



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, MARCH 5, 2019
PLANNING AND DESIGN REVIEW BOARD

706-878-2733--main

706-878-1655--fax

AGENDA

1. CALL MEETING TO ORDER

Building & Zoning:

Darrell Westmoreland

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES FROM FEBRUARY 19, 2019 MEETING

Chairman:

Helen Wilkins

4. SIGN

A. Bath and Body On Main, 8164 N. Main Street. 1- 14" x 24" hanging sign and 1 - 2' x 3' mounted on building in place of existing signs.

B. Paleteria Morelia, 8160 South Main, Suite B-6, 1 - 14" x 24" hanging sign, 1-4' x 6' located on building, and a small directional sign on road.

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Catherine Cleiman

Chris Williams

5. SPECIAL EVENTS

A. Huddle House Fundraiser for library, 8428 S. Main street. 2 - bounce houses, dunk tank. Event is for the Telescopes for Reading program.



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TUESDAY, FEBRUARY 19, 2019
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, February 19, 2019 at Helen City Hall with Co- Chairperson David Greear calling the meeting to order at 9:00am. Board members present were Catherine Cleiman, Linda McAllister and Chris Williams.

Approval of agenda; Motion to approve the agenda made by member Catherine Cleiman, 2nd by member Linda McAllister. Motion approved by unanimous vote of members present.

Chairman:

Helen Wilkins

Motion to approve the minutes from the February 5, 2019 meeting made by member Chris Williams, 2nd by member David Greear. Motion approved by unanimous vote of members present.

SIGNS

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Catherine Cleiman

Chris Williams

A. Fast Foods, Funnel Cakes & Fries, Kathy Lemoine. 2 – small signs to replace existing signs. Motion to approve as designed made by member Catherine Cleiman, 2nd by member Chris Williams. Motion approved by unanimous vote of members present.

B. Honey On The Hill, Mary Ann Fisher. A mural to cover the existing mural area with the two signs incorporated. Motion to approve made by member Chris Williams, 2nd by member Linda McAllister. Motion approved by unanimous vote of members present. A second motion was made by Linda McAllister to approve the request of a small Grand Opening Banner for the day, 2nd by member Chris Williams. Motion approved by all members present.

SPECIAL EVENTS

A. Gran Fondo Bike Race at Riverside Park Pavilion, White County Chamber of Commerce. April 28, 2019. Motion to issue permit for event made by member Chris Williams, 2nd by member Linda McAllister.

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 #
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NAME OF APPLICANT & BUSINESS BATH & BODY ON MAIN candle Co.	ADDRESS 8614 N. MAIN CITY HELEN	P A I D FEB 20 2019
	STATE GA. ZIP 30545 PHONE	

NAME OF SIGN COMPANY Jubilee Signs	ADDRESS CITY CITY OF HELEN	P A I D
	STATE Cleveland, ga. ZIP PHONE	

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. *on the front*

(2) Signs / w 2 sided hanging *→ of Building -*

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 *Gary Steehung* DATE *2/20/19*

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

36"

Bath & Body

On Main

Candle Co.

24"

Tubilee Signs

SIGN APPLICATION

\$ 100⁰⁰

P A I D
FEB 19 2019
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 Alejandra Pena Palentina Morelia	ADDRESS <u>8160 S. Main St.</u> CITY _____ STATE _____ ZIP _____ PHONE <u>678-913-9632</u>
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NAME OF SIGN COMPANY TBD	ADDRESS <u>8160 S. Main Street</u> CITY <u>Helen</u> <u>Unit B-4</u> STATE <u>GA</u> ZIP <u>30545</u> PHONE <u>678-913-9632</u>	TOTAL VALUE \$ _____
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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.

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SIGNATURE Alejandra Pena DATE 2-19-19

FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

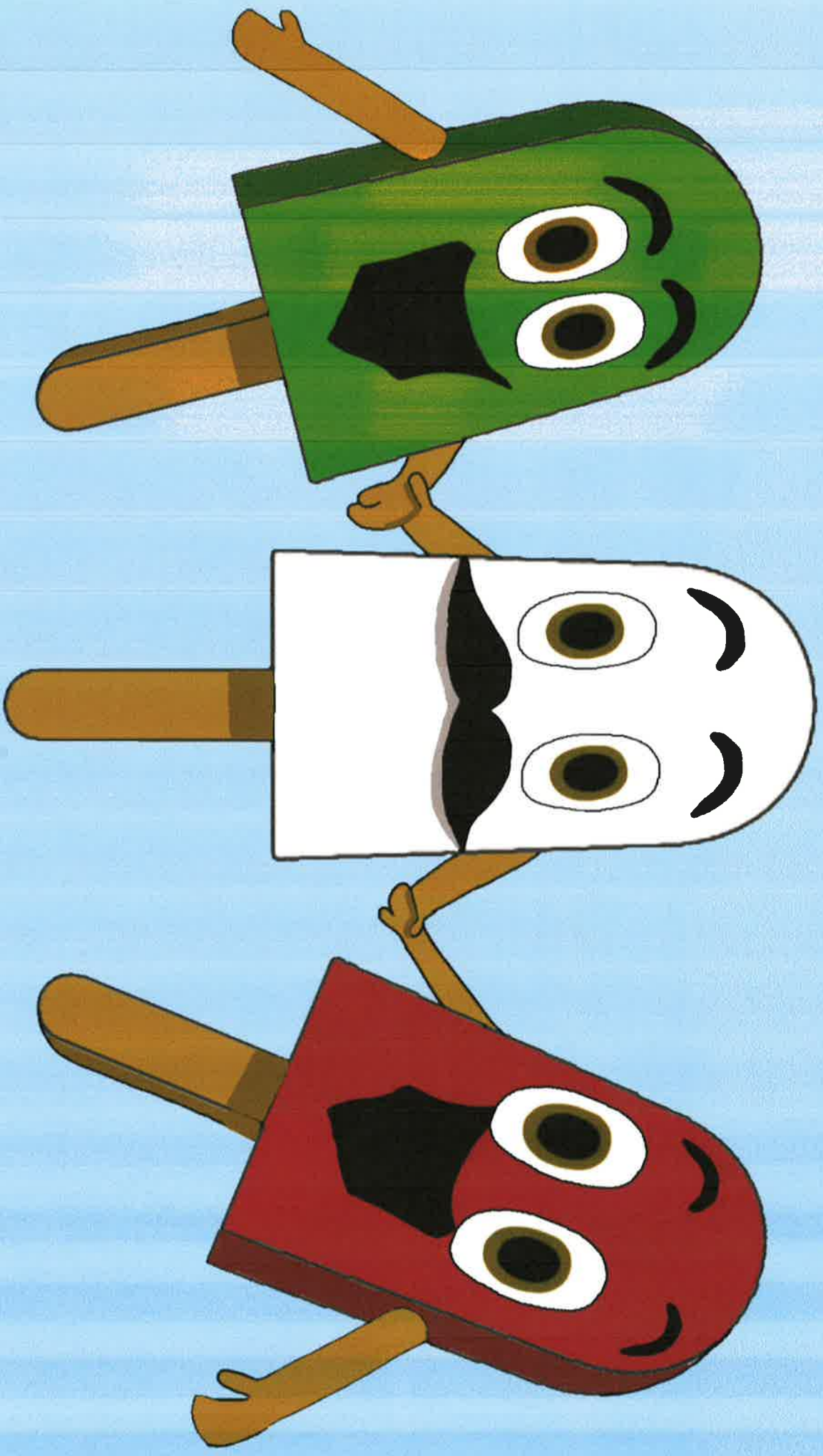
BOARD'S COMMENTS; CONDITIONS FOR APPROVAL; OR REASON FOR DENIAL:

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



Paleteteria Morelia







CITY OF HELEN
SPECIAL EVENT PERMIT

Times and dates of event 7-4-19 THURSDAY

Type of event 4th of JULY FUNDRAISER

Not-for-profit Organization sponsoring event

Principal contact person and telephone number LEO SEGURA (706) 969-1947

Date of approval by PDRB _____ by Commission _____

Fee Payments that may be required

PDRB Application Fee - \$50.00 Date paid NO CHARGE (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 _____ (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.

