



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM July 8, 2025

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the June 10, 2025 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a Village Crest Subdivision - Preliminary Plat
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

June 10, 2025
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, June 10, 2025 at 5:30 PM at Council Chambers. Those present were Member Leigh Johnston, Zoning Administrator Caleb Gaines, Member Monika Schulte, Chair Bruce Haglund, Vice Chair Jennifer Tench. 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 April 8, 2025 Minutes*

There was no April 8, 2025 meeting.

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: *515 Grant St - Rustic Cabin Bar and Grill Facade Alteration*

Mr. Carlos Hernandez presented his request to add a deck to the restaurant at 515 Grant Street. The deck will start at the right side of the building and wrap around to the rear.

Vice Chair Jennifer Tench made a motion to approve

Seconded: Member Leigh Johnston

Passed (3 - 0)

Sub-Item #5.b: *316 Green Street - New Residential Facade*

Dr. Arencibia presented his plans for the facade of a new single-family residence to be built at 316 Green Street. The existing house will remain and be used as storage until the new house is complete. Once the new house is complete, the existing house will be demolished. That space will be returned to green space.

Commissioner Schulte asked about stormwater runoff management and how that would be mitigated. Zoning Administrator Gaines suggested that the city should work with the owner on a solution to this problem.

Member Leigh Johnston made a motion to approve

Seconded: Vice Chair Jennifer Tench

Passed (3 - 0)

Agenda Item #6: *Adjournment*

Vice Chair 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

July 8, 2025

To: Planning Commission

Subject: Village Crest Subdivision, Rocky Branch Rd / Map & Parcel 104 214 – Preliminary Plat

ARA Vision, LLC has submitted a preliminary plat for the proposed subdivision located at the above location for your review and comments.

Upon comments and approval of the preliminary plat, the developer shall apply for a Notice of Intent from the GA EPD and begin initial subdivision work. Once complete, then the applicant can request final approval subdivision plat and after that, building permits can be issued.

Please note that Section 2809 of the zoning ordinance does not allow me to act or speak for the planning commission in approving or disapproving preliminary plat requests.

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

CITY OF CLARKESVILLE
DEVELOPMENT PERMIT APPLICATION

Date: 6/30/2025

Permit No.: _____

Project
Name: VILLAGE CREST SUBDIVISION

Project
Address: ROCKY BRANCH ROAD, CLARKESVILLE

1. Applicant
Name: ARA VISION. LLC.

Applicants role in
project: OWNER

Address: ~~1970 HILLTOP DR., HIAWASSEE, GA 30546~~ 234 Orchard Drive
CLARKESVILLE GA 30523

Phone: ~~706-896-3303~~ 706-781-7525

Fax: _____ Email: ARENCIBIA@WINDSTREAM.NET

2. Description of Extent of Site Development:

PROPOSED 58 LOT SUBDIVISION

3. Plans and Documents submitted:

PRELIMINARY PLAT

SITE CONSTRUCTION DRAWINGS

4. Property Owner:

Name: ARA VISION. LLC.

Address: 234 Orchard Drive Clarkesville GA 30523
1970 HILLTOP DR., HIAWASSEE, GA 30546

Phone: 706-896-3303 Fax: 706-781-7525 E-Mail: ARENCIBIA@WINDSTREAM.NET

5. Names, addresses, contact info and professional registration numbers for Project Engineer/Design Professional & Surveyor:

JAMES IRVIN, Foothills Land Design, Civil Engineer, 164 Profession Dr.

Baldwin, GA 30511, 706-778-0067, Registration #25938

BILL GRESHAM, Surveyor, Gresham Planning and Development, PO Box 2255,
Clarkesville, GA 30523, 706-754-9844, Registration #2880

6. Project Site Information:

Tax Map and Parcel Number:

104 214

Ares of development in acres or square feet:

13.50 ACRES

Address or general location from closest street intersection:

APPROX. 787 LF TO THE INTERSECTION OF ROCKY BRANCH AND GA HWY 17

Current zoning: ■ R-2, Multiple Family

Conditions if any, of zoning:

7. Conditions of Development Permit:

(a) IMPROVEMENT GUARANTEES. In order to protect the City and prospective purchasers of and residents in a subdivision, the Developer shall provide to the City one of the following financial securities to guarantee the installation of infrastructure and public improvements.

- i. An irrevocable letter of commitment or credit upon which the City can draw;
- ii. A performance bond for the benefit of the City upon which the City can collect;
- iii. A Certificate of Deposit with assignment letter to the City; or
- iv. Any other form of guarantee approved by the City that will satisfy the objectives of this section.

