



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM August 19, 2025

1. Call to Order & Election of new officers.
2. Approval of Minutes
 - 2.a Approval of July 8, 2025 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a 1371 Washington St - New Commercial Facade.
 - 5.b Zoning Ordinance Amendment - Section 2302 Minimum Lot Width, Lot Size, Floor Area, and Density Requirements.
 - 5.c Discussion of amending the Planning Commission By-Laws.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

July 8, 2025

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, July 8, 2025 at 5:30 PM at Council Chambers. Those present were Chair Bruce Haglund, Member Leigh Johnston, Member Zack Phillips, Member Monika Schulte. Alan Hoag was present in this meeting as Jennifer Tench is no longer a commissioner.

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 June 10, 2025 Minutes.*

Member Leigh Johnston made a motion to approve

Seconded: Member Monika Schulte

Passed (4 - 0)

Agenda Item #3: *Unfinished Business*

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

There were no signs for consideration.

Agenda Item #5: *New Business*

Sub-Item #5.a: *Village Crest Subdivision - Preliminary Plat*

Project manger, Bill Gresham spoke on behalf of the applicant. Some of the items/concerns that were addressed:

- **The houses will not be cookie cutter. They will be a mixture of basements, crawl spaces, and slab.**
- **There will be a home owners association with covenants.**
- **There will be no mass grading.**
- **Houses will be a minimum of 1400 s.f. on the main level.**
- **There will be a common area.**
- **City Manager Keith Dickerson address concerns about sewer capacity.**
- **The problem with truck (18 wheeler) traffic needs to be addressed on Rocky Branch.**
- **Commissioner Schulte as about the possibility of a preferred builders list.**
- **Commissioner Johnston asked about short-term rentals. This will be addressed in the covenants.**
- **Dr. Joey Arencibia (property owner) addressed the commission about the look and character of the development. Something similar to The Village on Washington in the \$300K- \$400K range.**
- **Residents on Barron Drive asked about how construction stormwater will be handled. Mr. Gresham addressed this concern.**

- **A non-resident from the Rosewood Subdivision posed concerns about the density and the affects that it could have with public safety and the school system. Commissioner Johnston addressed those concerns along with Commissioners Schulte and Phillips.**

Commissioner Alan Hoag made the motion to approve the Village Crest Subdivision preliminary plat as submitted.

Seconded: Member Leigh Johnston

Passed (4 - 0)

Agenda Item #6: Adjournment

Member Zack Phillips made a motion to adjourn .

Seconded: Member Monika Schulte

Passed (4 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



August 19, 2025

To: Planning Commission

Subject: 1371 Washington St – Commercial Façade.

Mr. Jonathan Golden is requesting approval for a new commercial façade for a new building to be constructed at 1371 Washington Street. This is the empty lot across from the community theater.

Please see the attachments for elevation, materials, colors, and other specs.

I recommend approval for 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



Application for a Certificate of Appropriateness (COA)

To be submitted to the City of Clarkeville Planning Commission for a proposed new construction or material change to any property in a local historic preservation district. Please submit all applications to:

Application Requirements:

All applications must be complete and include required support materials, including, but not limited to, **all elevations that will be visible from a public street**. Incomplete applications will not be forwarded for the Planning Commission for review.

Public Hearings:

A Certificate of Appropriateness (COA) will be considered at a public hearing. The Planning Commission will approve or reject an application for a COA at the public hearing. Public hearings are held at City Hall at 5:30PM on the 2nd Tuesday of each month.

Application Representation:

The applicant or any other party may appear on his/her own behalf or be represented by an agent or attorney at the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Planning & Zoning Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

The action permitted under the approved certificate shall be commenced within one year.

Design Guidelines

These documents identify the character of the neighborhood and encourages rehabilitation, additions and new construction that are compatible with existing historic structures. This document should be used by property owners, occupants, developers and architects when considering any construction projects within a historic district. By consulting the guidelines first, designers will ensure compliance with the goals of the Clarkeville Planning Commission. You may obtain a copy of these design guidelines (Zoning Ordinance of the City of Clarkeville) online at www.clarkesvillega.com. Reference Article XXII Preservation Corridor Overlay Zone.

Application Checklist

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project. Please include a brief letter of intent with supporting documents.

