



## **DESIGN REVIEW COMMISSION**

**April 6, 2022**

### **MEETING AGENDA:**

#### **I. CALL TO ORDER**

#### **II. APPROVAL OF AGENDA**

#### **III. APPROVAL OF MINUTES**

#### **IV. OLD BUSINESS - NONE**

- a. Commission to make a recommendation for Residence – 207 West Mill Street; Parcel No. 13241C B003; New residence in Historic Residential Overlay. Revised design.
- b. Commission to make a recommendation for Car Wash – 8787 Tara Blvd; Parcel No. 05242B C005; Existing business in Tara Blvd. Overlay. Revised wall sign location.

#### **V. NEW BUSINESS - ACTION ITEMS**

- a. Commission to make a recommendation for commercial Building – 8113 Tara Boulevard; Parcel No. 13239B A001; Demolition and renovation of external elements of existing commercial building in Tara Boulevard Overlay District.
- b. Commission to make a recommendation for Food Truck Park – 8271 Tara Boulevard; Parcel No. 13239B D008; New signage in Tara Boulevard Overlay District.
- c. Commission to make a recommendation for Jonesboro Biblical Counseling Center – 151 West Mill Street; Parcel No. 13241D A007; New signage for commercial building in Historic Residential Overlay.
- d. Commission to make a recommendation for Residence – 212 South Main Street; Parcel No. 05241B A006; Minor renovations to residential property in Historic District.
- e. Commission to make a recommendation for Residence – South Main Street; Parcel No. 05241B A014; New house design in Historic District.
- f. Commission to make a recommendation for Home One Extended Stay – 8240 Tara Boulevard; Parcel No. 13239B C009; Replacement sign panel for commercial building in Tara Boulevard Overlay District.

- g. Commission to make a recommendation for Commercial Building – 258 South Main Street; Parcel No. 05241D B001; New wall signage for new businesses on commercial property.

**VI. ADJOURNMENT**



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

Agenda Item #

4.a

- a

COUNCIL MEETING DATE

April 6, 2022

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 Residence – 207 West Mill Street; Parcel No. 13241C B003; New residence in Historic Residential Overlay. Revised design.

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

Section 86-111. Historic Residential Overlay Standards; Sec. 86-97. R-2 Single Family Residential Regulations.

**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 – **Denial of house exterior design**; The original house was demolished in 2019. The new owner would now like to put up a replacement home.

*207 W. mill St is a 2-story building with an open space living room and double high. 3 Bedrooms and 2,5 Restrooms. Old Classic style Finishing in Board and Batten.*

The property is in the Historic Residential Overlay, subject to the requirements of Sec. 86-111.

- (a) *Purpose. The purpose of the historic residential overlay is to protect and enhance the character of the city's historic neighborhoods by establishing architectural standards for regulation of exterior rehabilitation and new construction. The City of Jonesboro is committed to preserving its historic structures and the special character of the historic neighborhoods. These neighborhoods reflect a variety of architectural styles that have contributed to the city's historic built environment. **The exterior design does not have enough architectural variety to achieve what the City desires in future housing stock in the Historic District and elsewhere.***

**Historic Residential Overlay standards:**

*(2) New construction. New buildings shall be compatible with surrounding historic structures and shall contribute to the character to the area. Prevalent architectural styles in the overlay shall guide new development. (See article VII, Architectural style and scale for guidance on specific historic styles and building materials traditionally found in Jonesboro.)*

*a. Scale and form.*

- 1. New buildings shall be compatible with the existing scale, form and placement of nearby historic homes in terms of foundation and story heights, roof height, shape and pitch, number of stories, width, depth and building setback.*
- 2. The maximum heated floor area of infill development shall not exceed 150 percent of the average heated floor area of single-family detached dwellings located on the same street for a distance of 600 feet in either direction. **Total square footage (both stories) will be 2667 square feet.***
- 3. The maximum building height for infill development shall be determined by the maximum building height of single family detached dwellings located on the same street for a distance of 600 feet in either direction. **The proposed house is two-story on a street with one-story houses.***

*b. Materials and color.*

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

1. The predominant exterior siding material, or a modern material that creates a similar texture or appearance, shall be used. **Wood siding proposed.**
2. The use of brick is encouraged for chimneys. **No chimney proposed.**
3. Prohibited exterior materials include synthetic materials with a false wood grain, vinyl siding, brick veneer, concrete block, and the use of materials that do not complement the architectural or historic style of the structure.
4. Brick and paint colors shall be compatible with the style of the structure and with surrounding historic structures.
5. Neon colors are prohibited. **Not used**
6. Primary colors may be acceptable for trim or accents pending review and approval by the director of downtown development.

c. Doors and windows.

1. Window and door placement, shape, and dimensions shall be compatible with the pattern on nearby historic structures.
2. Blank wall facades are discouraged. **Not enough variety in façade.**

Sec. 86-97. - R-2 single family residential district regulations.

- (a) Purpose. The R-2 single family residential district is established to provide for single family detached dwellings on individual lots having a minimum area of one-half acre. The district is intended to create and preserve a neighborhood setting free of non-residential uses as well as higher density residential uses. Public and institutional uses traditionally found in low density neighborhoods are compatible with the R-2 district. Such development is typically served by a network of local streets to minimize traffic impacts on the neighborhood.
- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-2 district shall conform to the following development standards:
  - (1) Minimum lot area: 21,780 square feet (½-acre)
  - (2) Minimum lot width: 100 feet 1
  - (3) Minimum front yard: 35 feet 2
  - (4) Minimum side yard: 15 feet 3
  - (5) Minimum rear yard: 35 feet
  - (6) Minimum floor area per dwelling unit: 1,600 square feet
  - (7) Maximum building height: Two stories and 35 feet
  - (8) Maximum lot coverage: 35 percent

**The current exterior design does not have enough structural and material variation to contribute to the character of the area.**

**Design Review Commission recommendation, 3.2.22: Denial of the current exterior design of your house, citing no lighting or landscaping provided, and, more importantly, a lack of architectural variation. Suggestions included a gable, bands around windows, some shutters, sloped porch roof, and railing for front porch.**

**On March 15<sup>th</sup>, the applicant provided a revised design based on the Design Review Commission comments, but it has not been formally reviewed by that Board. While the revised design does provide more variation, particularly on the front, the shutters and front door are more of a “country cottage” feel than the surrounding houses. Also, the front porch is very small.**

**Historic Preservation Commission recommendation, 3.21.22: Tabled, and send back to Design Review Commission for review of revised design.**

**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.)

- Property Picture

- DESIGN CORRECTIONS (DESIGN COMMITTEE)

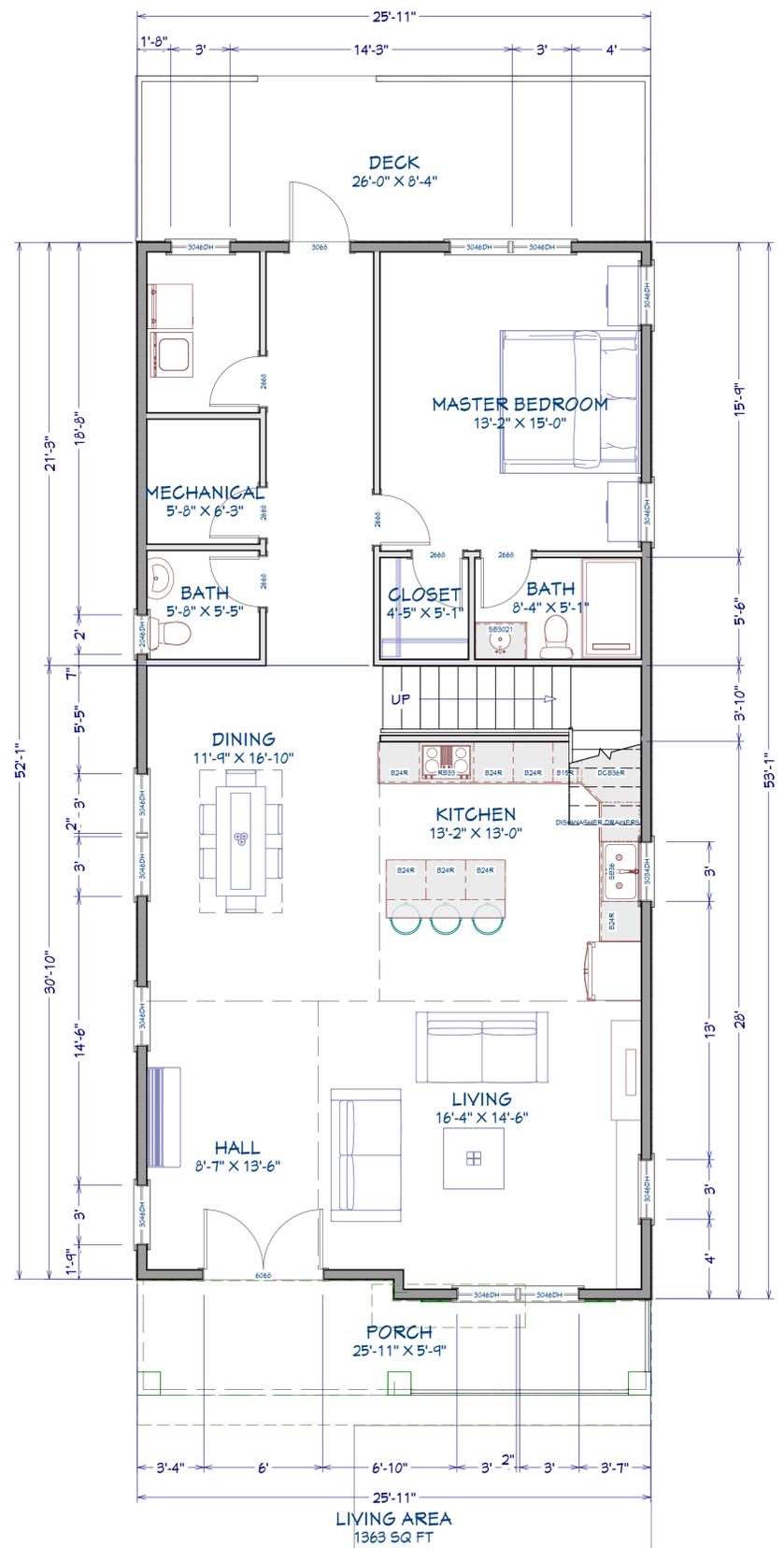
4.a

- Acceptance Letter 4.6.22

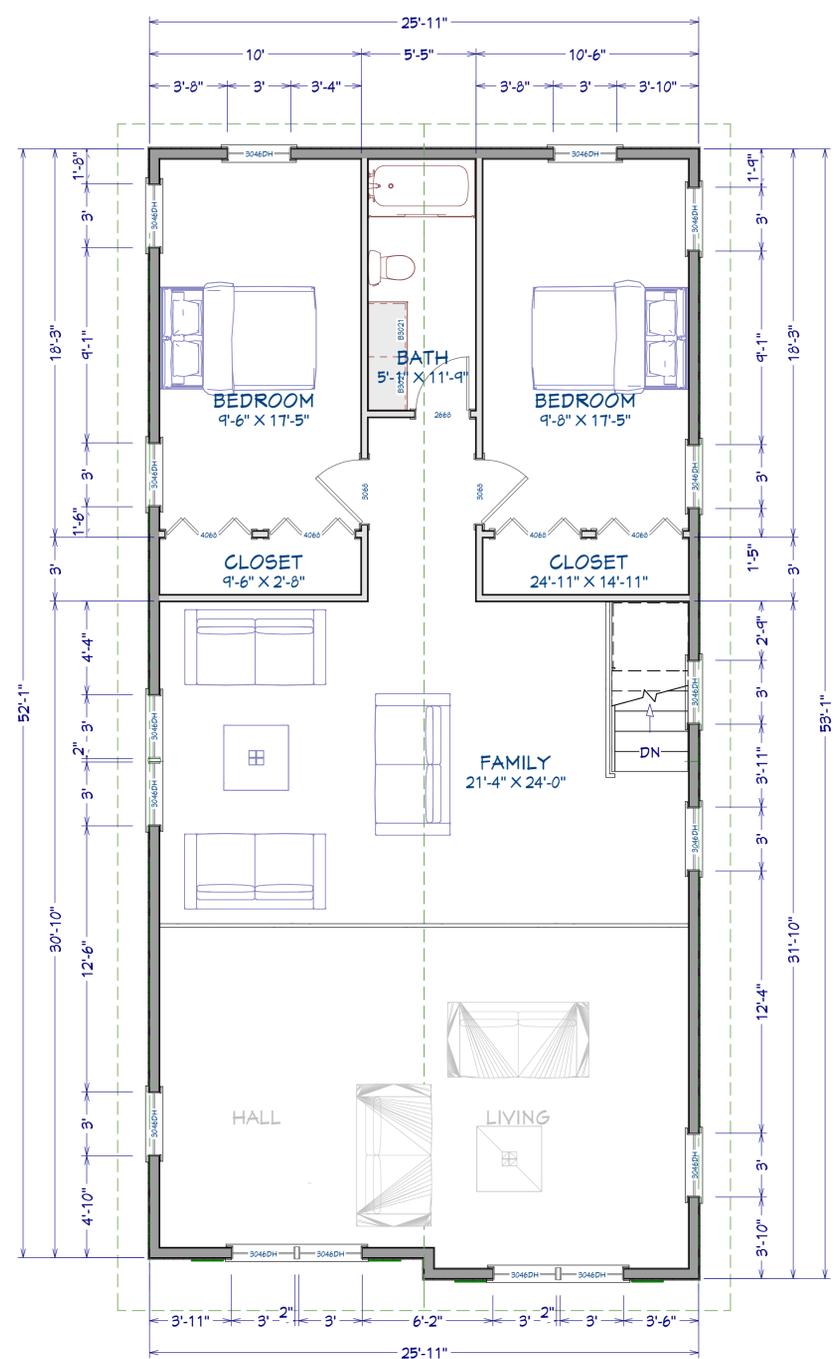
**Staff Recommendation** *(Type Name, Title, Agency and Phone)*

**Denial**





**1** PROPOSED MAIN LEVEL  
1/4"=1'-0"



**2** PROPOSED SECOND LEVEL  
1/4"=1'-0"

NUMBER	DATE	REVISION BY	DESCRIPTION

SHEET TITLE:  
**PROPOSED LAYOUT**

PROJECT ADDRESS:  
**W MILL ST  
PROPOSED LAYOUTS  
MASANI CONSTRUCTION**

DRAWINGS PROVIDED BY:  
**INNOVA ENGINEERING AND DESIGNS**  
1 GLENLAKE PKWY NE, ATLANTA GA 30328  
www.innovaconstructiongroup.com  
(678) 941 8002

DATE:

3/14/2022

SCALE:

SHEET:

**A-1**



REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

SHEET TITLE:  
**PROPOSED ELEVATIONS**

PROJECT ADDRESS:  
**1/4 MILL ST  
PROPOSED LAYOUTS  
MASANI CONSTRUCTION**

DRAWINGS PROVIDED BY:  
**INNOVA ENGINEERING AND DESIGNS**  
1 GLENLAKE PKWY NE, ATLANTA GA 30328  
www.innovaconstructiongroup.com  
(678) 941 6002

DATE:  
3/14/2022

SCALE:

SHEET:  
**A-2**

Attachment: DESIGN CORRECTIONS (DESIGN COMMITTEE) (5098 - 207 West Mill Street Revised House Design)



**1** FRONT ELEVATION  
1/4"=1'-0"



**2** REAR ELEVATION  
1/4"=1'-0"



**3** LEFT ELEVATION  
1/4"=1'-0"



**5** EXTERIOR RENDERING  
1/4"=1'-0"



**4** RIGHT ELEVATION  
1/4"=1'-0"



## MEMORANDUM

**To:** Carlos Soler

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

**Date:** March 28, 2022

**Re:** Notification of Request for Design Review Commission – New Residence; 207 West Mill Street; Parcel No. 13241C B003

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a new residence for the property located at 207 West Mill Street, Jonesboro, Georgia.

The review meeting will be conducted by Commission members at 124 North Avenue on Wednesday, April 6, 2022 at 4:30 pm. You are invited to attend if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Allen", with a long horizontal stroke extending to the right.

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

4.b

- b

COUNCIL MEETING DATE

April 6, 2022

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 Car Wash – 8787 Tara Blvd; Parcel No. 05242B C005; Existing business in Tara Blvd. Overlay. Revised wall sign location.

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

Article XVI - Signs

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

Yes

Beautification, Community Planning, Neighborhood and Business Revitalization

**Summary & Background**

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

Agency recommendation – **Denial of sign location change**; The new car wash signs were approved in the fall of 2021 and have since been installed. The sign company is now proposing to move the wall sign, which is on the middle of the front building face to a roof mounted bracket on the blue sloped roof above the windows. The sign would remain the same design and size, just a different location above where it is now.

Unless there is some safety reason for this, staff recommends denial of the new location, because the bracket mounted sign would be unsightly and create more holes in the roof.

**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.)*

- Wall Sign - Original Location
- T5CW - 8787 Tara Blvd Jonesboro GA - Front Elevation Adjustment - 040122
- Acceptance Letter

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

**Denial**

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

**FRONT ELEVATION**  
**TAKE 5**  
**CAR WASH**  
 8787 Tara Blvd  
 Jonesboro, GA 30236

**UL** Underwriters Laboratories Inc. •  
 UL File #E225670  
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 and/or modified by the program  
 of Signage Unlimited, Inc. are  
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 the written permission.

INITIAL LAYOUT: Oct 05, 2021  
 REVISIONS:  
 I  
 II  
 III  
 IV



**PROOF**

**NOTE: RACEWAY AT TOP OF LETTERS, SO FIT MUST BE STRUCTURALLY SOUND ENOUGH TO SUPPORT AND MUST BE INSPECTED PRIOR**

- Color Key:**
- PMS 2191 C
  - PMS 7691 C
  - PMS 107 C
  - PMS 7625 C
  - Black
  - White

**IMPOSED IMAGERY**

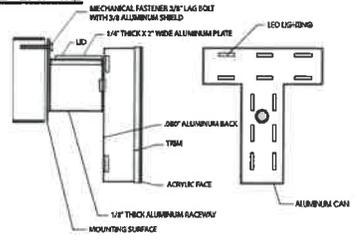


**SPECIFICATIONS**

**ILLUMINATED CHANNEL LETTERS**

- Size:** As in drawing
- Trim:** 1"
- Trim Color:** Black
- Return Color:** Black
- Face Color:** See above
- Face:** 1/8" Acrylic
- Letter Interior:** Gloss White
- Illumination:** LED
- Raceway Size:** 4" x 7" 0.125 Extruded Aluminum
- Raceway Color:** To Match Facade
- Mounting:** Hanging Bars Flush to Fascia

**DETAIL**



**NOTES:**

- IF ELECTRICAL LINE J-BOX IS WITHIN 6' OF ELECTRICAL, CONNECTION TO BE HANDLED BY INSTALLER.
- IF NOT ELECTRICAL HANDLED BY OWNER/GC
- IF ROOF PENETRATIONS ARE NECESSARY, THEY ARE TO BE SEALED BY A ROOFER. THIS IS HANDLED BY THE GC/OWNER
- REMOVAL AND DISPOSAL OF EXISTING WALL SIGNS HANDLED BY GC/OWNER
- SURVEY REQUIRED

Owner/Landlord Approval \_\_\_\_\_

**SIGNS UNLIMITED**  
 communicate your identity

6801 Mount Hermon Church Rd, Ste C, Durham, NC 27705 • (P) 919-552-8689 • (F) 919-557-1322

Attachment: Wall Sign - Original Location (3112 : 8787 Tara Blvd - Car Wash Sign)

**SITE PLAN**  
**TAKE 5**  
**CAR WASH**  
8787 Tara Blvd  
Jonesboro, GA 30236

**UL** Underwriters Laboratories Inc. •  
UL File #E225670

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**SITE PLAN**



INITIAL LAYOUT: Oct 05, 2021

REVISIONS:



**CAR WASH**



Owner/Landlord Approval \_\_\_\_\_

6801 Mount Hermon Church Rd, Ste C, Durham, NC 27705 • (P) 919-552-8689 • (F) 919-557-1322

**SIGNS UNLIMITED**  
communicate your identity

Attachment: Wall Sign - Original Location (3112 : 8787 Tara Blvd - Car Wash Sign)

FRONT ELEVATION

684 - TAKE 5

CAR WASH

8787 Tara Blvd

Jonesboro, GA 30236



Underwriters Laboratories Inc. •  
UL File #E225670

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PR 4.b.b

IMPOSED IMAGERY



INITIAL LAYOUT:

Oct 05, 2021

REVISIONS:

- I
- II
- III
- IV
- V



EXISTING CONDITIONS



**Color Key:**

- PMS 2191 C
- PMS 7691 C
- PMS 107 C
- PMS 7625 C
- Black
- White

**NOTES:**

- IF ELECTRICAL LINE/J-BOX IS WITHIN 6' OF ELECTRICAL, CONNECTION TO BE HANDLED BY INSTALLER. IF NOT ELECTRICAL HANDLED BY OWNER/GC
- IF ROOF PENETRATIONS ARE NECESSARY, THEY ARE TO BE SEALED BY A ROOFER. THIS IS HANDLED BY THE GC/OWNER
- REMOVAL AND DISPOSAL OF EXISTING WALL SIGNS HANDLED BY GC/OWNER
- SURVEY REQUIRED

**SCOPE:**

EXISTING SIGNAGE PERMITTED AND INSTALLED.  
 MOVE CAR WASH LETTERS SLIGHTLY TO THE LEFT, CENTERED OVER WINDOW PA  
 MOVE EXISTING BUCKET TO ROOF. INSTALLER TO  
 PRODUCE AND INSTALL BRACKET.

Owner/Landlord Approval \_\_\_\_\_

**SIGNS UNLIMITED**  
communicate your identity

6801 Mount Hermon Church Rd, Ste C, Durham, NC 27705 • (P) 919-552-8689 • (F) 919-

Attachment: T5CW - 8787 Tara Blvd Jonesboro GA - Front Elevation Adjustment - 040122 (3112 : 8787 Tara



## MEMORANDUM

**To:** Signs Unlimited  
6801 Mt. Hermon Church Road  
Durham, NC 27705

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

**Date:** April 1, 2022

**Re:** Notification of Request for Design Review Commission – 8787 Tara Blvd; Parcel No. 05242B C005, Sign revision for existing car wash

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a sign revision for the property located at 8787 Tara Blvd, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue, Jonesboro to consider the request as described above. You are invited to attend if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (3112 : 8787 Tara Blvd - Car Wash Sign)



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

Agenda Item #

5.a

- a

COUNCIL MEETING DATE

April 6, 2022

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 commercial Building – 8113 Tara Boulevard; Parcel No. 13239B A001; Demolition and renovation of external elements of existing commercial building in Tara Boulevard Overlay District.

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

City Code Section 86-107 – C-2 Zoning Standards; Sec. 86-109 Tara Boulevard Overlay Architectural Standards

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

No

Economic Development, 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 exterior changes with conditions**; 8113 Tara Boulevard, the site of Rocky’s Pizza, has been a commercial property for many years. The property was annexed into the City in 2018. The property is zoned C-2 (Highway Commercial) and is also in the Tara Boulevard Overlay District. Recently, the new owner proposed both interior and exterior modifications to the building, which is a combination of brick, glass, and wood. The proposed exterior changes for the front architecture are per the enclosed demolition plan and are as follows:

1. Replacing the awnings and wood siding in the front with ceiling to floor windows.
2. Replacing the wood parapet with a steel-framed parapet, with a vinyl covering. Color not determined yet. (Height will remain the same.)
3. Exterior brick coverage will remain the same.

**Tara Blvd. Overlay architectural standards govern these buildings.**

*(k) Architectural standards. The following architectural standards shall apply:*

*Minimum facade height. A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.*

**Current façade height is 13.5 feet, and staff does not see the need for this to be raised, even with the alteration of the parapet material.**

1. *Street orientation. Principal building entrances shall be oriented to public streets wherever possible. When approved by the zoning administrator, a principal building entrance may be oriented to a side yard provided said entrance is not more than 100 feet from the right-of-way of an adjacent street and directly connected to the adjacent street frontage by a continuous sidewalk not less than five feet in width. Entrance already oriented towards Tara Boulevard.*
2. *Building materials. Buildings materials for all exterior wall facades shall be constructed of brick, stone, textured concrete masonry units, stucco, or glass. Single-family dwelling facades shall be constructed with brick, stone, stucco, cement fiber board, wood siding or similar material approved by the zoning administrator. The primary, non-window material on the front is already brick. The proposed new material for the parapet would be vinyl, which is unacceptable and should be substituted with wood, cement fiber board, or stucco.*
3. *Color. All materials shall be earth-tone in color, as approved by the zoning administrator. So noted.*
4. *Prohibited materials. Metal siding, vinyl siding, metal canopies and smooth faced concrete masonry units are prohibited. The proposed new material for the parapet would be vinyl, which is unacceptable and should be substituted with wood, cement fiber board, or stucco.*
5. *Exceptions. Vinyl products shall only be used for soffits, eaves, and fascia of residential structures.*

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk’s Office

6. Customer entrances for non-residential uses. All customer entrances located along the front façade, shall feature a combination of three or more of the following features:
- Canopies and porticos.
  - Overhangs.
  - Recesses or projections.
  - Arcades.
  - Raised, corniced parapets.
  - Peaked roof forms.
  - Arches.
  - Display windows.
  - Architectural details, such as tile work and moldings which are incorporated into the building structure and design.

**Staff does not see the need to require the building to have entirely new architectural features on the front of the existing building for changing the parapet material.**

9. Accessory structures. Building materials, architectural features and colors of exterior finishes of accessory structures shall be consistent with the principal structure. **n/a**

10. Massing and modulation. The massing of building facades oriented to public streets shall incorporate either modulation, defined here as a wave in the exterior wall, with horizontal breaks at least every 100 feet. Front facade design shall provide varying wall offsets and other architectural features to create horizontal (wall) and vertical building articulation. **n/a**

11. Fenestration. At least 40 percent of non-residential facades facing arterial and collector roadways must be clear glass. **The existing window coverage in the front, which was well below 40% is now over 40% with ceiling to floor windows.**

12. Roof features. Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

- Roof features shall not exceed the average height of the supporting walls.
- The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.
- Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.
- The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

**Staff does not see the need to require the building to have entirely new roof features on the existing building for changing the parapet material.**

13. Rooftop equipment. All rooftop equipment shall be screened from public view by parapets, dormers or other screens. **n/a**

**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.)

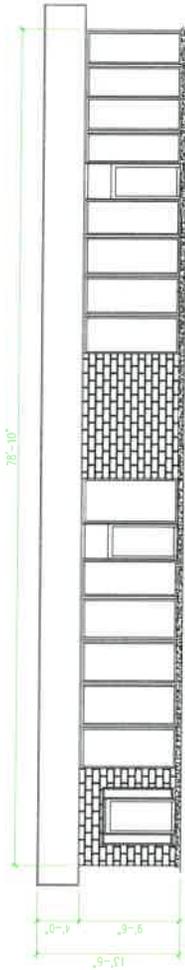
- Existing Building
- Front Building Changes
- Acceptance Letter

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

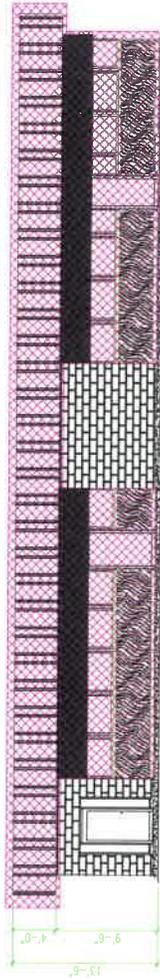
**Approval, with Conditions**



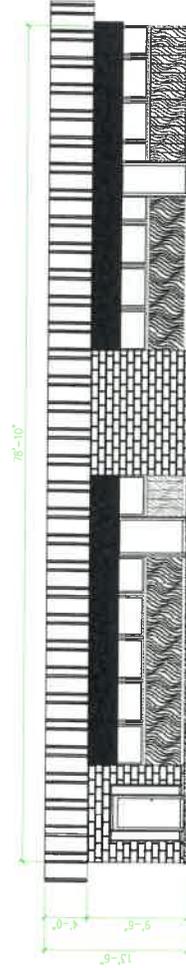
General Notes	
No.	Revisions/Issue
Date	
Please Name and Address	
Project: DEMOLITION Date: 2-23-2022 Scale: 3/16" = 1'-0"	
Sheet: D4	
Project Name and Address: KWR SONS, LLC - OWNER 8113 TARA BLVD JONESBORO, GA 30236	



**PROPOSED FRONT ELEVATION**  
 SCALE: 3/16" = 1'-0"



**DEMOLITION FRONT ELEVATION**  
 - HATCHED MATERIALS TO BE DEMOLISHED OR REMOVED  
 SCALE: 3/16" = 1'-0"



**EXISTING FRONT ELEVATION**  
 SCALE: 3/16" = 1'-0"



## MEMORANDUM

**To:** Stephen Clinkscale  
8113 Tara Blvd  
Jonesboro, Ga. 30236

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

**Date:** March 28, 2022

**Re:** Notification of Request for Design Review Commission – Exterior Facade Changes; 8113 Tara Boulevard; Parcel No. 13239B A001

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of exterior façade changes for the property located at 8113 Tara Boulevard, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

5.b

- b

COUNCIL MEETING DATE

April 6, 2022

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 Food Truck Park – 8271 Tara Boulevard; Parcel No. 13239B D008; New signage in Tara Boulevard Overlay District.

**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 Economic Development, 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 panels;** The recently approved food truck park at 8271 Tara Blvd is nearing completion and should be open for business in the next couple of weeks. A couple of weeks ago, the Design Review Commission reviewed via email, a black, green, and white replacement panel for the largest pre-existing panel space on the property, the size and height of which will not change. The new panel is much improved over the former mulch and gravel yard sign panel.

**The applicant would also like to install a new changeable copy panel (not the one already on the sign pole), which would be black and white and 21 square feet in size (each side).** The two signs together would not exceed the 150 square foot minimum of Sec. 86-489 (d)(8)(a). Also, the changeable copy panel will be about 25% to 30% of the total sign area, less than the 33% maximum of Sec. 86-490 (a).

**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.)*

- Existing Sign
- Large Replacement Panel
- Replacement Panel Installed
- New Small Panel
- Acceptance Letter

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

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

5.b

**Approval**



Attachment: Existing Sign (3097 : 8172 Food Truck Park Signs)

<https://www.google.com/maps/place/8171+W+Tara+Blvd,+Tallahassee,+FL+32304/@30.45249,-84.26924,15z>



Attachment: Large Replacement Panel (3097 : 8172 Food Truck Park Signs)



Attachment: Replacement Panel Installed (3097 : 8172 Food Truck Park Signs)



Attachment: Replacement Panel Installed (3097 : 8172 Food Truck Park Signs)

**David Allen**

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**From:** Tan Bowers <thepeaceofmine@gmail.com>  
**Sent:** Monday, March 28, 2022 3:14 PM  
**To:** David Allen  
**Subject:** Sketch of secondary sign

Hi, David  
Here is a sketch of the secondary sign.  
These are interchangeable letters and the message will change.  
As of now, they are on back order.





## MEMORANDUM

**To:** Tan Bowers  
8271 Tara Blvd  
Jonesboro, Ga. 30236

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

**Date:** March 28, 2022

**Re:** Notification of Request for Design Review Commission – Ground sign panels;  
8271 Tara Boulevard; Parcel No. 13239B D008

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of ground sign panels for the property located at 8271 Tara Boulevard, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Allen", with a long horizontal line extending to the right.

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

5.c

- c

COUNCIL MEETING DATE

April 6, 2022

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 Jonesboro Biblical Counseling Center – 151 West Mill Street; Parcel No. 13241D A007; New signage for commercial building in Historic Residential Overlay.

**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, 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 signs;** 151 West Mill Street by the First Baptist Church Jonesboro for a number of years. The property is zoned C-1 Neighborhood Commercial and is in the Historic Residential Overlay. Recently, they applied for new sign permits at the property, requiring Design Review Commission and Historic Preservation Commission review. The building will apparently be used as a counseling center. While there are sign standards for the Historic District, there are none listed for the Historic Residential Overlay. Therefore, the standards of Sections 86-489 and 86-490 shall prevail.

**The new ground sign is a double-sided aluminum panel, only 8 square feet each side, mounted between two wood posts. The sign is 4.5 feet tall. Therefore, the panel size and height maximums are not exceeded. No electronics, changeable copy or internal illumination are proposed. The sign appears to be the only ground sign on the property. Per Code, edge of the sign will need to be at least 10 feet from the right-of-way line (could be lined up with new sign at 137 West Mill Street). However, the sign will be closer than 50 feet away from the building. Given the small size of the sign, staff does not view that as a problem.**

**The new wall sign is a one-sided aluminum panel, 16 square feet in area, and approximately 4.3% of the southern building façade, below the 10% maximum. No electronics, changeable copy or internal illumination are proposed.**

**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.)*

- Ground Sign App
- Ground Sign
- Wall Sign App
- Wall Sign

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

- Property Pictures

- Acceptance Letter

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

**Approval**



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

Ground Sign

## 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.	

to tell us  
Total Sq  
ft

Attachment: Ground Sign App (3100 : 151 West Mill Street Sign)

Date of Application: 3-24-23

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: FBC Jonesboro

Mailing Address: P.O. Box 773

City: Jonesboro State: GA Zip: 30237

Phone: (Day) 678-313-3606 (Evening) 678-313-3606

\*Signature: William C Mansour

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

Attachment: Ground Sign App (3100 : 151 West Mill Street Sign)

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: 151 Mill ST

Complete dimensions and total area of the sign: \_\_\_\_\_

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

Yard sign outside north, Building sign attached to south wall by door

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:

Autograph Signs Todd

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

\_\_\_\_\_

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

Attachment: Ground Sign App (3100 : 151 West Mill Street Sign)

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

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

**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-3800**

**FOR OFFICE USE ONLY:**

Date Received: 03/24 / 22 /20

Received By: [Signature]

Fee Amount Enclosed: \$ 100.00

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

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

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

Comment:

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Attachment: Ground Sign App (3100 : 151 West Mill Street Sign)

**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:

First Baptist Church  
PRINT NAME

William C Manross  
SIGNATURE/DATE 3-28-22

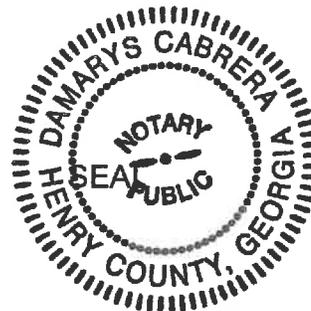
APPLICANT:

William C Manross  
PRINT NAME

William C, Manross  
SIGNATURE/DATE

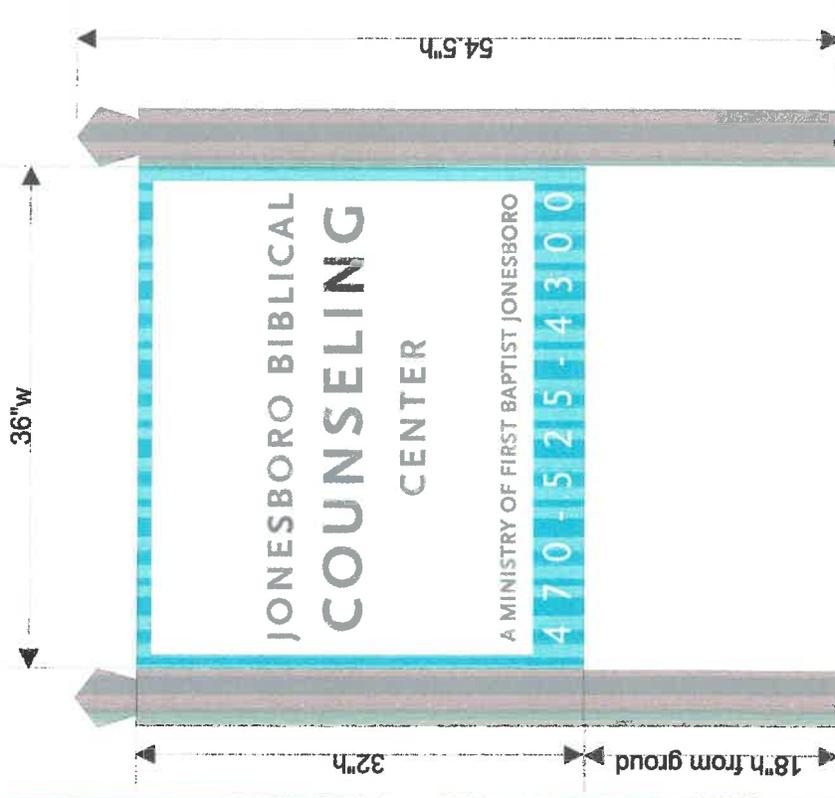
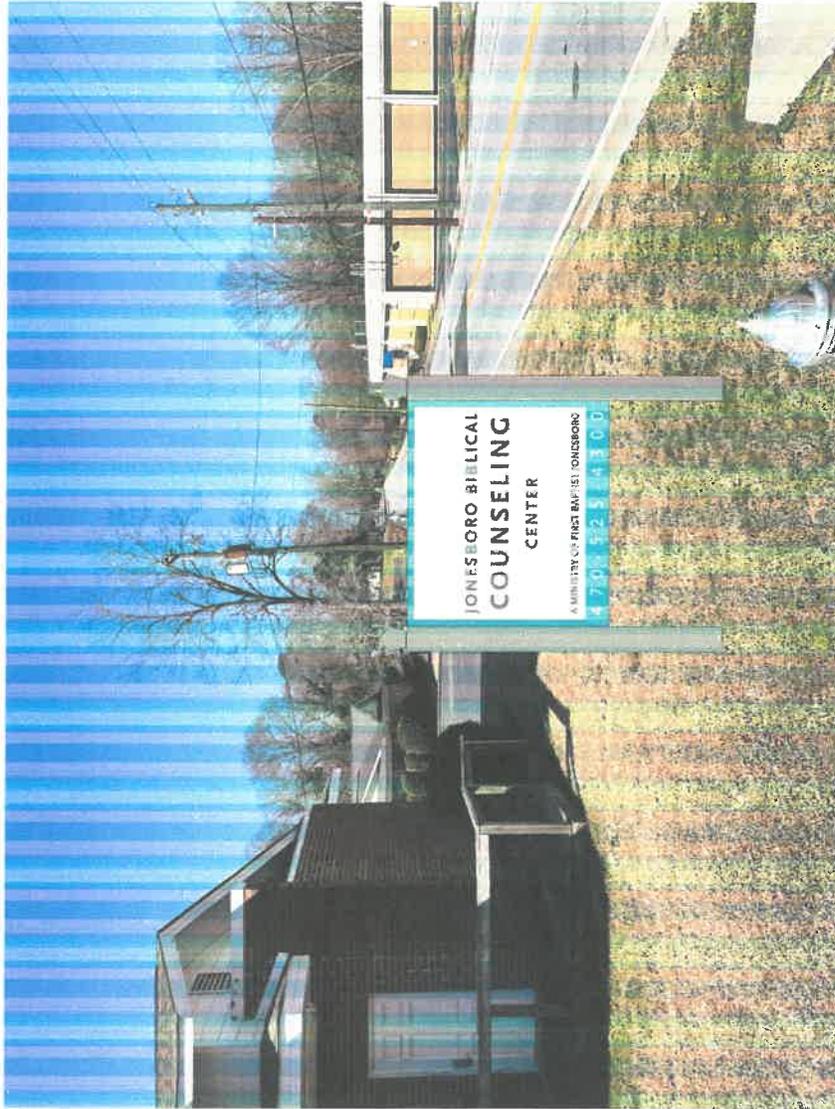
NOTARY:

[Signature]  
SIGNATURE/DATE 3/28/22



Attachment: Ground Sign App (3100 : 151 West Mill Street Sign)

**PROJECT DESCRIPTION:**



**(1) 36" w x 32" h Digital Printed Mounted Sign on Aluminum Composite;  
Attached to 4x4 wood post 18" h from the ground**



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

Walk Sign

## 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.

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

to tell us  
Total Sq  
ft

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

Attachment: Wall Sign App (3100 : 151 West Mill Street Sign)

Date of Application: 3-24-22

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: FBC Jonesboro

Mailing Address: P.O. Box 773

City: Jonesboro State: GA Zip: 30237

Phone: (Day) 678-313-3606 (Evening) 678-313-3606

\*Signature: William C Mansour

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

Attachment: Wall Sign App (3100 : 151 West Mill Street Sign)

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: 151 Mill ST

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

Yard sign outside north, Building sign attached to south wall by door

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:

Autograph Signs Todd

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

\_\_\_\_\_

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

Attachment: Wall Sign App (3100 : 151 West Mill Street Sign)

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

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

**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-3800**

**FOR OFFICE USE ONLY:**

Date Received: 08/24/20

Received By: [Signature]

Fee Amount Enclosed: \$ 10.00

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

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

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

Comment:

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Attachment: Wall Sign App (3100 : 151 West Mill Street Sign)

**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.

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First Baptist Church  
PRINT NAME

William C Manross  
SIGNATURE/DATE 3-28-22

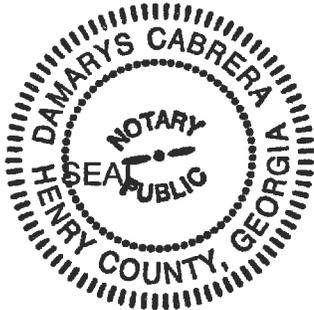
APPLICANT:

William C Manross  
PRINT NAME

William C, Manross  
SIGNATURE/DATE

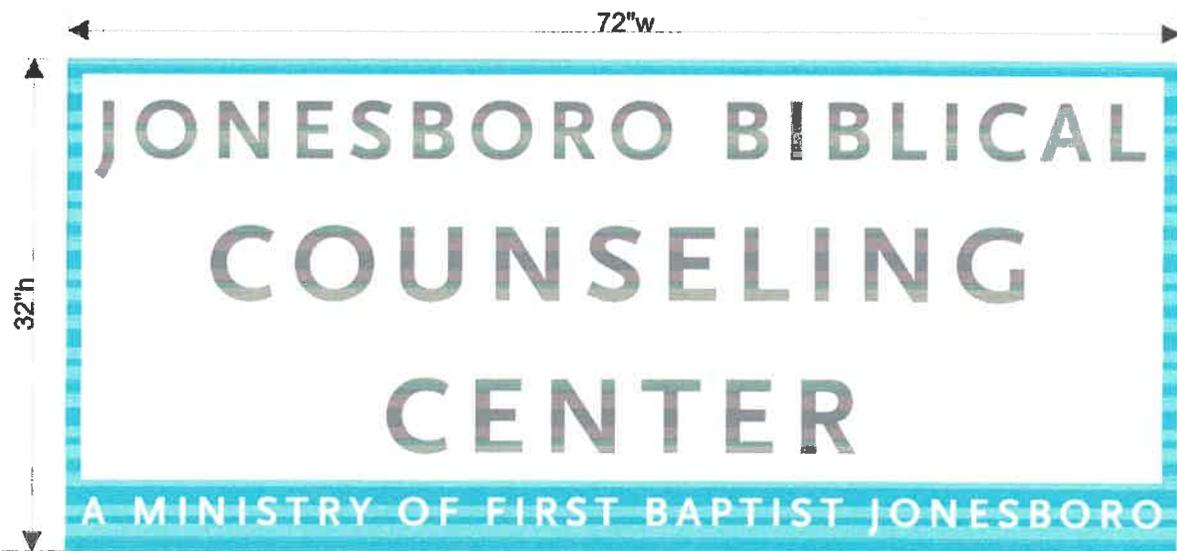
NOTARY:

Damarys  
SIGNATURE/DATE 3/28/22



Attachment: Wall Sign App (3100 : 151 West Mill Street Sign)

**PROJECT DESCRIPTION:**



Attachment: Wall Sign (3100 : 151 West Mill Street Sign)

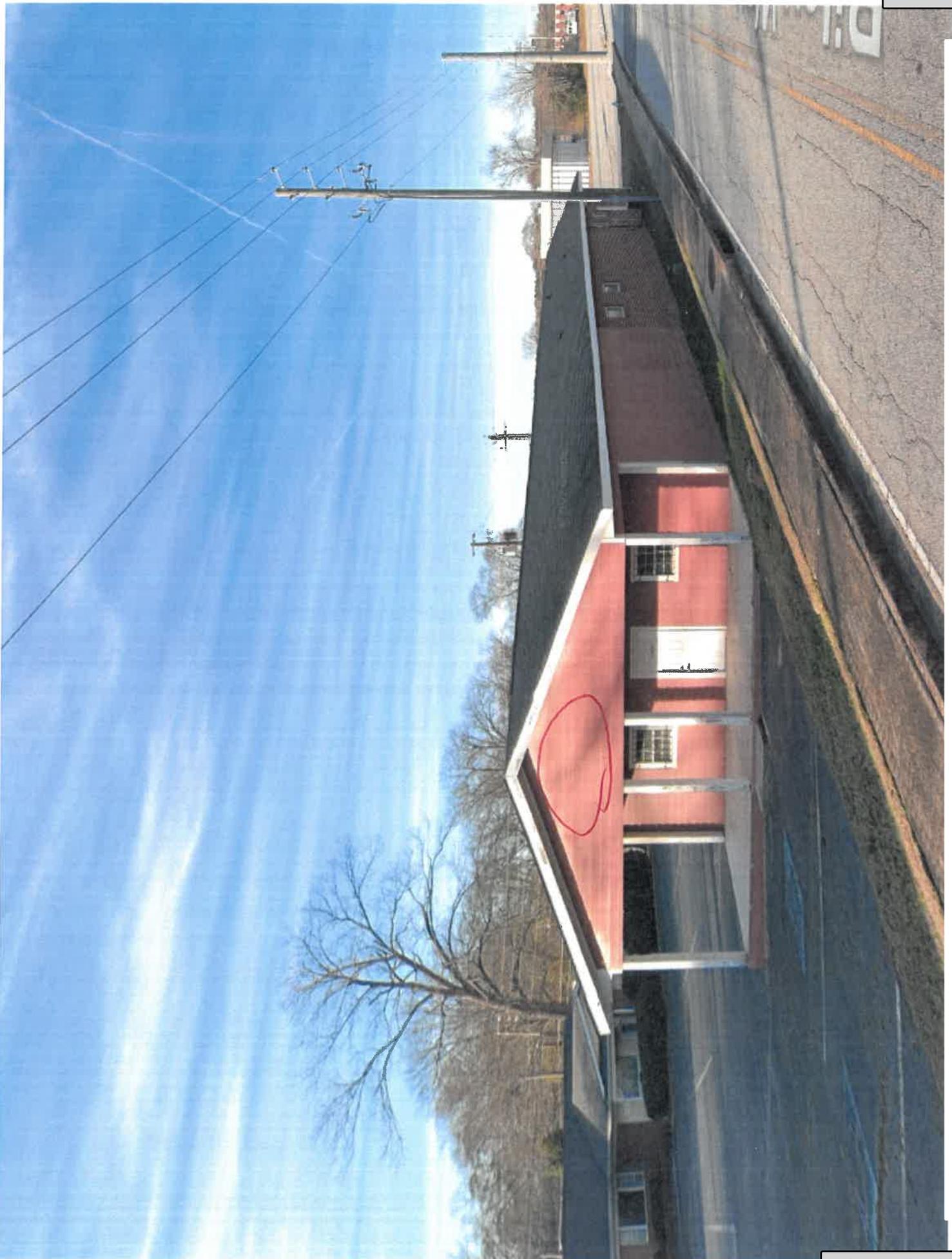
**(1) 72" w x 32" h Digital Printed Mounted Sign on Aluminum Composite; Screwed to the Building**



Attachment: Property Pictures (3100 : 151 West Mill Street Sign) W Mill Street



Attachment: Property Pictures (3100 : 151 West Mill Street Sign)



Attachment: Property Pictures (3100 : 151 West Mill Street Sign)



## MEMORANDUM

**To:** Chip Manross  
P.O. Box 773  
Jonesboro, Ga. 30237

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

**Date:** March 29, 2022

**Re:** Notification of Request for Design Review Commission – Signs; 151 West Mill Street; Parcel No. 13241D A007

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of signs for the property located at 151 West Mill Street, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

5.d

- d

COUNCIL MEETING DATE

April 6, 2022

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 Residence – 212 South Main Street; Parcel No. 05241B A006; Minor renovations to residential property in Historic District.

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

City Code Section 86-103 – H2 Historic District Standards

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

Yes **Beautification, 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 alterations, with condition;** For some time, the property owner has been renovating the house on the property. The property is zoned H-2 Historic District. Per the application, the owner would like to cover existing concrete blocks on the southwest corner of the house with stucco to improve the appearance. He would also like to repair and replace the metal roof that is sagging on the existing accessory building in the rear yard.

*(l) Design standards. In order to preserve the physical character of existing historic structures in the H-2 historic district, every effort shall be made to adapt the property in a manner that complements the historic character of the area when making exterior alterations to the existing building, site, or environment. New construction shall also be appropriate for the district in design, placement, and scale.*

*(1) Rehabilitation. Maintaining the existing historic design, materials, and details of structures in the H-2 district is encouraged. Rehabilitative efforts shall include the use of materials that are compatible with the architectural style of the historic building (see article VII, Architectural style and scale, for guidance on specific historic styles and building materials traditionally found in Jonesboro.)*

*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.*

*d. Foundations.*

*1. The original design and materials of the foundation, open pier foundation and the porch pier foundation shall be maintained.*

*2. Unpainted historic masonry foundations shall not be painted.*

*3. Concrete block shall not be used as a foundation material. Discouraged as a material.*

*e. Materials.*

*1. New buildings fronting Main and McDonough Streets are required to use brick. New buildings elsewhere in the district*

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

are required to use brick as the predominant exterior material, with stone and stucco allowed to a lesser degree and upon approval by the historic preservation commission. Synthetic stucco, variegated brick, and concrete block are prohibited throughout the district. **Stucco acceptable material.**

2. Ornamentation shall be compatible with nearby historic buildings and shall not be used to a greater extent than nearby historic buildings.

Sec. 86-227. - Building exterior.

All residential and commercial construction shall be brick, concrete stucco, stone, cementitious siding, wood or similar, durable architectural materials. Vinyl siding may be permitted in residential applications, only, provided the grade of vinyl meets or exceeds the Standard Specification for Rigid PVC Siding (ASTM D-3679). All manufacturers' recommendations concerning vinyl siding installation must be closely followed. **Stucco acceptable material.**

Vinyl siding is prohibited in the H-1 and H-2 historic districts and the historic overlay. Owners of structures within these districts or the overlay having vinyl siding are not required to replace such siding; however, renovation of or addition to any structure having a construction cost exceeding 50 percent of the assessed market value shall comply with this section. That is, the use of vinyl on the structure being renovated or the addition shall be prohibited.

Synthetic stucco may also be permitted, provided the materials and installation fully comply with the standards of this section. "Super" brick, split-faced block, concrete masonry units, cinder blocks and textured block are prohibited with the exception of use in foundation construction. Materials found to be other than durable construction products are specifically prohibited.

- (1) Rehabilitation. Maintaining the existing historic design, materials, and details of structures in the H-2 district is encouraged. Rehabilitative efforts shall include the use of materials that are compatible with the architectural style of the historic building (see article VII, Architectural style and scale, for guidance on specific historic styles and building materials traditionally found in Jonesboro.)
- a. Roofs.
1. **The existing pitch and shape of the roof shall be maintained.**
  2. The shape, style, and placement of historic dormers shall be maintained.
  3. The addition of dormers to the front facade where none previously existed is prohibited.
  4. **Existing roof materials shall be replaced with the same type of historic material or with that which closely resembles the existing material.**
  5. Decorative brackets, cornices, and eaves shall be maintained.
  6. Historic chimneys shall be maintained.
  7. New chimneys shall use traditional design and materials, and their placement shall be appropriate for the architectural style of the structure.

**Replacement roof material for roof shed needs to be metal.**

**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.)

- Hist. App.
- Property Pictures
- Acceptance Letter

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

**Approval, with Condition**



**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 that any proposed construction in the City of Jonesboro Historic District's Preservation and Standards are met according to the City of Jonesboro Ordinances. This application and approval thereof does not constitute an approval of plans, land disturbance, and other compliance measures must be met. Please call Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

**Property Information:**

Address: 212 S Main St.  
Owner: Cole's Water Ice LLC

Hayward Cole  
*permission from the Commission*

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 permission.

**Applicant Information**

Applicant Name: Hayward Cole  
Mailing Address: 446 C Martin St. ATL GA. 30317  
Email Address: hayward-cole@yahoo.com Phone 404

and Charges as identified within the City of Jonesboro's schedule of Fees and Charges for Certificate of Appropriateness.  
**Application Fee \$75.00**

Attachment: Hist. App. (3101 : 212 South Main Street Exterior Modifications)

**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**

Concrete Block section on Rear outside  
corner of house to get stucco over blocks  
this will improve appearance of home

Roof of outbuilding is sagging, the  
roof needs to be rebuilt, part of  
roof will be removed and re-framed  
and add new roof shingles

(Add Additional Sheets as Necessary)

Hayward Cole  
PRINT NAME

*Hayward Cole*  
SIGNATURE

February 7, 2022  
DATE

\$ 75 —  
FEE AMOUNT

\_\_\_\_\_(Application Received By)

Attachment: Hist. App. (3101 : 212 South Main Street Exterior Modifications)

Property Owner Authorization Form

The Undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant for issuance of this application.

Name of Owner: Cole's Water Fee LLC

Mailing Address: 446 E Martin St. ATL GA 30312

Telephone Number: (404) 454-8796

Address of Subject Property: 212 S. Main Street

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.

Owner Signature: Jayward Cole member Date: 02/07/2022

Notary Public

I hereby certify that Jayward Cole signed his or her name to the foregoing application stating to me that he or she knew and understood all statements and answers made therein, and other oath actually administered by me, has sworn or affirmed, that said statements and answers are true and correct.

This \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

[Place notary seal here]

Notary Public Signature: \_\_\_\_\_

Attachment: Hist. App. (3101 : 212 South Main Street Exterior Modifications)



Attachment: Hist. App. (3101 : 212 South Main Street Exterior Modifications)



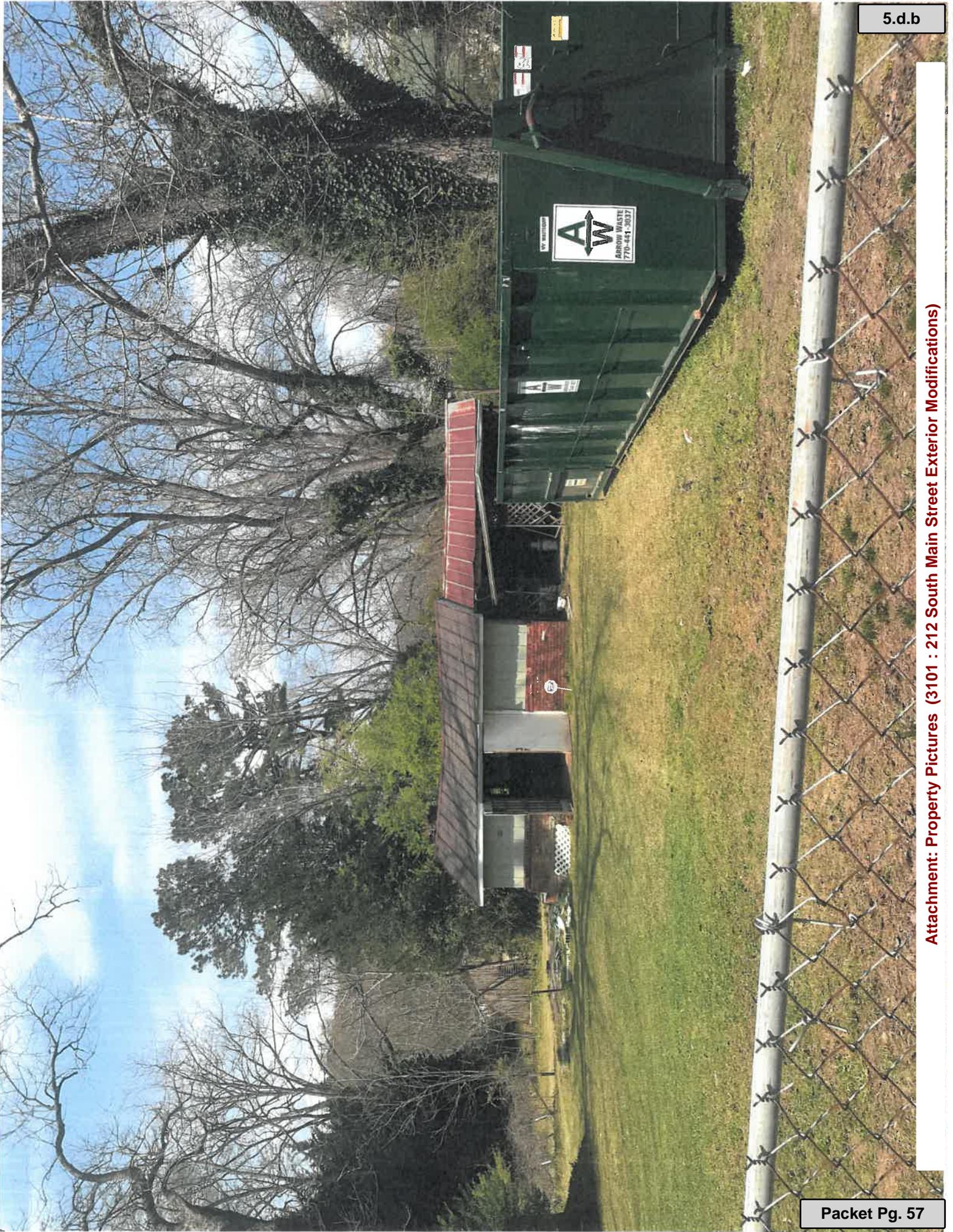
Attachment: Hist. App. (3101 : 212 South Main Street Exterior Modifications)



Attachment: Property Pictures (3101 : 212 South Main Street Exterior Modifications)



Attachment: Property Pictures (3101 : 212 South Main Street Exterior Modifications)



5.d.b

Attachment: Property Pictures (3101 : 212 South Main Street Exterior Modifications)



## MEMORANDUM

**To:** Hayward Cole  
212 South Main Street  
Jonesboro, Ga. 30236

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

**Date:** March 29, 2022

**Re:** Notification of Request for Design Review Commission – Exterior Modifications;  
212 South Main Street; Parcel No. 05241B A006

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of exterior renovations for the property located at 212 South Main Street, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

5.e

- e

COUNCIL MEETING DATE

April 6, 2022

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 Residence – South Main Street; Parcel No. 05241B A014; New house design in Historic District.

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

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 house exterior design materials only**; The applicant subdivided off two vacant lots from the parent tract (with his house) a couple of years ago. All three tracts are zoned H-2 Historic District. He is requesting input on a house design he is considering for one of the vacant lots.

The proposed house design is actually two two-story cottages attached, with rear garages. They are predominantly white, with vertical siding, stone accents, and a stone chimney. There are small front and rear porches.

**Zoning requirements notwithstanding, the Design Review Commission and Historic Preservation Commission are asked to review the appropriateness of the proposed exterior materials.**

*(2) New construction. New buildings shall be compatible with surrounding historic structures and shall contribute to the character to the area. Prevalent architectural styles in the district shall guide new development. (See article VII, Architectural style and scale, for guidance on specific historic styles and building materials traditionally found in Jonesboro.)*

a. Scale and form.

1. *New buildings shall be compatible with the existing scale and form of nearby historic homes in terms of foundation and story heights, roof height, shape and pitch, number of stories, width, and depth. **This is proposed to be a two-story structure, whereas adjacent houses on South Avenue are mostly one-story. Roof pitch would be mostly the same.***

2. *The maximum heated floor area of infill development shall not exceed 150 percent of the average heated floor area of single family detached dwellings located on the same street for a distance of 600 feet in either direction. **If allowed, total heated square feet for the attached cottages would be 3038 square feet (heated). The closest houses on South Avenue are 1591, 2196, 1428, 1863, 1566, 2640, 2111, and 1160 square feet respectively, for an average of 1820 square feet. Thus, the proposed house would be 166% of the average existing house size and would need to be reduced somewhat in size.***

3. *The maximum building height for infill development shall be determined by the maximum building height of single family detached dwellings located on the same street for a distance of 600 feet in either direction. **This is proposed to be a two-story structure, whereas adjacent houses on South Avenue are mostly one-story.***

b. Materials and color.

1. *The predominant exterior siding material or a modern material that creates a similar texture or appearance shall be*

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

used. **Several adjacent houses have wood siding. One has brick.**

2. The use of brick is encouraged for chimneys. **Stone is proposed.**

3. Prohibited exterior materials include synthetic materials with a false wood grain, vinyl siding, brick veneer, concrete block, and the use of materials that do not complement the architectural or historic style of the structure. **The siding would need to be either wood or Hardiplank, not vinyl.**

4. Brick and paint colors shall be compatible with the style of the structure and with surrounding historic structures. **No surrounding "historic" structures.**

5. Neon colors are prohibited. **Not used.**

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

c. Doors and windows.

1. Window and door placement, shape, and dimensions shall be compatible with the pattern on nearby historic structures.

**There are no real "historic structures" nearby.**

2. Blank wall facades are discouraged. **The design has a good distribution of windows.**

**Overall, the exterior design is pleasing and would not be wholly incompatible with the surrounding neighborhood on South Avenue. Items of concern:**

1. **Duplex units are no longer allowed in the Historic District.**
2. **The house size is too large. (Making these single-family instead of duplexes would solve this.)**
3. **The design is two-story, where most adjacent houses are one-story.**

**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.)

- Plat
- Adjacent Architecture
- New Elevation
- Floor Plan
- Acceptance Letter

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

**Approval of Materials**

DATE: November 20, 2017  
 SCALE: 1"=30'  
 LAND LOT(S): 241  
 DISTRICT: 6th  
 SECTION: N/A  
 COUNTY: Clayton  
 SURVEYED BY: WB  
 DRAWN BY: WB



MINOR SUBDIVISION OF:  
 212 SOUTH MAIN STREET  
 FOR:  
 Coles Water Ice, LLC

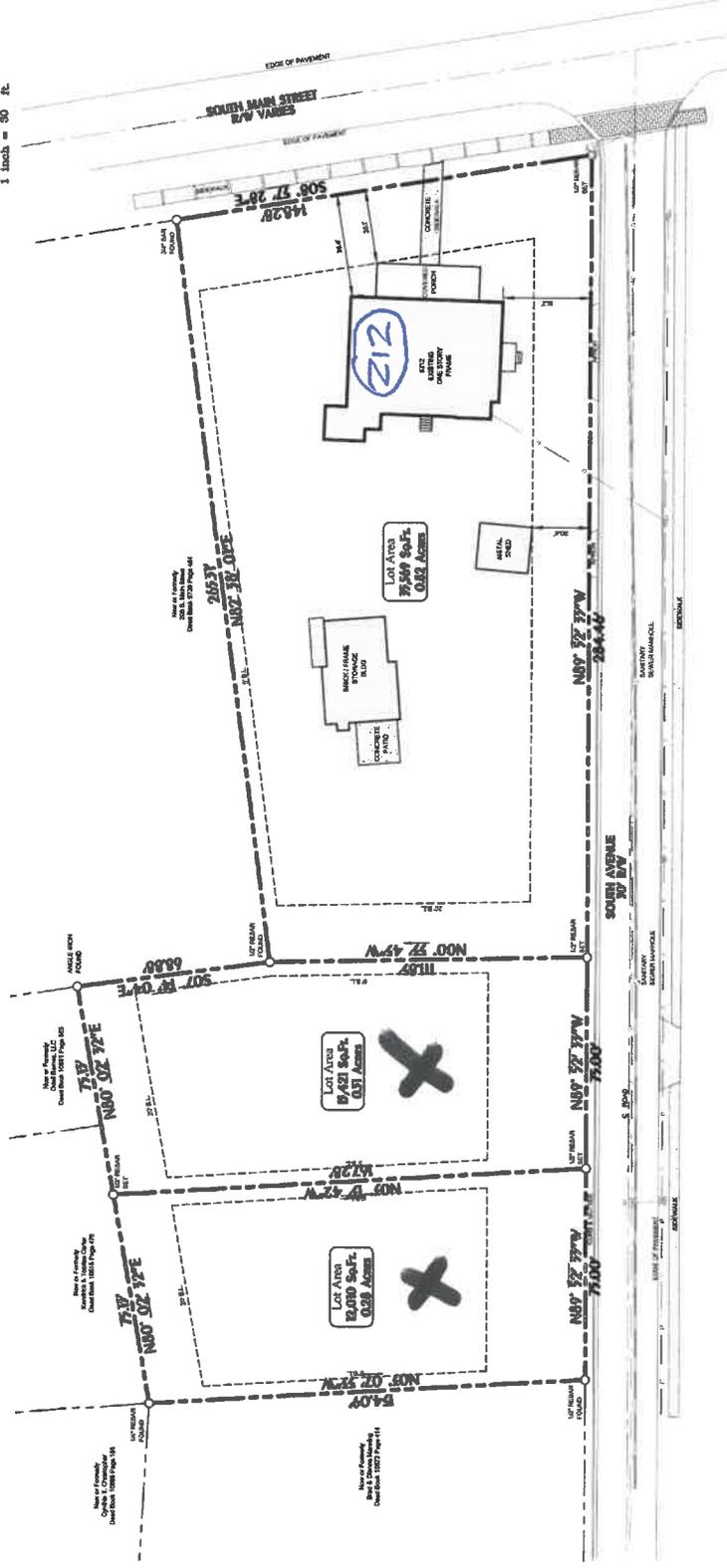
W.B. ASSOCIATES, INC.  
 LAND SURVEYING • SITE PLANNING  
 349 CHERYL COURT  
 JONESBORO, GA 30238  
 Tel (678) 743-4655 Fax (678) 298-9871  
 WWW.W.B.ASSOCIATES.COM

**SURVEYOR'S CERTIFICATION**  
 I HEREBY CERTIFY THAT IN MY OPINION THIS PLAN IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROFESSIONAL SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 50A OF THE OFFICIAL CODE OF GEORGIA AND THE BOARD OF SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 19-9-60.



**Flood Hazard Note:**  
 By graphic plotting only, this property Does Not lie within a Flood Hazard Zone as shown according to the Flood Insurance Rate Map of Clayton County, Georgia.

Attachment: Plat (3105 : South Avenue House Design)



Zoning: H-2 (Historic District)  
 Front Yard: Establish by Historic Structures  
 Rear Yard: 20'

**Owner Certification**  
 The owner of the land shown on this plat and whose name is subscribed hereon, in person or through a duly authorized agent, certifies that the plat was prepared in accordance with the laws of the State of Georgia and that all measurements now shown on this plat have been made, said owner declares and indicates to the public for use for the street right-of-way and improvements have been installed therein as shown on this plat.

Owner: \_\_\_\_\_  
 Signed, sealed and delivered in the presence of:  
 Witness: \_\_\_\_\_  
 Notary Public: \_\_\_\_\_

Plat to the Development Regulations of the City of Jonesboro Georgia, and all requirements of approval having been fulfilled, this plat was given preliminary approval by the Mayor and City Council on \_\_\_\_\_ and their approval by the City Manager and it is established in the Clerk's Office, Clayton County Superior Court.

By: \_\_\_\_\_ Mayor, City of Jonesboro  
 By: \_\_\_\_\_ City Manager, City of Jonesboro

**Surveyors Certificate**  
 I hereby certify that this plat is true and correct and was prepared from an actual survey of the land shown hereon actually made or was made in "stair" and that the location, size, type and material are correctly shown; and that all engineering requirements of the Development Regulations of the City of Jonesboro, Georgia, have been fully complied with.

By: \_\_\_\_\_ Registered Georgia Land Surveyor No. \_\_\_\_\_

- SURVEY NOTES:**
1. THE FIELD DATA FOR THIS SURVEY WAS OBTAINED WITH A LEICA TOTAL STATION 12 AND A 100 FOOT TAPE.
  2. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS AN ANGULAR ERROR OF 2 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE.
  3. THIS PLAT OR MAP HAS BEEN CALCULATED FOR CLOSURE AND HAVE A CLOSURE PRECISION RATIO OF 1:50,817
  4. WATER AND SEWER SERVICE SHALL BE PROVIDED BY CLAYTON COUNTY WATER AND SEWER DEPARTMENT.



Attachment: Adjacent Architecture (3105 : South Avenue House Design)



Attachment: Adjacent Architecture (3105 : South Avenue House Design)



Attachment: Adjacent Architecture (3105 : South Avenue House Design)



Attachment: Adjacent Architecture (3105 : South Avenue House Design)



Attachment: New Elevation (3105 : South Avenue House Design)

### Buy This Plan

View all purchase option online

PDF - Unlimited Build  
\$1,990

PDF - Single-Build  
\$1,595

CAD + PDF - Single-Build  
\$2,395

5 Sets  
\$1,745

CAD + PDF - Unlimited Build  
\$2,790

5 Sets + PDF  
\$1,845

Heated S.F.  
**3,038**



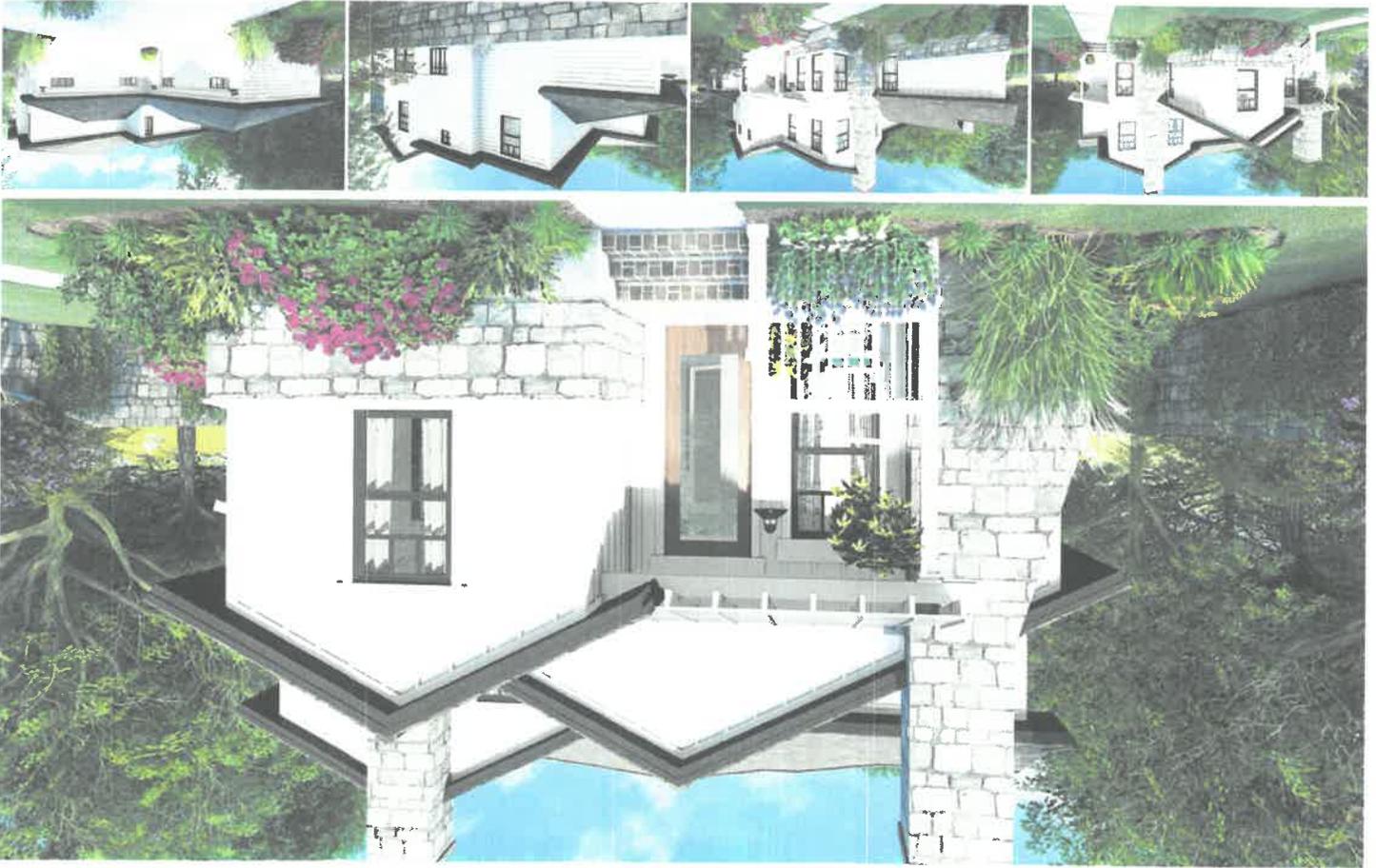
Units  
**2**



Width  
**43' 6"**



Depth  
**87' 2"**



Two-Family Cottage House Plan

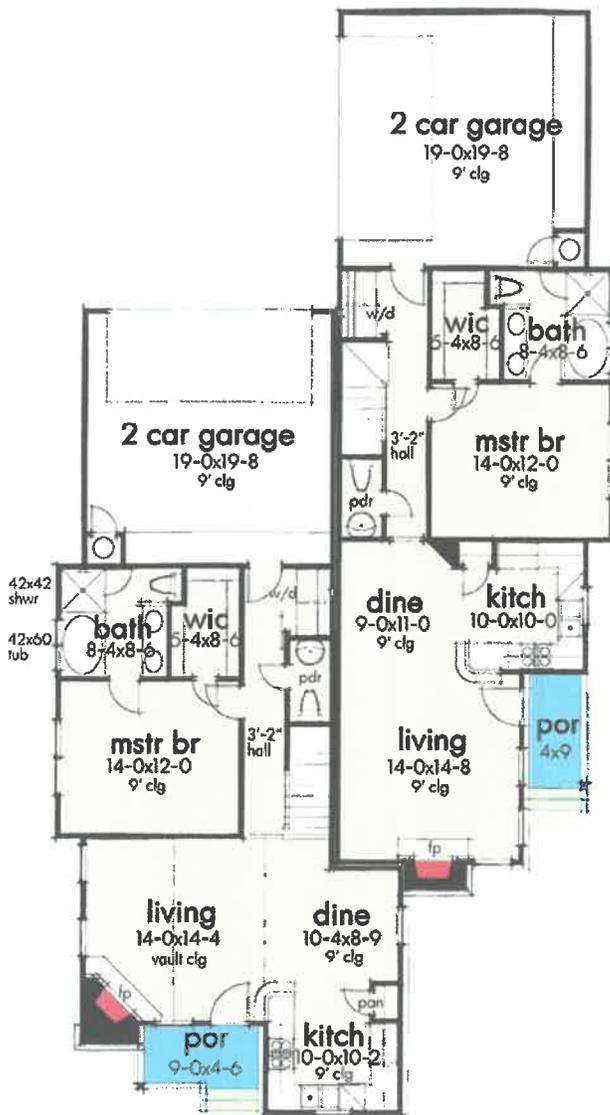
Attachment: New Elevation (3105 : South Avenue House Design)

### About This Plan

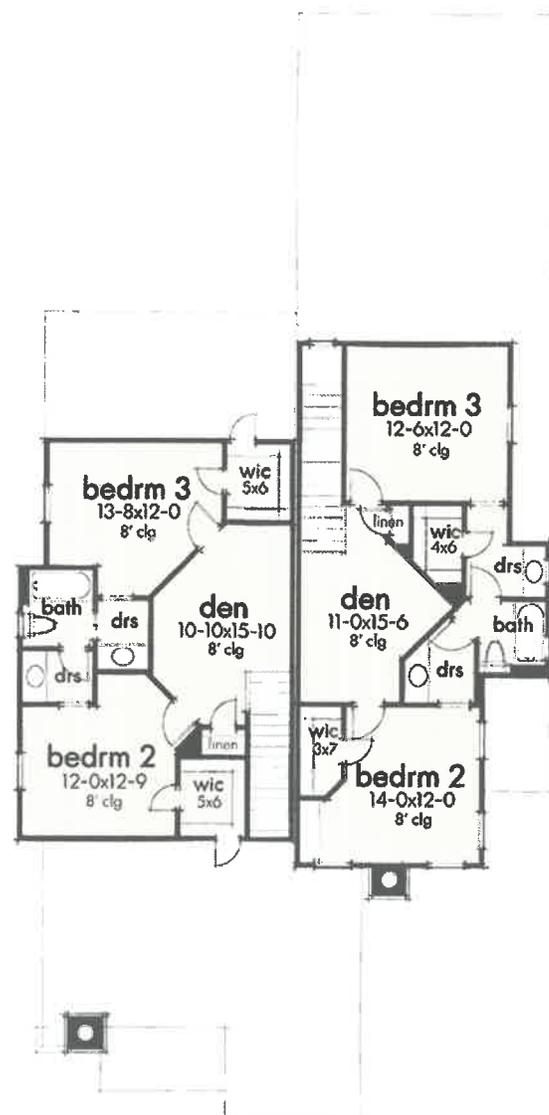
- This two-family cottage house plan gives you side-by-side units slightly offset by each other and each with a 1-car garage.
- The unit on the left gives you 1,515 square feet of heated living space (898 square feet on the main floor and 617 square feet on the upper floor) and the right unit gives you 1,523 square feet of heated living space (891 square feet on the main floor and 632 square feet on the upper floor).
- **Related Plan:** Get an alternate exterior treatment with house plan **16809WG** (<https://www.architecturaldesigns.com/house-plans/duplex-house-plan-with-unique-units-16809wg>).

### Floor Plans

#### Main Level



#### 2nd Floor



## Plan Details

## Square Footage Breakdown

Total Heated Area: <b>3,038 sq. ft.</b>	1st Floor: <b>1,789 sq. ft.</b>	2nd Floor: <b>1,249 sq. ft.</b>	Porch, Front: <b>94 sq. ft.</b>
--	------------------------------------	------------------------------------	------------------------------------

## Beds/Baths

Bedrooms: <b>6</b>	Full bathrooms: <b>4</b>	Half bathrooms: <b>2</b>
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## Foundation Type

Standard Foundations: <b>Crawl, Slab</b>	Optional Foundations: <b>Basement</b>
---	--

## Exterior Walls

Standard Type(s):  
**2x4**

Optional Type(s):  
**2x6**

## Dimensions

Width: <b>43' 6"</b>	Depth: <b>87' 2"</b>	Max ridge height: <b>27' 0"</b>
-------------------------	-------------------------	------------------------------------

## Garage

Type: <b>Attached</b>	Area: <b>788 sq. ft.</b>	Count: <b>4 Cars</b>	Entry Location: <b>Rear, Side</b>
--------------------------	-----------------------------	-------------------------	--------------------------------------

## Ceiling Heights

Floor / Height:  
**First Floor / 9' 0"**  
**Second Floor / 8' 0"**

**Roof**

Primary Pitch:  
**6 on 12**

Secondary Pitch:  
**3 on 12**

Framing Type:  
**Stick**

**Attachment: Floor Plan (3105 : South Avenue House Design)**



## MEMORANDUM

**To:** Hayward Cole  
212 South Main Street  
Jonesboro, Ga. 30236

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

**Date:** April 1, 2022

**Re:** Notification of Request for Design Review Commission – New House Design;  
South Avenue; Parcel Nos. 05241B A013 and 05241B A014.

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of a new house design for properties located along South Avenue, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Allen", with a long horizontal flourish extending to the right.

David D. Allen  
Community Development Director / Zoning Administrator



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

Agenda Item #

5.f

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COUNCIL MEETING DATE

April 6, 2022

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 Home One Extended Stay – 8240 Tara Boulevard; Parcel No. 13239B C009; Replacement sign panel for commercial building in Tara Boulevard Overlay District.

**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;** Recently, the Home One Extended Stay at 8240 Tara Blvd. updated its exterior building colors (mostly dark blue and grey) from the primarily beige color it was. Naturally, the green and white sign panels in the existing ground sign at the highway are now not compatible with the building. The new replacement panels have essentially the same wording but are now blue and white to better correlate with the new building colors.

The sign panel size and height will not change.

**Fiscal Impact**

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

Private owner

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

- Application
- Existing Sign
- New Building Color
- Replacement Panels
- Acceptance Letter

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

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

5.f

**Approval**



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

## SIGN PERMIT APPLICATION

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

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

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

Administrative fee	(flat fee) \$60.00
Area of Sign 1-10ft <sup>2</sup>	(flat fee) \$35.00
Area of Sign 11-25ft <sup>2</sup>	(flat fee) \$60.00
Area of Sign 26-50ft <sup>2</sup>	(flat fee) \$90.00
Area of Sign 51ft <sup>2</sup> and greater	(flat fee) \$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.	

Attachment: Application (3109 : 8240 Tara Blvd Replacement Sign)

Date of Application: 3/6/22

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$ 180.00 will be charged and must be submitted with this application, and is based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

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

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

Description of Permit

Please check:

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

Property Owner or Applicant Information

Name: ED SCHAGREN/SJS SIGNS

Mailing Address: 8240 TANA BLVD

City: Jonesboro State: GA Zip: 30236

Phone: (Day) 770-364-1796 (Evening) \_\_\_\_\_

Attachment: Application (3109 : 8240 Tara Blvd Replacement Sign)

Jonesboro Property Information

Existing Uses and Structures: HOTEL

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

Surrounding Zoning:

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

Property Address of Sign: 8240 TARA BLVD JONESBORO GA  
30236

Complete dimensions and total area of the sign: 3'0" x 9'2" + 3'2" x 6'3"

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

POLE SIGN AT STREET

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?

15'

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

SJS SIGN SERVICES

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

HOME 1 EXTENDED STAY

Is this in a planned development?

NO

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

Attachment: Application (3109 : 8240 Tara Blvd Replacement Sign)

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

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

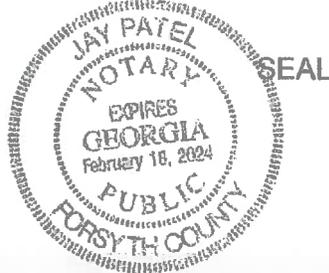
**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-740**

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

Date: 3/6/22

Signed: [Signature]

Notary: [Signature]



**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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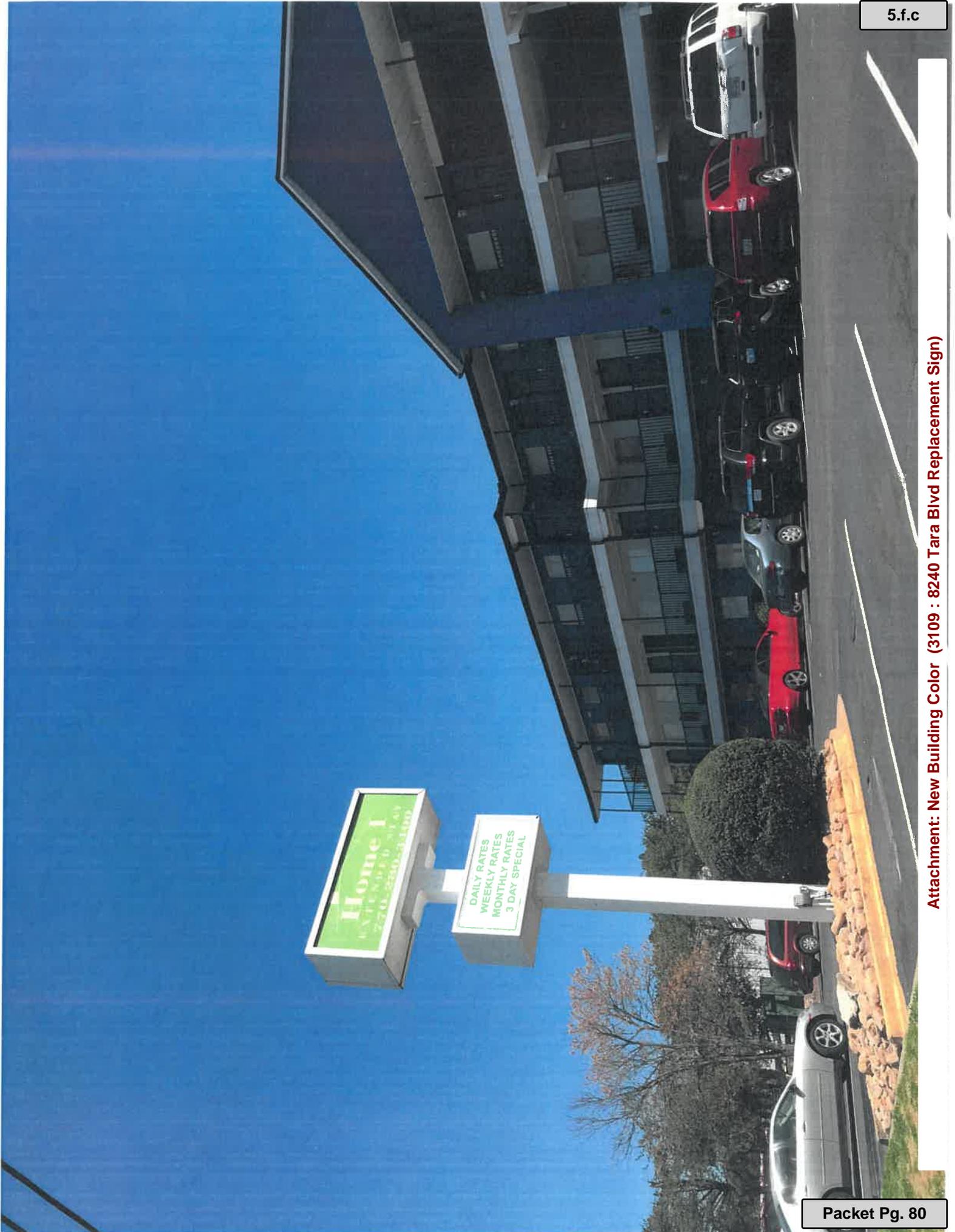
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Attachment: Existing Sign (3109 : 8240 Tara Blvd Replacement Sign)



Attachment: New Building Color (3109 : 8240 Tara Blvd Replacement Sign)



Attachment: New Building Color (3109 : 8240 Tara Blvd Replacement Sign)

9'2"

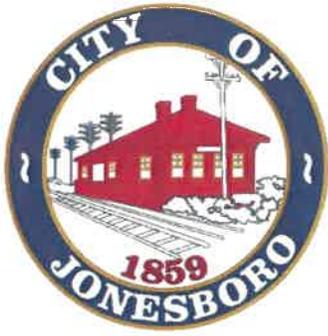

**Home**  
**DEPOT**  
**EXTERIOR**  
**STAIRS**  
**770-280-3400**

3'6"

**DAILY RATES**  
**WEEKLY RATES**  
**MONTHLY RATES**  
**3 DAY SPECIAL**

3'2"

6'3"



## MEMORANDUM

**To:** Ed Schagren / S&S Signs  
8240 Tara Blvd  
Jonesboro, Ga. 30236

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

**Date:** April 1, 2022

**Re:** Notification of Request for Design Review Commission – Ground sign panels;  
8240 Tara Boulevard; Parcel No. 13239B C009

---

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of ground sign panels for the property located at 8240 Tara Boulevard, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Allen", with a long horizontal line extending to the right.

David D. Allen  
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (3109 : 8240 Tara Blvd Replacement Sign)



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

Agenda Item #

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COUNCIL MEETING DATE

April 6, 2022

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 Commercial Building – 258 South Main Street; Parcel No. 05241D B001; New wall signage for new businesses on commercial property.

**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 signs;** The commercial strip center at 258 South Main Street came into new ownership a little over a year ago. The property is zoned C-1 Highway Commercial. Several new businesses are close to opening in several suites in the building – a barbershop, a clothing store, and a restaurant. There is no multi-panel ground sign on the property. Each business is proposing its own wall sign panel to be mounted on the red parapet. There have been other business signs mounted here before.

Each of the three proposed wall signs is 4 feet by 4 (16 square feet) and each suite façade area is 375 square feet, making each new sign panel 4.3% of the suite façade, well below the 7.5% maximum. The total area of the signs, 48 square feet, will not exceed the 150 square-foot maximum of Sec. 86-490(b).

The signs will all be vinyl laminate applied to metal panels and mounted to the existing parapet.

The wording and color schemes of each business are individually styled, and while eye-catching, may need to have some of the wording reworked to make it more readable from the road.

**Fiscal Impact**

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

Private owner

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

- Application
- Property Pictures
- New Sign Images
- Sign Specs
- Acceptance Letter

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

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 6, 2022

Signature

City Clerk's Office

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

5.g

**Approval**



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

## SIGN PERMIT APPLICATION

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

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

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

Administrative fee	(flat fee) \$60.00
Area of Sign 1-10ft <sup>2</sup>	(flat fee) \$35.00
Area of Sign 11-25ft <sup>2</sup>	(flat fee) \$60.00
Area of Sign 26-50ft <sup>2</sup>	(flat fee) \$90.00
Area of Sign 51ft <sup>2</sup> and greater	(flat fee) \$125.00
Temporary Signs	(flat fee for second permit) \$30.00

Two permits allowed per property per year.  
 First is free and a flat fee is required for  
 2nd permit.

Attachment: Application (3111 : 258 South Main Street Signs)

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)

Attachment: Application (3111 : 258 South Main Street Signs)

Property Owner or Applicant Information

Name: Nicole Nicely

Mailing Address: 258 S main Street Unit A

City: Jonesboro State: GA Zip: 30236

Phone: (Day) 470-461-7587 (Evening) \_\_\_\_\_

\*Signature: Nicole Nicely

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

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: 258 S main street Jonesboro Ga 30236  
Unit A

Complete dimensions and total area of the sign: 48 x 48

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

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:

Unlimate love printing

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

Good Eats By Nicely - 258 S main street Jonesboro  
Ga 30236

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)

Attachment: Application (3111 : 258 South Main Street Signs)

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

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

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

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

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

Comment:

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Attachment: Application (3111 : 258 South Main Street Signs)

**INVOICE****Unlimited Love L.L.C.**

Charles Love  
 unlimitedlovelc@gmail.com; Website:  
 unlimitedlovelc.com

**Invoice No#:** 0623  
**Invoice Date:** Sep 23, 2021  
**Due Date:** Sep 23, 2021

**\$2,082.94**  
 AMOUNT DUE

**BILL TO**

Life As Natalie Nicole  
 nicely3770@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE AMOUNT(\$)	
1	SIGN PRINTING FULL COLOR PRINTING Digitally Color Printed Vinyl-Laminated for Exterior Sign- Applied on Max Metal 3mm - Client to Provide Ready to Print Art., 48 x 96 white PSV Pressure Sensitive Vinyl - Perm (ORAFOL) Matte EVERYTHING SULIT THEBRAND	1	\$550.00	\$550.00
2	SIGN PRINTING Ragz to richez 48" x 48" -Digitally Printed Pressure Sensitive Vinyl Perm Matte - Applied on Max Metal	1	\$425.00	\$425.00
3	SIGN PRINTING BPF 48" x 48" -Digitally Printed Pressure Sensitive Vinyl Perm Matte -Applied on Max Metal	1	\$425.00	\$425.00
4	SIGN PRINTING Good Eats 48" x 48" -Digitally Printed Pressure Sensitive Vinyl Perm Matte - Applied on CIRCULAR CUT Max Metal	1	\$485.00	\$485.00

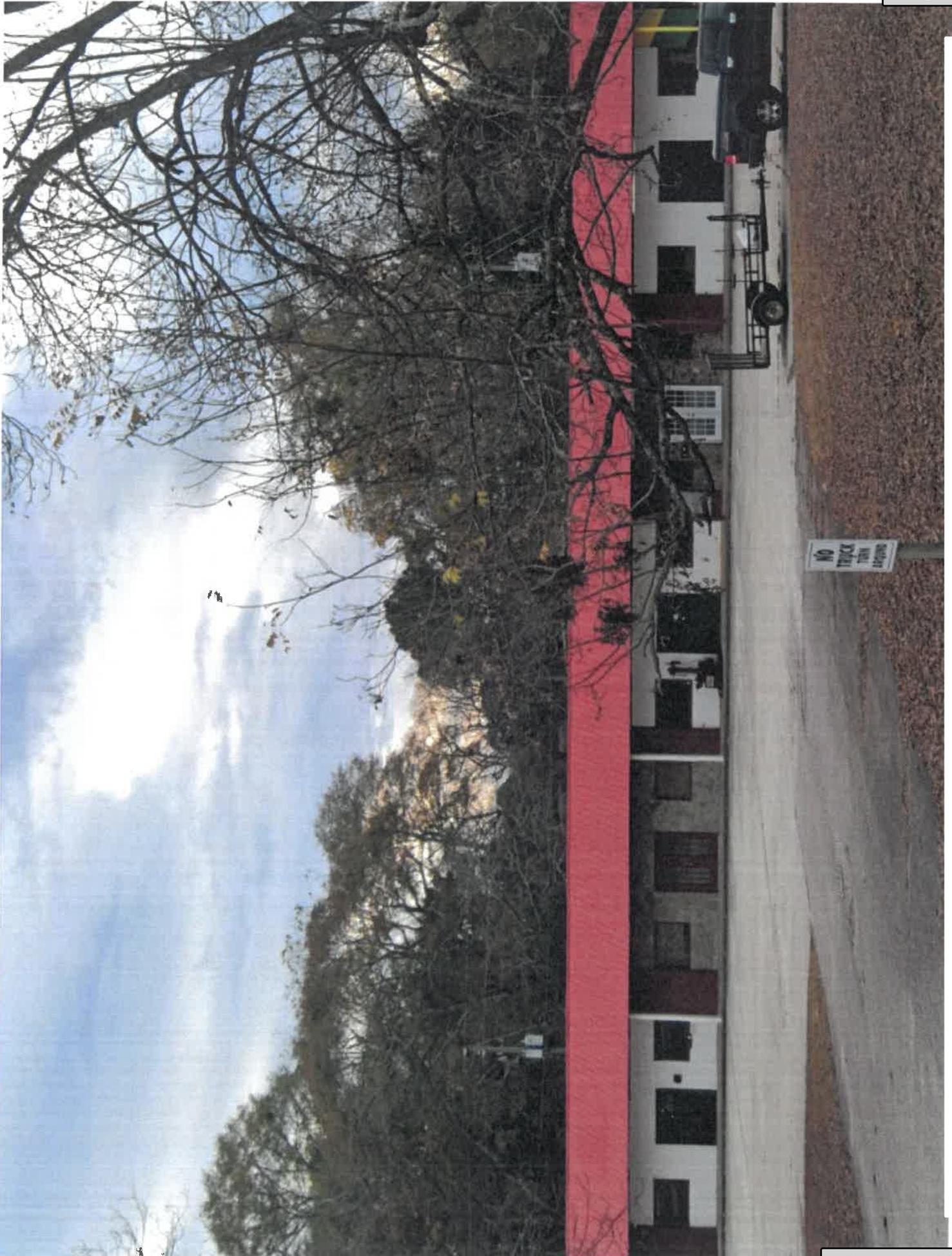
Subtotal \$1,885.00  
 Shipping \$0.00  
 Tax Tax and Credit \$197.94  
 card fee (10.5%)

**TOTAL \$2,082.94 USD**

Attachment: Application (3111 : 258 South Main Street Signs)



Attachment: Property Pictures (3111 : 258 South Main Street Signs)



Attachment: Property Pictures (3111 : 258 South Main Street Signs)



Attachment: New Sign Images (3111 : 258 South Main Street Signs)

**INVOICE****Unlimited Love L.L.C.**

Charles Love  
 unlimitedlovellic@gmail.com; Website:  
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Attachment: Sign Specs (3111 : 258 South Main Street Signs)

**INVOICE**

UNLIMITED LOVE

**Unlimited Love L.L.C.**

Charles Love  
 unlimitedlovelc@gmail.com; Website:  
 unlimitedlovelc.com

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**TOTAL \$2,082.94 USD**

Attachment: Sign Specs (3111 : 258 South Main Street Signs)



## MEMORANDUM

**To:** Nicole Nicely  
258 South Main Street  
Jonesboro, Ga. 30236

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

**Date:** April 1, 2022

**Re:** Notification of Request for Design Review Commission – Wall sign panels; 258 South Main Street; Parcel No. 05241D B001

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Design Review Commission, has accepted your request for review of wall sign panels for the property located at 258 South Main Street, Jonesboro, Georgia.

A hearing has been scheduled for Wednesday, April 6, 2022 at 4:30 pm before the Design Review Commission at 124 North Avenue to consider the request as described above. Your presence is recommended.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Allen", with a long horizontal stroke extending to the right.

David D. Allen  
Community Development Director / Zoning Administrator