



## **DESIGN REVIEW COMMISSION**

**March 3, 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 for a Private Residence – 106 West Mimosa Drive; Rear extension of existing carport in Historic Residential Overlay
- b. Commission to make a recommendation for Tax Facts, Inc. – 114 North McDonough Street; Sign and awning for commercial building in Historic District
- c. Commission to make a recommendation for T H Weiss – 180 North McDonough Street; Changing exterior color on commercial business in Historic District
- d. Commission to make a recommendation for Spine and Orthopedic Center – 1287 Hwy. 138; Sign for new commercial business
- e. Commission to make a recommendation for a Commercial Center – 137 West Mill Street; Update on new sign. Will be considered for Certificate of Appropriateness extension by Historic Preservation Commission.
- f. Commission to make a recommendation for Tran Realty – 181 North Main Street; New ground sign for commercial building in Historic District
- g. Commission to make a recommendation for Thomas Tax Pro – 1423 Stockbridge Road; New wall sign in commercial center

**VI. ADJOURNMENT**





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

**Agenda Item #**

**5.a**

**-a**

**COUNCIL MEETING DATE**

March 3, 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 a Private Residence – 106 West Mimosa Drive; Rear extension of existing carport in Historic Residential Overlay

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

City Code Section 86-270 Accessory Building Standards; Sec. 86-111 Historic Residential Overlay Standards

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

Yes

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 Certificate of Appropriateness application:** Mr. Wiggins owns 106 West Mimosa Drive and applied for a permit and a Certificate of Appropriateness for a 40 foot by 18-foot (720 square feet) carport extension into the rear yard of his home. There is currently a 2187 square-foot home and 600 square-foot carport, which both predate the Zoning Code. The property is zoned R-4 residential, but lies within the Historic Residential Overlay, which requires a Certificate of Appropriateness for new structures, per Sec. 86-111 (e).

Section 86-270 gives standards for accessory buildings in the City:

*No accessory building shall exceed the height of the principal dwelling in any residential district, nor shall the combined total area of all accessory buildings on a lot exceed the larger of 800 square feet in area or 25 percent of the floor area of the principal dwelling. Calculation of floor area shall not include basement areas. All accessory buildings shall be set back a minimum of 100 percent of the front yard setback for the district; however no accessory building other than a detached garage may be located between the principal dwelling and the public right-of-way. A minimum side yard and rear yard setback of five feet shall apply to accessory building located a distance greater than 20 feet from the principal dwelling; otherwise the building setbacks for the principal dwelling shall apply to the accessory building.*

*All accessory structures established on the street side of a corner lot and located a distance equal to or less than the dimension of the required side yard for principal dwellings in the zoning district in which the lot is situated shall be screened through the installation of landscaping or stockade-type fence. Such screening shall comply with provisions of article XV of this chapter.*

*The exterior finishes and color of all accessory structures shall be identical to the exterior finish and color of the principal dwelling on which the accessory structures are located. For brick construction, only the characteristics of the trim work shall apply to the accessory buildings.*

*No accessory structure shall be located upon a lot until construction of the principal building has been completed and a certificate of occupancy has been issued.*

*No plumbing beyond a wash sink shall be permitted in an accessory structure.*

*The number of individual structures accessory to a residential use shall be controlled by the following schedule:*

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

**Typed Name and Title**

Ricky L. Clark, City Manager

**Date**

March, 3, 2021

**Signature**

City Clerk's Office

Lot Size	Number of Structures
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Up to 1 acre	1
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Above 1 acre	2
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*NOTE: This schedule provides for the indicated number of structures and one detached garage.*

**Staff response:** The proposed carport enlargement is 720 square-feet, 25.8% of the 2787 square-feet already on the property. It will be fully behind the front setback line and at least 5 feet off of the side property line. It will be totally open with no sinks or any other features. It will be metal like the pre-existing carport, but will not be readily seen from the road, which should not be an issue.

Section 86-111 gives further standards for accessory buildings in the Historic Residential Overlay:

e. Accessory structures.

1. Historic accessory structures, or outbuildings, shall be maintained in accordance with guidelines for dwellings in the overlay.

2. New accessory structures, including, but not limited to carports, garages and storage sheds, shall be located behind the facade line of the dwelling.

3. The design, scale, placement and materials of new accessory structures within public view shall be compatible with those of the principal dwelling.

**Staff response:** The proposed accessory building complies with these standards, being in the rear yard but will not be readily within public view, being in the back yard and largely obscured in the side yard by the existing carport.

Fiscal Impact	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)
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Private owner
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Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)
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- Applications and Site Plan
- Property Picture 1
- Property Picture 2

Staff Recommendation (Type Name, Title, Agency and Phone)
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Approval
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**CITY OF JONESBORO**  
 124 NORTH AVENUE  
 JONESBORO, GA 30236  
 770-478-3800 • FAX 770-478-3775  
**Building Permit Application**  
**Minimum Fee \$100.00**

BL# \_\_\_\_\_ County \_\_\_\_\_  
 Date 2-4-21  
 Permit No. 052

Application is hereby made according to the laws and ordinances of Jonesboro for a permit to erect, alter, and/or use a structure as described herein or shown in accompanying plans and specifications, to be located as shown on plot plan and, if granted, will conform to all laws and ordinances regulating same.

Address	106 W. Mimosa Dr					Project/Subdivision
Parcel ID #			LL	District	Zoning	Overlay
Flood Plain	Access		Lot	Block	Plan #	
Purpose of Permit:	Describe Use of Construction					Size of New Structure
<input type="checkbox"/> New <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Other						<u>18 x 40</u>
Structure Type:	<input type="checkbox"/> Retached Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Apartment <input type="checkbox"/> Fee Simple <input type="checkbox"/> Condo/Townhome <input type="checkbox"/> Institutional <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Accessory <input type="checkbox"/> Other					<u>Carport Extension</u>
Foundation: <input checked="" type="checkbox"/> Slab <input type="checkbox"/> Crawl Space <input type="checkbox"/> Basement	Heated Area: Main _____ Upper _____ Lower _____ Other _____					Total <u>0</u>
Unfinished Area	Carport <u>X</u>	Garage			Total Area	
No. Stories	Height	No. Units	No. Rooms	No. Bedrooms	No. Baths	
Sewage: <input type="checkbox"/> Public <input type="checkbox"/> Septic Tank	Power: <input type="checkbox"/> Georgia Power <input type="checkbox"/> Other		Water: <input type="checkbox"/> Public <input type="checkbox"/> Well	Cooling/Heating: <input type="checkbox"/> Gas <input type="checkbox"/> Electric	Fireplace: <input type="checkbox"/> Prefab <input type="checkbox"/> Masonry	
Exterior Finish Material <u>Metal</u>	Estimated Construction Cost <u>\$9,500.00</u>					
Land Owner <u>Bobby Wiggins</u>	Contractor <u>R&amp;B Metal Structures</u>					
Address <u>106 W Mimosa Dr</u>	Address <u>979 Hwy 42 South</u>					
City <u>Jonesboro</u>	State <u>GA</u>	Zip <u>30236</u>	City <u>Jackson</u>	State <u>GA</u>	Zip <u>30233</u>	
Telephone <u>770 471-3660</u>	Other		Telephone <u>770 775-2254</u>	GA License No.		

BW I hereby certify that the above permitted structure shall be built in accordance with the 2012 Georgia State Energy Code for Buildings. This INITIAL code regulates the design, erection, construction, alteration and renovation of buildings. Compliance is mandatory.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

Date 4 Feb 21 Printed Name Bobby Wiggins Signature Bobby Wiggins

NOTICE: Separate permits are required for electrical, plumbing, heating, ventilation, air conditioning or prefab fireplaces. This permit becomes null and void if work authorized is not commenced within six (6) months of permit approval or if work is suspended or abandoned for a period of six months at anytime after it is begun. Proper permits must be obtained before work is begun or fees shall be doubled.

**DO NOT COMPLETE THE FOLLOWING - office use only**

**TEMPORARY POLE (#) \$30.00**

Building - Sq. Ft. <u>  </u>	x .20 = <u>  </u>	Fireplace (#) <u>  </u>	x \$30.00 = <u>  </u>			
Electrical <u>  </u>	x .20 = <u>  </u>	Garbage-Disposal (#) <u>  </u>	x \$12.50 = <u>  </u>			
Plumbing <u>  </u>	x .20 = <u>  </u>	Low Voltage (Minimum) <u>  </u>	x \$50.00 = <u>  </u>			
HVAC <u>  </u>	x .20 = <u>  </u>					
ICC <u>  </u>	\$ <u>  </u>	Temp # <u>  </u>	Date <u>  </u>			
F/P: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: <u>  </u>	Input by: <u>  </u>	Permit Cost: <u>  </u>	C.O. Fee: <u>  </u>	Total Fee: <u>  </u>	
Issued by: <u>  </u>		Payment Amt: <u>  </u>	Payment Type	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Card



## CITY OF JONESBORO

124 North Avenue

Jonesboro, GA 30236

[www.jonesboroga.com](http://www.jonesboroga.com)

### BUILDING PERMIT APPLICATION SCOPE OF WORK

Name: Bobby Wiggins Date: 4 Feb 21

Address: 106 W Mimosa Dr Jonesboro, GA

#### Rooms work is to take place in:

<input type="checkbox"/> Basement	<input type="checkbox"/> Living Room	<input type="checkbox"/> Bedroom 3
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Master Bedroom	<input type="checkbox"/> Bedroom 4
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Bedroom 1	<input type="checkbox"/> Exterior
<input type="checkbox"/> Master Bath	<input type="checkbox"/> Bedroom 2	<input type="checkbox"/> Other _____

#### Electrical and Mechanical

<input type="checkbox"/> New or upgrade of electric service	<input type="checkbox"/> Adding or replacing electric circuits
<input type="checkbox"/> Installing smoke detectors	<input type="checkbox"/> Adding or relocating receptacles or switches
<input type="checkbox"/> Installing new furnace	<input type="checkbox"/> Installing new AC condenser
<input type="checkbox"/> Installing new fireplace or heating stove	<input type="checkbox"/> New chimney or vent
<input type="checkbox"/> Installing new bathroom exhaust fan	<input type="checkbox"/> Installing or replacing range hood
<input type="checkbox"/> Other: _____	

#### Framing

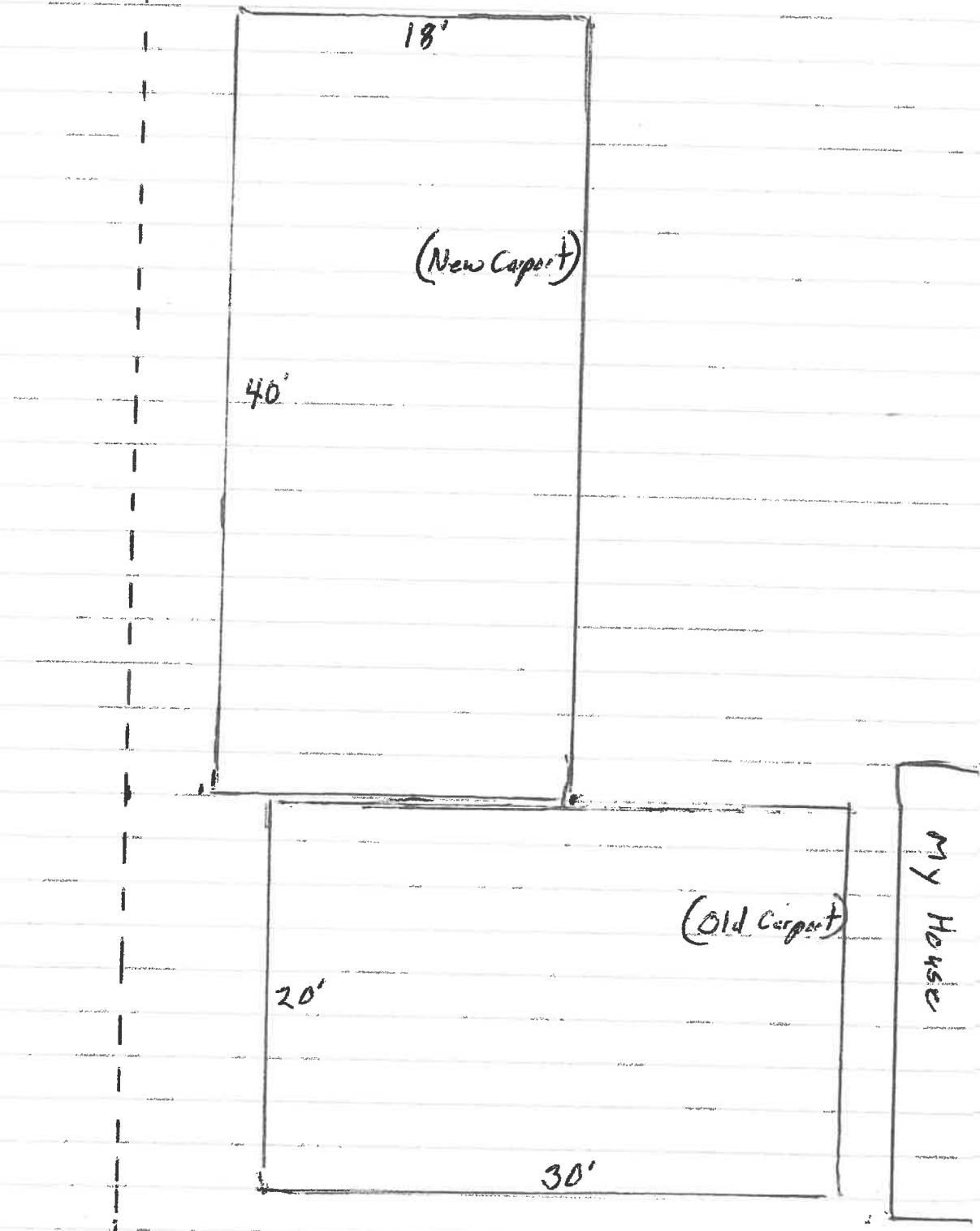
<input type="checkbox"/> New deck, porch, or stairs	<input type="checkbox"/> Roofing (Replacing decking and shingles)
<input checked="" type="checkbox"/> Addition	<input type="checkbox"/> Installing or relocating load bearing walls
<input checked="" type="checkbox"/> Detached garage, carport, or storage building	<input type="checkbox"/> Altering or relocating existing window/doors
<input type="checkbox"/> Replacing deck, porch, stairs or railing	<input type="checkbox"/> Sheathing
<input type="checkbox"/> New attached garage or carport	<input type="checkbox"/> Installing new drywall
<input type="checkbox"/> New pool, spa or hot tub	<input type="checkbox"/> Installing sunroom or other pre-manufactured
<input type="checkbox"/> Installing or relocating non-load bearing walls	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Replacing or repairing damaged:	
<input type="checkbox"/> Floor joist <input type="checkbox"/> Stud <input type="checkbox"/> Beam <input type="checkbox"/> Header <input type="checkbox"/> Ceiling Joist <input type="checkbox"/> Rafters or Trusses	

