



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

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of February 11th Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a 106 Village Dr. - Facade Request.
 - 5.b 256 Amilee Graves Cir - Detached garage facade.
 - 5.c Village Crest Subdivision Preliminary Plat/Concept Discussion.
 - 5.d 1378 & 1386 Washington St - Commercial Facade Alteration.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

February 11, 2025
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, February 11, 2025 at 5:30 PM at Council Chambers. Those present were Zoning Administrator Caleb Gaines, Member Jennifer Tench, Member Zack Phillips, Member Leigh Johnston, Member Kevin McOmber. Chair Bruce Haglund was absent.

Agenda Item #1: *Call to Order*

Vice-Chair Jennifer Tench called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of January 14, 2025 Minutes.*

Member Kevin McOmber made a motion to approve

Seconded: Member Leigh Johnston

Passed (3 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

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

Sub-Item #4.a: *1456 Washington St - Hush*

Member Leigh Johnston made a motion to approve

Seconded: Member Zack Phillips

Passed (3 - 0)

Sub-Item #4.b: *389 Washington St - Traditions Bank*

Member Zack Phillips made a motion to approve

Seconded: Member Kevin McOmber

Passed (3 - 0)

Agenda Item #5: *New Business*

Sub-Item #5.a: *555 Monroe St - Old Courthouse Demolition*

Zoning Administrator, Caleb Gaines presented the demolition of the old courthouse at 555 Monroe Street to the Planning Commission.

Member Leigh Johnston made a motion to approve

Seconded: Member Zack Phillips

Passed (3 - 0)

Sub-Item #5.b: *389 Washington St - Traditions Bank Sign Variance*

Mr. Sidney Roland was in attendance to answer any questions about the sign variance for Traditions Bank.

Member Kevin McOmber made a motion to approve

Seconded: Member Zack Phillips

Passed (3 - 0)

Agenda Item #6: *Adjournment*

Member Kevin McOmber made a motion to adjourn .

Seconded: Member Leigh Johnston

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



March 11, 2025

To: Planning Commission

Subject: 106 Village Dr - Façade Alteration

Property owner, Robert Ross is requesting approval for a façade alteration at the above address. The property is located in the Washington Street Preservation District and requires review and approval by the Planning Commission.

This request is to enclose in the existing screened porch and make it into a enclosed side porch/sun porch. The windows and shake siding will match the existing structure in materials and color.

Please refer to Mr. Ross' letter of intent for a description of proposed project:

I recommend approval of this alteration 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



Application for a Certificate of Appropriateness (COA)

Applicant:	Robert and Jill Ross	Phone Number:	678-300-5275
Mailing Address:	106 Village Drive, Clarkesville, GA 30523		
Subject Property:	Same	Parcel ID:	
Property Owner:	Same	Phone Number:	Same
Mailing Address:	Same		

Type of Project Proposed:

- Demolition
- New Construction/Infill
- Additions
- Material Change in Appearance ☒

Description of Proposed Project (attach additional sheets if necessary):

The existing screened porch will be enclosed - see attached.

I hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void.

Signature: _____

Date: _____

2-25-25

***Applicant/Owner/or Representative Must Be Present at the Planning Commission Meeting**

To be completed by STAFF ONLY

Public Hearing Date: _____

APPROVAL

DENIAL

Conditions:

Zoning Administrator's Signature

Date

Robert and Jill Ross

Application for a Certificate of Appropriateness

Description of Proposed Project:

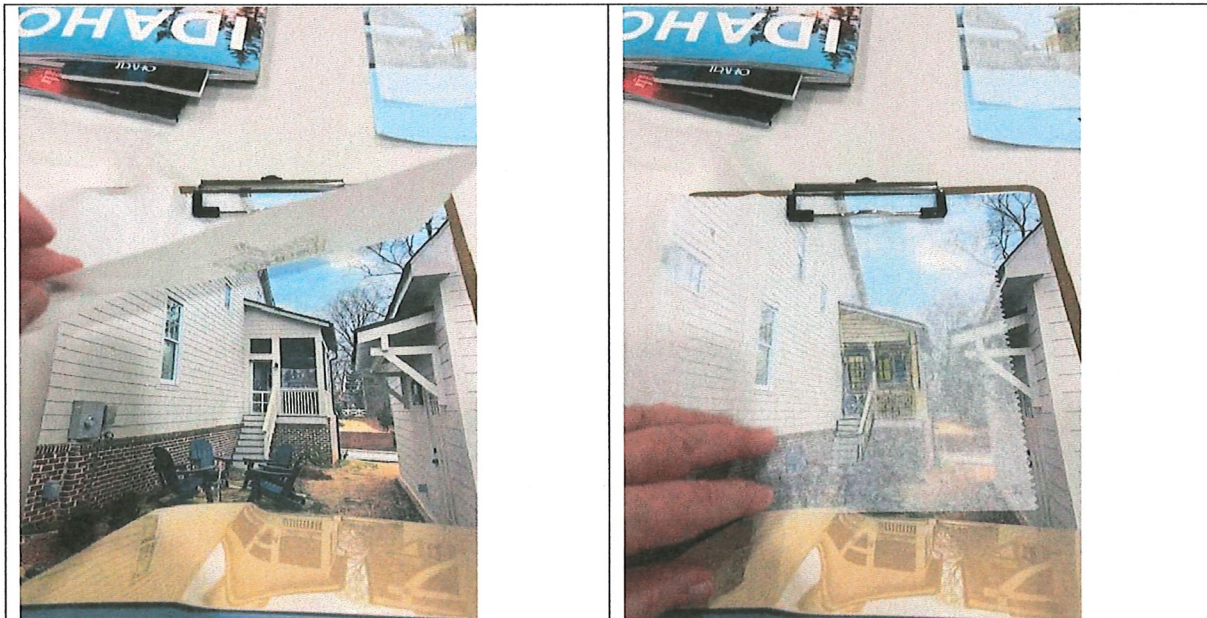
The existing screened porch will become an enclosed side porch/sun porch. Windows and shake siding (to match the existing shake detailing on existing structures) will take the place of screening and rails/posts.

