



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM June 9, 2026

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the May 12, 2026 Minutes.
Approval of the May 12, 2026 Work Session Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a 319 Grant Street - Residential Facade Alteration.
 - 5.b 1151 Washington St - Clarkesville First Methodist Church Commercial Facade Alteration.
 - 5.c 310 Bridge Street - Residential Facade Addition - Carport
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

May 12, 2026
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, May 12, 2026 at 5:30 PM at Council Chambers. Those present were Member Liz Treadwell, Member Ken Schubring, Vice Chair Alan Hoag, Zoning Administrator Caleb Gaines, Member Monika Schulte, Chair Zack Phillips.

Agenda Item #1: *Call to Order*

Chair Zack Phillips called the meeting to order.

Agenda Item #2: *Approval of Minutes*

Sub-Item #2.a: *Approval of the March 10th 2026 Minutes.*

Member Liz Treadwell made a motion to approve

Seconded: Member Monika Schulte

Passed (4 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

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

Sub-Item #4.a: *629 W Louise St - Waffle House.*

Commissioner Monika Schulte mentioned that Waffle House had agreed to spot lighting the main building sign.

Member Monika Schulte made a motion to approve Approve with the condition that the internal lit building sign be spotlighted.

Seconded: Member Ken Schubring

Passed (4 - 0)

Sub-Item #4.b: *111 Southern Bank Dr - Vallant Bank*

Member Liz Treadwell made a motion to approve The Planning Commission requested that the building sign be back lit instead of internally lit.

Seconded: Vice Chair Alan Hoag

Passed (4 - 0)

Agenda Item #5: *New Business*

Sub-Item #5.a: *209 Brightwell St - Residential Facade Alteration.*

Mr. and Mrs. Shipp's presented their application for a facade alteration at 209 Brightwell Street. After questions and comments from the commission, approval was granted.

Member Ken Schubring made a motion to approve

Seconded: Member Monika Schulte

Passed (4 - 0)

Agenda Item #6: *Adjournment*

Member Ken Schubring made a motion to adjourn .
Seconded: Member Liz Treadwell

Passed (4 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator

OFFICIAL MINUTES
PLANNING COMMISSION WORK SESSION

May 12, 2026
Minutes
City of Clarkesville
Planning Commission Work Session

The Planning Commission Work Session of the Planning Commission Work Session was held on Tuesday, May 12, 2026 at 6:00 PM at Meeting Room. Those present were Member Liz Treadwell, Member Ken Schubring, Member Alan Hoag, Member Monika Schulte, Member Zack Phillips.

Agenda Item #1: *Call to order*

Chair Zack Phillips 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: *Sycamore Way - Trillium*

The presenter for the discussion of this project were delayed and didn't make the meeting in time.

Agenda Item #4: *Adjournment*

Member Ken Schubring made a motion to adjourn .

Seconded: Member Monika Schulte

Passed (4 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



June 9, 2026

To: Planning Commission

Subject: 319 Grant St – Residential Façade Alteration

The owners at 319 Grant Street are requesting approval for a residential façade alteration. The request is to paint the exterior brick and trim/soffit.

The brick/siding will be painted Benjamin Moore Historic Copley Gray (HC104).
The trim & soffit will be painted Benjamin Moore Historic Sag Harbor Gray (HC95).

Please see the attachments for further review.

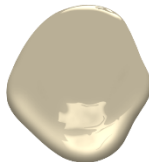
I recommend approval of this residential facade request.

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

Caleb Gaines
Zoning Administrator



Copley Gray



Sag Harbor Gray



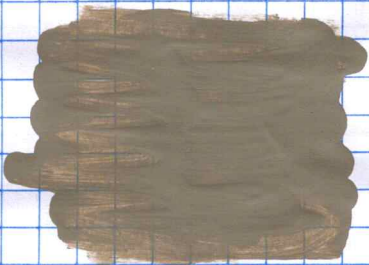
- Raintaker -

14 - Buck + Siding

Copley Gray HC 104

13 - TIM + SANTI

Sag Harbor Gray HC 95





June 9, 2026

To: Planning Commission

Subject: 1151 Washington St – Commercial Façade Appearance Change

Clarkesville First Methodist Church has submitted the approval for a façade alteration at the church office building. The description of the project is:

- Change of roof line to hip with shingles.
- Remove the arches in front and replace with straight columns already in place covered in smooth sheeting.
- Remove pull through awning on east side.
- Paint with warm taupe or beige grey (Benjamin Moore Historic Palette).

These changes are due to constant leaks within the existing roof.

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 oval flourish.

