



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM February 11, 2025

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of January 14, 2025 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
 - 4.a 1456 Washington St - Hush
 - 4.b 389 Washington St - Traditions Bank
5. New Business
 - 5.a 555 Monroe St - Old Courthouse Demolition
 - 5.b 389 Washington St - Traditions Bank Sign Variance
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

January 14, 2025
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, January 14, 2025 at 5:30 PM at Council Chambers. Those present were Zoning Administrator Caleb Gaines, Chair Bruce Haglund, Member Jennifer Tench, Member Leigh Johnston, Member Kevin McOmber. Member Zack Phillips was absent.

Agenda Item #1: *Call to Order*

Chair Bruce Haglund called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of November 12, 2024 Minutes.*

Member Kevin McOmber made a motion to approve

Seconded: Member Jennifer Tench

Passed (3 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

Agenda Item #4: *Sign(s) for Consideration:*

There were no signs for consideration.

Agenda Item #5: *New Business*

Sub-Item #5.a: *661 W Louise St - Waffle House Demo/Facade request.*

Mr. Walter Barineau was in attendance to answer question and comments for the Waffle House facade. After some discussion, it was agreed upon to make a couple of changes to the design of the store. The commissioners decided to approve the request with the following additions.

Put a step parapet over the sign to help breakup the roofline.

Install gooseneck lighting over the signs.

Member Kevin McOmber made a motion to approve

Seconded: Member Leigh Johnston

Passed (3 - 0)

Sub-Item #5.b: *Election of 2025 Officers.*

Bruce Haglund - Chair

Jennifer Tench - Vice-Chair

Agenda Item #6: *Adjournment*

Member Jennifer Tench made a motion to adjourn .

Seconded: Member Leigh Johnston

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

February 11, 2025

To: Planning Commission

Subject: 1456 Washington St – Hush

I have received the proposed signage for Hush at 1456 Washington St.

The main building sign will be twenty-four (24) square feet and constructed out of sandblasted HDU foam. The secondary sign will be nine (9) square feet. This sign will be constructed out of painted wood. The signs will not be illuminated.

Please see the attachments for the design and colors.

After reviewing the request, I recommend that approval be granted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal oval flourish.

Caleb Gaines
Zoning Administrator

Please see attachments



2 1/2' x 9'

1 1/2" x 30"

HDO - Jam

12" x 12' 9"
wood/painted

MUST SIGN
WOOD & HDO
CUBAN & BAR Painted,

Chuck Crawford
The Sign Shop
MTN. City, GA,
Lic # 24-125

2900 -



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

February 11, 2025

To: Planning Commission

Subject: 389 Washington St – Traditions Bank

I have received the proposed signage for Traditions Bank at 389 Washington St.

There is no main building sign instead there will be one nine square foot sign which fits within the regulations. This sign will be installed on the Hwy 197/Washington Street side of the clock tower. The sign will not be illuminated.

Materials: Non-illuminated aluminated black letters.

Please see the attachments for the design and colors.

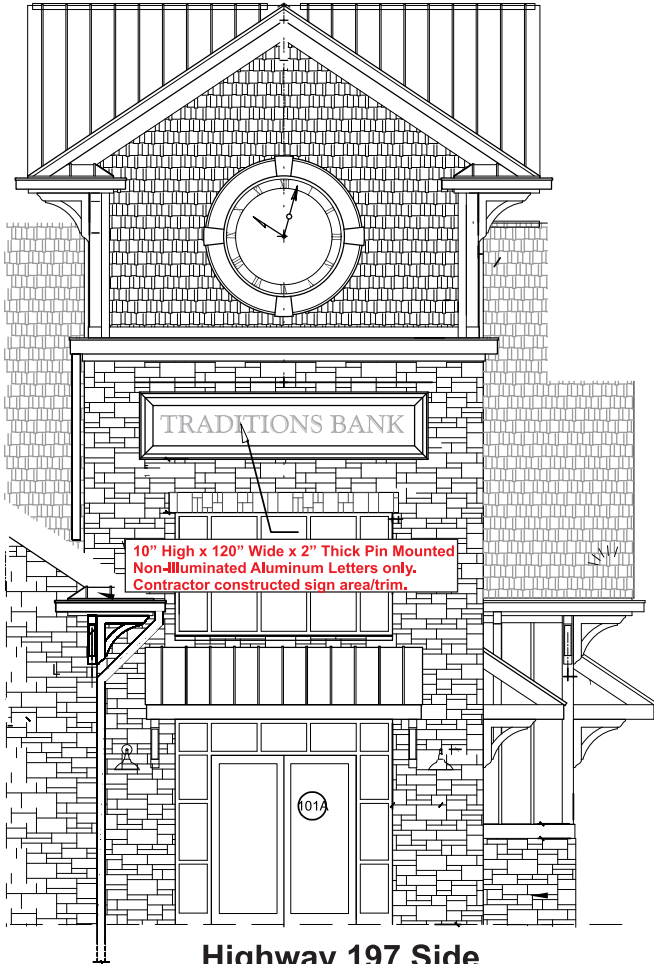
After reviewing the request, I recommend that approval be granted.

Respectfully submitted,

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Caleb Gaines
Zoning Administrator

Please see attachments

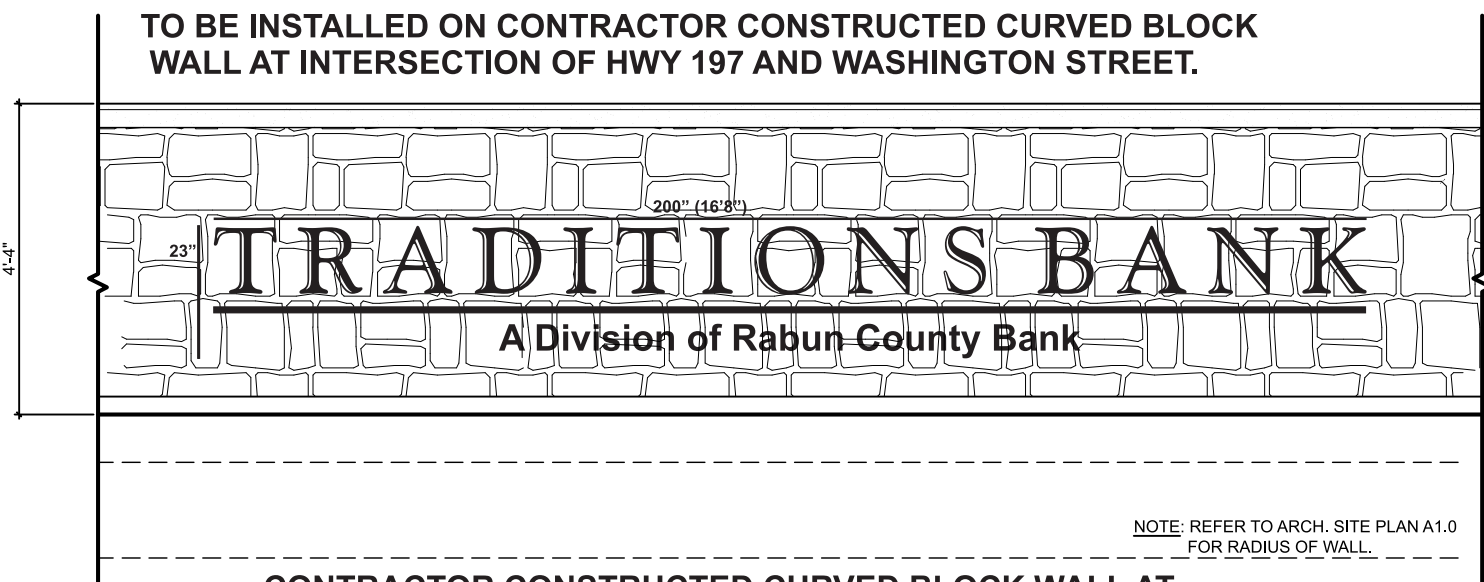


**Sign Permits requested for
this Northeast tower side
and the curved block wall
on Hwy 197 side**

**Highway 197 Side
NORTHEAST ELEVATION**

01
A4.0 Scale: 3/16" = 1'-0"

**PIN MOUNTED 2" THICK FABRICATED NON-ILLUMINATED ALUMINATED BLACK
12"x 200" LETTERS, 1"x200" BAR AND 6"x101" LETTERS (23"x200" overall)
TO BE INSTALLED ON CONTRACTOR CONSTRUCTED CURVED BLOCK
WALL AT INTERSECTION OF HWY 197 AND WASHINGTON STREET.**



NOTE: REFER TO ARCH. SITE PLAN A1.0
FOR RADIUS OF WALL.

**CONTRACTOR CONSTRUCTED CURVED BLOCK WALL AT
INTERSECTION OF HWY 197 AND WASHINGTON STREET**

**02
A1.1 CURVED MONUMENT SIGN ELEVATION**

Scale: 1/2" = 1'-0"



February 11, 2025

To: Planning Commission

Subject: 555 Monroe St – Old Courthouse Commercial Demo

The Clarkesville City Council has agreed to purchase the old courthouse from Habersham County. The Council is requesting permission to have the building demoed so that the property can be used for a new fire station and the remainder of the property sold off for commercial purposes.

I recommend approval of this demolition request.

A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal flourish.

Caleb Gaines
Zoning Administrator



February 11, 2025

To: Planning Commission

Subject: 389 Washington St – Traditions Bank Sign Variance

Traditions Bank located at 389 Washington Street is requesting a sign variance for the installation of three monument signs. Two of the signs will be at the entrances and the third will be on a wall facing the intersection.

This zoning is Highway Business and one monument sign no taller than ten (10) feet in height and a sign face no larger than thirty-two (32) square feet is allowed. That being said, a variance would need to be approved in order to allow for three signs.

Entrance signs: The total height will be eight (8) feet.

2-sided lighted sign board (permitted in HB) twenty-four (24) square feet.

Stone to match building stone. Refer to top right corner photo on variance sign layout.

The lettering will be raised black metal.

Wall sign: The sign will be approximately eighteen (18) square feet and have the same material specs as the entrance signs. The sign will be lit with ground lighting.

I recommend approval of this variance request.

A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal oval flourish.

Caleb Gaines
Zoning Administrator

Please see attachments

NOTICE OF HEARING REGARDING ZONING ORDINANCE OF THE CITY OF CLARKESVILLE

Notice is hereby given that a public hearing as required by the O.C.G.A. §36-66-4 and Section 14 of the present zoning ordinance of the City of Clarkesville, shall be held by the Planning Commission of the city of Clarkesville to review and consider the request for a variance for an increase in the number of allowable signage to be located at 389 Washington Street in the Highway Business District (HB) at the meeting of the Planning Commission to be held at 5:30 p.m. on the second Tuesday in February, the same being February 11th, 2025. At this time the proposed variance as requested by the applicant shall be considered. A copy of the proposed variance is available for inspection by the public during normal business hours in the Office of the Zoning Administrator, City of Clarkesville, 123 North Laurel Dr., Clarkesville, Georgia 30523.

Zoning Change Application

(Map Amendment, Conditional Use and Variance)

for

9 Washington St
(address/map & parcel) 104 122
30523



REPRESENTATIVE	OWNER
Name: Sidney Roland	Name: Traditions Bank
Address: 389 SAME	Address: 389 Washington St
City/State/Zip:	City/State/Zip: Clarkesville, GA 30523
Telephone: 706.968.0805	Telephone: 706.968.0805
Fax:	Fax:
Cell: 706.968.0805	Cell: 706.968.0805
Email: sroland@traditionsbank.com	Email: sroland@traditionsbank.com
<i>Sid Roland</i> Representative's Signature	<i>Sid Roland</i> Owner's Signature

Coming from county _____ to _____

ACTION REQUESTED

☐ Map Amendment: Request rezoning from _____ to _____
(current) (proposed)

☐ Conditional Use: Zoning district: _____ Conditional Use Requested: _____

☒ Variance: Zoning district: HB Variance Requested: Sign Variance

PROPERTY RECORDS

- A **recorded** Legal Description of the property, reflecting current ownership, for which action is requested by one or more of the following:
- ☐ Metes and Bounds (attach copy of recorded document)
 - ☐ Boundary Survey (attach copy of recorded survey, showing all easements, crossings or other appurtenances)
 - ☐ Tax Plat (attach certified copy of plat from Habersham County Tax Commissioner's office)

FOR OFFICE USE ONLY (DO NOT WRITE BELOW)

General Zoning Change	Commercial Zoning Change	Disposition
Signature(s) and form(s) ☐	Signature(s) and form(s) ☐	Application Filed: 12/30/24 Rcvd by: _____
Letter of Intent ☐	Letter of Intent ☐	Fee Paid \$ 650 on 12/30/24
Maps & Plats ☐	Maps & Plats ☐	Public Notice: 1/22/25 News Signs
Tax Records/Liens ☐	Tax Records/Liens ☐	Zoning Admin: ___/___/___ Action: _____
Parking & Access ☐	Parking & Access ☐	Planning Comm: ___/___/___ Action: _____
Floodplain Zone ☐	Floodplain Zone ☐	Governing Body: ___/___/___ Action: _____
Landscaping ☐	Landscaping ☐	Letter of Determination: ___/___/___
Twelve-Month Rule ☐	Concept Plans ☐	Eligible Filing Date: ___/___/___

**Application for Variance
City of Clarkesville, Georgia**



Name of Applicant: Traditions Bank, A Division of Rabun County Bank

Address: 389 Washington Street, Clarkesville GA 30523

Telephone: 706-968-0805 (Sydney Roland)

Name of Property Owner: Rabun County Bank

Property Owner Address: P.O. Box 845, Clayton, GA 30525

Property Owner Telephone: 706-968-0805 (Sydney Roland)

Address and Map & Parcel No. of Property for which variance is sought: _____

389 Washington Street, Clarkesville, GA 30523 Parcel 104 122
(May still be on County Tax Records as 632 West Louise Street)

\$650

Fee: Please include a check in the amount of \$625 payable to the City of Clarkesville. Credit Card payment may be made at City Hall.

Attachments: Attach a survey of the property and scale drawings showing existing and proposed improvements. Provide one full-size copy of all plans, as well as one copy of all plans in an 8-1/2" x11" format. It is helpful to include floor plans and elevations of proposed building improvements, as well as a letter of support from adjacent property owners. If the applicant is not the current property owner, provide a notarized authorization for this application from the current property owner.

Please provide the following information. All questions must be answered.

1. What is the variance requested? What code requirement do you wish to vary from?

The Sign Ordinance allows for one ground sign, one building sign and two small 4 sqft entrance signs. The bank is located at the intersection of Washington St and W Louise St and therefore requests larger entrance signs and a 2nd wall sign.

TRADITIONS BANK

2. What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question (size, shape, topography) that are not applicable to other land or structures in the same district?

Bank is located at the intersection of Washington Street and W Louise Street. It has an entrance on each street so it needs two entrance signs large enough to be recognized as bank entrances, especially once the roundabout is constructed.

Also, the bank has a square tower where the building sign will be installed and since it faces two streets it needs two building signs.

3. Explain how a literal interpretation of the provision of the zoning regulations would create an unnecessary hardship and would deprive the applicant of rights commonly enjoyed by other property owners within the district in which the property is located.

The bank's ground sign with name is at the corner of the lot angled to face the intersection. The bank entrances from Washington Street and W Louise Street will be located at the sides of the lot farthest from the intersection. As drivers approach the intersection they will pass the entrances before they see the bank sign so the entrance signs need to be large enough for the bank name. Also, a second wall sign is needed on the side facing W Louise Street.

4. Does the granting of the variance requested confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located?

Probably not once the roundabout is constructed.

5. Will the granting of a variance be in harmony with the purpose and intent of the zoning regulations and will not be injurious to the neighborhood or general welfare in such a manner as will interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value?

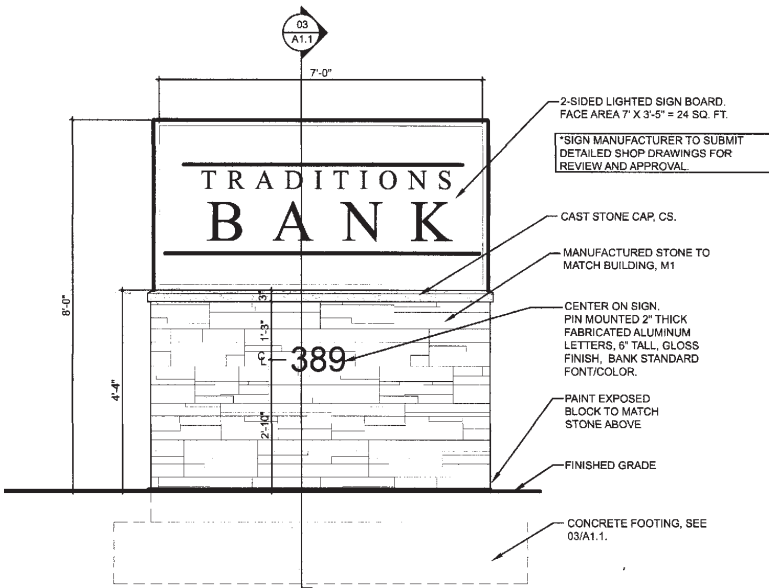
Believe with the quality and design of the signs it will be in harmony and not injurious.

6. Are the special circumstances from which the variance is sought result from the actions of the applicant?

The bank's design was to ease access and traffic flow at a congested intersection with a planned Round-About.

Fabricated Aluminum Tower Letters 10" High 2" Thick
Pin Mounted, Non-Illuminated

TRADITIONS BANK



01
A1.1

ENTRANCE SIGN ELEVATION

SCALE: 1/2" = 1'-0"

