




## **DESIGN REVIEW COMMISSION**

**January 6, 2021**

### **MEETING AGENDA:**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. OLD BUSINESS - NONE**
- V. NEW BUSINESS - ACTION ITEMS**
  - a. Commission to make a recommendation on K-Bueno Latin Cafe – 847 Highway 138 Spur; Parcel No. 13210D B004; Wall sign panel for new business.
  - b. Commission to make a recommendation for Snapper's Fish & Chicken – 27 Lee Street; Parcel No. 13241A B023; Ground sign panel for new business.
  - c. Commission to make a recommendation on The UPS Store – 7965 Tara Boulevard; Parcel No. 13210D A006; Wall sign panel for new business.
- VI. ADJOURNMENT**

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>	<b>Agenda Item #</b> <span style="color: red;">- a</span>
		<b>COUNCIL MEETING DATE</b> January 6, 2021
<b>Requesting Agency (Initiator)</b> Office of the City Manager	<b>Sponsor(s)</b> Community Development Director Allen	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Commission to make a recommendation on K-Bueno Latin Cafe – 847 Highway 138 Spur; Parcel No. 13210D B004; Wall sign panel for new business.		
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i> City Code Section 86-489 and 86-490 – Sign Standards		
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes                      Beautification, Community Planning, Neighborhood and Business Revitalization		
<b>Summary &amp; Background</b> <span style="float: right;"><i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i></span>  <div style="color: red;"> <b>Agency recommendation – Approval of panel;</b> Recently, K-Bueno Latin Cafe received a business license for a suite in the commercial center at 847 Highway 138 Spur. The applicant has applied for a new wall sign panel on the parapet above the entrance to the business. (Currently, a temporary banner for the café hangs over the existing sign.) For years, this parapet has been used for a variety of business signs. The suite for K-Bueno was formerly the site of a Thai restaurant.         </div>  The existing sign cabinet for the former Thai restaurant will be removed, and the new panel will be bolted to the building parapet (see drawing). The new wall sign panel (one-sided acrylic) above the front entrance will be 36.33 total square feet, which is below the maximum 150 square feet allowed in Code Section 86-490(b). The panel will be about 3.5% of the front building façade for that suite, well below the 10% allowed in Code Section 86-489. (The property has double frontage on Highway 138 Spur and North Main Street, which allows for 10% wall sign coverage.) The white, blue, black, and red color scheme will not conflict with adjacent businesses. The sign will be internally illuminated.		
<b>Fiscal Impact</b> <span style="float: right;"><i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i></span>  Private owner		
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>  <ul style="list-style-type: none"> <li>Application</li> <li>Property Pictures</li> <li>New Sign Design</li> <li>Acceptance Letter</li> </ul>		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> Ricky L. Clark, City Manager	<b>Date</b> January, 6, 2021	
<b>Signature</b>	<b>City Clerk's Office</b>	

**Staff Recommendation** *(Type Name, Title, Agency and Phone)*

5.a

**Approval**

Date of Application: 11/30/20

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ 90.00 will be charged and must be submitted with this application, and is based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

Once authorization has been given, and within 10 days of work completion, the applicant must request in writing a final permit. Included with your final permit request must be a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate, with a statement that the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization

The city shall process all sign authorizations/permit applications, within 45 days of the city's receipt of completed application. Once written authorization has been issued, all work must be completed within 180 days. If, after 180 days, the City has not received report of completion, the authorization shall become null and void and no final permit will be issued.

### Description of Permit

**Please check:**

- ☐ New Sign
- ☐ Change to Existing Sign
- ☐ Ground Sign
- ☐ Window Sign
- ☐ Subdivision Sign
- ☒ Projecting Sign Wall Sign
- ☐ Entrance Sign
- ☐ Special Event Sign
- ☐ Other (describe below)

### Property Owner or Applicant Information

Name: Martiano Estevez

Mailing Address: 849 spur highway 138 (Jonesboro Ga 30236)

City: Jonesboro State: Ga Zip: 30236

Phone: (Day) 678-770-8838 (Evening) \_\_\_\_\_

Attachment: Application (1775 : K- Bueno Latin Cafe Sign)



## Jonesboro Property Information

Existing Uses and Structures:

COMMERCIAL

Surrounding Uses and Structures: (See Official Zoning Map):

COMMERCIAL

Surrounding Zoning:

North: COUNTRY South: C2 East: C2 West: C2Property Address of Sign: 847 spur Highway 138 Jonesboro, Ga 30236Complete dimensions and total area of the sign: 13'75" x 3'3" , 36'33" sq ft

What is the position of the sign in relation to nearby buildings/structures and other signs?

on EXISTING PARAPET

What is the position of the sign in relation to nearby buildings/structures and other signs?

