



CITY OF PORT WENTWORTH
PLANNING COMMISSION
JANUARY 5, 2026

Council Meeting Room

Regular Session

3:30 PM

7224 GA HIGHWAY 21
PORT WENTWORTH, GA 31407

- 1. CALL MEETING TO ORDER**
- 2. PRAYER AND PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL - CLERK OF COUNCIL**
- 4. APPROVAL OF AGENDA**
- 5. ADOPTION OF MINUTES**
- 6. NEW BUSINESS**
 - A. A Zoning Map Amendment Application has been submitted by Timothy Jones, requesting to rezone 2.52 acres from R-1 to C-1, to allow for general office use. PIN # 70978 04001B, located in the 3rd Council District, at 630 Meinhard Road.
 - **PUBLIC HEARING**
- 7. ADJOURNMENT**



Planning Commission
7224 GA Highway 21
Port Wentworth, GA 31407

Meeting: 01/05/26
Department: Development Services
Category: Ordinance
Prepared By: Katie Dunnigan
Department Head: Katie Dunnigan

SCHEDULED

AGENDA ITEM (ID)

DOC ID:

A Zoning Map Amendment Application has been submitted by Timothy Jones, requesting to rezone 2.52 acres from R-1 to C-1, to allow for general office use. PIN # 70978 04001B, located in the 3rd Council District, at 630 Meinhard Road.

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PUBLIC HEARING

Issue/Item: A Zoning Map Amendment Application has been submitted by Timothy Jones, requesting to rezone 2.52 acres from R-1 to C-1, to allow for general office use. PIN # 70978 04001B, located in the 3rd Council District, at 630 Meinhard Road.

Background:

- The applicant requests C-1 zoning to convert an existing dwelling in to a leased office space.
- The proposed occupant/tenant would not have customers on site.
- The C-1 zoning district is described in Section 4.20.A of the City of Port Wentworth Code of Ordinances, Zoning Ordinances as: *"This district is intended to encourage and accommodate a walkable downtown area with storefronts on the ground story and upper story residential, local market retail, personal services, restaurants, entertainment, offices, and professional services. Characteristics of uses and land in C-1 include daytime and early evening operations, smaller-scale and mixed-use buildings, sidewalk sales, and on-street parking."*. Any future use would need to adhere to both the district intention as well as the Table 4.30.
- Neighboring property to the northwest is a railway, properties to the south are within the R-1 zoning district, the property to the west is zoned R-1 with a variance to operate a Contractor Facility.

Facts and Finding:

- The Future Land Use Map identifies this parcel as Mixed Use, which favors commercial uses "...lower intensity services and retail".
- The property is a walkable distance from Anchor Park and future R-5 development.
- No site improvement or expansion is proposed at this time.

Staff Recommendations

The following conditions are recommended with approval:

1. The existing mobile home shall be moved off site prior to office operations.
2. The occupant/operator of the business shall meet with Development Services and the Fire Marshall to establish any necessary structural improvements necessary for business operations, prior to applying for an Occupational Tax Certificate.
3. Any future improvement/development of the site, or change in use shall be preceded by a pre-application meeting.

Funding: N/A

Recommendation:

APPLICATION TO AMEND THE ZONING MAP OF PORT WENTWORTH, GEORGIA

Applicant: Timothy Jones Phone # 912-433-0734

Mailing Address: PO Box 39 Pooler GA 31322

Property Owner: PTS, LLC Phone # 912-433-0734
912-323-4006
Use back if more than one owner

Owner Address: 630 Weinhart Rd, Pt Went Worth GA 31907

PIN #(s): 70978 04001B # of Acres 2.52

Zoning Classification: Present R3 Requested C1

Use of Property: Present Residence Requested Office

_____ If the requested change is to extend an existing adjacent zoning district to include this property, explain below why the proposed change should be made.

X If the requested change is not to extend an adjacent zoning district, explain below why this property should be placed in a different zoning district than all adjoining properties. (How does it differ from adjoining properties and why should it be subject to different restrictions than those applying to adjoining properties?)

