



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

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the September 10, 2024 agenda and work session.
3. Unfinished Business
4. Sign(s) for Consideration:
 - 4.a 1341 Washington St - Downtown Loft Venue.
5. New Business
 - 5.a 217 Landers Street - Map Amendment.
 - 5.b 661 W Louise St - Waffle House Commercial Facade.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

September 10, 2024

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, September 10, 2024 at 5:30 PM at Council Chambers. Those present were Zoning Administrator Caleb Gaines, Member Jennifer Tench, Member Leigh Johnston, Member Kevin McOmber. Chair Bruce Haglund, Member Zack Phillips were absent.

Agenda Item #1: *Call to Order*

Vice Chair Tench called the meeting to order.

Agenda Item #2: *Approval of Minutes.*

Sub-Item #2.a: *Approval of August 13, 2024 Minutes.*

Member Jennifer Tench 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:*

Agenda Item #5: *New Business*

Sub-Item #5.a: *Consideration of facade renovation approval at 1456 & 1474 Washington Street.*

It was decided to split the facade request into two separate motions. Commissioner McOmber made the motion to approve the facade on with the condition that a structural engineer signs off on the alteration of the store front and a certification of waterproofing is submitted. Commissioner Johnston seconded.

Commissioner Johnston made a motion to conditionally approve the paint colors, but the applicant must paint a sample prior to painting the entire facade for review. Commissioner McOmber seconded.

Both motions passed unanimously.

Member Kevin McOmber made a motion to approve

Seconded: Member Leigh Johnston

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

OFFICIAL MINUTES
PLANNING COMMISSION WORK SESSION

September 10, 2024

Minutes

City of Clarkesville

Planning Commission Work Session

The Planning Commission Work Session of the Planning Commission Work Session was held on Tuesday, September 10, 2024 at 6:00 PM at Meeting Room. Those present were Zoning Administrator Caleb Gaines, Member Jennifer Tench, Member Leigh Johnston, Member Kevin McOmber. Chair Bruce Haglund, Member Zack Phillips were absent.

Agenda Item #1: *Call to order*

Vice chair Tench called the work session to order.

Agenda Item #2: *Unfinished business*

There was no unfinished business.

Agenda Item #3: *New business*

Sub-Item #3.a: *Discussion of ordinance amendments:*

- *Vacant Windows*
- *Vacant Property Registration*

Zoning Administrator Caleb Gaines presented the Planning Commission with sample ordinances for addressing the problem of vacant properties and storefronts in the Downtown Business District. After discussing these items, they have decided to move forward with amending the zoning ordinance after finalizing the additions for the ordinance.

Agenda Item #4: *Adjournment*

Member Leigh Johnston made a motion to adjourn .

Seconded: Member Kevin McOmber

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

November 12, 2024

To: Planning Commission

Subject: 1341 Washington St – Downtown Loft Venue

I have received the proposed signage for Downtown Loft Venue at 1341 Washington St. This new business is next to Man's Best Friend Cafe.

The main building sign will be double-sided and mounted to the existing shingle arm. The sign will be 9 s.f. which fits within the regulations.

Materials: Alumicore aluminum clad panel signboard with cut vinyl applied graphics.
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

DOWNTOWN LOFT *Venue*

By Stacie's Designs

Material: Alumicore aluminum clad panel signboard
with cut vinyl applied graphics

Dimensions: 36" x 36"

Height to bottom of sign: 8' 9"

Installation: Existing shingle arm, storefront side.



November 12, 2024

Brief: 217 Landers St / Map & Parcel 104 046A – Zoning Map Amendment From R-2, Multiple-Family Residential to INS, Institutional.

The Higgins (owners of Graceful Care), the property owners at 217 Landers Street, is requesting to rezone the property from R-2, Multiple-Family Residential to INS, Institutional.

The property is currently being used as a senior care facility. The owners have been approached by a local daycare business to lease the building and convert it into a daycare facility to help handle their additional growth.