Caleb Gaines
Zoning Administrator



Application for a Certificate of Appropriateness (COA)

Applicant:	Clarkeville First Methodist Church	Phone Number:	706 499 8508
Mailing Address:	Calvin Wilkerson		
Subject Property:	1087 Washington St. Church	Parcel ID:	
Property Owner:	Clarkeville First Methodist	Phone Number:	
Mailing Address:			

Type of Project Proposed:
Demolition
New Construction/Infill
Additions
<u>Material Change in Appearance</u>
Description of Proposed Project (attach additional sheets if necessary):
• Change roof line to hipped with shingles • Remove arches in front replace with straight columns already in place covered in smooth sheathing • Remove Pull through awning on east side of structure • Paint with warm taupe or Beige gray • Changes due to constant leaks with existing roof

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: 5/28/26

*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

5/26/26'

Caleb Gaines

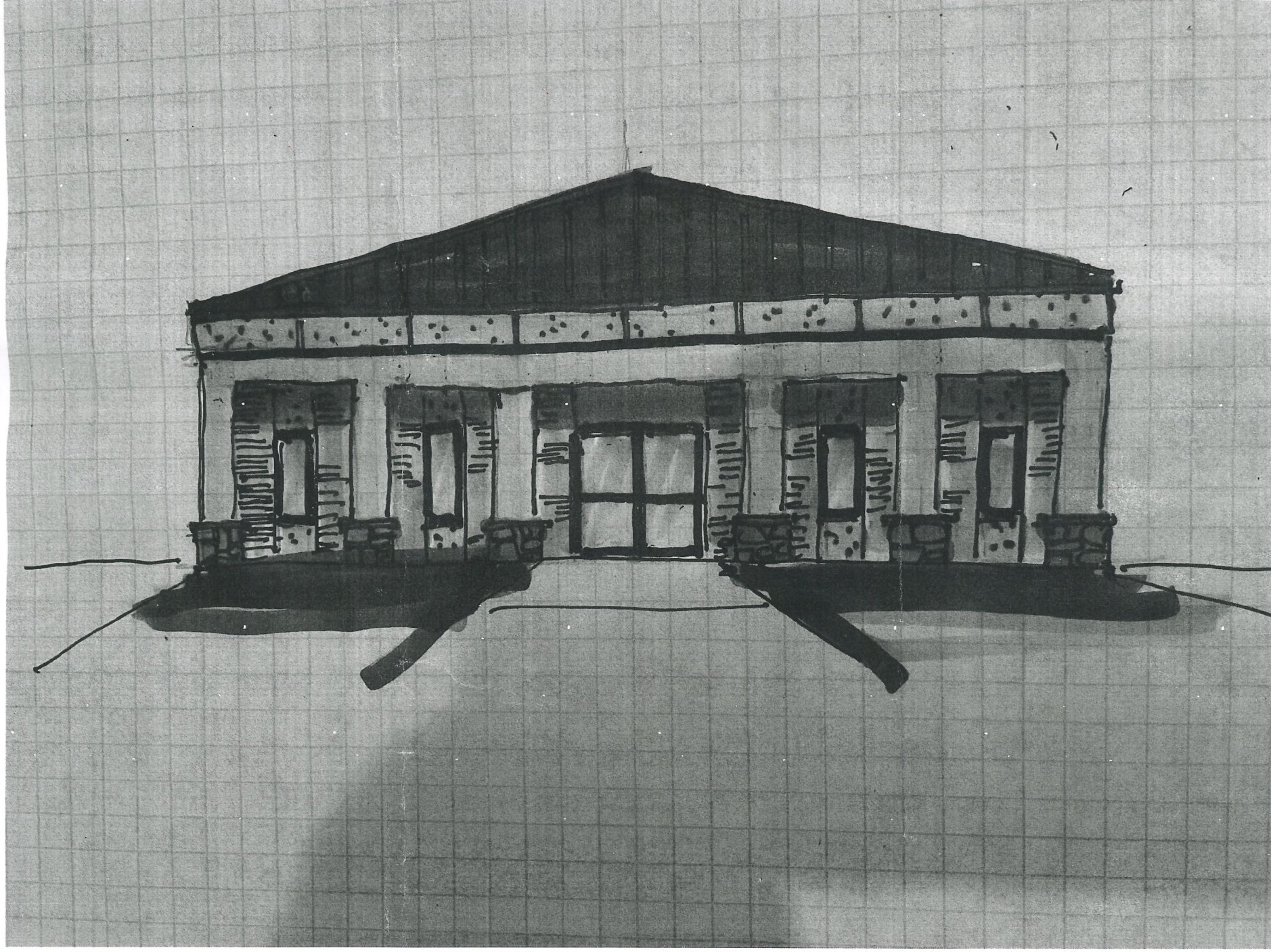
Attached is a drawing of the changes to the Administration building at Clarksville First Methodist Church. We have continued to have roof leaks with it for years.

