



Agenda
City of Clarkesville
Planning Commission
Regular Meeting
5:30 PM September 8,
2026

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the July 14, 2026 Minutes.
There are no August 11, 2026 Minutes.
3. Unfinished Business
4. Sign(s) for Consideration:
 - 4.a 1349 Washington St - Coffee on the Corner
 - 4.b 670 W Louise St - Texaco
5. New Business
 - 5.a 135 W Green St - Commercial Rear Facade Alteration.
 - 5.b 671 Washington St - Residential Demo and New Residential Facade.
6. Adjournment

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

August 11, 2026

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, August 11, 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: *No Public Meeting.*

Respectfully submitted,

Caleb Gaines, Zoning Administrator

OFFICIAL MINUTES
PLANNING COMMISSION REGULAR MEETING

July 14, 2026

Minutes

City of Clarkesville

Planning Commission Regular Meeting

The Planning Commission Regular Meeting of the Planning Commission was held on Tuesday, July 14, 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. Member Liz Treadwell, 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 June 9, 2026 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: *Discussion of Trillium Project - Sycamore Way.*

Jason Acree and Ryan Harrison were on hand to discuss possible options for the Trillium Project at Sycamore Way. The concept at this stage is for a 12 to 14 single-family subdivision that would be used as short term rentals managed by a management agency. The home would also be converted to fee simple homes for individual sale. This item was only a discussion and no votes were held.

Agenda Item #6: *Adjournment*

Member Ken Schubring made a motion to adjourn .

Seconded: Vice Chair Alan Hoag

Passed (3 - 0)

Respectfully submitted,

Caleb Gaines, Zoning Administrator



Telephone:
706-754-4216

P.O. Box 21
Clarkesville, GA 30523

September 8, 2026

To: Planning Commission

Subject: 1349 Washington St – Coffee on the Corner

I have received the proposed signage for Coffee on the Corner at 1349 Washington St.

The main sign will be using the existing hanging structure. The MDO (medium density overlay) sign will be double-sided and 6.25 square feet in diameter.

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, oval-shaped flourish.

Caleb Gaines
Zoning Administrator

Please see attachments

Sign

From William Lincoln <wrlincoln4@gmail.com>
Date Sun 8/9/2026 4:40 PM
To William Lincoln <wrlincoln@outlook.com>



Design Proposal By:
50% Down Payment on Orders Over \$100.00

Signature: _____ **Date Accepted:** _____



Sent from my iPhone



September 8, 2026

To: Planning Commission

Subject: 670 W Louise St – Texaco Imaging Change

The Texaco located at 670 W Louise St is going to reimagine the logo and lettering of the gas station.

Because this is a complete rebranding, the existing pylon will be replaced with a 10-foot-high monument sign with brick base cladding.

Monument sign – 32 square feet double-sided LED. Total height is 10 feet.

C1 - "Texaco" wordmark replaced with illuminated 5.4 square foot Texaco Star.

C3 - "Texaco" wordmark removed.

C4 - Existing non-illuminated fascia replaced with illuminated 20 square foot Texaco wordmark.

This Texaco station is in the Highway Business district and all the requested changes are a permitted use in this zoning.

Considering that they agreed to remove the existing pylon and install a monument signage, I recommend approval of 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

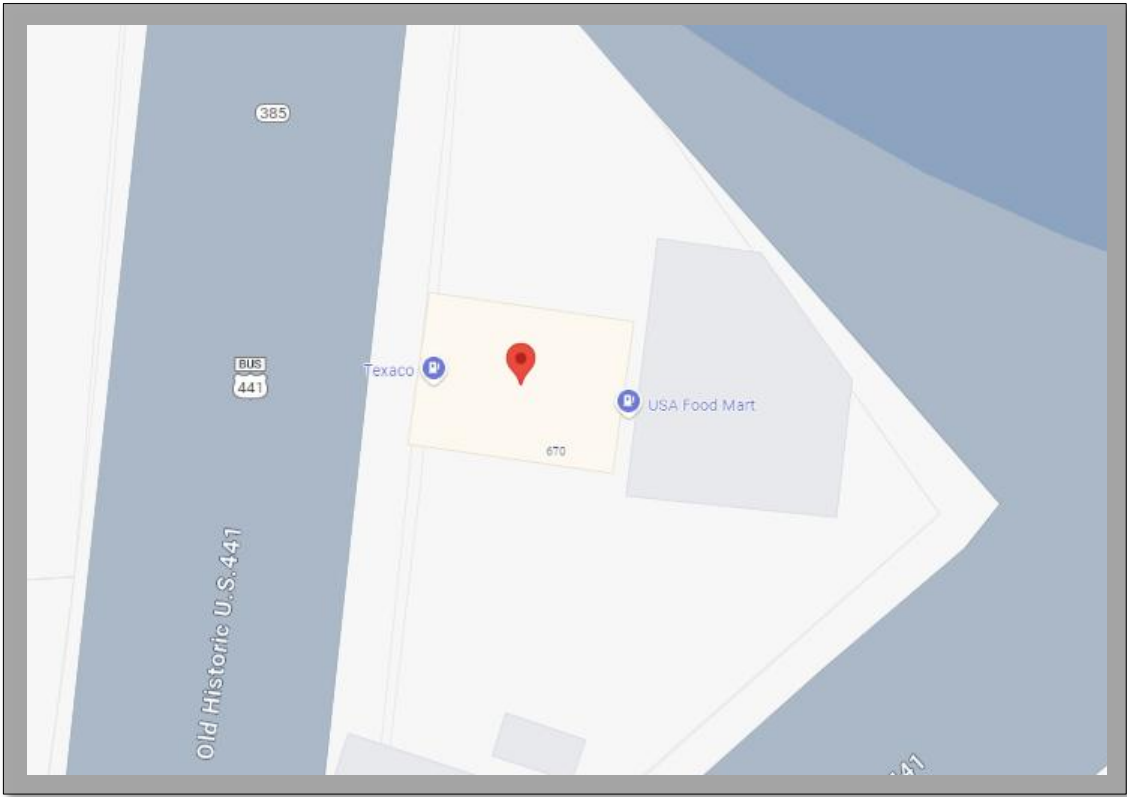


TEXACO REDESIGN PROGRAM

PROJECT LOCATION

#385982
670 W Louise St
Clarkesville GA 30523-5809

Vicinity Map



SCOPE OVERVIEW

- 1. REMOVE AND REPLACE CANOPY FASCIA
- 2. SIGNAGE TO BE REPLACED LIKE FOR LIKE

DRAWING LIST

- COVER
- CPV-1 (CANOPY PLAN VIEW)
- S-1 (MAIN ID SIGN)
- GC-1 (GAS CANOPY IMAGE)
- GC-2 (FASCIA DETAILS)
- FC-1 (FORECOURT)
- FC-2 (FORECOURT)
- D-1 (FUEL DISPENSER IMAGE)
- P-1 (PAINT DETAILS)
- B-1 (BUILDING SIGNS)
- B-2 (BUILDING SIGNS)
- CAT-1 (CATALOG FLYER)

