>Allowed Uses by Zoning District</i> indicates that Services to Buildings and Building Maintenance is an allowable use in the C-1 zoning district after approval of a Conditional Use.</p>
<p>Relevant Ordinances:</p>	<p>App. A, Art. IV, Table 4.1: Allowed Uses by Zoning District</p> <p>App. A, Art. IV, Sec. 4 – Conditional Uses</p> <p>App. A, Art. V, Sec. 7 – Standards for Conditional Use Permission</p>
<p>Zoning Action Standards:</p>	<ol style="list-style-type: none"> <li>1. The proposed use will not be contrary to the purpose of this ordinance. <ul style="list-style-type: none"> <li>• <i>The proposed use would be contrary to the purpose of the ordinance as the proposed business activities are more in line with that of being a specialty contractors office, which is not permitted within the C-1 zoning district; this is due to tools, parts, and vehicles being stored on site when not in use. Furthermore, the intent of the Main Street Overlay District is to attract new businesses, residents, patrons and visitors to the corridor with main street style and pedestrian friendly businesses. Patrons are not drawn to this location for</i></li> </ul> </li> </ol>

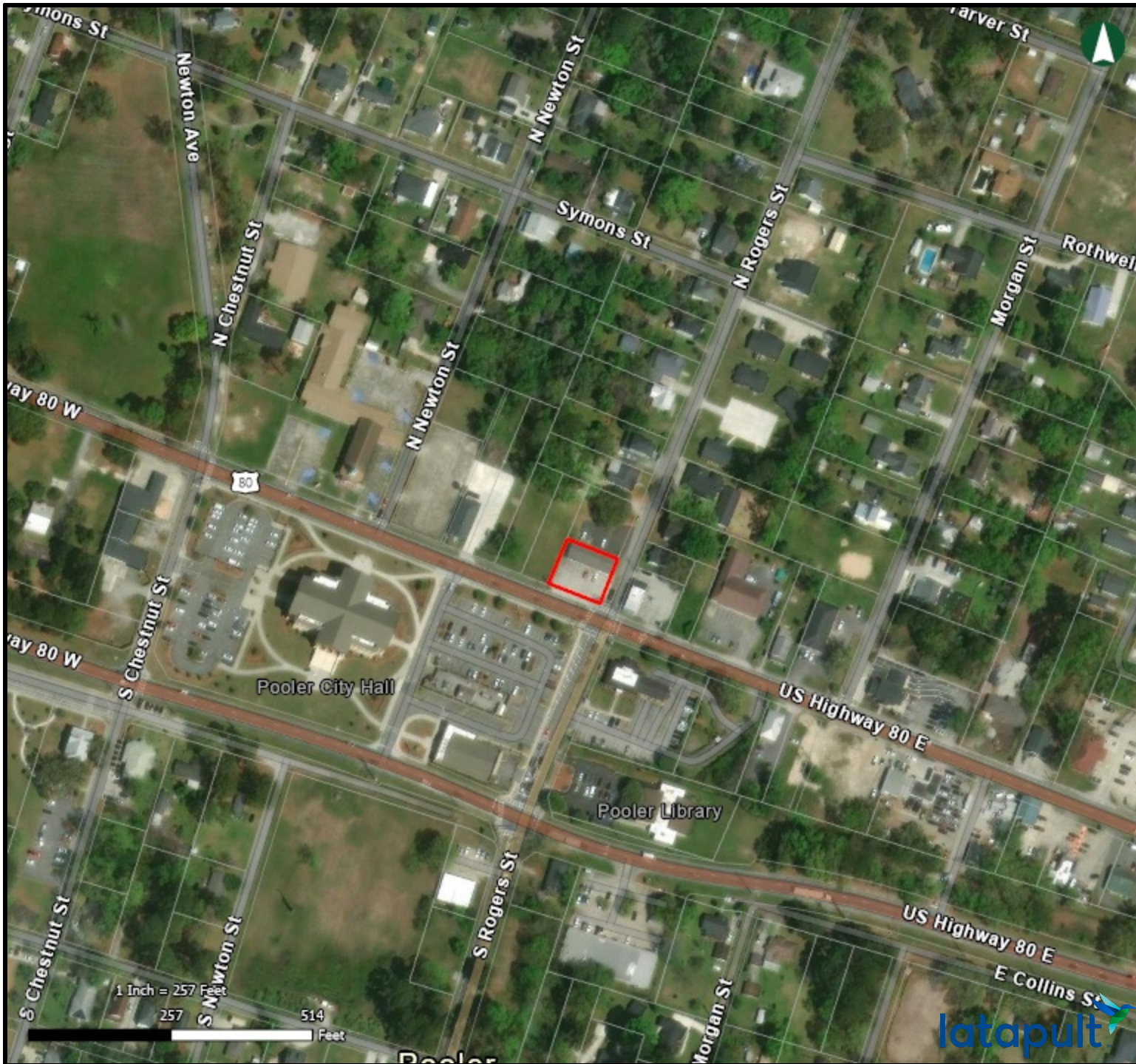
*any purpose, as the business model is mobile in the field.*

