



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

**TUESDAY, March 19, 2019
PLANNING AND DESIGN REVIEW BOARD**

AGENDA

1. CALL MEETING TO ORDER

Building & Zoning:

Darrell Westmoreland

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES FROM March 5, 2019 MEETING

Chairman:

Helen Wilkins

4. SIGNS

A. Hansel and Gretel Chocolate Factory, David Jones. Requested approval for freestanding 4' x 6' two sided sign to be placed on existing stand after new paint is applied.

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Donna K Burke

Chris Williams

B. Livi Lou's Sweets and Treats, Elizabeth Goad. Requests (2) 6 sq. ft. signs to be placed on front and parking side of structure.

5. SPECIAL EVENTS

Georgia State Fire Marshal's Office request special event permit to be held in the Riverside park and Terry Sims parking lot for special burn classes.

Dates : April 22 -26, 2019

6. NO PLAN SUBMITTALS



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MINUTES OF MEETING PG 1

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Building & Zoning:

Darrell Westmoreland

The Planning and Design Review Board met on Tuesday, March 19, 2019 at Helen City Hall with Chairperson Helen Wilkins calling the meeting to order at 9:02am, with the affirmation of members Dona K Burke and Chris Williams. Board members present were Chris Williams, Linda McAllister, Dona K Burke, Ralph Hofer and David Greear.

Chairman:

Helen Wilkins

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

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Chris Williams

Dona K Burke

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

SIGNS

A. Hansel and Gretel Chocolate Factory. Requested approval for freestanding sign in front of new Chocolate Factory. After discussion about occupational taxes and it being a separate business the motion to approve made by member David Greear, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

B. Livi Lou's Sweets and Treats, requested (2) 6 sq. ft. signs to be placed on building facing parking lots. Motion to approve was made by member Chris Williams, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

PLAN SUBMITTALS

A. Spice 55, 705 Brucken Strasse, submitted plans and requested permit to build a pergola on the existing front deck. Motion to approve was made by member Chris Williams, 2nd by member David Greear. Motion approved by a unanimous vote of members present.



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PLANNING AND DESIGN REVIEW BOARD

MINUTES OF MEETING

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5. SPECIAL EVENTS

Building & Zoning:

Darrell Westmoreland

A. Georgia State Fire Marshal's Office submitted a request for a special event permit to use the cities Riverside park for a training exercise that will be held during the convention. The dates are April 22 -26, 2019.

Motion to approve the date made by member Linda McAllister, 2nd by member Chris Williams. Motion approved by unanimous vote of members present.

Chairman:

Helen Wilkins

At the request of the City Commission, there was a discussion on the number of days a member can be absent from meetings, it was decided that members should not miss more than six(6) days a year or four (4) days consecutive, unless unforeseen circumstances arise.

Board Members:

David Greear

Linda McAllister

Ralph Hofer

Charlie Knowles

Chris Williams

Dona K Burke

Motion to adjourn at 9:50am made by member Linda McAllister, 2nd by member Ralph Hofer. Motion approved by unanimous vote of members present.

APPROVED BY:

Helen Wilkins April 2, 2019
CHAIRPERSON Helen Wilkins DATE

PREPARED BY:

Darrell Westmoreland 4-2-2019
BUILDING AND ZONING ADMINISTRATOR
Darrell Westmoreland