FACILITY INFORMATION

#385982
670 W Louise St
Clarkesville GA 30523-5809

PERMITTING INFORMATION

County
City of: Clarkesville
Zoning Classification:
HB Highway Business
PIN Recorder/ Parcel ID:
104 121

Sheet:
Cover
Drawing Set Revision:
R3



LSI Graphic Solutions
5127 Boyer Parkway
Akron, OH 45242
(330) 494-8515

Project: Canopy Refresh - C

Drawn By: Michael Wilson
Review By: Michael Wilson

Date: 4/30/25

CANOPY PLAN VIEW

NOTES:



FACILITY INFORMATION

#385982
670 W Louise St
Clarkesville GA 30523-5809

Sheet:
CPV-1 (CANOPY PLAN VIEW)
Sheet Revision:
R3



LSI Graphic Solutions
5127 Boyer Parkway
Akron, OH 45242
(330) 494-8515

EXISTING C-STORE

MID REPLACEMENT – NEW MONUMENT INSTALL

CUSTOMER
TEXACO

STORE ID
LSI - #385982

SITE ADDRESS
LSI - #385982

RENDERING #
TEXACO-LSI-385982-RENDERING_A

Los Angeles • Knoxville
800-423-4283
www.SignResource.com

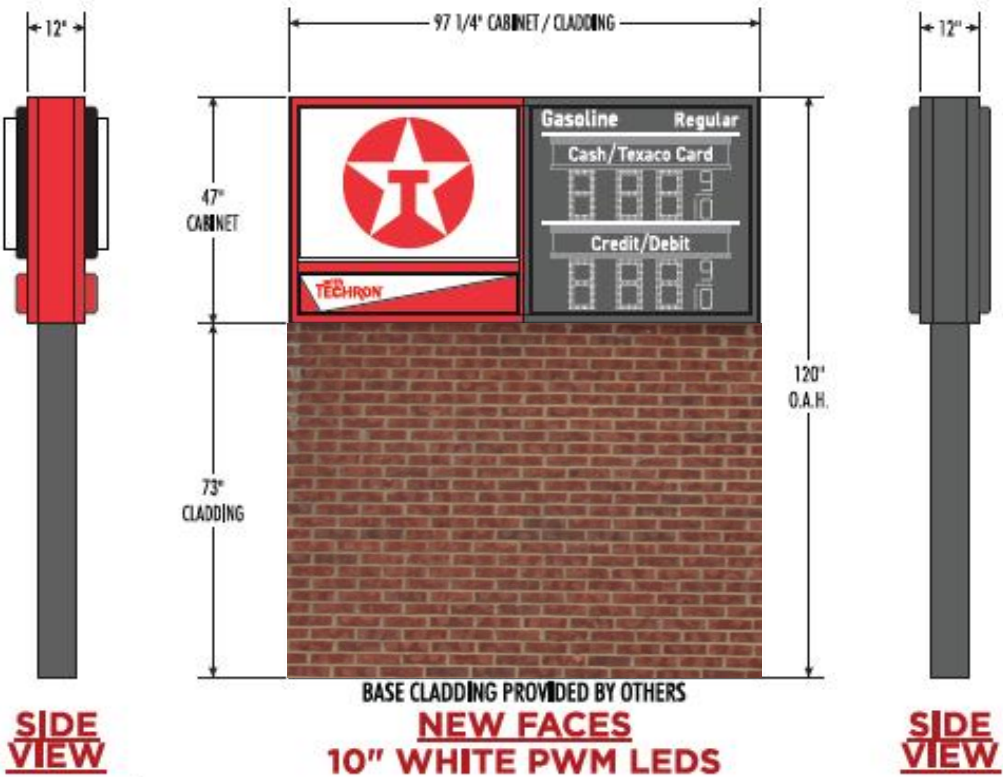


SCOPE OF WORK

• PROVIDE NEW TEXACO SIGN WITH CLADDING

MID SIGN

EXISTING N/A Sq.Ft PROPOSED 31.74 Sq.Ft



COLOR:	
A	TEXACO RED - 3M 3480-145/PM-AHSE
B	TEXACO BLACK - OPPOSITE 3M 1100C-12
C	TEXACO WHITE - TRANSLUCENT 3M 3480-20
D	TEXACO WHITE GEL - PPG SUMMER SHADOW
E	
F	
G	
MATERIALS:	
1	PLASTIC ☒ PERMANENT ☐ FLAT ☐
2	ALUMINUM

06/18/26 (EC)

SCALE: 1:32

THIS RENDERING IS FOR REFERENCE AND PERMITTING PURPOSES ONLY
ANY SEPARATE OR OPTIONAL COMPONENTS MUST BE ORDERED SEPARATELY
ALL ELECTRICAL SIGNS WILL COMPLY WITH UL 48 - UL FILE #E46729

Please Note: Weights and Measures requirements vary by State, County and Municipality. It is the responsibility of the customer to confirm that these graphics are compliant with all local Regulations, Statutes and Ordinances. Compliance must be confirmed by the party obtaining the permit. SignResource is not liable for misinterpretation of local Weights and Measures requirements or any rule changes that may occur after the order has been placed. If permitting and installation is provided by SignResource, we will make every effort to confirm the signage provided is compliant at the time of installation.

APPROVAL SIGNATURE

DATE

By signing, you are validating the dimensions and graphic provided to SignResource and/or you are handling your own installation.

BRAND CONVERSION DETAILS

1. REFACE EXISTING CABINETS WITH NEW FACES AS SHOWN
2. CABINETS, RETAINERS AND POLES TO BE PAINTED TEXACO RED PMS 485
3. FUEL GRADE CABINETS AND RETAINERS TO BE PAINTED TEXACO SUMMER SHADOW PPG 0996-7

JURISDICTION REQUIREMENTS

ALLOWED: 1
SQUARE FOOTAGE ALLOWANCE: 32sf
OVERALL HEIGHT: 10ft
LED'S ALLOWED: YES
SET BACK: 2 ft from any public street ROW.
REFACE NON-CONFORMING: YES, PERMIT
REFACE NON-CONFORMING W/LED'S: YES

SIGN LOCATION MAP

EXISTING MAIN ID SIGN



FACILITY INFORMATION

#385982
670 W Louise St
Clarksville GA 30523-5809

Sheet:
S-1 (MAIN ID SIGN)
Sheet Revision:
R3



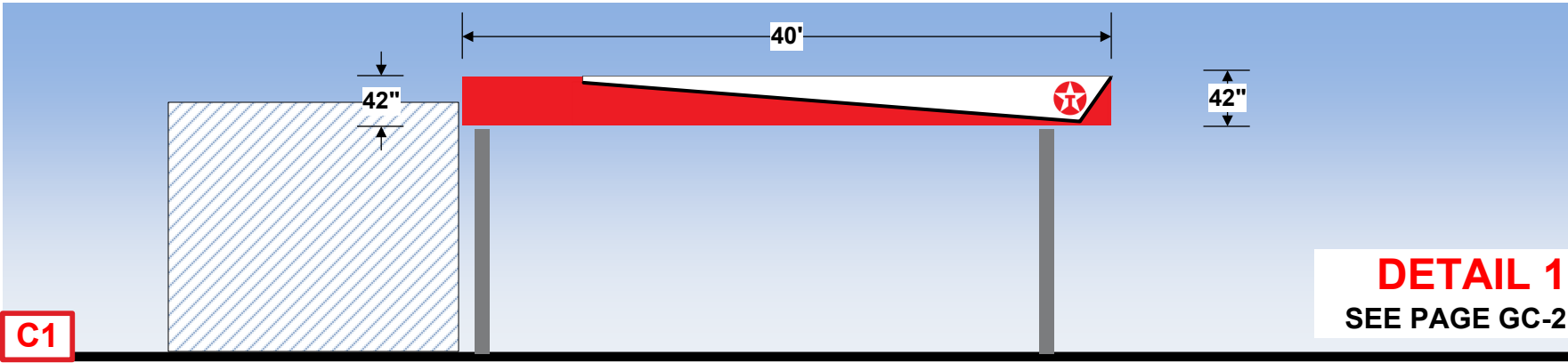
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Akron, OH 45242
(330) 494-8515