The current zoning does not permit this type of use so a change in zoning to Institutional is needed. Please note that if the Higgins decide to go back to a senior care facility, another zoning change would not be needed since that use is permitted in Institutional.

This zoning change does not create spot zoning since it abuts the Holcomb Street apartments property which is also Institutional.

I recommend approval of this request and submission to the Governing Body for consideration.

Respectfully,

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

Caleb Gaines
Zoning Administrator
City of Clarkesville



November 12, 2024

To: Planning Commission

Subject: Request for a zoning amendment for 217 Landers St. Map 104 Parcel 046A.

1. Public notice was run in the Northeast Georgian in the October 18th, 2024 issue.
2. The required sign was posted in front of the property on October 21st, 2024.
3. The applicant is requesting rezoning from Multiple-Family Residential (R-2) to Institutional (INS).
4. The applicant has submitted all necessary paperwork and fees in regard to the application.
5. This request does not create spot zoning and fits with current zoning in the immediate area.
6. There have been no public inquiries in regard to the zoning request.

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

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

Caleb Gaines
Zoning Administrator

Zoning Change Application

(Annexation, Map Amendment, Conditional Use and Variance)

for

217 Landers St.

(address/map & parcel)



City of Clarkeville, P.O. Box 21 Clarkeville, GA 30523

104 046A

Tel: 706-754-4216

Fax: 706-754-9316

PROPERTY OWNER/APPLICANT	APPLICANT	REPRESENTATIVE	OWNER
	Name: <u>Jeff & Grace Higgins</u>	Name: <u>Jeff & Grace Higgins</u>	Name: <u>Jeff & Grace Higgins</u>
	Address: <u>217 Landers St.</u>	Address: <u>257 Woodcrest</u>	Address: <u>257 Woodcrest</u>
	City/State/Zip: <u>Clarkeville</u>	City/State/Zip: <u>Clarkeville</u>	City/State/Zip: <u>Clarkeville</u>
	Telephone: _____	Telephone: _____	Telephone: _____
	Fax: _____	Fax: _____	Fax: _____
	Cell: <u>706-318-0299</u>	Cell: <u>706-318-0299</u>	Cell: <u>706-318-0299</u>
Email: <u>gracefulcare@hotmail.com</u>	Email: _____	Email: <u>gracefulcare@hotmail.com</u>	

[Signature]
Applicant's Signature

Representative's Signature

[Signature]
Owner's Signature

ACTION REQUESTED	Request rezoning from _____ to _____	
	☐ Annexation:	
	☒ Map Amendment:	Request rezoning from <u>R2</u> (current) to <u>INS</u> (proposed)
	☐ Conditional Use:	Zoning district: _____ Conditional Use Requested: _____
	☐ Variance:	Zoning district: _____ Variance Requested: _____

PROPERTY RECORDS	A recorded Legal Description of the property, reflecting current ownership, for which action is requested by one or more of the following:	
	☐ Metes and Bounds (attach copy of recorded document)	
	☐ Boundary Survey (attach copy of recorded survey, showing all easements, crossings or other appurtenances)	
	☒ Tax Plat (attach certified copy of plat from Habersham County Tax Commissioner's office)	

FOR OFFICE USE ONLY (DO NOT WRITE BELOW)		
General Zoning Change	Commercial Zoning Change	Disposition
Signature(s) and form(s) ☐	Signature(s) and form(s) ☐	Application Filed <u>10/2/24</u> Rcvd by: _____
Letter of Intent ☐	Letter of Intent ☐	Fee Paid \$ <u>650</u> on <u>10/2/24</u>
Maps & Plats ☐	Maps & Plats ☐	Public Notice: <u>10/18/24</u> News Signs
Tax Records/Liens ☐	Tax Records/Liens ☐	Zoning Admin: <u>/</u> / <u>/</u> / <u>/</u> Action: _____
Parking & Access ☐	Parking & Access ☐	Planning Comm: <u>/</u> / <u>/</u> / <u>/</u> Action: _____
Floodplain Zone ☐	Floodplain Zone ☐	Governing Body: <u>/</u> / <u>/</u> / <u>/</u> Action: _____
Landscaping ☐	Landscaping ☐	Letter of Determination: <u>/</u> / <u>/</u> / <u>/</u>
Twelve-Month Rule ☐	Concept Plans ☐	Eligible Filing Date: <u>/</u> / <u>/</u> / <u>/</u>

To whom it may concern.