The guarantee shall be in an amount to secure the full costs of completion of the infrastructure improvements as prepared by a professional engineer licensed as such in the State of Georgia, retained by Developer, certified by such engineer to be a fair and reasonable estimate of such cost and agreed upon as such by the City's engineer. Irrespective of the above, the City may establish the amount of financial guarantee required based upon the recommendation of the City engineer.

b) PROJECT COMPLETION. Construction of infrastructure and public improvements must begin within sixty (60) days of issuance of the Development Permit and must be completed within twelve (12) months of issuance of the Development Permit. Failure to meet these dates will render the Development Permit null and void and no construction activity may commence until Developer obtains a new Development Permit.

c) STORM WATER MANAGEMENT. Developer agrees and promises to comply with all regulations, approvals, and specifications and Acts promulgated by the United States of America, the State of Georgia and the City with regard to storm water management.

d) EROSION AND SEDIMENTATION CONTROLS. All erosion and sedimentation controls will be installed in accordance with the approved plan as attached in Exhibit A prior to any other construction activities occurring at the Development. The erosion and sedimentation controls will be properly maintained throughout the duration of the development until all disturbed areas have been stabilized to the satisfaction of the City.

e) CONSTRUCTION OF IMPROVEMENTS. Developer will, in accordance with appropriate subdivision and land development ordinances and regulations, install all utilities including sewer, water, gas, electric, telephone, cable TV, if available, and such other utilities to service the development. Developer agrees to build, construct, and install all improvements including, but not limited to, paving, grading, roads, storm water facilities, sidewalks, landscaping and lighting in accordance with the provisions adopted by Resolution and Ordinance or accepted as commonly used guidelines or provisions of the City in effect at the time of preliminary plat approval. All improvements in the development will be constructed and installed in accordance with City specifications and Ordinances and must be certified as such by the City.

- f) INFILTRATION OF SEWER SYSTEM. Developer agrees that no storm water, roof run-off, drainage or the like will infiltrate the sanitary sewer system servicing the development. Violation of this agreement will result in the immediate automatic revocation of any and all approvals and permits covering the development. Reinstatement of said permits and approvals may be granted by the City when Developer has sufficient guarantee to protect City from any and all fines for infiltration of storm water.
- g) HOURS OF OPERATION. Developer will not permit any grading, construction or other physical work to be conducted on the site between the hours of 7:00 p.m. and 6:00 a.m. without written permission from the City.
- h) POLICE AREA. During construction Developer will police the construction area daily keeping the area free and clear of all rubbish, refuse, brush, debris, and discarded building materials so as not to create a public nuisance. Developer may accumulate such materials in the area approved by the City until such time as accumulated matters are removed from site by Developer, provided that the City, in its sole discretion, may require removal of any such material by written communication indicating the reasons therefore at any time during development. Developer will remove from site and dispose all rubbish, refuse, brush, debris, and discarded building materials leaving the development free and clear of the same prior to the release of any financial security or final acceptance of any public improvements.
- i) INSPECTIONS. Developer hereby specifically grants permission to the City of Clarksville, its supervisors, employees, agents, contractors, or consultants to conduct inspections on its property. These inspections may take place at any time and with any frequency as the City deems appropriate and necessary under the circumstances.
- j) INSURANCE. Developer will cause its contractors and/or subcontractors to obtain and maintain liability and other insurance coverage and agrees to furnish certificates of such insurance as may be reasonably required from time to time by the City. The City states that its current requirements for insurance are \$1,000,000.00 for liability or casualty per occurrence, and \$2,000,000.00 in the aggregate.
- k) INDEMNIFICATION. Developer shall indemnify and hold the City harmless from and against any and all losses, costs, damages, expenses, or claims (including, without limitation, and all reasonable attorney's fees and expenses of litigation actually incurred) arising from or out of Developer's: 1) construction or maintenance of the Development or any portion thereof; 2) failure to construct or maintain the Development or any portion thereof; or 3) improper construction or maintenance of the Development or any portion thereof.
- l) EXPIRATION. A development permits shall expire 12 consecutive calendar months after issuance unless development activity as authorized by the permit is initiated within the twelve-month period or if such authorized activities lapse and the project is abandoned for a period exceeding 60 calendar days. One extension, which must be applied for before the end of the 12 months from issuance, may

be granted not exceeding three consecutive calendar months during which time the development activity must commence or the permit will expire.

8. The below approvals shall be obtained by applicant – documentation of below approval must be provided to City Planning staff:

Georgia Soil and Water Conservation Commission (soil erosion and storm water control)

Georgia EPD - Water and Sewer

Georgia DOT

Habersham County DOT

Habersham Health for subdivision utilizing septic systems

City Fire Chief/Marshall

City Water Dept.

City Sewer Dept.

The undersigned states that the above information is true and correct. The undersigned below is authorized to submit this application.