EXISTING ELEVATIONS

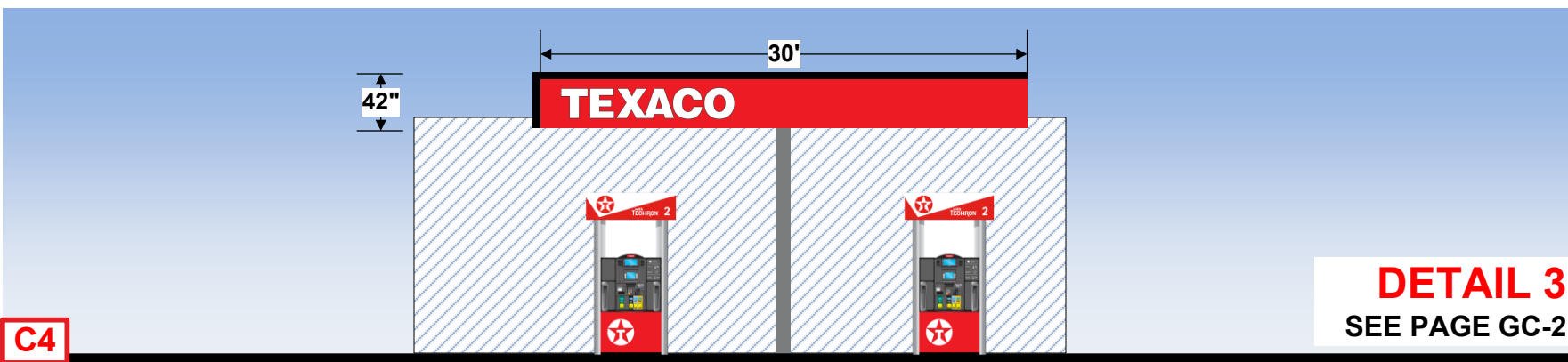
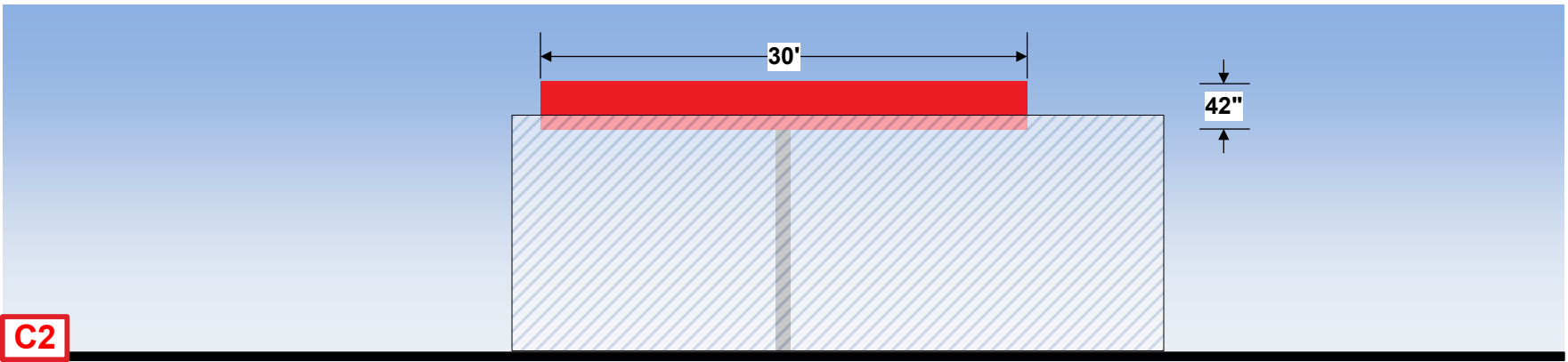


PROPOSED ELEVATIONS

EXISTING CANOPY FASCIA IS 34", RIGGING IS 30". CANOPY TO BE RE-RIGGED TO BUILD UP TO 42" FASCIA HEIGHT. THERE IS ONE FOLDOVER. TEXACO IMAGE WILL BE INSTALLED FLUSH TO THE TOP OF THE FASCIA



PRIMARY CORNER



PRIMARY CORNER

BRAND CONVERSION DETAILS

- C1** Non-Illuminated Fascia with Illuminated Texaco Star
- C2** RED ACM
- C3** RED ACM
- C4** Non-Illuminated Fascia with Illuminated Texaco Wordmark

JURISDICTION REQUIREMENTS

WORDING ALLOWED: **YES**
CANOPY REFACED: **YES**
LOGO ALLOWED: **YES**
STRIPES ALLOWED: **NO**
PART OF WALL SIGNS: **YES**
LOGO COUNT ON SF: **YES**
PERMIT REQUIRED: **YES**
COUNT TOWARD SIGN ALLOWANCE: **YES**
FORMULA FOR ALLOWANCE: **9 SF IF USED AS SECONDARY WALL SIGN.**
ILLUMINATION: **As approved.**
OTHER SIGN RESTRICTIONS: **Up to top of wall**



FACILITY INFORMATION

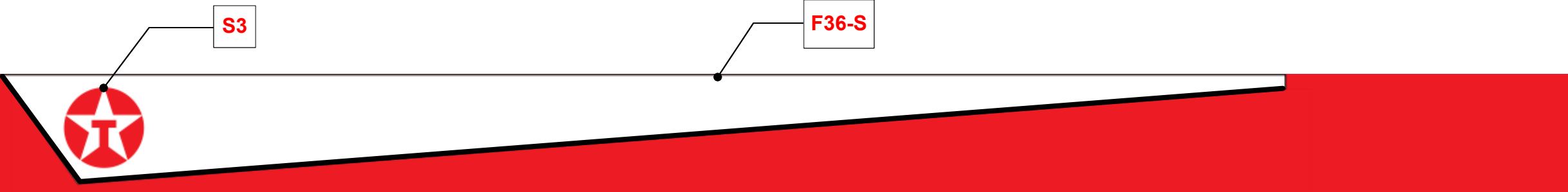
#385982
670 W Louise St
Clarkesville GA 30523-5809