Rehabilitation:

- Architectural elevations or sketches
- Description of proposed changes
- Description of materials
- Photographs of existing building

New Construction and/or Additions:

- Site Plan
- Architectural Elevations
- Description of Materials
- Photographs of proposed site, adjoining properties and structures

Change to driveways, walkways:

- Site plan or sketch of site
- Description of materials
- Photographs of site

Demolition**:

- Photographs of structure

Stormwater:

- Description of proposed changes
- Site plan with BMP locations and type
- Affected State Waters

***Demolition must be approved by Planning Commission*



Application for a Certificate of Appropriateness (COA)

Applicant:	Lew Oliver / Jonathan Golden	Phone Number:	706.754.7667
Mailing Address:	374 Seye Wailo Trl, Clarkeville, GA 30523		
Subject Property:	1371 Washington St	Parcel ID:	069A 110
Property Owner:	Lew Oliver, Inc	Phone Number:	706.754.7667
Mailing Address:	374 Seye Wailo Trl, Clarkeville, GA 30523		

Type of Project Proposed: Demolition ☒ New Construction/Infill Additions Material Change in Appearance	Description of Proposed Project (attach additional sheets if necessary): Retail storefront with attached roastery towards rear of property.
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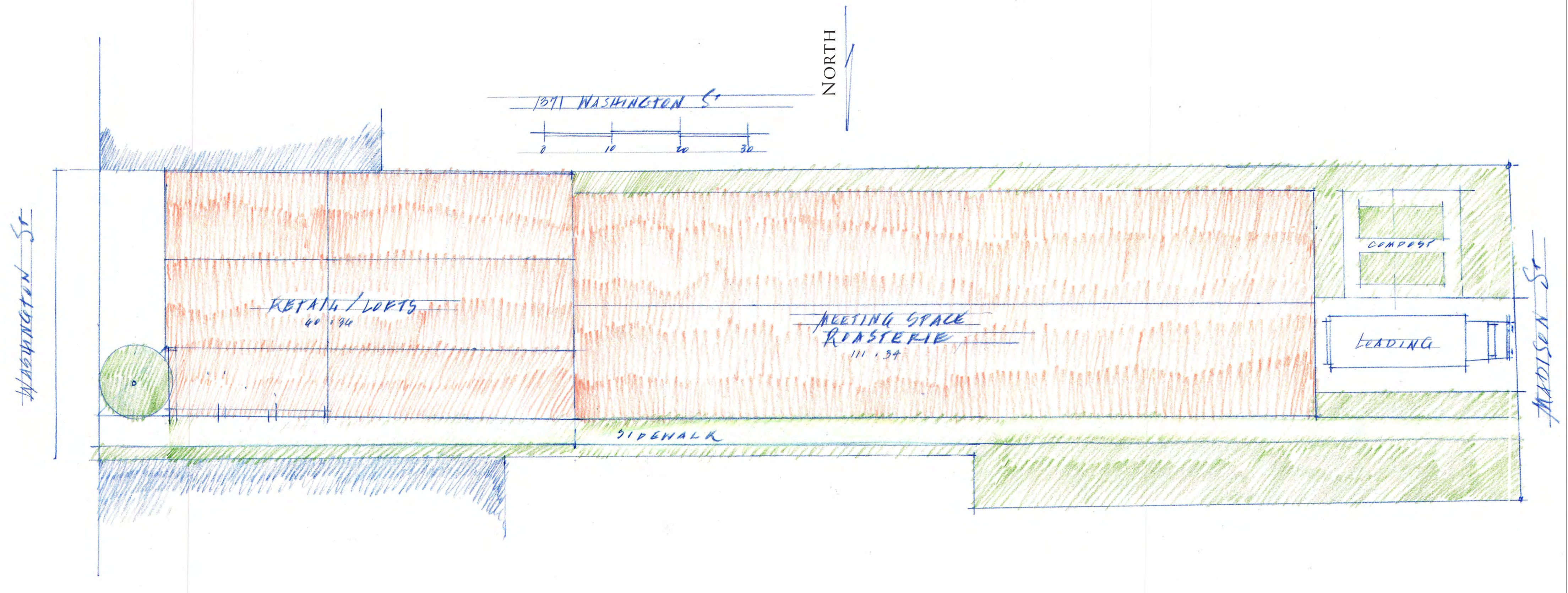
I hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void.

