



# City Council Regular Meeting

Monday, March 06, 2023

5:15 PM

City Hall, 129 E Memorial Dr, Dallas GA 30132

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*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of a meeting or the facilities, are required to promptly contact the City's ADA Coordinator at 770-443-8110 ext. 1604 or e-mail [rbruce@dallasga.gov](mailto:rbruce@dallasga.gov) to allow the city to make reasonable accommodations for those persons.*

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## AGENDA

### CALL TO ORDER

### INVOCATION AND PLEDGE

Jay Cathy, Area Director FCA - Paulding

### RECOGNITION OF VISITORS AND COMMENTS

### MINUTES APPROVAL

1. Regular Meeting Minutes, February 6, 2023
2. Special Called Meeting Minutes, February 7, 2023

### CONSENT AGENDA

### OLD BUSINESS

### NEW BUSINESS

3. Consideration to approve SOP CD-001-2023-Addressing; to provide standards and guidance for adding or altering addresses within the City of Dallas, Georgia.
4. Consideration to change Special Event Permit Fees.
5. RES 2023-04: A resolution promoting civil communications.

### ADDITIONAL/COMMENTS

### ADJOURNMENT



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## MINUTES

### CALL TO ORDER

#### PRESENT

Mayor L. James Kelly  
Councilmember Leah Alls  
Councilmember Nancy Arnold  
Councilmember Christopher Carter  
Councilmember Michael Cason  
Councilmember James Henson  
Councilmember Cooper Cochran

### INVOCATION AND PLEDGE

Mayor Kelly led the Invocation and Pledge.

### RECOGNITION OF VISITORS AND COMMENTS

None

### MINUTES APPROVAL

1. Motion to adopt the January 9, 2023, Regular Meeting Minutes.

Motion made by Councilmember Alls, Seconded by Councilmember Carter.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

### CONSENT AGENDA

None

### OLD BUSINESS

None

**NEW BUSINESS**

2. Motion to approve the one (1) year contract/agreement with Paulding County for the 2023 Paulding County-Wide Shoulder Maintenance Contract – City Limits; Mowing and Litter Pickup in the amount of \$9,401.00.

Motion made by Councilmember Arnold, Seconded by Councilmember Cason.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

3. Motion to approve the bid award for Briarwood Water System Upgrade Project, and the Old Acworth Road / Veterans Drive Culvert Replacement Project – Easement / Right-of-Way Acquisition contract to Primacq Group in the amount of \$33,000.00.

Motion made by Councilmember Henson, Seconded by Councilmember Cochran.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

4. Motion to approve the bid award for Surface Master, Inc., the Ivy Terrace Drive Paving Project contract for a total amount of \$76,255.00.

Motion made by Councilmember Cochran, Seconded by Councilmember Cason.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

5. Motion to adopt Resolution 2023-03; 90 Day Moratorium on Group/Personal Care Home Applications.

Motion made by Councilmember Arnold, Seconded by Councilmember Alls.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

6. Motion to adopt Resolution 2023-02; 90 Day Moratorium on R3 Rezoning Applications.

Motion made by Councilmember Cochran, Seconded by Councilmember Cason.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

7. Motion to adopt Resolution 2023-04; 90 Day Moratorium for R2 zoning.

Motion made by Councilmember Henson, Seconded by Councilmember Carter.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