I am writing this letter in interest to lease one of our properties to a future Day Care, which currently has one other location . We have been in business for ten years and have grown throughout the community. This opportunity will give us the ability to seek future growth, and time with family. We ask that you approve this intent, so both our business, as well as the future business, will benefit the community.

Thank you

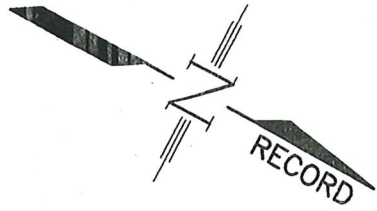
Graceful Care Senior Living

Graceful Higgins

Gracefulcare@hotmail.com

678.677.4274

706.318.0299

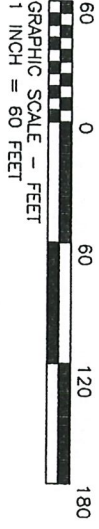


- NOTES:
1. ALL IRON PINS SET ARE 1/2" REBAR.
 2. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 36,584 FEET AND AN ANGULAR ERROR OF 00'00.04 PER ANGLE AND WAS ADJUSTED BY LEAST SQUARES.
 3. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND TRACT ONE IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 172,549 FEET. TRACT 2 IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 151,940 FEET.
 4. EQUIPMENT USED IN THIS SURVEY WAS A SOKKIA SRX (3) SECOND) ROBOTIC TOTAL STATION AND AN ALLEGRO CA DATA COLLECTOR.
 5. FIELD WORK COMPLETED MAY 9, 2014.
 6. BEARING BASIS TAKEN FROM SURVEY FOR PHILLIP TERRY SILLS, BY HUBERT LOVELL, PLAT BOOK 43, PAGE 81 HABERSHAM COUNTY, GEORGIA, RECORDS.

