



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM May 12, 2026

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the March 10th 2026 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
 - 4.a 629 W Louise St - Waffle House.
 - 4.b 111 Southern Bank Dr - Vallant Bank
5. New Business
 - 5.a 209 Brightwell St - Residential Facade Alteration.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

March 10, 2026

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, March 10, 2026 at 5:30 PM at Council Chambers. Those present were Vice Chair Alan Hoag, Member Monika Schulte, Member Ken Schubring, Member Liz Treadwell, Zoning Administrator Caleb Gaines. Chair Zack Phillips was absent.

Agenda Item #1: *Call to Order*

Vice Chair Alan Hoag called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *February 10, 2026 Minutes*

February 10, 2026 Work Session Minutes

Member Monika Schulte made a motion to approve

Seconded: Member Liz Treadwell

Passed (3 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

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

Sub-Item #4.a: *Rocky Branch - Village Crest Subdivision*

Member Ken Schubring made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Agenda Item #5: *New Business*

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

Mr. Bill Gresham was in attendance to answer any questions or comments about the final plat.

Member Liz Treadwell made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Agenda Item #6: *Adjournment*

Member Liz Treadwell made a motion to adjourn.

Seconded: Member Ken Schubring

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

May 12, 2026

To: Planning Commission

Subject: 629 W Louise Street – Waffle House

I have received the proposed signage for Waffle House.

The monument (roadside) sign is 32 square feet (2 sided) with a max height of 10 feet. The main building sign is 28.16 square feet which is under the max allowed square footage of 32 square feet. The WH medallion logo is 9 square feet which is the max allowed size for a secondary building sign. All signage will be internally light which is allowed for signage in Highway Business.

Please see attached renderings for specs and site plan for sign placement.

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

Owner Authorization Form

Re: Permits & Placement of Sign Package

Name/Address of subject property:

**Waffle House
661 W Louise St.
Clarkesville GA 30523**

To whom it may concern,

Please accept this letter as approval for the sign package and placement of the signs as shown on the submitted package. This letter authorizes Entera, LLC and its installation contractors to act as an agent to permit and install the sign package. If you have any questions please feel free to contact me at the number shown below.

Sincerely,



Owner's signature

Printed Name: Lannie Greene

Title: Permitting Project Manager

Phone: 678-780-9221

Address: 5986 Financial Drive
Monroe, GA 30656

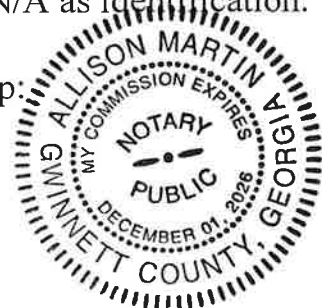
State of Georgia
County of Gwinnett

The foregoing instrument was acknowledged before me on this 2nd day of March 2026 by Lannie Greene who is personally known to me or who produced N/A as identification.

Signature of Notary

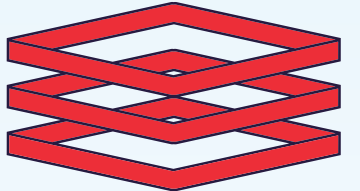
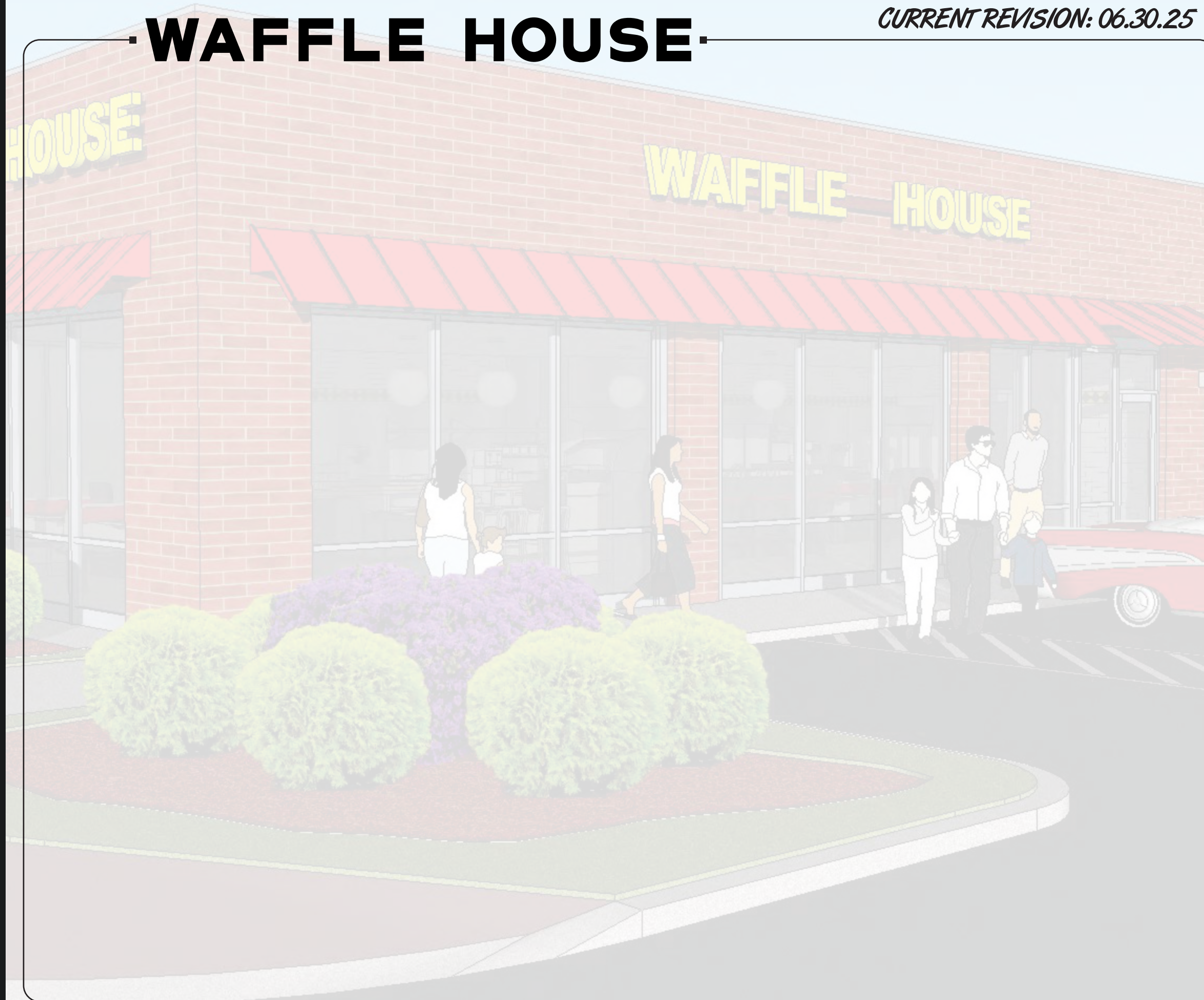


Stamp:



WAFFLE HOUSE

CURRENT REVISION: 06.30.25



ENTERA

Your total branding solution

5900 VENTURE CROSSINGS BLVD

PANAMA CITY, FL 32409

PH: 850-763-7982

FAX: 850-392-0673

THIS DOCUMENT CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION OF ENTERA, LLC, AND SHALL NOT BE USED, DISCLOSED OR REPRODUCED, IN WHOLE OR IN PART, FOR ANY PURPOSE OTHER THAN TO EVALUATE THIS DOCUMENT, WITHOUT THE PRIOR WRITTEN CONSENT OF ENTERA, LLC. TITLE IN AND TO THIS DOCUMENT AND ALL INFORMATION CONTAINED HEREIN REMAINS AT ALL TIMES PROPERTY OF ENTERA, LLC.

Rachel Chatfield
Sales Business Development

David Trejo
Graphic Designer

CLIENT	
WAFFLE HOUSE	
DATE	
11.14.24	
LOCATION	
629 & 661 W LOUISE ST CLARKESVILLE, GA. 30523	
FILE LOCATION	
H: MARKETING DESIGN / CDR / W / WAFFLE HOUSE / CLARKESVILLE, GA.cdr	
REVISION	
1.	06.30.25 DT
2.	XXXXX
3.	XXXXX
4.	XXXXX
5.	XXXXX
6.	XXXXX
7.	XXXXX
8.	XXXXX

UL Underwriters
Laboratories Inc.®
LISTED

DEPARTMENT:
ART

LOCATION:

City of Clarkesville
Zoned highway business HB
Caleb Gaines cgaines@clarkesville.com

WALL SIGNS:

One (1) primary sign installed on a wall, window, or hanging sign with a total sign area not exceeding the larger of either ten (10) percent of the area of the building face or thirty-two (32) square feet.
One (1) secondary wall, window, or hanging sign, or sign installed on an awning or canopy per street frontage not exceeding nine (9) square feet in area on which the name and nature of the business or organization operated on the premises are shown.

MONUMENT: 32 sq. ft. Count 1 side. 10' OAH. 2' setback from right of way
Structure not to exceed 80 sq. ft.