**ADDITIONAL/COMMENTS**

None

**ADJOURNMENT**

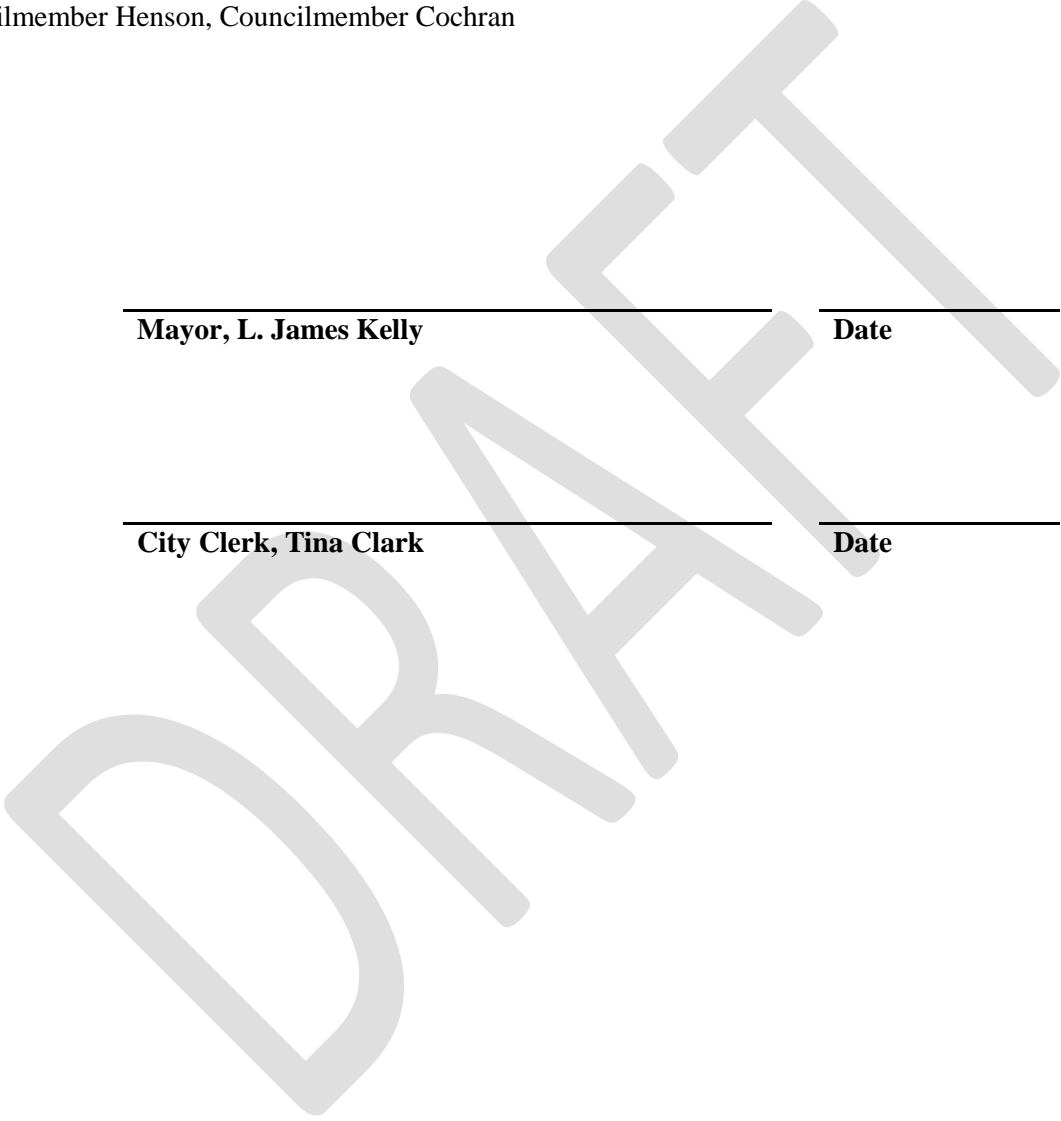
Motion to adjourn.

Motion made by Councilmember Arnold, Seconded by Councilmember Cochran.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

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**Mayor, L. James Kelly** **Date**

\_\_\_\_\_  
**City Clerk, Tina Clark** **Date**





# City Council Special Called Meeting

Tuesday, February 07, 2023

2:00 PM

Via Zoom

<https://us02web.zoom.us/j/7704438110>

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## MINUTES

### CALL TO ORDER

PRESENT- Via Zoom

Mayor L. James Kelly

Councilmember Leah Alls

Councilmember Nancy Arnold

Councilmember Christopher Carter

Councilmember Michael Cason

Councilmember James Henson

Councilmember Cooper Cochran

### NEW BUSINESS

1. Motion to approve the reappointment of Preston Kilgore as Interim Community Development Director, Building Official and Zoning Administrator authority powers.

Motion made by Councilmember Carter, Seconded by Councilmember Arnold.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

### ADDITIONAL/COMMENTS

None

**ADJOURNMENT**

Motion to adjourn.

Motion made by Councilmember Cochran, Seconded by Councilmember Carter.

Voting Yea: Councilmember Alls, Councilmember Arnold, Councilmember Carter, Councilmember Cason, Councilmember Henson, Councilmember Cochran

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**Mayor, L. James Kelly**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Clerk, Tina Clark**

\_\_\_\_\_  
**Date**

DRAFT



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## STAFF ACTION ITEM

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**MEETING DATE:** 03/06/2023  
**TITLE:** SOP CD-001-2023-Addressing  
**PRESENTED BY:** Amber Whisner, Business Development

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**AGENDA ITEM DESCRIPTION (Agenda Content):**

Consideration to approve SOP CD-001-2023-Addressing

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**HISTORY/PAST ACTION:**

None

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**FINANCIAL IMPACT:**

None.

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**INFORMATION:**

This request is a for consideration to approve SOP CD-001-2023-Addressing. This SOP is to enact policy and procedures when assigning addresses within the City of Dallas, GA

# Standard Operating Procedure: Addressing CD-001-2023

**Objective:**

The purpose of this SOP is to provide specific instruction and guidance for addressing. Please note some judgement and decision-making skills will play an important role in addressing.

**General Guidelines:**

The City of Dallas, Georgia recommends certain Standards when addressing. The information in this document is to be used as a guideline when adding or altering addresses within the City of Dallas, GA. This SOP does not imply that existing addresses or names should be corrected unless there are concerns or problems with that street or address at this time. This document serves as proper standards that should be followed. Any new information or ideas must be approved by the City Manager and adopted by City Council. Varying from this SOP in any task without prior approval may result in disciplinary action.

**Step by Step Procedure for the Task or Job Assigned:**

**Street Names**

- Street names should not be duplicated in a municipality or zip code- not even by using a street extension. For example, if Main St exists, do not use Main St EXT, Main Rd or Main Ave.
  - Verification for street duplications should be completed prior to approving a street designation (Paulding County GIS, USPS, etc).
- People’s names or company names should not be used for street names.
- There should be no abbreviations in the street names (i.e. Sample Heights should be spelled out instead of Sample Hts). In the 911 database it will be spelled out regardless of what is on the street sign or in the official records.
- Directional names should not be used (i.e. S Ave or S Park Dr or W Liberty Ave). If directional names are used, they will be spelled out in the database (i.e. South Avenue or South Park Drive). These are part of the street name, not the direction of the street.

**Address Ranges**

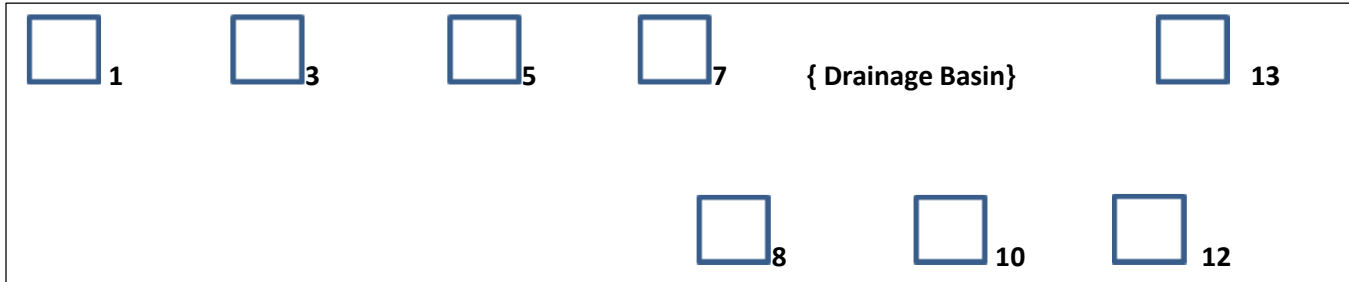
- Address on a street should follow in a numeric order and only be odd or even on the same side of the street. For example 100, 102,104,106,108 on the right side and 101, 103, 105, 107 on the left side is the correct format.
- Addresses should skip ahead to the next 100 block when a street is passed.

100-105	200-205	300-305



## Standard Operating Procedure: Addressing CD-001-2023

- Space should be left for open spaces when assigning new addresses in a plan and start from the beginning of the street, even if there are no house there. So that addresses across the street from one another remain in comparable numerical order.



- Street names with a direction prefix should not have the same range. For example, North Main Street and South Main Street should not have house with the same number. (i.e. 100 North Main Street and 100 South Main Street).

### Address Numbers

- Addresses are assigned by building, not parcel. An assessment parcel can have more than one address.
- Duplicated addresses – two house/buildings on the same street with the same number should not exist.
- Houses should be numbered on the street where the front of the house faces.
- On single parcels containing buildings with one door**, such as a multi-level apartment or office building, or even a two-unit house with one front door, only Ste or Apt should be used as the Sub-address and can be letters (A) or numbers (101). There should only be one main address and then a sub-address for each unit. Multiple buildings must have building numbers and then Apt or Ste numbers. (i.e. 200 Pleasant Way Building A Ste 100)
- On single parcels containing buildings with more than one door** (i.e. a strip mall, townhouse, duplex) each door should have a sub-address that is a number (i.e. 200 Pleasant Way Ste 100). Doors should be addressed left to right and in numerical order. Multiple buildings must have building numbers and then Apt or Ste numbers. (i.e. 200 Pleasant Way Building A Ste 100)
  - The numbers should coincide with floor numbers on multi-level buildings (i.e. First Floor Ste 100, Second Floor Ste 200, etc)
- If a single parcel is split into fee simple parcels, each parcel shall have its own address. In a situation where a parcel is split and there is no room for sequential addresses, the City will determine the best way to address the parcels so that it still coincides with city standards.

# Standard Operating Procedure: Addressing CD-001-2023

**Written By:** Amber Whisner

**Date:** 02/24/2023

**Reviewed by:**

**Date:**

**Accepted by:**

**Date:**

**Revision #:** Original



# STAFF ACTION ITEM

**MEETING DATE:** 03/06/2023

**TITLE:** Special Event Permit Fees

**PRESENTED BY:** Amber Whisner, Business Development

**AGENDA ITEM DESCRIPTION (Agenda Content):**

Consideration to change Special Event Permit Fees

**HISTORY/PAST ACTION:**

None

**FINANCIAL IMPACT:**

None.

**INFORMATION:**

This request is a for consideration to update the Special Event Permit Fees on the City of Dallas, GA Fee Schedule.

Fees change request as follows:

*Application processing fee:	\$100.00	\$250.00 permit fee (Public Property)
	\$50.00 Permit Fee (Private Property)	\$100 application fee
1 Day User Fee:	\$400.00	\$1000.00
2 Days	\$750.00	\$2000.00
3 Days	\$1,000.00	\$3000.00
4 Days	\$1,200.00	\$4000.00



**A RESOLUTION  
PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE CITY OF DALLAS  
RES 2023-04**

**WHEREAS**, the City of Dallas, Georgia already has a policy of conducting civil and open meetings with free exchange of ideas between citizens and the Mayor and Council of the City of Dallas, Georgia; and

**Whereas**, the City of Dallas, Georgia has previously enacted an ethics ordinance for the City of Dallas, Georgia; and

**Whereas**, the City of Dallas, Georgia already conducts its dealings in a manner as contained in this resolution;

**WHEREAS**, the Georgia Municipal Association has requested all cities who are members of Georgia Municipal Association to adopt a Resolution concerning these issues and to accommodate the Georgia Municipal Association, the Mayor and Council desire to enact this Resolution even though the Mayor and Council of the City of Dallas, Georgia feel that they are already conducting their activities according to the terms of this Resolution; and

**WHEREAS**, the Mayor and Council of the City of Dallas, the governing body of the City of Dallas, Georgia (the "Municipality"), recognizes that robust debate and the right to self-expression, as protected by the First Amendment to the United States Constitution, are fundamental rights and essential components of democratic self-governance; and

**WHEREAS**, the City of Dallas Mayor and Council further recognizes that the public exchange of diverse ideas and viewpoints is necessary to the health of the community and the quality of governance in the Municipality; and

**WHEREAS**, the members of City of Dallas Mayor and Council, as elected representatives of the community and stewards of the public trust, recognize their special role in modeling open, free and vigorous debate while maintaining the highest standards of civility, honesty and mutual respect; and

**WHEREAS**, City Mayor and Council meetings are open to the public and thus how City officials execute their legal duties is on public display; and

**WHEREAS**, civility by City officials in the execution of their legislative duties and responsibilities fosters respect, kindness and thoughtfulness between City officials, avoiding personal ill will which results in actions being directed to issues made in the best interests of residents; and

**WHEREAS**, civility between City officials presents an opportunity to set a positive example of conduct and promotes thoughtful debate and discussion of legislative issues, resulting in better public policy and a more informed electorate while also encouraging civil behavior between residents; and

**WHEREAS**, civility between City officials is possible if each member of the elected body remembers that they represent not only themselves, but the constituents of their district and city; and

**WHEREAS**, in order to publicly declare its commitment to civil discourse and to express its concern for the common good and well-being of all of its residents, the City of Dallas Mayor and Council has determined to adopt this resolution.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION ONE**

The City of Dallas pledges to practice and promote civility within the governing body as a means of conducting legislative duties and responsibilities.

**SECTION TWO**

The elected officials of the City of Dallas Mayor and Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the City of Dallas.

**SECTION THREE**

This pledge strives to ensure that all communication be open, honest, and transparent as this is vital for cultivating trust and relationships.

**SECTION FOUR**

This pledge strives to show courtesy by treating all colleagues, staff and members of the public in a professional and respectful manner whether in-person, online or in written communication, especially when we disagree.

**SECTION FIVE**

This pledge strives to ensure mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success and demonstrates the Mayor & Council commitment to respect different opinions, by inviting and considering different perspectives, allowing space for ideas to be expressed, debated, opposed, and clarified in a constructive manner.

**SECTION SIX**

This pledge demonstrates our commitment against violence and incivility in all their forms whenever and wherever they occur in all our meetings and interactions.

**SECTION SEVEN**

The City of Dallas expects members of the public to be civil in its discussion of matters under consideration by and before the City of Dallas Mayor and Council, with elected officials, staff, and each other.

**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

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Councilmember

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Councilmember

**ATTEST:**

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City Clerk