Sheet:
GC-1 (GAS CANOPY IMAGE)
Sheet Revision:
R3

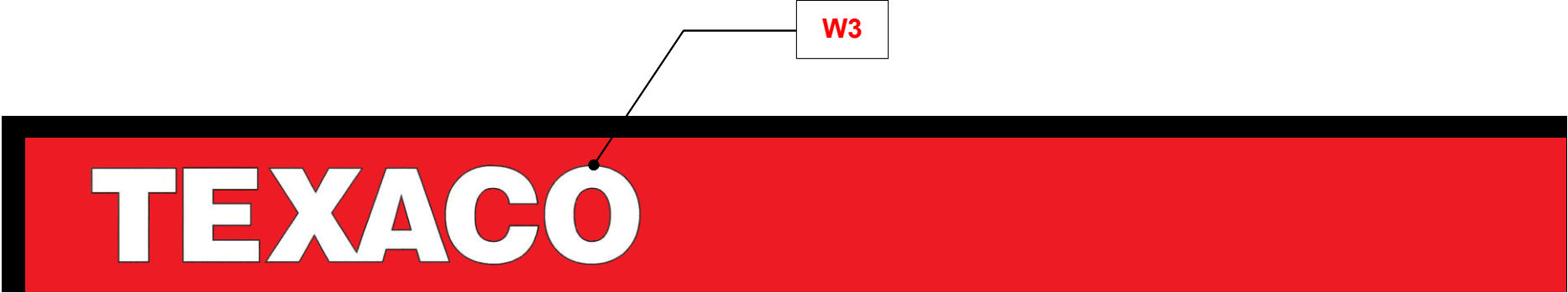
 **LSI Graphic Solutions**
5127 Boyer Parkway
Akron, OH 45242
(330) 494-8515

FLAGSHIP CANOPY UNDER 76 FT LONG
FASCIA HEIGHT 42"
CONTAINED CIRCLE STAR

DETAIL 1
TEXACO STAR = 28" X 28" = 5.4 SF
QUANTITY - 2



DETAIL 3
TEXACO WORDMARK = 22" X 131.094" = 20 SF
QUANTITY - 1



CANOPY SIGN DETAILS

TEXACO STAR

S3 28" X 28" = 5.4 SF
QUANTITY - 1

TEXACO STAR – Face: Flat #7328 White Acrylic (.177) with 1st Surface Applied #485 Red Vinyl w/Overlamine. Black Trim Cap / CNC fabricated aluminum sidewalls with black exterior finish and white interior finish

WORDMARK

W3 22" X 131.094" = 20 SF
QUANTITY - 1

CANOPY WORDMARK – Illumination: USLED 6500k White LED's. Face: CNC cut #7328 pigmented white acrylic. Mounting: 2" non-corrosive stand offs. Trim cap: 1" black. Side Walls: CNC formed aluminum with black paint finish (5.3/.040 aluminum)

FOLDOVER

F36-S Foldover w/adjusted angle for 36" fascia under 76' long

FACILITY INFORMATION

#385982
670 W Louise St
Clarksville GA 30523-5809

Sheet:
GC-2 (FASCIA DETAILS)

Sheet Revision:
R3



LSI Graphic Solutions
5127 Boyer Parkway
Akron, OH 45242
(330) 494-8515



September 8, 2026

To: Planning Commission

Subject: 135 W Green St – Commercial Rear Façade Alteration

The property owner at the above address is building out the rear street level area into two more apartments. This request is to alter the lower portion of the building façade.

The alteration will involve removing the existing two doors and replacing them with 2x 10 foot glass windows, glass doors and an awning which would extend the entire length of the building façade.

Four parking spaces for tenants and separate green spaces for tenants.

Please refer to the attachments for colors and materials.

Because this property is in the Downtown Preservation District, approval from the Planning Commission is required.

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

Please see attachments



Application for a Certificate of Appropriateness (COA)

Applicant:	<u>T.W. C. Hall / Hall & Co.</u>	Phone Number:	<u>706.949.1678</u>
Mailing Address:	<u>P.O. Box 725 Clarkesville, GA 30523</u>		
Subject Property:	<u>135 W. Green Street</u>	Parcel ID:	
Property Owner:	<u>Hall & Co.</u>	Phone Number:	<u>706.949.1678</u>
Mailing Address:	<u>P.O. Box 725 Clarkesville, GA 30523</u>		

Type of Project Proposed:

- Demolition
- New Construction/Infill
- Additions
- Material Change in Appearance

Description of Proposed Project (attach additional sheets if necessary):

This is the 4th and final renovation phase of 135 W. Green St. We are looking to convert the two basement spaces into rentals. This would include adding 2x - 10' glass windows, glass doors and an awning. The courtyard would become two small separate green spaces. One for each unit. 4 parking spaces would be added at the street with extra depth to ensure clearance. Each rental will include a 1 bedroom, 1 bath apartment.