Changes proposed are:

- A hip roof not as pointed but coming together at top with shingles and gutters.
- Removal of arches with just clad columns remaining.
- Removal of existing pull through awning on east side.
- Outside painting will be a warm taupe or beige gray.

We would like to begin pretty quickly and appreciate your approval.
Call me if you have questions

Colein Wilbanks
Council Chair
706-499-8508





June 9, 2026

To: Planning Commission

Subject: 310 Bridge Street – Residential Façade Addition - Carport

The owners at 310 Bridge Street are requesting approval for a residential façade addition. The request is to add a carport to the existing residence.

The addition will be a 20' x 30' carport extending off of the existing carport. The building will consist of a 20' x 30' concrete pad with a shingled shed roof. There will be a 10' x 10' enclosed storage area in the back and a 20' x 20' open area for parking two vehicles.

The enclosed portion of the building will be clad in material that matches the style and color of the existing board and batten siding on the rear of the house.

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) 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 applicationsto:

ApplicationRequirements:

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.

PublicHearings:

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.

ApplicationRepresentation:

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 documentsidentify the character of the neighborhood and encouragesrehabilitation, 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.

ApplicationChecklist

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: New Construction and/or Additions: • Architectural elevations orsketches • Site Plan

- Description of proposed changes • ArchitecturalElevations
- Description of materials • Description of Materials
 - Photographs of existing building • Photographs of proposed site, adjoining properties and structures

Change to driveways, walkways: Demolition:**

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

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: Rob and Brandy Aycock Mailing Address: 310 Bridge St. Clarkesville Subject Property: Same Property Owner: Same Mailing Address: Same	Phone Number: 706-201-2401 Parcel ID: Phone Number:
---	---

Type of Project Proposed: - Demolition - New Construction/Infill - Additions - Material Change in Appearance
Description of Proposed Project (attach additional sheets if necessary):
20'x 30' carport extending off existing carport. The building will consist of a 20' x 30' concrete pad with a shingled, shed roof. There will be a 10' x 10' enclosed storage area in the back and a 20' x 20' open area for parking two vehicles.
The enclosed portion of the building will be clad in material that matches the style and color of the existing board and batten siding on the rear of the house.
The new driveway will be some type of pervious surface such as crushed rock or stone, with an apron constructed of hardscape material such as block or stone where the driveway meets the sidewalk.

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:

 6/5/26

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

To be completed by STAFF ONLY

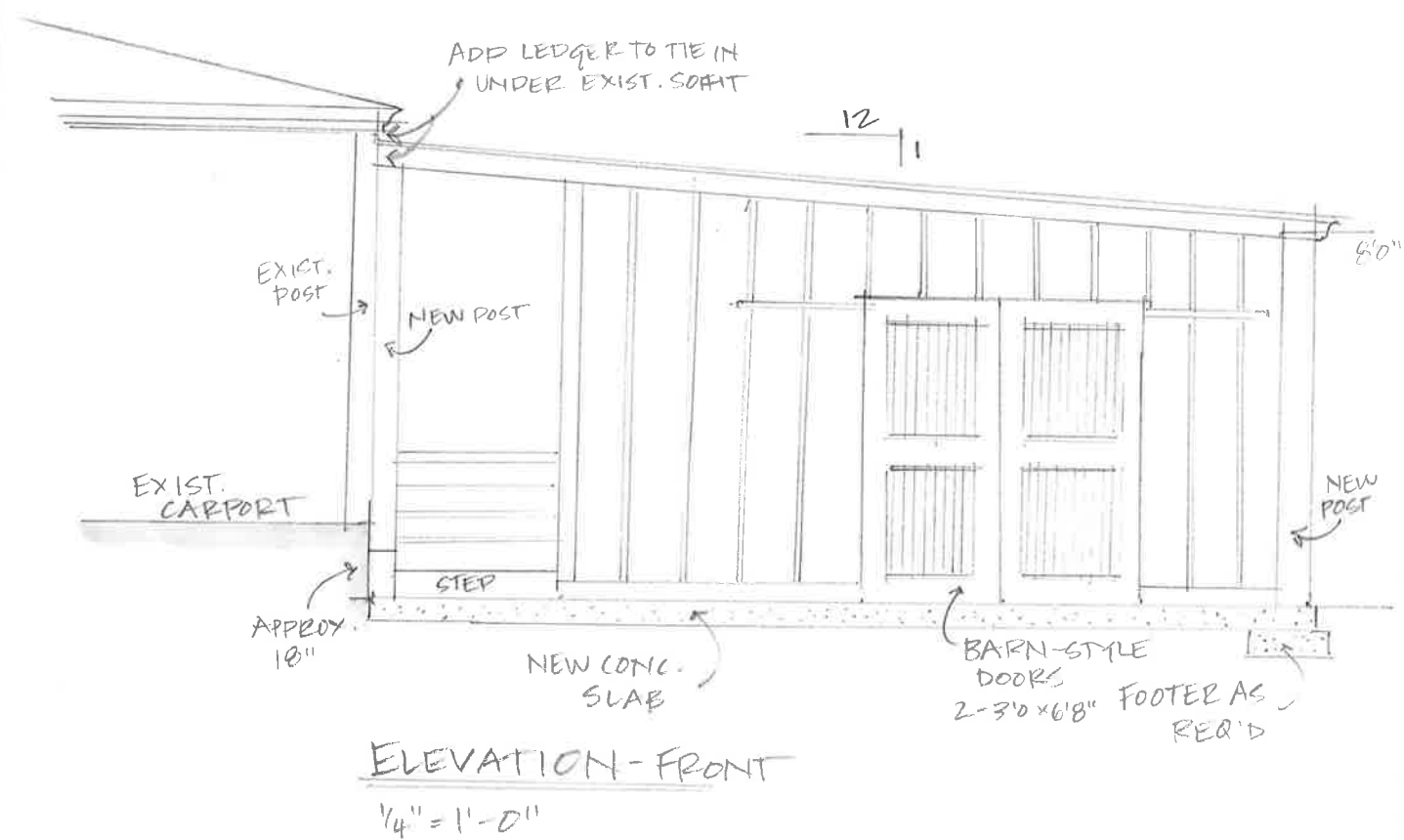
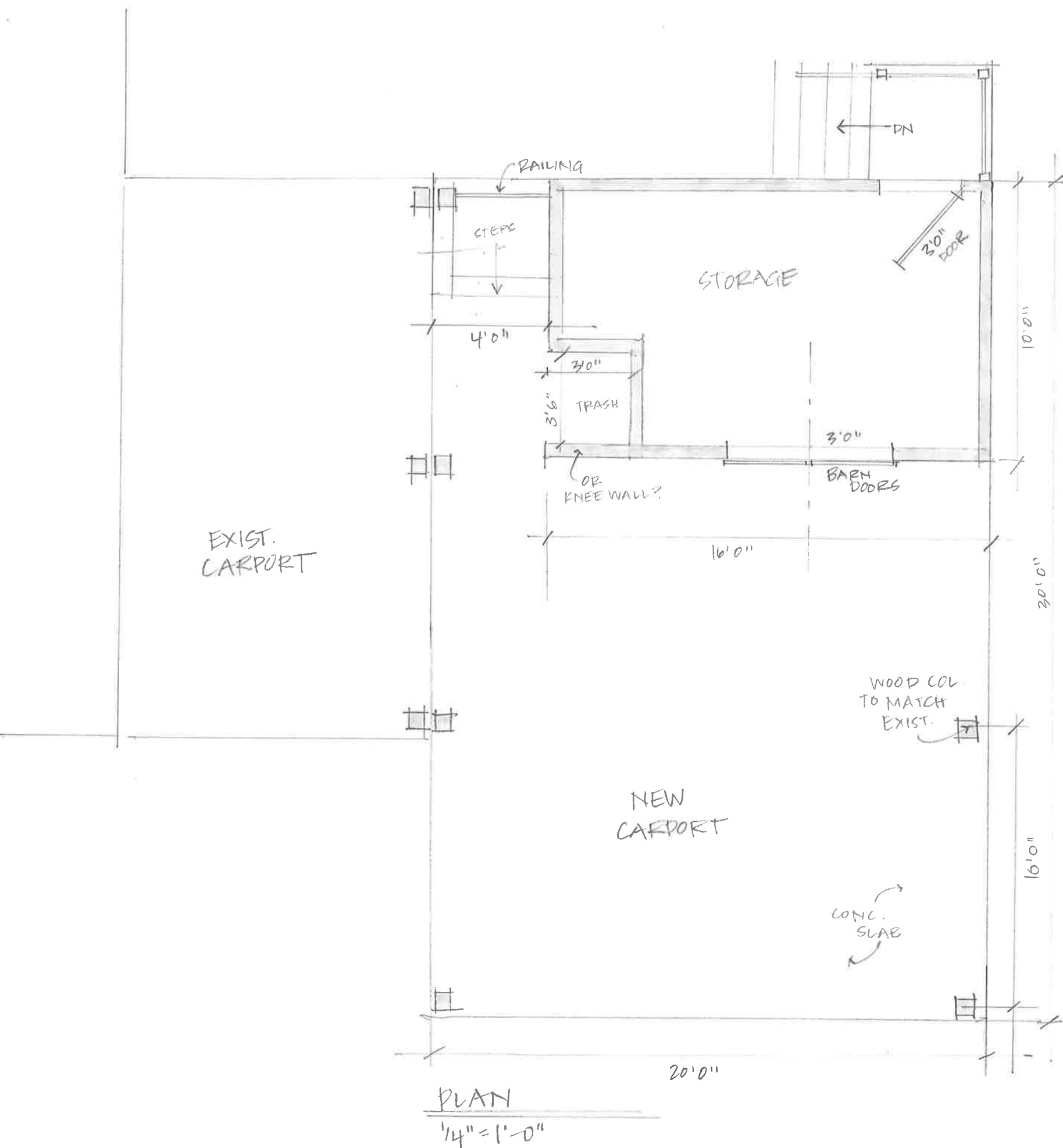
Public Hearing Date:

APPROVAL DENIAL

Conditions:

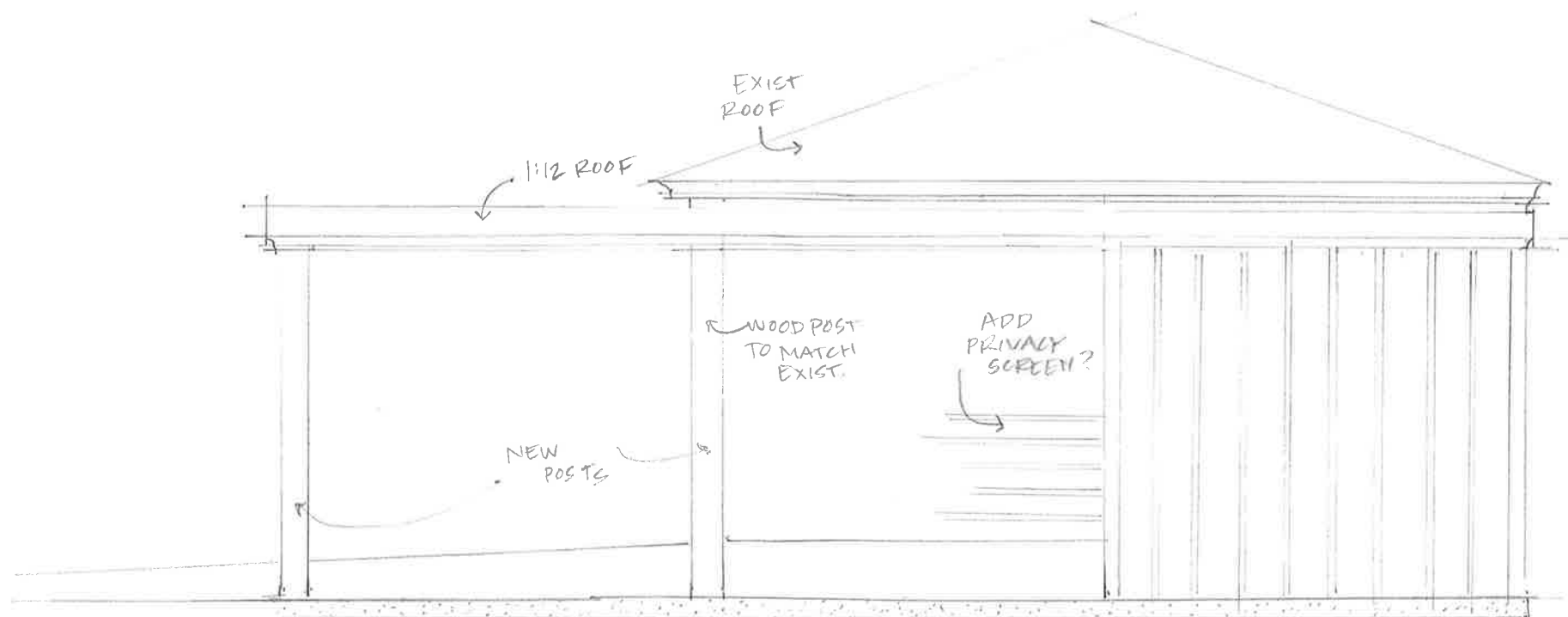
Zoning Administrator's Signature Date

U:\Planning & Zoning\Permit Forms\COA Application.docx



AYCOCK - CARPORT ADD.