What are the setbacks from right-of-ways, property lines and easements?

N/A

Name of person, firm, corporation or association erecting the sign is:

MOOSE creative Media. mc

Name of business/activity at the address where the sign is to be erected:

K-Bueno Latin Cafe

Is this in a planned development?

Yes

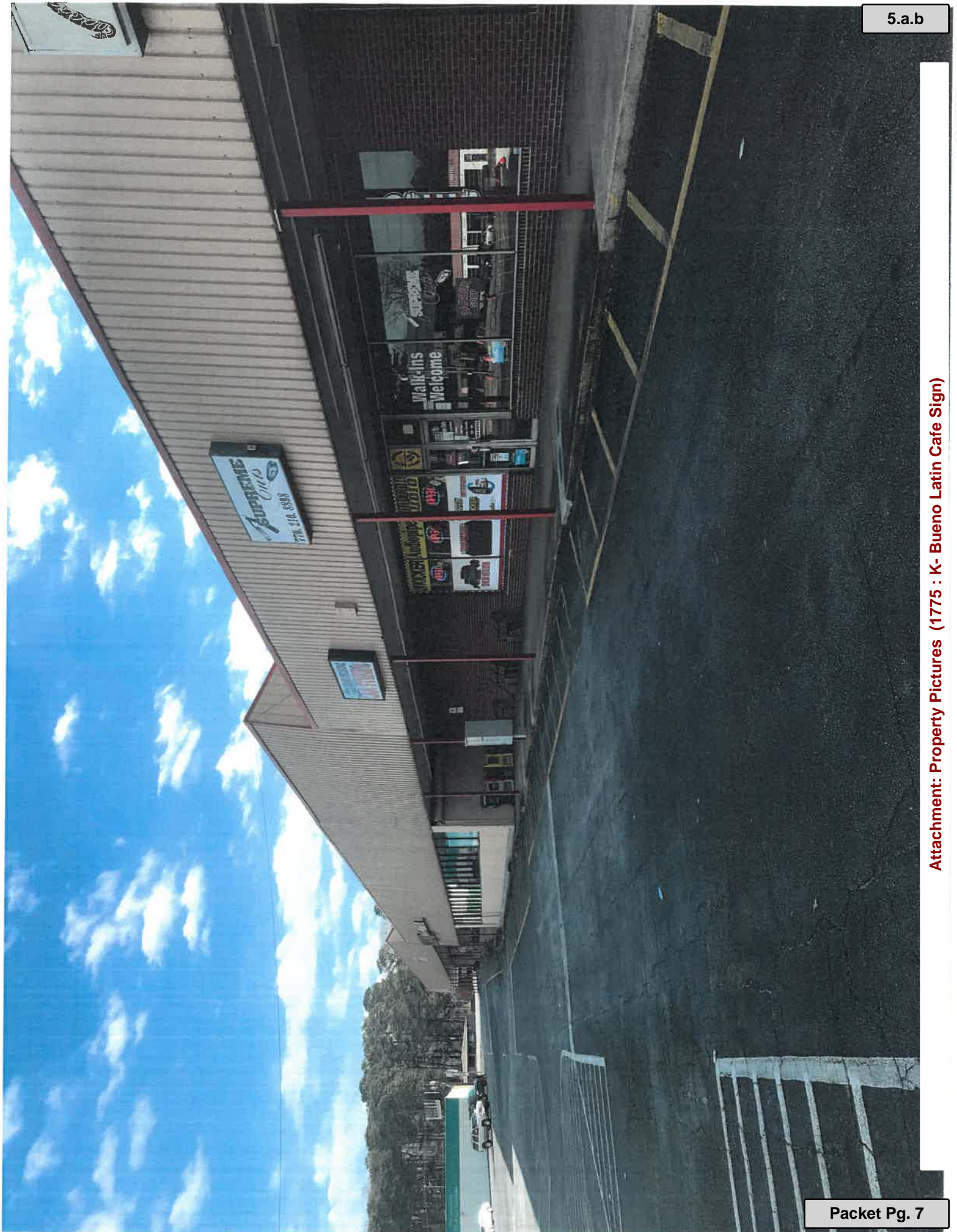
Attach to this application a written description of all other signs located on the lot, indicating the sign type, size and placement. (Master Signage Plan)

$$\begin{array}{r} 36.33 \\ 10 \\ \hline 3.1 \end{array}$$

Attachment: Application (1775 : K-Bueno Latin Cafe Sign)













