



# City of Helen

## Planning, Design and Review Board

P. O. Box 280

Helen, GA 30545



*The City of Helen is an equal  
opportunity provider and employer*

TUESDAY, NOVEMBER 6, 2018  
PLANNING AND DESIGN REVIEW BOARD

*706-878-2733—main*

*706-878-1655—fax*

### AGENDA

1. CALL MEETING TO ORDER

*Building & Zoning:*

2. APPROVAL OF AGENDA

*Darrell Westmoreland*

3. APPROVAL OF MINUTES FROM OCTOBER 16, 2018 MEETING

*Chairman:*

4. SIGNS

*Helen Wilkins*

A. Brickhouse Burgers, pizza and Pasta. 8759 N. Main Street. Jeremiah Clearwater. Request for approval for the submitted sign.

*Board Members:*

*David Greear*

5. NO PLAN SUBMITTALS

*Linda McAllister*

6. NO SPECIAL EVENTS

*Ralph Hofer*

*Charlie Knowles*

*Catherine Cleiman*

*Chris Williams*

\$25

# SIGN APPLICATION

P A I D  
OCT 17 2018

CITY OF HELEN  
PO BOX 280  
HELEN, GEORGIA 30545  
706-878-2733  
buildingzoning@cityofhelen.org

PERMIT NUMBER \_\_\_\_\_  
\$25.00 APPLICATION FEE  
\$75.00 PERMIT FEE (If approved)  
OCCUPATIONAL TAX # ~~201801022018~~

NAME OF APPLICANT & BUSINESS  
Jeremiah Clearwater  
BrickHouse Burgers  
Pizza & Pasta

ADDRESS 8759 N main CITY Helen  
STATE GA ZIP 30545 PHONE (828)747-9166

NAME OF SIGN COMPANY  
COKE

ADDRESS \_\_\_\_\_ CITY (Nathan)  
STATE GA ZIP \_\_\_\_\_ PHONE 404-754-3590

TOTAL VALUE  
\$ - 0 -

TYPE  HANGING ( ) MURAL ( ) FREESTANDING ( ) OTHER (SPECIFY)  
SIZE  6 SQ. FT. WALKING AREA  24 SQ. FT. DRIVING AREA ( ) OTHER  
IS AN "OPEN", "CLOSED" SIGN BEING APPLIED FOR  YES ( ) NO  
(MUST BE SAME COLOR AND DESIGN OF BUSINESS SIGN AND 6 X 12 INCHES OR SMALLER)

SPECIAL JUSTIFICATION BY APPLICANT FOR SECOND SIGN, IF REQUIRED.

1. THE HELEN CITY CODE, CHAPTER 34, ARTICLE VII, WHICH IS AVAILABLE AT CITY HALL FOR YOUR REVIEW, REGULATES THE DESIGN, ERECTION AND DISPLAY OF SIGNS IN THE CITY.
2. AN EXACT, TO SCALE, COLOR RENDERING OF THE PROPOSED SIGN, AND A SITE PLAN SHOWING THE LOCATION OF PROPOSED SIGN ON PROPERTY OR BUILDING MUST BE ATTACHED TO THIS APPLICATION AT TIME SUBMITTED.
3. APPLICATION MUST BE RECEIVED BY CITY HALL AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING DATE OF THE PLANNING AND DESIGN REVIEW BOARD.
4. DOUBLE FEE WILL BE CHARGED FOR SIGN(S) ERECTED WITHOUT AN APPROVED PERMIT.
5. PERMIT VALID FOR 90 DAYS TO COMPLETE APPROVED WORK FOR PERMITTED SIGN

STATEMENT BY APPLICANT: "I HAVE REVIEWED, UNDERSTAND, AND AGREE TO ABIDE BY THE PROVISIONS OF CHAPTER 34, ARTICLE VII OF THE CITY CODE."  
SIGNATURE  DATE 10/16/18

**FOR OFFICIAL USE ONLY -- DO NOT WRITE BELOW THIS LINE**

BOARD'S COMMENTS; CONDITIONS FOR APPROVAL; OR REASON FOR DENIAL:  
\_\_\_\_\_  
\_\_\_\_\_

### BOARD MEMBERS REVIEWING THE APPLICATION

DATE:		
APPROVED		
DISAPPROVED		

FINAL INSPECTION: INSPECTORS NAME \_\_\_\_\_ DATE \_\_\_\_\_ DECAL # \_\_\_\_\_

**PAYMENT OF OCCUPATIONAL TAX MUST BE MADE PRIOR TO APPLYING FOR A SIGN PERMIT**



**BRICKHOUSE**

**Burgers**

**Pizza**

**& Pasta**

Burgers \* Chicken \* Seafood  
Calzones \* Pasta \* Salads & More

**Great Food & Great Company**



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PLANNING AND DESIGN REVIEW BOARD  
MINUTES OF MEETING pg. 1

*706-878-2733—main*

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*Building & Zoning*

*Darrell Westmoreland*

*Chairman:*

*Helen Wilkins*

*Board Members:*

*David Greear*

*Linda McAllister*

*Ralph Hofer*

*Charlie Knowles*

*Catherine Cleiman*

*Chris Williams*

The Planning and Design Review Board met on Tuesday, October 16, 2018 at Helen City Hall with Chairperson Helen Wilkins calling the meeting to order at 9:04am. Board members present were Catherine Cleiman and Chris Williams. Approval of agenda; Motion to approve the agenda made by member Catherine Cleiman, 2nd by member Chris Williams. Motion approved by unanimous vote of members present.

Motion to approve the minutes from the September 18, 2018 meeting made by member Catherine Cleiman, 2nd by member Chris Williams. Motion approved by unanimous vote of members present.

### **SIGNS**

A. Mind Escapes, 8160 S. Main Street presented a request for approval for a new design and relocation of signs. Motion to approve the marquee sign and a motion was made that the new sign be approved pending it have a border to match the existing building was made by member Catherine Cleiman, 2nd by member Chris Williams. Motion approved by unanimous vote of members present.

B. Brew Varian Café, 8065 S. Main Street. Requested sign approval for exterior sign to be placed on front of building with matching marquee sign. Motion was made to approve by member Catherine Cleiman, 2nd by member Chris Williams. Motion was approved by unanimous vote of members present.

No Special Events or Plan submittals





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### *Building & Zoning*

#### *Darrell Westmoreland*

Motion to adjourn the meeting at 09:34 AM was made by member Catherine Cleiman, 2nd by member Chris Williams. Motion approved by a unanimous vote of all members present.

#### *Chairman:*

*Helen Wilkins*

Approved by:

#### *Board Members:*

*David Greear*

*Linda McAllister*

*Ralph Hofer*

*Charlie Knowles*

*Catherine Cleiman*

*Chris Williams*

\_\_\_\_\_  
Chairperson, Helen Wilkins

\_\_\_\_\_  
Date

Prepared by:

\_\_\_\_\_  
Darrell Westmoreland, Building & Zoning

\_\_\_\_\_  
Date