



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, OCTOBER 16, 2018
PLANNING AND DESIGN REVIEW BOARD**

706-878-2733—main

706-878-1655—fax

AGENDA

1. CALL MEETING TO ORDER

Building & Zoning:

Darrell Westmoreland

Chairman:

Helen Wilkins

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES FROM SEPTEMBER 18, 2018 MEETING

4. SIGNS

A. Mind Escapes, 8160 S. Main Street. Requests approval for new sign design and placement.

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Catherine Cleiman

Chris Williams

B. Brew Varian Café, 8065 S. Main street, Requests sign approval for exterior sign to be place on front of building and small matching sign mounted to marque.

5. NO SPECIAL EVENTS

6. NO PLAN REVIEWS



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AGENDA

1. CALL MEETING TO ORDER

Building & Zoning

Darrell Westmoreland

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES FROM SEPTEMBER 4, 2018 MEETING

Chairman:

Helen Wilkins

4. SIGNS

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:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Chris Williams

Catherine Cleiman

5. SPECIAL EVENTS

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

6. NO PLANS SUBMITTED

POSTED SEPTEMBER 14, 2018



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SEPTEMBER 18, 2018
PLANNING AND DESIGN REVIEW BOARD
MINUTES OF MEETING

706-878-2733—main

706-878-1655—fax

Building & Zoning:

Darrell Westmoreland

The Planning and Design Review Board met on Tuesday, September 18, 2018 at Helen City Hall with Chairperson Helen Wilkins calling the meeting to order at 9:00am. Board members present were Linda McAllister, Ralph Hofer, Charlie Knowles, David Greear and Chris Williams. Catherine Cleiman was absent.

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

Chairman:

Helen Wilkins

Motion to approve the minutes from the September 4, 2018 meeting made by member Linda McAllister, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Chris Williams

Catherine Cleiman

SIGNS

A. "It's Just Peachy", Mary Sesam requested approval for a vinyl window cling with the business name and phone number. Motion to approve was made by member David Greear, 2nd by member Ralph Hofer. Motion approved by unanimous vote of all members present.

SPECIAL EVENTS

A. Robin Roberts Promotions LLC requested a permit to have their annual Arts and Crafts Festival on September 28 - 29, 2019 at Unicoi Hill Park. After some discussion on parking a motion was made by member David Greear to approve the permit with the exception that the Promoters hire an officer to control the traffic. 2nd by member Chris Williams. Motion was approved by unanimous vote of members present.

Motion to adjourn at 09:15 AM was made by member Ralph Hofer, 2nd by member Linda McAllister. Motion approved all members present.



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PLANNING AND DESIGN REVIEW BOARD
MINUTES OF MEETING

706-878-2733—main

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Building & Zoning:

Darrell Westmoreland

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Helen Wilkins

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Board Members:

David Greear

Linda McAllister

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Charlie Knowles

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SIGNS

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SIGN APPLICATION	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 <i>Brew Varian Cafe</i>	ADDRESS	CITY
	STATE	ZIP
		PHONE
NAME OF SIGN COMPANY <i>Jubilee Sign</i>	ADDRESS	CITY
	STATE	ZIP
		PHONE
		TOTAL VALUE
		\$
TYPE <input type="checkbox"/> HANGING <input type="checkbox"/> MURAL <input type="checkbox"/> FREESTANDING <input type="checkbox"/> OTHER (SPECIFY)		
SIZE <input type="checkbox"/> 6 SQ. FT. WALKING AREA <input checked="" 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.		
① MOUNTED ABOVE ENTRY on the front of BLDING ② MARQUE SIGNS 2'X8' same layout		
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 <u><i>Harry Seemings</i></u> DATE <u>9/26/18</u>		
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:		
<input type="checkbox"/> APPROVED		
<input type="checkbox"/> DISAPPROVED		
FINAL INSPECTION: INSPECTORS NAME	DATE	DECAL #

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

**JUBILEE
SIGNS**

203 N. Main St.
Cleveland, GA 30528
Phone: 706-875-7472 • Cell: 706-244-5630
Email: jubileesigns@windstream.net ✓



30" X 8 1/2'

MED. YEL / WHITE

DEEP GREEN

Font: Century

\$25.00

PAID
SIGN APPLICATION
CITY OF HELEN

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: Mind Escapes
ADDRESS: 8160 S Main St
CITY: Helen
STATE: GA ZIP: 30545 PHONE: 770-639-4364

NAME OF SIGN COMPANY: Jason Hogan Designs
ADDRESS: 1987 Hwy 254
CITY: Cleveland
STATE: GA ZIP: 30528 PHONE: 770-658-2003
TOTAL VALUE: \$

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.
Sign one will be a Metal Sign 96 inches long x 32 inches tall mounted to building face
Sign two will be a front and back 16 inches tall x 40 inches wide mounted to marquee on Highway.

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- 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: Jason Hogan DATE: 9/25/18

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

**ESCAPE
ROOMS**

Mind Escapes

8"

**ESCAPE
ROOMS**

Mind Escapes

16"

**ESCAPE
ROOMS**

Mind Escapes

16"

Auto Correct



32"

16"

2

**ESCAPE
ROOMS**
Mine & Escapes