## Exterior Storefront Signage

Sign Type: Channel Letters Front Lit

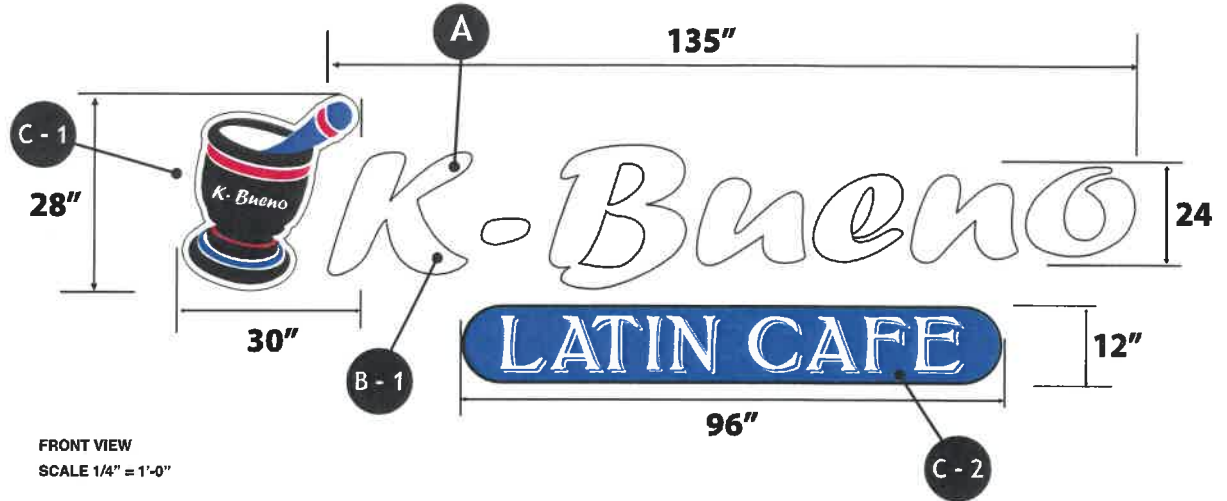
DATE  
11/25/2020SIGN TYPE:  
FRONT LIT  
CHANNEL LETTERSPROJECT NAME  
K-BUENO LATIN CAFECLIENT NAME  
MARIANO ESTEVEZCLIENT TEL. #  
678-770-8838BUSINESS ADDRESS  
847 SPUR HIGHWAY 138  
JONESBORO, GA 30236CLIENT EMAIL  
ELIZABETH1200@ICLOUD.COM

Attachment: New Sign Design (1775 : K- Bueno Latin Cafe Sign)

1,050 SF

## Exterior Storefront Signage

Sign Type: Channel Letters Front Lit



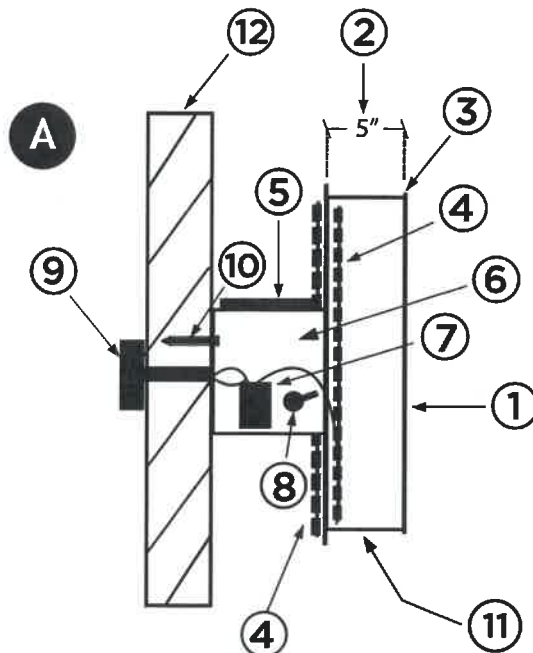
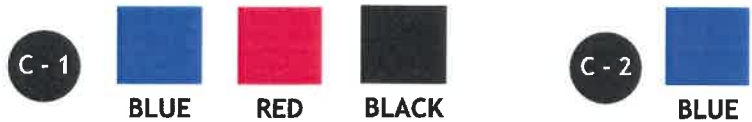
## A CHANNEL LETTERS - FRONT LIT