Signature: Date: 08.12.2025

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

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

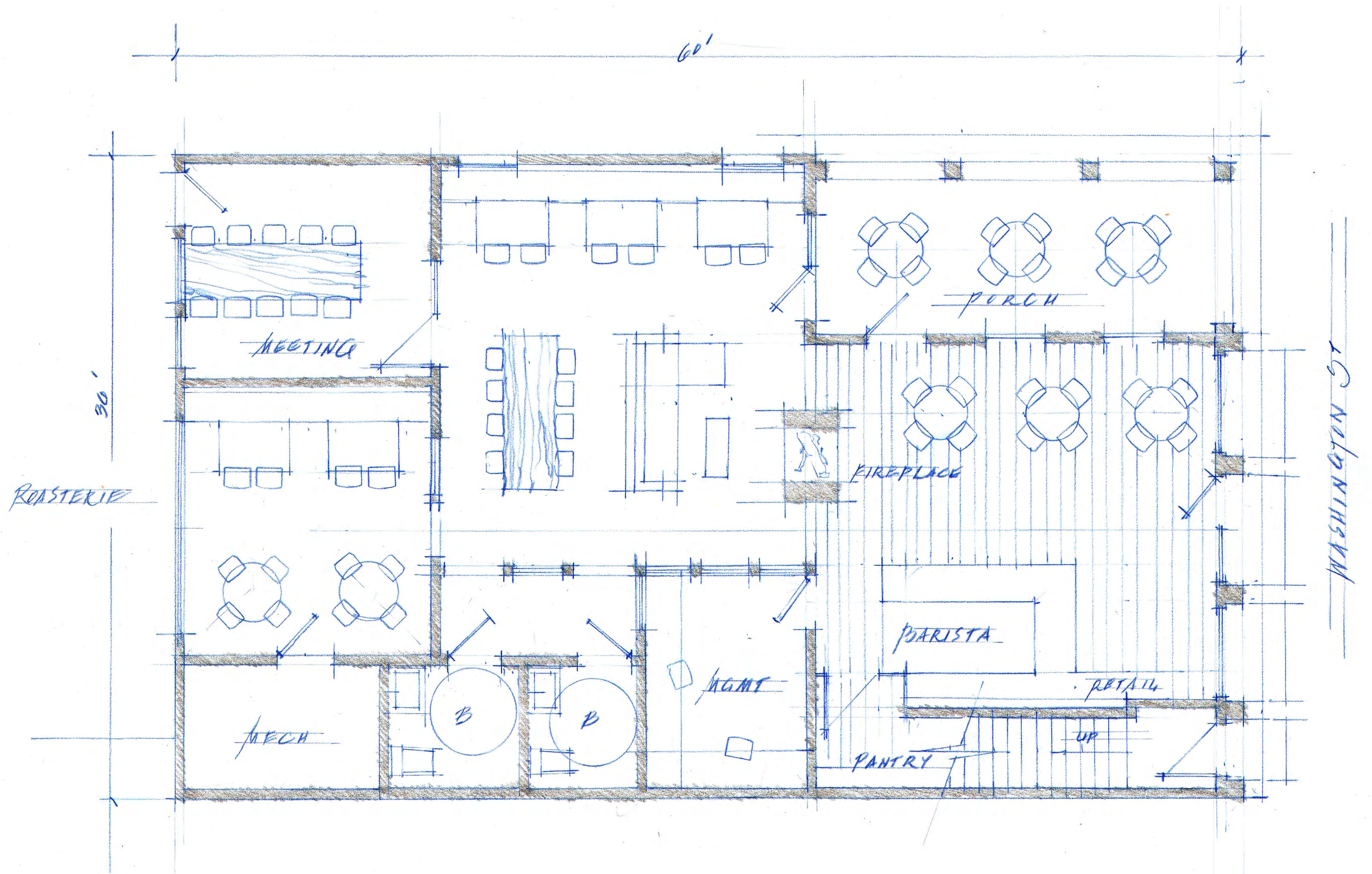
LAND OF 1000 HILLS COFFEE
1371 WASHINGTON STREET



