



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM July 14, 2026

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the June 9, 2026 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
5. New Business
 - 5.a Discussion of Trillium Project - Sycamore Way.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

June 9, 2026
Minutes
City of Clarkesville
Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, June 9, 2026 at 5:30 PM at Council Chambers. Those present were Member Ken Schubring, Vice Chair Alan Hoag, Zoning Administrator Caleb Gaines, Member Monika Schulte, Chair Zack Phillips. Member Liz Treadwell was absent.

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 May 12, 2026 Minutes.*

Approval of the May 12, 2026 Work Session Minutes.

Member Ken Schubring made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Agenda Item #3: *Unfinished Business*

There was no unfinished business.

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

There were no signs for consideration.

Agenda Item #5: *New Business*

Sub-Item #5.a: *319 Grant Street - Residential Facade Alteration.*

Zoning Administrator presented the request to the Planning Commission.

Vice Chair Alan Hoag made a motion to approve

Seconded: Member Monika Schulte

Passed (3 - 0)

Sub-Item #5.b: *1151 Washington St - Clarkesville First Methodist Church Commercial Facade Alteration.*

Mr. Calvin Wilbanks presented the request to the Planning Commission. The Planning Commission voted to approve the request with the condition that the applicant decide on a Benjamin Moore Historical color.

Vice Chair Alan Hoag made a motion to approve

Seconded: Member Ken Schubring

Passed (3 - 0)

Sub-Item #5.c: *310 Bridge Street - Residential Facade Addition - Carport*

The Planning Commission voted to amend the agenda and add item 5.c. Motioned by Commissioner Alan Hoag, seconded by Commissioner Ken Schubring. Pass unanimously.

**Mr. Rob Aycock presented the request to the Planning Commission.
Member Monika Schulte made a motion to approve
Seconded: Member Ken Schubring**

Passed (3 - 0)

Agenda Item #6: Adjournment

**Vice Chair Alan Hoag made a motion to adjourn .
Seconded: Member Monika Schulte**

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



July 14, 2026

To: Planning Commission

Subject: Trillium Project Discussion

The developers for the Trillium Project are going to be requesting consideration of a map amendment (rezone) and variance for the property at Sycamore Way. Since this a considerable ask, I thought it would be best if the developers met with myself and two commissioners to discuss more details of the project. This was done via a zoom meeting on July 15th, 2026. Commissioners Hoag and Treadwell were in attendance. This meeting did not constitute a quorum.

Map Amendment Request

The request is to change the zoning from R, Single-Family Residential to R-1, Single-Family Residential. This changes the minimum lot size from 30,000 square feet down to 15,000 square feet. The smallest lot size on the test fit site plan is 15,888 square feet and the largest is 39,244 square feet.

I contacted the Georgia Mountains Regional Commission about potential 'spot zoning' and a map amendment of this type would not cause 'spot zoning'.

STR Variance Request

The variance request might be a bit more complicated because the STR ordinance does not take into account that a whole subdivision might be created with all short-term rentals with the option of changing into fee simple sales model with a POA/HOA in place. The POA/HOA would be in place regardless of single-family rentals or fee simple. Either way, STRs are a conditional use in R-1 zoning, and there is the 1,500 foot distance between rentals requirement. This creates a challenge for the variance request. One of the ideas posed for the development would be a community of short-term single-family residences managed in a resort type fashion with a management company. This could be better explained by the developers. This might be done by amending the ordinance to allow this type of use as a conditional permitted use instead of granting a variance which might nullify the intent of the STR ordinance.

As a reminder, this is a discussion to help steer the potential development in a direction that would benefit all parties involved and to ensure responsible managed growth in Clarkesville while maintaining the small-town charm and character.



The letter of intent is attached and not the whole map amendment and variance application so that the Planning Commission can provide the best direction on how to proceed with this project.

Respectfully,

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

Caleb Gaines
Zoning Administrator

LETTER OF INTENT / JUSTIFICATION FOR REZONING

Applicant respectfully requests rezoning of the subject property from “R” Residential to “R1” Residential within the City of Clarkesville, Georgia.

The purpose of this request is to allow the development of a thoughtfully planned single-family residential community that is compatible with the surrounding area and sensitive to the natural characteristics of the property. The proposed development is intended to maintain a low-density residential character while providing quality housing opportunities in a professionally managed environment.

The subject property contains environmental and topographical considerations, including areas associated with floodplain conditions and proximity to the Soque River. Due to these site characteristics, the existing “R” zoning classification does not provide the most practical framework for coordinated site planning, infrastructure layout, stormwater management, buffering, and preservation of natural features.

The requested R1 zoning classification will allow the property to be planned in a more orderly and efficient manner while remaining consistent with the surrounding residential development pattern. The proposed use is residential in nature and compatible with adjacent properties and nearby land uses.

The requested rezoning will not create an undue adverse impact on surrounding properties or public infrastructure. Traffic impacts are anticipated to be similar to other low-density residential developments. The property is expected to utilize existing public utilities and municipal services without creating unusual burdens on public facilities, transportation systems, police protection, or fire protection services.

The proposed development is intended to preserve the residential character of the area while encouraging quality investment and responsible land stewardship. The request supports the goals of orderly growth, compatible residential development, and appropriate use of land within the City of Clarkesville.

The Applicant respectfully submits that the requested rezoning is reasonable, compatible with surrounding uses, and in the best interest of both the property owner and the community.