1. 3/16" Thick translucent acrylic plastic letter face
2. 5" deep aluminum returns. ( Black )
3. 1" Jewlite trim cap (Black )
4. Low voltage 12-V LED (White)
5. Tight seal lid
6. UL rated raceway
7. Remote UL listed LED transformer
8. Service switch
9. Main power supply controlled by tenant with time clock + photo cell
10. Lag bolt with screw + seal penetration
11. Weep holes
12. Building fascia

## B FACE COLOR



## C CHANNEL LETTER BOX



**36'.33" Sq/Ft**  
TOTAL SQ/FT

Attachment: New Sign Design (1775 : K- Bueno Latin Cafe Sign)

DATE 11/25/2020
SIGN TYPE: FRONT LIT CHANNEL LETTERS
PROJECT NAME K-BUENO LATIN CAFE
CLIENT NAME MARIANO ESTEVEZ
CLIENT TEL. # 678-770-8838
BUSINESS ADDRESS 847 SPUR HIGHWAY 138 JONESBORO, GA 30236
CLIENT EMAIL ELIZABETH1200@ICLOUD.COM





## MEMORANDUM

**To:** Martano Estevez  
847 Highway 138 Spur  
Jonesboro, Ga. 30236

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** December 28, 2020

**Re:** Notification of Request for Design Review Commission – Sign; 847 Highway 138 Spur; Parcel No. 13210D B004

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a sign for the property located at 847 Highway 138 Spur, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Wednesday, January 6, 2021 at 4:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (1775 : K- Bueno Latin Cafe Sign)



CITY OF JONESBORO, GEORGIA COUNCIL  
**Agenda Item Summary**

Agenda Item #

5.b

- b

COUNCIL MEETING DATE  
January 6, 2021

**Requesting Agency (Initiator)**

Office of the City Manager

**Sponsor(s)**

Community Development Director Allen

**Requested Action** (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Commission to make a recommendation for Snapper's Fish & Chicken – 27 Lee Street; Parcel No. 13241A B023; Ground sign panel for new business.

**Requirement for Board Action** (Cite specific Council policy, statute or code requirement)

City Code Section 86-489 and 86-490 – Sign Standards

**Is this Item Goal Related?** (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Beautification, Community Planning, Neighborhood and Business  
Revitalization

**Summary & Background**

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

**Agency recommendation – Denial of initial ground sign panel proposal;** Recently, Snapper's Fish & Chicken received zoning approval for its restaurant at 27 Lee Street and is in the process of finalizing its business license. (The building's prior use was also a restaurant.) They put a temporary banner over the panel on the existing ground (pylon) sign in the parking lot. They intend to have a more permanent image within the existing pylon sign framework but will not change the size or location of the sign. The address is zoned C-1 (Neighborhood Commercial) but is not in the Historic District or Historic Residential Overlay.

The replacement images will cover about two-thirds of each side of the existing 48 square-foot panel area (about 32 square feet each side), below the maximum 35 square feet allowed in Code Section 86-490(a). No images will exceed the existing cabinet for the ground sign.

There is no changeable copy or electronics planned for the sign. **Originally, the owner wanted to just place "stickers" to cover the panel that is there now. This would not be acceptable. A full replacement panel (acrylic or metal) with appropriate graphics permanently incorporated therein could be approved, but that information has not been provided to staff as of the preparation of this report.**

**Fiscal Impact**

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Private owner

**Exhibits Attached** (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Acceptance Letter
- Existing Property
- Temporary Banner

**FOLLOW-UP APPROVAL ACTION (City Clerk)**

**Typed Name and Title**

Ricky L. Clark, City Manager

**Date**

January, 6, 2021

**Signature**

City Clerk's Office



- Application

5.b

**Staff Recommendation** *(Type Name, Title, Agency and Phone)*

**Denial**



## MEMORANDUM

**To:** Shadi Hantouli  
27 Lee Street  
Jonesboro, Ga. 30236

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** December 28, 2020

**Re:** Notification of Request for Design Review Commission – Sign; 27 Lee Street;  
Parcel No. 13241A B023

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a sign for the property located at 27 Lee Street, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Wednesday, January 6, 2021 at 4:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (1776 : Snappers Fish & Chicken Sign)



