



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, SEPTEMBER 18, 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 SEPTEMBER 4, 2018 MEETING

Chairman:

4. SIGNS

Helen Wilkins

A. It's just Peachy, 60 Chattahoochee Street. Mary Sesam. Requests approval for a 54" x 66" vinyl window cling. Name and phone number displayed only.

Board Members:

5. SPECIAL EVENTS

David Greear

A. Arts and Crafts Festival, Robin Roberts Promotions LLC. Requests permit to hold festival at Unicoi Hill Park on September 28 - 29, 2019.

Linda McAllister

Ralph Hofer

6. NO PLANS SUBMITTED

Charlie Knowles

Chris Williams

Catherine Cleiman

POSTED SEPTEMBER 14, 2018



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

SEPTEMBER 4, 2018
PLANNING AND DESIGN REVIEW BOARD
MINUTES OF MEETING pg.1

706-878-2733—main

706-878-1655—fax

The Planning and Design Review Board met on Tuesday, September 4, 2108 at Helen City Hall with Chairperson Helen Wilkins calling the meeting to order at 9:00am. Board members present were Charlie Knowles, Linda McAllister, Catherine Cleiman and David Greear.

Building & Zoning:

Darrell Westmoreland

Approval of agenda; Motion to approve the agenda with the addition of one (1) sign request made by member Linda McAllister, 2nd by member Charlie Knowles. Motion approved by unanimous vote of members present.

Chairman:

Catherine Cleiman

SIGNS

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Chris Williams

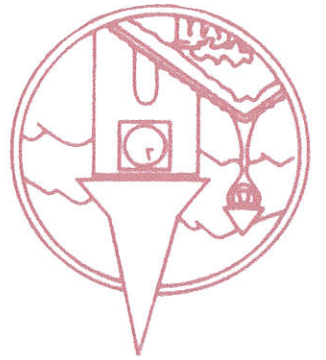
Catherine Cleiman

A. Cimmi's Courtyard Café, Requests made for one 24 sq. ft. double sided sign at front of business to match existing sign and two signs to be placed on building. Front sign and one building sign was approved with the second building sign being denied due to ordinance limit. The Board made a recommendation to city Commission for approval of a variance so that the third sign due to building being surrounded by three streets. Motion to approve as designed made by member Charlie Knowles, 2nd by member Linda McAllister. Motion approved by unanimous vote of members present.

PLANS

A. Wildwood Shop, 52 River street, Terry Sims. Requested approval to move 14' x 14' cabin to rear of the Wildwood Shop for storage. Motion to approve with the stipulations that it be made to match the Wildwood shop and red roof be added was made by member Charlie Knowles, 2nd by Catherine Cleiman. Motion approved by unanimous vote of members present.

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

SEPTEMBER 4, 2018
PLANNING AND DESIGN REVIEW BOARD
MINUTES OF MEETING pg 2

706-878-2733—main
706-878-1655—fax

Building & Zoning:
Darrell Westmoreland

Motion to adjourn at made by member David Greear, 2nd by member Catherine Cleiman. Motion approved by unanimous vote of members present at 9:26 am.

Chairman:

Helen Wilkins

APPROVED BY:

CHAIRPERSON, Helen Wilkins
Date

Board Members:

David Greear

PREPARED BY:

Linda McAllister

Ralph Hofer

Darrell Westmoreland
Date
BUILDING AND ZONING ADMINISTRATOR

Charlie Knowles

Chris Williams

Charlie Knowles

\$100.00

P A I
SIGN APPLICATION OF HELEN
SEP 06 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 # _____

NAME OF APPLICANT & BUSINESS: It's Just Peachy LLC
ADDRESS: 60 Chattanooga CITY: Helen
STATE: GA ZIP: 30545 PHONE: 706-968-139

NAME OF SIGN COMPANY: North GA Signs
ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ PHONE: _____
TOTAL VALUE: \$ 300.00

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. (window clings)
- Vinyl Text -
Color same as already approved.

- 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: [Signature] DATE: 9/6/2018

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



54 x 66

4.5 x 5.5

24.75 sf.

CITY OF HELEN
SPECIAL EVENT PERMIT

Times and dates of event September 28th -29th 2019 10-5 10-4

Type of event Arts and Crafts Festival Held at Unicoi Hill Park

Not-for-profit Organization sponsoring event Robin Roberts Promotions LLC

Principal contact person and telephone number Robin Roberts 706.897.6179

Date of approval by PDRB _____ **by Commission** _____

Fee Payments that may be required

PDRB Application Fee - \$50.00 Date paid X (mandatory for all events)

City Commission Approval Fee - \$50.00 Date paid _____ (required only if public R.O.W., security or other public entities involved)

Parade Permit Fee (City Streets) - \$25.00 Date paid _____ (required for parades on City streets)

Parade Permit Fee (DOT Highway) - \$75.00 Date paid _____ (required for parades on DOT roads or streets)

Signage Permit Fee - \$25.00 Date paid X (required if **any** signs are to be erected)

All permitting fees have been paid and all necessary approval procedures have been adhered to.

_____ is hereby permitted and approved to hold the above described event for the times and dates specified.

(Seal)

City Clerk

This permit must be displayed and available for inspection during the duration of the event being held.

Chapter 43

SHORT TERM SPECIAL EVENTS*

* **Cross References:** Convention and visitors bureau, § 2-351 et seq.

Article I. In General

Sec. 43-1. Purpose.

Sec. 43-2. Time length.

Sec. 43-3. Examples of events.

Sec. 43-4. Application.

Sec. 43-5. Approval and requirements at time of approval.

Sec. 43-6. Insurance.

ARTICLE I.

