



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM January 13, 2026

1. Call to Order
2. Officer Election
 - 2.a Election of 2026 officers.
3. Approval of Minutes
 - 3.a Approval of the November 12, 2025 Minutes.
 - 3.b Approval of the November 12, 2025 Work Session Minutes.
4. Unfinished Business
5. Sign(s) for Consideration:
6. New Business
 - 6.a 2026 Clarkesville Farmers Market
 - 6.b 1478 Washington St - Commercial Facade Alteration.
 - 6.c 1425 Washington St - Commercial facade alteration.
7. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

November 12, 2025

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Wednesday, November 12, 2025 at 5:30 PM at Council Chambers. Those present were Member Roxie Barron, Zoning Administrator Caleb Gaines, Member Alan Hoag, Member Monika Schulte. Vice Chair Leigh Johnston, Chair Zack Phillips were absent.

Agenda Item #1: *Call to Order*

Zoning Administrator, Caleb Gaines called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of the October 14, 2025 Minutes.*

Member Monika Schulte made a motion to approve

Seconded: Member Roxie Barron

Passed (3 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

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

Sub-Item #4.a: *364 Jefferson St - Chocolate Midge*

Member Roxie Barron made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Agenda Item #5: *New Business*

Sub-Item #5.a: *308 Amilee Graves Cir - Residential Facade Alteration.*

Mr. Matt Mixon was in attendance to discuss the residential facade alteration.

Member Alan Hoag made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Agenda Item #6: *Adjournment*

Member Roxie Barron made a motion to adjourn .

Seconded: Member Alan Hoag

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator

OFFICIAL MINUTES
PLANNING COMMISSION WORK SESSION

November 12, 2025

Minutes

City of Clarkesville

Planning Commission Work Session

The Planning Commission Work Session of the Planning Commission Work Session was held on Wednesday, November 12, 2025 at 6:30 PM at Meeting Room. Those present were Member Roxie Barron, Member Alan Hoag, Member Monika Schulte. Member Leigh Johnston, Member Zack Phillips were absent.

Agenda Item #1: *Call to order*

Zoning Administrator, Caleb Gaines 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 tree retention policy.*

The Planning Commissioners will be reviewing current tree retention/replacement. This would also involve public education about the tree ordinance.

Sub-Item #3.b: *Discussion of aesthetic zoning.*

The Planning Commission discussed improving the current building guidelines to include the entire city. This would include public education and information.

Agenda Item #4: *Adjournment*

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Thank you for your interest in Clarkesville's Growers & Makers Farmers Market (Clarkesville Market Place).

The Market will operate under a revised set of guidelines for the 2026 season. The Market itself will be designated at 555 Monroe St (Old Courthouse Parking Lot). Vendors wishing to participate will be assigned booth space (per individual vendor) by an appointee of the City of Clarkesville.

Please read the information below as it pertains to the fees, policy, application, location and operations for vendors:

Market Fees will be \$15.00 per month per booth space or \$60 for the entire 2026 season.

Please contact Clarkesville City Hall for applications.

Applications will be accepted starting February 2nd for the 2026 growing season. Please note that all product/items sold shall be from Habersham County or any county contiguous to Habersham County per local ordinances.

Vendors will not be allowed to set up inside the Gazebo. Vendors shall not sell from vehicles (unless there is inclement weather) and must follow the guidelines in the Farmers Market Ordinance. A numbered space will be assigned to each vendor.

The official start date for the season will be Saturday May 2nd, 2026. The last day will be Saturday, September 26th, 2026. Operating hours will be from 8:30AM until 1:00PM. Please note that any City or other sponsored events will supersede any market activities at that location.

Vendors must inform a City Hall appointee at (706-754-4216) by 2PM the Friday before Market, if they are unable to vend that Saturday. For complete regulations, please view or download a copy of Article XXX Farmers Markets ordinance from the City of Clarkesville website @

www.clarkesvillega.com



January 13, 2026

To: Planning Commission

Subject: 1478 Washington St – Commercial Façade Appearance Change

Amanda Stewart Shield Team is requesting a commercial façade alteration on the front and rear sides of the building. The property is in the Downtown Preservation District and requires review and approval by the Planning Commission.