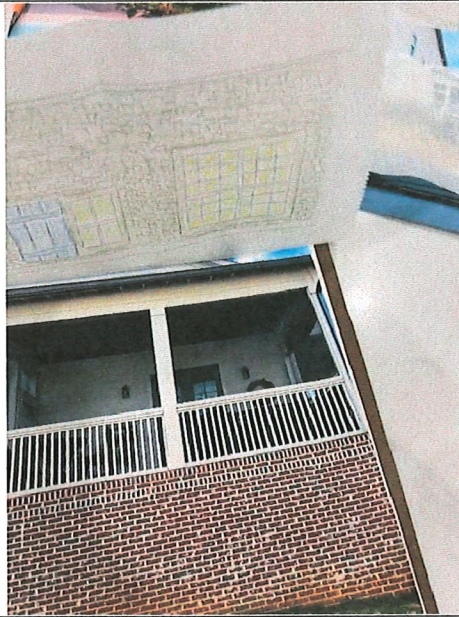
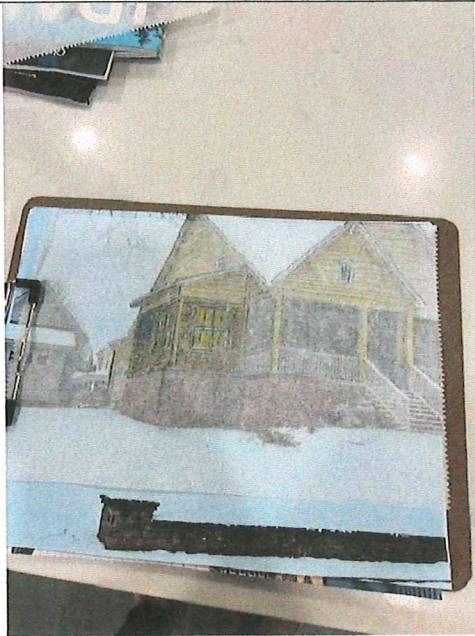
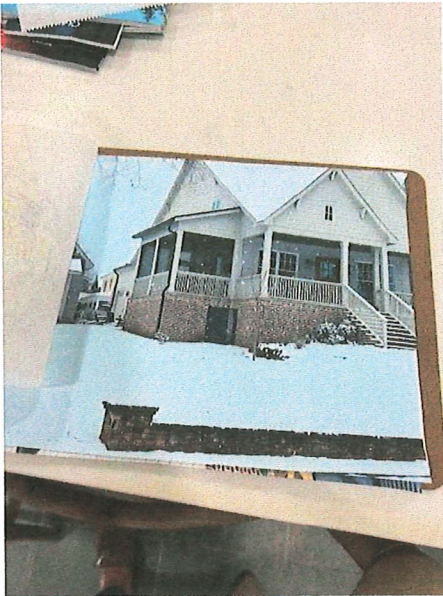
This improvement project will eliminate issues related to sagging screens, exhaust pollution from Washington Street traffic, and driving rains and winds that are typical at this site.

Photos of the screened porch without and with overlay sketches are below.

Materials:

- *2x6 supplementation to existing side porch framing—no expansion of porch space
- *Hardie Board shake siding
- * Windsor windows (same line as existing windows—Pinnacle)
- *Paint color to match existing structure—these colors are from Benjamin Moore's historical colors line: Revere Pewter for siding and Windsor Charcoal Gray for the shutters (to match the existing shutter set on the opposite side of the house).













March 11, 2025

To: Planning Commission

Subject: 256 Amilee Graves Circle – New detached garage façade

Property owner, Ryan Ginn is planning on building a new two car detached garage and is requesting approval for a façade. The property is located in the Old Town Preservation District and requires review and approval by the Planning Commission.

The garage will match the existing color and character of the residence. Please see the attachments as an example.

I recommend approval for this 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



Application for a Certificate of Appropriateness (COA)

Applicant:	<u>RYAN GINN</u>	Phone Number:	<u>706-410-4924</u>
Mailing Address:	<u>256 Amilee Graves Cir.</u>		
Subject Property:	<u>SAME</u>	Parcel ID:	
Property Owner:	<u>SAME</u>	Phone Number:	<u>SAME</u>
Mailing Address:			

Type of Project Proposed:

Demolition

New Construction/Infill

Additions

Material Change in Appearance

Description of Proposed Project (attach additional sheets if necessary):

DETACHED 2 CAR GARAGE THAT WILL MATCH THE HOME.

I hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void.

Signature: [Signature]

Date: 3/4/25

***Applicant/Owner/or Representative Must Be Present at the Planning Commission Meeting**

To be completed by STAFF ONLY

Public Hearing Date: _____

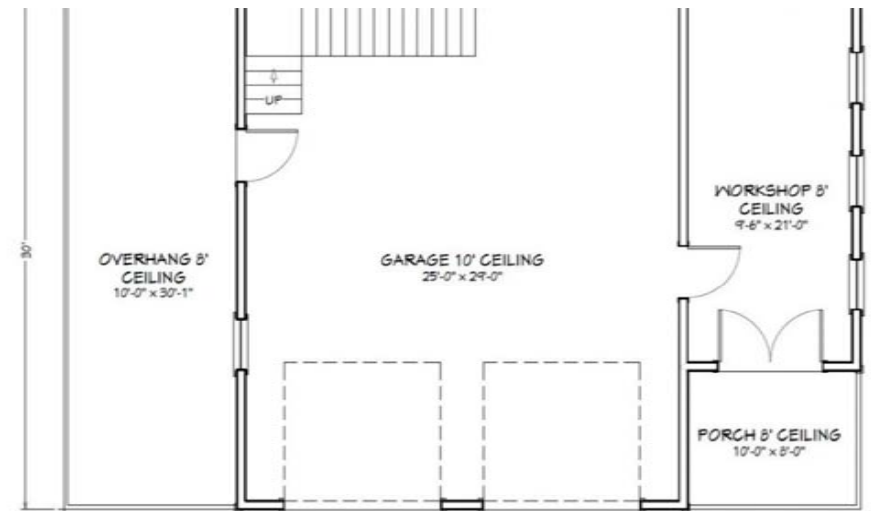
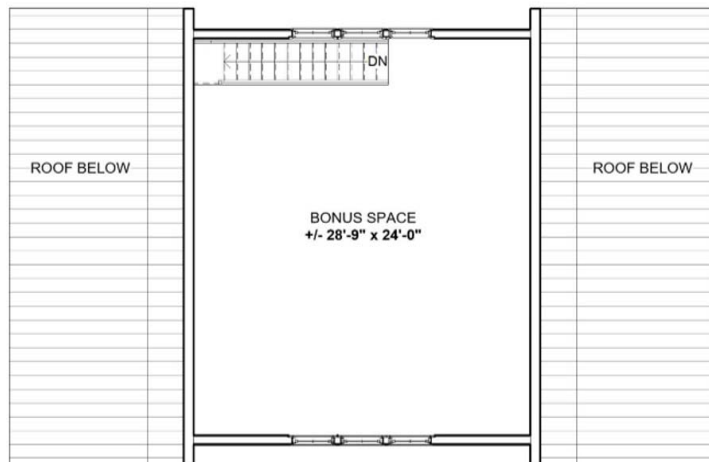
APPROVAL

DENIAL

Conditions:

Zoning Administrator's Signature

Date



1st Floor Plan



March 11, 2025

To: Planning Commission

Subject: Village Crest Subdivision Preliminary Plat Concept Discussion

Mr. Bill Gresham has drawn up a conceptual preliminary plat for a new subdivision at the recently annexed property on Rocky Branch Road.

This meeting is to gather input and comments from the Planning Commission before submittal of the official preliminary plat.

Please refer to the attached plat for reference.

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

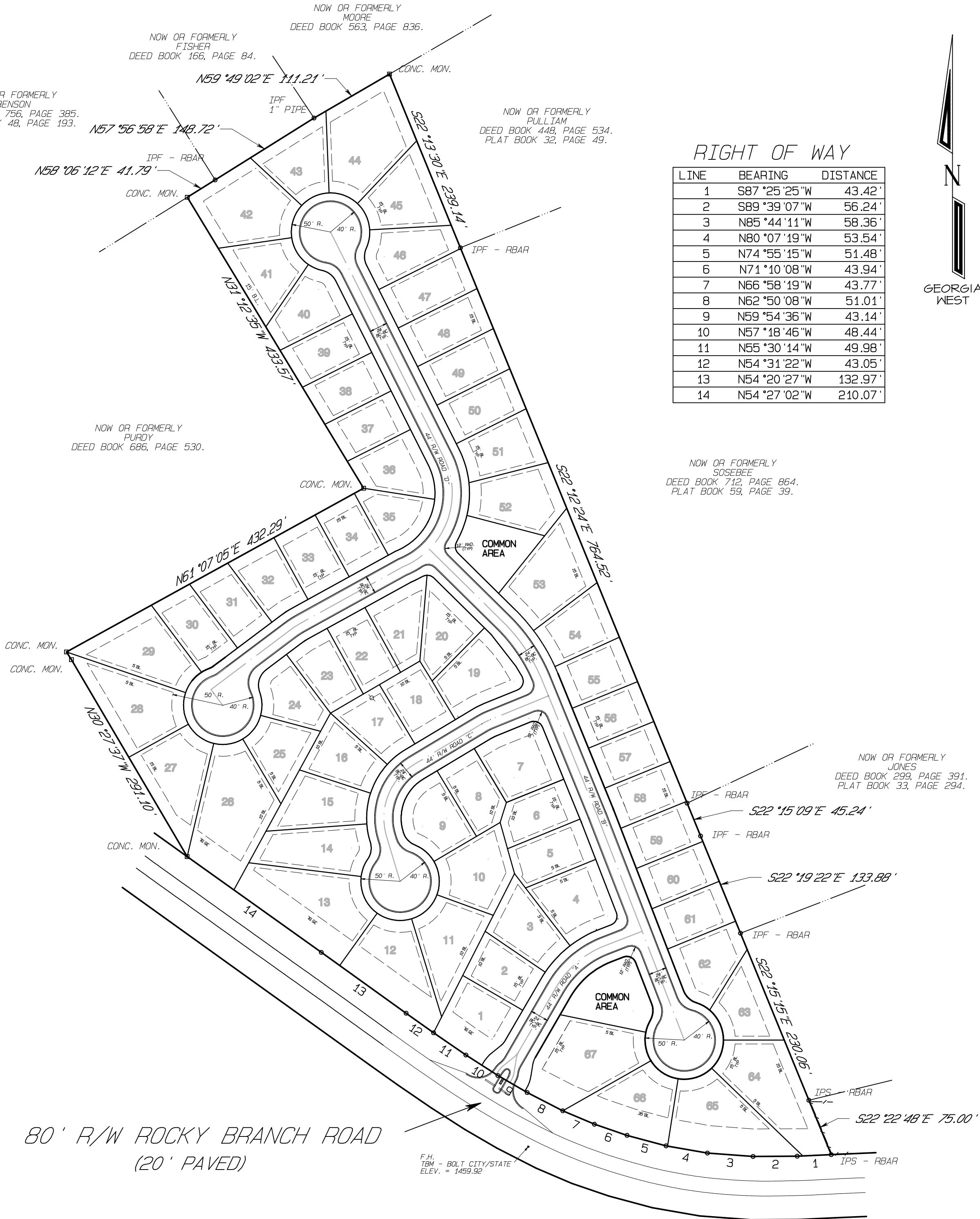
Caleb Gaines
Zoning Administrator

THIS BLOCK RESERVED FOR THE CLERK OF SUPERIOR COURT

- LEGEND
- IPF = IRON PIN FOUND
IPS = IRON PIN SET
BL = BUILDING LINE
CL = CENTERLINE
PL = PROPERTY LINE
LLL = LAND LOT LINE
R/W = RIGHT OF WAY
MH = MANHOLE
WM = WATER METER
DE = DRAINAGE EASEMENT
SSE= SANITARY SEWER EASEMENT
CB = CATCH BASIN
CD = CROSS DRAIN
HW= HEAD WALL

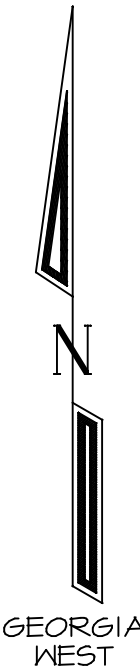
- NOTES:
- HORIZONTAL DATUM IS GEORGIA STATE PLANE WEST ZONE COORDINATE SYSTEM, NORTH AMERICA DATUM OF 1983 (NAD83).
 - VERTICAL DATUM IS NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV88).
 - ALL DEED BOOK REFERENCES SHOWN HEREON ARE RECORDED IN THE REFERENCED COUNTY CLERK OF SUPERIOR COURT'S OFFICE.
 - THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE.
 - THE CERTIFICATION, AS SHOWN HEREON, IS PURELY A STATEMENT OF PROFESSIONAL OPINION BASED ON KNOWLEDGE, INFORMATION AND BELIEF, AND BASED ON EXISTING FIELD EVIDENCE AND DOCUMENTARY EVIDENCE AVAILABLE. THE CERTIFICATION IS NOT AN EXPRESSED OR IMPLIED WARRANTY OR GUARANTEE.
 - THIS SURVEY COMPLIES WITH THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS AND THE OFFICIAL CODE OF GEORGIA ANNOTATED (OCGA) 45-6-87 AS AMENDED BY HOUSE BILL HB1004 (2015), IN THAT WHERE A CONFLICT EXISTS BETWEEN THESE TWO SETS OF SPECIFICATIONS, THE REQUIREMENTS OF LAW PREVAIL.