SITE PLAN

LEW OLIVER INC
WHOLE TOWN SOLUTIONS

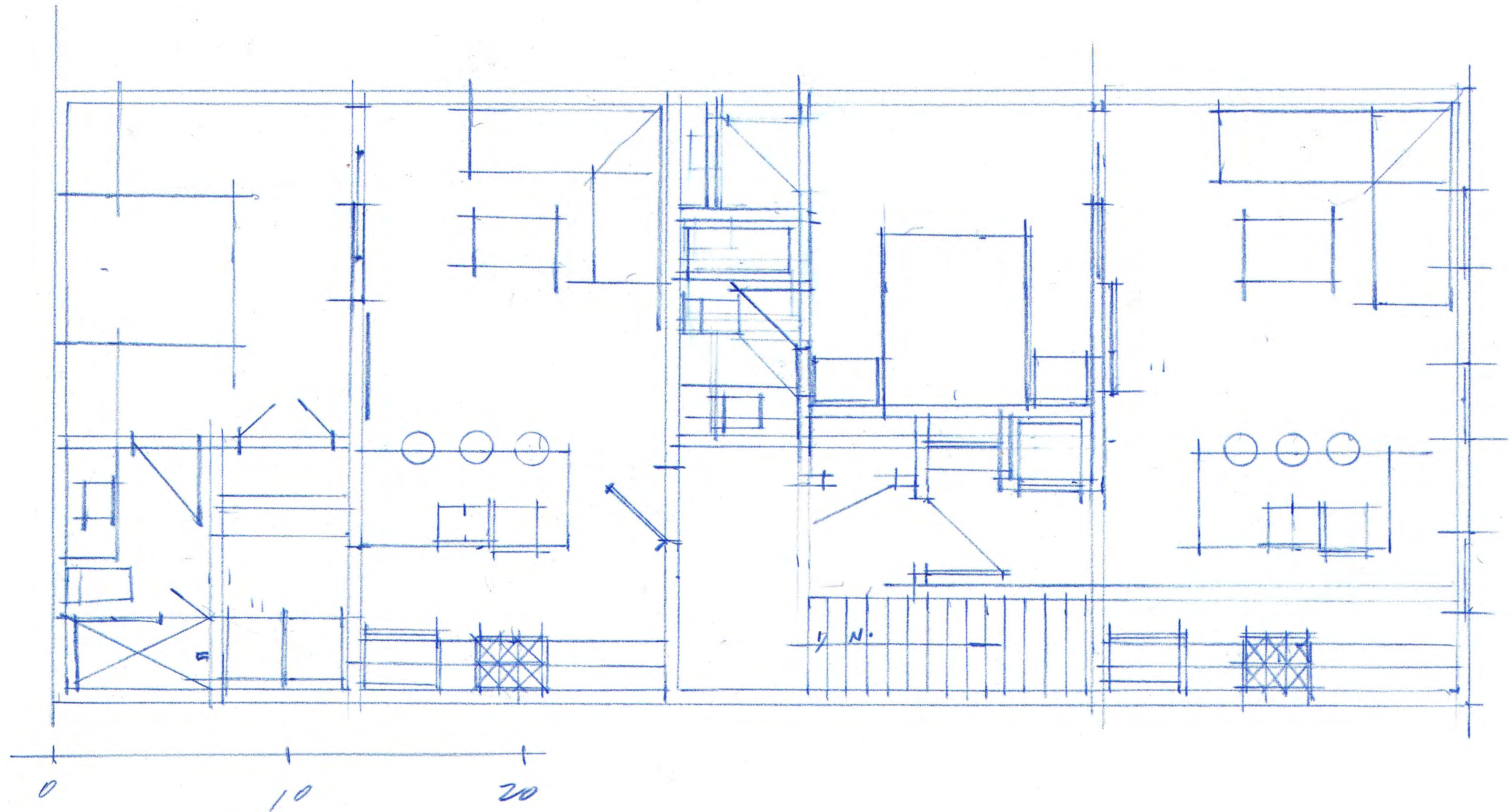
LAND OF 1000 HILLS COFFEE
1371 WASHINGTON STREET