The project includes a change in color to the building to historical black (HC-190), the installation of new doors, replace railings, replacement of storefront glass, and staining the rear stairs.

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)

To be submitted to the City of Clarkesville 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 Clarkesville Planning Commission. You may obtain a copy of these design guidelines (Zoning Ordinance of the City of Clarkesville) 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:	<u>Amanda Stewart</u>	Phone Number:	<u>706-499-1029</u>
Mailing Address:	<u>1474 Washington Street Clarkesville</u>		
Subject Property:	<u>1478 Washington Street</u>	Parcel ID:	
Property Owner:	<u>Amanda Stewart - Three Tides Property Group</u>	Phone Number:	<u>706-499-1029</u>
Mailing Address:	<u>Same as owner</u>		

Type of Project Proposed: Demolition New Construction/Infill Additions <u>Material Change in Appearance</u>
Description of Proposed Project (attach additional sheets if necessary): <u>update, repair, refinish both front and rear exterior of the building</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: Amanda Stewart Date: 1/5/26

***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 Main Street
Façade Improvement and Sign Grant Program
APPLICATION**

Name: Amanda Stewart
Address: 1478 Washington Street Clarkesville Ga 30523
Project/Building Address: same as above - Side A (front of building)
Tenant/Business Owner Name: Amanda Stewart Shield Team
Property Owner: Amanda Stewart owner Property Owner Signature OR
three tides property Group LLC Property Owner Consent Letter (attached)

I am applying for a (circle one):

Façade Grant
(max. award of \$2500.00)
(\$100 application fee required)

Sign Grant
(max. award of \$800.00)

Brief Description of the Project with Projected Costs:

Project <u>Exterior Paint</u>	Cost <u>4000.00</u>
Project <u>Replace Railings</u>	Cost <u>4000.00</u>
Project <u>Pressure Washing / minor repairs</u>	Cost <u>600.00</u>
Project <u>Install new doors</u>	Cost <u>1200.00</u>
Project <u>Replace storefront glass</u>	Cost <u>18,914.43</u>

Total Project Cost: \$ 28,714.43 Grant Amount Requested: \$ 2500.00

AUTHORIZATION:

I, Amanda Stewart, do hereby make application to Clarkesville Main Street Design Committee (DC) for a Downtown Façade/Sign grant for 1478 Washington Street / Amanda Stewart Shield Team. I verify that the information in this application and its attachments is valid and correct. I verify that I have reviewed and understand the rules and regulations set forth in the Downtown Façade Grant Program and agree to be bound by same.

I understand that receipt by DC of my application does not obligate the DC in any way, indicate any funds are available or that my application will be approved. I understand that any work started before the grant application is approved could disqualify my project from receiving assistance.

Signature/Applicant: Amanda Stewart Date: 1/6/26

DID YOU:

- 1- Fully review and sign application?
- 2- Obtain property owner signature or consent letter?
- 3- Attach current photographs, professional renderings and complete project descriptions/costs?

RETURN TO: Clarkesville Main Street PO BOX 21 Clarkesville, GA 30523 tcrunkleton@clarkesvillega.com

INVOICE – SIDE A

From:

In & Out Homebuyers

Bill To:

Three Tides Property Group

Invoice #: 12

Invoice Date: January 6, 2026

Due Date: Due upon completion

Scope of Work: Side A

Description	Amount
Exterior Paint	\$4,000.00
Railings	\$4,000.00
Pressure Wash	\$600.00
Install Doors	\$1,200.00

Total Due: \$9,800.00

Payment due upon receipt unless otherwise agreed in writing.

Thank you for your business.