SURVEYED BY JEFF WESHNER
242 WILLOW CIRCLE
CLARKESVILLE, GA. 30523
PHONE (706) 754-2357

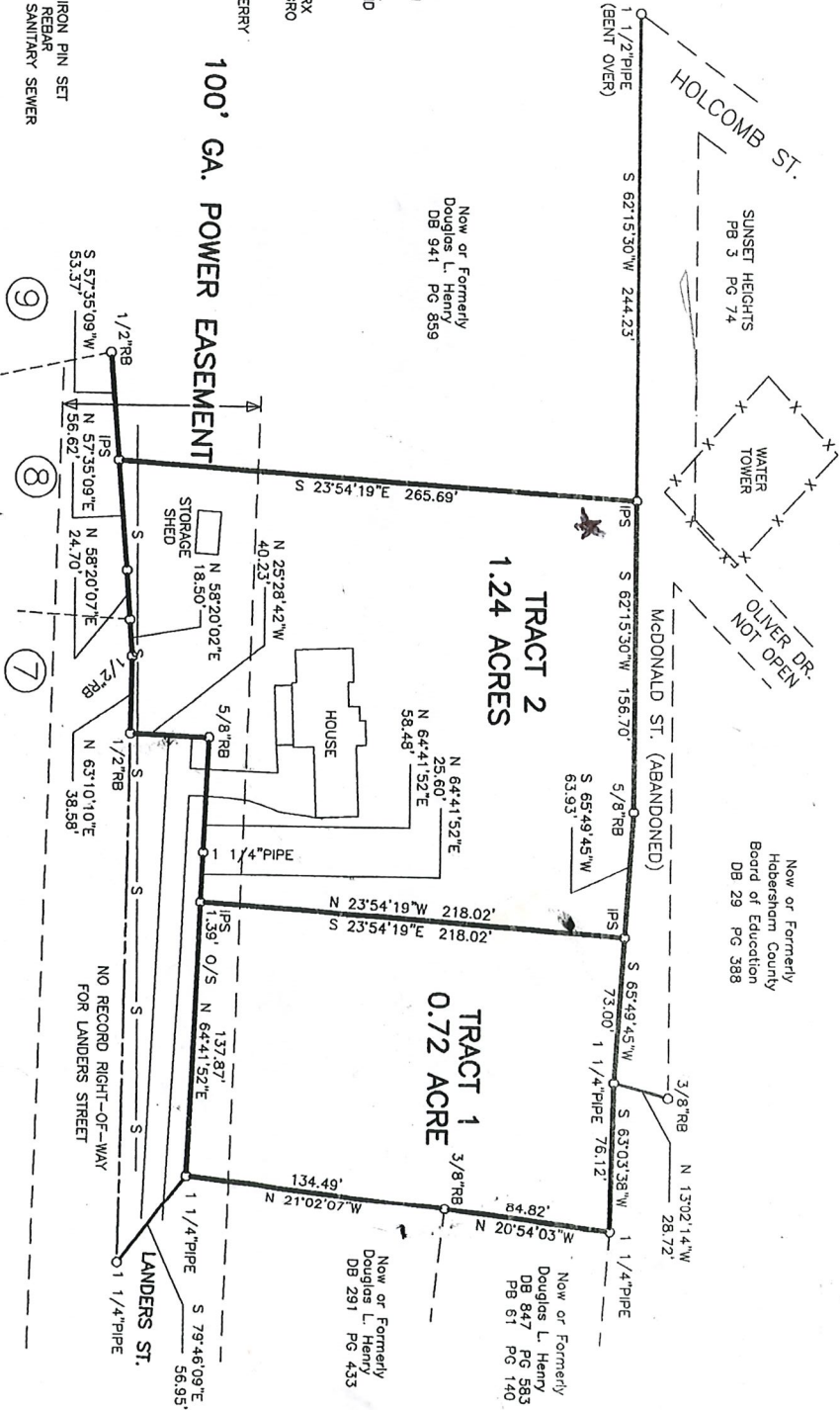


THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT (O.C.G.A. 15-6-67)



LEGEND
IPS IRON PIN SET
RB REBAR
S- SANITARY SEWER

100' GA. POWER EASEMENT



BOUNDARY SURVEY FOR
DOUGLAS HENRY
CITY OF CLARKESVILLE
LAND LOT 20 10th DISTRICT
HABERSHAM COUNTY, GEORGIA
JOB NO. 98-38-9 MAY 23, 2014



November 12, 2024

To: Planning Commission

Subject: 661 W Louise St – Waffle House Commercial Façade

Waffle House is currently under contract to purchase the property at 661 W Louise St, currently where the Three-Way Trading Post is located. In an effort to keep things moving along, I recommended that they submit elevations for the building façade. This is not a request for signage approval.

This will be a typical Waffle House design with the long side of the building facing the highway.

Building description:

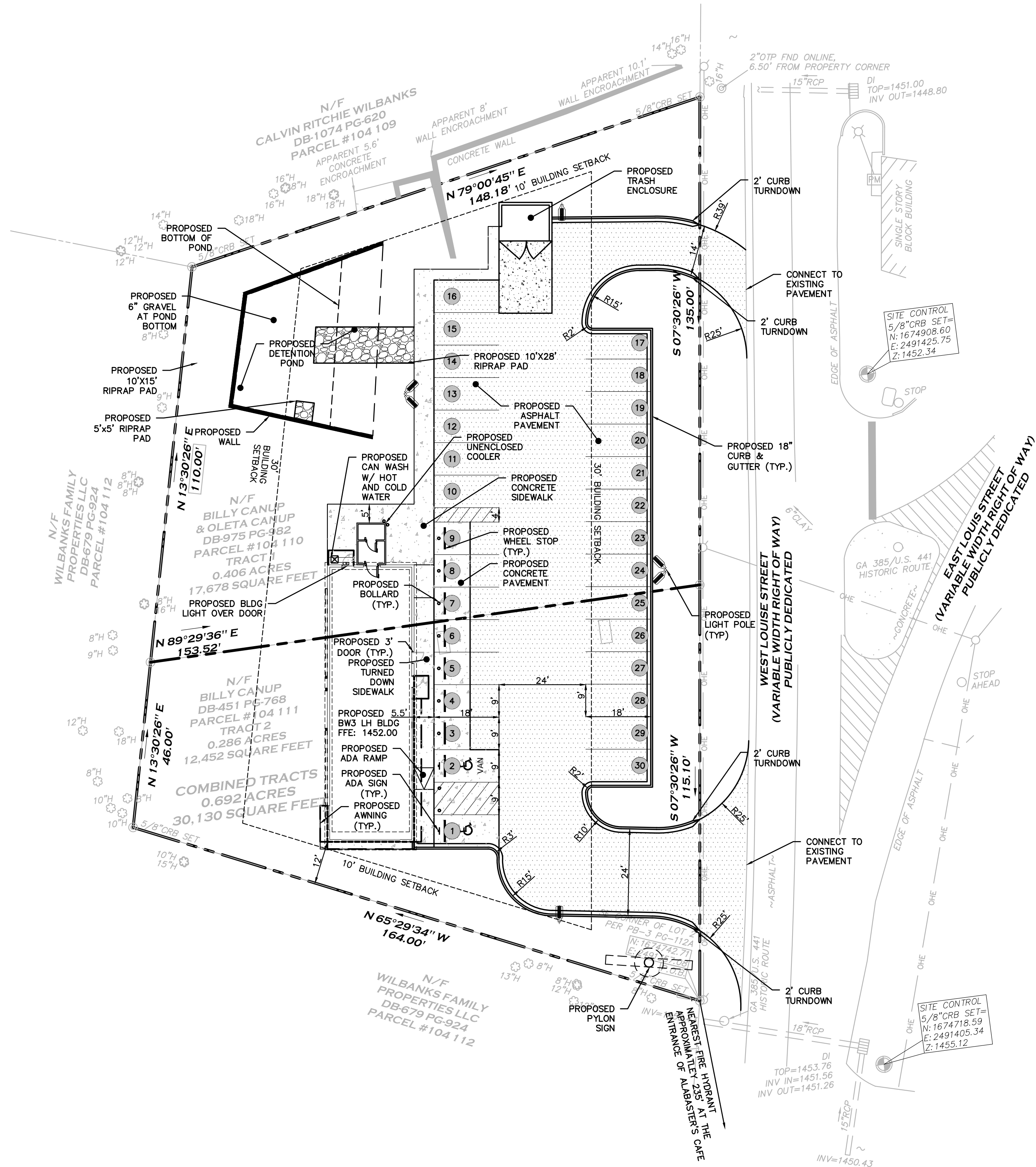
- Left hand, standard parapet, BW3 Building
- "Richfield Flashed" Quik-brik
- Red standing-seam metal awning

I recommend approval of this alteration request.

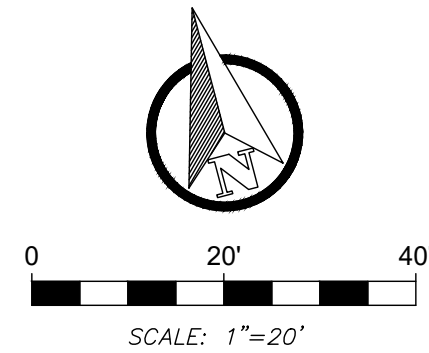
A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal line.