VARIANCE REQUESTS

Short-Term Rental Separation Requirement

The Applicant respectfully requests a variance from the City’s short-term rental separation requirements. The proposed development is fundamentally different from the scattered individual short-term rentals that the separation requirement was intended to regulate. Rather than creating multiple independently operated STR properties dispersed throughout residential neighborhoods, the proposed development consists of a unified, professionally managed residential neighborhood operating under common ownership and management.

The requested variance will allow the development to function as a cohesive residential community while providing centralized management, consistent maintenance standards, parking control, guest oversight, and operational accountability. The variance will not increase impacts on surrounding properties beyond those typically associated with residential development and, in many respects, will provide greater control than individually operated short-term rental properties.

Manufactured Housing / Modular Construction Variance

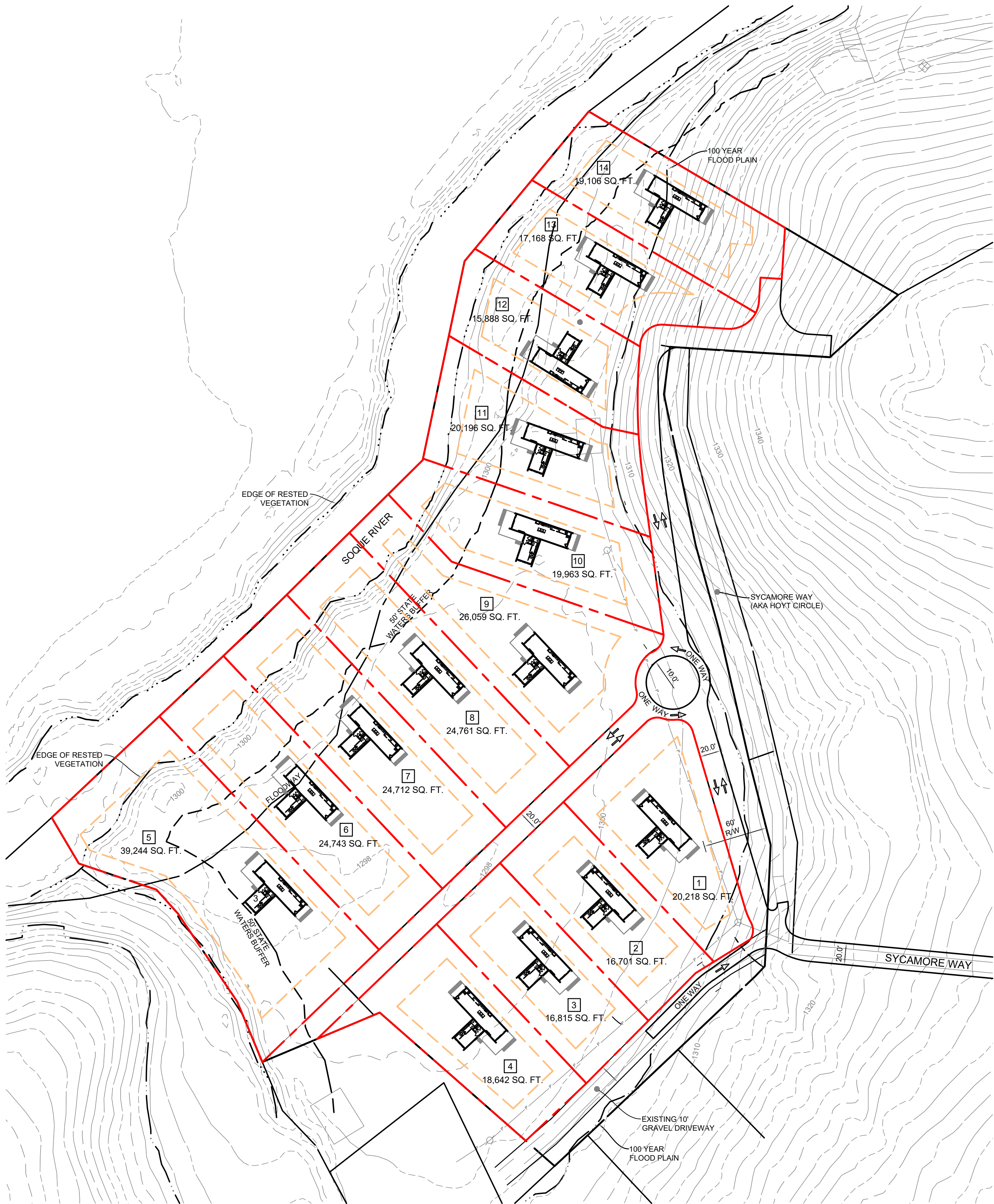
The Applicant respectfully requests approval for the use of modular construction methods within the development. The proposed homes are not mobile homes, trailer homes, or temporary structures. Rather, they are permanent residential dwellings constructed to applicable building code requirements and installed on permanent foundations.

The requested variance recognizes advances in modern residential construction techniques and allows the use of factory-built components that improve construction quality, reduce construction duration, minimize construction traffic, reduce on-site labor requirements, and significantly decrease construction waste and environmental disturbance.

The completed homes will be architecturally compatible with the surrounding community and indistinguishable from traditionally site-built residences. The use of modular construction methods supports responsible development practices while preserving the residential character envisioned by the City's zoning regulations.

Community Benefits

The proposed development provides numerous public benefits, including preservation of natural features, reduced construction impacts, professionally managed operations, increased tourism accommodations, expanded local economic activity, increased property tax revenues, and high-quality residential architecture compatible with the character of Clarkesville and the surrounding Soque River corridor.



Trillium Clarkesville Test Fit

No.	Description	Date

Project number

Date06 February, 2026

Drawn byHannah Craig

Checked by

Scale