#### Plumbing

<input type="checkbox"/> Installing or replacing water heater	<input type="checkbox"/> Relocating existing plumbing fixtures
<input type="checkbox"/> Installing new water or DWV piping	<input type="checkbox"/> Installing or replacing gas piping
<input type="checkbox"/> Replacing existing water or DWV piping	<input type="checkbox"/> Installing new plumbing fixtures
<input type="checkbox"/> Installing or replacing backflow device	<input type="checkbox"/> Installing new sump pump
<input type="checkbox"/> Other: _____	

#### Additional Information

Extending my carport. Adding to back of carport  
in back yard, using same metal material.





Permit  
#052

## Call for Inspection

Safebuilt, Inc.

770-914-2377

770-474-9393

tryoneoffice@safebuilt.com

**South Atlanta Office**  
Inspection Scheduling

**Inspection Cutoff Time is 4:00 PM**  
Inspections will be conducted  
the next regular business  
day, excluding City Holidays

Phone 770-474-9393

Phone 770-914-2377

Email: [tryoneoffice@safebuilt.com](mailto:tryoneoffice@safebuilt.com)

SAFEbuilt.®



## CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

### JONESBORO HISTORIC PRESERVATION COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with ensuring the Historic District's Preservation and Standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86-Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicant meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

#### Property Information:

Address: 106 W Mimosa Dr

Owner: Bobby Wiggins

Note: if applicant is not the owner, the applicant must provide written permission from the owner – notarized, and owner's contact information. See Jonesboro City Hall to obtain permissible document.

#### Applicant Information

Applicant Name: Bobby Wiggins

Mailing Address: 106 W Mimosa Dr, Jonesboro, GA 30236

Email Address: bobbywiggins48@yahoo.com Phone 770 471-3668

Fees and Charges are identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

**Application Fee \$75.00**

## PROJECT INFORMATION

Type of Project (Check all that apply)

### Construction

- New building
- Additional building
- Minor Exterior Change
- Major Building Restoration, Rehabilitation, or Remodeling

### Site Changes

- Parking area(s), Driveway(s), or Walkway(s)
- Fence(s) or Wall (s)
- Sign(s)
- Mechanical System(s)
- Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

### Demolition or Relocation

- Primary Building
- Outbuilding
- Site Feature

## APPLICATION REQUIREMENTS

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

## APPLICATION DEADLINE & REPRESENTATION

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

## REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

**A. New Buildings and Additions:**

- i. Description of Project
- ii. Site Plan
- iii. Architectural Elevations
- iv. Floor Plan
- v. Description of Materials
- vi. Photographs of Proposed Site

**B. Major Restoration, Rehabilitation, or Remodeling:**

- i. Architectural Elevations or Sketches
- ii. Description of Project
- iii. Description of Materials
- iv. Photographs of Proposed Site

**C. Minor Exterior Changes:**

- i. Description of Project
- ii. Description of Materials
- iii. Photographs of Existing Building

**D. Site Changes: Parking, Driveways & Walkways:**

- i. Site Plan or Sketch of Site
- ii. Description of Materials
- iii. Photographs of Site

**E. Site Changes: Fences, Walls, and other Site Features:**

- i. Site Plan or Sketch of Site
- ii. Architectural Elevations or Sketches
- iii. Description of Materials
- iv. Photographs of Site

**F. Site Changes: Signs:**

- i. Architectural Elevation or Sketch (For signs located on the building)
- ii. Site Plan or Sketch of Site (For free standing signs)
- iii. Description of Materials and Illumination

**PROJECT AND MATERIALS DESCRIPTION**

Extend my existing carport on the back side (in my back yard) I will be using the same type and material (metal).

(Add Additional Sheets as Necessary)

Bobby Wiggins  
**PRINT NAME**

4 Feb 21  
**DATE**

Bobby Wiggins  
**SIGNATURE**

   
**FEE AMOUNT**

   
**(Application Received By)**





Attachment: Applications and Site Plan (1822 : 106 West Mimosa Drive Carport)



## CITY OF JONESBORO

124 North Avenue  
Jonesboro, GA 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

### PROPERTY OWNER/CORPORATION OFFICER AFFIDAVIT FOR PERMIT

Name: Bobby Wiggins Date: 4 Feb 21  
Address of Permit Project: 106 W Mimosa Dr, Jonesboro

#### Type of Permit Requested:

Building  Electrical  Plumbing  HVAC

I, the undersigned, do hereby apply for permission to alter, modify, or make repairs at the above indicated location and/or construct an accessory building at the same location.

I certify that, I or a designee(s), do possess the craft skills necessary to perform the work and that the work described on the attached permit application will be accomplished by the undersigned or designee(s) employing no labor for hire or subcontractor assistance.

I understand that compliance with ALL CODES, which are applicable to this project is required.

Signature of Applicant:

Bobby Wiggins

Mailing Address:

106 W Mimosa Dr

Phone number: (770) 471 - 3660

Email Address:

bobbywiggins48@yahoo.com



Image capture: Jun 2019 © 2020 Google

Jonesboro, Georgia

 Google

Street View

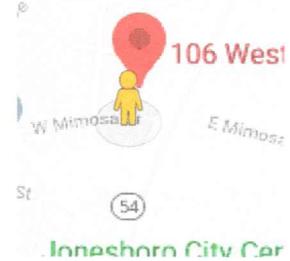




Image capture: Jun 2019 © 2021 gle

Jonesboro, Georgia

 Google

Street View



Attachment: Property Picture 2 (1822 : 106 West Mimosa Drive Carpet)



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

5.b

-b

COUNCIL MEETING DATE

March 3, 2021

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Commission to make a recommendation for Tax Facts, Inc. – 114 North McDonough Street; Sign and awning for commercial building in Historic District	
<b>Requirement for Board Action</b> (Cite specific Council policy, statute or code requirement) City Code Section 86-489, 86-490, and 86-495 – Sign Standards	
<b>Is this Item Goal Related?</b> (If yes, describe how this action meets the specific Board Focus Area or Goal) Yes Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation	

**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.)

**Approval of design;** Recently, the Code Enforcement Officer noticed personnel at the business, Tax Facts, Inc., replacing their sign (white letters) and front door canopy (the canopy is already up but the new letters are not). They were informed that they needed a permit and a Certificate of Appropriateness approval for being in the Historic District. In his application, the owner said that the old letters “were breaking up and fallen to the sidewalk.” He states that the replacement letters are exactly the same size and will be in the same location as the former letters. However, the new letters were observed by the Code Enforcement Officer to be red. Also, the new canopy is obviously blue versus the old green. The blue canopy now matches the canopy color of adjacent businesses. The letters will meet the Code:

1. The letters (13.44 square feet) will not exceed the maximum 150 total square feet allowed for wall signs.
2. The letter area (5.6%) will not exceed the maximum 7.5% wall coverage allowed for wall signs.
3. The proposed sign does not straddle any existing columns or panels on the building exterior.

The property is also in the Historic District, which has its own signage standards.

Sec. 86-495. - Historic district.

(3) Signage standards.

a. General. Signage shall complement the architectural details of the building, and shall not violate or otherwise obscure the architecture of the building to which it is attached. Signs, lettering, or boxed graphics shall not cut across columns, cornices, windowsills, arches or balconies, nor extend above the roofline of any building to which it is attached.

b. Lettering, size, and content. Letters can be painted or mounted directly on a signboard, storefront, wall or window, if in proportion to the storefront. Lots in the H-1 Historic District are allowed the same amount of signage as lots outside of the H-1 Historic District. In the H-1 Historic District, canopy signs and hanging or suspended signs may be utilized. Provided, however, in no case may the total signage area exceed ten percent of the building face to which the sign is attached. Acceptable lettering materials include wood, stone, synthetic stone, metal, vinyl, dimensional plastic, acrylic, or high-density polystyrene foam. The overall design of all signage shall be compatible with the turn-of-the-century theme of the historic district.

c. Materials. Signs may be constructed of concrete, brick, wood, stone, metal, glass, or synthetic materials that have the same appearance of the aforementioned natural materials due to their finish. All materials shall be compatible with the building's architecture, and should be colorfast and resistant to corrosion. Signs shall be professionally finished in accordance with the material selected, whether by sanding, painting, staining and/or sealing, with the edges of the sign framed out and/or sealed.

d. Lighting. All signs in the historic district, whether ground signs or wall signs, shall only be illuminated by an external light source, and

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

Typed Name and Title Ricky L. Clark, City Manager	Date March, 3, 2021	
Signature	City Clerk's Office	

e. Colors. The historic preservation commission shall approve the color or colors of all signs as well as the color or colors of all lettering, symbols, marks, pictures, figures, embellishments, frames or the like contained therein.

The letters will be the exact same material (plastic) as before and the same size. There will be no illumination, external or internal, of the sign.

**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.)

- Sign Permit 837 - Tax Facts Inc
- Historic Preservation Commission Application - Tax Facts Inc
- Former Canopy
- New Canopy

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

**Approval**

**CITY OF JONESBORO**

124 North Avenue  
Jonesboro, Georgia  
30236  
770-478-3800

**SIGN PERMIT** N<sup>o</sup> 0837**GOOD FOR SIX MONTHS ONLY**

Business Tax Facts Inc  
Location 114 N McDonough St

Owner Edward Tokash

Sign Description

See Attached  
Replacing existing  
Sign due to breakage

Estimated Cost

Fee 6000 AND FEE PD

Received Payment 52 22 21

Date



**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:

2/22/21

**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 *Exact same - old sign breaking*
- Ground Sign
- Window Sign
- Subdivision Sign
- Projecting Sign Wall Sign
- Entrance Sign
- Special Event Sign
- Other (describe below)

### Property Owner or Applicant Information

Name: TAX FACTS INC

Mailing Address: 114 N McDonough St

City: Jonesboro State: GA Zip: 30236

Phone: (Day) 770 471 3003 (Evening) 678 612 9112

\*Signature: Edw Tokash

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

## Jonesboro Property Information

Existing Uses and Structures: Income Tax PreparationSurrounding Uses and Structures: (See Official Zoning Map): Offices

Surrounding Zoning:

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: 114 N McDonough STComplete dimensions and total area of the sign: 15" x 129"

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

Front of Building

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

Front of Building

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

ON THE Building

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

Signarama

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

Income TAX Preparation

Is this in a planned development?

?