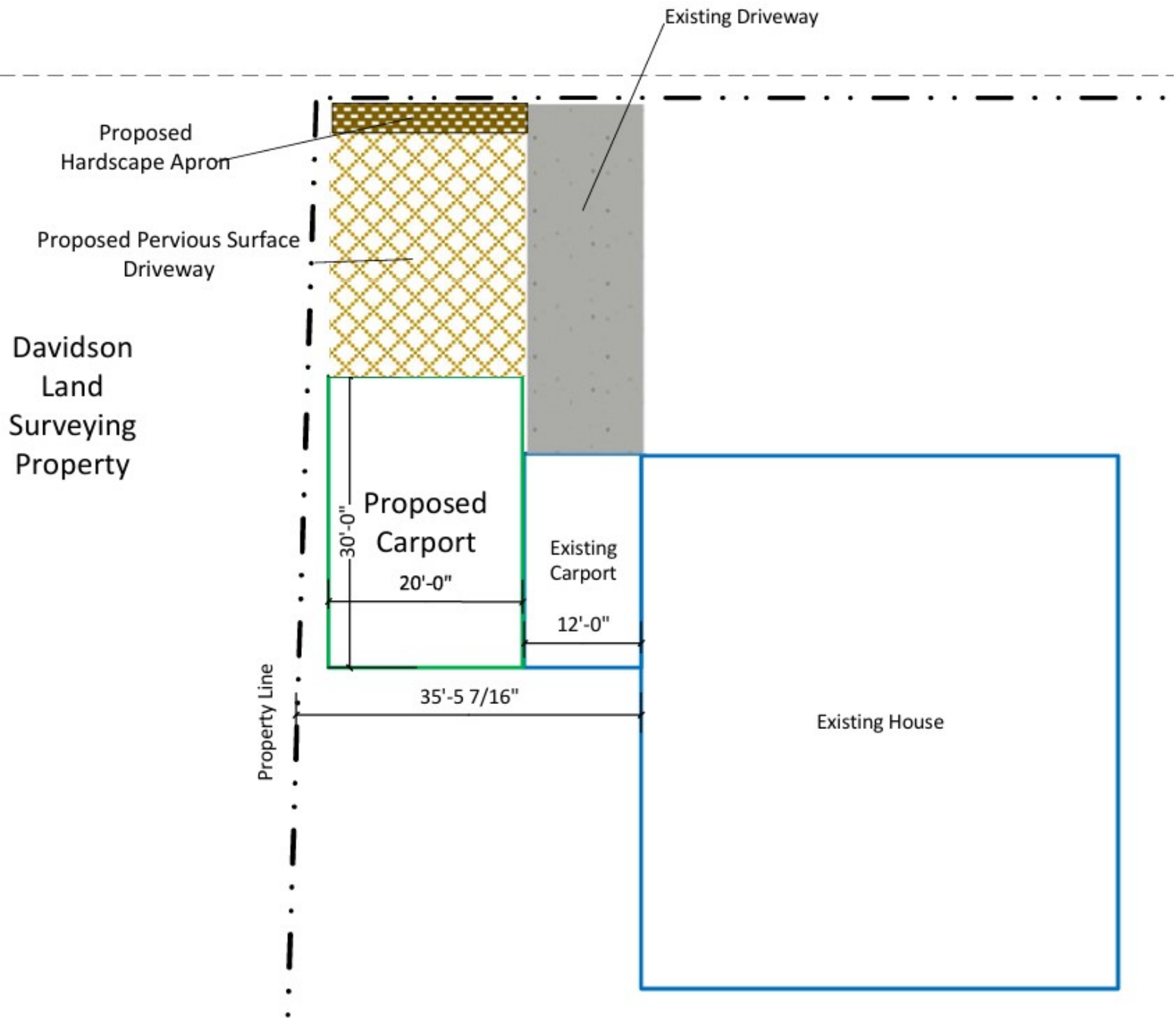
$\frac{1}{4}" = 1'-0"$