Signature of Applicant(s)

Date

Ann Arencibia

7/1/25

The undersigned below is the owner of the property considered in this application. The undersigned is aware and has authorized the submittal of a development permit application for the property identified in this document.

Signature of Owner

Date

Ann Arencibia

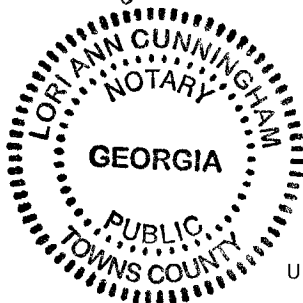
7/1/25

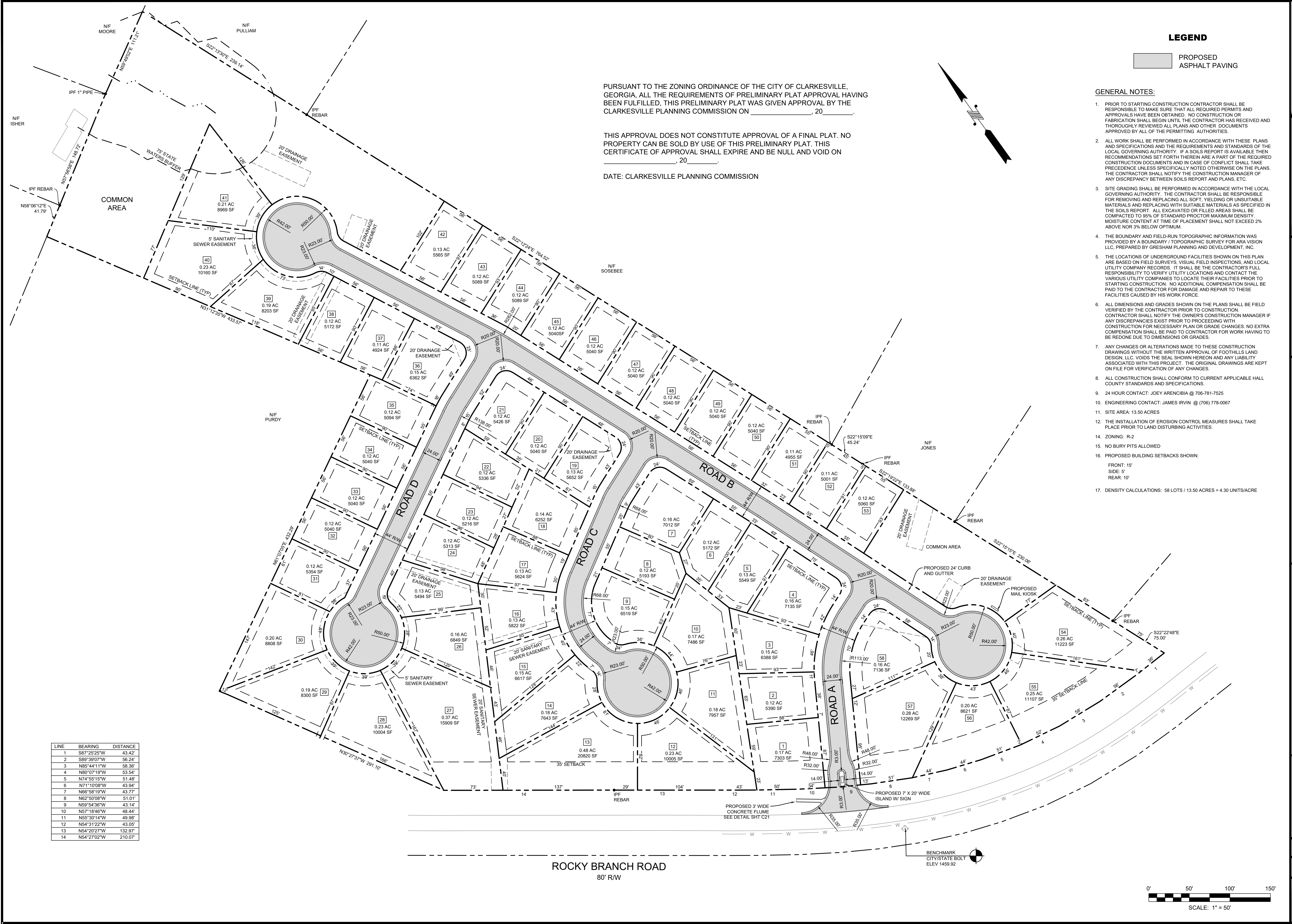
Notary Public

Date

Lori Cunningham

7/1/25





PURSUANT TO THE ZONING ORDINANCE OF THE CITY OF CLARKESVILLE, GEORGIA, ALL THE REQUIREMENTS OF PRELIMINARY PLAT APPROVAL HAVING BEEN FULFILLED, THIS PRELIMINARY PLAT WAS GIVEN APPROVAL BY THE CLARKESVILLE PLANNING COMMISSION ON _____, 20_____.