Google Maps 71 Lee St



Image capture: Jun 2019 © 2020 Google

Jonesboro, Georgia

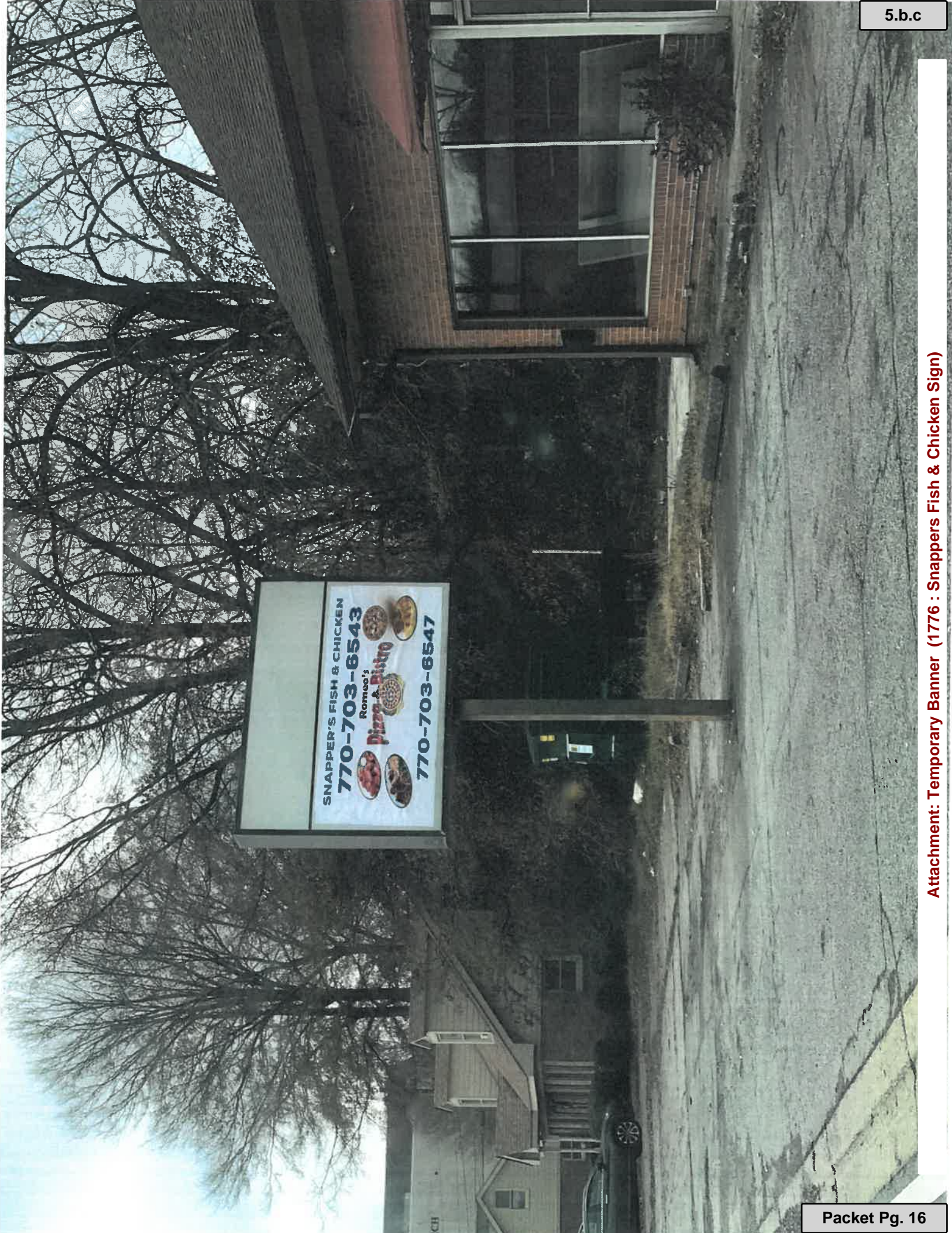


Street View



Attachment: Existing Property (1776 : Snappers Fish & Chicken Sign)







Date of Application: 12-28-2020

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ \_\_\_\_\_ will be charged and must be submitted with this application, and is based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

Once authorization has been given, and within 10 days of work completion, the applicant must request in writing a final permit. Included with your final permit request must be a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate, with a statement that the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization

The city shall process all sign authorizations/permit applications, within 45 days of the city's receipt of completed application. Once written authorization has been issued, all work must be completed within 180 days. If, after 180 days, the City has not received report of completion, the authorization shall become null and void and no final permit will be issued.