2. The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood or adversely affect the health and safety of residents and workers.
  - *The proposed use would be detrimental to adjacent properties or surrounding areas; the site is located within the Main Street Overlay District, which is intended to be a more walkable and pedestrian-friendly corridor in the City. With the business proposing to include areas for fleet vehicles to be parked on site as well as the storage of materials, the use does not lend to pedestrian friendly, main street style of businesses and could negatively impact the neighborhood as the city is encouraging the main street style development for this area. This use would be more appropriate within a Heavy Commercial zoning district.*
3. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use such facility, vehicular movement acquainted with the use, noise or fumes generated by or as a result of the use, or type of physical activity associated with the land use.
  - *The proposed use could constitute a nuisance or hazard as the business is proposed to be located in the Main Street Overlay District which is intended to have main street style development with a pedestrian friendly walkable corridor. Having fleet vehicles coming and going from the site and materials stored on site does not lend to a pedestrian friendly commercial area.*
4. The proposed use will not be affected adversely by the existing uses of adjacent properties.
  - *The proposed use will not be affected adversely by the existing adjacent uses including a pest control company, Domino's Pizza, a bank, Pooler City Hall, and residential homes.*
5. The proposed use will be placed on a lot which is of sufficient size to satisfy the space requirements of said use.
  - *The proposed use will be located on a .20-acre parcel and proposes utilizing an adjacent .25-acre parcel for the parking of fleet vehicles; these parcels, combined, would provide sufficient space to satisfy the requirements of the proposed use; however, no parking agreement has been provided for the adjacent parcel.*

6. The parking and all development standards set forth for each particular use for which a permit may be granted will be met.
  - *The proposed use will be required to go through the Site Development Plan Review process and will be required to meet all development requirements; the parking will need to be defined on the adjacent parcel as well as any proposed storage, as it is currently a grass lot.*
  
7. The action will not adversely impact adjacent or nearby properties in terms of property values, by rendering such properties less suitable and therefore less marketable for the type of development to which they are committed or restricted in order to promote the public welfare and protect the established development pattern.
  - *The action could adversely impact adjacent or nearby properties in terms of property values, by rendering such properties less suitable and therefore less marketable for the type of development to which they are committed or restricted in order to promote public welfare and protect the established development pattern. The property is located in the Main Street Overlay District, which is intended for main street style and pedestrian walkable friendly businesses. Allowing a new business that is more similar to a heavy commercial business that does not meet the intent of the Main Street Overlay District can adversely impact the area.*

Conclusion: The request does not comply with all criteria for a conditional use. As such, Staff recommends **denial** of the request.

- Attachments:
- A. Vicinity Map
  - B. Submittal Documentation
  - C. Site Photos



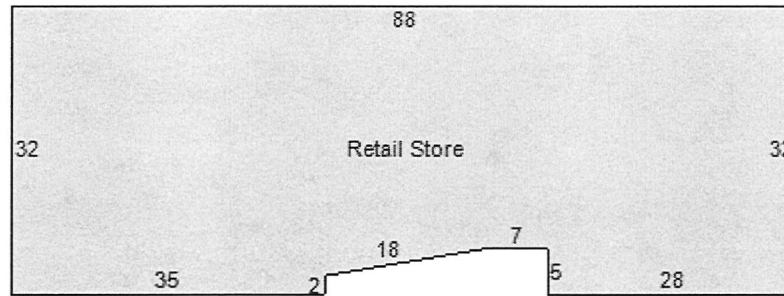
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## Vicinity Map - 104 W US Hwy 80 - Conditional Use

01/02/2026

Parcels

Attachment B



Attachment C

Site Photos - 104 W US Hwy 80



*Front of 104 W US Hwy 80*



*Adjacent Parcel (Parking)*



**CITY of POOLER**  
— GEORGIA —

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**PLANNING & ZONING STAFF REPORT**

Conditional Use request to allow for a Services to Buildings and Building Maintenance (HVAC) business at 114 E. US HWY 80 Suites B & C, within the C-1 zoning district (Main Street Overlay District).