The proposed rezoning aligns with the City's future land use plans and supports the planned growth of the area. The property proximity to the new Park makes it an ideal location for low impact commercial use that will serve the residents and ensure a cohesive development and complement ongoing public and private investments.

Attach the following documents:

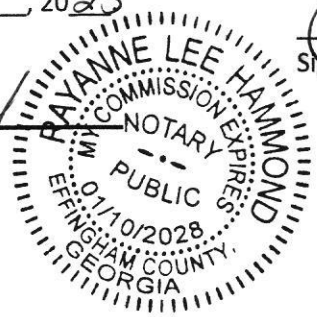
- 1. Written legal description of the property (e.g. copy of deed) – full metes and bounds description rather than plat reference. ✓
- 2. Name, PIN #, property address and mailing address of property owners within 300 feet of this property. ✓
- 3. Plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and scale. Submit three (3) copies of in 11" x 17", one 1 copy in 8.5" x 11", and a PDF on a flash drive. ✓
- 4. Site Plan of proposed use of property. Submit three (3) copies in 11" x 17", one 1 copy in 8.5" x 11", and a PDF on a flash drive.
- 5. Disclosure of Campaign Contributions and Gifts form. ✓
- 6. Disclosure of Financial Interests form ✓
- 7. If property owner and applicant are not the same, Authorization by Property Owner form or Authorizations of Attorney form. ✓
- 8. Filing fee of **Zoning Map Amendment Fee + per acre + Administrative Fee = Total**, payable to the City of Port Wentworth. (Please refer to the Business User Fee Schedule for the current year) ✓

APPLICATION MUST BE FILED 20 BUSINESS DAYS PRIOR TO THE PLANNING COMMISSION MEETING AT WHICH THEY ARE TO BE CONSIDERED.

I hereby authorize the staff of the City of Port Wentworth to inspect the premises of the above described property and to post this property with the duly required notices. I hereby depose and say that all statements herein and attached statements submitted are true and correct to the best of my knowledge and belief.

Sworn to and subscribed before me this 25 day of November, 2025

Rayanne Lee Hammond
Notary Public



[Signature]
Signature of Applicant

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

(Required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

Reference: Application filed on December 2, 202025, to rezone real property described as follows:

630 Meinhard Rd, Port Wentworth GA 31407

Within the two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more to each member of the City Council of the City of Port Wentworth who will consider the application and is listed below. List (1) the name and official position of the local government official and (2) the dollar amount, description and date of each campaign contribution.

No Contributions made

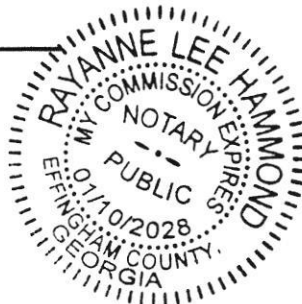
I hereby depose and say that all statements herein are true, correct and complete to the best of my knowledge and belief.

Sworn to and subscribed before me this 25 day of November, 2025.



Signature of Applicant

Rayanne Lee Hammond
Notary Public



DISCLOSURE OF FINANCIAL INTERESTS

(Required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

Reference: Application filed on December 2, 202025, to rezone real property described as follows: 630 Meinhard Rd from Residential to C1

The undersigned official of the City of Port Wentworth has a property interest (Note 1) in said property as follows:

n/a

The undersigned official of the City of Port Wentworth has financial interest (Note 2) in a business entity (Note 3) which has property interest in said property, which financial interests as follows:

n/a

The undersigned official of the City of Port Wentworth has a member of the family (Note 4) having a property interest in said property or a financial interest in a business entity which has a property interest in said property, which family member and property interest or financial interest are as follows:

n/a

Note 1: Property Interest – Direct ownership of real property, including any percentage of ownership less than total ownership


Note 2: Financial Interest – All direct ownership interest of the total assets or capital stock of a business entity where such ownership interest is 10 percent or more

Note 3: business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust

Note 4: Member of family – Spouse, mother, father, brother, sister, son, or daughter

I hereby depose and say that all statements herein are true, correct and complete to the best of my knowledge and belief.