### Description of Permit

**Please check:**

- ☐ New Sign
- ☐ Change to Existing Sign
- ☒ Ground Sign
- ☐ Window Sign
- ☐ Subdivision Sign
- ☐ Projecting Sign Wall Sign
- ☐ Entrance Sign
- ☐ Special Event Sign
- ☐ Other (describe below)

REPLACEMENT PANEL

### Property Owner or Applicant Information

Name: Nabil Altaher

Mailing Address: 27 Lee St

City: Jonesboro State: Georgia Zip: 30236

Phone: (Day) 615-554-4320 (Evening) \_\_\_\_\_

\*Signature: Nabil Altaher

\*By signing the above line, Property Owner gives permission for appropriate actions.

Attachment: Application (1776 : Snappers Fish & Chicken Sign)



## Jonesboro Property Information

Existing Uses and Structures: RestaurantSurrounding Uses and Structures: (See Official Zoning Map): COMMERCIAL / RESIDENTIAL

Surrounding Zoning:

North: 0+1 South: C1 East: H2 West: RHProperty Address of Sign: 27 Lee StComplete dimensions and total area of the sign: 3' x 8' high 7' x 8' width

What is the position of the sign in relation to nearby buildings/structures and other signs?

Ex. Pylon Sign

What is the position of the sign in relation to nearby buildings/structures and other signs?

What are the setbacks from right-of-ways, property lines and easements?

N/A

Name of person, firm, corporation or association erecting the sign is:

Name of business/activity at the address where the sign is to be erected:


SNAPPERS FISH AND CHICKEN

Is this in a planned development?

No

Attach to this application a written description of all other signs located on the lot, indicating the sign type, size and placement. (Master Signage Plan)

Attachment: Application (1776 : Snappers Fish &amp; Chicken Sign)

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>	<b>Agenda Item #</b> <b>- c</b>
		<b>COUNCIL MEETING DATE</b> January 6, 2021
<b>Requesting Agency (Initiator)</b> Office of the City Manager	<b>Sponsor(s)</b> Community Development Director Allen	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Commission to make a recommendation on The UPS Store – 7965 Tara Boulevard; Parcel No. 13210D A006; Wall sign panel for new business.		
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i> City Code Section 86-489 and 86-490 – Sign Standards		
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes                      Beautification, Community Planning, Neighborhood and Business Revitalization		
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p><b>Agency recommendation – Approval of wall sign panel;</b> The UPS Store recently got approval to operate in one of the commercial suites beside Kroger at 7965 Tara Boulevard. The applicant has applied for a wall sign on the parapet over the front entrance.</p> <p>The brown and yellow color scheme will be compatible with adjacent businesses (same as the national logo for UPS). The wall sign panel (a series of aluminum letters and a logo) above the front entrance will be 38.94 total square feet, which is below the maximum 150 square feet allowed in Code Section 86-490(b). The panel will be about 11.02% of the front building façade (one suite), just above the 10% allowed in Code Section 86-489. The sign will be internally illuminated.</p>		
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> Private owner		
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <ul style="list-style-type: none"> <li>Application</li> <li>Sign Design</li> <li>Acceptance Letter</li> </ul>		
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i> <b>Approval</b>		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> Ricky L. Clark, City Manager	<b>Date</b> January, 6, 2021	
<b>Signature</b>	<b>City Clerk's Office</b>	



**CITY OF JONESBORO**  
 124 North Avenue  
 Jonesboro, Georgia 30236  
 City Hall: (770) 478-3800  
 Fax: (770) 478-3775  
 www.jonesboroga.com

## SIGN PERMIT APPLICATION

ATTACH ADDITIONAL PAGES IF NECESSARY. ALL ATTACHMENTS MUST BE NUMBERED. INDICATE THE PAGE NUMBER OF ATTACHMENT IN THE SPACES PROVIDED FOR EACH RELEVANT ANSWER. USE A SEPARATE PAGE FOR EACH NECESSARY QUESTION/ANSWER ATTACHMENT.

