



# 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 13, 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 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*

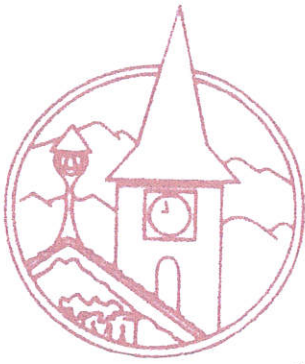
6. NO SPECIAL EVENTS

*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

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**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

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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**

*Catherine Gay Cleiman*  
CHAIRPERSON CATHERINE CLEIMAN

*2/27/2018*  
DATE

**Board Members:**

**David Greear**

**Helen Wilkins**

PREPARED BY

**Ralph Hofer**

*Darrell Westmoreland*

**Charlie Knowles**

DARRELL WESTMORELAND

BUILDING AND ZONING ADMINISTRATOR

**Linda McAllister**

*2/27/2018*  
DATE

**Chris Williams**