



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM September 9,
2025

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of August 19th 2025 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a 205 E Water Street - Residential Facade Alteration.
 - 5.b 1442 Washington Street - Commercial Facade Appearance Change.
 - 5.c Adoption of Amended Planning Commission By-Laws.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

August 19, 2025
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, August 19, 2025 at 5:30 PM at Council Chambers. Those present were Member Alan Hoag, Member Monika Schulte, Vice Chair Leigh Johnston. Chair Zack Phillips was absent.

Agenda Item #1: *Call to Order & Election of new officers.*

Commissioner Leigh Johnston called the meeting to order. Commissioner Zack Phillips was unanimously voted as Chair. Commissioner Leigh Johnston was unanimously voted at Vice-Chair.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of July 8, 2025 Minutes.*

Member Monika Schulte made a motion to approve

Seconded: Member Alan Hoag

Passed Unanimously

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: *1371 Washington St - New Commercial Facade.*

Lew Oliver submitted a presentation for a new retail, coffee roaster along with two efficiency loft apartments on the second story. The coffee roaster portion will be in the rear of first floor. The commissioners recommended that any facade changes be approved through staff updates and a final compliant plan submitted.

Member Monika Schulte made a motion to approve

Seconded: Member Alan Hoag

Passed Unanimously

Sub-Item #5.b: *Zoning Ordinance Amendment - Section 2302 Minimum Lot Width, Lot Size, Floor Area, and Density Requirements.*

The commission discussed the recommendation of the Governing Body to amend Section 2302 of the City's Zoning Ordinance. City Manager, Keith Dickerson was present to answer any questions and to also discuss the intent of the amendment.

Member Alan Hoag made a motion to approve

Seconded: Member Monika Schulte

Passed Unanimously

Sub-Item #5.c: *Discussion of amending the Planning Commission By-Laws.*

The Planning Commission discussed amending the By-Laws. The amendment

would allow for email votes only after a previous public meeting was held for said agenda item. Email voting would not be allowed for variances, annexation, rezoning, and zoning ordinance amendment.

Member Alan Hoag made a motion to approve

Seconded: Member Monika Schulte

Passed Unanimously

Agenda Item #6: *Adjournment*

Member Monika Schulte made a motion to adjourn .

Seconded: Member Alan Hoag

Passed Unanimously

Respectfully submitted,

Caleb Gaines, Zoning Administrator



September 9, 2025

To: Planning Commission

Subject: 205 E Water Street – Residential Façade Alteration

The new owners of the residence at 205 E Water Street are requesting approval for a façade change.

The brick portion of the front of the house will be painted Dover White.
Removal of the vinyl shutters and replaced with functioning wooden shutters.
Installation of a six-foot wooden picket dog ear fence around the property line.
Installation of a walkway with flat rock.
Covering the concrete block around the foundation with river rock.

Please see the attachments for further review.

I recommend approval of this residential facade request.

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

Caleb Gaines
Zoning Administrator



Application for a Certificate of Appropriateness (COA)

Applicant:	<u>Eric Cook</u>	Phone Number:	<u>912 481 0933</u>
Mailing Address:	<u>205 E. Water St.</u>		
Subject Property:	<u>205 E. Water St.</u>	Parcel ID:	
Property Owner:	<u>Eric Cook</u>	Phone Number:	
Mailing Address:	<u>205 E Water St</u>		

Type of Project Proposed:

Demolition

New Construction/Infill

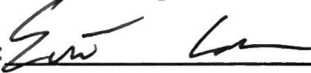
Additions

Material Change in Appearance ☒

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

See Attached Sheets

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: _____

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

To be completed by STAFF ONLY

Public Hearing Date: _____

APPROVAL

DENIAL

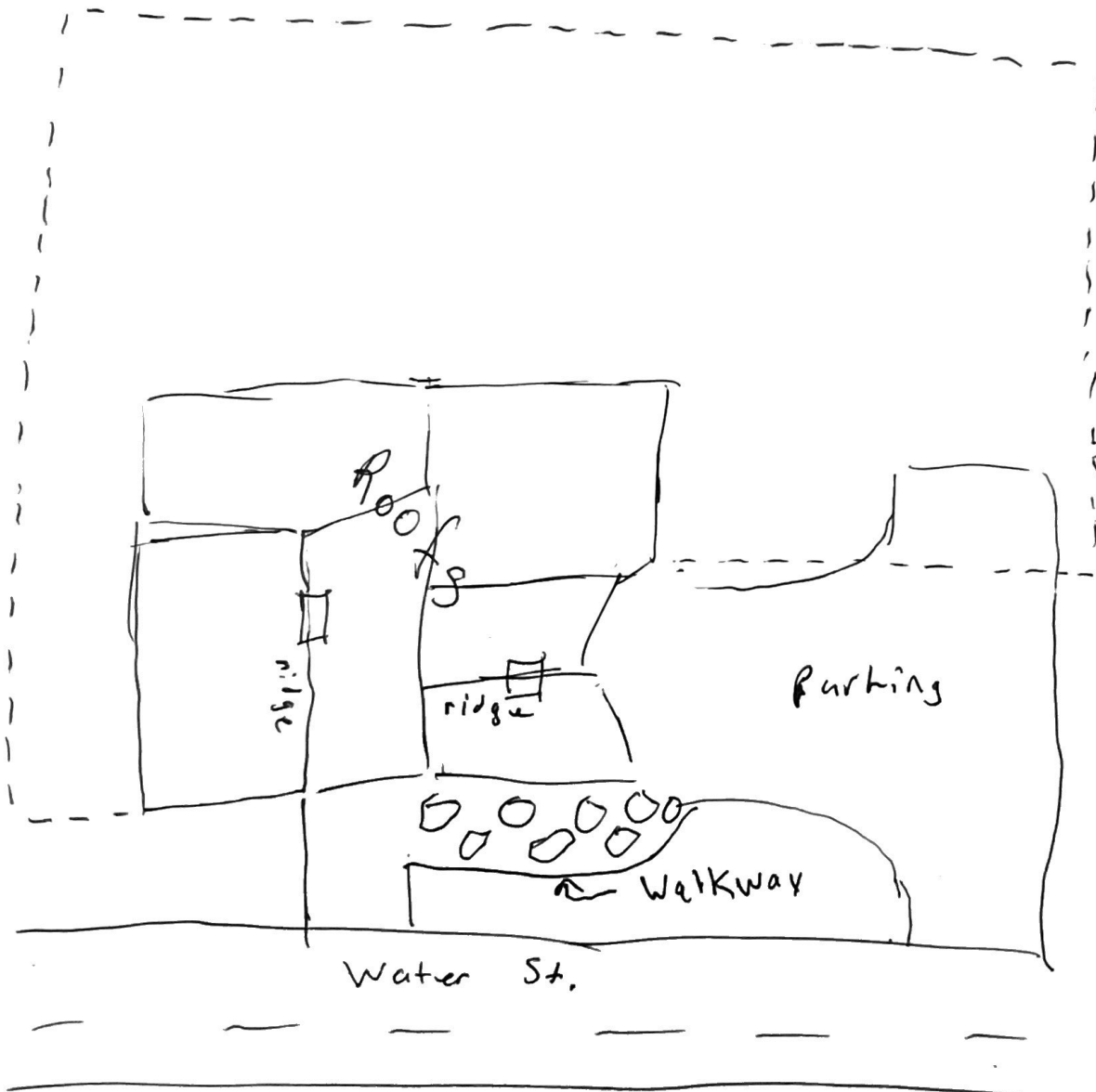
Conditions: _____

Zoning Administrator's Signature

Date

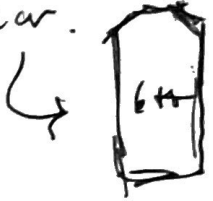
- 1.) Painting brick portion of front of house heritage color
dover white
- 2.) Removal of vinyl shutters on front of house replacing
with time period style functioning wooden shutters.
- 3.) Installation of 6 foot fence around property line as
indicated in diagram.
- 4.) Walkway to be placed down with flat rock
replacing gravel and mulch. (see diagram)
- 5.) covering concrete block around foundation with
river rock.

Fence and Walkway



Material, fence

- 1.) 6 foot pressure treated pickets dog ear.



- 2.) 2x4x8 pressure treated pine
- 3.) 4x4x8 pressure treated pine
- 4.) concrete

Walkway

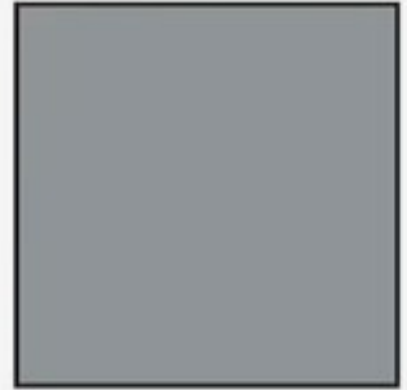
- 1.) flat stone
- 2.) pea gravel



EXTERIOR



SIDING



TRIM



DOOR/ACCENTS









September 9, 2025

To: Planning Commission

Subject: 1442 Washington St – Commercial Façade Appearance Change

Property owner, Mrs. Schulte, is requesting a façade appearance change at the above address. The property is in the Downtown Preservation District and requires review and approval by the Planning Commission.