ANY MISSTATEMENT OR CONCEALMENT OF FACT IN THIS APPLICATION SHALL BE GROUNDS FOR REVOCATION OF THE LICENSE ISSUED AND SHALL MAKE THE APPLICANT LIABLE TO PROSECUTION FOR PERJURY. PLEASE DO NOT LEAVE ANY AREAS UNANSWERED.

**APPLICATION FEE: \$60.00** (Non-Refundable). The Sign Permit fee is an additional cost. The City of Jonesboro will calculate and advise fees due.

Administrative fee	(flat fee) \$60.00
Area of Sign 1-10ft <sup>2</sup>	(flat fee) \$35.00
Area of Sign 11-25ft <sup>2</sup>	(flat fee) \$60.00
* Area of Sign 26-50ft <sup>2</sup>	(flat fee) \$90.00
Area of Sign 51ft <sup>2</sup> and greater	(flat fee) \$125.00
Temporary Signs	(flat fee for second permit) \$30.00
Two permits allowed per property per year.	
First is free and a flat fee is required for	
2nd permit.	

Attachment: Application (1779 : UPS Store Sign)



Date of Application: 12 23 2020

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ 60.00 will be charged and must be submitted with this application, and is based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

Once authorization has been given, and within 10 days of work completion, the applicant must request in writing a final permit. Included with your final permit request must be a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate, with a statement that the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization

The city shall process all sign authorizations/permit applications, within 45 days of the city's receipt of completed application. Once written authorization has been issued, all work must be completed within 180 days. If, after 180 days, the City has not received report of completion, the authorization shall become null and void and no final permit will be issued.

### Description of Permit

**Please check:**

- ☒ New Sign — WALL SIGN
- ☐ Change to Existing Sign
- ☐ Ground Sign
- ☐ Window Sign
- ☐ Subdivision Sign
- ☐ Projecting Sign Wall Sign
- ☐ Entrance Sign
- ☐ Special Event Sign
- ☐ Other (describe below)

### Property Owner or Applicant Information

Name: See attached authorization form  
MICHAEL MCWEEENY  
 Mailing Address: 7965 TARA BLVD.  
 City: JONESBORO State: GA Zip: 30236  
 Phone: (Day) 980-229-5753 (Evening) \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*By signing the above line, Property Owner gives permission for appropriate actions.

Attachment: Application (1779 : UPS Store Sign)

## Jonesboro Property Information

Existing Uses and Structures: COMMERCIALSurrounding Uses and Structures: (See Official Zoning Map): COMMERCIAL

Surrounding Zoning:

North: C2 South: C2 East: C2 West: C2 30324Property Address of Sign: 7965 TOWN BLVD Jonesboro, GA 30213Complete dimensions and total area of the sign: 26" x 177" = 38.94 ☒

What is the position of the sign in relation to nearby buildings/structures and other signs?

ON PARADE

What is the position of the sign in relation to nearby buildings/structures and other signs?

What are the setbacks from right-of-ways, property lines and easements?

N/A

Name of person, firm, corporation or association erecting the sign is:

Hammond Sign Systems

Name of business/activity at the address where the sign is to be erected:

THE UPS STORE

Is this in a planned development?

Yes

Attach to this application a written description of all other signs located on the lot, indicating the sign type, size and placement. (Master Signage Plan)

Attachment: Application (1779 : UPS Store Sign)

Include one accurate scale drawing of the sign plans you are requesting a permit for. Include:

- specifications and method of construction
- materials used in the construction of the sign itself
- how the sign(s) will be attached to the building or ground
- a scale drawing of the site showing driveways, structures, existing and proposed signs
- any other limiting site features.
- Indicate if the sign will be illuminated

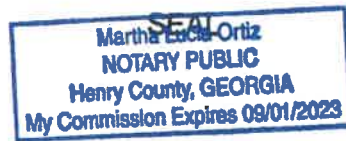
**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-740**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ALL ATTACHED INFORMATION IS TRUE AND CORRECT:

Date: 12-28-20

Signed: Monica Wilkerson

Notary: [Signature]



**FOR OFFICE USE ONLY:**

Date Received: 01/04/21

Received By: [Signature]