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: 8.31.2026

***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

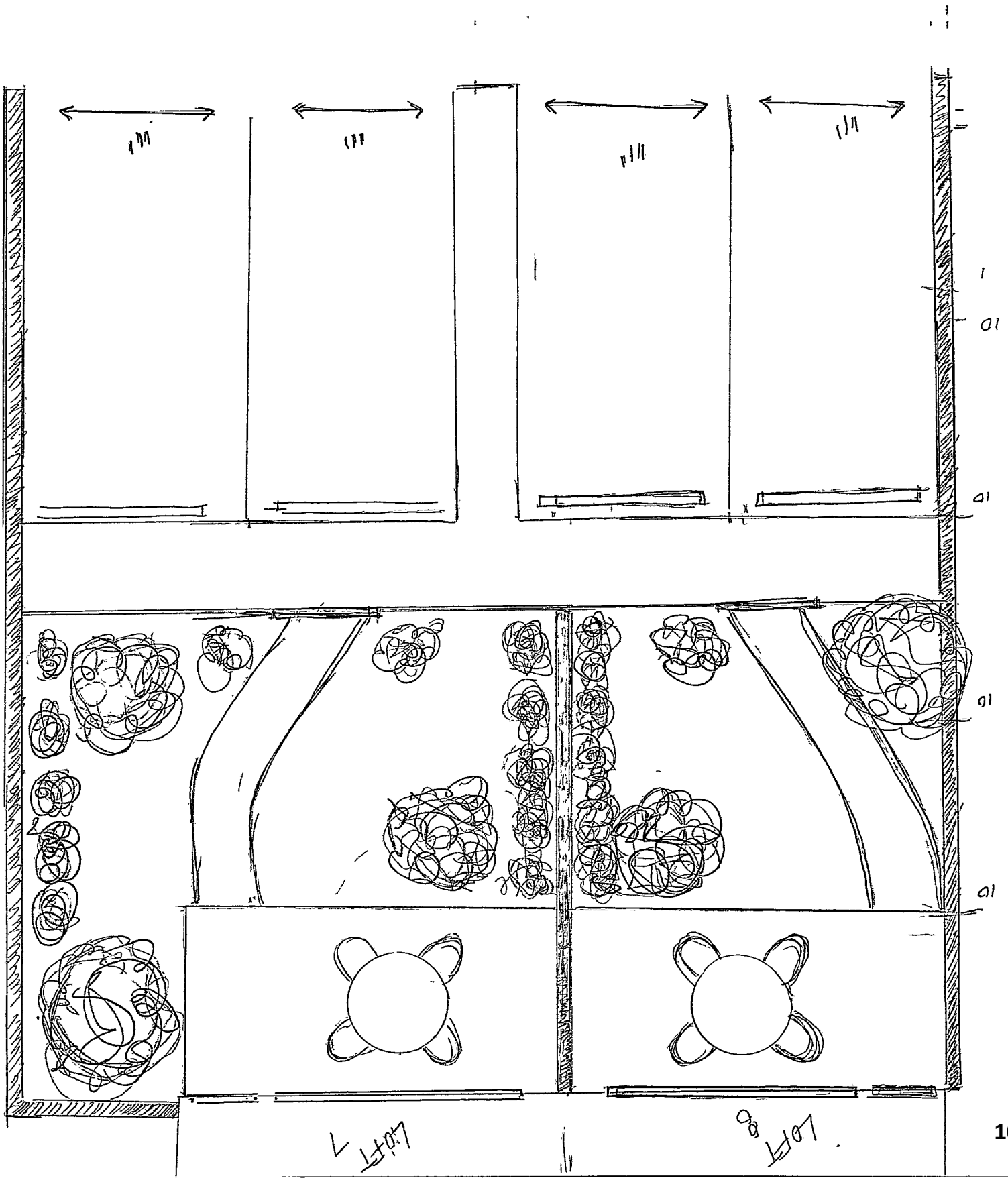


Hall & Co.

Application for a Certificate of Appropriateness (COA)

135 W. Green Street, Clarkesville, GA 30523







September 8, 2026

To: Planning Commission

Subject: 671 Washington St – Existing Residential Demolition / New Residential Façade

The prospective buyers of the above property is in the due diligence phase before possibly purchasing it. The request to demo and rebuild is part of that due diligence. Since this property is located within the Washington Street Preservation District, approval is required from the Planning Commission.

The initial plan is to demolish the existing residential structure and replace it with a one-story residence around 2,000 square feet and a 40 x 50 3 car garage. The existing residence has no local historical significance and is not listed on any historical registries.

The new structures will be in similar character to the neighboring homes in the area and will adhere to the city's current residential façade guidelines. Possible colors will be presented at the meeting for consideration as well.

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:	Richard & Dorothy Whiting	Phone Number:	706-499-3770
Mailing Address:	3443 Antioch Church Rd Mount Airy GA 30563		
Subject Property:	671 Washington St. Clarkeville GA	Parcel ID:	
Property Owner:		Phone Number:	
Mailing Address:			

Type of Project Proposed:

- ☒ Demolition
- ☒ New Construction/Infill
- Additions
- Material Change in Appearance

Description of Proposed Project (attach additional sheets if necessary):

Demolish house

Build new home.

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: _____

8-28-26

***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

Ref:

671 Washington Street

Clarkesville Ga 30563

Rick and Pam Whiting

To whom it may concern;

Pam and I are under contract on the above-mentioned property. While in the due diligent period it is our hope to verify that we would be able to do with the property as laid out below and address any concerns the Planning Commission may have.

- Due to the condition of the existing dwelling and the mold and mildew present we do not feel it to be a viable option to restore the house.
- Our plan is to build a 1 Story home around 2000 sq ft.
- We also want to stay in harmony with the homes in and around this area. This includes style and colors which will be presented for final approval to the Planning Board.
- There are a few trees that will need to be removed. Most of which are white pines, and the others are completely covered in ivy. We want to save any trees possible for the shade and aesthetics

Detached Garage:

We are also proposing a detached garage which will sit on the back of the property. See attached survey performed by Davidson Surveyors. Below are some of the particulars:

- The detached garage will also be in harmony with the house being built, and the homes surrounding the property.
- It is completely designed for personal use only.
- See the attached photos of the suggested building.

- The desired dimensions are 40 X 50 with 3 roll up garage doors.

Pam & I are life long residents of the Clarkesville area. We look forward to being closer to town for the convenience and family.

Our estimated cost for this project is \$900,000 to \$1,000,000.

Thank you so much for your consideration.

Rick Whiting

706-499-3710

Sept 8th



4 door detached garage



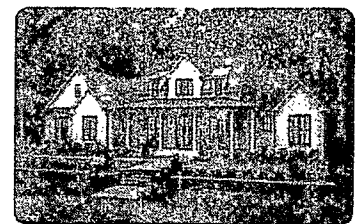
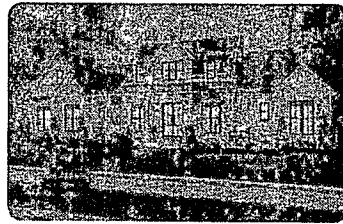
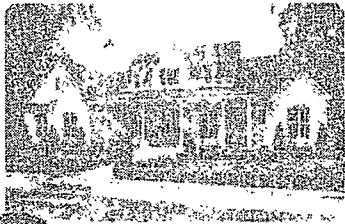
storage.googleapis.com



Attached 3 Car Garage Designs at Harry Goodwin blog

JPEG 990 x 658 171

View File



Save All 15 Images | Photographs may reflect modified home

© copyright by de



 MODIFY

 COST ESTIMATOR

 SAMPLE PLAN

 DESIGNER'S PLAN DETAILS

 REVERSE PLAN

12:36



Messages

★ **Best Price Guarantee** — we beat any competitor by 10%

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Overview

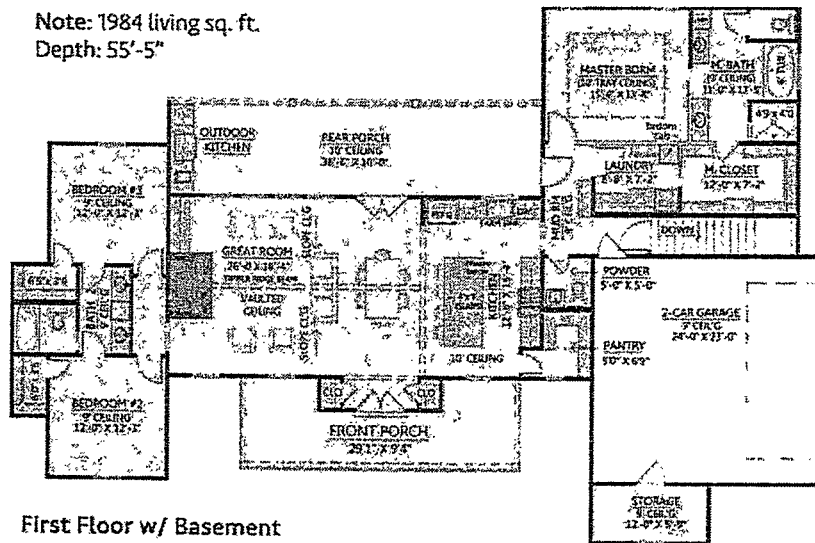
Floor Plans

Modifications

Build Cost

Floor Plans Tap to zoom

Note: 1984 living sq. ft.
Depth: 55'-5"



First Floor w/ Basement

Main Floor — 1,954 sq ft · 84'6" W x 54'6" D

MAIN FLOOR

Looking for the right plan? I know
all of them — ask me anything.