Caleb Gaines
Zoning Administrator

Please see attachments



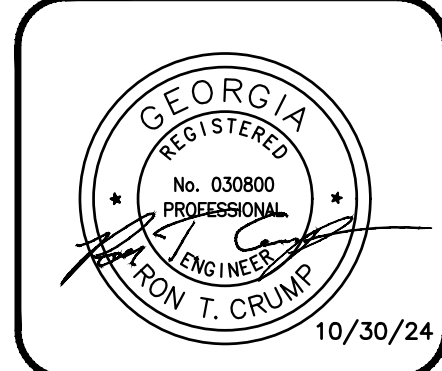
LEGEND	
	PROPERTY LINE
	EASEMENT LINE
	SETBACK LINE
	6" HEADER CURB
	PROPOSED CONCRETE
	ADA DESIGNATED STALL
	PARKING SPACE COUNT
	PROPOSED ASPHALT



SITE SUMMARY	
ZONING DISTRICT	HIGHWAY BUSINESS - HB
JURISDICTION	CITY OF CLARKESVILLE
PROPOSED USE	RESTAURANT
PROPOSED LOT AREA	0.69 AC (30,130 SF)
PROPOSED BUILDING	1913 SF
FRONT YARD SETBACK	30'
INTERIOR SIDE YARD SETBACK	10'
REAR YARD SETBACK	30'
PARKING STALL DIMENSIONS	9'x18'
MINIMUM PARKING SPACES REQUIRED	20
PROPOSED PARKING SPACES	30
PARKING REQUIREMENT: MINIMUM ONE SPACE PER 100 SF GFA. 1913SF / 1000SF = 20 SPACES (MINIMUM)	

SITE NOTES:

- COMPLETION OF ALL WORK SHALL BE IN ACCORDANCE THESE PLANS, SPECIFICATIONS, AS WELL AS WITH FEDERAL, STATE AND LOCAL REGULATIONS. DEVIATION FROM THESE MAY CAUSE THE PROJECT TO BE UNACCEPTABLE.
- PROJECT TO BE DELIVERED IN ACCORDANCE WITH AMERICANS WITH DISABILITY ACT (ADA) PER FEDERAL, STATE AND LOCAL CODES.
- PROJECT TO BE DELIVERED IN ACCORDANCE WITH THE UNIFORM TRAFFIC CONTROL MANUAL (MUTCD), ASHTO, AS WELL AS STATE AND LOCAL REGULATIONS.
- ARCHITECTURAL PLANS ARE TO GOVERN IN THE AREA WITHIN 5' OF THE BUILDING ENVELOPE. THIS IS TO INCLUDE BUT NOT LIMITED, TO STEPS, STOOPS, SIDEWALKS, RAMPS, HANDRAILS, ETC. SITE CONTRACTOR IS RESPONSIBLE FOR ALL WORK OUTSIDE OF THIS ENVELOPE.
- THE FACE OF CURB AND OUTSIDE FACE OF BUILDING SHALL BE THE DIMENSIONAL REFERENCE FOR ALL SITE MEASUREMENTS AND RADII, UNLESS OTHERWISE NOTED. ALL RADII SHALL BE ASSUMED TO BE 5'; WHERE NO DIMENSION IS GIVEN.
- CURB AND GUTTER SHALL BE "8" IN SIZE UNLESS SPECIFIED OTHERWISE.
- EXISTING AND REMAINING FACILITIES, WHETHER ON THE PROPERTY OR ON ADJACENT PROPERTIES, SHALL BE MAINTAINED IN THEIR ORIGINAL CONDITIONS. IF DISTURBED, THESE STRUCTURES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION.
- CONTRACTOR IS RESPONSIBLE TO PROVIDING ALL AS-BUILTS AND OTHER CERTIFICATIONS IN ORDER TO CAUSE THE ACCEPTANCE OF THE PROJECT BY THE CLIENT AND RELEASE OF A CERTIFICATE OF OCCUPANCY.
- CONTRACTOR TO VERIFY THE EXISTING CONDITIONS ON WHICH THE PROJECT DESIGNS (ALL PHASES) ARE BASED AND BECOME FAMILIAR WITH ALL NECESSARY INFORMATION, WHETHER ON THE SUBJECT TRACT OR ADJACENT PROPERTIES. IF UNKNOWN CONDITIONS ARE DISCOVERED WHICH JEOPARDIZES THE SCOPE AND DELIVERY OF THE PROJECT, THE CONTRACTOR IS TO PROVIDE IMMEDIATE WRITTEN NOTIFICATION TO THE ENGINEER.
- THE CONTRACTOR SHALL DELIVER THE CURB AND GUTTER AT A 28-DAY COMPRESSIVE STRENGTH OF 3,000 PSI.
- THE CONTRACTOR SHALL DELIVER THE PARKING LOT PAINTING AND STRIPING WITH A MINIMUM OF TWO COATS OF PAINT PER PROJECT SPECIFICATIONS.
- ALL EASEMENTS REQUIRED TO COMPLETE THE WORK, BUT NOT PROVIDED BY THE CLIENT, ARE THE RESPONSIBILITY OF THE CONTRACTOR.



