



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM March 12, 2024

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of February 13, 2024 Minutes.
Approval of February 13, 2024 Work Session Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a 607 Washington St - Commercial Facade revision
 - 5.b 130 Grant Street - Commercial Facade
 - 5.c 337 Madison Street - Commercial Facade
 - 5.d Zoning Ordinance Amendment - Section 731. Short-term rentals
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

February 13, 2024

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, February 13, 2024 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 the January 9, 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:*

Agenda Item #5: *New Business*

There was no new business.

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

OFFICIAL MINUTES
PLANNING COMMISSION WORK SESSION

February 13, 2024
Minutes
City of Clarkesville
Planning Commission Work Session

The Planning Commission Work Session of the Planning Commission Work Session was held on Tuesday, February 13, 2024 at 6:00 AM at Meeting Room. 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: *Unfinished business*

Sub-Item #2.a: *Discuss the final draft of zoning ordinance Section 731 - Short-term rentals.*

The Planning Commissioners discussed final changes and additions to the proposed Short-term rental amendment. The amendment will be voted on at the March 12, 2024 meeting.

Agenda Item #3: *New business*

There was no new business.

Agenda Item #4: *Adjournment*

Member Leigh Johnston made a motion to adjourn .

Seconded: Member Jennifer Tench

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



March 12, 2024

To: Planning Commission

Subject: 607 Washington St – New Commercial Façade Revision

Property owner, Lew Oliver Inc. is requesting approval for a revision of the commercial façade at 607 Washington Street, which is in the Downtown Preservation District. The original and one previous revision were previously approved.

Please see the attachment for colors and materials.

I recommend approval of this request.

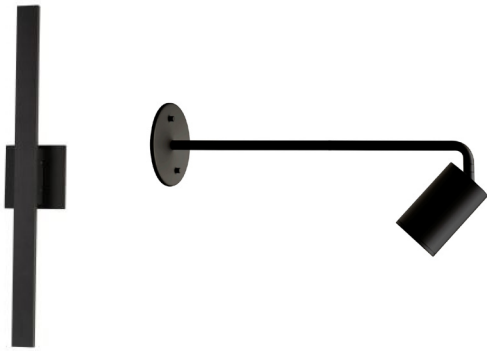
A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal oval flourish.

Caleb Gaines
Zoning Administrator

Please see attachments

LEW OLIVER INC. HEADQUARTERS CLARKESVILLE, GA

for illustrative purposes; subject to adjustments



LIGHTING

- (2) ET2 ALUMILUX 24INCH TALL LED OUTDOOR WALL SCONCE WITH ACRYLIC DIFFUSER, BLACK
- (3) BARCLAY CEILING / WALL LIGHT BY KUZCO LIGHTING



FLUSH DOOR HARDWARE

FMTEK TUBULAR ENTRYSEY MELROSE - FRENCH ANTIQUE BRASS US7



FRONT DOORS

PINE



BRICK

BELDEN ROMAN BRICK, EBONY BLACK VELOUR 16-10 WITH ARGOS BLACK MORTAR



STONE DETAILING

GRANITE



WINDOWS + DOORS

PELLA, IRON ORE

WINDOWS & ANY PELLA DOORS/HARDWARE ON SIDES/REAR: IRON ORE
GUTTERS: BLACK

SHIPLAP SIDING ON SIDES OR REAR: BM GLOUCESTER SAGE -- OPTIONAL CORRUGATED METAL ON SIDES AND REAR IN SIMPLE, GALVANIZED METAL



TRIM

LIVINGSTON GOLD BY BENJAMIN MOORE

LEW OLIVER INC.
WHOLE TOWN SOLUTIONS



March 12, 2024

To: Planning Commission

Subject: 130 Grant St – Commercial Façade Renovation Revision

Property owner, S&J Homes has purchased the building at 130 Grant Street and is requesting approval for a façade renovation. The property is located in the Downtown Preservation District and requires review and approval by the Planning Commission.

The applicant is submitting more detailed drawings and colors for the façade. The main building color will be sepia tan, the accent color will be stardust, and the metal roof will be black. The front-facing entryway on Grant Street will be surrounded by a brick framework. The widows have flat black metal awnings. All of the residential windows will have black balconies.