AI CHAT

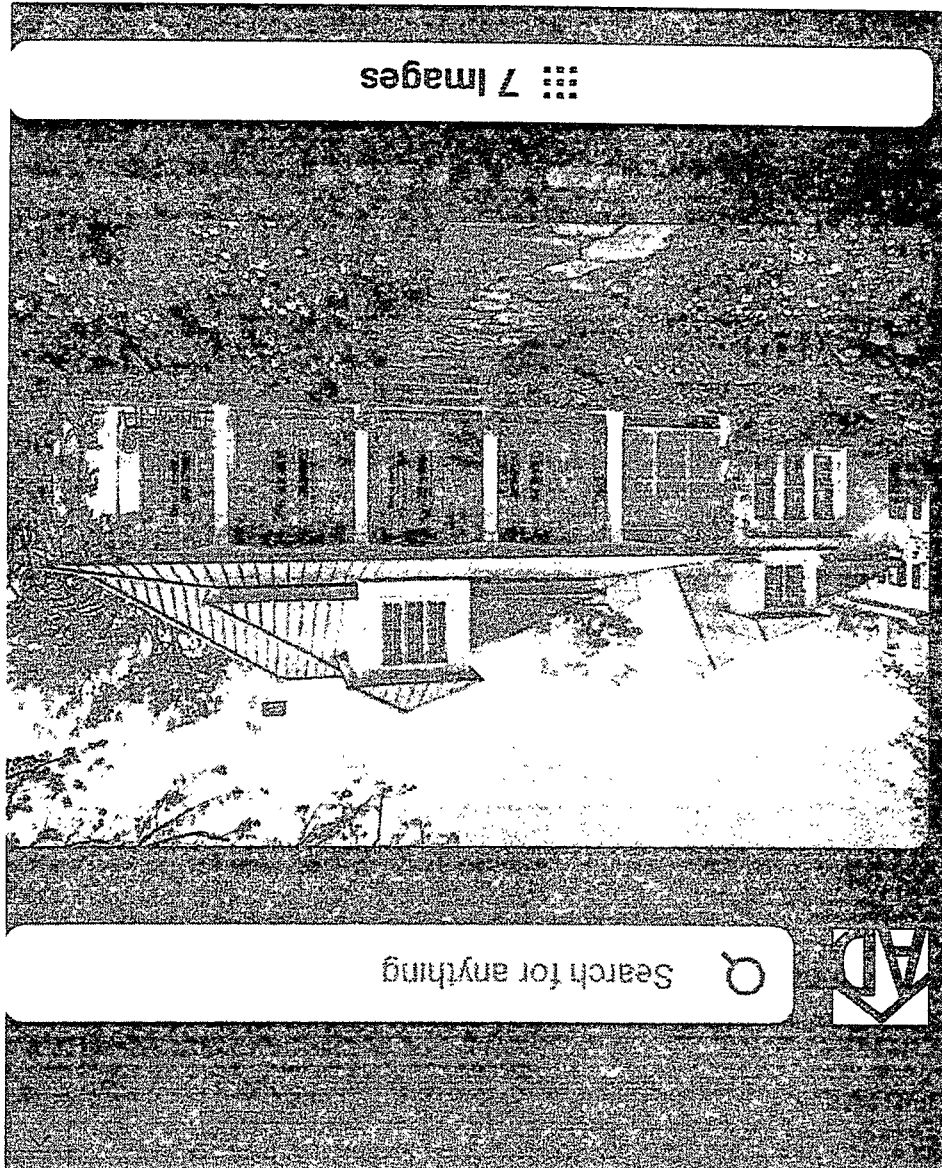


Select Package



archivaldesigns.com



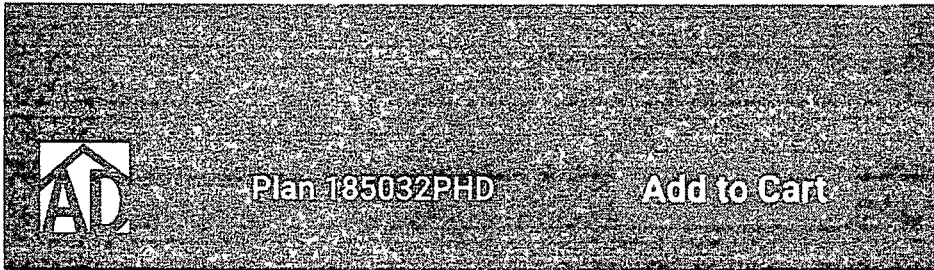


Revised

Charming Southern Transitional House Plan

Plan 185032PHD

★ EXCLUSIVE



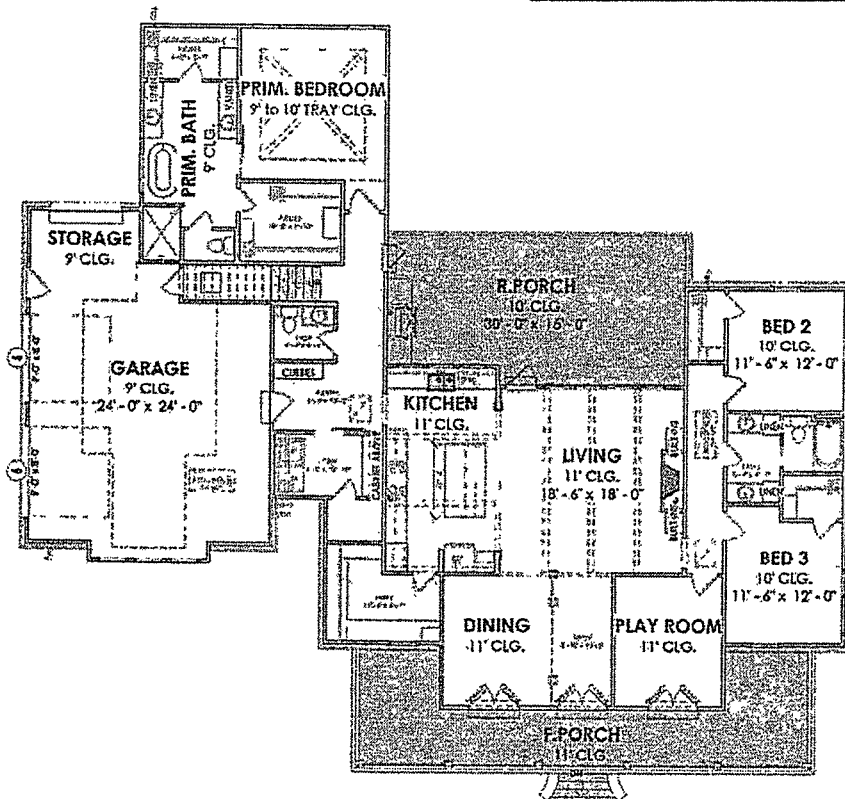
Floor Plan

Print Plans

Main Level

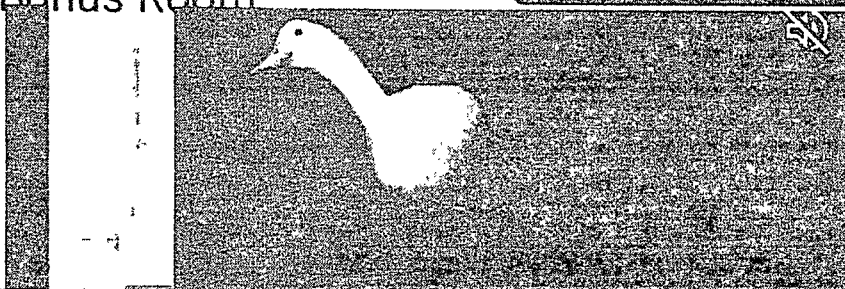
Reverse Floor Plan

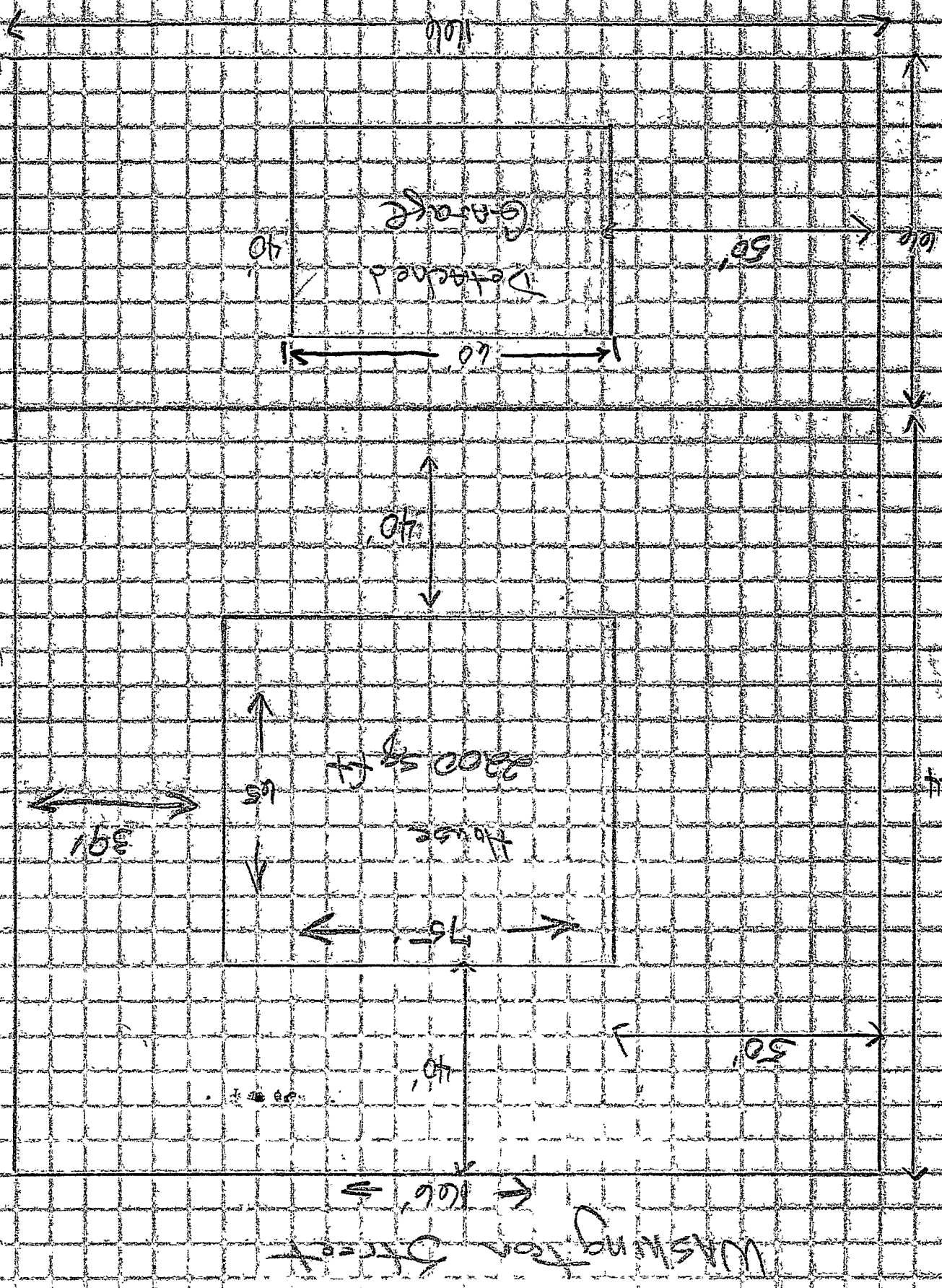
Reverse



Optionally Finished Bonus Room

Reverse Floor Plan





E-Filed By:
Habersham County Clerks Office
Clerk of Courts David C. Wall
03/29/2025 10:18 AM
Plat Book: 00076
Page: 0067
\$10.00 Base Filing Fee



RETRACEMENT SURVEY

SURVEYORS CERTIFICATION

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for the property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Edwin G. Davidson
1/31/2025
DATE