SECURITY PLAN/ASSEMBLY APPLICATION

General Information

Today's Date: _____

Name of Applicant: LEO SEGURA

Applicant's Address: 8428 S. MAIN ST City: HELEN State: GA

Zip: 30545

Applicant's Telephone: (706) 878-3202 Mobile: (706) 969-1947

Applicant's Email Address: segura-eliel@yahoo.com

Please check the appropriate box:

- Rally
- Bicycle Race
- Foot Race
- Motorcade
- Walk-A-Thon
- Parade
- March
- Other TWO BOUNCE HOUSES, PUNK TANK

Name of Host Organization: HOSPITALITY FOOD SERVICE (Huddle House)

Organization's Address: 8428 S. MAIN ST City: HELEN State: GA Zip: 30545

Organization Contact: LEO SEGURA Contact Phone: (706) 969-1947

*** Organization Contact is responsible for the conduct of the participants during the assembly.**

Name of Event: 4th of July Fundraiser

Date of Event: 7-4-2019 Start Time: 12:00pm End Time: 7:00pm

Set-Up Start Time: 11:30 am Set-Up End Time: 7:00pm

Breakdown Start Time: 6:30 Breakdown End Time: 7:00pm

Description of Event: FUNDRAISER FOR PUBLIC LIBRARY, (TELESCOPES FOR READING PROGRAM)

Purpose of Event: _____

Location: Huddle House

If location is on business property, a letter giving permission to use the property is required. Letter must be on letterhead and signed by owner or manager. All businesses must have required business license.

Rain Date: _____ (Please write "N/A" if this is not applicable)

List Approximate Numbers:

Persons: _____ Animals: _____ Vehicles: _____ Other: _____

Route Length: _____ (i.e. 10K, 5K, Marathon, Half-Marathon, etc.)

Proposed route will occupy: One Lane Two Lanes Half of Street Full Street

Proposed route will have: Rolling Closure (street will open up to traffic after participants pass)

Hard Closures (event elements will be placed in the street for duration of event)

List the exact turn by turn route, beginning with the starting and termination locations (do not include just a map - attach additional sheets if necessary)

SECURITY PLAN/ASSEMBLY APPLICATION

PROFESSIONAL EVENT ORGANIZER

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce, and/or manage your event.

Applicant/Organizer Name: JITTERBUG PARTY RENTALS
Address: 2687 LONG BRANCH RD City: DALTON GA
State: GA Zip: 30533
Telephone: Day () 678-948-5862 Evening () _____ Cell () _____

EVENT DETAILS

YES NO

- Is this a first time event?
- Is this event open to the public?
- Are patrons' admission, entry or participant fees required?
- Will any street or lanes need to be closed outside of the proposed route for the set-up or breakdown of your event?
- Will any streets or lanes need to be closed for more than one day in conjunction with any portion of your event (including set-up or breakdown)?

****If yes, fill out a temporary street/lane closure permit application**

**** Please note that the Chief of the Helen Police Department must approve your plan prior to your permit being issued****

Today's Date: _____
Event Date: _____
Event Name: _____

Security Plan Summary: (Attach plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Number of POST-Certified off-duty law enforcement personnel hired: _____

List agencies represented by off-duty officers: _____

List Lead Officer's name and contact number: _____

TRAFFIC: Fixed: _____
CROWD CONTROL: Fixed: _____

Mobile: _____
Mobile: _____

Number of barricades required: none

The Applicant is responsible for providing barricades, cones, no parking and warning/detour signs.

Are you hiring additional security from a private security company? Yes No

***Note: this is not a substitute for POST-certified off-duty law enforcement personnel**

If yes, please list the Name and Contact Number of private security company. _____

The above portion is to be completed by the Assembly Organizer or Coordinator only.

Name of Assembly Organizer responsible for managing security plan: _____

Telephone: _____ Email: _____

Signature: _____

The following is to be completed by the Helen Police Department only

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <hr/> Chief of Police Helen Police Department (706) 878-2722

SECURITY PLAN/ASSEMBLY APPLICATION

Transportation Plan

Today's Date: _____

Name of Assembly Organizer responsible for managing security plan:

Telephone: _____

Email: _____

Event Date: _____

Event Name: _____

Event Location/Route:

Provide the plans (please note that **NO VEHICLES PERMITTED** to ride over, park and/or stage on the sidewalks)

Site Plan Provided: Yes: ____ No: ____ Sidewalk clear of vehicles: Yes: ____ No: ____

Traffic control plans for lanes/detour routes for full street closures: (Attach plans and briefly describe traffic plan):

Describe reason for use/blockage of any streets and or highways in the Helen city limits:

Signature: _____

Approved

Disapproved

Chief of Police
Helen Police Department
(706) 878-2722

