



CITY of POOLER
— GEORGIA —

STATE OF GEORGIA }
 }
COUNTY OF CHATHAM }

ORDINANCE O2025-09.B

Planning & Zoning Commission and Site Plan Process Revisions

AN ORDINANCE TO AMEND THE CITY OF POOLER CODE OF ORDINANCES CHAPTER 62- PLANNING, ARTICLE II- PLANNING AND ZONING COMMISSION, SECTION 62-32- MEMBERSHIP; TERM; SELECTION CRITERIA; REMOVAL, AND SECTION 62-34- ORGANIZATION; PURPOSE; RULES; STAFF; FINANCES AND APPENDIX A - ZONING, ARTICLE V – PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT, SECTION 8 – SITE PLAN APPROVAL, TO AMEND THE PLANNING AND ZONING COMMISSION MEETING SCHEDULE AND SITE PLAN APPROVAL PROCESS; 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 CHAPTER 62- PLANNING, Article II- Planning and Zoning Commission, Section 62-32- Membership; term; selection criteria; removal, be amended by deleting the strikethrough language and adding the underlined text as follows:

Section 62-32. Membership; term; selection criteria; removal.

- (a) *Membership.* The planning and zoning commission consists of seven regular members and one alternate member. The regular members shall be comprised of four city employees, three city residents.

The city employees appointed to the planning and zoning commission are: ~~city-planner~~ planning and development director, police department chief, fire department chief, and the department head of public works. The police department chief, fire department chief, and the department head of public works may nominate a designee, within their department, to serve in their place.

City resident regular and alternate members are to be approved by city council. City council may appoint city resident members upon application, on a form to be provided by the city, by any resident who is of voting age and maintained continuous residency within the Pooler city limits for the 12 months preceding the application.

(1) Through (3) No Change

(b) Through (e) No Change

II

That CHAPTER 62- PLANNING, Article II- Planning and Zoning Commission, Section 62-34- Organization; purpose; rules; staff; finances, be amended by deleting the strikethrough language and adding the underlined text as follows:

Section 62-34. Organization; purpose; rules; staff; finances.

(a) Organization. The chairperson of the planning and zoning commission is the director of planning and development. The chairperson may appoint a secretary, who may be an officer or employee of the city. Should the chairperson be unable to attend a meeting, or the position of director of planning and development is not filled, the city planner may serve as chairperson pro tem.

(1) All planning and zoning commission meetings shall comply with the requirements of O.C.G.A. § 50-14-1 et seq. (as amended), including without limitation all meetings being open to the public and minutes taken.

(2) The planning and zoning commission ~~should~~ shall hold ~~two~~ one meetings per month, with specific meetings dates and times to be set by the commission, provided the planning and zoning meeting is not held in the same calendar week (i.e. Sunday to Saturday) as a regular meeting of the city council.

(3) Any four members, of the planning and zoning commission constitute a quorum for any meeting, including the chairperson. The resident alternate will not be counted unless they are sitting in place of a resident regular member.

(4) Any item for consideration by the planning and zoning commission or proposed recommendation to the city council must be acted upon by voice vote and recorded in the minutes.

(5) Any item for consideration or proposed recommendation requires a minimum of three votes in favor of or against the proposed recommendation. The chairperson shall not cast a vote except in the event of a tie.

The planning and zoning commission shall follow all notice, meeting, and public meeting guidelines set forth in Appendix A, Article V, Section 6, of the Code of Ordinances for the City of Pooler.

(b) Through (d) No Change

III

That APPENDIX A- ZONING, Article V- Procedures For Administration And Enforcement, Section 8- Site plan approval, be amended by deleting the strikethrough language and adding the underlined text as follows:

Section 8. Site plan approval.

The site plan approval process is intended to provide the general public, planning commission, and city council with information pertinent to how a new development will affect the surrounding area and the city as a whole. Site plan approval does not constitute approval of any other zoning action or permit.

(A) *Process.* Upon submittal of the site plan, staff will review the site plan for noticeable discrepancies and determine if there is a need to apply for other zoning actions. The site plan is then forwarded to the applicable city departments for additional review and comment(s). Staff will then provide such comments to the applicant. The applicant is

responsible for addressing all comments from the city staff, after which it shall be submitted for review by the planning and zoning commission and then ~~the regularly scheduled meeting of~~ final approval by the city council manager or their designee. Minor site plans may be reviewed and approved by city staff without the need for review and approval by the planning and zoning commission ~~and city council~~. The minor site plan review process shall not be used for new buildings or building additions. Minor site plans shall include only the following: any non-structural development or redevelopment involving less than 5,000 square feet of surface area and less than one-acre of land disturbing activities; any non-structural expansion of an existing use by up to 25 percent of the original approved site plan; any changes in site layout or design that do not involve wetlands or buffer alterations; but excludes any site changes that require a variance.

(B) Site plan approvals pursuant to this article are valid for a period of one year from the date of approval, after which the approval expires.

(C) If a person or entity submits a site plan more than one year following its approval to the building official for issuance of a building and/or land development permit, the site plan must be resubmitted for new approval, adhering to all applicable rules and provisions for new site plans, including fees assessed in accordance with section 3 of this article. The city shall not have a duty to retain site plans for which approval has expired except as may be required by state law.

(D) Revisions to an approved site plan shall be reviewed and approved in accordance with subsection (A) above. However, in instances where the revisions to an approved site plan are minor changes, the revised plans may be reviewed and approved by staff. It is solely in staff's discretion whether a minor site plan application process applies or if a project requires full site plan review.

(E) *Standards for site plan approval.* In order to promote the public health, safety, and general welfare of the City of Pooler against the unrestricted development upon property, the following standards and any other factors relevant to balancing the above stated public interest will be considered, when deemed appropriate, by the city council manager or their designee in approving any site plan:

- (1) Whether the site plan is consistent with the Comprehensive Plan for the City of Pooler and any other small area plans;
- (2) Whether the site plan provides for adequate pedestrian and traffic access;
- (3) Whether the site-plan provides adequate space for off-street parking and loading/unloading zones where applicable;
- (4) Whether the site plan provides for appropriate location, arrangement, size, and design of buildings, lighting, signs, giving due consideration to the applicable zoning district(s);
- (5) Whether the site plan is appropriate in scale and relation to proposed use(s) to one another and those of adjacent properties;
- (6) Whether the proposed development site is adequately served by existing or proposed public facilities, including roads, water, sanitary sewer, and stormwater infrastructure;
- (7) Whether the proposed development site is adequately served by other public services to account for current or projected needs;
- (8) Whether the site plan provides adequate protection for adjacent properties against noise, glare, unsightliness, or other objectionable features;

(9) Whether the site plan provides adequate landscaping, including the type and arrangement of trees, shrubs, and other landscaping, which may (or may not) provide a visual or noise-deterring buffer between adjacent properties; and

(10) Whether the site plan provides for improvements in accordance with all applicable federal, state, and local laws including without limitation the Code of Ordinances for the City of Pooler.

IV

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

V

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.

VI

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