The applicant has provided samples which include color, material, and style for review and discussion. Please see the attachments for further review.

I recommend approval of this renovation 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)

Applicant: <u>SJT Homes LLC</u>	Phone Number: <u>706-499-6766</u>
Mailing Address: <u>P.O. Box 1041 Clarkesville, TN 30523</u>	
Subject Property: <u>130 Grant Street Clarkesville, TN 30523</u>	Parcel ID: <u>069A145</u>
Property Owner: <u>Shad Hill / Jeff Higgins</u>	Phone Number: <u>706-499-6766</u>
Mailing Address: <u>P.O. Box 1041 Clarkesville, TN 30523</u>	

Type of Project Proposed: Demolition New Construction/Infill <u>Additions</u> - <u>Cosmetic Improvements</u> Material Change in Appearance	Description of Proposed Project (attach additional sheets if necessary): <u>Current Building is an Empty shell. We are adding 4 apartments upstairs and 4 apartments downstairs for Senior Living. We will also have a 12x15 designated area for meal Prep if the Tenant Request meals. Looking To Change the Lower Side of The Building Near The parking Lot To add Balconies for each Tenant.</u>
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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: 2/28/24

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

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







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March 12, 2024

To: Planning Commission

Subject: 337 Madison St – New Commercial Façade Alteration

Mr. Dale Holmes with Headwaters Realty is requesting approval for a commercial façade alteration at 337 Madison Street. This property is located in the Washington Street Preservation District so approval from the Planning Commission is required.

The building is being converted from office use to long-term residential rental space.

The building will be wrapped in cement-based board and batten siding with double casement windows in the front facing the street, 2-3 casement windows along the sides and on the back.

A front porch will be added to the front entrance for the apartment on the right, with a side porch addition to the side entrance to the apartment on the left. The parking lot will be lined to accommodate four (4) or more cars.

Two mailboxes will be added to the front right of the parking lot near the street. Signage will consist of a 911 number, apartment numbers (Suite A, Suite B), a possibly a modest sign on the front of the building identifying it as "The Madison (Apartments)".

Landscaping will be light with possibly Xeriscaping along the sides and front due to roof overhang and a very narrow planting space between the building and the asphalt parking lot which could require manual watering for live plants to survive.

This building has sat vacant for several years and has needed some type of renovation. The intended use for the building fits the zoning and continues adding housing to Clarkesville. I recommend approval of this renovation request.

A handwritten signature in black ink, appearing to read "Caleb Gaines", with a long horizontal flourish extending to the right.

Caleb Gaines



Zoning Administrator

Please see attachments



Application for a Certificate of Appropriateness (COA)

Applicant: <u>HARDWATERS, LLC</u>	Phone Number: <u>706 499 0367</u>
Mailing Address: <u>PO Box 908 Clarkesville GA 30523</u>	
Subject Property: <u>337 Madison St</u>	Parcel ID: _____
Property Owner: <u>HARDWATERS, LLC</u>	Phone Number: <u>706 754 5101</u>
Mailing Address: <u>PO Box 908 Clarkesville GA 30523</u>	

Type of Project Proposed:

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

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

UPDATING EXTERIOR OF BUILDING. ADDING/MOVING LOCATION OF WINDOWS, UPDATING FRONT PORCH ENTRANCE AND SIDE ENTRANCE, WRAPPING CURRENT BUILDING EXTERIOR (BRICKS) WITH COMBUSTIBLE BOARD AND BATTEN SIDING. FRONT WILL HAVE MATCHING DOUBLE HUNG OR CASMENT WINDOWS, SIDES WITH NEW DUT/CASMENT WINDOWS, SIDE ENTRANCE WITH NEW ENTRANCE DOORS/STEPS. OVERHEAD DOOR LINE MOVED TO REAR OF BUILDING, NEW LANDSCAPING, PARKING SPACES DESIGNATED. COLOR CHOICE TO BE NEUTRAL WHIS/TONE CONSISTENT W/ STYLE/PERIOD.