CONTINIO GROUP
755 COMMERCE DRIVE
SUITE 800
DECATUR, GA 30030
770.335.9403
www.icg.engineer



"A UNIQUE AMERICAN PHENOMENON"
WAFFLE HOUSE
"AMERICA'S PLACE TO EAT, AMERICA'S PLACE TO WORK"
5986 Financial Drive, Norcross, GA 30071
(770) 729-5700

WAFFLE HOUSE
CLARKESVILLE,
GEORGIA
ISSUED FOR: PERMIT
JURISDICTION: CITY OF CLARKESVILLE
LOCATION: 661 W LOUISE STREET, CLARKESVILLE, GA 30523

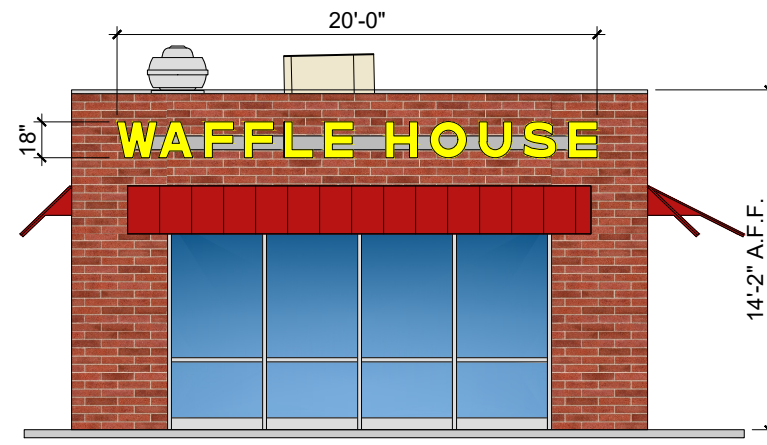