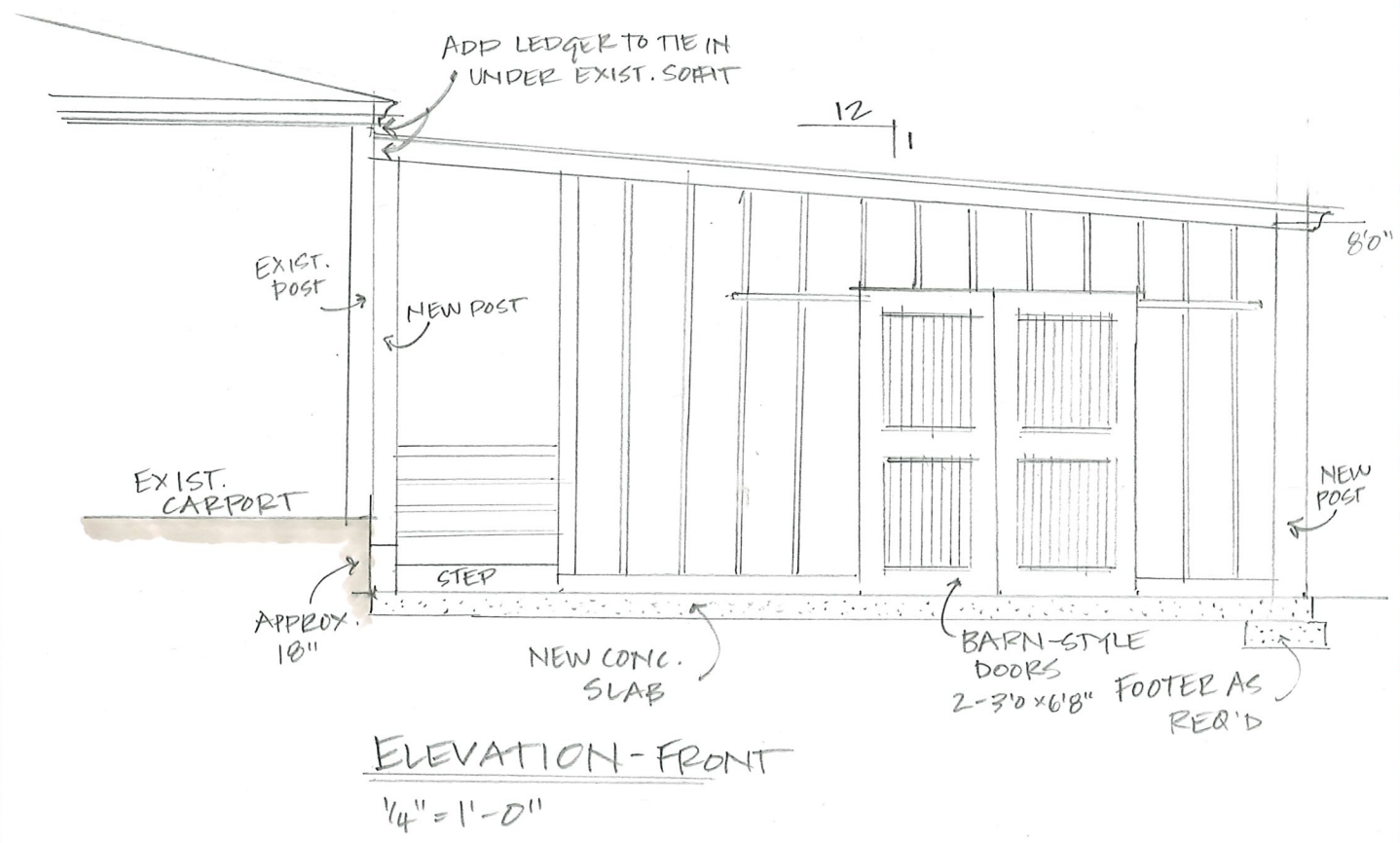
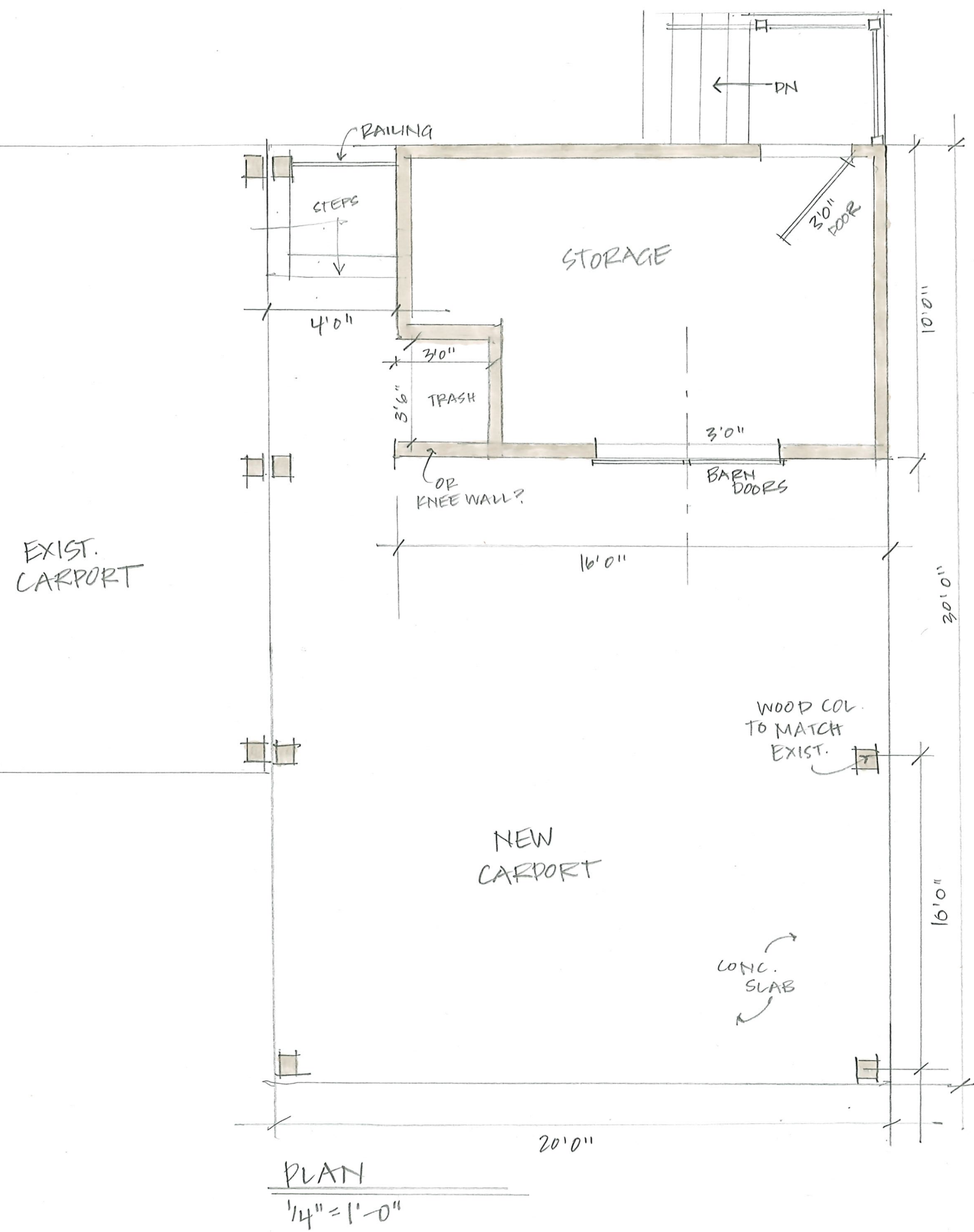


