



# 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*

706-878-2733—main

706-878-1655—fax

### **Building & Zoning:**

*Jonah Casper*

### **Chairman:**

*Helen Wilkins*

### **Board Members:**

*David Greear*

*Linda McAllister*

*Ralph Hofer*

*Mervin Barbree*

*Chris Williams*

*Dona K. Burke*

## Tuesday, June 13<sup>th</sup>, 2023 Planning and Design Review Board Agenda

1. Call meeting to order.
2. Approval of Agenda.
3. Approval of Minutes from previous meeting.
4. Sign Submittals:
  - a. Jeff Hogsed, Helen Tubing, requests approval for a new sign located above the existing sign outside of his Barbeque restaurant. It will be a new logo and will be of approved size and color.
  - b. Monday's Pub wants to change their name to Helen Steak House, and will be under new ownership. They are requesting for their new sign and logo to be approved. It will be of the appropriate size and color.
5. Other Business
  - a. The board needs to discuss further about the changes to be made regarding the approval process upon someone submitting plans before the board.



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## Tuesday, June 13<sup>th</sup>, 2023 Planning and Design Review Board Minutes (pg. 1)

The PDRB met on Tuesday, June 13<sup>th</sup>, 2023 at Helen City Hall with Chairman Helen Wilkins calling the meeting to order at 9:01 am. Board members present were David Greear, Linda McAllister, and Dona Burke.

Approval of the Agenda; a motion was made to approve, as well as amend the agenda to allow approval of a late sign submittal. This motion was first made by Linda McAllister and second by David Greear. This motion was approved by all members present.

Approval of the minutes recorded from the previous meeting was first motioned by Linda McAllister, and second by David Greear. This motion was approved by all members present.

### **Sign Submittals**

- a. Jeff Hogsed, Helen Tubing, requested approval for a new sign to be located above an already existing sign outside of the Wild Hogs restaurant on Edelweiss Strasse. The motion to approve the sign was first made by David Greear, and second by Linda McAllister. This motion was approved by all members present.
- b. Monday's Pub requested approval for a sign and a name change to "Helen Steakhouse". The motion to approve the sign was first made by David Greear, and second by Dona Burke, with conditions that the sign's wording be marginally changed. This motion was approved by all members.



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## Tuesday, June 13<sup>th</sup>, 2023 Planning and Design Review Board Minutes (pg. 2)

c. Duane White, “Scoot the Hooch”, requested approval for a sign for their new business at 705 Brucken Strasse. This business will offer customers the ability to rent scooters that are rode legal. The motion to approve the sign was first made by Dona Burke, and second by David Greear. This motion was approved by all members present.

### Other Business

a. The board further discussed the idea of adopting new requirements for submitting plans for approval based on the total valuation of a project. The requirements for projects will be divided into price categories, and these requirements will be adopted for one full year to see how much it improves the plan submittal process.

**Projects under \$25,000:** The contractor shall give a detailed description of the work being done.

**Projects between \$25,000 and \$50,000:** The contractor shall give a detailed description, as well as a sketch of the structure giving a good idea of what the final product will look like.

**Projects between \$50,000 and \$100,000:** The contractor shall provide a more detailed sketch of the structure, which must be three-dimensional as well as a color rendering.

**Projects over \$100,000:** The contractor shall submit a set of architectural plans showing the final structure in great detail.



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### Adjourn

#### Building & Zoning:

*Jonah Casper*

The motion to adjourn the meeting was first made by Linda McAllister, and second by Dona Burke at 10:02 am. This motion was approved by all members present.

#### Chairman:

*Helen Wilkins*

APPROVED BY:

#### Board Members:

*David Greear*

*Linda McAllister*

*Ralph Hofer*

*Mervin Barbree*

*Chris Williams*

*Dona K. Burke*

*Helen Wilkins*  
CHAIRPERSON:  
Helen Wilkins

June 27, 2023  
DATE

PREPARED BY:  
*Jonah Casper*  
BUILDING AND ZONING ADMINISTRATOR:  
Jonah Casper

6-27-2023  
DATE