The project only includes a change in colors to the building.

Min color – Historic Benjamin Moore HC149, Buxton Blue.

Trim color - Historic Benjamin Moore HC190 Black.

Please see the attachments for further review.

I recommend approval of this alteration request.

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

Caleb Gaines
Zoning Administrator



Application for a Certificate of Appropriateness (COA)

Applicant: <u>Monika Schulte</u>	Phone Number: <u>706 968 6698</u>
Mailing Address: <u>445 East Water</u>	
Subject Property: <u>see above 1442 Washington Street</u>	Parcel ID: _____
Property Owner: <u>see above</u>	Phone Number: _____
Mailing Address: <u>see above</u>	

Type of Project Proposed: Demolition New Construction/Infill Additions Material Change in Appearance	<u>paint job : Main color Buxton Blue</u>
Description of Proposed Project (attach additional sheets if necessary): <u>Main color : Historic Benj. Moore HC149 Buxton Blue</u> <u>trim : Historic color Benj. Moore HC190 Black</u>	

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: Monika Schulte Date: 09-02-2025

***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





**CLARKESVILLE
PLANNING COMMISSION
BYLAWS and RULES OF PROCEDURE**

I. Powers and Duties:

A. The Powers and Duties of the Clarkesville Planning Commission, hereafter referred to as the "Planning Commission" are established in (Division 3 Sec. 2-139. Powers and duties) in the Code of the City of Clarkesville.

B. The Planning Commission shall follow in the consideration of zoning and planning decisions and recommendations, and the administration thereof, the Procedures established in the code of the City of Clarkesville.

II. Composition and Design of Planning Commission

A. Members: The Planning Commission shall be composed of five (5) members. The Clarkesville Mayor shall appoint members.

B. Terms: The term of office of the members of the Planning Commission shall be Four (4) years or until their successors are appointed

C. Vacancies: Resignations from the Planning Commission must be submitted in writing to the Zoning Administrator for the Mayor.

The Clarkesville Mayor, upon receiving written charges and after a public hearing, shall remove members of the Planning Commission for just cause, including, but not limited to:

1. Failure to attend three (3) consecutive, regular voting meetings of the Planning Commission;
 2. Failure to maintain permanent residence within the jurisdiction of Clarkesville.
 3. Violation of Planning Commission Rules of Procedure or Bylaws.
- Vacancies caused by resignation or for other reasons shall be filled for the unexpired term in the same manner as for a full term.

D. Eligibility: who shall be residents of the city, hold no other public office, and be appointed by the Mayor.

E. Payment to the Planning commission Members: All members of the Planning Commission will receive compensation per month and may be reimbursed for actual expenses incurred in connection with their official duties.
(Ord. No. 7, § 1, 6-29-2004)

F. Training: Members will have training within 2 Months of being appointed and will have retreats once a year.

III. Officers, Quorum and Affirmation of Motions:

A. Officers: Elections for Officers will occur at the Planning Commission's first regular voting meeting at the beginning of the year.

1. Chair: The Planning Commission shall elect one of its members as Chair. The term of the chairperson shall be one year, and he or she shall be eligible for reelection.

The Chair shall decide all points of order and procedure, unless directed otherwise by a majority of the Planning Commission, subject to these bylaws, Title 8 Planning and Title 9 Zoning and Development Standards of the Code of Clarksville, and *Webster's New World Robert's Rules of Order: Simplified and Applied, 2nd Edition*¹. The Chair shall appoint any Committees found necessary to facilitate any business before the Planning Commission. The Zoning Administrator will prepare the agenda for each meeting.

2. Vice Chair: The Planning Commission shall elect one of its members as Vice Chair, who will serve for one year or until a successor is elected. The Vice Chair shall serve as Acting Chair of the Planning Commission in the absence of the Chair. Upon the resignation or disqualification of the Chair, the Vice Chair shall assume the position of Chair for the remainder of the unexpired term. Following the vacancy of the previous Vice Chair, the Planning Commission shall elect a new Vice Chair at its next regular meeting. Completion of an unexpired term as Chair by the Vice Chair shall not preclude the Planning Commission member from serving a complete term as Chair.

3. Secretary: The Clarkesville Zoning Administrator or lawful designee shall serve as the Planning Commission's Secretary. The Secretary, shall maintain the minutes of the meetings of the Planning Commission.