ELEVATION - SIDE

1/4" = 1'-0"

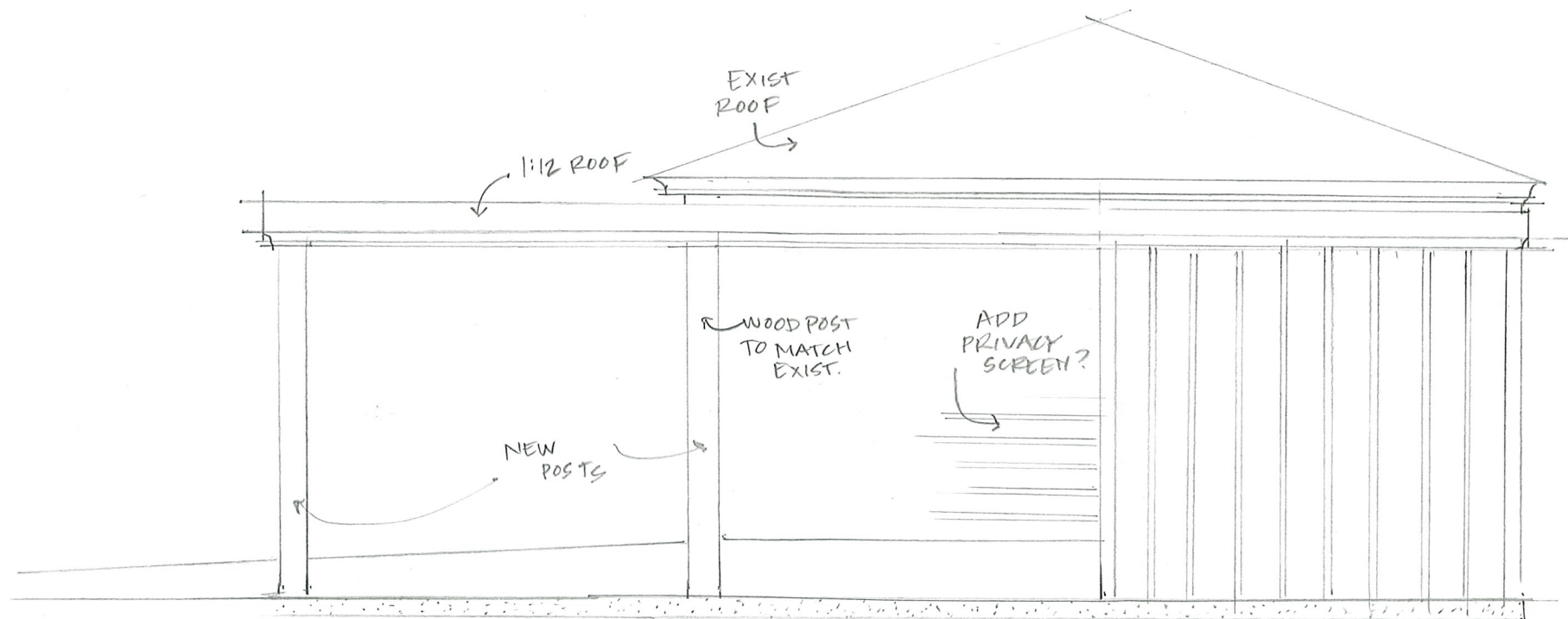
Bridge St/Hwy 197





AYCOCK - CARPORT ADD.

1/4" = 1'-0"



ELEVATION - SIDE

1/4" = 1'-0"