#	DATE	REVISIONS

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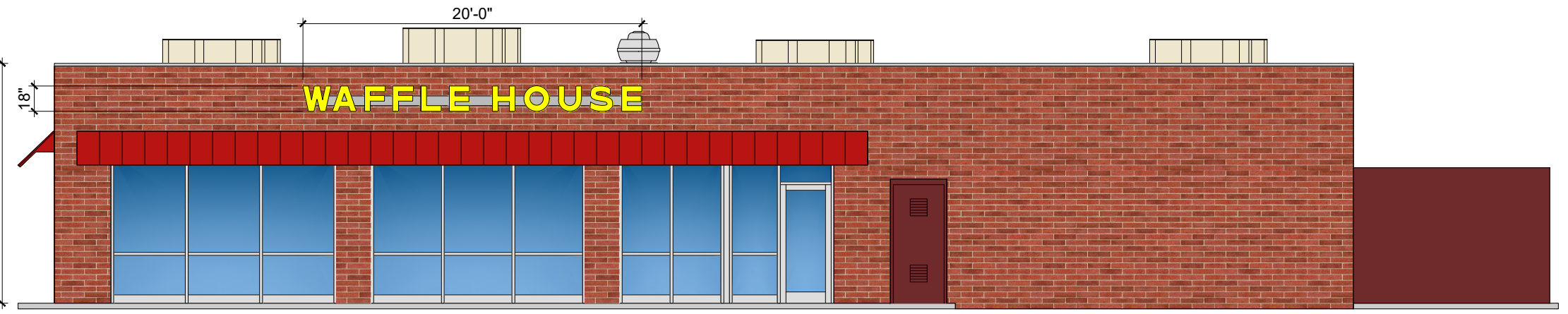
DRAWN: CDB	CHECK: JDR
JOB NO: 24-314	DATE: 10/30/24

SITE PLAN
SHEET
C02

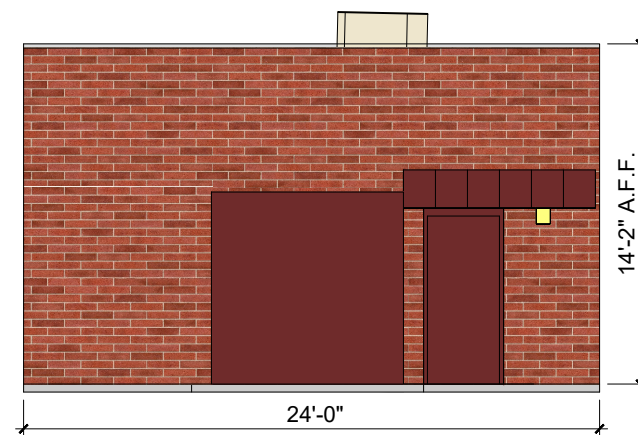




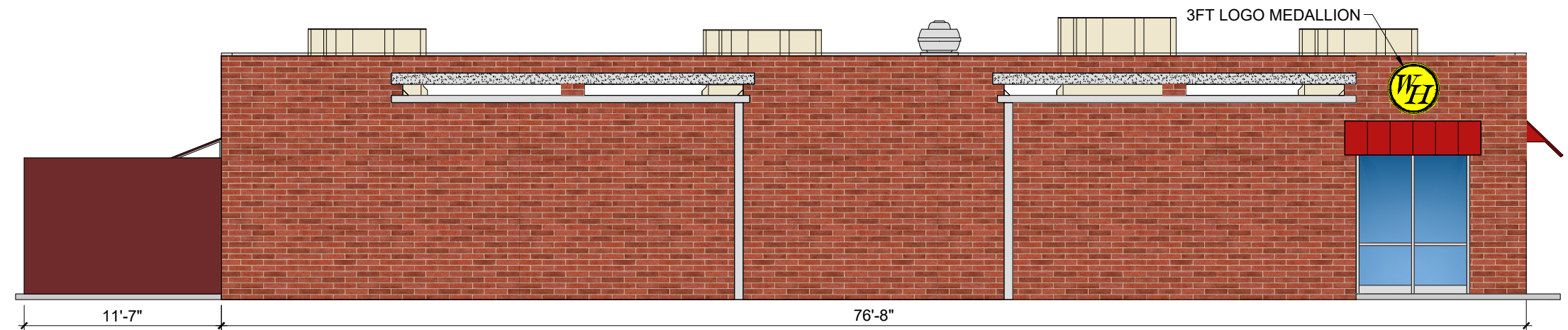
STRETCH END



LONG GLASS WALL



REAR



LONG BLOCK WALL

SCALE: 1/8"=1'-0"

BUILDING DESCRIPTION:

LEFT HAND, STANDARD PARAPET, BW3 BUILDING
"RICHFIELD FLASHED" QUIK-BRIK
RED STANDING-SEAM METAL AWNING

