



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM November 12,
2025

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the October 14, 2025 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
 - 4.a 364 Jefferson St - Chocolate Midge
5. New Business
 - 5.a 308 Amilee Graves Cir - Residential Facade Alteration.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

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

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, October 14, 2025 at 5:30 PM at Council Chambers. Those present were Zoning Administrator Caleb Gaines, Member Roxie Barron, Member Alan Hoag, Member Monika Schulte, Vice Chair Leigh Johnston, Chair Zack Phillips.

Agenda Item #1: *Call to Order*

Chair Zach Phillips called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of August 19th 2025 Minutes.*

Member Monika Schulte made a motion to approve

Seconded: Vice Chair Leigh Johnston

Passed (4 - 0)

Agenda Item #3: *Unfinished Business*

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

1345 Washington St - Iris + Co was added to the agenda.

Member Alan Hoag made a motion to approve .

Seconded: Member Roxie Barron

Passed (4 - 0)

Agenda Item #5: *New Business*

Sub-Item #5.a: *205 E Water Street - Residential Facade Alteration.*

Member Monika Schulte made a motion to approve

Seconded: Member Alan Hoag

Passed (4 - 0)

Sub-Item #5.b: *1442 Washington Street - Commercial Facade Appearance Change.*

Mrs. Monika Schulte discussed the request for the facade change. Mrs. Schulte recused herself from voting on the agenda item.

Member Roxie Barron made a motion to approve

Seconded: Member Alan Hoag

Passed (3 - 0)

Sub-Item #5.c: *1371 Washington St - New Commercial Facade Revision.*

Mr. Lew Oliver discussed the revisions for the previously approved facade design for 1371 Washington St. Commissioner Roxie Barron abstained from the vote because she wasn't appointed to the commission when the first request was approved.

Vice Chair Leigh Johnston made a motion to approve On the condition that if the revised plans does not meet ADA standards along with other unforeseen engineering problems, the request will revert back to the original approved request.

Seconded: Member Monika Schulte

Passed (3 - 0)

Sub-Item #5.d: Swain & Sycamore Potential Developments Discussion.

Mr. Ryan Harrison discussed conceptual plans for STR projects at Swain St (behind Leyland Hills) and Sycamore Way. The plans were for 26 units and 9 units respectfully. After discussing the projects with the planning commission, it was decided that Mr. Harrison come back for a later meeting with more detailed plans involving a site plan, residential facade plans and the like.

Sub-Item #5.e: Adoption of Amended Planning Commission By-Laws.

Member Alan Hoag made a motion to approve

Seconded: Member Roxie Barron

Passed (4 - 0)

Agenda Item #6: Adjournment

Vice Chair Leigh Johnston made a motion to adjourn .

Seconded: Member Roxie Barron

Passed (4 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

November 12, 2025

To: Planning Commission

Subject: 364 Jefferson St – Chocolate Midge

I have received the proposed signage for Chocolate Midge located at 364 Jefferson Street.

The "Cocoa & Chocolate Works" signage will be attached above the building entrance. The sign dimension will be 8.6 square feet. The second sign will feature the business logo and will be attached to the right of the entrance and will be downlit. The dimension will be 13.3 square feet. Both signs will be metal with powder coated lettering. 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 flourish.

Caleb Gaines
Zoning Administrator

Please see attachments



Application for a Certificate of Appropriateness (COA)

Applicant:	CHARLENE KENT	Phone Number:	706 974 7633
Mailing Address:	2595 LOTHRIDGE RD CLEVELAND GA 30528		
Subject Property:	364 JEFFERSON ST	Parcel ID:	
Property Owner:	ROCHELLES JOHNSON	Phone Number:	706 974 7633
Mailing Address:	2595 LOTHRIDGE RD. CLEVELAND GA 30528		

Type of Project Proposed:

Demolition

New Construction/Infill

Additions SIGNS

Material Change in Appearance

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

SIGN FOR BUSINESS

1. 8" H X 13' L OVER ENTRANCE TO BUSINESS DESCRIBING THE TYPE AND FUNCTION OF THE WORK

2. 40" X 48" H- (MAY VARY SLIGHTLY) ON EXTERNAL WALL IDENTIFYING NAME OF BUSINESS

THE SIGNS WILL BE MADE OUT OF METAL AND WILL BE IN COLOURS THAT FIT ITS SURROUNDINGS

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: 09/12/2025

***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



13'

COCOA & CHOCOLATE WORKS

6"





November 12, 2025

To: Planning Commission

Subject: 308 Amilee Graves Cir – Residential Façade Alteration

The new owners of the residence at 308 Amilee Graves Cir are requesting approval for a façade change. This property is in the Old Town Preservation District which requires Planning Commission review and approval.