- GENERAL NOTES
- BOUNDARY AND TOPOGRAPHIC INFORMATION FROM SURVEY FOR ARA VISION, LLC BY GRESHAM PLANNING & DEVELOPMENT, INC. REVISED DATE JANUARY 5, 2025.
 - ALL CONSTRUCTION SHALL CONFORM TO CITY OF CLARKESVILLE ORDINANCES, AND SPECIFICATIONS.
 - THIS IS A PRELIMINARY / CONCEPT PLAN. CONSTRUCTION PLANS WILL FOLLOW APPROVAL OF THIS PRELIMINARY LAYOUT DESIGN.
 - ZONED R-2.
 - PROPOSED BUILDING SETBACKS SHOWN
R/W ROCKY BRANCH ROAD - 35'.
INTERIOR ROAD R/W - 15'.
SIDE YARDS - 5'.
REAR YARDS ON ABBUTTING LOTS 10'.
REAR YARDS ALONG EXTERIOR BOUNDARY - 15'.
 - TOTAL ACREAGE = 13.50 ACRES
 - DENSITY CALCULATIONS: 67 LOTS / 13.50 ACRES = 4.96 LOTS PER ACRE.
 - ALL INTERIOR STREETS TO BE 24' BACK CURB TO BACK CURB.
 - CURBING TO BE CONC. 6" X 18" HIGH BACK CURB AND GUTTER.
 - CONCRETE 4' WIDE WALKWAYS TO BE PROVIDED BY CONTRACTOR ACROSS FRONTAGE OF EACH INDIVIDUAL LOT.
 - COVENANTS WILL BE PROVIDED BEFORE FINAL PLAT APPROVAL.
 - MINIMUM LOT WIDTH AT BUILDING LINE = 50'.
 - MINIMUM LOT SIZE = 5000 SQ. FEET.
 - OWNER / DEVELOPER:
DR. JOEY ARENCIBIA
234 ORCHARD DRIVE
CLARKESVILLE, GA 30523
706-781-7525



RIGHT OF WAY

LINE	BEARING	DISTANCE
1	S87°25'25\"W	43.42'
2	S89°39'07\"W	56.24'
3	N85°44'11\"W	58.36'
4	N80°07'19\"W	53.54'
5	N74°55'15\"W	51.48'
6	N71°10'08\"W	43.94'
7	N66°58'19\"W	43.77'
8	N62°50'08\"W	51.01'
9	N59°54'36\"W	43.14'
10	N57°18'46\"W	48.44'
11	N55°30'14\"W	49.98'
12	N54°31'22\"W	43.05'
13	N54°20'27\"W	132.97'
14	N54°27'02\"W	210.07'



G R E S H A M
PLANNING & DEVELOPMENT, INC.
P.O. BOX 2288
CLARKESVILLE, GEORGIA 30623
706-784-9844
FAX 706-784-7148

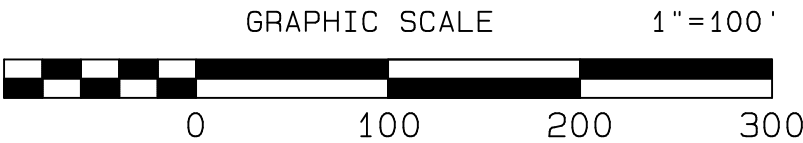
PRELIMINARY / CONCEPT PLAN
ARA VISION, LLC
LAND LOT 22 of The 12th DISTRICT
HABERSHAM COUNTY, GEORGIA

REVISIONS		DESCRIPTION	
NO.	DATE		



DATE	MARCH 3, 2025
SCALE	1" = 100'
JOB NO.	250303-25
SHEET	OF
1	1
DRAWN	RLS
CHECKED	SDE

VILLAGE CREST SUBDIVISION
A CLARKESVILLE COMMUNITY



SERENITY KNOLL



March 11, 2025

To: Planning Commission

Subject: 1378 & 1386 Washington St – Commercial Façade Alteration.

Lew Oliver is purchasing the two properties listed above and is requesting approval for façade alterations. The property is in the Downtown Business District and requires review and approval by the Planning Commission.

Front doors: Locust

Windows: Pella, Putty (color swatch attached)

Paint colors (paint and trim): BM CC-692 Topsoil and BM 2137-30 Durango

Urns: A greige similar to the breezeblock in the attached photo that is just left of the farthest on the right.

Lighting: I hope we can have something custom made but if not it would be something similar to a gooseneck style.

I recommend approval for this request.

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

Caleb Gaines
Zoning Administrator

Please see attachments



Application for a Certificate of Appropriateness (COA)

To be submitted to the City of Clarkeville Planning Commission for a proposed new construction or material change to any property in a local historic preservation district. Please submit all applications to:

Application Requirements:

All applications must be complete and include required support materials, including, but not limited to, **all elevations that will be visible from a public street**. Incomplete applications will not be forwarded for the Planning Commission for review.