Project:	#A25-0220
P&Z Meeting Date:	January 12, 2025
Public Hearing Date:	February 2, 2025
Applicant and Authorized Agent:	Rodolfo Mesorio – Arctic Air
Location (Address):	114 E. US Hwy 80 Suites B & C
Parcel (PIN):	50006 08022
Existing Zoning:	C-1 (Light Commercial) (Main Street Overlay District)
Zoning Action:	Conditional Use
Request:	Conditional Use request to allow for a Services to Buildings and Building Maintenance (HVAC) business at 114 E. US HWY 80 Suites B & C, within the C-1 zoning district (Main Street Overlay District).
Application Filed:	December 3, 2025
Legal Notice Published:	January 4, 2026
Sign Posted:	January 5, 2026
Letters Mailed:	December 19, 2025
Staff Recommendation:	Denial
Planning & Zoning Commission:	TBD
Recommended Motion:	<i>"After review of the criteria, move for denial of the request."</i>

Background:

Conditional Use request to allow for a Services to Buildings and Building Maintenance (HVAC) business at 114 E. US HWY 80 Suites B & C, within the C-1 zoning district (Main Street Overlay District).

Arctic Air, the subject business, was previously located at 103 S. Chestnut St., also within the Main Street Overlay District, prior to the purchase of said property by the City of Pooler. The business had been operating at that location prior to the adoption of the current Land Use Table within the City of Pooler Code of Ordinances. The business has been operating at the subject location of 114 E US Hwy 80 for approximately one year under the business license associated with the previous address.

The applicant states in their submittal materials that the use provides services to residential and commercial customers. It also states that the activities performed on site include administrative and support functions as well as storage of HVAC parts and supplies used by field technicians for service and repair work; additionally, it is noted that all installation, maintenance, and repair services are conducted off-site.

The site is in an area of several types of uses, such as an exterminator (pest control) business, Domino's Pizza, a bank, and residential homes.

Table 4.1 *Allowed Uses by Zoning District* indicates that Services to Buildings and Building Maintenance is an allowable use in the C-1 zoning district after approval of a Conditional Use.

Relevant Ordinances:

App. A, Art. IV, Table 4.1: Allowed Uses by Zoning District

App. A, Art. IV, Sec. 4 – Conditional Uses

App. A, Art. V, Sec. 7 – Standards for Conditional Use Permission

Zoning Action Standards:

1. The proposed use will not be contrary to the purpose of this ordinance.
  - *The proposed use would be contrary to the purpose of the ordinance as the proposed business activities are more in line with that of being a specialty contractors office, which is not permitted within the C-1 zoning district; this is due to tools, parts, and vehicles being stored on site when not in use. Furthermore, the intent of the Main Street Overlay District is to attract new businesses, residents, patrons and visitors to the corridor with main street style pedestrian friendly businesses; the proposed business is already operating on the site as strictly an office including storage.*