THIS BLOCK RESERVED FOR THE
CLERK OF SUPERIOR COURT

ABBREVIATIONS

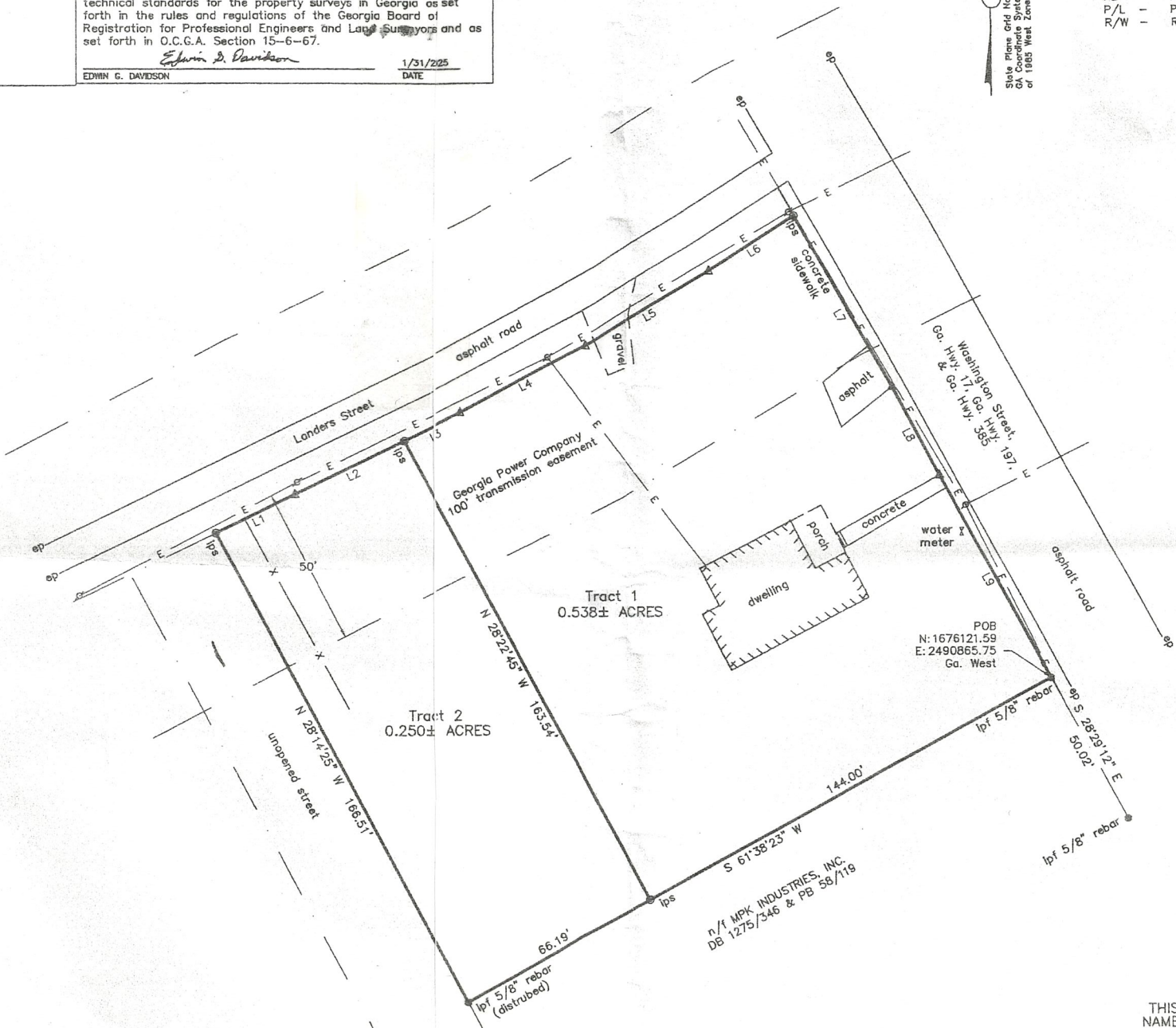
POC - POINT OF COMMENCEMENT
POB - POINT OF BEGINNING
C/L - CENTERLINE
DB - DEED BOOK
EP - EDGE OF PAVEMENT
FND - FOUND
IPF - IRON PIN FOUND
IPS - IRON PIN SET
L.L.L. - LAND LOT LINE
N/F - NOW OR FORMERLY
OTP - OPEN TOP PIPE
PB - PLAT BOOK
P/L - PROPERTY LINE
R/W - RIGHT OF WAY

LEGEND

These standard symbols will
be found in the drawing.

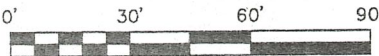
—E—E— ELECTRIC
—X—X— FENCE
—T—T— TELEPHONE
⊕ UTILITY POLE
⊙ WELL
⊕ TELEPHONE BOX
⊕ IRON PIN SET
⊕ IRON PIN FOUND
⊕ CONCRETE MONUMENT FOUND
⊕ TREES
Δ BREAK IN P/L

LINE	BEARING	DISTANCE
L1	N 64°08'33" E	27.50'
L2	N 64°16'37" E	38.35'
L3	N 64°16'37" E	20.16'
L4	N 62°20'05" E	45.26'
L5	N 60°02'43" E	45.39'
L6	N 57°39'32" E	31.90'
L7	S 29°40'38" E	61.70'
L8	S 27°53'59" E	31.29'
L9	S 28°35'36" E	72.57'



- NOTES:
- The land platted herein is subject to any easements, reservations, or restrictions that may exist either written or unwritten.
 - All ips are 1/2" rebar with plastic cap. (COA #599 inscribed)

Source Deed: DB 1092/548, PB 2/43, & PB 8/177



THIS PLAT IS FOR THE SOLE AND EXCLUSIVE USE OF THE PARTY
NAMED IN THE TITLE BLOCK. ALL OTHERS USE AT THEIR OWN RISK.

RETRACEMENT SURVEY FOR:

ROBERT MCMILLAN

— In the City of Clarkesville, Georgia —

DAVIDSON LAND SURVEYING, INC.

E.G. (EDDIE) DAVIDSON, PLS

328 BRIDGE STREET
CLARKESVILLE, GEORGIA 30523
(706) 754-7498

C.O.A. #599 GA #2586	SC #16127	NC #L-3746	TN # 1877	AL #20350
Land Lot: 20	District: 10th	County: Habersham, Georgia	Job No.: 25-013	Drawing No.: 25-013
Date: 1/31/2025	Scale: 1"=30'			

The field data collected is based upon GPS observations, using Carlson BRx7 dual frequency receivers base and rover with Carlson SurvCE software. Geodetic control established using RTK network utilizing the Leica real time kinematic network.

The relative positional accuracy, as calculated according to the Federal Geographic Data Committee Part 3: National Standard for Spatial Data Accuracy

Horizontal: 0.04' 95% confidence level
Vertical: n/a

This plat has been calculated for closure and is found to be accurate within one foot in 77,600 feet.

Field work completed on 1/29/2025

THIS PROPERTY IS NOT SHOWN TO BE LOCATED WITHIN A 100 YEAR FLOOD HAZARD AREA ACCORDING TO FIRM MAP NO. 13137C0207D DATED 1/5/2018. THIS IS BASED ON GRAPHICALLY LOCATING THIS PROPERTY ON SAID MAP, NO ADDITIONAL FIELD WORK HAS BEEN PERFORMED TO MAKE THIS DETERMINATION.



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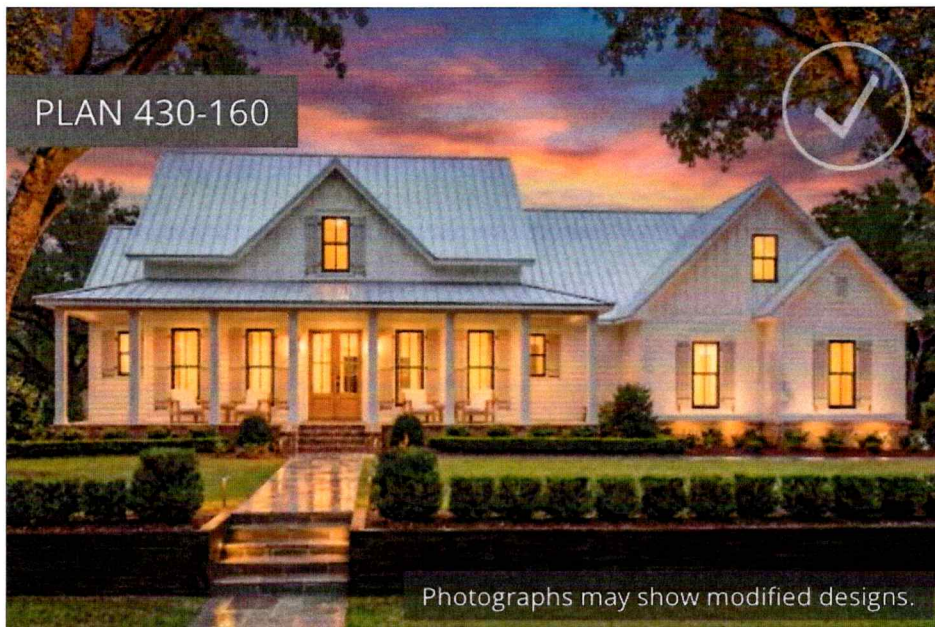


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PLAN 430-160



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