Sworn to and subscribed before me this 25 day of November, 2025



Signature of Official



Notary Public



**THIS IS TO CERTIFY THAT THIS
IS A TRUE AND CORRECT COPY
OF THE ORIGINAL HEREOF
BY _____**

Prepared by:
McManamy Jackson Hollis, LLC
415 Eisenhower Drive, Ste 1
Savannah, GA 31406
Phone: (912) 691-0943
Fax: (912) 691-0947

LIMITED WARRANTY DEED

THIS INDENTURE, made and entered into as of 14th day of February, 2025, by and between

Elton Anthony Balcom, and Pamela K. Balcom
(Hereinafter referred to as the "Grantor"), and

PTJ LLC, a Georgia Limited Liability Company
(hereinafter referred to as "Grantee")

WITNESSETH, THAT:

GRANTOR, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed by these presents does grant, bargain, sell, and convey and confirm unto said Grantee:

All that certain lot, tract or parcel of land situate, lying and being in the City of Port Wentworth, Chatham County, Georgia, containing being shown as "2.52 AC." on that Plat entitled "PROPERTY SURVEY FOR WILLIAM M. & MARGARET BOLTON" prepared by Warren E. Poythress, GRLS, on December 4, 1987, recorded in the Office of the Clerk of Superior Court for Chatham County, Georgia, in Plat Record Book 9P, page 103, said plat is incorporated herein by reference.

This is the same property listed in that Bond for Title between Kenneth E Jones and E. Wyleen Jones (Grantors) and Elton Anthony Balcom and Pamela K Balcom (Grantees) dated May 22, 1997, recorded in deed book 185T, page 406, aforesaid clerk's records.

Also known as 630 Meinhard Road, Port Wentworth, Georgia, 31407
PIN: 7-0978-04-001B

SUBJECT, however, to certain restrictions, covenants and easements of record or evidenced by use.

TO HAVE AND TO HOLD the said described Property, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, only to the proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID GRANTOR will warrant and forever defend the right and title to the above described Property unto the said Grantee against the claims of all persons and entities claiming by, through or under Grantor, but against none other.

IN WITNESS WHEREOF, Grantor has signed and sealed this Deed on the day and year first above written.

Signed, sealed and delivered before me on the day and year first above written, In the presence of:

Elton Anthony Balcom (SEAL)
Elton Anthony Balcom

Pamela K. Balcom (SEAL)
Pamela K. Balcom

[Signature]
Unofficial Witness

[Signature]
Notary Public
(NOTARIAL SEAL)



630 Meinhard Adjacent Property Owners

Name	Property Address	Mailing Address	PIN
Jules Paderewski	502 Meinhard Rd	21 Montgomery St, Savannah Ga 31401	70978 05006
WCE Enterterprises LLC	640 Meinhard Rd	640 Meinhard Rd, Savannah Ga 31407	70978 04001
Sylvia Eargle	639 Meinhard Rd	639 Meinhard Rd, Savannah Ga 31407	70978 01004
John David Mixon	635 Meinhard Rd	635 Meinhard Rd, Savannah Ga 31407	70978 01003
Ronald and Connie Brown	631 Meinhard Rd	631 Meinhard Rd, Savannah Ga 31407	70978 01002
William Elkins	121 Meinhard Rd	611 Meinhard Rd, Savannah Ga 31407	70978 01018