FIRST FLOOR

LEW OLIVER INC
WHOLE TOWN SOLUTIONS

LAND OF 1000 HILLS COFFEE
1371 WASHINGTON STREET



SECOND FLOOR

LEW OLIVER INC
WHOLE TOWN SOLUTIONS

LAND OF 1000 HILLS COFFEE
1371 WASHINGTON STREET



ELEVATION

LEW OLIVER INC
WHOLE TOWN SOLUTIONS

LAND OF A THOUSAND HILLS

CLARKESVILLE

ILLUSTRATIVE PURPOSES ONLY



WINDOW SASHES



LIGHTING



SIDING
NATURAL SIDING SUCH AS THERMALLY MODIFIED
POPLAR OR CYPRESS



BLACK 3" RECESSED APERTURE LIGHTING FOR ALL EXT. LIGHTS ON ELECTRICAL
PLAN
ROASTERY: DARK CORRUGATED METAL
GUTTERS/DOWNSPOUTS: CHARCOAL OR BRONZE

LEW OLIVER INC.
WHOLE TOWN SOLUTIONS



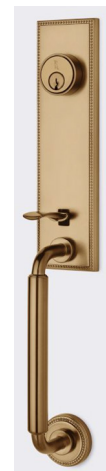
TRIM
BM OVERCOAT



DOORS
SOLARWOOD "ASH"



STONE
CASTLE MOUNTAIN, BIG ROCK
SAVANNAH IVORY MORTAR



DOOR HARDWARE
HERITAGE BRASS





August 19, 2025

To: Planning Commission

RE: Proposed amendments to the Zoning Ordinance, City of Clarkesville, Georgia – Section 2302 Minimum Lot Width, Lot Size, Floor Area, and Density Requirements.

Considering the continued growth in the city of Clarkesville, the Governing Body has reviewed Section 2302 of the Zoning Ordinance. The primary goal of this amendment is to better manage density in the city's residential zoning areas and the minimum heated floor area by decreasing density in R-1A, Single-Family Residential and R-2, Multiple-Family Residential. The minimum heated floor area will increase in all residential zoning.

The remaining zoning districts will remain unchanged.

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 flourish.

Caleb Gaines
Zoning Administrator



August 19, 2025

To: Planning Commission

Subject: Consideration of Zoning Amendment – Section 2302

1. Public notice was run in the Northeast Georgian in the July 30th, 2025 issue.
2. The required sign was posted in front of the property July 30th, 2025.
3. The purpose of this consideration is to amend the current Zoning Ordinance.
4. There has been no public inquiry that I am aware of in this office in regard to the zoning ordinance amendment request.

I recommend that the amendment 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

Section 2302. Minimum Lot Width, Lot Size, Floor Area and Density Requirements.

DISTRICT	MIN. LOT SIZE (SQ. FT.)	MIN. LOT WIDTH (FEET)	MAX. HEIGHT (FEET)	MAX. LOT COVERAGE (PERCENT)	MAX. DENSITY (UNITS PER ACRE)	MIN. HEATED FLOOR AREA PER UNIT (SQ. FT.)
R	30,000	100	35	25	1.45	1,800
R-1	15,000	75	35	30	2.90	1,200
R-1A	10,000	60	35	35	2.90	1,200
R-1B	10,000	60	35	35	4.30	1,200
R-2	5,000	50	50	35	6.00	1,200
INS	5,000	50	35	60	8.70	750
PRO	5,000	50	35	40	8.70	750
DB	2,000	30	50	100	N/A	750
CB	4,000	50	50	75	10.00	550
HB	4,000	50	50	60	10.00	550
M-1	21,780	50	100	60	N/A	550

The changes are primarily in Max Density Units (per acre) and Minimum heated floor area (sq. ft.):

Zoning	Current Max Density	New Max Density	Current Heated Floor Area	New Floor Area
R	1.45	No Change	1,500	1,800
R-1	2.90	No Change	1,000	1,200
R-1A	4.30	2.90	1,000	1,200
R-1B	4.30	No Change	1,000	1,200
R-2	10.00	6.00	550	1,200

The chart above is the recommended new amendments. The Council is not recommending any changes to the remaining zoning districts.

**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 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.

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 Clarksville. 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