Public Hearings:

A Certificate of Appropriateness (COA) will be considered at a public hearing. The Planning Commission will approve or reject an application for a COA at the public hearing. Public hearings are held at City Hall at 5:30PM on the 2nd Tuesday of each month.

Application Representation:

The applicant or any other party may appear on his/her own behalf or be represented by an agent or attorney at the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Planning & Zoning Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

The action permitted under the approved certificate shall be commenced within one year.

Design Guidelines

These documents identify the character of the neighborhood and encourages rehabilitation, additions and new construction that are compatible with existing historic structures. This document should be used by property owners, occupants, developers and architects when considering any construction projects within a historic district. By consulting the guidelines first, designers will ensure compliance with the goals of the Clarkeville Planning Commission. You may obtain a copy of these design guidelines (Zoning Ordinance of the City of Clarkeville) online at www.clarkesvillega.com. Reference Article XXII Preservation Corridor Overlay Zone.

Application Checklist

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project. Please include a brief letter of intent with supporting documents.

Rehabilitation:

- Architectural elevations or sketches ✓
- Description of proposed changes ✓
- Description of materials ✓
- Photographs of existing building ✓

New Construction and/or Additions:

- Site Plan
- Architectural Elevations
- Description of Materials
- Photographs of proposed site, adjoining properties and structures

Change to driveways, walkways:

- Site plan or sketch of site
- Description of materials
- Photographs of site

Demolition**:

- Photographs of structure

Stormwater:

- Description of proposed changes
- Site plan with BMP locations and type
- Affected State Waters

***Demolition must be approved by Planning Commission*

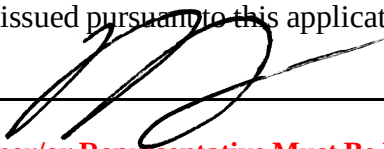


Application for a Certificate of Appropriateness (COA)

Applicant:	Lew Oliver	Phone Number:	678.386.2238
Mailing Address:	374 Seye Wailo Trl, Clarkeville, GA 30523		
Subject Property:	1378 & 1386 Washington Street	Parcel ID	069A 114 & 069A 115
Property Owner:	Lew Oliver, Inc	Phone Number:	706.754.7667
Mailing Address:	374 Seye Wailo Trl, Clarkeville, GA 30523		