PG 9-P/103

NORTH



PROPERTY SURVEY

FOR

WILLIAM M. & MARGARET
BOLTON

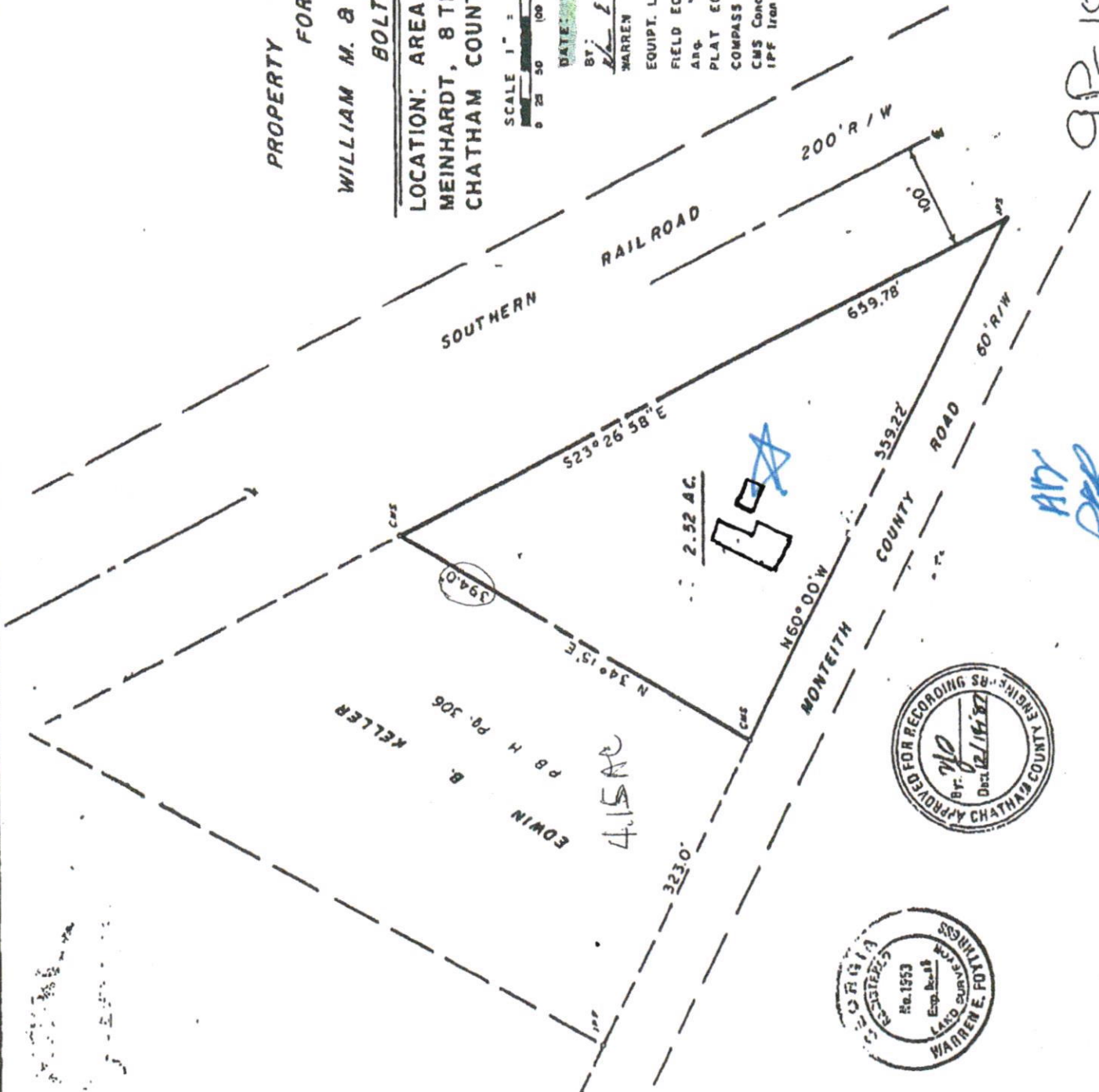
LOCATION: AREA KNOWN AS
MEINHARDT, 8TH G.M.D.
CHATHAM COUNTY, GA.

SCALE 1" = 100'

DATE: DEC. 9, 1987

BY: *W. E. Poynthress* 1987

WARREN E. POYNTHRESS
EQUIPT. LIETZ SOMJE
FIELD EOC 1/38,659
ANG. " 257/PT
PLAY EOC 1/144,535
COMPASS RULE
CMS Concrete Mod. Set
IPF Iron Pipe Found



KELLER

P.B. H. P.O. 306

EDWIN

4.15 AC



GP-103
ADY
PBB

