



## **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**



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.a  
-a

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 on K-Bueno Latin Cafe – 847 Highway 138 Spur; Parcel No. 13210D B004; Wall 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 – Approval of panel;** 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.

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.

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.)*

- Application
- Property Pictures
- New Sign Design
- Acceptance Letter

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

January, 6, 2021

Signature

City Clerk's Office

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

**Approval**

5.a

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: Martano Estevez

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

City: Jonesboro State: GA Zip: 30236

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

## 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/ft36.33/10

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

On Existing Parcels=3.1

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, Inc

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)







## Exterior Storefront Signage

Sign Type: Channel Letters Front Lit

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



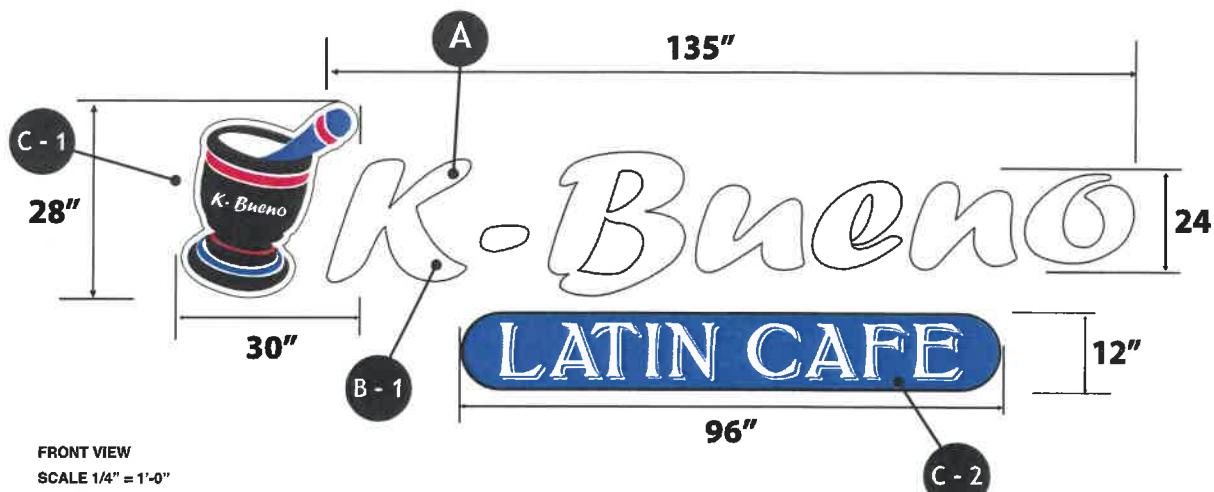
Attachment: New Sign Design (1775 : K- Bueno Latin Cafe Sign)

1,500 SF

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

## Exterior Storefront Signage

Sign Type: Channel Letters Front Lit



## CHANNEL LETTERS - FRONT LIT

A

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

B-1



WHITE

C

## CHANNEL LETTER BOX

C-1



BLUE



RED

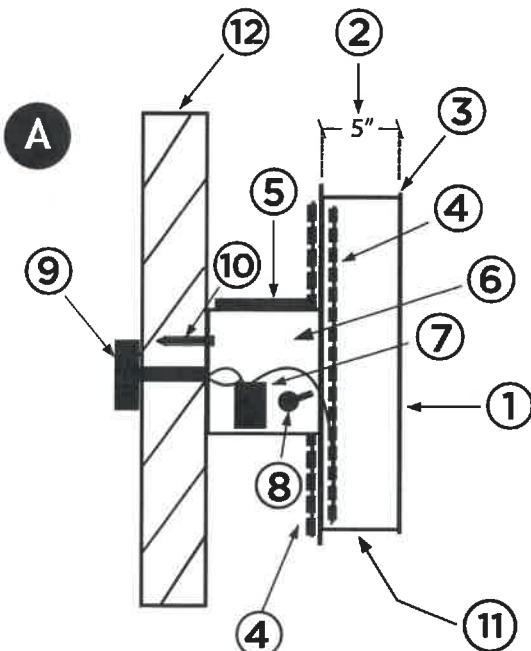


BLACK

C-2



BLUE



36'33" Sq/Ft

TOTAL SQ/FT



## 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 black ink, appearing to read "D. D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator



# **CITY OF JONESBORO, GEORGIA COUNCIL**

## **Agenda Item Summary**

## Agenda Item #

- 9 -

5.b

## COUNCIL MEETING DATE

January 6, 2021

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> ( <i>Identify appropriate Action or Motion, purpose, cost, timeframe, etc.</i> ) Commission to make a recommendation for Snapper's Fish & Chicken – 27 Lee Street; Parcel No. 13241A B023; Ground sign panel for new business.	
<b>Requirement for Board Action</b> ( <i>Cite specific Council policy, statute or code requirement</i> ) <b>City Code Section 86-489 and 86-490 – Sign Standards</b>	
<b>Is this Item Goal Related?</b> ( <i>If yes, describe how this action meets the specific Board Focus Area or Goal</i> ) <b>Yes</b> <b>Beautification, Community Planning, Neighborhood and Business Revitalization</b>	
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.)
<b>Agency recommendation – Denial of initial ground sign panel proposal;</b> 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.	
<p>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.</p> <p>There is no changeable copy or electronics planned for the sign. <b>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.</b></p>	
Fiscal Impact	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)
Private owner	
<b>Exhibits Attached</b> (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)	
<ul style="list-style-type: none"> <li>• Acceptance Letter</li> <li>• Existing Property</li> <li>• Temporary Banner</li> </ul>	

## **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

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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,

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

David D. Allen  
Community Development Director / Zoning Administrator

**Google Maps 71 Lee St**

Image capture: Jun 2019 © 2020 Google

Jonesboro, Georgia

 Google

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 PARCEL*

### Property Owner or Applicant Information

Name: Nabil Altaher

Mailing Address: 27 Lee St

City: Joneboro State: Georgia Zip: 30236

Phone: (Day) 404-615-554-4320 (Evening) \_\_\_\_\_

\*Signature: Nabil Altaher

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

## Jonesboro Property Information

Existing Uses and Structures: RestaurantSurrounding Uses and Structures: (See Official Zoning Map): Commercial / Residential

Surrounding Zoning:

North: A1 South: C1 East: I-2 West: R4Property Address of Sign: 27 Lee stComplete dimensions and total area of the sign: 3 ft 89 in high 7 ft 86 in width

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

Ex. Plan 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)



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.c  
-c

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 on The UPS Store – 7965 Tara Boulevard; Parcel No. 13210D A006; Wall 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 – Approval of wall sign panel;** 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.

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.

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.)

- Application
- Sign Design
- Acceptance Letter

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

**Approval**

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

January, 6, 2021

Signature

City Clerk's Office



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

Date of Application: 12 28 2020

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ 10.00 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 MCWEENEY

Mailing Address: 7965 TARA Blv.

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.

## 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 BLDG JONESBORO, GA 30263Complete dimensions and total area of the sign: 26" x 17'7" = 38.94

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

ON PARCEL

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)

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

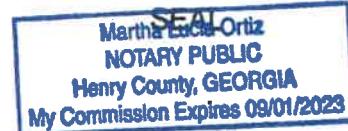
**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-740**