The alterations will include the addition of a master bedroom area, two car garage, the removal and replacement of the rotten rear porch with the addition of a fireplace, a small pool w/ hot tub, and refinish the exterior with new windows, stucco and stone landscaping. The historical colors will be either Lenox Tan or Shaker Beige.

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:	Matthew Joely Mixon	Phone Number:	706 499 9651
Mailing Address:	854 Washington St SE 100 Clarkesville 30523		
Subject Property:	308 Amile Graves Circle	Parcel ID:	
Property Owner:	same	Phone Number:	
Mailing Address:			

Type of Project Proposed:

Demolition

New Construction/Infill

Additions

Material Change in Appearance

repurpose 1961 w/o horse

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

rewire, replumb, reroof

add master bedroom area, closet, w/ 2 car garage and
mechanically underneath

remove/replace rotten rear porch/add outdoor fireplace

add small dipping pool w/ hot tub

refinish exterior w/ new windows, stucco and stone
relandscapeModernizing the house while maintaining the architectural
uniqueness of the structure.

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:

Matthew Mixon

Date:

10/21/25

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

To be completed by STAFF ONLY

Public Hearing Date: _____

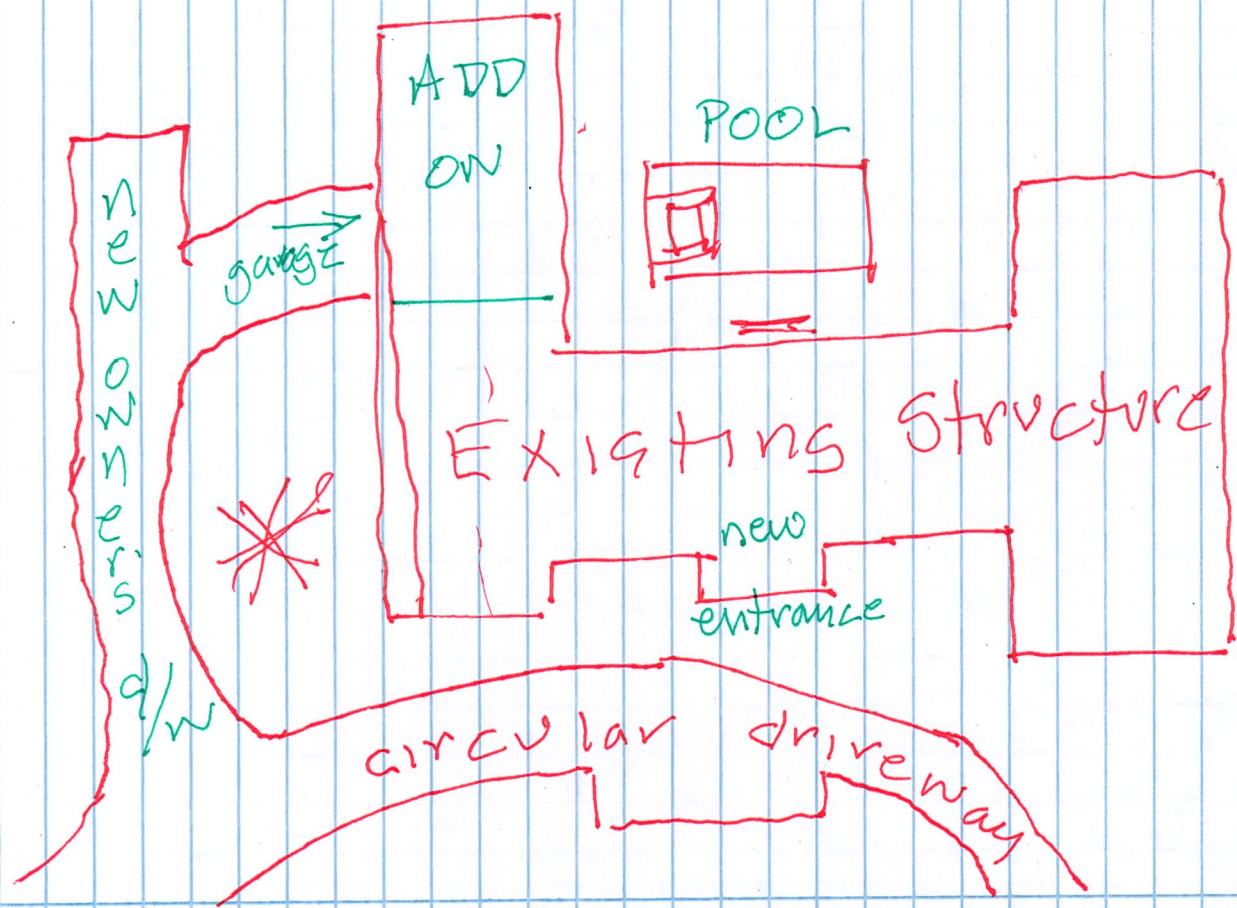
APPROVAL

DENIAL

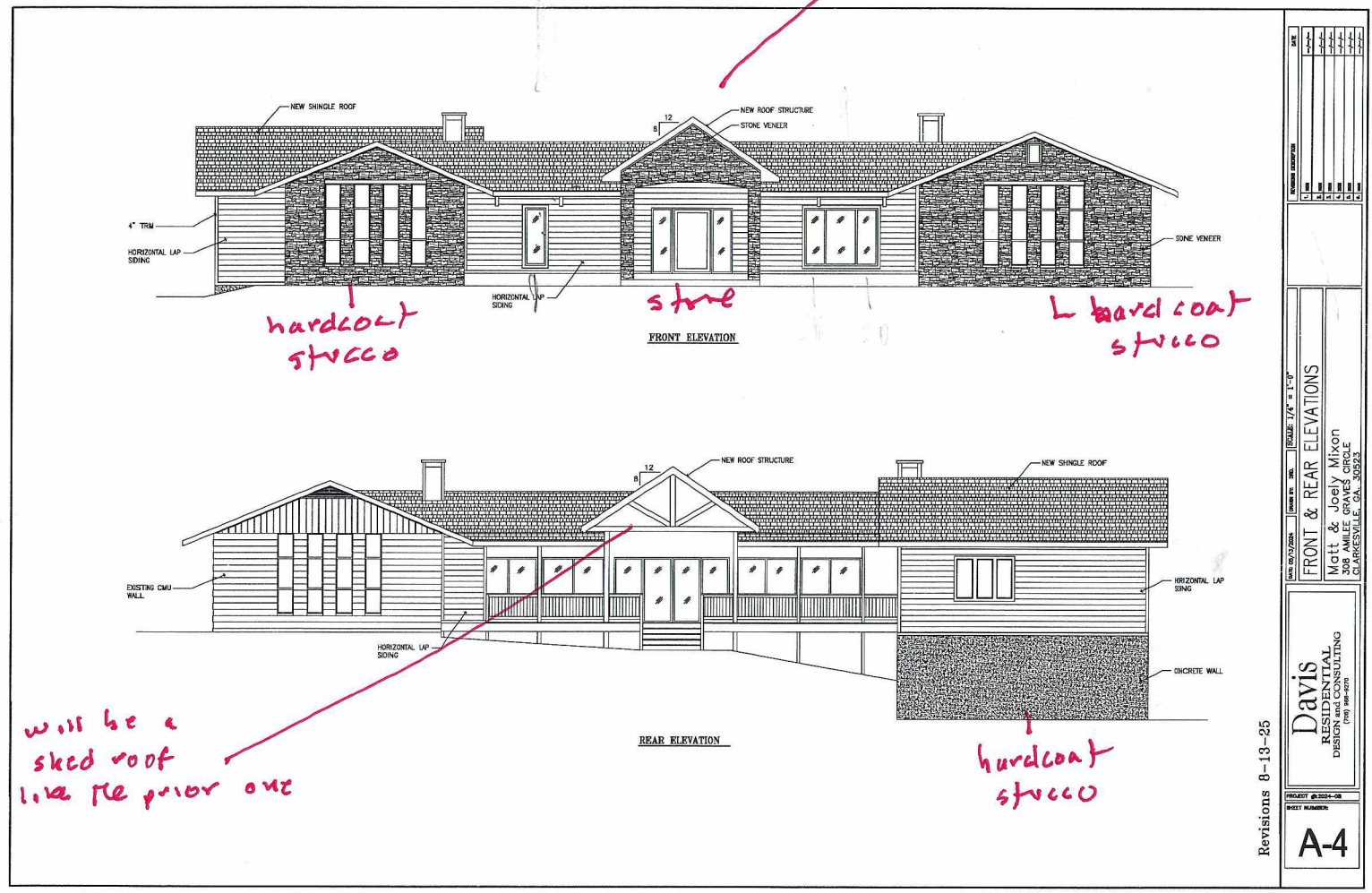
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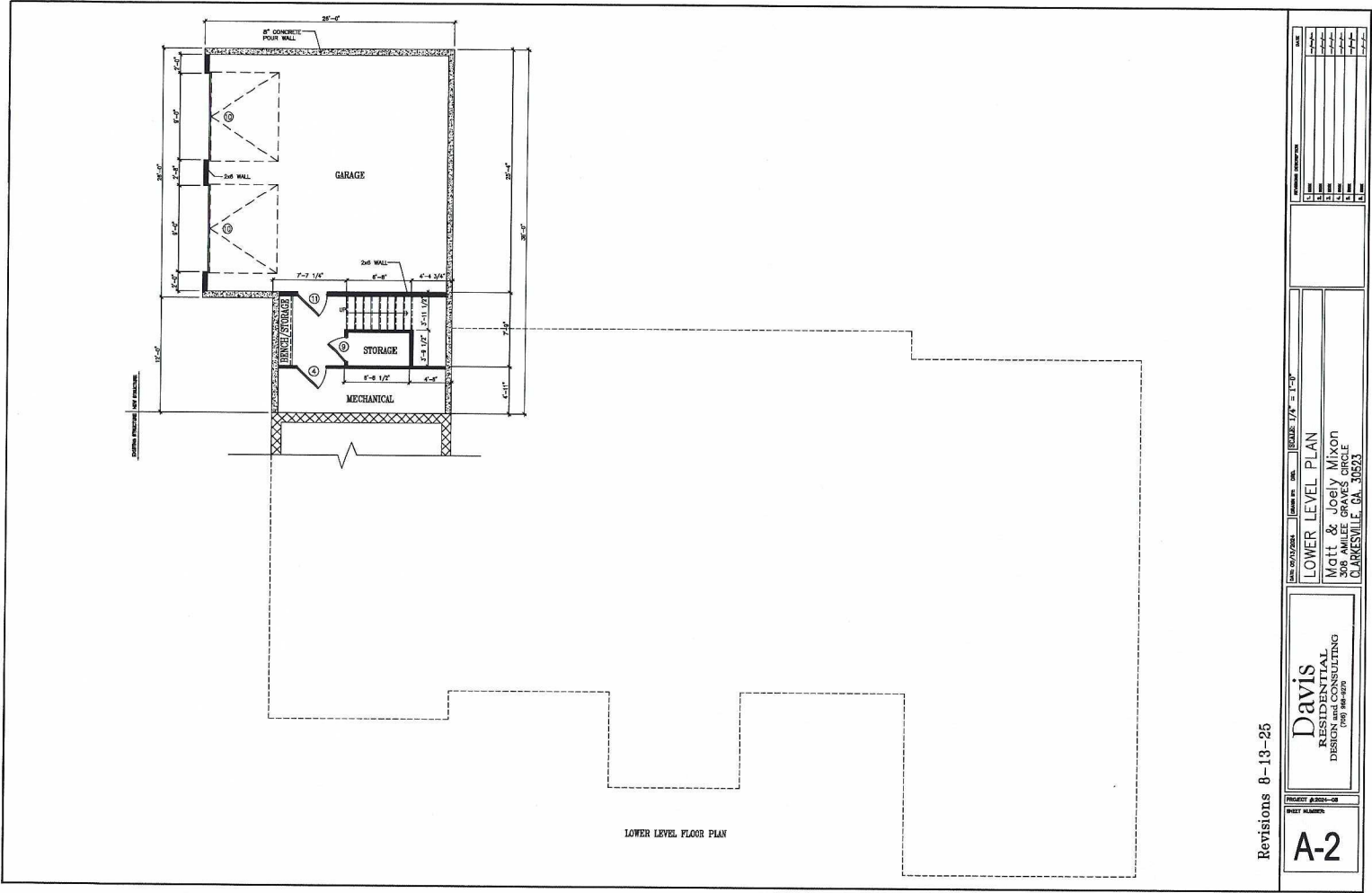
Zoning Administrator's Signature