Fee Amount Enclosed: \$ 60.00

Date Approved:     /     / 20   

Date Denied     /     / 20   

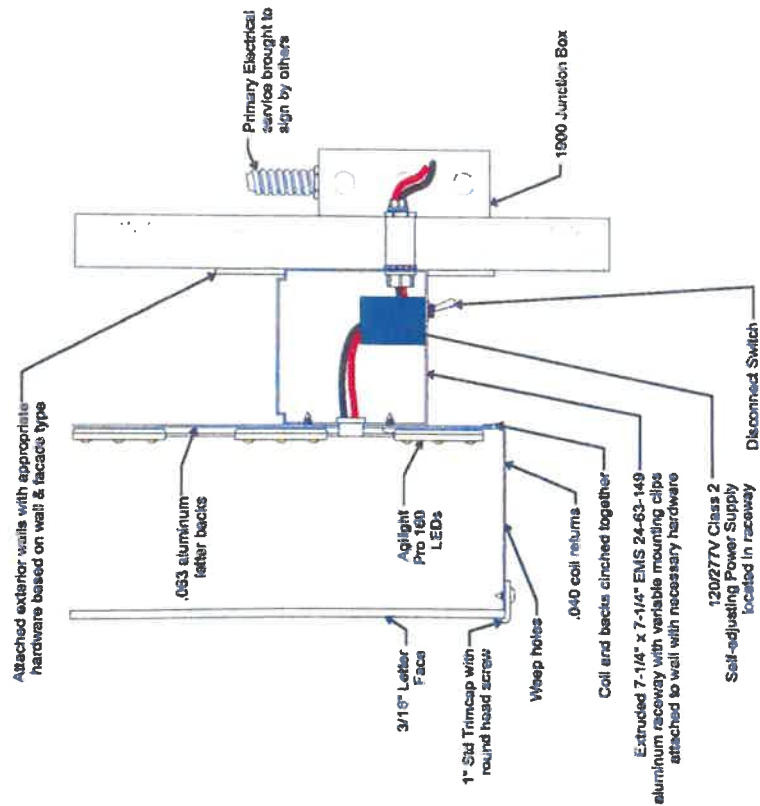
Permit Issued     /     / 20   

Comment:



\*Channel Letters are UL Listed\*

### Raceway Mounting

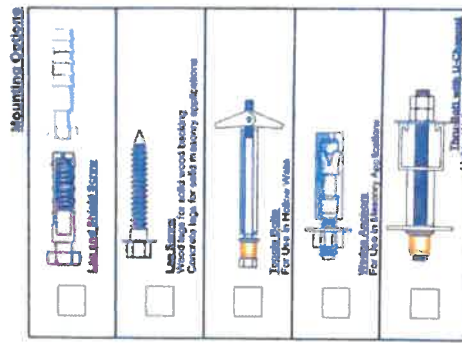



3/16" clear polycarb tab with 1st surface applied vinyl Riveted to back of letter/shield cans

**Trim Cap Colors**  
White Letters - Brown Trimcap  
Brown Letters - White Trimcap  
AS Shield Logos - Brown Trimcap

**Trimcap Sizes**  
Letters & Shield 516" - Use 3/4" Trimcap  
Letters & Shield 216" - Use 1" Trimcap

**Electrical Requirements**  
(1) Dedicated 120v 3-wire single phase 20amp Circuit  
Actual sign draw based on power supply count - Ref LED layouts



 <b>South Water Signs</b> 934 N. Church Road Einhurst, IL 60126 P 630.333.4500	<b>Revision notes:</b>		 <b>The UPS Store</b>		<b>Client:</b> TUPSS	<b>Unit ID #</b> N/A	<b>Drawn by</b> MRR
	<b>Revision notes:</b>		<b>Revision notes:</b>		<b>Unit ID #</b> SWS Job# 7036167	<b>Checked by:</b>	<b>Scale:</b> NTS
<b>Revision notes:</b>		<b>Revision notes:</b>		<b>Title:</b> Letter Specifications	<b>Revision:</b> 00.00.00	<b>Page:</b> 3	<b>Date:</b> 09.01.19

The UPS Store, Inc. Confidential and Proprietary





## MEMORANDUM

**To:** UPS Store  
7965 Tara Blvd.  
Jonesboro, Ga. 30236

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** January 5, 2021

**Re:** Notification of Request for Design Review Commission – Sign; 7965 Tara Boulevard; Parcel No. 13210D A005

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a sign for the property located at 7965 Tara Boulevard, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Wednesday, January 6, 2021 at 4:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (1779 : UPS Store Sign)