PERMITTING: No Sealed Engineered drawings required.

Email from city:

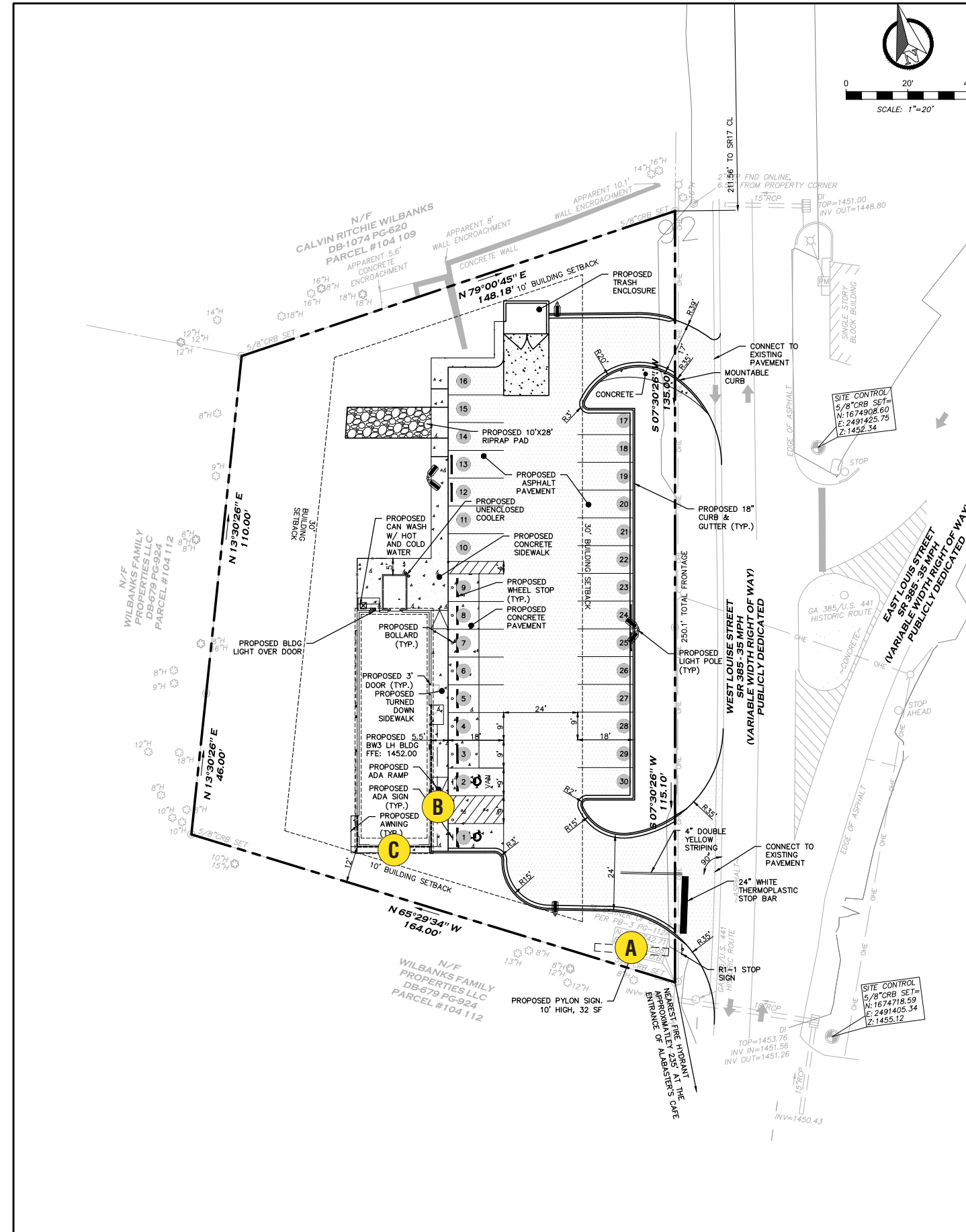
Good morning Laura,
The 10% of the building façade is for one side only. The other signage is a max of 9 square feet each. Any request outside of that would call for a sign variance.
You are correct about the monument sign.

Caleb Gaines
Zoning Administrator/IT
City of Clarkesville
706.754.4216

INVENTORY

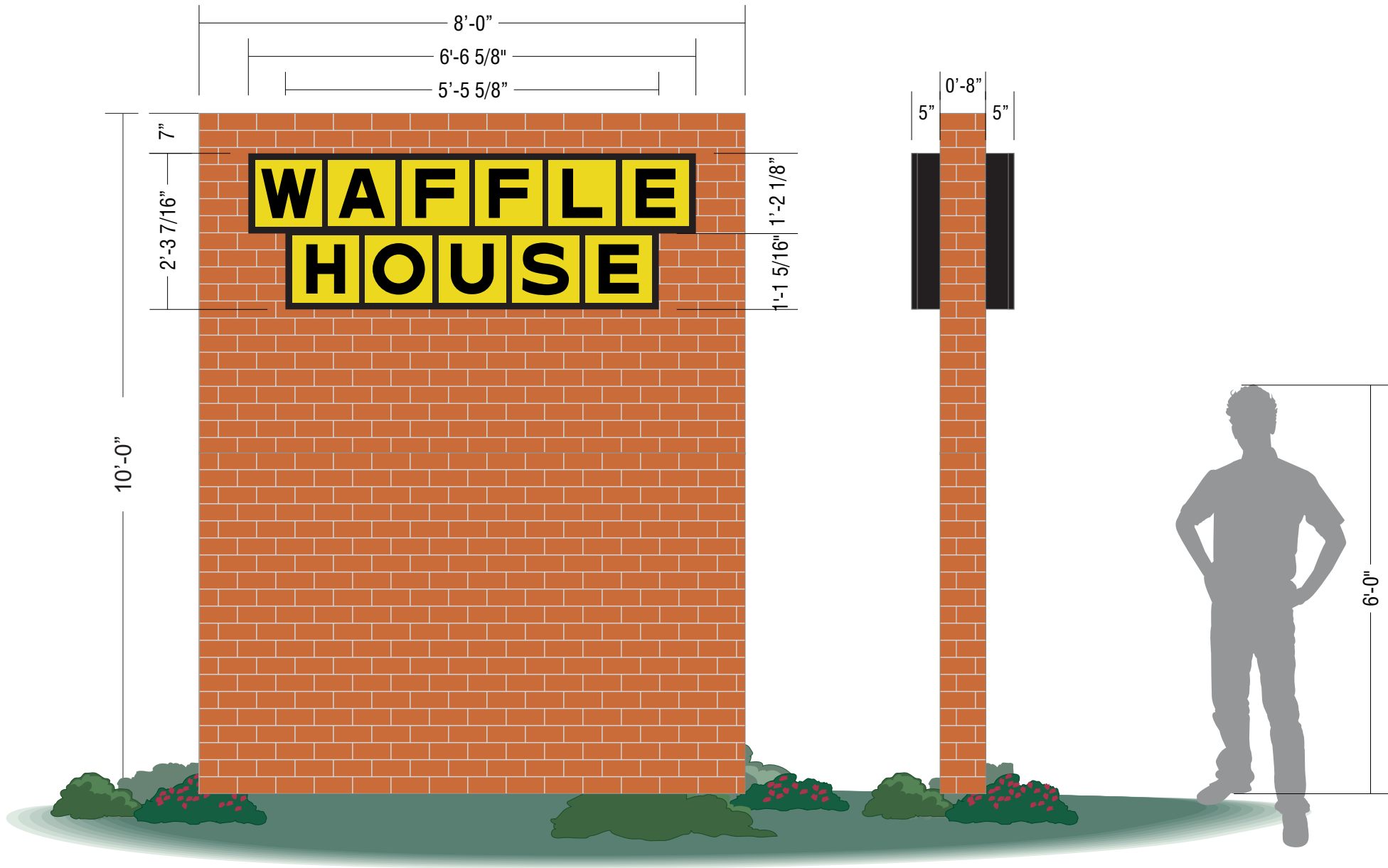
Sign	Entera Stock Code	Description	Qty	Electric Required? Y or N
A	2WAF-MON012	WH M15 MONUMENT SF FLAT FACE; PCB FACE; MOUNTED TO EXISTING BRICK BASE AT 10' OAH	2	Y
B	2WAF-CLRW05	WH 18" YELLOW CL ON RW; LINEAR; RACEWAY COLOR: TBD	1	Y
C	2WAF-WS001	WH 36" LOGO MEDALLION WS	1	Y