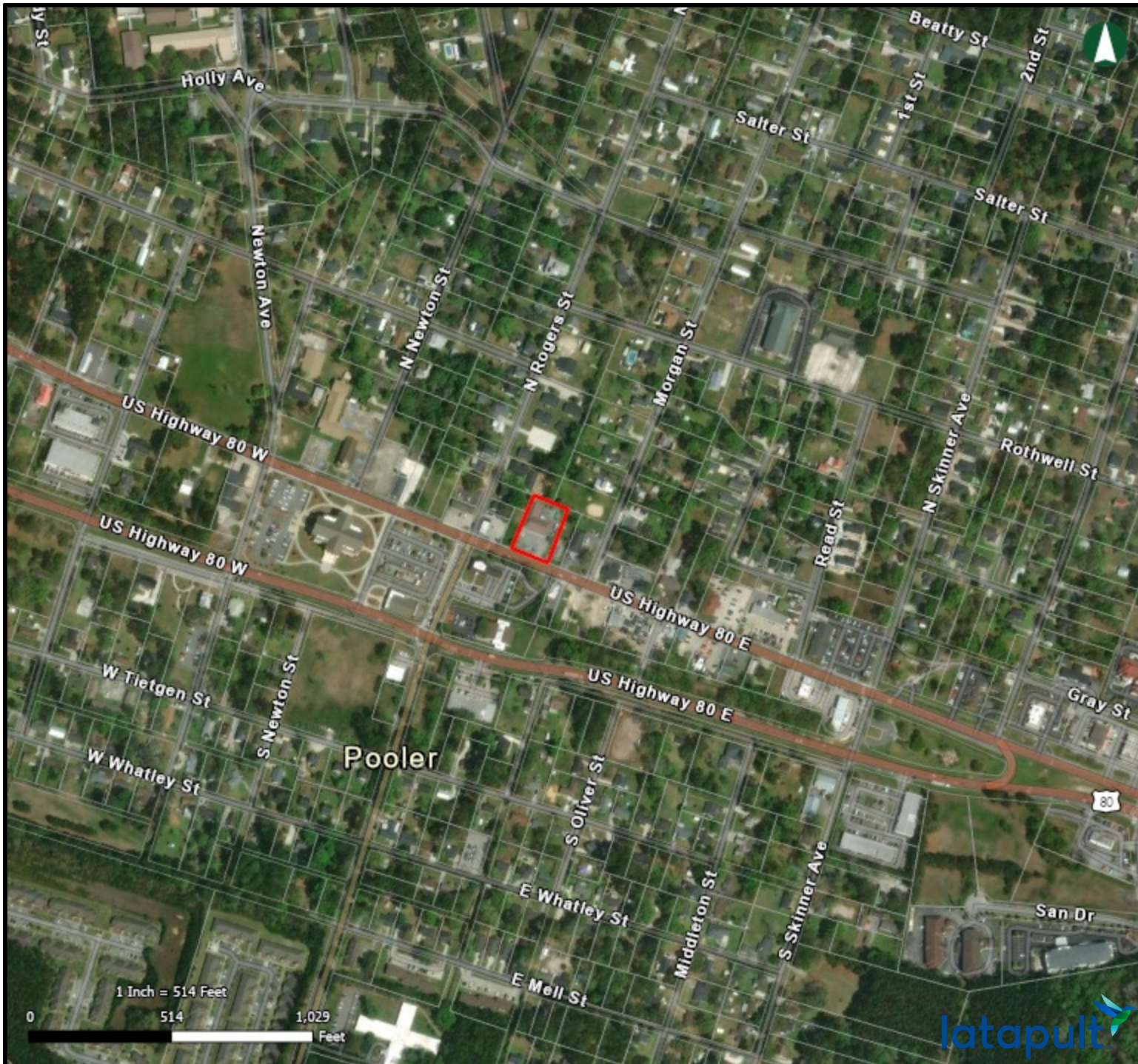
*Patrons are not drawn to this location for any purpose, as the business model is mobile in the field.*

2. The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood or adversely affect the health and safety of residents and workers.
  - *The proposed use would be detrimental to adjacent properties or surrounding areas; the site is located within the Main Street Overlay District, which is intended to be a more walkable and pedestrian-friendly corridor in the City. With the business proposing to include areas for fleet vehicles to be parked on site as well as the storage of materials, the use does not lend to pedestrian friendly, main street style development for this area. This use would be more appropriate within a Heavy Commercial zoning district.*
3. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use such facility, vehicular movement acquainted with the use, noise or fumes generated by or as a result of the use, or type of physical activity associated with the land use.
  - *The proposed use could constitute a nuisance or hazard as the business is proposed to be located in the Main Street Overlay District which is intended to have main street style development with a pedestrian friendly walkable corridor. Having fleet vehicles coming and going from the site and materials stored on site does not lend to a pedestrian friendly commercial area.*
4. The proposed use will not be affected adversely by the existing uses of adjacent properties.
  - *The proposed use will not be affected adversely by the existing adjacent uses including a pest control company, Domino's Pizza, a bank, and residential homes.*
5. The proposed use will be placed on a lot which is of sufficient size to satisfy the space requirements of said use.
  - *The proposed use will be located on a .67-acre parcel and would occupy two of the three units within the building. With the parking of the fleet vehicles proposed to be on site within the existing 16 spaces, parking may be limited depending on the amount of fleet vehicles, the number of employees and the future intended use of the remaining unit in the building.*