IN GENERAL*

* **Editors Note:** Ord. No 01-10-04, adopted November 20, 2001, amended the Code by repealing former art. I, §§ 43-1--43-6, and adding a new art. I, §§ 43-1--43-6, to read as herein set out. Former art. I pertained to similar subject matter, and derived from Ord. No. 96-06-03, adopted July 15, 1996.

Sec. 43-1. Purpose.

The city encourages special events sponsored by not-for-profit organizations or clubs. The intent of this chapter is to set procedures for approval by the regulating authorities of the city for the event and apparatus required to efficiently bring the event to a successful conclusion based on compatibility with the tourism industry in the city and the absence of adverse competitive impact on businesses holding occupational tax certificates.

(Ord. No. 01-10-04, 11-20-01)

Sec. 43-2. Time length.

The event cannot have a duration of more than ten consecutive days including the setup and removal of all apparatus required to hold the event.

(Ord. No. 01-10-04, 11-20-01)

Sec. 43-3. Examples of events.

- (a) The Helen to Atlantic Balloon Race.
- (b) Foot races.
- (c) Bike races.

(d) Nonprofit organizational or club gatherings which may include displays and/or parades.
(Ord. No. 01-10-04, 11-20-01)

Sec. 43-4. Application.

An application package shall be presented to the planning design and review board, with one copy furnished to the city manager, a minimum of two months prior to the intended date of the event and shall include the following:

- (1) Request letter on an organization letterhead providing a description of the event and listing all persons in charge of the event along with a principal contact person.
- (2) Photos or renderings of all apparatus required to hold the event such as signs, banners, inflatables, tents, offices and structures.
- (3) Identify what is needed from the city related to safety, law enforcement and clean up.
- (4) Identify by sketch or map all locations in the city which will be occupied by the event.
- (5) Identify any amplification of sound and apparatus to be used for amplification of sound.
- (6) A list of anticipated vendors sponsored by the event with a description of the anticipated vendors and how their products and or services relate to the event.
- (7) Evidence of not-for-profit status of the organization or club sponsoring the event including statement showing amount or percentage of proceeds being contributed to the non profit organization shall be provided at time of application.

(Ord. No. 01-10-04, 11-20-01)

Sec. 43-5. Approval and requirements at time of approval.

(a) The application package will be reviewed by the planning design and review board. The board will approve or disapprove the application package based upon the compatibility with the tourism industry in the city and the absence of adverse competitive impact on businesses holding a city occupational tax certificate. Ordinances related to land development, contained in the Code of the city are not applicable, and will not be the basis for the planning design and review board's decision. However, all local and state regulations for public health and safety must be complied with by the event organization or club.

(b) The event must be approved by the city commission if public rights-of-way, security or other public entities are involved.

(c) Only vendors selling goods or services specific to the event will be allowed.

(d) An application processing and permitting fee of up to \$200.00 based on the approvals necessary will be required at the time of approval of the special event; if additional city services or use of revenue producing city property are required for the event there will be additional charges for those services or property.

The schedule of fees for approvals, processing and permitting are as follows:

Application and planning design and review board approval \$50.00

Approval by city commission (required only if public rights of ways, security or other public entities are involved) 50.00

Parade permit for city regulated streets 25.00

Parade permit for department of transportation regulated streets 75.00

Signage approval and permitting 25.00

(e) A deposit of \$500.00 will be required at the time of application approval, all or a portion of which may be refunded at the conclusion of the event depending on the condition of city property used for the event.

(Ord. No. 01-10-04, 11-20-01; Ord. No. 08-02-01, 3-18-08)

Sec. 43-6. Insurance.

The event sponsor shall hold harmless the city from any and all direct or indirect, foreseen or unforeseen, expense, costs, damages, and liability whatsoever, and shall provide the city a copy of public liability insurance policy, (showing the city as an additional insured), by the event organization, club, or sponsor, covering the event. The amount of the policy shall be determined after assessment of the potential liability to the city. The event sponsor, organization, or club shall furnish a copy of the insurance policy subsequent to the time of approval, but prior to the issuance of the permit or any action taken in furtherance of the activity within the city.

(Ord. No. 01-10-04, 11-20-01)

Robin Roberts Promotions



Planning Design and Review Board
City of Helen, Georgia

This letter is written to request the use of the Unicoi Hill Park on September 28 & 29th, 2019. The hours for this year's event will be Saturday from 10AM - 5PM and Sunday from 10AM - 4PM. Layout of the park will take place on September 27th and setup will take place on Friday. The event will be Helen's Alpine Village Arts and Crafts Show. This is the sixth year that we will promote a juried arts and crafts festival in the city of Helen. This show is a juried show where no buy-resell items will be permitted. All items must be hand made by the displaying artist.

We expect approximately 60 vendors for this event. Items will range from jewelry, photography, wood turning, wood work, fiber art, metal art, hand carving of wood bowls, canning, and basketry just to name a few.

We will use the same signs that were used this past year to advertise the event again this year. A picture of the signs are attached.

Robin Roberts Promotions is the principal entity that will be promoting Helen's Alpine Village Arts and Crafts Show. The principal point of contact is Robin Roberts and can be reached at 706-897-6179. Robin will be present at the show during hours of operation together with several "Show Ambassadors". Robin Roberts Promotions holds a \$2 million dollar insurance policy through Zurick for all of her shows.

We look forward to working with the City of Helen again this year. Thank you for your consideration.

Sincerely;

Robin Roberts

Helen's Alpine Village

Arts & Crafts Festival

Sept. 28th & 29th

SAT. 10 to 5

SUN. 10 to 4

FREE ADMISSION

Contact: 706-897-6179

**VENDOR
CHECK-IN**