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)

None

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) 478-3800**

**FOR OFFICE USE ONLY:**

Date Received: 02/22/2021

Received By: me

Fee Amount Enclosed: \$ 60.00

Date Approved:   /  /20  

Date Denied   /  /20  

Permit Issued   /  /20  

Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF JONESBORO**  
770-478-3800

REC#: 00017823 2/22/2021 11:36 AM  
OPER: MW TERM: 007  
REF#: 14013

TRAN: 25.0000 SIGN PERMIT  
PERMIT#:837  
ADDRESS:114 N MCDONOUGH ST  
SIGN 60.00CR

TRAN: 50.0000 C O APPROPRIATENESS  
ADDRESS:114 N MCDONOUGH ST  
BUSINESS:TAX FACTS  
CERTIFICATE OF APPR 75.00CR

TENDERED: 135.00 CHECK  
APPLIED: 135.00-

CHANGE: 0.00

THANK YOU FOR VISITING THE  
CITY OF JONESBORO  
124 NORTH AVENUE  
JONESBORO, GA 30236

## ATTACHMENT -1-

## PROPERTY OWNER'S AUTHORIZATION

The undersigned below, or as attached, is the owner of the property which is subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of an amendment to the property.

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Clayton County, Georgia.

I hereby depose and say that all above statements and attached statements and/or exhibits submitted are true and correct, to the best of knowledge and belief.

**PROPERTY OWNER:**

Edward Tokash

**PRINT NAME**

Edw Tukash 02/22/20

---

**SIGNATURE/DATE**

**APPLICANT:**

Edward Tokash

---

**PRINT NAME**

for  
TAX FACTS

EdwToKash 02/22/21

---

**SIGNATURE/DATE**

**NOTARY:**

---

**SIGNATURE/DATE**

SEAL

## Google Maps 114 N McDonough St

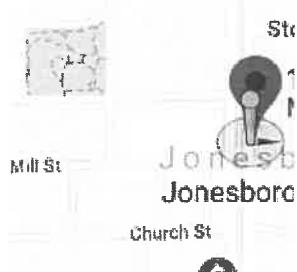


Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia



Street View





## CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

### JONESBORO HISTORIC PRESERVATION COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with ensuring the Historic District's Preservation and Standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86-Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicant meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

#### Property Information:

Address: 114 N. McDonough ST

Owner: Edward Tokash for Tax Facts

Note: if applicant is not the owner, the applicant must provide written permission from the owner – notarized, and owner's contact information. See Jonesboro City Hall to obtain permissible document.

#### Applicant Information:

Applicant Name: Edward Tokash

Mailing Address: 114 N McDonough ST Jonesboro

Email Address: ETokash@TaxFacts.com Phone 770-471-3003

Fees and Charges are identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

**Application Fee \$75.00**

## PROJECT INFORMATION

Type of Project (Check all that apply)

### Construction

- New building
- Additional building
- Minor Exterior Change
- Major Building Restoration, Rehabilitation, or Remodeling

### Site Changes

- Parking area(s), Driveway(s), or Walkway(s)
- Fence(s) or Wall (s)
- Sign(s) *No Change - Letters Approved by  
Historic Com. About 25 yrs Ago*
- Mechanical System(s)
- Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

### Demolition or Relocation

- Primary Building
- Outbuilding
- Site Feature

## APPLICATION REQUIREMENTS

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

## APPLICATION DEADLINE & REPRESENTATION

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

## REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

A. New Buildings and Additions:

- i. Description of Project
- ii. Site Plan
- iii. Architectural Elevations
- iv. Floor Plan
- v. Description of Materials
- vi. Photographs of Proposed Site

B. Major Restoration, Rehabilitation, or Remodeling:

- i. Architectural Elevations or Sketches
- ii. Description of Project
- iii. Description of Materials
- iv. Photographs of Proposed Site

C. Minor Exterior Changes:

- i. Description of Project
- ii. Description of Materials
- iii. Photographs of Existing Building

D. Site Changes: Parking, Driveways & Walkways:

- i. Site Plan or Sketch of Site
- ii. Description of Materials
- iii. Photographs of Site

E. Site Changes: Fences, Walls, and other Site Features:

- i. Site Plan or Sketch of Site
- ii. Architectural Elevations or Sketches
- iii. Description of Materials
- iv. Photographs of Site

F. Site Changes: Signs:

- i. Architectural Elevation or Sketch (For signs located on the building)
- ii. Site Plan or Sketch of Site (For free standing signs)
- iii. Description of Materials and Illumination

## PROJECT AND MATERIALS DESCRIPTION

Plastic letters—Same as

Previous approval—No changes

Old letter were breaking up and  
Fallen to sidewalk

CITY OF JONESBORO  
770-478-3800

REC#: 00017823 2/22/2021 11:36 AM  
OPER: MW TERM: 007  
REF#: 14013

TRAN: 25.0000 SIGN PERMIT  
PERMIT#:837  
ADDRESS:114 N MCDONOUGH ST  
SIGN 60.00CR

TRAN: 50.0000 C O APPROPRIATENESS  
ADDRESS:114 N MCDONOUGH ST  
BUSINESS:TAX FACTS  
CERTIFICATE OF APPR 75.00CR

TENDERED: 135.00 CHECK  
APPLIED: 135.00-

CHANGE: 0.00

THANK YOU FOR VISITING THE  
CITY OF JONESBORO  
124 NORTH AVENUE  
JONESBORO, GA 30236

(Add Additional Sheets as Necessary)

Edward Tokash  
PRINT NAME

02/22/21  
DATE

Edw Tokash  
SIGNATURE

75.00  
FEE AMOUNT

M. Wetherington  
(Application Received By)

Google Maps 114 N McDonough St

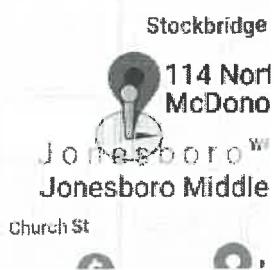


Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia

 Google

Street View



Existing Sign on Building -  
New letters will be Exact size  
including Placement

old letters HAVE to be replaced  
Because They were breaking up



Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia

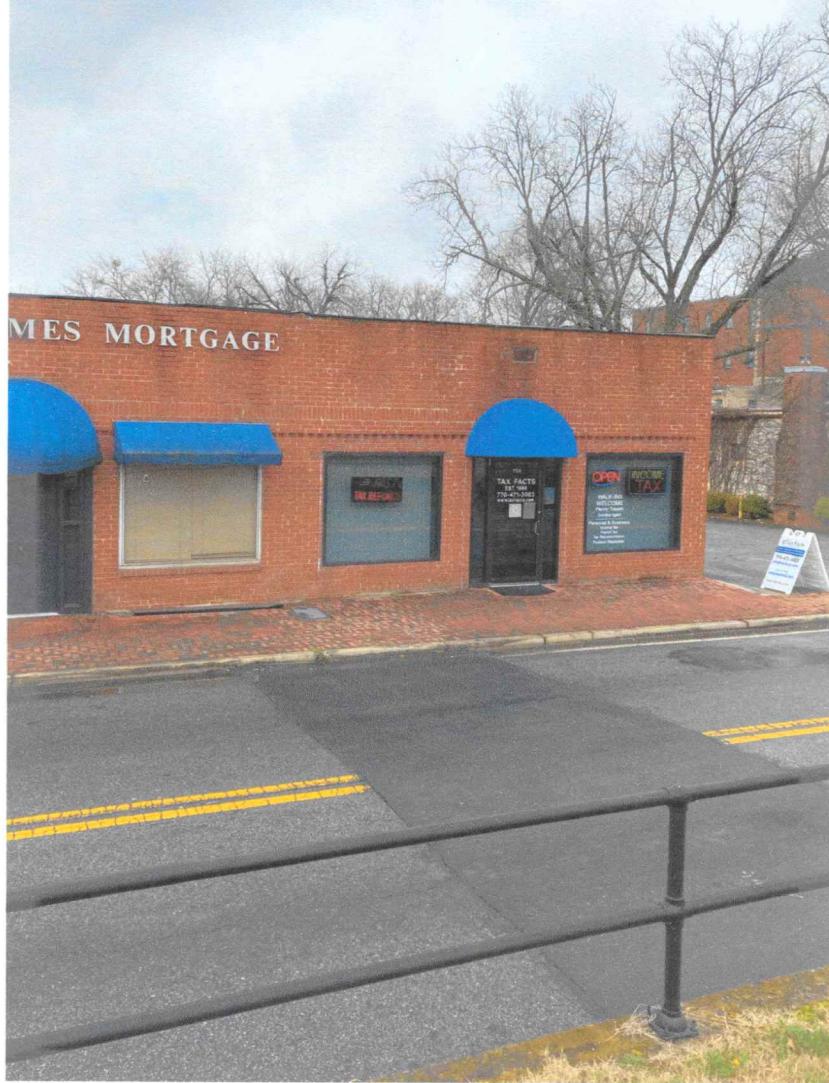


Street View

Stockbridge



Attachment: Former Canopy (1823 : 114 North McDonough Street Sign)



Attachment: New Canopy (1823 : 114 North McDonough Street Sign)



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

**Agenda Item #**

**5.c**

**-c**

**COUNCIL MEETING DATE**

March 3, 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 T H Weiss – 180 North McDonough Street; Changing exterior color on commercial business in Historic District

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

City Code Section 86-103 H-2 Historic District 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, Historic Preservation

**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 exterior paint changes;** Tara Plumbing and TH Weiss are both located at 180 North McDonough Street and are commercial businesses in a converted dwelling. The property is zoned H-2 and is in the Historic District. Recently, the applicant applied for a Certificate of Appropriateness to repaint certain portions of the exterior of the building in order to update the look. In 2018, the same building was approved by the Historic Preservation Commission for a replacement roof.

Per the applicant: "House is currently a front porch gray and want to change to a traditional gray which is slightly lighter. Trim is currently a light yellow / tannish color. Want to change that to white. Smaller gables are currently red and they will remain red."

**Section 86-103:**

*b. Building materials.*

1. Historic building materials shall be maintained.
2. Unpainted brick facades shall remain unpainted.

3. Damaged exterior materials shall be treated with materials that will not cause further deterioration, including the use of a historic mortar mix of an appropriate color when repointing brick.

4. Proper maintenance of all building materials shall adhere to the secretary of interior's standards for rehabilitation and other resources on file with the office of downtown development.

*c. Building color.*

1. Recommended color shades shall draw from the range of existing color shades and complement the color schemes that already exist in the district. Reference materials on appropriate color palettes will be available for review at the office of downtown development at city hall.

2. Neon colors are prohibited.

3. Primary colors may be acceptable for trim or accents pending review and approval by the director of downtown development.

4. Color patterns shall be consistent with the architectural style of the structure and with the overall historic character of the district.

**In summary, the front porch brick has been painted for a long time. The colors chosen for the update are not substantially different than what it out there now. The removal of the yellowish color on the trim will be a definite improvement. The colors will be fresher and somewhat lighter, but will still be compatible with the adjacent neighborhood.**

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

**Typed Name and Title**

Ricky L. Clark, City Manager

**Date**

March, 3, 2021

**Signature**

City Clerk's Office

**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.)

- 180 N MCDONOUGH ST
- Property Picture 1
- Property Picture 2
- Gray1
- Gray2

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



## CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

### JONESBORO HISTORIC PRESERVATION COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with ensuring the Historic District's Preservation and Standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86-Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicant meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

#### Property Information:

Address: 180 N McDonough St

Owner: Leslie Dodgen

Note: if applicant is not the owner, the applicant must provide written permission from the owner, notarized, and owner's contact information. See Jonesboro City Hall to obtain permissible documents.