SITE PLAN



M-15 WH MONUMENT • 15.00 SQ FT

2WAF-MON012

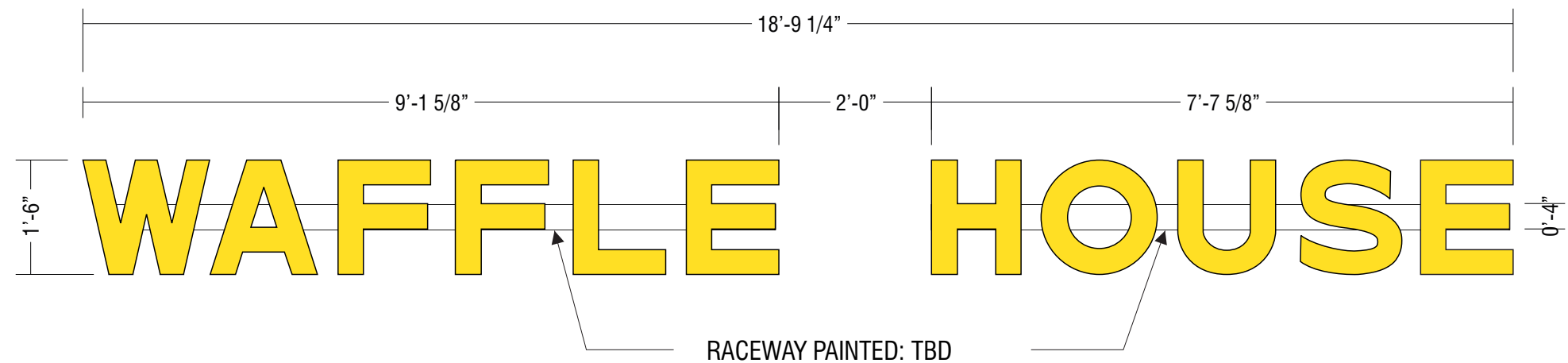


SIGN: TWO (2) S/F INTERNALLY-ILLUMINATED 5" DEEP CABINETS W/ FLAT CLEAR POLYCARBONATE FACES
COPY: BLACK ON PROCESS YELLOW FIELD (APPLIED 2ND SURFACE)
BACKGROUND: PROCESS YELLOW (APPLIED 2ND SURFACE)
ILLUMINATION: Principal Synergy 24v LED
CABINET: GLOSS BLACK
BASE: BRICK BASE BY OTHERS (WILL MATCH BUILDING

18" RACEWAY MOUNT CHANNEL LETTERS • 28.16 SQ FT

2WAF-CLRW05

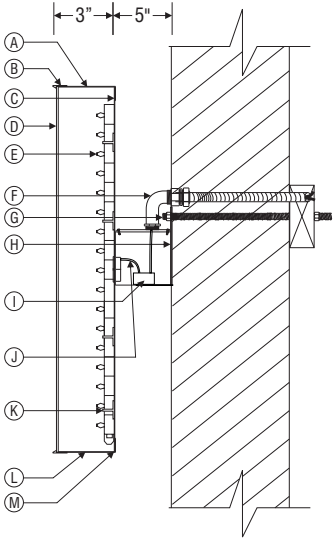
QTY: 1



L.E.D. RACEWAY MOUNTING DETAIL (EXTERIOR)

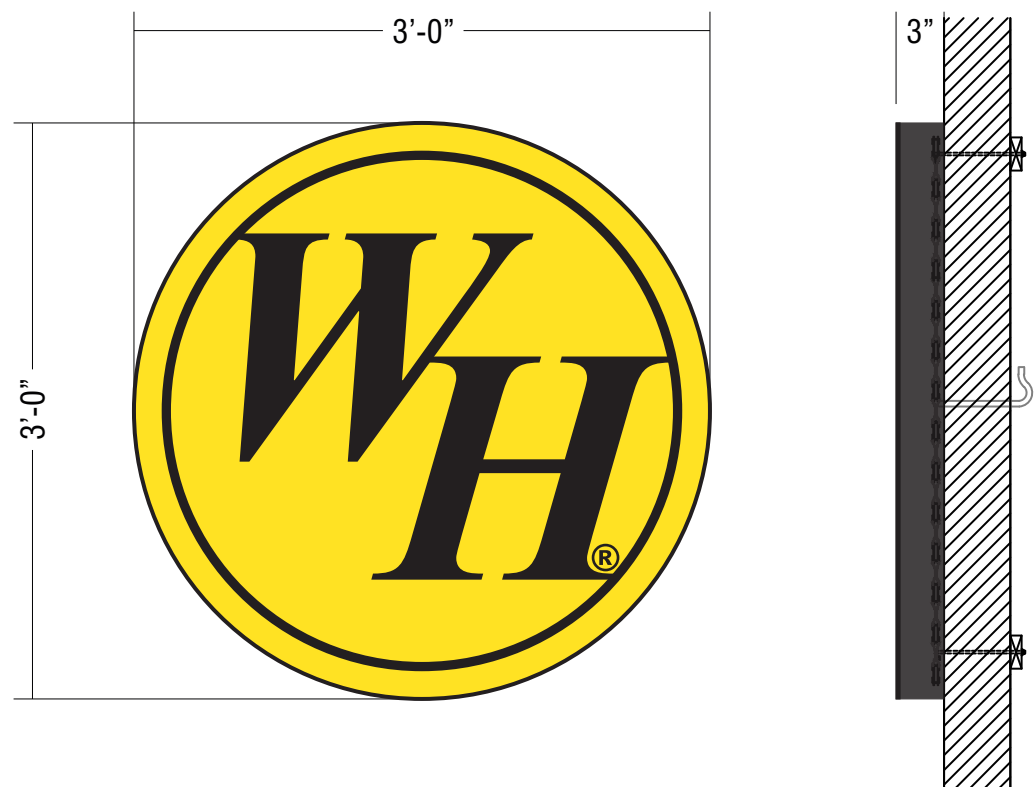
- A. .040" ALUMINUM 3" RETURNS TO BE PAINTED GLOSS BLACK
- B. 1" GLOSS BLACK TRIM CAP
- C. .063" ALUMINUM BACKS - INSIDES TO BE PAINTED WHITE
- D. .093" YELLOW POLYCARBONATE FACES
- E. Principal Synergy 24v LED
- F. 1/2" SEALTITE CONDUIT RUNNING TO SECONDARY CONNECTION
- * NOTE: GENERAL CONTRACTOR TO HAVE PRIMARY CONNECTION HOOKED UP
- G. 3/8" THREADED RODS WITH 2" x 4" WOOD BLOCKING AS REQUIRED TO MOUNT RACEWAY TO WALL

- H. 2" x 9" x 3/16" ALUMINUM MOUNTING BRACKETS AS REQ'D - CENTER TO CENTER DIMENSIONS NOT TO EXCEED 6'-0" OF UNBRACED LENGTHS
- I. STANDARD POWER SUPPLY HOUSED IN A 4" x 5" RACEWAY PAINTED COLOR TBD
- J. POWER CABLE STARTING FROM POWER SUPPLY THEN LETTER TO LETTER
- K. PLASTIC MOUNTING CLIPS AS REQ'D
- L. 1/4" WEEP HOLES AS REQUIRED
- M. SILICONE BEAD AROUND THE INSIDE OF RETURN AND BACK TO SEAL FROM WATER LEAKAGE



TYPICAL WALL SECTION:
NOT TO SCALE

2WAF-WS001



SIGN DETAIL: S/F ILLUMINATED WALL SIGN

FACE: .118" YELLOW POLYCARBONATE

COPY: 7725-22 BLACK VINYL (FIRST SURFACE VINYL GRAPHICS)