¹ Robert McConnell Productions. *Webster's New World Robert's Rules of Order: Simplified and Applied, 2nd Edition*. New York: Hungry Minds, Inc., 2001.

B. Quorum: To constitute a quorum for the transaction of business, there shall be required to be present at any meeting of the Planning Commission at least three (3) members.

C. Decisions of the Planning Commission: The Decisions of the Planning Commission shall be by majority vote of the members present and voting, a quorum being present. In the event of a member's abstention based on a conflict of interest or other disqualification, the abstention shall count as if that member were absent and the number of persons necessary for a majority shall be reduced

accordingly, without affecting the quorum. The Chair of the Planning Commission will vote only in the instance of a tie vote or to make the quorum. Recommendations to the Mayor and Governing body shall be for the approval, approval with conditions, or denial of an application.

IV. Meetings: Meetings of the Planning Commission shall be held at the call of the Chair and at such other times as the Planning Commission may determine. All meetings of the Planning Commission shall be open to the public. However, members of the public shall not address the Planning Commission until invited to do so by the Chair. Regular meetings of the Planning Commission shall be held monthly. Called meetings may be held, as needed, following provisions in the Bylaws Section: V (B).

A. The Regular Planning Commission Meeting Schedule is as follows, unless otherwise announced:

Date 2nd Tuesday of each Month
Time 5:30
Location Clarkesville City Hall Building
123 N. Laurel Dr. Clarkesville GA.

B. Special Called Meetings and Email voting.

1. Special Called Meetings may be held as needed by the Zoning Administrator by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting. A notice shall be placed in a public location at the meeting site indicating the time, date, location and Agenda for the Special Called Meeting. Only those items listed on the Agenda shall be considered at a Special Called Meeting.

2. Email voting. The Planning Commission may only vote by email after a public meeting has been held for the agenda item in question. Email voting shall not be permitted for zoning amendments, annexation request, and variance request.

C. Cancellation of Meetings:

1. Whenever there is no business before the Planning Commission, the Zoning Administrator may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting. A notice shall be placed in a public location at the meeting site indicating that the meeting has been cancelled.

2. Whenever the Clarkesville Government has closed its offices due to inclement weather, then any meetings of the Planning Commission for that day shall be cancelled.

G. Minutes and Agendas:

1. Minutes: The Planning Commission shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact. Minutes shall also include records of the examinations of the Planning Commission and other official actions. Minutes shall be part of the public record. A recording tape will serve as the official record of the meeting. These minutes shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, and a record of all votes. Summary Minutes will be prepared by the Secretary of the Planning Commission and available to the public after adoption by the Planning Commission.

2. **Agenda: The Zoning Administrator or lawful designee, shall prepare** the agenda for each meeting. The agenda shall be posted in a public location no less than twenty-four hours prior to the meeting. The Planning Commission shall receive copies of the agenda no less than twenty-four hours prior to the regularly scheduled meeting. The normal order of business at each meeting shall be:

- i. Determination of Quorum;
- ii. Election of Acting Chair, if necessary;
- iii. Approval of Minutes of the Previous Meeting(s);
- iv. New Business;
- vi. Adjournment

A. Definitions: As used in this section the following definitions shall apply:

- 1. "Applicant" means any person who appears before the Planning Commission and any attorney or other person representing or acting on behalf of a person who applies for an appeal, a variance, or any other action that the Planning Commission has the duty to consider.
- 2. "Business entity" means any corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.
- 3. "Campaign contribution" means a "contribution" as defined in paragraph (6) of Official Code of Georgia (O.C.G.A.) § 21-5-3 et seq.
- 4. "Financial interest" means all direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is 10 percent or more.
- 5. "Member of the family" means the spouse, mother, father, brother, sister, son or daughter of a Planning Commission member.
- 6. "Opponent" means any person who opposes an application request or any

attorney or other person representing or acting on behalf of a person who opposes a Planning Commission action.

7. "Oppose" means to appear before, discuss with, or contact, either orally or in writing, any local government or local government official and argue against an appeal or variance request.

8. "Person" means an individual, partnership, committee, association, corporation, labor organization, or any other organization or group of persons.

9. "Property interest" means the direct ownership of real property and includes any percentage of ownership less than total ownership.

10. "Real property" means any tract or parcel of land and, if developed, any buildings or structures located on the land.

B. A Planning Commission member who knew or reasonably should have known that he or she has one or more of the following interests shall immediately disclose the nature and extent of such interest, in writing, to the Planning Director:

1. Has a property interest in any real property affected by a Planning Commission action which the Planning Commission will have the duty to consider and or make recommendation on; or

2. Has a financial interest in any business entity which has a property interest in any real property affected by a Planning Commission action which the Planning Commission will have the duty to consider; or

3. Has a member of the family having any interest described in paragraph 1 or 2 of this section.

V. Code of Conduct: Each member of the Planning Commission shall adhere to the following code of conduct:

A. Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to their evasion;

B. Never discriminate by the dispensing of special favors or privileges to any one, whether or not for remuneration;

C. Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his or her governmental duties;

D. Never use any information coming to him or her confidentially in the performance of governmental duties as a means for making private profit;

E. Expose corruption wherever discovered;

F. Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;

G. Never accept any economic opportunity under circumstances where he or she knows or should know that there is a substantial possibility that the opportunity is being afforded him or her with intent to influence his or her conduct in the performance of his or her official duties;

H. Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and

I. Never take any official action with regard to any matter under circumstances in which he or she knows or should know that he or she has a direct or indirect monetary interest in the matter or in the outcome of such official action.

If any member of the Planning Commission shall violate any provision of this article, that individual shall no longer be eligible to serve in any capacity with the Planning Commission.

VI. Planning Commission Policy Regarding Site Visits And Communications Received Outside of the Hearing or Decision-making Process:

A. Members of the Planning Commission shall not decide how they will vote on a matter pending before the Planning Commission until after the conclusion of the evidentiary proceeding on the application.

B. Planning Commission Members shall avoid the appearance of premature decision-making by adhering to the following rules of conduct.

C. Planning Commission Members shall disclose any discussion outside the hearing or decision-making process with anyone other than staff or other Planning Commission Members, on the record, at the Planning Commission meeting at which the subject application is under review. Such disclosure shall include the name of the person with whom the matter was discussed and the nature of the conversation.

D. If by virtue of a site visit or otherwise, a Planning Commission Member obtains what he or she considers to be pertinent information concerning a matter under review and such information is not presented at the hearing or meeting on the matter, such Planning Commission Member shall disclose said information on the

record, at the hearing or Planning Commission meeting, and all parties present shall be given a chance to respond.

VII. Rules of Procedure: The Planning Commission shall use the Rules of Procedure associated with each requested application and action as appropriate and as found in the related sections of the Code of Clarkesville. In the absence of specific Rules of Procedure, the following shall be utilized.

A. Planning Commission Meeting: At Planning Commission Meetings, the following procedure will be followed regarding items before the Planning Commission that are not part of an official Administrative Hearing:

1. Clarkesville Zoning Administrator will present their report and recommendations on each request.
2. Public Input will be received from the petitioner and any other individuals or groups that wish to speak in favor of a request.
3. Public Input is then received from anyone who wishes to speak in opposition of a request.
4. Statements in opposition to the request may be followed, if necessary, by a brief response from the Petitioner.
5. The Public Input Session will close and no additional public comments will be accepted, unless requested by the Planning Commission.
6. The Planning Commission will discuss the request. At the discretion of the Chair, Planning Commissioner's may ask for further information from members of the public who spoke during the Public Input Session.
7. The Planning Commission will then entertain a motion and take a vote on the request.
8. Motions can be for approval, approval with conditions, to table or to deny the request.
9. Any person speaking to the Planning Commission shall be asked to provide their Name, Home Address, and Occupation. Speakers shall address all comments to the Planning Commission and not to other members of the audience. The following time limits for speakers shall be observed:
 - i. The Petitioner or one representative – no more than ten (10) minutes.

ii. A specified Interest Group shall have a total of no more than 15 minutes.

iii. Any individual who wishes to speak for or against a petition or issue shall have not more than 15 minutes to address the Planning Commission

C. Tabling the Application. The Planning Commission shall use the following procedures for a requested table of an application:

1. When an agenda item is set for hearing before the Planning Commission for the first time, the Commission shall accept a petitioner's request to table the item for hearing at another regular meeting of the Commission without deliberation on the merits of the request if the request is made in writing, signed by the applicant, and received by the Commission staff at least 48 hours prior to the meeting being called to order. The petitioner shall request a specific regular meeting date for the hearing within three (3) months.

2. In the event an agenda item has been tabled previously and/or a written request to table is not made as required in paragraph (1) above, a petitioner's request to table the item is subject to Commission deliberation on the merits of the request to table. If the Commission votes to table the request, the hearing shall be set for the next regular meeting of the Commission unless the Commission determines additional time is needed.

Adopted this the _____ day of _____

Planning Commission Chair Date