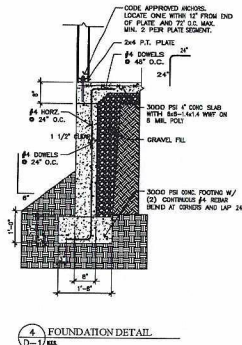
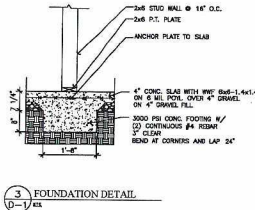
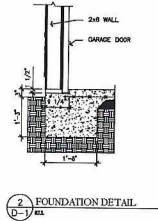
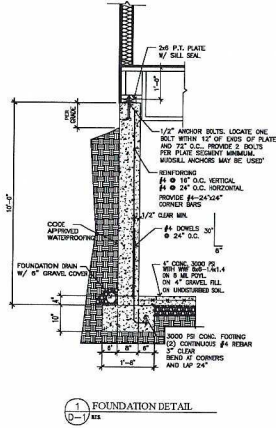
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task list:





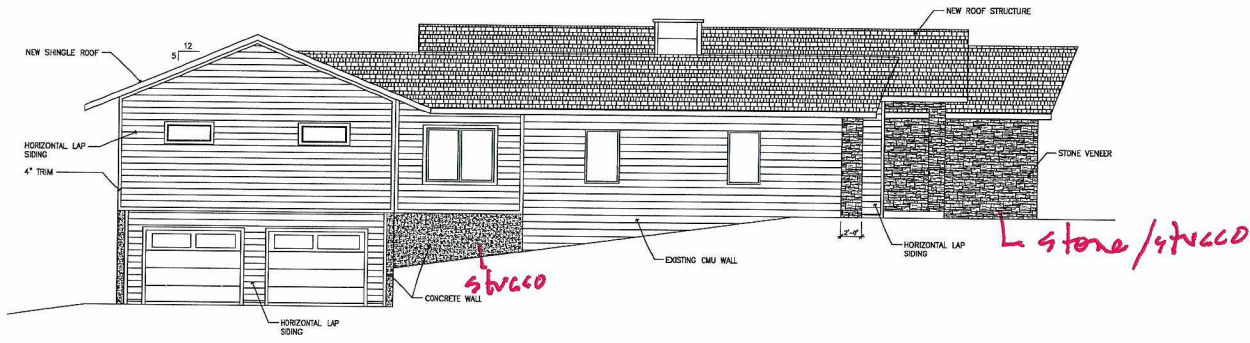


Revisions 8-13-25

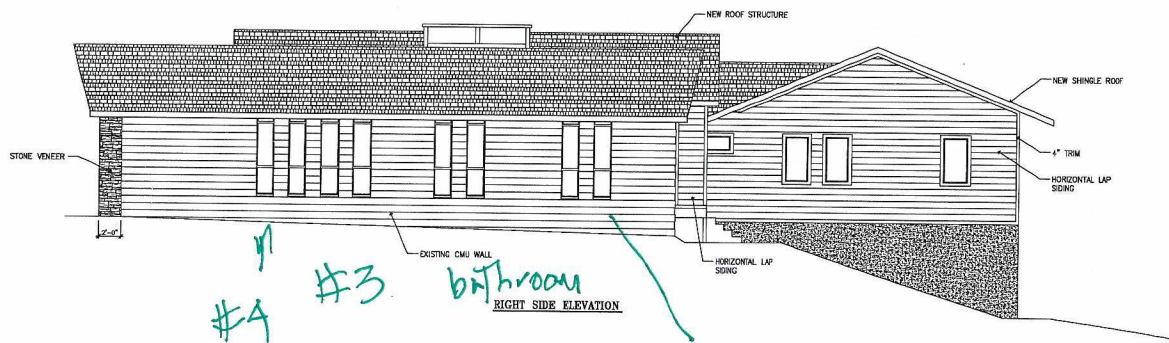
REV	DESCRIPTION	DATE	BY	CHK
1	FOUNDATION DETAILS	8-13-25	JOEY MIXON	
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Davis
RESIDENTIAL
DESIGN & CONSULTING
309 AMBLEE GRAVES CIRCLE
CLARKESVILLE, GA 30523