RETURNS: 3" .040" ALUMINUM RETURNS TO BE PAINTED GLOSS BLACK

BACKS: ACM - INSIDE TO BE PAINTED WHITE

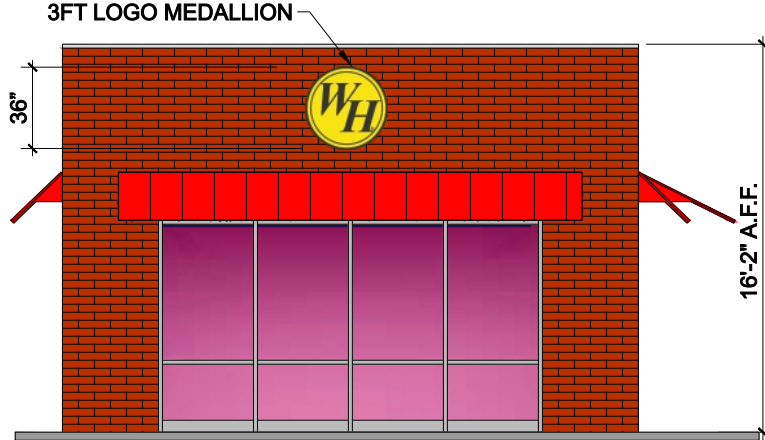
TRIM: BLACK F MOLDING

ILLUMINATION: Principal Synergy 24v LED

MOUNTING: TBV

EXTERIOR ELEVATIONS • PROPOSED SIGNAGE

****CENTER THE LOGO CABINET BETWEEN THE TOP OF THE CANOPY AND THE TOP OF THE ROOF**

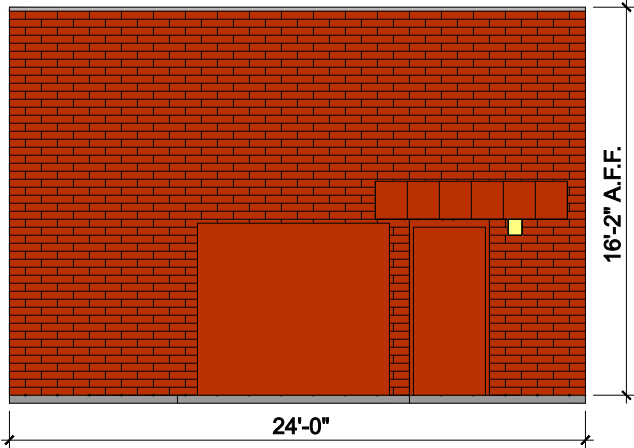


STRETCH END

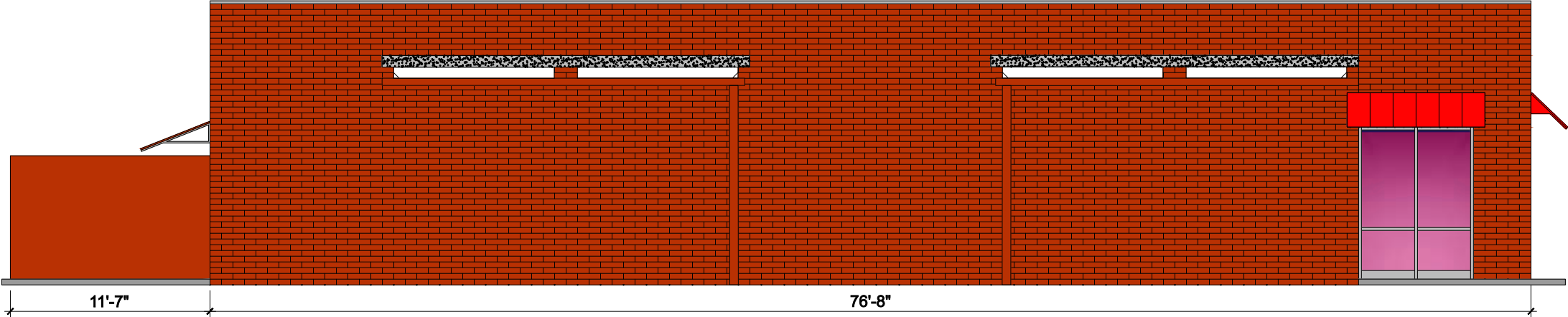
****LEFT TO RIGHT OF THE SIGN WILL BE DETERMINED BY THE SITE SPECIFIC ELEVATION RENDERING (CENTER ABOVE TWO MIDDLE COLUMNS NORMALLY)**



LONG GLASS WALL



REAR



LONG BLOCK WALL



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

May 12, 2026

To: Planning Commission

Subject: 111 Southern Bank Dr – Vallant Bank

I have received the proposed signage for Vallant Bank, formerly known as Pinnacle Bank.

The bank is rebranding and is requesting approval to replace the current signage with new signage for Vallant Bank.

The main building sign is 32 square feet and will be internally illuminated. Thirty-two square feet or 10 percent of the building façade is permitted in Highway Business. Three new two-sided directional signs will replace the existing ones. These signs will not be illuminated.

Please see attached renderings for specs and site plan for sign placement.

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



Site Name: Clarkesville
Site ID: PIN10

111 Southern Bank Dr,
Clarkesville, GA 30523

Leased/Owned: Owned

Version 3.0
April 7, 2026



The drawings, ideas, designs and arrangements contained herein are and shall remain the property of Adrenaline, LLC (ADR).



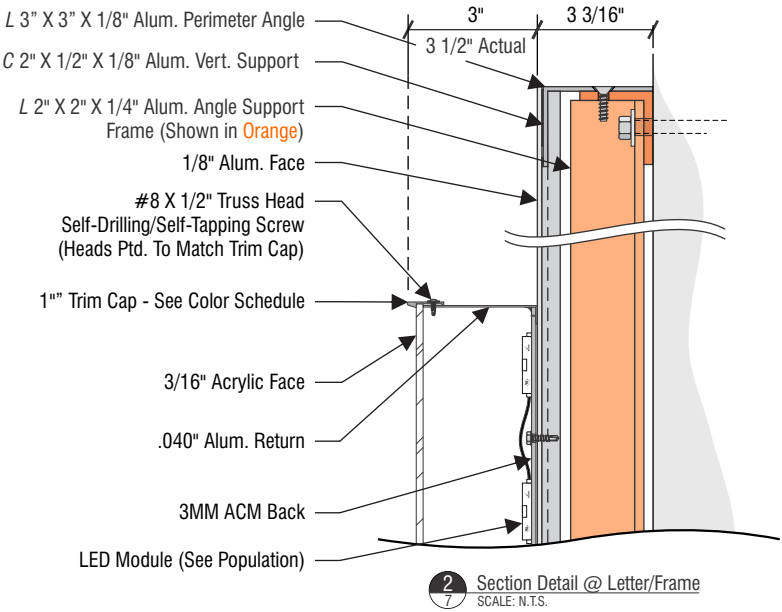
© 2026 Adrenaline, LLC
195 New Hampshire Ave. Ste. 115
Portsmouth, NH 03801
www.adrenaline.com

Vallant Bank | Clarkesville
CMA Job #: 45545

OD - 03/03/2026 MB (CMA) V5
V1 - 03/20/2026 KS (CMA) V6
V2 - 04/01/2026 MB (CMA) V7
V3 - 04/07/2026 MB (CMA) V8
V4 V9



1 Letterset Front View
7 SCALE: 1/2" = 1'-0"



2 Section Detail @ Letter/Frame
7 SCALE: N.T.S.

DESCRIPTION

Sign Code: VAL-CH-FL-WH-H-12-BP-CUST
Qty 1

Scope of Work: Manufacture and install (1) new set of channel letters on a backer panel as shown.

Code Allowance: 32.0 Sq. Ft.
Existing Sign Area: 33.4 Sq. Ft.
Proposed Sign Area: 32.0 Sq. Ft.
Area Formula: (35*132/144)
100.0% of Code Allowance

NOTES

Refer to family of signs for specifications.

Owner: Southern Bank & Trust
PO Box 2080 Clarkesville GA 30523

Installing Sign Company:
Full Tilt Sign Company
2807 White Horse Rd.
Greenville SC 29611
Summer Trull
864-444-7844



Existing Condition



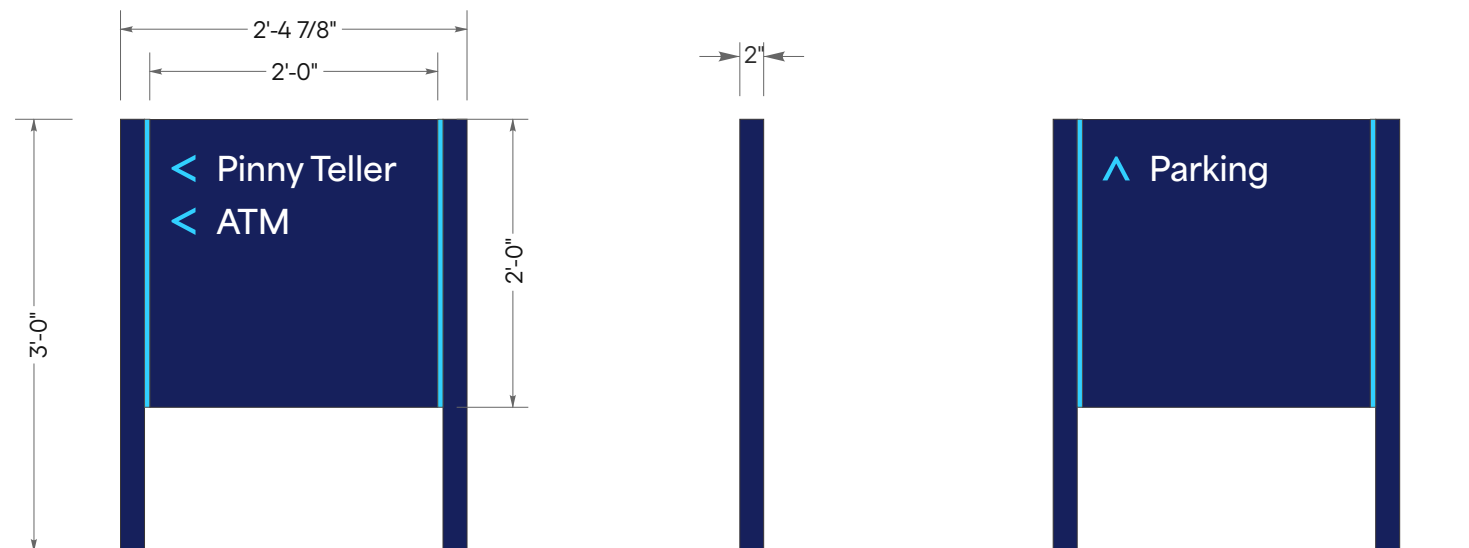
Proposed Rendering



Simulated Night View

The drawings, ideas, designs and arrangements contained herein are and shall remain the property of Adrenaline, LLC (ADR).