#### Applicant Information:

Applicant Name: Leslie Dodgen

Mailing Address: 180 N McDonough St Jonesboro 30236

Email Address: ldodgen@thweissatl.com Phone 404766240

Fees and Charges are identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

Application Fee \$75.00

## PROJECT INFORMATION

Type of Project (Check all that apply)

### Construction

- New building
- Additional building
- Minor Exterior Change
- Major Building Restoration, Rehabilitation, or Remodeling

### Site Changes

- Parking area(s), Driveway(s), or Walkway(s)
- Fence(s) or Wall (s)
- Sign(s)
- Mechanical System(s)
- Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

### Demolition or Relocation

- Primary Building
- Outbuilding
- Site Feature

## APPLICATION REQUIREMENTS

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

## APPLICATION DEADLINE & REPRESENTATION

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

## REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

A. New Buildings and Additions:

- i. Description of Project
- ii. Site Plan
- iii. Architectural Elevations
- iv. Floor Plan
- v. Description of Materials
- vi. Photographs of Proposed Site

B. Major Restoration, Rehabilitation, or Remodeling:

- i. Architectural Elevations or Sketches
- ii. Description of Project
- iii. Description of Materials
- iv. Photographs of Proposed Site

C. Minor Exterior Changes:

- i. Description of Project ✓
- ii. Description of Materials ✓
- iii. Photographs of Existing Building ✓

D. Site Changes: Parking, Driveways & Walkways:

- i. Site Plan or Sketch of Site
- ii. Description of Materials
- iii. Photographs of Site

E. Site Changes: Fences, Walls, and other Site Features:

- i. Site Plan or Sketch of Site
- ii. Architectural Elevations or Sketches
- iii. Description of Materials
- iv. Photographs of Site

F. Site Changes: Signs:

- i. Architectural Elevation or Sketch (For signs located on the building)
- ii. Site Plan or Sketch of Site (For free standing signs)
- iii. Description of Materials and Illumination

## PROJECT AND MATERIALS DESCRIPTION

paint exterior of House

- House is currently a front porch gray, and want to change to a traditional gray which is slightly lighter.
- Trim is currently a light yellow / tanish color. Want to change that to white.
- Smaller gables are currently red, they will remain red.
- materials = exterior paint

(Add Additional Sheets as Necessary)

Leslie Dodger

PRINT NAME

2/22/21

DATE

h —

SIGNATURE

75.00

FEE AMOUNT

(Application Received By)

## Leslie Dodgen

**From:** Leslie Dodgen <ldodgen@thweissatl.com>  
**Sent:** Monday, February 22, 2021 2:59 PM  
**To:** Leslie Dodgen



**CITY OF JONESBORO**  
 770-478-3800

Best Regards,

Leslie Dodgen

T.H. Weiss (Atlanta), Inc.  
 180 North McDonough Street  
 Jonesboro, GA 30236

Office: 404-766-2400

Cell: 678-414-8175

Fax: 404-766-2410

Email: ldodgen@thweissatl.com

Website: [www.thweiss.com](http://www.thweiss.com)

REC#: 00017845 2/23/2021 10:29 AM  
 OPER: PD TERM: 003  
 REF#: 18744

TRAN: 50.0000 C O APPROPRIATENESS  
 ADDRESS: 180 N MCDONOUGH ST  
 BUSINESS: T H WEISS  
 CERTIFICATE OF APPR 75.0000R

TENDERED: 75.00 CHECK  
 APPLIED: 75.00-

CHANGE: 0.00

THANK YOU FOR VISITING THE  
 CITY OF JONESBORO  
 124 NORTH AVENUE  
 JONESBORO, GA 30236



Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia



Street View

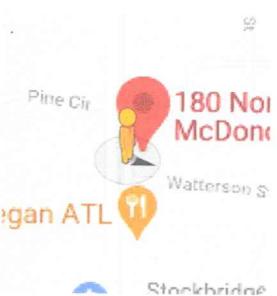


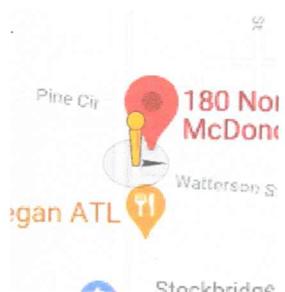


Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia



Street View



SW 2849

**Westchester Gray**

Interior / Exterior



5.c.d

COORDINATING COLORS

SIMILAR COLORS

DETAILS

SW 2850

**Chelsea Gray**



[EXPLORE IN COLORSNAP® VISUALIZER](#)



SW 2838

**Polished Mahogany**



Attachment: Gray1 (1824 : 180 North McDonough Street Exterior Paint)

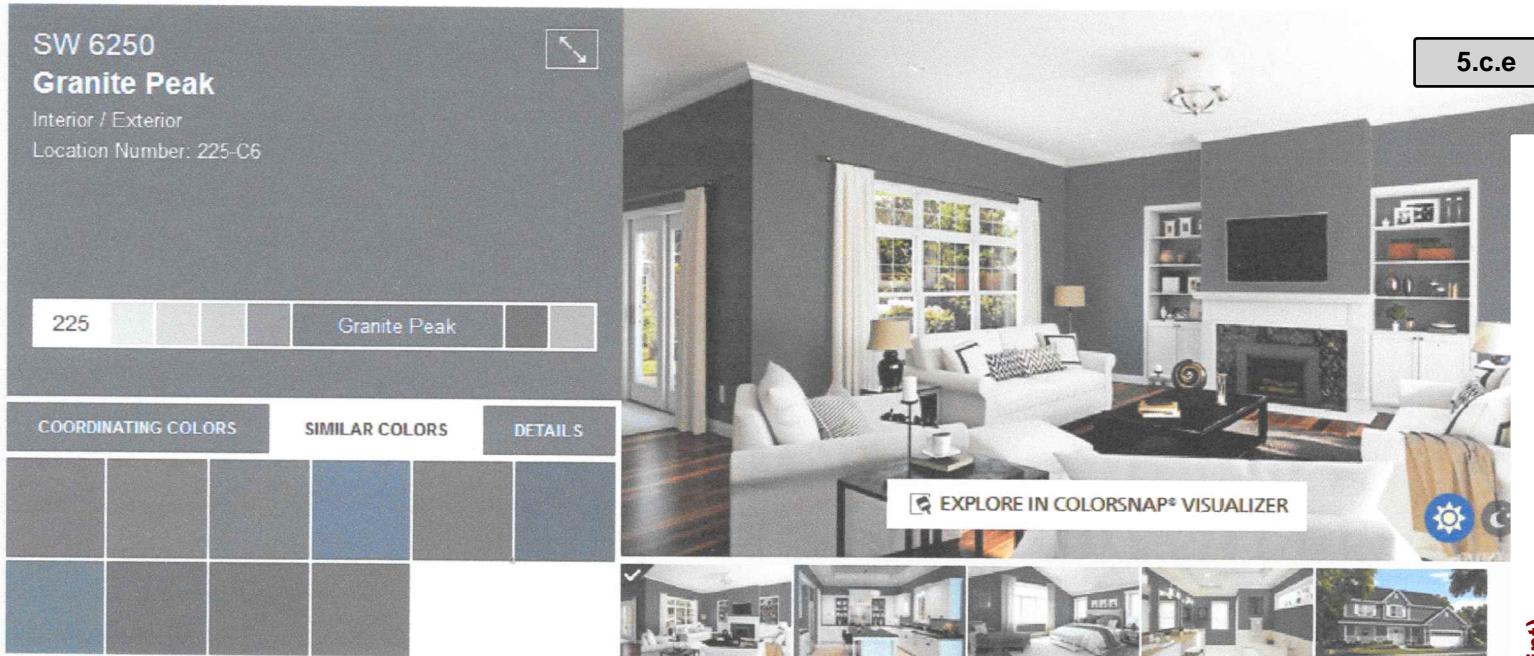
SW 6250

## Granite Peak

Interior / Exterior

Location Number: 225-C6

5.c.e



225

Granite Peak

COORDINATING COLORS

SIMILAR COLORS

DETAILS

EXPLORE IN COLORSNAP® VISUALIZER

5.c.e

Attachment: Gray2 (1824 : 180 North McDonough Street Exterior Paint)



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.d

-d

COUNCIL MEETING DATE

March 3, 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 Spine and Orthopedic Center – 1287 Hwy. 138; Sign for new commercial 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;** For several years, the Spine and Orthopedic Center has operated in Suite 8 at the commercial center at 1287 Highway 138. The property is zoned C-2 but is not in any Overlay or Historic District. The applicant has applied for a replacement wall sign to replace the green sign currently there. The new wall sign will meet the Code:

1. The sign (115 square feet) will not exceed the maximum 150 total square feet allowed for wall signs.
2. The sign area (5106%) is just slightly above the maximum 10% wall coverage allowed for wall signs on double frontage lots. (Property has frontage on Highway 138 and East Dixie Drive.)
3. The proposed sign does not straddle any existing columns or panels on the building exterior.

The sign will be aluminum in an aluminum cabinet. It will be internally illuminated. No backlighting neon “glow” is allowed. The new sign is a definite upgrade over what is there now.

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.)

- SIGN PERMIT

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

March, 3, 2021

Signature

City Clerk's Office

**CITY OF JONESBORO**

124 North Avenue  
Jonesboro, Georgia  
30236  
770-478-3800

**SIGN PERMIT**      **Nº**      **0838****GOOD FOR SIX MONTHS ONLY****Business** Spine & Orthopedic**Location** 1287 Hwy 138 #8**Owner** \_\_\_\_\_**Sign Description** 115 sq ft  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Estimated Cost** \_\_\_\_\_**Fee** \_\_\_\_\_**Received Payment** 60 2-25-21**Date** \_\_\_\_\_



**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)

\* 0838

## 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) \$120.00
Temporary Signs Two permits allowed per property per year. First is free and a flat fee is required for 2nd permit.	(flat fee for second permit) \$30.00

Date of Application: 2-24-21

**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)

#### Property Owner or Applicant Information

Name: SPS Jonesboro Village LLC

Mailing Address: PO Box 1132

City: Evans State: GA Zip: 30809

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Jonesboro Property Information

Existing Uses and Structures: \_\_\_\_\_

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

Surrounding Zoning:

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: 1287 HIGHWAY 138 JONESBORO, GA. 30236 *Suite 8*

Complete dimensions and total area of the sign: 5'-0" x 23'-0" = 115sf

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

ON THE FRONT FACADE

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

ON THE FRONT FACADE

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

NA

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

SPINE & ORTHOPEDIC CENTER

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

SPINE & ORTHOPEDIC CENTER

Is this in a planned development?

NA

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**

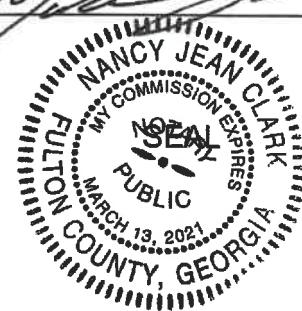
I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ALL ATTACHED INFORMATION IS TRUE AND CORRECT:

Date: 2/23/2021

Signed: 

Notary: 

my COMMISSION EXP 3/13/2021



FOR OFFICE USE ONLY:

Date Received:        /        /20        Received By:                   

Fee Amount Enclosed: \$                   

Date Approved:        /        /20       

Date Denied        /        /20       

Permit Issued        /        /20       

Comment:

---



---



---

**City of Lake City  
BUSINESS LICENSE**

**2020 – 2021**

**CLAYTON SIGNS, INC.**

**5198 NORTH LAKE DRIVE  
LAKE CITY, GA 30260**

**ACCOUNT NUMBER: 1000000055  
LICENSE NUMBER: 20200338  
ISSUE DATE: April 7, 2020  
EXPIRATION DATE: April 1, 2021**

<b>FEE:</b>	<b>8,566.74</b>
<b>ADD'L FEE:</b>	<b>0.00</b>
<b>FLAT RATE:</b>	<b>50.00</b>
<b>PENALTY:</b>	<b>0.00</b>
<b>DED &amp; ADJ:</b>	<b>0.00</b>
<b>TOTAL PAID:</b>	<b>8,616.74</b>

**City of Lake City  
BUSINESS LICENSE**

**2020 – 2021**

**CLAYTON SIGNS, INC.**

**5198 NORTH LAKE DRIVE  
LAKE CITY, GA 30260**

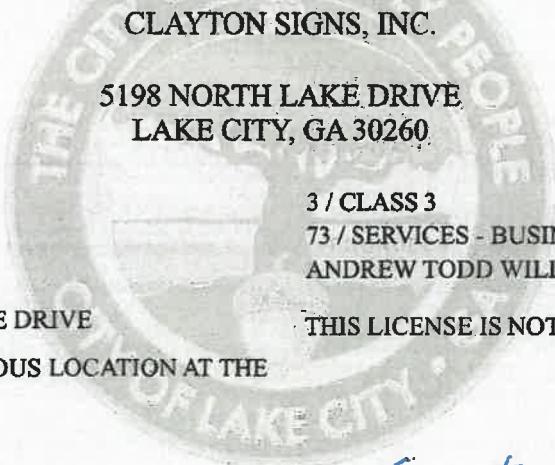
**LICENSE NO: 20200338  
ISSUED: April 7, 2020  
EXPIRATION: April 1, 2021**