Glass South LLC

198 Builders Parkway | Cornelia, Georgia 30531
770-691-8000 | traci@glasssouth.com | <https://www.glasssouth.com/>

GLASS SOUTH

Front only

RECIPIENT:

Mrs. Amanda Stewart

PO Box 2
Cornelia, Georgia 30531

Quote #11

Sent on

Dec 04, 2025

Total

\$18,914.43

SERVICE ADDRESS:

1478 Washington Street
Clarkesville, Georgia 30523

Product/Service	Description	Total
STOREFRONT METAL	2" x 4"; Black Anodized Finish	\$7,633.44
STOREFRONT GLASS	1" Overall - Insulated Glass Units for front of office (Low E; Cardinal 270)	\$4,581.09
BRAKE METAL	Brake Metal (black), Sealant and Labor	\$1,085.00
DOOR CLOSERS	Door hardware to make doors operational	\$257.30
SHOP LABOR	Storefront Window and Door Frame Fabrication	\$715.00
FIELD LABOR	Demolition will be conducted to remove the existing glass and framing from the front of the office unit.	\$1,170.00*
FIELD LABOR	Installation of new storefront metal and glass	\$2,470.00*
CAULKING/SELANT/BACKER ROD	Labor and material for caulking exterior frames	\$1,002.60

* Non-taxable

Total

\$18,914.43

This quote is for the storefront and front doors.

This quote is valid for the next 30 days, after which values may be subject to change.





Exterior Main

HISTORICAL BLACK BY BENJAMIN MOORE

HC-190



Stain and Accents

Provincial Stain and Paint by Sherwin Williams



**Clarkesville Main Street
Façade Improvement and Sign Grant Program**

APPLICATION

Name: Amanda Stewart
Address: 1478 Washington Street, Clarkesville Ga 30523
Project/Building Address: same as above - Side B (rear)
Tenant/Business Owner Name: Amanda Stewart Shield Team
Property Owner: Amanda Stewart owner Property Owner Signature OR
Three Tides Property LLC Property Owner Consent Letter (attached)

I am applying for a (circle one):

Façade Grant
(max. award of \$2500.00)
(\$100 application fee required)

Sign Grant
(max. award of \$800.00)

Brief Description of the Project with Projected Costs:

Project <u>Exterior Paint + Staining of Stairs</u>	Cost <u>\$1500.00</u>
Project _____	Cost _____
Project _____	Cost _____
Project _____	Cost _____
Project _____	Cost _____

Total Project Cost: \$ 2500.00 Grant Amount Requested: \$ 2500.00

AUTHORIZATION:

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Signature/Applicant: Amanda Stewart Date: 1/6/26

DID YOU:

- 1- Fully review and sign application?
- 2- Obtain property owner signature or consent letter?
- 3- Attach current photographs, professional renderings and complete project descriptions/costs?

RETURN TO: Clarkesville Main Street PO BOX 21 Clarkesville, GA 30523 tcrunkleton@clarkesvillega.com

INVOICE – SIDE B

From:
In & Out Homebuyers

Bill To:
Three Tides Property Group

Invoice #: 12
Invoice Date: January 6, 2026
Due Date: Due upon completion

Scope of Work: Side B

Description	Amount
Exterior Paint	\$2,500.00

Total Due: \$2,500.00

Payment due upon receipt unless otherwise agreed in writing.
Thank you for your business.

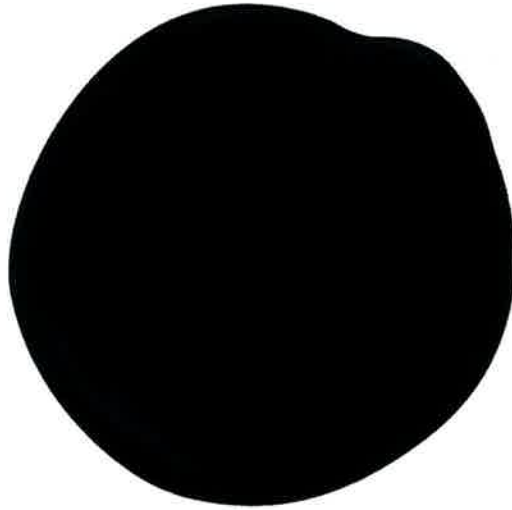




Exterior Main

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