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: 2/29/24

***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



112 Spring Street
P. O. Box 908
Clarkesville, GA 30523
PH: (706) 754-5101

March 5, 2024

Caleb Gaines
City of Clarkesville
Clarkesville GA 30523

Dear Caleb:

Attached are the proposed exterior updates to **337 Madison Street**. Exterior color choices will be reasonably close to the colors of the sample homes on the back page.

Headwaters LLC plans to convert the building into a duplex for long-term rental. The dividing line between the two apartments runs directly down the middle of the building from front to back.

The two apartments will be "mirror images" of each other composed of a living room up front with an adjoining kitchen, single bathroom, single bedroom, and storage/laundry in the back. The building will be wrapped in cement-based board and batten siding with double casement windows in the front facing the street, 2-3 casement windows along the sides and on the back.

A front porch will be added to the front entrance for the apartment on the right, with a side porch addition to the side entrance to the apartment on the left. The parking lot will be lined to accommodate four (4) or more cars.

Two mailboxes will be added to the front right of the parking lot near the street. Signage will consist of a 911 number, apartment numbers (Suite A, Suite B), a possibly a modest sign on the front of the building identifying it as "The Madison (Apartments)".

Landscaping will be light with possibly Xeriscaping along the sides and front due to roof overhang and a very narrow planting space between the building and the asphalt parking lot which could require manual watering for live plants to survive.

Electric power with two separate meters is being moved to the back of the building to replace the unsightly power line currently extending along the front of the building. A common water meter already in place will serve both apartments.

My mailing address can be found at the top right side of this letterhead. You can also reach me at 706-499-0367 or tdaleholmes@gmail.com.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Dale Holmes", with a long horizontal line extending to the right.

Dale Holmes, Owner/Broker
Headwaters Realty
Attachments



Updated Design (above) vs. Current (below)



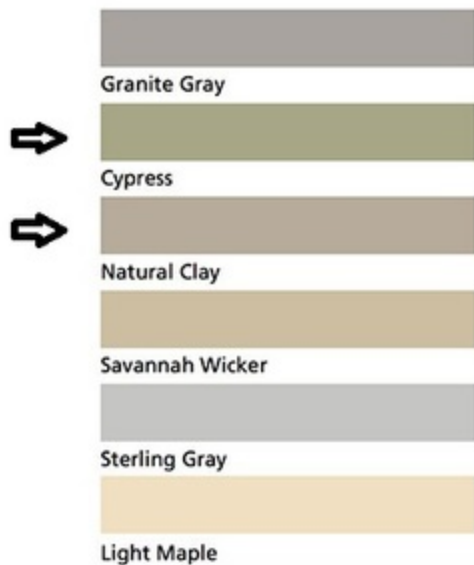


Updated Design (above) vs. Current (below)



Proposed Exterior Paint Colors – 337 Madison Street







March 12, 2024

To: Planning Commission

RE: Proposed amendments to the Zoning Ordinance, City of Clarkesville, Georgia – Short-term Rentals.

Upon a request from the Governing Body, the Planning Commission was tasked with creating an update to the City of Clarkesville Zoning Ordinance. Section 731 Short-term Rentals is the proposed amendment. The purpose of this amendment is to add a new section that would regulate Short-term rental within the city limits of Clarkesville.

Attached you will find a list of items that were amended.

I recommend that the amendment be approved by the Planning Commission and forwarded to the Governing Body for consideration.

Please see the attached documents.

Respectfully,

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

Caleb Gaines
Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

2024 Zoning Ordinance Recommended Amendments Section 731. Short-term Rentals

The Planning Commission has been working on amendments to the Zoning Ordinance. These are the recommended amendments:

This new section will address regulating Short-term rentals within the city limits of Clarkesville by zoning.

Article III – Definitions

- Added – Short-term Rentals

Short-term Rentals: Short-term rentals are typically defined as a rental of any residential home unit or accessory building for a short period of time. This generally includes stays of less than a month (30 days). Such examples are Airbnb and Vrbo.

Article VII – General Provisions

- Added – Sections 731 through 736

Section 731. Short-term Rentals; Purpose.