Sign 02b: Directional



1 3' Directional - Front
10 Scale: 3/4" = 1'

2 3'-0" Directional - Right
10 Scale: $\frac{3}{4}" = 1'$

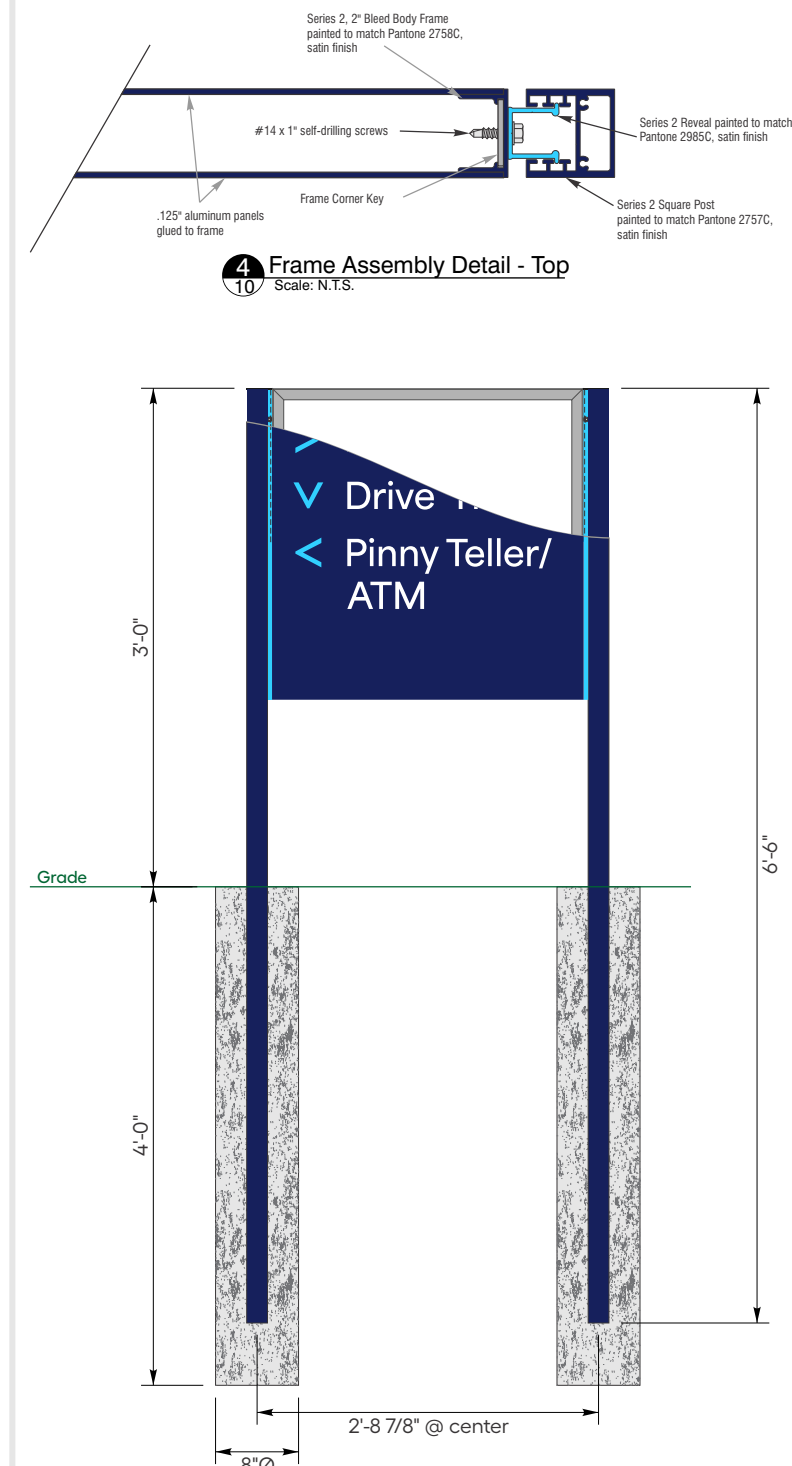
3 3' Directional - Back
10 Scale: $3/4" = 1'$



Existing Condition



Proposed Rendering



► DESCRIPTION

Sign Code: VAL-DIR-PP-36
Qty 1

Scope of Work: Remove existing signage.
Fabricate and install new directional as
shown.

Code Allowance: 4.0 Sq. Ft.
Existing Sign Area: 5.3 Sq. Ft.
Proposed Sign Area: 4.0 Sq. Ft.
Area Formula: $(24 \times 24 / 144)$
100.0% of Code Allowance

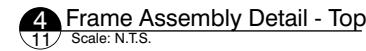
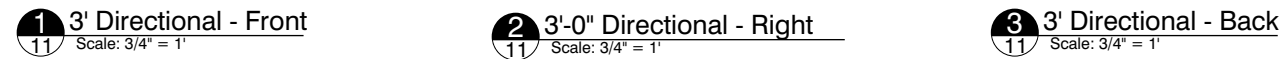
▶ NOTES

Refer to family of signs for specifications.

Restore landscaping following install.

Survey required.

DESCRIPTION	
Sign Code: VAL-DIR-PP-B-36 Qty 1 Scope of Work: Remove existing signage. Fabricate and install new directional as shown. Code Allowance: 4.0 Sq. Ft. Existing Sign Area: 5.3 Sq. Ft. Proposed Sign Area: 4.0 Sq. Ft. Area Formula: (24*24/144) 100.0% of Code Allowance	
NOTES	
Refer to family of signs for specifications. Restore landscaping following install. Survey required.	



Proposed Rendering

11 18



May 12, 2026

To: Planning Commission

Subject: 209 Brightwell St – Residential Façade Alteration

The owners at 209 Brightwell Street are requesting approval for a residential façade alteration. This project will be done in two phases.

Phase 1: Exterior update to the residence.

- The gable vent will be removed and replaced with a window with blacked out glass.
- Siding to be covered with nichiha shakes.
- Existing Masonite lap siding to be repainted.
- Existing fluted metal post wraps are to be replaced with tapered wood column wrap.
- The addition of decorative overhang corbels.

Phase 2: The addition of a new carport and driveway expansion.

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

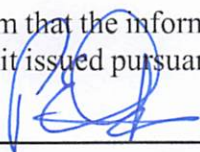


Application for a Certificate of Appropriateness (COA)

Applicant: <u>Peter Shipps</u>	Phone Number: <u>941-468-3069</u>
Mailing Address: <u>209 Brightwell Street, Clarkesville, GA 30523</u>	
Subject Property: <u>Same</u>	Parcel ID: <u>102 020</u>
Property Owner: <u>Same</u>	Phone Number: <u>Same</u>
Mailing Address: <u>Same</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>Phase 1 - Add decorative window in front gable. Change front gable siding to Nichiha shakes. Add decorative gable corbel at front gable peak.</u> <u>Change siding color to:</u> <u>Change exterior trim color to:</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:  Date: 5-1-26