6. The parking and all development standards set forth for each particular use for which a permit may be granted will be met.
  - *With the parking of the fleet vehicles proposed to be on site within the 16 available spaces, parking may be limited depending on the number of fleet vehicles, the number of employees and the future intended use of the remaining unit in the building.*
  
7. The action will not adversely impact adjacent or nearby properties in terms of property values, by rendering such properties less suitable and therefore less marketable for the type of development to which they are committed or restricted in order to promote the public welfare and protect the established development pattern.
  - *The action could adversely impact adjacent or nearby properties in terms of property values, by rendering such properties less suitable and therefore less marketable for the type of development to which they are committed or restricted in order to promote public welfare and protect the established development pattern. The property is located in the Main Street Overlay District, which is intended for main street style and pedestrian walkable friendly businesses. Allowing a new business that is more similar to a heavy commercial business that does not meet the intent of the Main Street Overlay District can adversely impact the area.*

Conclusion:	The request does not comply with all criteria for a conditional use. As such, Staff recommends <b>denial</b> of the request.
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| Attachments: | <ol style="list-style-type: none"> <li>A. Vicinity Map</li> <li>B. Submittal Documentation</li> <li>C. Site Photos</li> </ol> |
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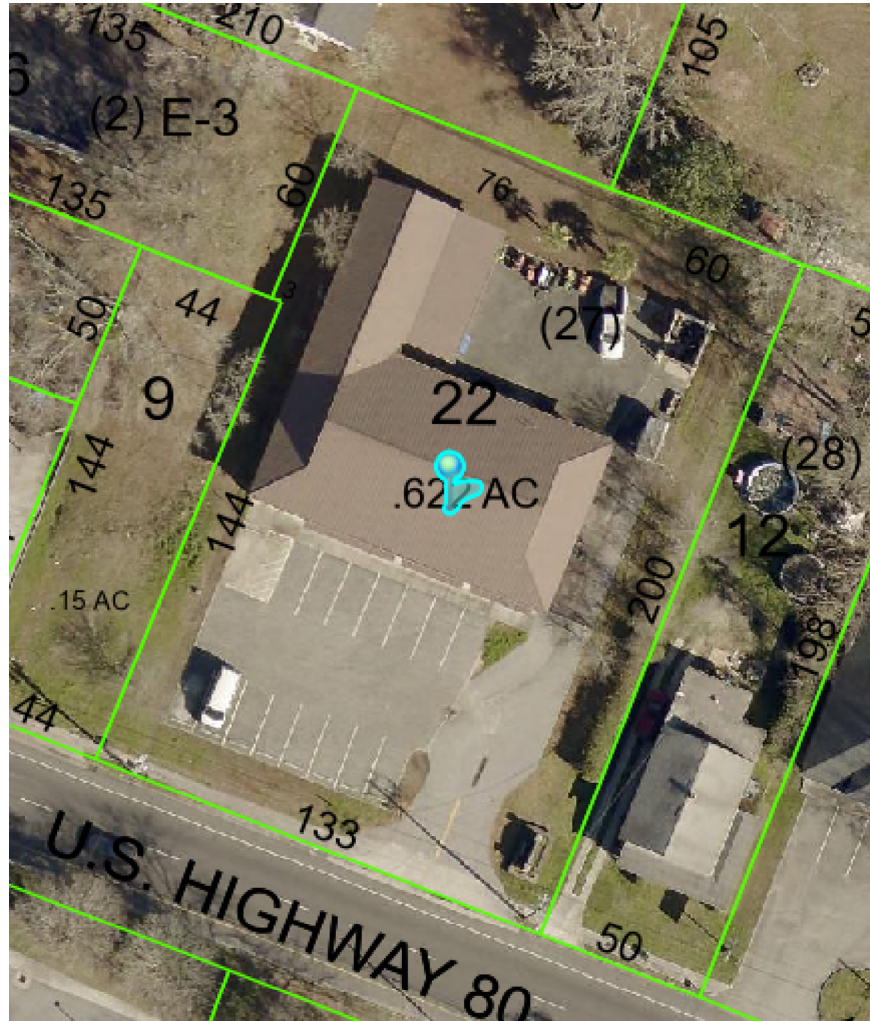
## Vicinity Map - 114 E US Hwy 80 - Conditional Use

12/18/2025

Parcels



Attachment B



Attachment C

Site Photos – 114 E US Hwy 80



*Front View of 114 E US Hwy 80*



*Rear View of 114 E US Hwy 80*



CITY of POOLER  
— GEORGIA —

STATE OF GEORGIA     }  
                                  )  
COUNTY OF CHATHAM   }

**ORDINANCE O2025-11.B**

Street and Development Naming

**AN ORDINANCE TO AMEND THE CITY OF POOLER CODE OF ORDINANCES APPENDIX A- ZONING, ARTICLE III- GENERAL PROVISIONS, SECTION 11- RESERVED, TO PROVIDE PROVISIONS FOR STREET AND DEVELOPMENT NAMING AND RENAMING; TO REPEAL ALL ORDINANCES IN CONFLICT HERewith; TO PROVIDE FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES**

**NOW THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Pooler that the Code of Ordinances of the City of Pooler, Georgia are hereby amended as follows:

**I**

That APPENDIX A- ZONING, Article III- General Provisions, Section 11- Reserved, be amended by deleting the strikethrough language and adding the underlined text as follows:

**Section 11. ~~Reserved~~ Street and Development Naming and Renaming and Honorary Designations.**

(A) Purpose and intent. It is the purpose of this section to establish procedures and standards for reviewing an application for a street, facility, public property or development name or renaming in a thoughtful and inclusive manner. Names should reflect the principal function, location, or documented historical reference of the site and may commemorate deceased people whose lives and service bear a clear and verifiable connection to the City of Pooler.

(B) General Policy. Names may be descriptive or commemorative. Descriptive names reference the property’s function, location, or regional and natural context, including flora, fauna, waterways, topography, natural features, native wildlife, neighborhoods, or historically recognized place names. Commemorative names are permitted for a facility, public property or development where the criteria in this Section are met. Commemorative names are permitted for streets only as a Temporary Honorary Street Naming Designation where the criteria in this section are met.

1. Deceased requirement. Absent extraordinary or extenuating circumstances, a property, facility, or street may be named for a person only if the proposed honoree is deceased. Family-based names are permitted only where the commemorative name is connected to a specific deceased family member who meets this section’s criteria.

2. Historical relevance. The honoree must have a clear and verifiable connection to Pooler or the surrounding area, with contributions of lasting significance to civic life,

public service, arts, culture, education, commerce, military service, or community betterment.

3. Temporary Honorary Street Naming Designations. Honorary street name designations are intended to recognize individuals who have made significant contributions to the city. Where deemed consistent with the objectives of this section, the designation will be a temporary assignment of the honorarium and shall be in addition to the official name of an existing right-of-way.

a. Honorary designations may be bestowed under the following non-exclusive circumstances:

i. Where the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development.

ii. Where the proposed namesake made contributions that beneficially changed the nature and characteristics of the community.

iii. Where the proposed namesake is a native to Pooler or has resided in Pooler for at least 15 years.

b. Individual family tributes; commercially concerned and corporate-related recognitions shall not be eligible for honorary designation.

c. Roadways under the control of the Federal Highway Administration or Georgia Department of Transportation are not subject to honorary naming.

d. Honorary designations shall be limited to two City Council-approved designations per calendar year. Requests will be reviewed and evaluated in the order in which they are received.

e. Requests to affix an honorary designation to a public right-of-way shall be made in writing and directed to the attention of the City Manager.

Submissions shall include:

i. Identification of the particular section or block of an existing City street for which the honorary designation is sought.

ii. A supporting petition signed by not less than 51 percent of all property owners abutting the particular section or block of the subject right-of-way.

iii. The present official name of the right-of-way.

iv. The proposed honorary designation.

v. The name, address, telephone number and email address of the person requesting the honorary designation.

vi. A statement of reasons supporting the honorary naming request, including a discussion of historical significance, contributions, heroic service or personal sacrifice by the honoree to the city.

f. Upon receipt of the request submitted pursuant to this section, the City Manager shall review and provide a recommendation to City Council. Requests approved by City Council shall be effective for five years from the date of such approval.

g. Renewal requests may be submitted; provided, however, that they are transmitted no less than 60 days prior to the termination of the effective

period. Renewal requests will not be given priority over pending honorary designation requests, if any.

h. Honorary signs may be mounted on the same post as the existing street sign or mounted free standing on a separate post. The city will maintain the sign after installation. The city will replace signs stolen or damaged during the five-year effective period.

i. Along with the application submitted, the applicant shall include payment of a non-refundable fee in accordance with the Schedule of Fees to defray the costs associated with the review, design, fabrication, installation and maintenance of the sign.