THIS APPROVAL DOES NOT CONSTITUTE APPROVAL OF A FINAL PLAT. NO PROPERTY CAN BE SOLD BY USE OF THIS PRELIMINARY PLAT. THIS CERTIFICATE OF APPROVAL SHALL EXPIRE AND BE NULL AND VOID ON _____, 20_____.

DATE: CLARKESVILLE PLANNING COMMISSION

LEGEND
PROPOSED ASPHALT PAVING

GENERAL NOTES:

1. PRIOR TO STARTING CONSTRUCTION CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY. IF A SOILS REPORT IS AVAILABLE THEN RECOMMENDATIONS SET FORTH THEREIN ARE A PART OF THE REQUIRED CONSTRUCTION DOCUMENTS AND IN CASE OF CONFLICT SHALL TAKE PRECEDENCE UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER OF ANY DISCREPANCY BETWEEN SOILS REPORT AND PLANS, ETC.
3. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THE LOCAL GOVERNING AUTHORITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND REPLACING ALL SOFT, YIELDING OR UNSUITABLE MATERIALS AND REPLACING WITH SUITABLE MATERIALS AS SPECIFIED IN THE SOILS REPORT. ALL EXCAVATED OR FILLED AREAS SHALL BE COMPACTED TO 95% OF STANDARD PROCTOR MAXIMUM DENSITY. MOISTURE CONTENT AT TIME OF PLACEMENT SHALL NOT EXCEED 2% ABOVE NOR 3% BELOW OPTIMUM.
4. THE BOUNDARY AND FIELD-RUN TOPOGRAPHIC INFORMATION WAS PROVIDED BY A BOUNDARY / TOPOGRAPHIC SURVEY FOR ARA VISION LLC, PREPARED BY GRESHAM PLANNING AND DEVELOPMENT, INC.
5. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THIS PLAN ARE BASED ON FIELD SURVEYS, VISUAL FIELD INSPECTIONS, AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO VERIFY UTILITY LOCATIONS AND CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
6. ALL DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE OWNER'S CONSTRUCTION MANAGER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES.
7. ANY CHANGES OR ALTERATIONS MADE TO THESE CONSTRUCTION DRAWINGS WITHOUT THE WRITTEN APPROVAL OF FOOTHILLS LAND DESIGN, LLC, voids the seal shown hereon and any liability associated with this project. THE ORIGINAL DRAWINGS ARE KEPT ON FILE FOR VERIFICATION OF ANY CHANGES.
8. ALL CONSTRUCTION SHALL CONFORM TO CURRENT APPLICABLE HALL COUNTY STANDARDS AND SPECIFICATIONS.
9. 24 HOUR CONTACT: JOEY ARENCIBIA @ 706-781-7525
10. ENGINEERING CONTACT: JAMES IRVIN @ (706) 778-0067
11. SITE AREA: 13.50 ACRES
12. THE INSTALLATION OF EROSION CONTROL MEASURES SHALL TAKE PLACE PRIOR TO LAND DISTURBING ACTIVITIES.
13. ZONING: R-2
14. NO BURY PITS ALLOWED
15. PROPOSED BUILDING SETBACKS SHOWN:
FRONT: 15'
SIDE: 5'
REAR: 10'
16. DENSITY CALCULATIONS: 58 LOTS / 13.50 ACRES = 4.30 UNITS/ACRE

LINE	BEARING	DISTANCE
1	S87°25'25"W	43.42'
2	S89°39'07"W	56.24'
3	N85°44'11"W	59.36'
4	N80°07'19"W	53.54'
5	N74°55'15"W	51.48'
6	N71°10'08"W	43.94'
7	N66°56'19"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'

166 PROFESSIONAL DRIVE
CLARKESVILLE, GA 30523
PHONE: (706) 778-0067
FAX: (706) 778-0069
www.foothillsld.com

OWNER/DEVELOPER:

ARA VISION, LLC.
234 ORCHARD DRIVE
CLARKESVILLE, GA 30523

PRELIMINARY PLAT

VILLAGE CREST
LAND LOT 22, 12TH DISTRICT
CITY OF CLARKESVILLE
HABERSHAM COUNTY, GA

REVISIONS:	DATE
NO. DESCRIPTION	

GSWCC LEVEL II #9832

DATE: JUNE 27, 2025

SHEET:
C2
JOB #25079

SCALE: 1" = 50'

0' 50' 100' 150'
SCALE: 1" = 50'