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

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



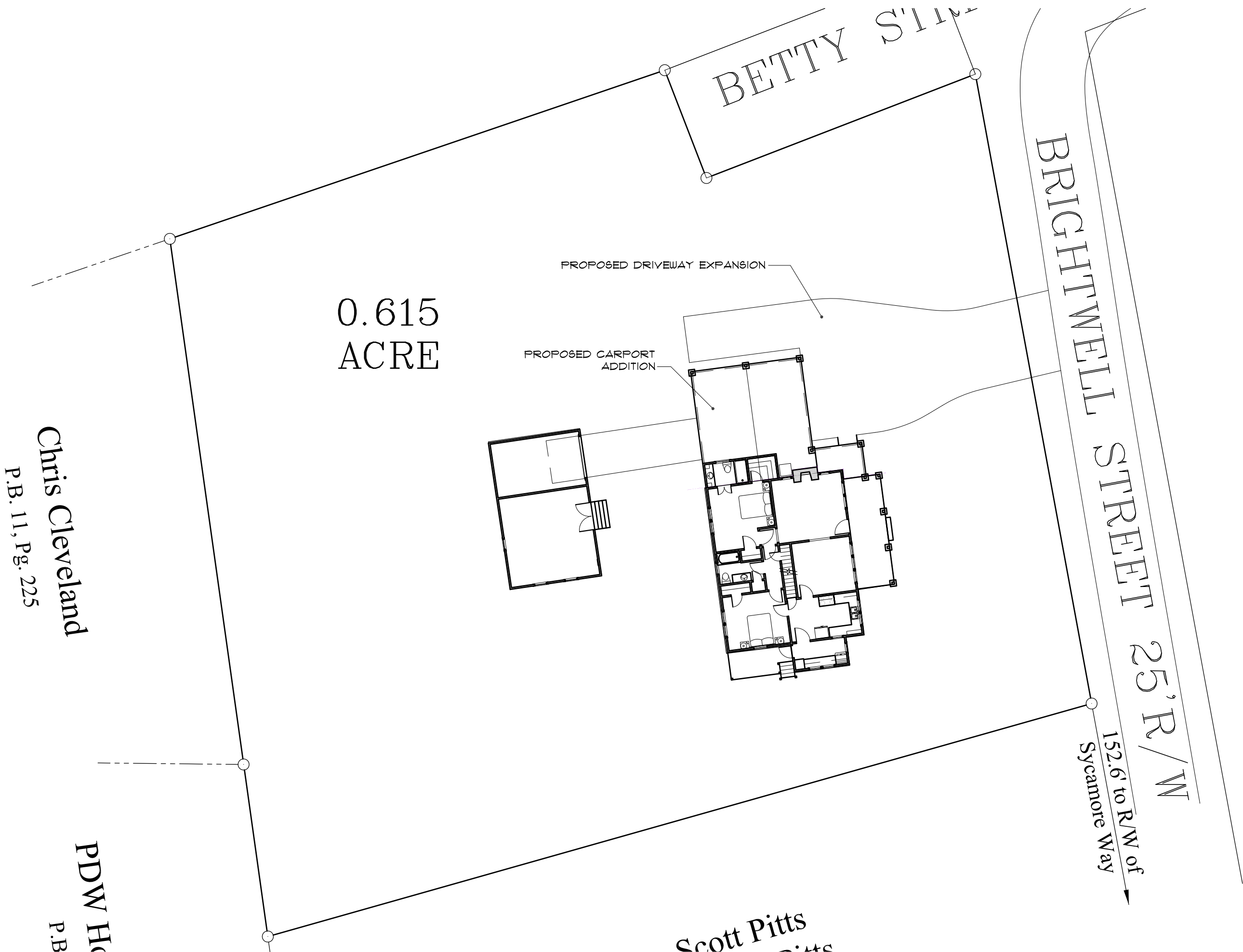
FRONT ELEVATION -
EXISTING

1/4" = 1'-0"

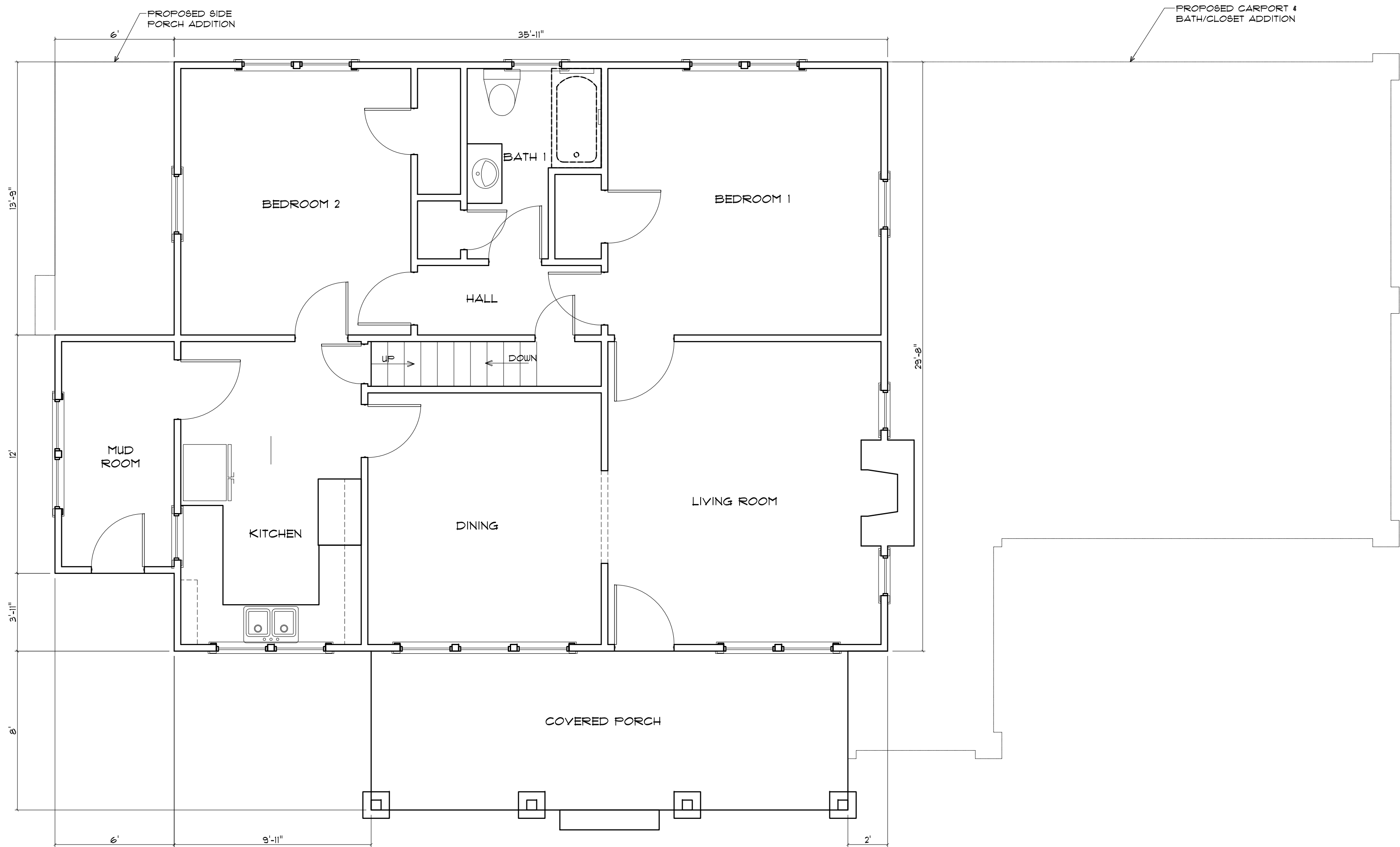


FRONT ELEVATION -
PROPOSED

1/4" = 1'-0"



C:\Users\pship1\Dropbox\Personal\209 Brightwell\Drawings\Brightwell Home MASTER.dwg, A1 EXST, 5/3/2026 10:22:37 AM, Adobe PDF, ARCH C, 1:1



MAIN LEVEL FLOOR
PLAN - EXISTING
 $\frac{1}{4}'' = 1'-0''$

SHEET INDEX:

1	FLOOR PLAN - EXISTING
2	FLOOR PLAN - PROPOSED
3	ROOF PLAN
4	FLOOR PLANS - UPPER/LOWER
5	FOUNDATOIN PLAN
6	ELEVATION - FRONT
7	ELEVATION - RIGHT
8	ELEVATION - REAR
9	ELEVATION - LEFT
10	BUILDING SECTION



the
SHIPPS
RESIDENCE
209 BRIGHTWELL STREET
CLARKESVILLE, GA 30523

DRAWN BY: P. SHIPPS

REVISION HISTORY:

1 FLOOR PLAN -
EXISTING

2 FLOOR PLAN -
PROPOSED

3 ROOF PLAN

4 FLOOR PLANS -
UPPER/LOWER

5 FOUNDATION PLAN

6 ELEVATION - FRONT

ELEVATION - RIGHT

8 ELEVATION - REAR

9 ELEVATION - LEFT

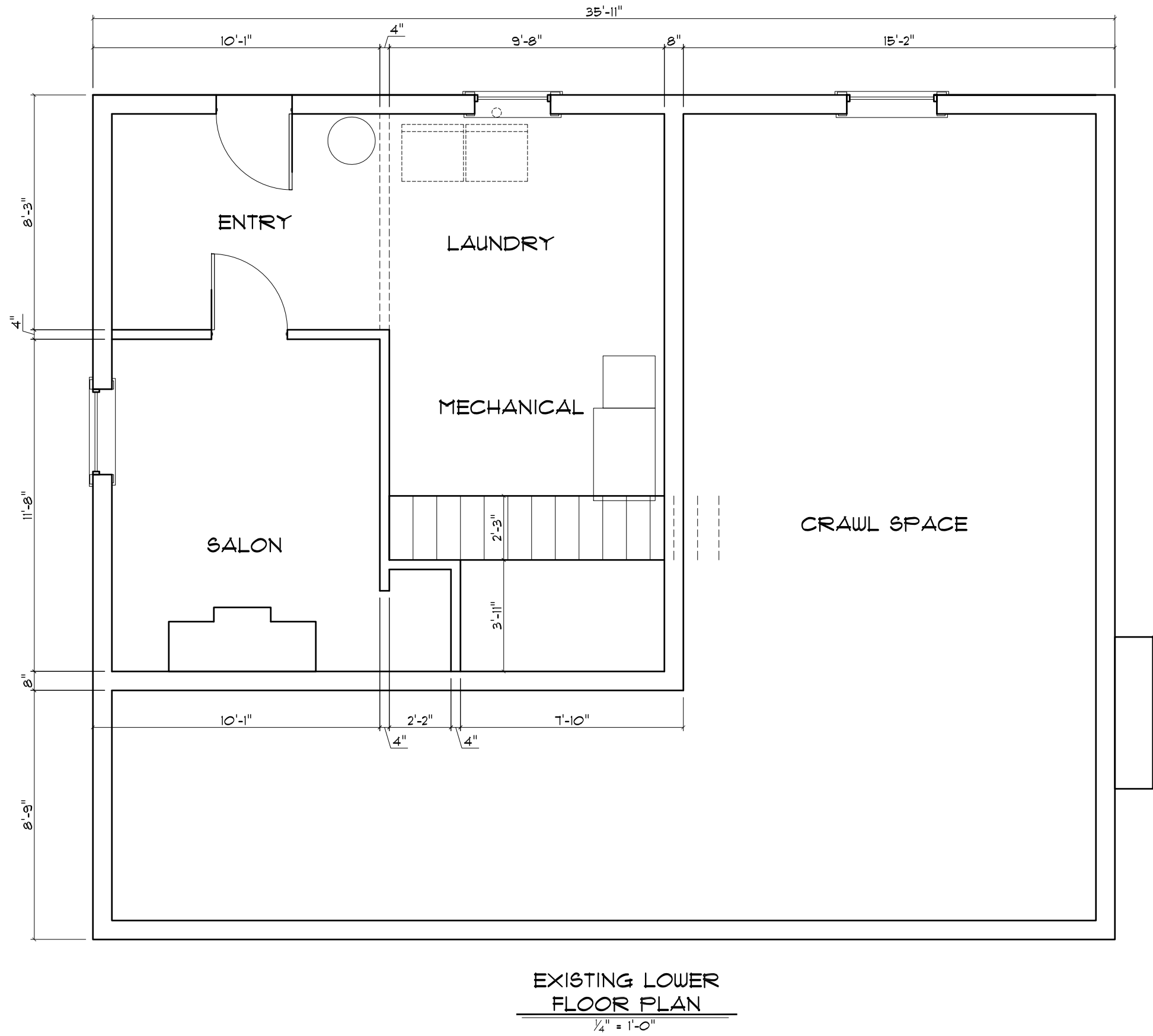
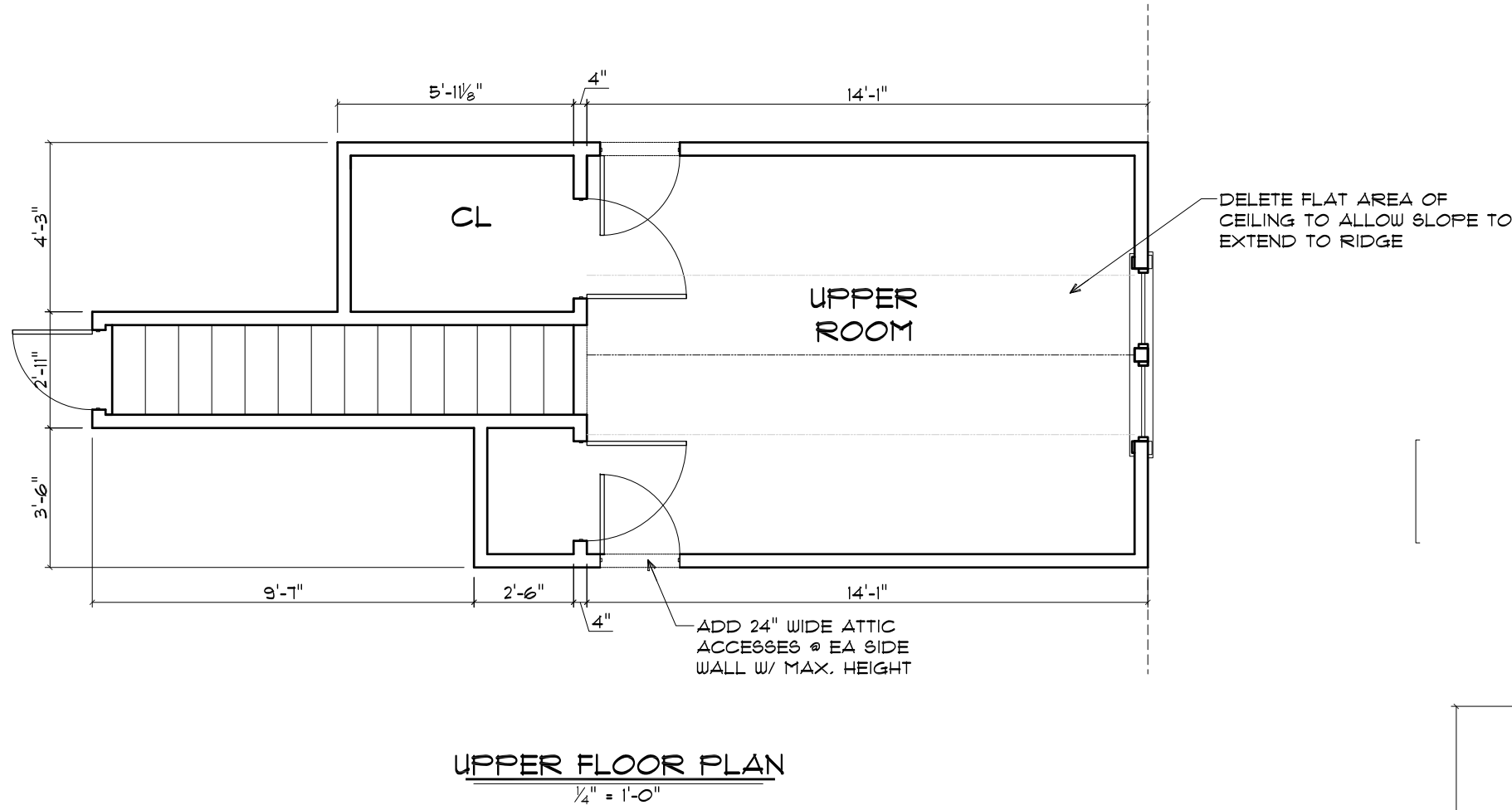
10 BUILDING SECTION

MAIN LEVEL FLOOR
PLAN - PROPOSED

2



C:\Users\pship1\Dropbox\Personal\209 Brightwell\DRAWINGS\Brightwell Home MASTER.dwg, A4 UPPER LOWER, 5/3/2026 10:23:51 AM, Adobe PDF, ARCH C, 1:1



C:\Users\pship1\Dropbox\Personal\209 Brightwell\Drawings\Brightwell Home MASTER.dwg, A6 ELV FRT, 5/3/2026 10:24:12 AM, Adobe PDF, ARCH C, 1:1



FRONT ELEVATION -
EXISTING
 $\frac{3}{16}'' = 1'-0''$



FRONT ELEVATION -
PROPOSED
 $\frac{3}{16}'' = 1'-0''$

WIDTH TO HEIGHT RATIO:
W = 61'-9"
H = 11'-0"
RATIO = 3.98:1

DATE: OCTOBER 9, 2025

DRAWN BY: P. SHIPPS

CHECKED:

REVISION HISTORY:

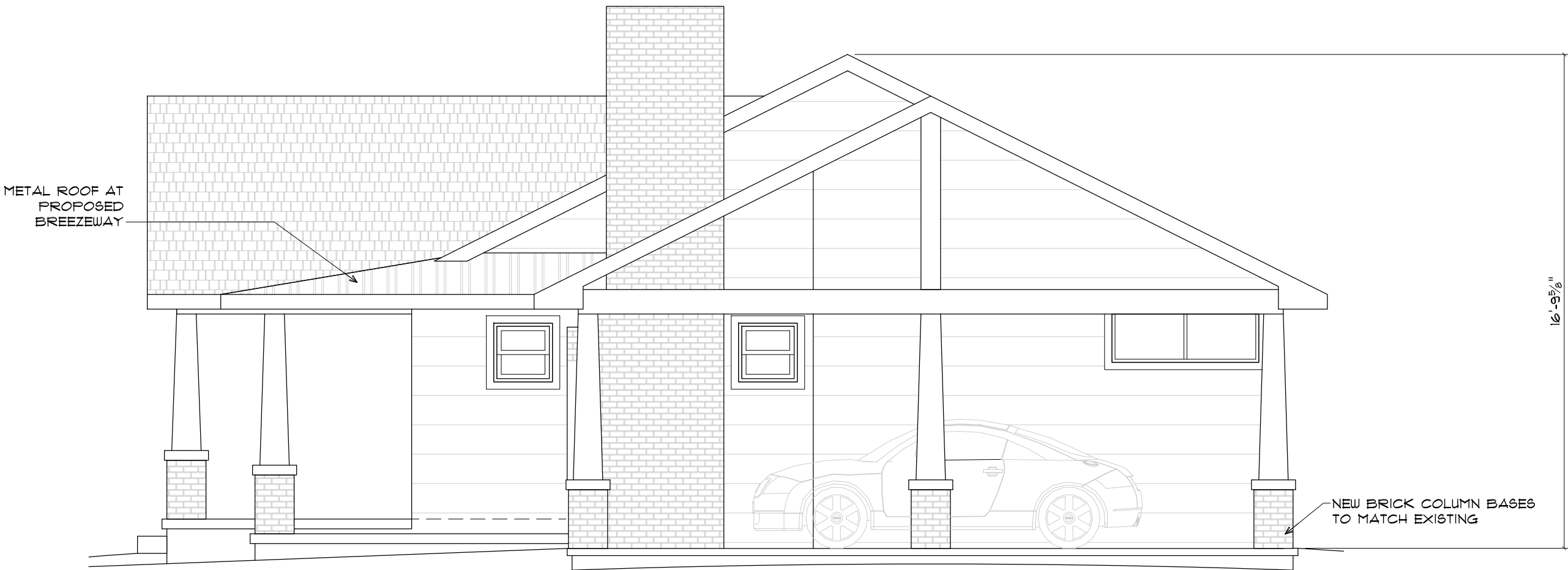
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- 6 ELEVATION - FRONT
- 7 ELEVATION - RIGHT
- 8 ELEVATION - REAR
- 9 ELEVATION - LEFT
- 10 BUILDING SECTION

