



DESIGN REVIEW COMMISSION

February 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 Out of the Woods LLC. – 216 North McDonough Street; Ground sign panel for commercial business.
- VI. ADJOURNMENT**

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - a
		COUNCIL MEETING DATE February 3, 2021
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Commission to make a recommendation for Out of the Woods LLC. – 216 North McDonough Street; Ground sign panel for commercial business.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Review of Revised Sign		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Recommendation: Approval of renovations; 216 North McDonough Street has been a commercial property in the City for many years. The site is zoned Historic District. Recently, the City received a sign permit application to modify the existing ground sign near the road from a single panel to several multi-panel signs to reflect the different businesses within the office building (see pictures of existing and revised sign). The overall sign will not actually change its present location, size, or total height. The new, individual panels will not be larger than the total area of the panel that is already there. The post and background of the sign will be painted black to match the mailbox on the property. Flowering shrubs will be provided at the base of the sign to further spruce up the property. External solar lighting will be provided at the sides of the renovated sign. The sign renovation will be an improvement to the subject property and adjacent properties.		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> Private owner		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> - Existing sign - SIGN PERMIT 836 - 216 N MCDONOUGH ST		
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Approval		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Ricky L. Clark, City Manager	Date February, 3, 2021	
Signature	City Clerk's Office	



Image capture: Jun 2019

Jonesboro, Georgia



Street View



Attachment: Existing sign (1811 : 216 North McDonough Street)



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

SIGN PERMIT APPLICATION

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

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

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

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

Attachment: SIGN PERMIT 836 - 216 N MCDONOUGH ST (1811 : 216 North McDonough Street)

Date of Application: 1/5/2021

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ 60- 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: Cynthia AdeniyiMailing Address: 216 North McDonough StreetCity: Jonesboro State: GA Zip: 30236Phone: (Day) 571 447 2539 (Evening) Same*Signature: Cynthia Adeniyi

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

Attachment: SIGN PERMIT 836 - 216 N MCDONOUGH ST (1811 : 216 North McDonough Street)

Jonesboro Property Information

Existing Uses and Structures: Office Building - 3 counselors, 2 tax of

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

Surrounding Zoning: _____

North: _____ South: _____ East: _____ West: _____

Property Address of Sign: 216 North McDonough Street

Complete dimensions and total area of the sign: 4 ft. by 4 ft.

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

In front of building, close to but not obstructing the sidewalk

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:

Shadow Signs

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

5 businesses are located in the building: Out of the Woods LLC, InyaService LLC, One Stop Financial LLC, Solutional Responses, LLC, Rediscovering Life Counseling LLC (Not on the sign)

Is this in a planned development?

No

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

Attachment: SIGN PERMIT 836 - 216 N MCDONOUGH ST (1811 : 216 North McDonough Street)

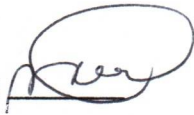
Include one accurate scale drawing of the sign plans you are requesting a permit for. Include:

- 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: 01/25/2021

Received By: 

Fee Amount Enclosed: \$ 66.00

Date Approved: ____/____/20____

Date Denied ____/____/20____

Permit Issued ____/____/20____

Comment:

CITY OF JONESBORO
770-478-3800

REC#: 00017398 1/25/2021 11:53 AM
OPER: MW TERM: 007
REF#: 1115

TRAN: 25.0000 SIGN PERMIT
PERMIT#: 836
ADDRESS: 216 N MCDONOUGH ST
SIGN 60.00CR

TENDERED: 60.00 CHECK
APPLIED: 60.00-

CHANGE: 0.00

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

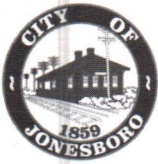
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Post and background to be painted black to match the mailbox.

Solar Lights to be added to each side of the sign

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CITY OF JONESBORO

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

SIGN PERMIT

N^o

0836

GOOD FOR SIX MONTHS ONLY

Business

Out of the Woods LLC

Location

2116 N McDonough St

Owner

Cynthia Adeniyi

Sign Description

See Attached

Estimated Cost

Fee

600.00 App Fee

Received Payment

01/29/21

Date

Attachment: SIGN PERMIT 836 - 2116 N MCDONOUGH ST (1811 : 2116 North McDonough Street)