(C) *Review Criteria.* A proposed new or modified street, facility, public property or development name shall comply with the following criteria:

1. No new or modified name of a street or development, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or development name within Chatham County, despite the use of prefixes or suffixes.

2. Names shall be simple, logical, easy to read and pronounce, and clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved.

3. The proposed name of a development shall in all respects emphasize the project's distinctive name rather than the name of the company or corporation that owns the development. This will reduce confusion on the location of separate developments owned by the same company or corporation.

4. It is desirable to use names that have some association with Pooler and specifically with the immediate location of the street or place, such as reference to local history or physiographic features.

5. Use of a common theme is recommended for names of streets that are associated with one another, such as those within a residential development.

6. Streets that continue through an intersection should generally bear the same name, except where the street crosses a major road or where existing address points on a street require that the street be given a different name.

7. New or modified street names should generally use Drive, Lane, Place, Road, Street, or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions. This list is not intended to limit the use of other appropriate suffixes.

a. Alley—A street providing vehicular access to the rear of lots or buildings, usually as a secondary means of vehicular access to a property.

b. Avenue—A street that is continuous.

c. Boulevard—A street with a landscaped median dividing the roadway.

d. Circle—A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.

e. Court—A street terminating in a cul-de-sac, not longer than 1,000 feet in length.

f. Extension—A section of street forming an additional length.

8. Where natural barriers, intervening land uses, or developments break an existing street into two separate streets that are not likely to be reconnected in the future,

the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.

9. Names should generally not exceed three words or thirty (30) characters, excluding the required suffix

(D) Considerations. All applications shall take into account the following:

1. The number of residents, property owners, and businesses directly impacted;
2. The historical significance and context of any existing name or feature;
3. The appropriateness and compatibility of the proposed name with the surrounding area's character, geography, and land use; and
4. Potential impacts on emergency service delivery, postal services, navigation, and public safety;

(E) Decision-Making Body. All new or modified street and development name applications shall be sent to the Metropolitan Planning Commission by city staff for review and agreement prior to approval by the city.

1. For new streets, new developments or the renaming of existing developments, city staff shall review the application and determine if it meets the criteria. A street or development name application is required to be approved prior to the approval of a new subdivision or site development plan.
2. The renaming of existing streets or the naming/renaming of public property requires city staff review and recommendation, a recommendation of the Planning & Zoning Commission, a public hearing and final approval by City Council.

(F) Approval.

1. Upon approval of a new or modified street or development name, staff shall provide notice of the approved name on the city's website and to emergency dispatch offices, the post office, SAGIS, the Office of the Register of Deeds for Chatham County, utility companies, as well as the applicant.
2. Upon approval of a modified street name, staff shall also provide notice by regular mail to all owners of record of properties on the affected street.

(G) Dedications And Honorary Recognitions (Non-Naming). The City of Pooler may honor individuals, organizations, or historic events through dedications that do not involve renaming, such as plaques, monuments, trees, benches, or other commemorative markers placed on public property.

(H) Dedication Ceremonies. Applicants may request a dedication ceremony at the time of submitting a naming, renaming, or dedication application. The City Manager or their designee is responsible for scheduling and coordinating such ceremonies.

(I) Discontinuance and Revocation of Names. The City retains the right to reject, discontinue, or revoke any previously approved naming or renaming if deemed necessary to protect the health, safety, welfare, or interests of the community. Discontinuance decisions shall be subject to review and approval by City Council.

## **II**

All ordinances or parts of ordinances in conflict with the ordinance are hereby repealed.

## **III**

If any section, clause, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, the said holding shall in no way affect the validity of the remaining portions of this ordinance.

**IV**

This ordinance shall be effective immediately upon its adoption by the Mayor and City Council of Pooler, Georgia.

FIRST READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

SECOND READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

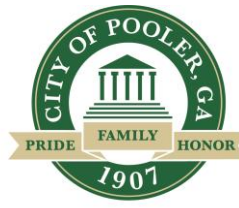
ADOPTED: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

CITY OF POOLER, GEORGIA

\_\_\_\_\_  
Karen L. Williams, Mayor

ATTEST:

\_\_\_\_\_ Kiley Fusco, Clerk of Council



**CITY of POOLER**  
— GEORGIA —

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**POLICY/RULES OF PROCEDURE**

Rules of the Planning & Zoning Commission and Public Participation  
for Regular and Special Meetings

**I. PLANNING & ZONING COMMISSION RULES**

When the Meeting Chair is not present, the City Planner shall serve as Meeting Chair. When neither is present, the Assistant City Manager shall serve as Chair.

- A. Addressing: Commissioners shall address the Chair with courtesy titles (e.g., "Madam Chair" or "Mister Chair" and wait to be recognized before speaking. They shall also refer to fellow Commissioners with the appropriate title or honorarium (e.g. "Commissioner Smith").
- B. Presentation: The Chair may either present or request a summary of the agenda item from the appropriate staff member(s). If the petition before the body is from a member of the public, time will be provided to present and discuss the presentation from the body as well as allow for public comment.
- C. Making Motions: Commissioners may make motions during appropriate discussion times, clearly stating the motion's purpose. Commissioners shall make a motion that is proper order for the item being discussed. Commissioners are encouraged to review what motions are appropriate, and when, by reviewing the current edition of Robert's Rules of Order.
- D. Seconding Motions: Motions require a seconder to proceed; if none, the motion fails without further discussion. Seconding does not automatically denote support of the item; it merely allows for the item to move forward for discussion.
- E. Discussion Timing: The Chair will allow reasonable time for discussion after a motion is made and seconded, promoting thorough consideration.
- F. Amending Motions: Any member can propose amendments before voting on the original motion; however, amendments shall be discussed and voted upon separately.
- G. Voting Procedures: Typically, the Chair will call for a vote which will be recorded using the appropriate device. The Chair shall only vote in the case of a tie unless otherwise provided by the Charter or applicable law.
- H. Order of Business: Meetings will follow a published agenda. The Commission may from time to time add to or change items on the agenda through a majority vote.
- I. Speaking Limits: Petitioners are encouraged to keep presentations to fewer than ten minutes, members of the public are encouraged to keep comments to three minutes, and the Commissioners are expected to keep their comments timely.

- J. Public Input Procedures: Aside from mandated public hearings, the public is encouraged to make comment when appropriate. Rules for public participation are to be made available in printed form at the meetings. Members of the Commission are strongly discouraged from responding directly to comments; rather, all replies shall be directed through the Chair and/or staff.

## **II. RULES OF PUBLIC PARTICIPATION**

- A. Recordkeeping: Members of the public who approach the podium must state their name and address for the record and must address the Commission only; they are not permitted to address the audience.
- B. Politeness: Members of the public must address the Commission with respect and courtesy.
- C. Time Limit: Each speaker is allotted three minutes to present their comments or concerns, unless additional time is granted by the Chair.
- D. Relevance: Comments must be directly related to planning functions, matters within the Commission's jurisdiction, or to the agenda item being discussed.
- E. No Interruptions: Members of the public should refrain from interrupting Commissioners or other speakers.
- F. No Personal Attacks: No personal attacks or offensive language will be tolerated.
- G. No Applause or Booming: Maintain a respectful atmosphere by refraining from disruptive expressions of support or opposition.
- H. Written Comments: Submitting written comments in advance is encouraged for more comprehensive consideration.
- I. Public Hearing vs. Public Comment: A public hearing is mandated by State law and must accompany certain types of business. Public comment is voluntary, but afforded when possible.
- J. Commission Response: The Commission is unlikely to respond immediately to public comments, but staff may address concerns at a later time.
- K. Agenda Item Comments: The Chair may allow for public comment on an agenda item, but may decide to move the meeting along by forgoing some public comments if they are repetitive in nature.
- L. Recording: The public can record or stream any activity within the public spaces of city hall.
- M. Limited Repetition: The Chair will encourage speakers to avoid repeating points already made by previous speakers.
- N. Chair's Discretion: The Chair shall have the discretion to enforce these rules and maintain order during public participation.
- O. Disruptive Behavior: Disruptive behavior during public comments or the meeting may result in removal from the premises.