FRONT ELEVATION

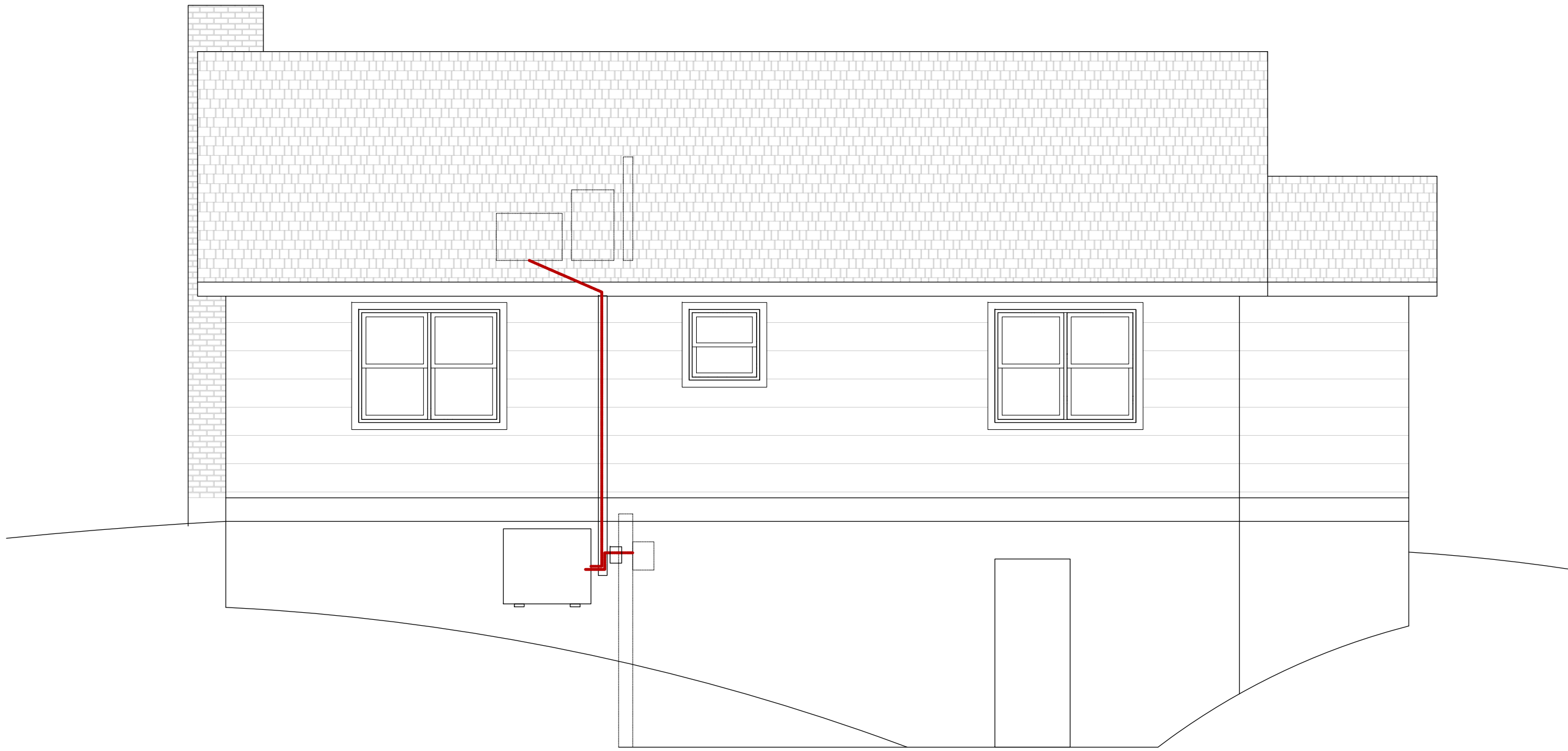


EXISTING RIGHT SIDE
ELEVATION
1/4" = 1'-0"



PROPOSED RIGHT
SIDE ELEVATION
1/4" = 1'-0"

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EXISTING REAR
ELEVATION

$\frac{3}{16}'' = 1'-0''$



PROPOSED REAR
ELEVATION

$\frac{3}{16}'' = 1'-0''$

DATE: OCTOBER 9, 2025

DRAWN BY: P. SHIPPS

CHECKED:

REVISION HISTORY:

SHEET INDEX:

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- 9 ELEVATION - LEFT
- 10 BUILDING SECTION

REAR ELEVATION

the
SHIPPS
RESIDENCE
209 BRIGHTWELL STREET
CLARKESVILLE, GA 30523

DATE: OCTOBER 9, 2025

DRAWN BY: P. SHIPPS

CHECKED:

REVISION HISTORY:

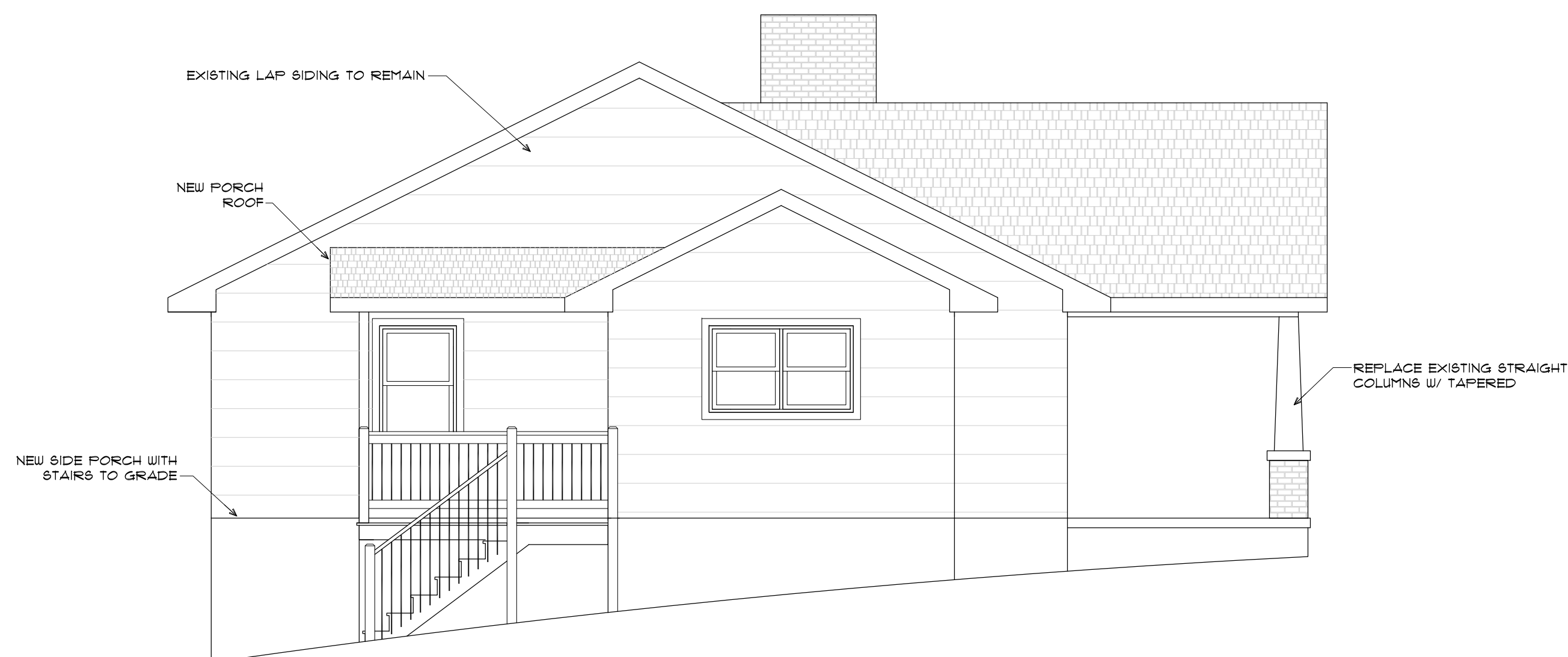
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- 7 ELEVATION - RIGHT
- 8 ELEVATION - REAR
- 9 ELEVATION - LEFT
- 10 BUILDING SECTION

LEFT SIDE ELEVATION



EXISTING LEFT SIDE
ELEVATION



PROPOSED LEFT SIDE
ELEVATION