The purpose of this article is to establish regulations for the use of a residential structure or any part thereof as a short-term rental in the City of Clarkesville while minimizing the negative, secondary effects on surrounding properties, to ensure proper safety precautions are in place, and to facilitate the collection and payment of hotel/motel taxes as allowed by state law and city code.



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Clarkesville, GA 30523

Section 732. License required.

It is unlawful for any person to operate or advertise as a short-term rental within the city without a valid business occupational tax license, and authorization to collect hotel/motel tax.

Section 733. Permitted uses.

- (a) Short-term rentals are allowed as a permitted use in DB Downtown Business District and HB Highway Business District. Short-term rentals in the Downtown Business District shall not be permitted on first-floor or street-level spaces.
- (b) Short-term rentals are allowed as a conditional use in R-1 Residential Single-Family, R-1A Residential Single-Family, R-1B Residential Single-Family, R-2 Residential Multi-Family, PRO Professional, and CB Community Business Districts. Short-term rental properties in these districts will have to acquire a conditional use permit through the process outlined in this ordinance and obtain an occupational tax license and hotel/motel tax authorization certificate, prior to renting the property.
- (c) Short-term rentals are prohibited in R Single-Family Residential, INS Institutional, and M-1 Light Industrial Districts.
- (d) Conditional use permits for short-term rentals will not be issued to property owners in subdivisions unless short-term rentals are specifically allowed by the subdivision or homeowners association covenants - or with a signed majority of the homeowners in the subdivision if there is no homeowners association.



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Clarkesville, GA 30523

Section 734. Applications and Location.

Short-term rental conditional use permit applications have to comply with Appendix D, Section 3 of the Zoning Ordinance and in addition:

- 1) Acknowledge that the applicant will keep the total number of guests to that number which can safely stay on the premises and that the applicant may be subject to the State of Georgia's fire safety code regulations.
- 2) Certify that there are no deed restrictions and/or covenants on a property that prohibit the use of the property as a short-term rental.
- 3) Certify that the owner has commercial or specific short-term rental insurance for the property.
- 4) Attest by the Zoning Administrator or third-party inspector that short-term rentals meet applicable International Building Codes, International Fire Code regulations, and NFPA 101 Life Safety Codes. Refer to Clarkesville's Certificate of Occupancy/Pre-Fire Plan Checklist for common items that are required.
- 5) Short-term rentals must be located at least fifteen hundred (1,500) feet from an existing short-term rental. This measurement is from property line to property line.
 - a. Exceptions to this distance requirement for businesses in operation at the time of adoption of this ordinance, may be allowed during the Conditional Use approval process.
 - b. Conditional Use and the Occupational Tax license will expire upon change of ownership.



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Clarkesville, GA 30523

Section 735. Short-term rental requirements.

This section applies to all short-term rental properties in the City of Clarkesville. It is in addition to any rules that the property is subject to via any land covenants, homeowner association covenants, subdivision rules, etc.

Parking. Vehicles shall not be parked on any public right-of-way so as to hinder access to such and shall not be parked along any roadways which would cause safety issues, hinder access to such roadways or be in violation of any laws, subdivision rules, etc.

Solid waste/trash. Trash and refuse shall not be left or stored in such a way that would cause safety issues, hinder access to the public right-of-way, violate subdivision rules, etc.

Noise. Short-term rentals shall not violate any noise or sound regulations, subdivision rules, etc.

Hours of operation. Check-in/departure and other rental-related activities should occur between 3 p.m. and 10 p.m.

Additional information. Short-term rental owners or responsible parties must provide the City of Clarkesville Clerk's office with the following information:

1. Full contact information for a local contact (responsible party) who is available 24 hours a day to respond within two hours to any complaint about the property or guest behavior.
2. The 911 address for all properties owned/operated by the occupational tax license owner or responsible management company within the City of Clarkesville.
3. Certify that there are no unpaid financial obligations to the City of Clarkesville.



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

4. Business occupation tax certificate and hotel/motel tax authorization certificate must be prominently displayed at the property.

Section 736. Violations.

All violations will be dealt with in accordance with article XXVI of this Ordinance.