**LOCATION: 5198 NORTH LAKE DRIVE**

**DISPLAY LICENSE IN A CONSPICUOUS LOCATION AT THE  
PLACE OF BUSINESS**

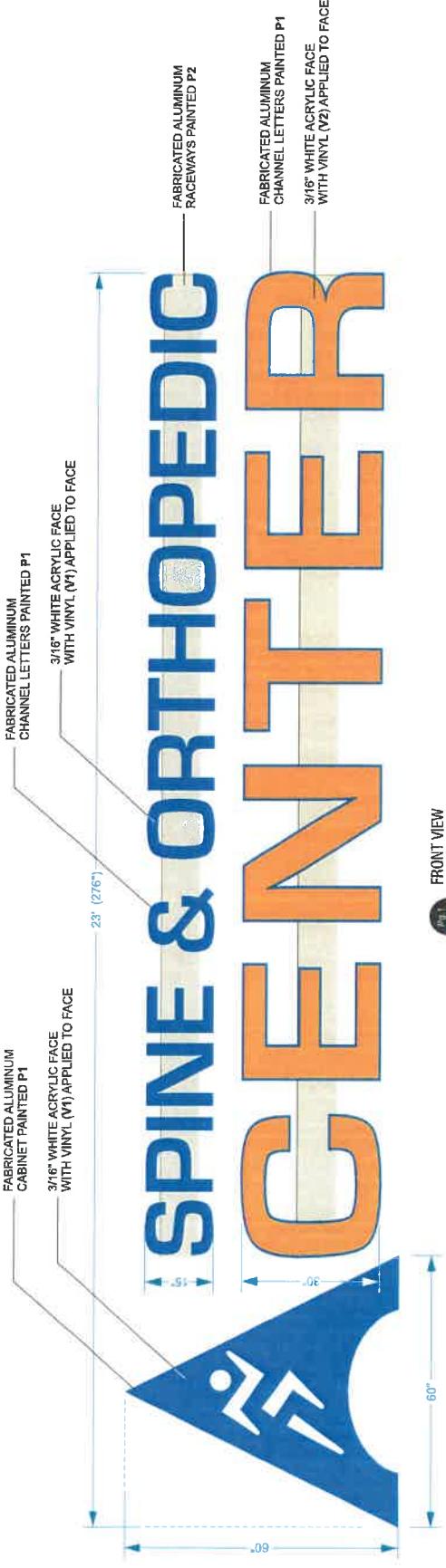
**3 / CLASS 3  
73 / SERVICES - BUSINESS  
ANDREW TODD WILLIS**

**THIS LICENSE IS NOT TRANSFERABLE**

  
**AUTHORIZED SIGNATURE**

**CLAYTON SIGNS, INC.  
5198 NORTH LAKE DRIVE  
LAKE CITY, GA 30260**

SIGN TYPE: CHANNEL LETTERS  
INTERNALLY ILLUMINATED  
QTY: 1 SET

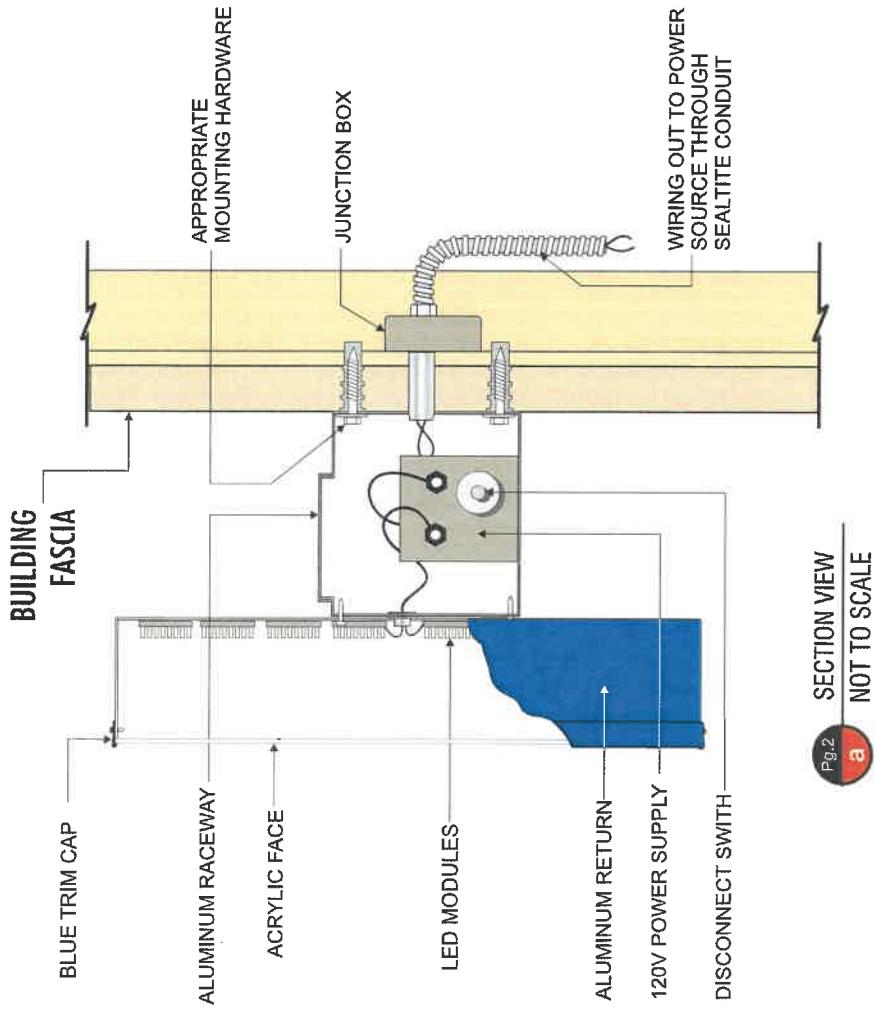


<input checked="" type="checkbox"/> P1 PAINT - MATCH PANTONE 2133 C	REVISION:	REVISION # - DATE
<input type="checkbox"/> P2 PAINT - TBD (MATCH EXISTING WALL COLOR)		
<input checked="" type="checkbox"/> V1 TRANSLUCENT VINYL - MATCH PANTONE 2133 C	CLIENT	DESIGNER: Nathan Diffee ACCOUNT REP: NAME
<input checked="" type="checkbox"/> V2 TRANSLUCENT VINYL - MATCH PANTONE 137 C	1287 GA HWY 138 - SUITE 8 JONESBORO, GA 30236	

DATE - 02/11/2021	5198 NORTH LAKE DRIVE LAKE CITY, GA 30260 404-311-3800 FAX 404-311-0338 WWW.GLAUTONSIGN.COM
SIGN TYPE CHANNEL LETTERS	



## CHANNEL LETTER SECTION DETAIL



5198 NORTH LAFEE DRIVE  
LAKE CITY, GA 30240  
404-361-3800  
FAX: 404-361-7038  
WWW.CLAYTONSIGNS.COM  
Skel: 1793

CLIENT  
SPINE & ORTHOPEDIC CENTER  
1287 GA HWY 138 - SUITE 8  
JONESBORO, GA 30236

DATE - 02/11/2021  
SIGN TYPE  
CHANNEL LETTERS

SCALE: AS INDICATED  
DRAWING FILE NAME  
01\_Nathan Diffee  
SPINE & ORTHOPEDIC CENTER \\  
LETTERS - 02\_11\_21\_CDR

REVISIONS:  
REVISION # - DATE

DESIGNER: Nathan Diffee  
ACCOUNT REP. NAME

PAGE  
2



DRAWING  
STATUS:  
NOT Final

© 2019 A-LL Signs RECEIVED

**Pat Daniel**

---

**From:** Matthew Foley <matt@suretybondgirls.com>  
**Sent:** Wednesday, February 24, 2021 1:54 PM  
**To:** Pat Daniel  
**Subject:** Sign Permit Submittal - 1287 Hwy 138 Ste. 8  
**Attachments:** 2020-2021 Lake City Business License (Clayton Signs Inc).pdf; Sign Permit Application.pdf; SPINE & ORTHOPEDIC CENTER CHANNEL LETTERS - 02\_11\_21.pdf

Good Afternoon,

I am submitting for a sign permit at 1287 GA Hwy 138 Spur, Suite 8, Jonesboro, GA 30236 for Spine & Orthopedic Center. Please let me know if you have any questions or need additional information.

Thanks

--  
**Semper Fi**

**Matthew Foley**  
**Sr. Permit Expediter**  
[www.suretybondgirls.com](http://www.suretybondgirls.com)

**Office: (678) 694-1967**

**Cell: (770) 309-9298**

**Fax: 678.922.7738**

**SBG Services, LLC**

**Address: 10800 Jones Bridge Road #D-2**

**Johns Creek, GA 30022**

**Permit Business Hours: Monday - Friday 8:30 to 4:30 PM**

**Company Business Hours: Monday - Friday 8:30 to 5:30 PM**

[Please leave us a Google Review](#)





# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.e  
-e

COUNCIL MEETING DATE

March 3, 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 a Commercial Center – 137 West Mill Street; Update on new sign. Will be considered for Certificate of Appropriateness extension by Historic Preservation Commission.

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

City Code Section 86-489 and 86-490 –General Sign Standards; Sec 86-495 – Historic Dist. 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, Historic Preservation

**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.)*

First approved in September 2019 and approved for renewal of the Certificate of Appropriateness in July 2020, the sign design has gone through several delays, one of the main ones being trying to coordinate with the adjacent Broad Street renovation (in terms of possible sidewalk locations).

Now that the Broad Street project is 99% complete, the applicant is asking for another renewal of their Certificate of Appropriateness certificate to get started soon.

The new sign design is quality and will complement the Broad Street project.

**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.*)

- Historic Application
- Sign Application
- REVISED DESIGN
- Certificate of Appropriateness - 137 West Mill Street Sign

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

March, 3, 2021

Signature

City Clerk's Office

- Certificate of Appropriateness - 137 West Mill Street Sign REV
- Agenda Cover Sheet - 137 West Mill Street REV DRC

5.e

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

**Approval**



## CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia 30236  
[www.jonesboroqa.com](http://www.jonesboroqa.com)

### JONESBORO HISTORIC PRESERVATION COMMISSION

#### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with insuring the Historic District's Preservation and standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86 – Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicants meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

#### Property Information:

Address: 137 West Mill St. Jonesboro, GA.

Owner: Artofmore Properties LLC

*Note: if applicant is not the owner, the applicant must provide written permission from the owner – notarized, and owner's contact information. See Jonesboro City Hall staff to obtain permissible document.*

#### Applicant Information:

Applicant Name: Matthew Foley

Mailing Address: 10800 Jones Bridge Rd. D2 Johns Creek, GA. 30022

Email Address: Matt@suretybondgirls.com Telephone: 678-694-1967

- Fees and Charges as identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

Residential - \$35.00

Commercial: \$50.00

Sign: \$10.00

## PROJECT INFORMATION

### Type of Project (Check all that apply)

#### Construction

- New building
- Additional building
- Minor Exterior Change
- Major Building Restoration, Rehabilitation, or Remodeling

#### Site Changes

- Parking area(s), Driveway(s), or Walkway(s)
- Fence(s) or Wall (s)
- Sign(s)
- Mechanical System(s)
- Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

#### Demolition or Relocation

- Primary Building
- Outbuilding
- Site Feature

## APPLICATION REQUIREMENTS

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

## APPLICATION DEADLINE & REPRESENTATION

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

**REQUIRED MATERIALS**

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

**A. New Buildings and Additions:**

- i. Description of Project
- ii. Site Plan
- iii. Architectural Elevations
- iv. Floor Plan
- v. Description of Materials
- vi. Photographs of Proposed Site

**B. Major Restoration, Rehabilitation, or Remodeling:**

- i. Architectural Elevations or Sketches
- ii. Description of Project
- iii. Description of Materials
- iv. Photographs of Proposed Site

**C. Minor Exterior Changes:**

- i. Description of Project
- ii. Description of Materials
- iii. Photographs of Existing Building

**D. Site Changes: Parking, Driveways & Walkways:**

- i. Site Plan or Sketch of Site
- ii. Description of Materials
- iii. Photographs of Site

**E. Site Changes: Fences, Walls, and other Site Features:**

- i. Site Plan or Sketch of Site
- ii. Architectural Elevations or Sketches
- iii. Description of Materials
- iv. Photographs of Site

**F. Site Changes: Signs:**

- i. Architectural Elevation or Sketch (For signs located on the building)
- ii. Site Plan or Sketch of Site (For free standing signs)
- iii. Description of Materials and Illumination

## PROJECT AND MATERIALS DESCRIPTION

## ADDING A NEW 30 SQ.FT. ALUMINUM FABRICATED CABINET GROUND SIGN TO THE PROPERTY

**THE HEIGHT OF THE SIGN IS 6'-0" FROM THE GROUND TO TOP OF SIGN**

***(Add Additional Sheets as Necessary)***

MATTHEW FOLEY

---

**PRINT NAME**

8/21/2019

DATE

## SIGNATURE

**\$125.00**

**FEE AMOUNT**

\_(Application Received By)



**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) \$120.00
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: \_\_\_\_\_

**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)

#### Property Owner or Applicant Information

Name: MATTHEW FOLEY

Mailing Address: 10800 JONES BRIDGE RD. SUITE D-2

City: JOHNS CREEK State: GA Zip: 30022

Phone: (Day) 678-694-1967 (Evening) 770-309-9298

**Jonesboro Property Information**Existing Uses and Structures: THE BUILDING IS EXISTING AND THE GROUND SIGN WILL BE NEW

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

Surrounding Zoning:

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: \_\_\_\_\_

Complete dimensions and total area of the sign: 137 W. MILL ST. JONESBORO, GA.

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

ON THE CORNER OF THE PROPERTY FACING THE ROAD

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?