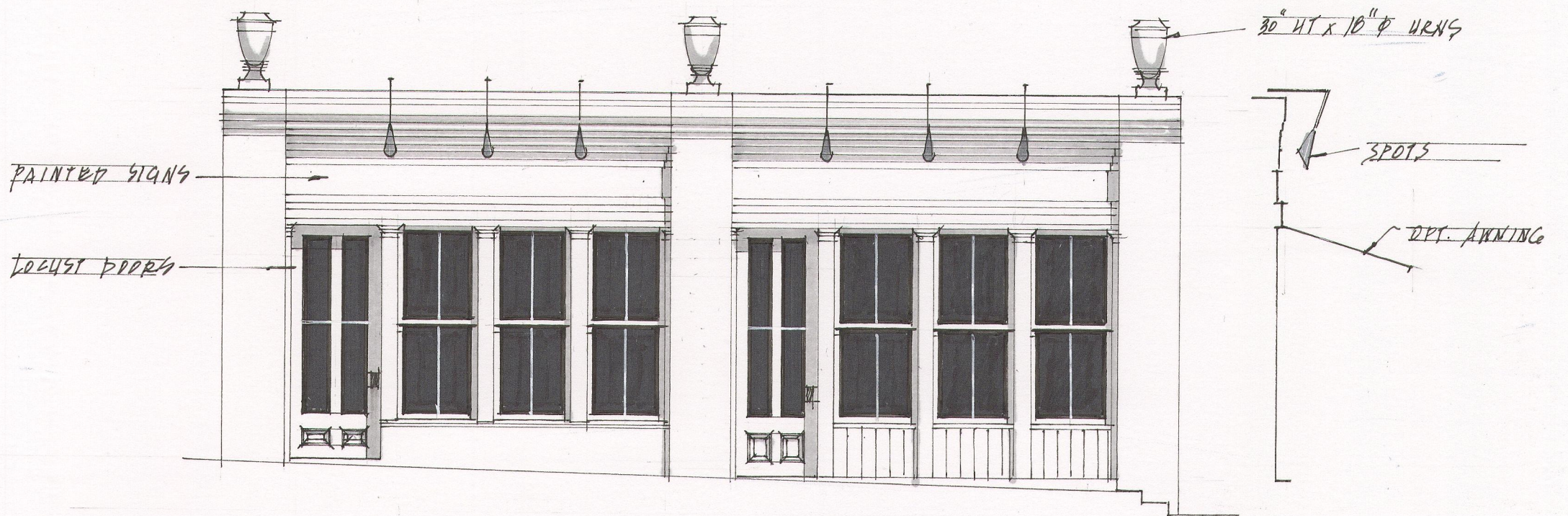
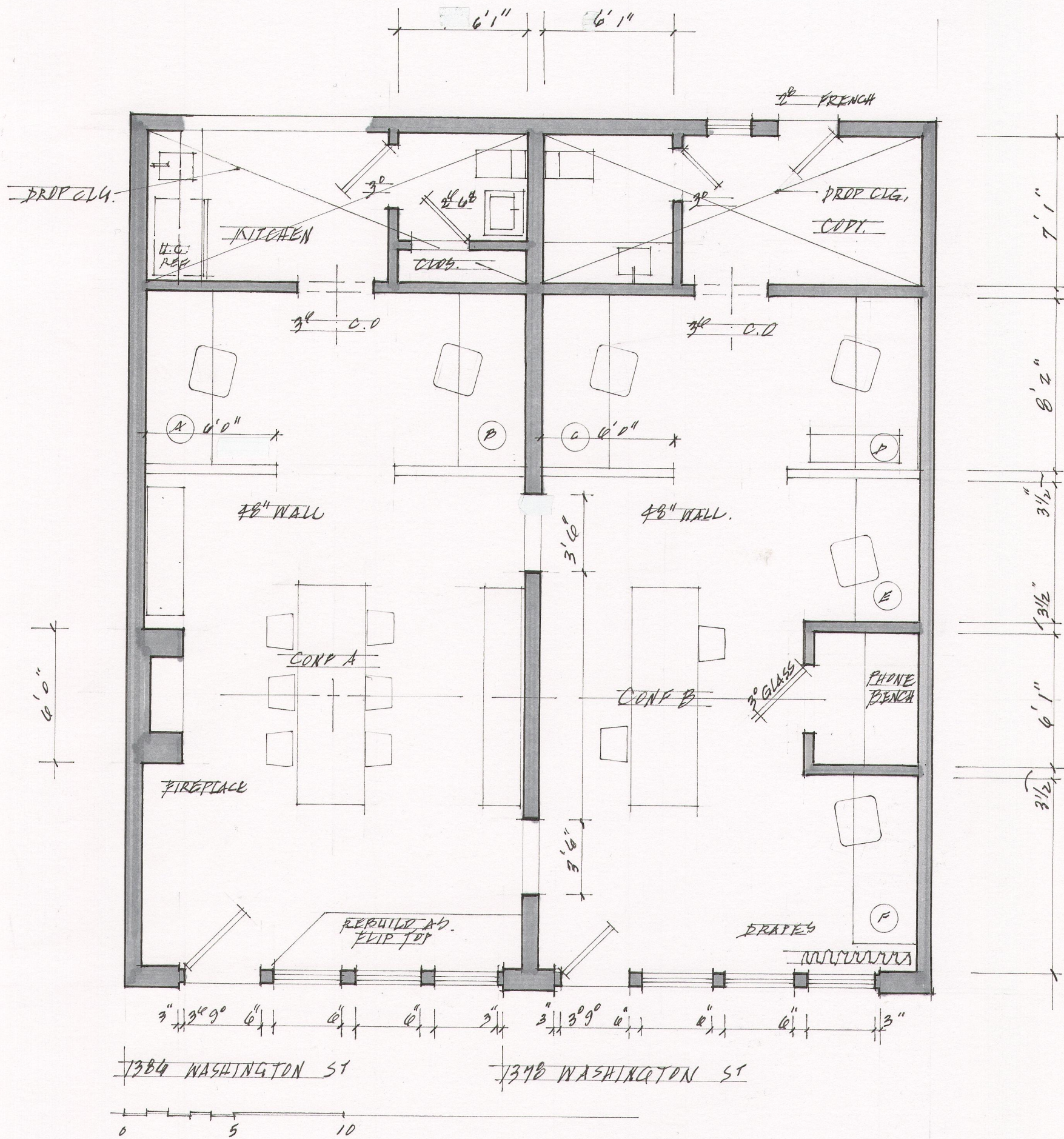
Type of Project Proposed:	Demolition New Construction/Infill Additions <u>Material Change in Appearance</u>
Description of Proposed Project (attach additional sheets if necessary):	
Restoration and modifications to storefront.	
Installation of spot lights (custom fabrication or gooseneck)	
Addition of new windows and doors (Locust wood doors)	
Addition of hardy plank beneath windows (on 1378 Washington Street side)	
Painted signs on building	
Addition of three (3) urns (30" x 18") to the top of the building (optional)	
Corrugated metal awning (optional)	

I hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void.