D-1



LEFT SIDE ELEVATION



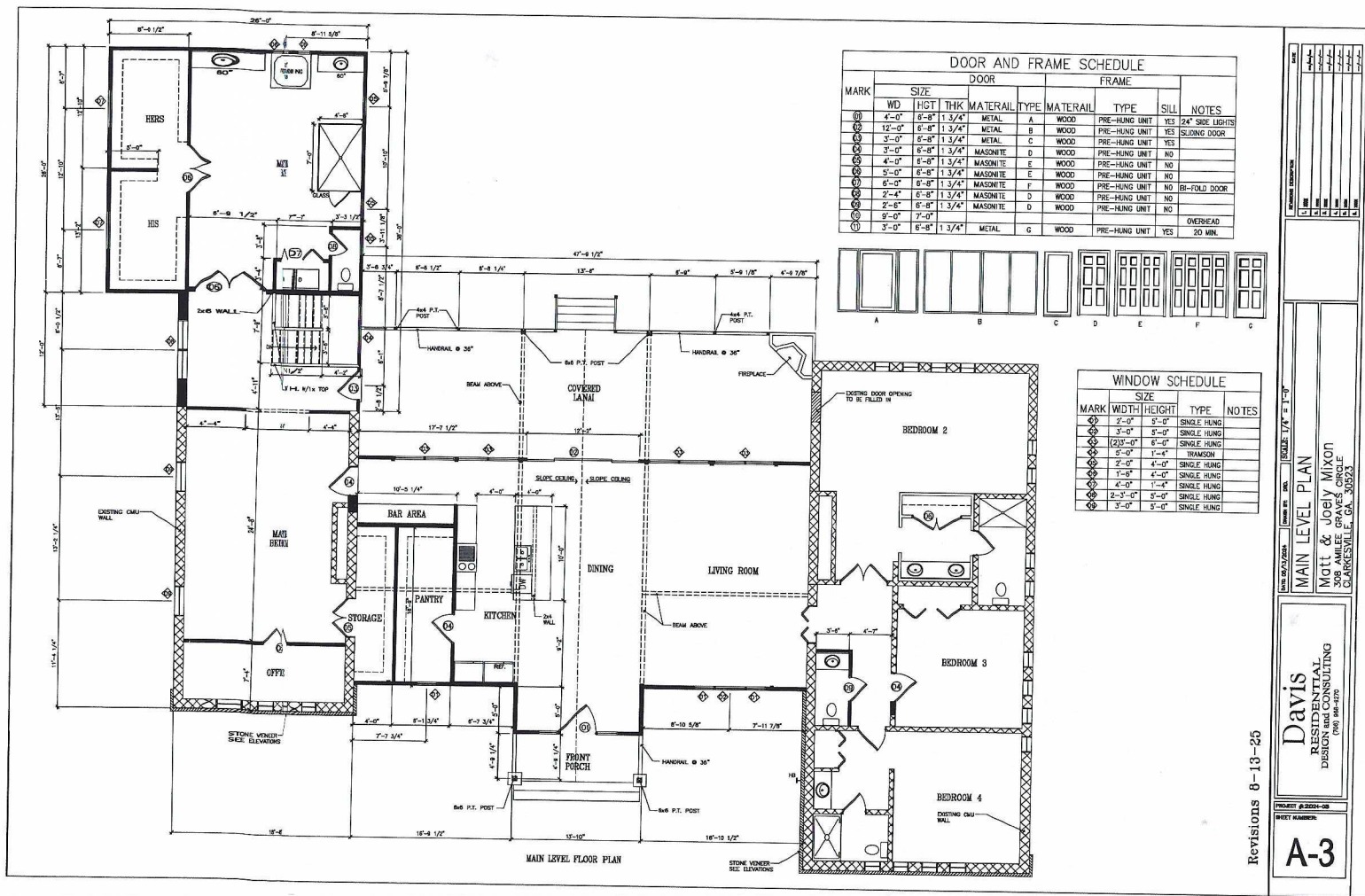
RIGHT SIDE ELEVATION

#1
#4
#3 bathroom
near bedroom

stone/stucco

Revisions 8-13-25

DATE: 08/13/25		SCALE: 1/4" = 1'-0"
DAVIS RESIDENTIAL DESIGN and CONSULTING (706) 866-6776		
A-5		



11:24



  Dunmore Cream HC-29	  Hepplewhite Ivory HC-36	  Tyler Taupe HC-43
  Philadelphia Cream HC-30	  Mystic Gold HC-37	  Lenox Tan HC-44
  Waterbury Cream HC-31	  Decatur Buff HC-38	  Shaker Beige HC-45
  Standish White HC-32	  Putnam Ivory HC-39	  Jackson Tan HC-46
  Montgomery White HC-33	  Greenfield Pumpkin HC-40	  Brookline Beige HC-47
  Wilmington Tan HC-34	  Richmond Gold HC-41	  Bradstreet Beige HC-48
  Powell Buff HC-35	  Roxbury Caramel HC-42	  Maytower Red HC-49

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