5'

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

CLAYTON SIGN INC. 5198 N. LAKE DR. LAKE CITY, GA. 30260

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

PERFECT HOMES

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)

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: 8/21/19

Signed: Nancy Jean Clark

Notary: Nancy Jean Clark



**FOR OFFICE USE ONLY:**

Date Received:   /  /20   Received By: \_\_\_\_\_

Fee Amount Enclosed: \$ \_\_\_\_\_

Date Approved:   /  /20  

Date Denied   /  /20  

Permit Issued   /  /20  

Comment:

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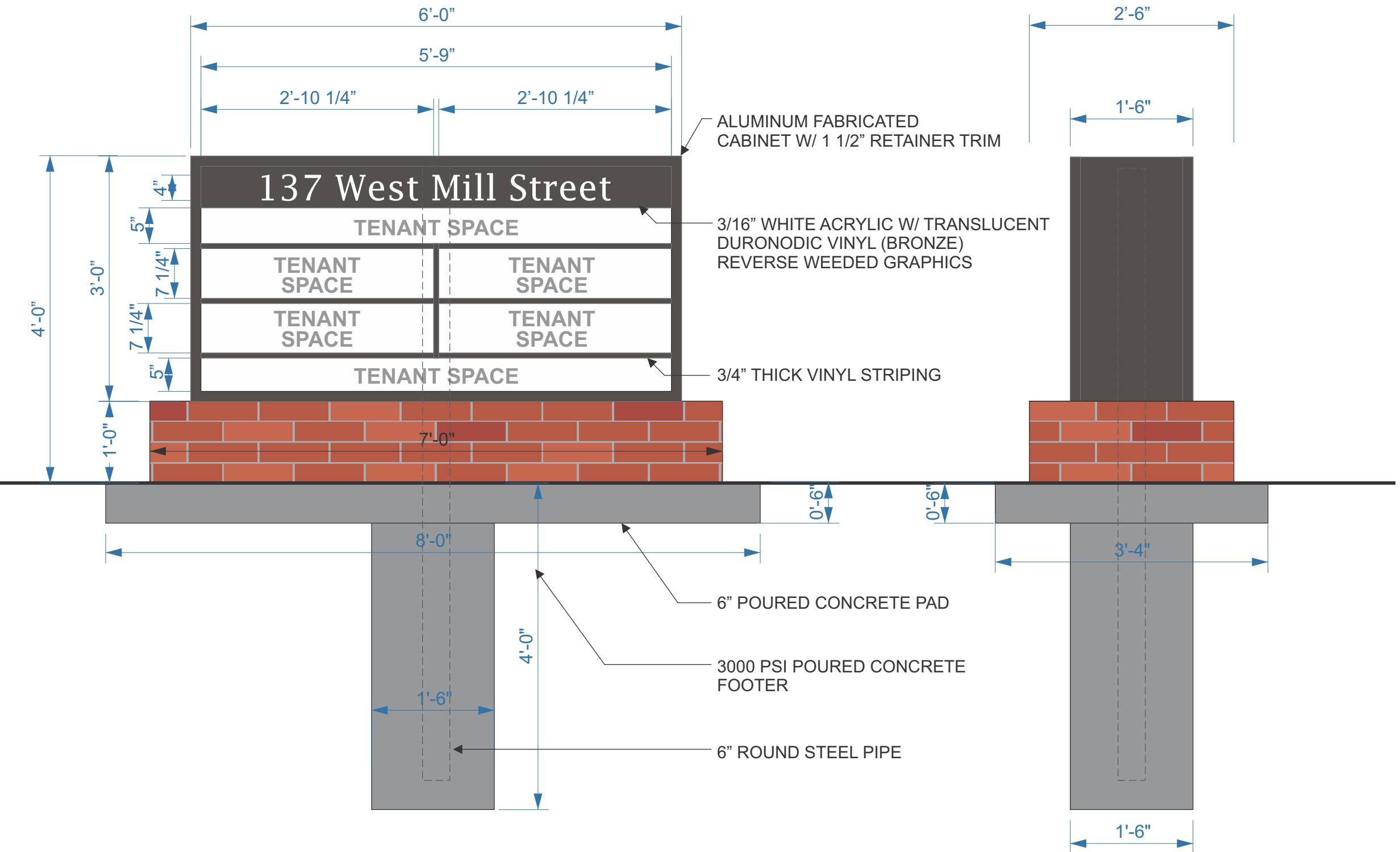
---



PAINT/VINYL TO MATCH  
PMS 281 DARK BLUE

5198 North Lake Drive  
Lake City, GA 30260  
404-361-3800  
fax 404-361-7038  
[www.claytonsigns.com](http://www.claytonsigns.com)

DATE - 7.22.19
SIGN TYPE
INTERNAL ILLUMINATED DOUBLE FACED TENANT SIGN
PROJECT NAME
PERFECT HOMES MGMT 137 WEST MILL STREET JONESBORO, GA
QUOTE #
CLIENT INFORMATION
REVISIONS:
DATE _____
DATE _____
DESIGNER RYAN MCALLISTER
ACCOUNT REP. SAM FLEET
SCALE: AS INDICATED
DRAWING FILE NAME
0:\MV\ Folder P \Perfect Homes Mgmt - Jonesboro Ga 7.22.19
ALL ELECTRICAL SIGNS ARE 120 VOLTS UNLESS OTHERWISE INDICATED
THIS DRAWING IS AN ORIGINAL, UNPUBLISHED DESIGN CREATED BY CLAYTON SIGNS, INC. IT IS NOT TO BE REPRODUCED, CHANGED, OR EXHIBITED TO ANYONE OUTSIDE OF YOUR COMPANY IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM THE OWNER OF CLAYTON SIGNS, INC.. ANY SUCH ACTIONS MAY BE SUBJECT TO LEGAL ACTION IN A COURT OF LAW.
©2015 ALL RIGHTS RESERVED



## DOUBLE FACED WASH LIGHTED TENANT SIGN

30 SQ. FT

## PROFILE

SCALE: 3/4" = 1'-0"

CALE:  $\frac{3}{4}$ " = 1'-0"

# Drawing **A1**



5198 North Lake Drive  
Lake City, GA 30260  
404-361-3800  
fax 404-361-7038  
www.claytonsigs.com



1'=1/32" Scale



1'=1/16" Scale

DATE - 7.22.19
SIGN TYPE INTERNAL ILLUMINATED DOUBLE FACED TENANT SIGN
PROJECT NAME PERFECT HOMES MGMT 137 WEST MILL STREET JONESBORO, GA
QUOTE #
CLIENT INFORMATION
REVISIONS: DATE _____ DATE _____
DESIGNER RYAN MCALLISTER ACCOUNT REP. SAM FLEET SCALE: AS INDICATED DRAWING FILE NAME 0:\MV\ Folder P\Perfect Homes Mgmt - Jonesboro Ga 7.22.19
ALL ELECTRICAL SIGNS ARE 120 VOLTS UNLESS OTHERWISE INDICATED
THIS DRAWING IS AN ORIGINAL, UNPUBLISHED DESIGN CREATED BY CLAYTON SIGNS, INC. IT IS NOT TO BE REPRODUCED, CHANGED, OR EXHIBITED TO ANYONE OUTSIDE OF YOUR COMPANY IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM THE OWNER OF CLAYTON SIGNS, INC. ANY SUCH ACTIONS MAY BE SUBJECT TO LEGAL ACTION IN A COURT OF LAW.

© 2015 ALL RIGHTS RESERVED

Drawing  
**A2**

# CERTIFICATE OF APPROPRIATENESS



City of Jonesboro  
Historic Preservation Commission  
124 North Avenue  
Jonesboro, Georgia 30236



## THIS DOCUMENT TO BE POSTED AT ALL TIMES

The City of Jonesboro Historic Preservation Commission in conforming with Sec. 42-28 of the Code of Ordinances for the City of Jonesboro, hereby grants permission for work to be performed on the premises listed in accordance with outline specification.

PREMISES: Commercial Center

OWNER: ARTOFMORE PROPERTIES LLC

ADDRESS: 137 West Mill Street

TYPE: Replacement Ground Sign in Historic District

HISTORIC PRESERVATION MEETING DATE: **SEPTEMBER 16, 2019**

**Work Approved:**

Installation of replacement ground sign, as shown on revised exhibit. Sign to be minimum 10 feet from each adjacent street right-of-way, shall be a maximum 4 feet tall, shall not have internal illumination, and color shall be dark bronze to more closely match building. Provide landscaping in disturbed areas. To include solar lighting to illuminate sign face. Approval contingent upon Design Review Commission approval on September 18, 2019.

**Under penalty of law, I,** the undersigned, assure that the work to be performed will be executed as specified under the terms of this Certificate. If it is determined that changes are necessary, I will apply for those modifications prior to the commencement of any work on those changes.

**Signed:** \_\_\_\_\_  
Applicant

**Approved:** \_\_\_\_\_  
Chairman, Betsy Wester  
Historic Preservation Commission

**Approved:** \_\_\_\_\_  
Zoning Administrator, David D. Allen  
City of Jonesboro

Note: An additional permit may still be required. All work shall be in compliance with all Building Codes and Zoning Regulations. This Certificate shall become void unless construction is commenced within six months of the date of issuance.

# CERTIFICATE OF APPROPRIATENESS



City of Jonesboro  
Historic Preservation Commission  
124 North Avenue  
Jonesboro, Georgia 30236



## THIS DOCUMENT TO BE POSTED AT ALL TIMES

The City of Jonesboro Historic Preservation Commission in conforming with Sec. 42-28 of the Code of Ordinances for the City of Jonesboro, hereby grants permission for work to be performed on the premises listed in accordance with outline specification.

PREMISES: Commercial Center

OWNER: ARTOFMORE PROPERTIES LLC

ADDRESS: 137 West Mill Street

TYPE: Replacement Ground Sign in Historic District

HISTORIC PRESERVATION MEETING DATE: **JULY 20, 2020 \*\*RENEWAL\*\***

**Work Approved:**

Installation of replacement ground sign, as shown on revised exhibit. Sign to be minimum 10 feet from each adjacent street right-of-way, shall be a maximum 4 feet tall, shall not have internal illumination, and color shall be dark bronze to more closely match building. Provide landscaping in disturbed areas. To include external solar lighting to illuminate sign face.

**Under penalty of law, I,** the undersigned, assure that the work to be performed will be executed as specified under the terms of this Certificate. If it is determined that changes are necessary, I will apply for those modifications prior to the commencement of any work on those changes.

**Signed:** \_\_\_\_\_

Applicant

**Approved:** \_\_\_\_\_

Chairman, Betsy Wester  
Historic Preservation Commission

**Approved:** \_\_\_\_\_

Zoning Administrator, David D. Allen  
City of Jonesboro

Note: An additional permit may still be required. All work shall be in compliance with all Building Codes and Zoning Regulations. This Certificate shall become void unless construction is commenced within six months of the date of issuance.



## CITY OF JONESBORO DESIGN REVIEW COMMITTEE

**Agenda Item Summary**

Agenda It

5.e.f

COUNCIL MEETING DAT

## Requesting Agency

**Community Development** (Matthew Foley, applicant)Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Sign permit application for replacement ground sign in historic district

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

City Code Section 86-489 and 86-490 – General sign standards; Sec 86-495 – Historic Dist. Sign standards

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)* Yes  No**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 revised sign design, meeting Code setback requirements;** The property, 137 West Mill Street, has been the site for a multi-tenant commercial building for many years. The property is zoned H-1 (Historic District), any new signs or alterations to existing signs require Certificate of Appropriateness approval from the Historic Preservation Commission and review by the Design Review Commission. The existing ground sign that was at the corner of West Mill Street and Riley Way has recently been torn down. The replacement ground sign is proposed for the same grass area at the street corner.

**Sec. 86-490. Regulated signs.**

- (a) *Ground signs, which are permanent, shall be permitted in non-residential zoning districts. No ground sign shall have a height greater than six feet above normal grade, or a sign face area greater than 35 square feet (each side) for lots with a single building and 45 square feet (each side) for planned centers. No portion of a ground sign shall not be located within ten feet of a street right-of-way or within 50 feet of any other permanent sign, major structure or building. Changeable copy shall not exceed 33 percent of the area of the sign face. Ground signs are allowed only on lots upon which there is a building which is currently occupied pursuant to a current and valid certificate of occupancy issued by the city or which is currently being developed under an active building permit issued by the city.*
- (c) *Planned centers.*
  - (1) *A planned center, not located along Tara Boulevard, shall be entitled to one monument sign on each street right-of-way fronted. These permitted signs shall be limited to sign face areas of 45 square feet each with a maximum frame height of six feet from grade. No portion of the sign shall include an area for changeable letters.*
  - (2) *In addition to monument signs, a planned center, not located along Tara Boulevard, shall be entitled to one ground sign per entrance. Each such ground sign may have multiple face panels, the number of which shall not exceed the number of businesses*

FOLLOW-UP APPROVAL ACTION (City Manager)		City Manager's Office
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

<b>Fiscal Impact / Funding Source</b>	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)
	Private Business Owner
<b>Exhibits Attached</b> (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)	
New sign elevation, Existing sign pictures	
<b>Staff Recommendation</b>	
<b>Approval</b>	David Allen, Community Development Director, 770.570.2977

*or organizations located within the planned center. The size and number of face panels shall not exceed the total allowable sign face area for a ground sign. No portion of the sign or any face panel shall include an area for changeable letters, either manual or electronic.*

*(4) No ground sign permits shall be issued for buildings or units in a planned center unless they are consistent in design, proportion, and material to the building(s).*

#### **Sec. 86-495. Historic districts.**

*The purpose of this section is to ensure that signage in the historic district is harmonious in proportion, form, color, and materials to the character of said district. Visual relatedness is crucial to the goal of an integrated historic district, and signs play a key role in helping to preserve the historical district's sense of time and place, and to achieve the desired effect of charm and compatibility. No sign shall be erected, altered, restored or moved within the historic district until an application for a Certificate of Appropriateness as to exterior architectural features and signage has been reviewed and approved by the Historic Preservation Commission and the Design Review Commission. All proposed changes requiring a Certificate of Appropriateness shall comply with the applicable design standards in the 2005 Zoning Ordinance.*

- (1) Applicability. This section shall apply only to those building structures and uses within the geographical boundaries of the Historic Districts, the H-1 and H-2 zoning districts.*
- (2) Compatibility. As to signs, buildings, structures, and uses within the Historic Districts, when a provision of this section conflicts with any section in the balance of this article, the provision of this section shall control. Otherwise, to the extent reasonably possible, the provisions of this section shall be interpreted consistent with the provisions of the balance of this article.*
- (3) Signage standards.*
  - a. General. Signage shall complement the architectural details of the building and shall not violate or otherwise obscure the architecture of the building to which it is attached. Signs, lettering, or boxed graphics shall not cut across columns, cornices, windowsills, arches or balconies, nor extend above the roofline (except for parapets and mansards) of any building to which it is attached.*

- b. *Lettering, size, and content. Letters can be painted or mounted directly on a signboard, storefront, wall or window, if in proportion to the storefront. Lots in the H-1 and H-2 Historic Districts are allowed the same amount of signage as lots outside of the H-1 and H-2 Historic Districts. In the H-1 and H-2 Historic Districts, canopy signs and hanging or suspended signs may be utilized. Provided, however, in no case may the total signage area exceed ten percent of the building face to which the sign is attached. Acceptable lettering materials include wood, stone, synthetic stone, metal, and acrylic. The overall design of all signage shall be compatible with the turn-of-the-century theme of the historic district.*
- c. *Materials. Signs may be constructed of concrete, brick, wood, stone, metal, glass, or synthetic materials that have the same appearance of the aforementioned natural materials due to their finish. All materials shall be compatible with the building's architecture and should be colorfast and resistant to corrosion. Signs shall be professionally finished in accordance with the material selected, whether by sanding, painting, staining and/or sealing, with the edges of the sign framed out and/or sealed.*
- d. *Lighting. All signs in the historic district, whether ground signs or wall signs, shall only be illuminated by an external light source, and through craftsmanship and materials, shall reflect the design aesthetics of the historic district.*
- e. *Colors. The Historic Preservation Commission and the Design Review Commission shall consider the context of the surrounding area when reviewing the color of a proposed sign in the Historic Districts; however, the colors and logos of nationally and regionally recognized businesses shall not be prohibited.*

While the proposed sign is an improvement over the previous sign in terms of aesthetics and does meet some size requirements (sign face area and height), there are several design issues which need to be addressed before the sign design can be approved.

- The Historic District does not allow internal illumination.
- The sign is listed on the sign application as being 5 feet off of the right-of-way. A minimum 10 feet is required, without an approved variance. The grass area is so tight, there may not be room to get a sign of any significant size at the corner. And though the sign does not exceed the 6-foot height maximum, the presence of a human-sized sign in that area (even 10 feet off of the right-of-way) may be a sight distance traffic hazard and prevent the street sign from being seen by motorists traveling south on West Mill Street.

Design Review Commission, 9.4.19 – Based on staff criteria above. Continuance until October meeting to allow time for redesign. **(to be heard at Special Called Meeting 9.18.19)**

(Sign company is currently working on redesign – taking out internal illumination, lowering sign height, and relocating it enough off of the right-of-way.)

**Revised design is no longer internally illuminated, is 4 feet in height (2 feet lower), has a dark bronze color to more match the building, and is further off the streets.**

**Historic Preservation Commission, 9.16.19 – Approval; Installation of replacement ground sign, as shown on revised exhibit. Sign to be minimum 10 feet from each adjacent street right-of-way, shall be a maximum 4 feet tall, shall not have internal illumination, and color shall be dark bronze to more closely match building. Provide landscaping in disturbed areas. To include solar lighting to illuminate sign face. Approval contingent upon Design Review Commission approval on September 18, 2019.**



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

5.f  
-f

COUNCIL MEETING DATE

March 3, 2021

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Commission to make a recommendation for Tran Realty – 181 North Main Street; New ground sign for commercial building in Historic District	
<b>Requirement for Board Action</b> (Cite specific Council policy, statute or code requirement) City Code Section 86-489 and 86-490 – Sign Standards' Sec. 86-495 Historic District Sign Standards	
<b>Is this Item Goal Related?</b> (If yes, describe how this action meets the specific Board Focus Area or Goal) Yes Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation	
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 sign design;</b> 181 North Main Street has been a commercial building in the Historic District for many years. Recently, Tran Realty applied for a ground sign permit at the property, requiring Design Review Commission and Historic Preservation Commission review. No sign exists there now; therefore, the sign framework location, height, and size cannot be grandfathered like many other pre-existing signs in the Historic District.
<b>The proposed sign is a double-sided panel, 32 square feet each side, mounted between two wooden posts. The sign is proposed to be 8 feet tall, and about 15 feet from the front of the building and an unknown distance from the right-of-way. No electronics or illumination was proposed.</b>	
Sec. 86-489. - General regulations.	
<ul style="list-style-type: none"> <li>(a) <i>Messages. Any sign allowed under this article may contain any message, except those displaying any statement, word, character or illustration of an obscene nature.</i></li> <li>(b) <i>Non-residential zoning districts. In non-residential zoning districts signs shall be permitted in the following combination of wall and ground signs subject to the provisions hereinafter stated:</i> <ul style="list-style-type: none"> <li>(1) <i>Lot with one building, which building is currently occupied pursuant to a current and valid certificate of occupancy issued by the city.</i> <ul style="list-style-type: none"> <li>a. <i>Combination of one wall sign and one ground sign, subject to the respective size limitations in section 86-490. In addition to section 86-490, each wall sign shall not exceed 7.5 percent of the exterior building facade, without an approved variance</i></li> </ul> </li> </ul> </li> </ul>	
Single building on multiple frontage lots are allowed a total of ten percent of the exterior building facade for wall signs, and may have one additional wall sign, and one additional ground sign (subject to the size limitations in section 86-490). When calculating their allowed square footage, buildings on multiple frontage lots shall base their calculations on the facade with the primary entrance and/or architectural features of the building. Otherwise, the facade used shall be that facade which faces the public road of the greatest capacity. The classification of streets in the thoroughfare plan shall be the basis for determining street capacity.	
Sec. 86-490. - Regulated signs.	
<ul style="list-style-type: none"> <li>(a) <i>Ground signs, which are permanent, shall be permitted in non-residential zoning districts. No ground sign shall have a height greater than six feet above normal grade, or a sign face area greater than 35 square feet (each</i></li> </ul>	

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

Typed Name and Title Ricky L. Clark, City Manager	Date March, 3, 2021	
Signature	City Clerk's Office	

side) for lots with a single building and 45 square feet (each side) for planned centers. No portion of a group sign shall not be located within ten feet of a street right-of-way or within 50 feet of any other permanent sign, major structure or building. Changeable copy shall not exceed 33 percent of the area of the sign face. Ground signs are allowed only on lots upon which there is a building which is currently occupied pursuant to a current and valid certificate of occupancy issued by the city or which is currently being developed under an active building permit issued by the city.

5.f

**While The proposed sign complies with the panel size requirements, it is two feet taller than the allowed height, closer to the building than 50 feet, and likely closer to the right-of-way line than 10 feet.**

**While the height could certainly be reduced to comply, it will be hard to comply with the 50-foot building setback and 10-foot right-of-way setback at the same time. An alternative would be an appropriately sized wall sign.**

Sec. 86-495. - Historic districts.

*The purpose of this section is to ensure that signage in the historic district is harmonious in proportion, form, color, and materials to the character of said district. Visual relatedness is crucial to the goal of an integrated historic district, and signs play a key role in helping to preserve the historical district's sense of time and place, and to achieve the desired effect of charm and compatibility. No sign shall be erected, altered, restored or moved within the historic district until an application for a certificate of appropriateness as to exterior architectural features and signage has been reviewed and approved by the historic preservation commission and the design review commission. All proposed changes requiring a certificate of appropriateness shall comply with the applicable design standards in the 2005 zoning ordinance.*

- (1) *Applicability. This section shall apply only to those structures and uses within the geographical boundaries of the historic districts, the H-1 and H-2 zoning districts.*
- (2) *Compatibility. As to signs, buildings, structures, and uses within the historic districts, when a provision of this section conflicts with any section in the balance of this article, the provision of this section shall control. Otherwise, to the extent reasonably possible, the provisions of this section shall be interpreted consistent with the provisions of the balance of this article.*
- (3) *Signage standards.*
  - a. *General. Signage shall complement the architectural details of the building and shall not violate or otherwise obscure the architecture of the building to which it is attached. Signs, lettering, or boxed graphics shall not cut across columns, cornices, windowsills, arches or balconies, nor extend above the roofline (except for parapets and mansards) of any building to which it is attached.*
  - b. *Lettering, size, and content. Letters can be painted or mounted directly on a signboard, storefront, wall or window, if in proportion to the storefront. Lots in the H-1 and H-2 historic districts are allowed the same amount of signage as lots outside of the H-1 and H-2 historic districts. In the H-1 and H-2 historic districts, canopy signs and hanging or suspended signs may be utilized. Provided, however, in no case may the total signage area exceed ten percent of the building face to which the sign is attached. Acceptable lettering materials include wood, stone, synthetic stone, metal, and acrylic. The overall design of all signage shall be compatible with the turn-of-the-century theme of the historic district.*
  - c. *Materials. Signs may be constructed of concrete, brick, wood, stone, metal, glass, or synthetic materials that have the same appearance of the aforementioned natural materials due to their finish. All materials shall be compatible with the building's architecture and should be colorfast and resistant to corrosion. Signs shall be professionally finished in accordance with the material selected, whether by sanding, painting, staining and/or sealing, with the edges of the sign framed out and/or sealed.*
  - d. *Lighting. All signs in the historic district, whether ground signs or wall signs, shall only be illuminated by an external light source, and through craftsmanship and materials, shall reflect the design aesthetics of the historic district.*
  - e. *Colors. The historic preservation commission and the design review commission shall consider the context of the surrounding area when reviewing the color of a proposed sign in the historic districts; however, the colors and logos of nationally and regionally recognized businesses shall not be prohibited.*
  - f. *Awning and canopy signs. Awnings or canopies over doors, entrances, windows or outside service areas are permitted in the H-1 historic district. Professionally applied forms, graphics, symbols, lettering, or other visual presentation may be incorporated into the awning or canopy valance/drop flap but are restricted to 20 percent of the awning field. Size of the signage shall be computed as for a wall sign. Signage pursuant to this subsection shall be included within the overall amount of signage allowed under section 86-489.*

Awnings or canopies shall clear sidewalks by seven feet in height, and project no more than six feet from the building. Canvas or synthetic look-alike canvas are the only materials permitted for awnings and canopies. Metal or vinyl may be approved for awnings or canopies if the overall design is consistent with the H-1 historic district's turn-of-the-century theme. Awnings or canopies may not be backlit. Metal awnings and canopies are preferred. 5.f

- g. Hanging or suspended signs. Hanging, suspended, or projecting signs are permitted and shall clear sidewalks by seven feet in height, and project or drop no more than 36 inches from the building. Hanging or suspended signs should project or drop from a wall or roof at a 90-degree angle. Hanging or suspending signs over driveways, alleys, or parking areas is prohibited. Hanging, suspended, or projecting signs shall be limited to a maximum size of six square feet, and if double sided, shall be calculated as only one sign. One hanging, suspended, or projecting sign per business is permitted, and shall be calculated as part of the total signage area allowed under section 86-489. Attractive hardware for hanging is encouraged.
- h. Window signs. Interior window signs shall not exceed 25 percent of the total window area exposed to public view. Window signs shall not be included within the overall amount of signage allowed under section 86-489.
- i. Special events. Additional signage is permitted in the historic district under section 86-494, provided that all such additional signage conforms to the aesthetic standards of the historic district.
- j. **Ground signs.** *Ground signs may hang or suspend from a horizontal support that is affixed to the ground by vertical post.*
- k. A-frame signs. A-frame or "sandwich" signs are allowed at the rate of one per business or parcel. A-frame signs shall not obstruct pedestrian or vehicular routes.

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**Fiscal Impact**

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

Private owner

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

- 181 N MAIN ST
- Property Picture

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



# CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia  
30236  
770-478-3800

## SIGN PERMIT

N<sup>o</sup>

0839

GOOD FOR SIX MONTHS ONLY

Business Tran Realty

Location 181 N. main St.

Owner Thanh Tran

Sign Description 32' Sq.Ft.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost \_\_\_\_\_

Fee \_\_\_\_\_

Received Payment \$60 3-1-21

Date \_\_\_\_\_



**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: 02/25/2021

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 in the application. False statements made on the sign permit authorization

The city shall process all sign authorizations/permits upon receipt of completed application. Once written be completed within 180 days. If, after 180 completion, the authorization shall become null and void.

CITY OF JONESBORO  
770-478-3800

REC#: 00017913 3/01/2021 2:33 PM  
OPER: PD TERM: 003  
REF#: 7034

TRAN: 25.0000 SIGN PERMIT  
PERMIT#:839

ADDRESS:181 N MAIN ST  
SIGN 60.00CR

**Please check:**

<input checked="" type="checkbox"/> New Sign	TRAN: 73.0000 CONVENIENCE FEE
<input type="checkbox"/> Change to Existing Sign	CONVENIENCE FEE 2.00CR
<input type="checkbox"/> Ground Sign	TENDERED: 62.00 CREDIT CARD
<input type="checkbox"/> Window Sign	APPLIED: 62.00-
<input type="checkbox"/> Subdivision Sign	CHANGE: 0.00
<input type="checkbox"/> Projecting Sign Wall Sign	THANK YOU FOR VISITING THE
<input type="checkbox"/> Entrance Sign	CITY OF JONESBORO
<input type="checkbox"/> Special Event Sign	124 NORTH AVENUE
<input type="checkbox"/> Other (describe below)	JONESBORO, GA 30236

**Property Owner or Applicant Information**

Name: THANH-PHONG N TRAN

Mailing Address: 181 N. MAIN STREET

City: JONESBORO State: GA Zip: 30236

Phone: (Day) 404-936-2396 (Evening) 404-936-2396

**Jonesboro Property Information**

Existing Uses and Structures: N/A

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

Surrounding Zoning:

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: 181 N. MAIN STREET, JONESBORO GA 30236

Complete dimensions and total area of the sign: 4' X 8' =32'

What is the position of the sign in relation to nearby buildings/structures and other signs?  
IN FRONT YARD OF BIUDING

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?  
\_\_\_\_\_

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

CLAYTON SIGNS-SAM FLEET-866-579-1330

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

CLAYTON SIGNS - 5198 N LAKE DRIVE, LAKE CITY, GA 30260

Is this in a planned development?  
\_\_\_\_\_

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: 03/01/21

Signed: 

Notary: \_\_\_\_\_

SEAL

**FOR OFFICE USE ONLY:**

Date Received:   /  /20   Received By: \_\_\_\_\_

Fee Amount Enclosed: \$ \_\_\_\_\_

Date Approved:   /  /20  

Date Denied   /  /20  

Permit Issued   /  /20  

Comment:

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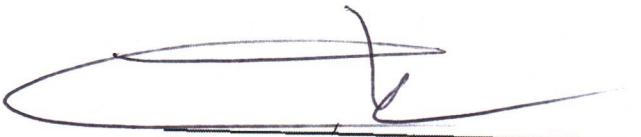
ATTACHMENT -1-

**PROPERTY OWNER'S AUTHORIZATION**

The undersigned below, or as attached, is the owner of the property which is subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of an amendment to the property.

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Clayton County, Georgia.

I hereby depose and say that all above statements and attached statements and/or exhibits submitted are true and correct, to the best of knowledge and belief.

**PROPERTY OWNER:**THANH-PHONG N TRANPRINT NAME  
SIGNATURE/DATE**APPLICANT:**THANH-PHONG N TRANPRINT NAME  
SIGNATURE/DATE**NOTARY:**SIGNATURE/DATE

SEAL

SIGN TYPE: POST & PANEL SIGN  
DOUBLE-SIDED  
QTY: 1



6MM WHITE ACM PANEL  
WITH DIGITALLY PRINTED  
GRAPHIC (D1) ON BOTH SIDES

ACM PANEL MOUNTS TO  
4"X4" SQUARE WOODEN  
POSTS PAINTED PPDEN



DRAWING  
SHEET:

SCALE: AS INDICATED  
DRAWING FILE NAME:  
D1. Nathan Diffee TRAN REALTY \ TRAN  
REALTY POST & PANEL SIGN  
- 03.01\_21.CDR



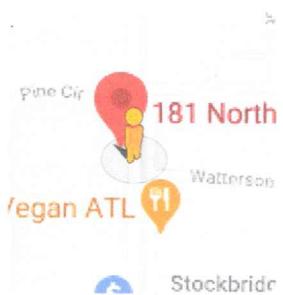


Image capture: Jun 2019 © 2021 Google

Jonesboro, Georgia

 Google

Street View





# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.g

-g

COUNCIL MEETING DATE

March 3, 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 Thomas Tax Pro – 1423 Stockbridge Road; New wall sign in commercial center

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;** Recently, Thomas Tax Pro applied for a wall sign permit in the commercial shopping center at 1423 Stockbridge Road. Currently, there is no sign above the business entrance. The property is zoned C-2 Commercial and is not in any Overlay or Historic District.

The wall sign panel will be 2 feet by 6 feet (12 square feet), which is well below the maximum 150 square feet allowed in Code Section 86-490(b). The wall sign panel will be about 4.4% of the total front building façade, below the 7.5% allowed in Code Section 86-489.

The new sign will be white and black, which will not conflict with adjacent businesses. It is a metal panel that will be mounted onto the recessed portion of the façade above the business entrance intended for signs. It will not be 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.)

- sign permit #841
- Property Picture

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

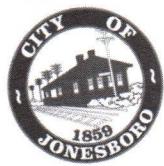
Date

March, 3, 2021

Signature

City Clerk's Office

## CITY OF JONESBORO



124 North Avenue  
Jonesboro, Georgia  
30236  
770-478-3800

## SIGN PERMIT

Nº

0841

GOOD FOR SIX MONTHS ONLY

Business Thomas Tax ProLocation 1423 Stockbridge Rd #1Owner Anne ChoiSign Description 2' x 6' face 12 sq.ft.  
15" x 18" wide

Estimated Cost \_\_\_\_\_

Fee \_\_\_\_\_

Received Payment \$60 app 3-2-21

Date \_\_\_\_\_



**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)

5.g.a

## 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.	

jctham@bellsouth.net

PLEASE PRINT OR TYPE This is an application for authorization to create/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.

5.g.a

Once authorization has been given, and you must request in writing a final permit. Include current and dated photograph of each sign. The photographs are accurate, with a statement in the application. False statements made in the application will result in the sign permit denial.

Applicant  
must be a  
hat the  
scribed  
ation of

The city shall process all sign authorization receipt of completed application. Once written, the application must be completed within 180 days. If, after 180 days of completion, the authorization shall become invalid.

The city's  
work must  
be completed  
within 180 days.

CITY OF JONESBORO  
770-478-3800

REC#: 00017934 3/02/2021 1:07 PM  
OPER: PD TERM: 003  
REF#: 6418

TRAN: 25.0000 SIGN PERMIT  
PERMIT#:841  
ADDRESS:1423 STOCKBRIDGE RD #1  
SIGN 60.00CR

### Description

TRAN: 73.0000 CONVENIENCE FEE  
CONVENIENCE FEE 2.00CR

TENDERED: 62.00 CREDIT CARD  
APPLIED: 62.00-  
CHANGE: 0.00

THANK YOU FOR VISITING THE  
CITY OF JONESBORO  
124 NORTH AVENUE  
JONESBORO, GA 30236

### 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: Anne Choi

Mailing Address: 7700 Wickley Way

City: Sandy Spring State: Georgia Zip: 30350

Phone: (Day) 678-382-2621 (Evening) \_\_\_\_\_

\*Signature: Anne Choi

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

Existing Uses and Structures: \_\_\_\_\_

5.g.a

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

Surrounding Zoning:

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: 1423 Stockbridge Road, Ste 1 Jonesboro, Ga 30236

Complete dimensions and total area of the sign: 2x6 Face 12SF 15" High x 18" Wide 27.6

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

Upper - Above entry

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

Same

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:

David Heaton

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

Thomas Tax Pros

Is this in a planned development?

N/A

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)

- 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) 478-3800**

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Received By: \_\_\_\_\_

Fee Amount Enclosed: \$ \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date Denied \_\_\_\_/\_\_\_\_/20\_\_\_\_

Permit Issued \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Comment:**

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**Flat metal panel mounted onto facade:**

**H = 24"(2') x W = 72"(6') = 12 sf**

**Building Facade:**

**H = 181.6"(15.1') x W = 216"(18') = 271.8 sf**

216 in

24 in

**TAX OFFICE**  
**770.477.5007**

72 in

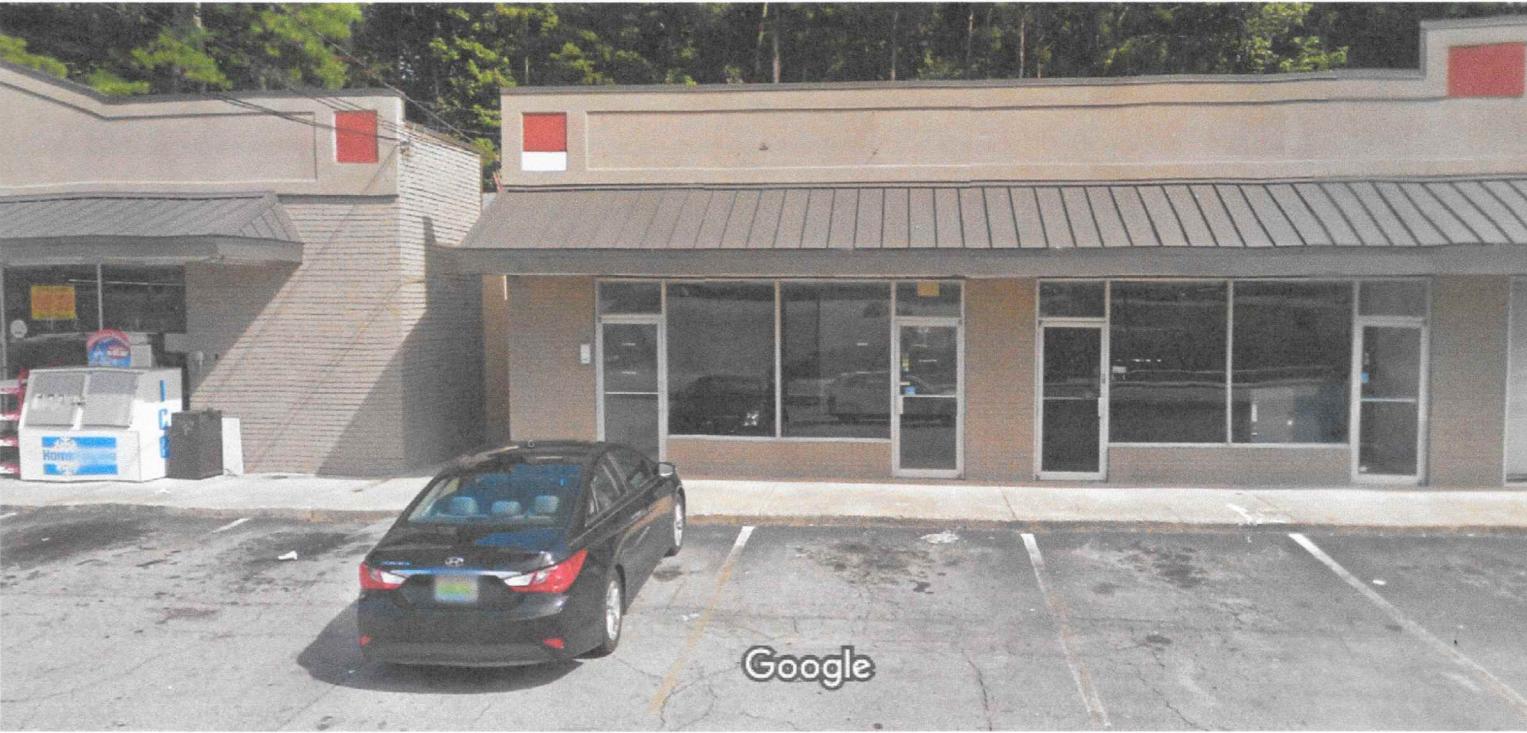


Image capture: Jul 2016 © 2020 Google

 Google

Street View