Signature:  **Date:** **03.07.2025**

***Applicant/Owner/or Representative Must Be Present at the Planning Commission Meeting**

<i>To be completed by STAFF ONLY</i>	
Public Hearing Date: _____	
APPROVAL	DENIAL
Conditions: _____	
Zoning Administrator's Signature	Date



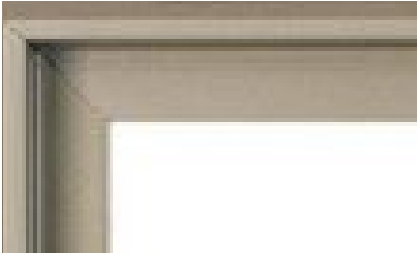
Back to Map



20

1378 and 1386 Washington St Washington Street

illustrative purposes only



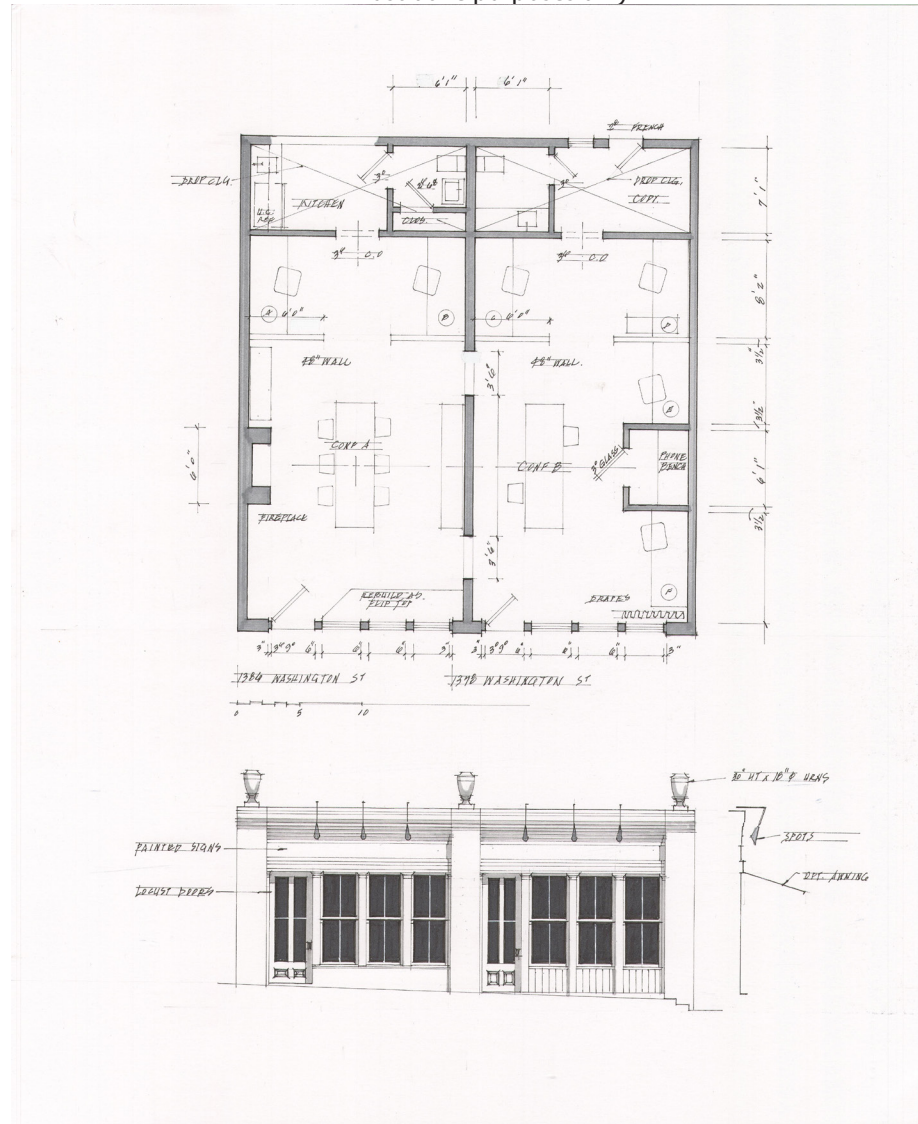
WINDOW SASHES
PELLA, PUTTY



URNS
LIGHT PEWTER SIMILAR
TO BREEZEBLOCK HERE



LIGHTING
FORGE GOOSENECK OUTDOOR WALL
SCONCE, LUMENS



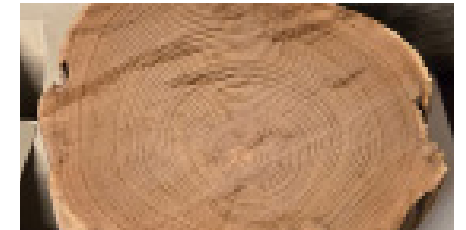
GUTTERS/DOWNPOUTS: TBD



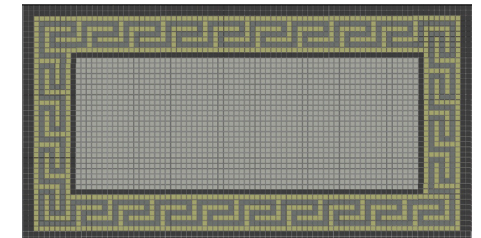
BODY PAINT
BM CC-692 TOPSOIL



TRIM
BM 2137-30 DURANGO



FRONT DOOR
LOCUST



TILE MAT
ENTRWAY

LEW OLIVER INC.
WHOLE TOWN SOLUTIONS







