



# 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, February 27, 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 FEBRUARY 13, 2018 MEETING

*Chairman:*

4. SIGNS

*Catherine Cleiman*

A. Artistic Tattoo. Changing name to Main Street Tattoo and changing colors from red to green (Chopped Chives) . The sign will remain in same location and remain the same size.

*Board Members:*

*David Greear*

B. Marley's Vape Shop. N. Main street. Add 6 sq. ft. circle sign to the railing on top of stairs.

*Linda McAllister*

NO PLANS SUBMITTED

*Ralph Hofer*

NO SPECIAL EVENTS

*Charlie Knowles*

*Helen Wilkins*

*Chris Williams*

Posted Feb. 23, 2018



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### AGENDA

1. CALL MEETING TO ORDER

*Building & Zoning:*

2. APPROVAL OF AGENDA

*Darrell Westmoreland*

3. APPROVAL OF MINUTES FROM JANUARY 23, 2018 MEETING

*Chairman:*

4. SIGNS

*Catherine Cleiman*

A. Jester's Magic Dragon, 8620 N. Main Street, 36" x 24" to replace existing sign.

*Board Members:*

B. Hilltop Mini Golf, Requesting to place or a variance to place a 40' x 15' LED sign reading "OPEN" that can be seen from highway.

*David Greear*

5. NO PLAN SUBMITTALS

*Linda McAllister*

*Ralph Hofer*

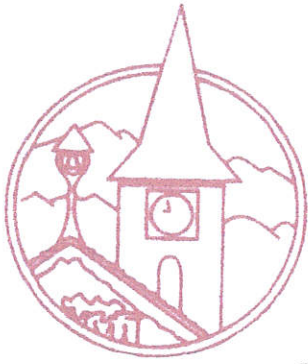
6. NO SPECIAL EVENTS

*Charlie Knowles*

*Helen Wilkins*

*Chris Williams*

Posted February 8, 2018



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February 23, 2018

PLANNING AND DESIGN REVIEW BOARD

MINUTES OF MEETING pg 1

*706-878-2733—main*

*706-878-1655—fax*

*Building & Zoning:*

*Darrell Westmoreland*

The Planning and Design Review Board met on Tuesday, February 23, 2018 at Helen City Hall with Chairperson Catherine Cleiman calling the meeting to order at 9:00 am. Board members present were Helen Wilkins, David Greear, Chris Williams, and Ralph Hofer. Absent were Linda McAllister and Charlie Knowles.

Approval of agenda; Motion to approve the agenda made by member Helen Wilkins, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

*Chairman:*

*Catherine Cleiman*

Approval of meeting minutes from the January 23, 2018 meeting; Motion to approve made by member David Greear, 2nd by member Chris Williams. Motion approved by unanimous vote of members present. Ralph Hofer abstained from the vote due to absence.

### SIGNS

*Board Members:*

*David Greear*

*Helen Wilkins*

*Ralph Hofer*

*Charlie Knowles*

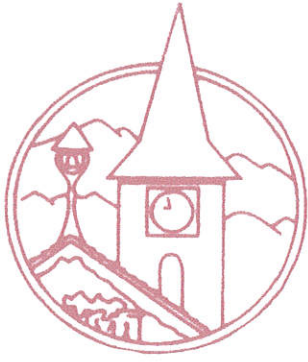
*Chris Williams*

*Linda McAllister*

A. Jester's Magic Dragon, Replace the existing sign with new sign. Motion to approve made by member Helen Wilkins, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

B. Hilltop Mini Golf, requested approval for a LED sign. A motion to disapprove due to the city ordinance was made by member Chris Williams, 2nd by member Ralph Hofer. Member Helen Wilkins made a motion to recommend the City Commission grant a variance due to location and distance from highway. 2nd by member Chris Williams. Motion approved by a unanimous vote of members present.

Chairperson Catherine Cleiman requested to review the city color chart at the next PDRB meeting.



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FEBRUARY 13, 2018  
PLANNING AND DESIGN REVIEW BOARD  
MINUTES OF MEETING PG 2

**706-878-2733—main**

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Before adjourning there was a discussion on cleanliness of the city streets and sidewalks, with some suggestions on keeping clean.

**Building & Zoning:**

Motion to adjourn at 09:47am was made by member Helen Wilkins and 2nd by Chris Williams. Unanimous vote by all members present.

**Darrell Westmoreland**

**Chairman:**

APPROVED BY:

**Catherine Cleiman**

\_\_\_\_\_  
CHAIRPERSON CATHERINE CLEIMAN

\_\_\_\_\_  
DATE

**Board Members:**

**David Greear**

**Helen Wilkins**

PREPARED BY

**Ralph Hofer**

**Charlie Knowles**

\_\_\_\_\_  
DARRELL WESTMORELAND

\_\_\_\_\_  
BUILDING AND ZONING ADMINISTRATOR

**Linda McAllister**

**Chris Williams**

\_\_\_\_\_  
DATE



<b>SIGN APPLICATION</b>	CITY OF HELEN PO BOX 280 HELEN, GEORGIA 30545 706-878-2733 buildingzoning@cityofhelen.org	PERMIT NUMBER _____ <b>\$25.00 APPLICATION FEE</b> <b>\$75.00 PERMIT FEE (If approved)</b> <b>OCCUPATIONAL TAX # _____</b>
NAME OF APPLICANT & BUSINESS <i>Main St. TATOO</i>	ADDRESS <i>8656 N. MAIN STREET</i>	CITY PHONE <div style="text-align: right; font-size: 2em; font-weight: bold;">P A I D</div> FEB 21 2018 CITY OF HELEN
NAME OF SIGN COMPANY <i>Jubilee Signs</i>	ADDRESS STATE <i>HELEN</i> ZIP _____ PHONE <i>706 865-7472</i>	CITY TOTAL FEE \$ _____
TYPE <input checked="" type="checkbox"/> HANGING <input type="checkbox"/> MURAL <input type="checkbox"/> FREESTANDING <input type="checkbox"/> OTHER (SPECIFY)		
SIZE <input checked="" type="checkbox"/> 6 SQ. FT. WALKING AREA <input type="checkbox"/> 24 SQ. FT. DRIVING AREA <input type="checkbox"/> OTHER		
IS AN "OPEN", "CLOSED" SIGN BEING APPLIED FOR <input type="checkbox"/> YES <input type="checkbox"/> 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. <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> Signs <i>New name over old name we doing the old signs / green white</i>		
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. DOUBLE FEE WILL BE CHARGED FOR SIGN(S) ERECTED WITHOUT AN APPROVED PERMIT.</li> <li>5. PERMIT VALID FOR 90 DAYS TO COMPLETE APPROVED WORK FOR PERMITTED SIGN</li> </ol>		
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 _____		
<b>FOR OFFICIAL USE ONLY -- DO NOT WRITE BELOW THIS LINE</b>		
BOARD'S COMMENTS; CONDITIONS FOR APPROVAL; OR REASON FOR DENIAL: _____ _____ _____		
<b>BOARD MEMBERS REVIEWING THE APPLICATION</b>		
DATE:		
____ APPROVED		
____ DISAPPROVED		
FINAL INSPECTION: INSPECTORS NAME _____ DATE _____ DECAL # _____		

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

JUDILEE SIGNS & ARTWORKS  
588 Helen Hwy.  
Cleveland, OH 44133  
760-200-1212



this is the old sign (top changed  
to MAIN STREET / from artistic

colors were red  
change to chopped chives  
① SIGNS  
②

Jason 10/8/18  
868-498-380-

JUDILEE SIGNS & ARTWORKS  
588 Helen Hwy.  
Cleveland, OH 44133  
760-200-1212



EM SQUARE

*Artistic Style*  
**TATTOO**  
BODY PIERCING

Artistic  
Tattoo  
Piercing



<b>SIGN APPLICATION</b>	CITY OF HELEN PO BOX 280 HELEN, GEORGIA 30545 706-878-2733 buildingzoning@cityofhelen.org	PERMIT NUMBER _____ <b>\$25.00 APPLICATION FEE</b> <b>\$75.00 PERMIT FEE (If approved)</b> <b>OCCUPATIONAL TAX # _____</b>
NAME OF APPLICANT & BUSINESS <i>Mailey's Vape Shop</i>	ADDRESS  STATE _____ ZIP _____	CITY _____  PHONE _____ <div style="text-align: right; font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">PAID</div> FEB 21 2018
NAME OF SIGN COMPANY <i>Jubilee Signs</i>	ADDRESS  STATE _____ ZIP _____	CITY _____  PHONE <i>706-865-7472</i> TOTAL VALUE CITY OF HELEN \$ _____
TYPE <input checked="" type="checkbox"/> HANGING <input type="checkbox"/> MURAL <input type="checkbox"/> FREESTANDING <input type="checkbox"/> OTHER (SPECIFY) _____		
SIZE <input checked="" type="checkbox"/> 6 SQ. FT. WALKING AREA <input type="checkbox"/> 24 SQ. FT. DRIVING AREA <input type="checkbox"/> OTHER _____		
IS AN "OPEN", "CLOSED" SIGN BEING APPLIED FOR <input type="checkbox"/> YES <input type="checkbox"/> NO (MUST BE SAME COLOR AND DESIGN OF BUSINESS SIGN AND 6 X 12 INCHES OR SMALLER)		
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STATEMENT BY APPLICANT: "I HAVE REVIEWED, UNDERSTAND, AND AGREE TO ABIDE BY THE PROVISIONS OF CHAPTER 34, ARTICLE VII OF THE CITY CODE." SIGNATURE <u><i>Gary Seuching</i></u> DATE <u><i>2/21/18</i></u>		
<b>FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE</b>		
BOARD'S COMMENTS; CONDITIONS FOR APPROVAL; OR REASON FOR DENIAL: _____ _____ _____		
<b>BOARD MEMBERS REVIEWING THE APPLICATION</b>		
DATE:		
____ APPROVED		
____ DISAPPROVED		
FINAL INSPECTION: INSPECTORS NAME		DATE
		DECAL #

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



Size  
6.5 ft  
circle!



Colors  
Chopped Shives  
Sunshine  
Black  
Red  
Wicker

HOWARD ASHER  
239-910-0050