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

Date: 12-28-20

Signed: Monica Wolfgang-Wilson

Notary: Monica Wolfgang-Wilson



**FOR OFFICE USE ONLY:**

Date Received: 5/18/2021

Received By: me

Fee Amount Enclosed: \$ 60.00

Date Approved: 5/18/2021

Date Denied 5/18/2021

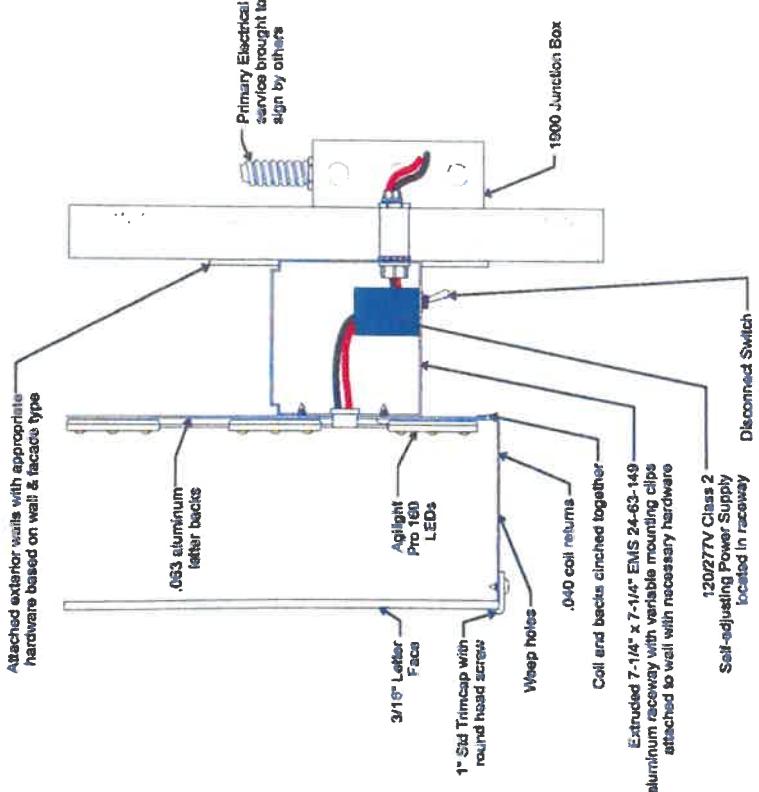
Permit Issued 5/18/2021

**Comment:**

*Find an electrical outlet to plug in the sign. The sign will be illuminated at night.*

## Recaway Mounting

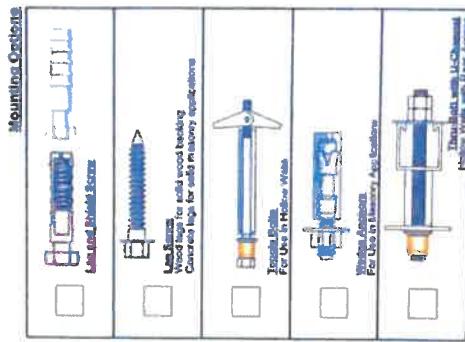
\*Channel Letters are UL Listed\*



**Trin. Cap. Colors**  
White Letters - Brown Trimcap  
Brown Letters - White Trimcap

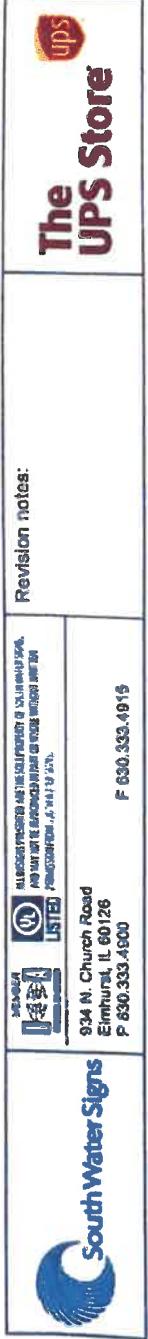
Letters & Shield 21<sup>o</sup> - Use 1" Trinacria  
Letters & Shield 21<sup>o</sup> - Use 3/4" Trinacria

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



Client:	TUPSS	Drawn by:	MJR
Unit ID #:	N/A	Checked by:	
SWS Job#:	7036167	Scale:	MTS
Title:	Lateral Specifications	Revision:	00.00.00
Date:	08.01.19	Page:	3

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,

A handwritten signature in blue ink that appears to read "David D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator