



Historic Preservation Commission - Public Hearing

Monday, June 15, 2026

5:00 PM

City Hall, 129 E Memorial Dr, Dallas GA 30132

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 Brandon Rakestraw at 770.443.8110 ext. 1401 to allow the city to make reasonable accommodations for those persons.

AGENDA

CALL TO ORDER

MINUTES APPROVAL

1. Consideration to approve the 2/17/2026 Meeting Minutes.

OLD BUSINESS

NEW BUSINESS

2. HPC-CA-2026-02 Local Realty Group, LLC.; Carrie Horner (Applicant), and Prime Real Estate Partners, LLC. (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as 206 Main Street, Dallas, GA. 30132; Tax Parcel I.D. No. 137.2.1.086.0000 located in Land Lot: 275 in the 2nd District and 3rd Section of Paulding County.
3. HPC-CA-2026-03 Melt Yard, Justin Wilfon (Applicant), and 300 West Memorial Drive, LLC. (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as 300 West Memorial Drive, Dallas, GA. 30132; Tax Parcel I.D. No. 137.2.1.098.0000 located in Land Lot: 230 in the 2nd District and 3rd Section of Paulding County.
4. HPC-CA-2026-04 Georgia Highlands College (Applicant), and Board of Regents of the University System of Georgia (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as 25 Court House Square, Dallas, GA. 30132; Tax Parcel I.D. No. 116.3.4.015.0000 located in Land Lot: 275 in the 2nd District and 3rd Section of Paulding County.

ADJOURNMENT



Historic Preservation Commission - Public Hearing

Tuesday, February 17, 2026

6:00 PM

City Hall, 129 E Memorial Dr, Dallas GA 30132

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 Brandon Rakestraw at 770.443.8110 ext. 1401 to allow the city to make reasonable accommodations for those persons.

MINUTES

CALL TO ORDER

PRESENT

Annamarie Burnette
Tori Barret
Sara Nix
Suzy Edwards
Malak Elgaydi
Brandon Rakestraw

Absent

Beth Harwell

MINUTES APPROVAL

1. Consideration to approve 11/14/2025 Meeting Minutes.

Motion to approve the 11/14/2025 Meeting Minutes.

Motion made by Annmarie, Seconded by Suzi

Voting Yea: Ewing, Nix, Barret, Edwards, Burnette

OLD BUSINESS

None

NEW BUSINESS

2. HPC-COA-2026-01, Keith Dunn / Art Ragsdale (Applicant), and 300 West Memorial Drive, LLC. (Titleholder), has applied and seeks a Certificate of Appropriateness for the property legally known as 300 West Memorial Drive, Dallas, GA 30132; Tax Parcel I.D. No. 137.2.1.098.0000 located in Land Lot: 230 in the 2nd District and 3rd Section of Paulding County.

Mark Freeman spoke on behalf of application HPC-COA-2026-01 and presented the request for a Certificate of Appropriateness. Discussion centered on the submitted architectural plans and exterior

renderings, with specific focus on the proposed window replacements and canopy additions. The proposed canopies extending from the building will be constructed of heavy timber or cedar and will feature a metal roof.

Approval was granted with the following conditions:

1. The developer shall construct the project in strict conformity with the Exterior renderings and specifications as approved by the Historic Preservation Commission.
2. The material types specified in the approved Architectural Plans shall not be altered. Any proposed changes in material types shall require the submission and approval of a new Certificate of Appropriateness (COA).
3. Site Plan approval shall require a separate Certificate of Appropriateness (COA).

Motion made by Chair Burnette, Seconded by Barret. None opposed.

ADJOURNMENT

Motion to adjourn.

Motion made by Burnette, Seconded by Nix.

Signature

Date



HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-02

Item 2.
HEARING DATE
HISTORIC PRESERVATION
COMMISSION:
06/15/2026 at 5:00pm

CERTIFICATE OF APPROPRIATENESS APPLICATION AND DOCUMENTS:

- HPC-CA-2026-02 - Certificate of Appropriateness – Staff Report
- Attachment A: HPC-CA-2026-02 - Certificate of Appropriateness Application
- Attachment B: HPC-CA-2026-02 – Sign Permit Application
- Attachment C: HPC-CA-2026-02 – Sign Renderings
- Attachment D: HPC-CA 2026-02 – Legal Notice

CERTIFICATE OF APPROPRIATENESS REQUEST:

APPLICATION No. HPC-CA-2026-02:

Applicant: *Local Realty Group, LLC.; Carrie Horner*

Applicant Address: *466 Arnold Lane*

City: *Hiram* State: *Georgia* Zip: *30141*

Titleholder: *Prime Real Estate Partners, LLC.*

Titleholder Address: *3604 Florence Cir.*

City: *Powder Springs* State: *Georgia* Zip: *30127*

Location of Property: *206 Main Street, Dallas, GA. 30132*

Tax Parcel ID No.: *137.2.1.086.0000*

Land Lot(s): *275* District: *2nd* Section: *3rd*

Intended Use of Property: *Commercial Services*

Proposed Unit Count: *n/a*

Zoning District: *CBD “Central Business District” (City)*

Setbacks & Lot Requirements:

Minimum Lot Size –N/A overall parcel.; Minimum Lot Width – 25ft over all parcel; Minimum Lot Frontage – 25ft.; Maximum Building Height₉ – (Principal 65ft.) (Accessory – 24ft.); Front Setback_{1,10} – 0ft / 15ft.₁₄; Side Setback₂ – (Principal – 0ft. / 5ft. ₁₃) Accessory – 5ft.); Rear Setback₂ – (Principal – 0ft. / 5ft. ₁₃) Accessory – 5ft.); Minimum Distance from Structure on Same Lot – 10ft.; Minimum Ground Floor Area (Per Unit) – (1 Story – N/A) (2+ Story – N/A); Total Minimum Living Area (Per Unit) – 750sf Avg.; Minimum Living Area Façade Width – N/A; Maximum Lot Coverage (structures and buildings) – N/A; Maximum Lot Coverage (all impervious surfaces) – N/A



HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-02

Item 2.
HEARING DATE:
HISTORIC PRESERVATION
COMMISSION:
06/15/2026 at 5:00pm

Unified Development Code Chapter(s) & Section(s):

- *Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*

Design Guidelines for Historic Districts and Sites:

- *C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*

Description of Project:

- 1- Installation of exterior sign – attached to building*

STAFF COMMENTS:

Local Realty Group, LLC.; Carrie Horner (Applicant), and Prime Real Estate Partners, LLC. (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as 206 Main Street, Dallas, GA. 30132; Tax Parcel I.D. No. 137.2.1.086.0000 located in Land Lot: 275 in the 2nd District and 3rd Section of Paulding County.

A. Existing land use and zoning classification of nearby property:

ADJACENT ZONING

NORTH: CBD (City)
EAST: CBD (City)
SOUTH: CBD (City)
WEST: CBD (City)

ADJACENT DEVELOPMENT

NORTH: Commercial Property
EAST: Commercial Property
SOUTH: Commercial Property
WEST: Commercial Property

B. Impact on adjacent properties

- *None – The proposed scope of work will have no effect on adjacent properties.*

C. Adverse effect on the usability of adjacent or nearby property

- *None – The proposed scope of work will have no effect on adjacent properties.*

D. Proposal causes excessive or burdensome use of streets, transportation facilities, utilities, schools



**HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-02**

Item 2.
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**HISTORIC PRESERVATION
COMMISSION:**
06/15/2026 at 5:00pm

- *None – Property is a continued commercial use*

E. Supported by current conditions

- *Signage shall conform to all historic and architectural requirements.*
- *Sign plan shall be compliant with Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*

F. 2022 Comprehensive Plan

- *Conforms to the 2022-2027 Paulding County Joint Comprehensive Plan as being shown within the Downtown Special Interest character area, per the future development map found on page 99.*

STAFF RECOMMENDATIONS:

Based on the preceding analysis, the City’s - Community Development Department recommends approval of the Certificate of Appropriateness to the Historic Preservation Commission with the following stipulations to be applied:

1. The Applicant shall install the sign in strict conformity with the renderings and specifications as approved by the Historic Preservation Commission.
2. The material types specified in this approval shall not be altered. Any proposed changes to material types shall require the resubmission and approval of a new Certificate of Appropriateness (COA).

Unless explicitly stated herein, all other Historic Preservation requirements along with lot, development, design, and architectural standards shall comply as written in the City of Dallas Code of Ordinances.

The findings made herein are the opinions of the City of Dallas, Ga Development staff and do not constitute a final decision. The City of Dallas, Ga - Historic Preservation Commission make the final decision on all Certificate of Appropriateness Applications.



Historical Preservation Commission
Application for Certificate of Appropriateness

Applicant Name: Local Realty Group LLC
Mailing Address: 466 Arnold Lane
Hiram GA 30141
Phone: [Redacted]
Email: [Redacted]

NOTE: If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.

Project Information

Property/Project Address: 206 Main Street A+B

Existing Building Type: [] Residential [X] Commercial
Project Type: [] New Building [] Addition to Building [] Demolition
[] Fences, Walls, Landscape [] Minor Exterior Change
[] Major Restoration, rehabilitation or remodeling [X] Other

Brief Project Description (example: addition of sunroom, install fence):
Exterior Signage

Contractor/Consultant/Architect: Prime Real Estate Partners
Project Start Date: ASAP Anticipated Completion: 6 months

Precedence of Decisions
Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

PROCEDURE

Item 2.

Application Requirements
All applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines
Applications shall be submitted no less than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission. (Regular meetings are held the 3rd Tuesday of each month except for July and December (no meetings in those months)).

Application Representation
The applicant or the authorized representative of the applicant, shall attend the public hearing before The Historic Planning Commission and shall be given an opportunity to address the Commission.

Building Permit Requirements
In addition to a COA application, building permits must be acquired from the Community Development Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion
After approval, the COA is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only
Date Received: APRIL 27, 2026
Application #: HPC-CA-2026-02
Legal Notice: POSTED MAY 28, 2026
HPC Hearing: JUNE 15, 2026
HPC Decision:
COA Expiration:

Project Description

Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

Sign (Exterior)

Fabricated Aluminum pan

Sign ~~with~~ ~~overlays~~

with vinyl ~~overlays~~

Overlaid overlays

Roasted Aluminum

Face.

8"-11" 3'-5 1/2"

Authorization

In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Carrie Horner

Printed Name

Carrie Horner

Signature

4.27.2026

Date

Support Material

Item 2.

The following list includes the support material necessary for review of a particular project:

New Buildings / New Additions

- Site Plan
- Architectural elevations
- Floor plans
- Landscape plan (vegetation not required)
- Description of construction materials
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches
- Description of proposed changes
- Description of construction materials
- Photographs of existing building
- Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

- Description of proposed changes
- Description of construction materials
- Photographs of existing building

Site Changes

- Parking Areas, Drives, Walks**
- Site Plan or sketch of site
- Description of construction materials
- Photograph of site

Fences, Walls, Systems

- Site Plan or sketch of site
- Architectural elevations or sketches
- Description of construction materials
- Photograph of site

Signs

- Specifications
- Description of construction materials and illumination

Demolition

- Must include a complete plan for the new development.
- Timetable
- Demolition budget
- New construction budget
- Evidence of adequate financing.
- Demolition permit from Community Development Dept. (including lead & asbestos abatement)

Only complete applications will be placed on the agenda for design review.

Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132



Sign Permit Application

Application No. SP - 2026 - 04
(PAGE 1 of 10)

HEARING DATE
_____, 20____
____ PM
Planning Commission
Mayor & Council

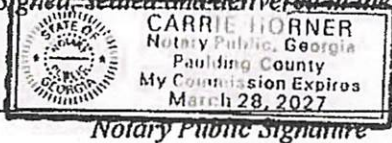
(PLEASE PRINT OR TYPE ALL INFORMATION)

Applicant: Local Realty Group LLC
Address: 206 Main Street A+B
City: Dallas State: GA Zip: 75201
Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Applicant's Signature

Lesly B. Williamson
Printed Name of Signatory

Signed, sealed and delivered in the presence of:



Notary Commission Expires:
The 28 day of March, 2027.

SEAL: Car Horner

Property Owner: (If Applicable) Prime Real Estate Partners, LLC
Address: 3406 Florence Circle
City: Powder Springs State: GA Zip: 30127
Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Property Owner's Signature

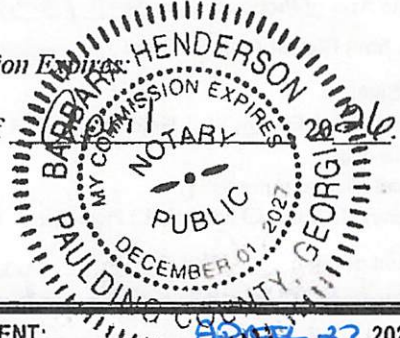
Keith Dunn
Printed Name of Signatory

Signed, sealed and delivered in the presence of:

[Signature]
Notary Public Signature

Notary Commission Expires:
The 16th day of April, 2026.

SEAL:



CITY STAFF ONLY:

TIME/DATE STAMP:
APPLICATION ACCEPTED

FILED WITH COMMUNITY DEVELOPMENT: APR 27, 2026
APPLICATION ACCEPTANCE DATE: May 28, 2026
DIRECTOR: [Signature] May 28, 2026
(SIGNATURE) (DATE)



Sign Permit Application

Application No. SP - 2026 - 04

(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Local Realty Group LLC
(if different from property owner)

Address: 206 Main Street

City: Dallas State: GA Zip: 30157

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Sign Owner's Signature

Lesh Williamson
Printed Name of Signatory

Signed, sealed and delivered in the presence of:

[Signature]
Notary Public Signature

Notary Commission Expires:

The 28 day of March, 2027

SEAL:



Sign Permit Information:

****ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION****

Location and Size of Sign:

Property Address: 206 Main Street Dallas GA 30157

Total Acreage of Property: 0 Acres

Aggregate Area of Proposed Sign: 8'-11"/3'-5 1/2" Square Feet; Total Sign Aggregate Area 8'-11"/3'-5 1/2" Square Feet (all signs on property)

Distance from Closest Adjacent Sign: _____
(Example - North: 35 Feet; West: 125 Feet; Etc.: In all Directions)

Type of Sign:

- Permanent Roof, Canopy, Wall, Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary (Yard Political Promotional Display) "Runners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"

Description of Sign: Company Sign

Area of Sign: 8'-11"/3'-5 1/2" Square-Feet; Number of Sides: 1; Height of Sign: 3'-5 1/2" Feet

Shape of Sign: Rectangle; Method Used for Mounting and/or Erecting: _____

Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)
- Not Required



City of Dallas
Community Development Department
Sign Permit Application
Last Updated 8/2025
(Page 6 of 10)

SIGN PERMIT FEE

A sign permit fee, which is non-refundable, shall be paid for each sign permit being requested. It is the Applicant's responsibility to provide a complete and compliant sign permit application to the Community Development Department.

Applicants should only attached documentation requested within the application packet. Failure to provide will prohibit consideration of the application. It is the responsibility of the applicant to ensure the application is complete, per the requirements of the City of Dallas code of ordinances.

FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING DENIED AND/OR WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.

SIGN PERMIT FEES:

Sign Permit:	\$40.00 per side	Banner Permit (90 Day):	\$30.00
Banner Permit (180 Day)	\$60.00	Banner Inspection Fee:	\$10.00
Banner Removal Fee:	\$100.00+Expense	Promotional Flag Permit:	\$60.00
Flag Removal Fee:	\$100.00+Expense		

Is payment included? No Yes

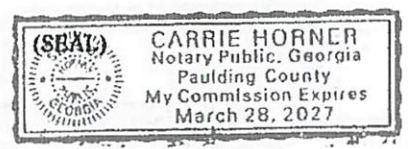
I HAVE READ AND UNDERSTAND EACH OF THE REQUIREMENTS AND NOTES.

Signature of Applicant: *[Handwritten Signature]*

Date: 4/1/26

Signed, sealed and delivered in the presence of: Carrie Horner
My Commission Expires 3-28-2027

Notary Public Signature: *[Handwritten Signature]*



****MAKE CHECKS PAYABLE TO CITY OF DALLAS****



City of Dallas
Community Development Department
Sign Permit Application
Last Updated 8/2025
(Page 7 of 10)

AUTHORIZATION OF TITLEHOLDER

I, Keith Dunn, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of sign permit approval.

I hereby authorize the City of Dallas – Community Development Department to inspect the premises which are subject of the application.

Name of Applicant Local Realty Group LLC
Address 206 Main Street
City Dallas State Georgia Zip 30157
Email [Redacted]
Phone [Redacted]

Name of Titleholder Prime Real Estate Partners, LLC
Address 3400 Florence Circle
City Douglas Springs State Georgia Zip 30127
Email [Redacted] Phone [Redacted]

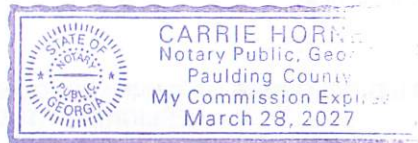
Keith Dunn
Signature of Titleholder

Signed, sealed and delivered in the presence of:

Carrie Horn
Notary Public Signature

My Commission Expires: 3-28-2027

Seal:



A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED TO BE COMPLETED BY EACH TITLEHOLDER



City of Dallas
Community Development Department
Sign Permit Application
Last Updated 8/2025
(Page 8 of 10)

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT, TITLEHOLDER, AND SIGN OWNER**

Applicant Name¹: Local Realty Group LLC

Reference: Application filed on _____, 20____

to obtain a sign permit for property described as follows: 206 Main Street A & B

All Individuals and business entities² have a property interest³ in said properties are as follows:
Local Realty Group & Prime Real Estate Partners Inc

Has the applicant made, within two years immediately preceding the filing of this application for special exception, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the City Council, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this application? No Yes

If "Yes" to the above, O.C.G.A. § 36-67A-3 requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made:

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application:

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this 27th day of April, 2026.

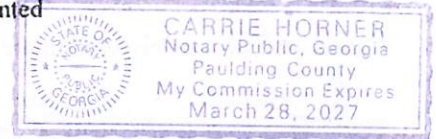
[Signature]
Applicant's Signature

Leah Williamson
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

[Signature]
Notary Public Signature

My Commission Expires



3-28-2027

A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, TITLEHOLDER, AND SIGN OWNER

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

²Business entity - Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest - Direct or indirect ownership, including any percentage of ownership less than total ownership.



City of Dallas
Community Development Department
Sign Permit Application
Last Updated 8/2025
(Page 9 of 10)

**PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT,
TITLEHOLDER, AND SIGN OWNER**

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? No Yes

If yes, describe the relationship and the nature and extent of such interest: _____

If the answer to any of the above is "Yes", as required by O.C.G.A §36-67A-2, the member of the City Council, Planning Commission, or Zoning Board of Appeals must immediately disclose the nature and extent of such interest, in writing to the City Council, City of Dallas, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this 27th day of April, 2026.

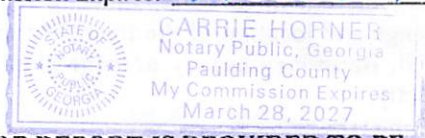
[Signature]
Applicant's Signature¹

Lesh Williamson
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

[Signature]
Notary Public Signature

My Commission Expires: 3-28-2027
(SEAL)



***A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER ***

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.



Fabricated aluminum pan sign with 2" returns with vinyl copy reading "REALTY", and inset line. Fabricated aluminum pan sign with vinyl overlays reading "LOCAL"

Scale - 3/4" = 1'

CITY OF DALLAS
HISTORIC PRESERVATION COMMISSION
PUBLIC HEARING NOTIFICATION
LEGAL NOTICE
(HPC-CA-2026-02)

Local Realty Group, LLC.; Carrie Horner (Applicant), and ***Prime Real Estate Partners, LLC.*** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as ***206 Main Street, Dallas, GA. 30132***; Tax Parcel I.D. No. ***137.2.1.086.0000*** located in Land Lot: ***275*** in the ***2nd*** District and ***3rd*** Section of Paulding County.

The public hearing for the Historic Preservation Commission will be held on ***Monday, June 15, 2026***, at ***5:00pm***. The public hearing will be conducted in the Council Chambers of the City of Dallas, City Hall, at 129 East Memorial Drive, Dallas, GA 30132.

The public is invited to attend the meeting for oral comments, or submit written comments on the subject to the City of Dallas, Attention: Dallas Historic Preservation Commission, 129 E. Memorial Drive, Dallas, Georgia 30132, prior to the public meeting. For questions or concerns, contact the Community Development Department at 770.443.8110 x 1401.

Certificate of Appropriateness Request:

- *City of Dallas - Code of Ordinance; Unified Development Code; Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*
 - o *Exterior Signage Approval*
- *Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*

This the ***28th*** day of ***May, 2026***.

Local Realty Group, LLC; Carrie Horner (Applicant)

Prime Real Estate Partners, LLC (Titleholder)



PUBLIC HEARING NOTIFICATION

HISTORIC PRESERVATION COMMISSION

HPC-CA-2026-02

Dear Surrounding Property Owners:

Local Realty Group, LLC.; Carrie Horner (Applicant), and **Prime Real Estate Partners, LLC.** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **206 Main Street, Dallas, GA. 30132**; Tax Parcel I.D. No. **137.2.1.086.0000** located in Land Lot: **275** in the **2nd** District and **3rd** Section of Paulding County.

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Certificate of Appropriateness Request:

- *City of Dallas - Code of Ordinance; Unified Development Code; Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*
 - o *Exterior Signage Approval*
- *Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*

This the 28th day of May, 2026.

Local Realty Group, LLC; Carrie Horner (Applicant)

Prime Real Estate Partners, LLC (Titleholder)

Sincerely yours,

Brandon Rakestraw
Community Development Director

Surrounding Property Owner Information

Application: HPC-COA-2026-02

Local Realty Group, LLC.

206 Main Street, Dallas, GA 30132

Tax Parcel I.D. No.: 137.2.1.086.0000

1. Dallas Georgia Equity Investors LLC
Mailing Address: *1849 Tobey Rd
Atlanta, Ga 30341*
Property Address: *204 Main St.*
Tax Parcel ID No.: *137.2.1.090.0000*
Zoning District: *CBD*
2. City Of Dallas Georgia
Mailing Address: *129 E Memorial Dr
Dallas, Ga 30132*
Property Address: *200 Main St.*
Tax Parcel ID No.: *137.2.1.095.0000*
Zoning District: *CBD*
3. City of Dallas Georgia
Mailing Address: *129 E. Memorial Dr.
Dallas, Ga 30132*
Property Address: *208 Main St.*
Tax Parcel ID No.: *137.2.1.089.0000*
Zoning District: *CBD*
4. Prime Real Estate Partners LLC
Mailing Address: *3406 Florence Cir.
Powder Springs, Ga 30127*
Property Address: *211 Main St.*
Tax Parcel ID No.: *137.2.1.014.0000*
Zoning District: *CBD*
5. Leake Gary J & Leake Kathryn H
Mailing Address: *262 Church St.
Marietta, Ga 30060*
Property Address: *209 Main St.*
Tax Parcel ID No.: *137.2.1.088.0000*
Zoning District: *CBD*
6. Msl Remodeling Company Incorporated
Mailing Address: *262 Church St
Marietta, Ga 30060*
Property Address: *41 Courthouse Sq.*
Tax Parcel ID No.: *137.2.1.032.0000*
Zoning District: *CBD*



N JOHNSON ST

E MEMORIAL DR

COURTHOUSE SQ

CHURCH ST

E GRIFFIN ST

W GRIFFIN ST

S JOHNSON ST

MAIN ST

W SPRING ST

PARK ST

6

2

3

5

4

1



HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-03

Item 3.
HEARING DATE
HISTORIC PRESERVATION
COMMISSION:
06/15/2026 at 5:00pm

CERTIFICATE OF APPROPRIATENESS APPLICATION AND DOCUMENTS:

- HPC-CA-2026-03 - Certificate of Appropriateness – Staff Report
- Attachment A: HPC-CA-2026-03 - Certificate of Appropriateness Application
- Attachment B: HPC-CA-2026-03 – Sign Permit Application
- Attachment C: HPC-CA-2026-03 – Sign Renderings
- Attachment D: HPC-CA-2026-03 – Legal Notification

CERTIFICATE OF APPROPRIATENESS REQUEST:

APPLICATION No. HPC-CA-2026-03:

Applicant: *Melt Yard, Justin Wilfon*
Applicant Address: *800 Whitlock Avenue NW*
City: *Marietta* State: *Georgia* Zip: *30064*

Titleholder: *300 West Memorial Drive, LLC.*
Titleholder Address: *3604 Florence Cir.*
City: *Powder Springs* State: *Georgia* Zip: *30127*

Location of Property: *300 West Memorial Drive, Dallas, GA. 30132*
Tax Parcel ID No.: *137.2.1.098.0000*
Land Lot(s): *230* District: *2nd* Section: *3rd*
Intended Use of Property: *Restaurant*
Proposed Unit Count: *n/a*
Zoning District: *MXU “Mix-Use District” (City)*
Setbacks & Lot Requirements:

Minimum Lot Size –10,000sf overall parcel.; Minimum Lot Width – 60ft over all parcel; Minimum Lot Frontage – 50ft.; Maximum Building Height – (Principal 35ft.) (Accessory – 24ft.); Front Setback – 0ft14 / 15ft.; Side Setback – (Principal – 0ft13 / 10ft.) Accessory – 10ft.); Rear Setback – (Principal – 20ft.) Accessory – 5ft6 /10ft.); Minimum Distance from Structure on Same Lot – 10ft.; Minimum Ground Floor Area (Per Unit) – (1 Story – N/A) (2+ Story – N/A); Total Minimum Living Area (Per Unit) – 750sf Avg.; Minimum Living Area Façade Width – N/A; Maximum Lot Coverage (structures and buildings) – 60%; Maximum Lot Coverage (all impervious surfaces) – 75%



**HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-03**

Item 3.
HEARING DATE:
**HISTORIC PRESERVATION
COMMISSION:**
06/15/2026 at 5:00pm

Unified Development Code Chapter(s) & Section(s):

- ***Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties***

City of Dallas Code of Ordinances:

- ***Chapter 28; SEC. 28-10(4)(d) Historic Downtown Neon Special Use Sign Permit***

Design Guidelines for Historic Districts and Sites:

- ***C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials***

Description of Project:

- 1- Installation of exterior signage – attached to building***
- 2- Installation of neon signage displaying business name***

STAFF COMMENTS:

Melt Yard, Justin Wilfon (Applicant), and ***300 West Memorial Drive, LLC***. (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as ***300 West Memorial Drive, Dallas, GA. 30132***; Tax Parcel I.D. No. ***137.2.1.098.0000*** located in Land Lot: ***230*** in the ***2nd*** District and ***3rd*** Section of Paulding County.

A. Existing land use and zoning classification of nearby property:

ADJACENT ZONING

ADJACENT DEVELOPMENT

NORTH: CBD City

NORTH: Commercial Property

EAST: CBD City

EAST: Commercial Property

SOUTH: R-2 City

SOUTH: Single-family Residential Property

WEST: MXU City

WEST: Commercial Property

B. Impact on adjacent properties

- ***None – The proposed scope of work will have no effect on adjacent properties.***

C. Adverse effect on the usability of adjacent or nearby property

- ***None – The proposed scope of work will have no effect on adjacent properties.***



**HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-03**

Item 3.
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COMMISSION:**
06/15/2026 at 5:00pm

D. Proposal causes excessive or burdensome use of streets, transportation facilities, utilities, schools

- *None – Property is a continued commercial use*

E. Supported by current conditions

- *Signage shall conform to all historic and architectural requirements.*
- *Sign plan shall be compliant with Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*
- *Neon signage shall conform to all historic downtown neon sign permit requirements.*

F. 2022 Comprehensive Plan

- *Conforms to the 2022-2027 Paulding County Joint Comprehensive Plan as being shown within the Downtown Special Interest character area, per the future development map found on page 99.*

STAFF RECOMMENDATIONS:

Based on the preceding analysis, the City’s - Community Development Department recommends approval of the Certificate of Appropriateness to the Historic Preservation Commission with the following stipulations to be applied:

1. The Applicant shall install the signage in strict conformity with the renderings and specifications as approved by the Historic Preservation Commission.
2. The material types specified in this approval shall not be altered. Any proposed changes to material types shall require the resubmission and approval of a new Certificate of Appropriateness (COA).

Unless explicitly stated herein, all other Historic Preservation requirements along with lot, development, design, and architectural standards shall comply as written in the City of Dallas Code of Ordinances.

The findings made herein are the opinions of the City of Dallas, Ga Development staff and do not constitute a final decision. The City of Dallas, Ga - Historic Preservation Commission make the final decision on all Certificate of Appropriateness Applications.



**Historical Preservation Commission
Application for Certificate of Appropriateness**

Applicant Name: Melt Yard - Justin Wilton
Mailing Address: 800 Whitlock Ave NW
Marietta, GA 30064
Phone: [REDACTED]
Email: [REDACTED]

• **NOTE:** If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.

Project Information

Property/Project Address:
300 W. Memorial Dr. Dallas, GA

Existing Building Type: Residential Commercial

Project Type: New Building Addition to Building Demolition
 Fences, Walls, Landscape Minor Exterior Change
 Major Restoration, rehabilitation or remodeling Other

Brief Project Description (example: addition of sunroom, install fence):

Partial Neon sign/part Marquee
lettering sign displaying "Dallas
Melt Yard"

Contractor/Consultant/Architect:
Justin & Son - Nashville, TN

Project Start Date: 5-15-26 **Anticipated Completion:** 11-15-26

Precedence of Decisions
 Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

PROCEDURE

Application Requirements

All applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

Applications shall be submitted no less than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission. (Regular meetings are held the 3rd Tuesday of each month except for July and December (no meetings in those months)).

Application Representation

The applicant or the authorized representative of the applicant, shall attend the public hearing before The Historic Planning Commission and shall be given an opportunity to address the Commission.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Community Development Department. **Building permits will not be issued without proof of a COA.**

Deadline for Project Completion

After approval, the COA is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only

Date Received: April 23, 2026

Application #: HPC-CA-2026-03

Legal Notice: May 28, 2026

HPC Hearing: JUNE 15, 2026

HPC Decision: _____

COA Expiration: _____

Project Description

Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

Renderings of sign
attached. Sign gives
retro/auto body shop
appearance paying
tribute to history of
building and downtown
Dallas

Authorization

In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Justin Wilton
Printed Name

Justin Wilton
Signature

4-23-26
Date

Support Material

The following list includes the support material necessary for review of a particular project:

New Buildings / New Additions

- Site Plan
- Architectural elevations
- Floor plans
- Landscape plan (vegetation not required)
- Description of construction materials
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches
- Description of proposed changes
- Description of construction materials
- Photographs of existing building
- Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

- Description of proposed changes
- Description of construction materials
- Photographs of existing building

Site Changes

Parking Areas, Drives, Walks

- Site Plan or sketch of site
- Description of construction materials
- Photograph of site

Fences, Walls, Systems

- Site Plan or sketch of site
- Architectural elevations or sketches
- Description of construction materials
- Photograph of site

Signs

- Specifications
- Description of construction materials and illumination

Demolition

- Must include a complete plan for the new development.
- Timetable
- Demolition budget
- New construction budget
- Evidence of adequate financing.
- Demolition permit from Community Development Dept. (including lead & asbestos abatement)

Only complete applications will be placed on the agenda for design review.

Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132



Historical Preservation Commission
Application for Certificate of Appropriateness

Applicant Name: Melt Yard - Justin Wilton
Mailing Address: 800 Whitlock Ave NW Marietta, GA 30064
Phone: [Redacted]
Email: [Redacted]

NOTE: If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.

Project Information

Property/Project Address: 300 W. Memorial Pr. Dallas, GA

Existing Building Type: [] Residential [X] Commercial

Project Type: [] New Building [] Addition to Building [] Demolition
[] Fences, Walls, Landscape [] Minor Exterior Change
[X] Major Restoration, rehabilitation or remodeling [] Other

Brief Project Description (example: addition of sunroom, install fence):

Projecting neon sign
two-sided displaying
"Melt Yard"

Contractor/Consultant/Architect: Justin & Son - Nashville, TN

Project Start Date: 5-15-26 Anticipated Completion: 11-15-26

Precedence of Decisions
Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

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Date Received: April 23, 2026

Application #: HPL-CA-2026-03

Legal Notice: May 28, 2026

HPC Hearing: June 15, 2026

HPC Decision: _____

COA Expiration: _____

Project Description

Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

Renderings of sign
attached. Projecting
neon sign in exact
spot of previous projecting
sign, when building was
auto dealership, paying
tribute to history of
building.

Authorization

In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Justin Wilton
Printed Name

[Signature]
Signature

4-23-26
Date

Support Material

The following list includes the support material necessary for review of a particular project:

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- Architectural elevations or sketches
- Description of proposed changes
- Description of construction materials
- Photographs of existing building
- Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

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- Description of construction materials
- Photographs of existing building

Site Changes

Parking Areas, Drives, Walks

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- Description of construction materials
- Photograph of site

Fences, Walls, Systems

- Site Plan or sketch of site
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- New construction budget
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- Demolition permit from Community Development Dept. (including lead & asbestos abatement)

Only complete applications will be placed on the agenda for design review.

Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132



Sign Permit Application

Application No. SP - 2026 - 01

(PAGE 1 of 10)

HEARING DATE: _____, 20____
: _____ PM
Planning Commission

(PLEASE PRINT OR TYPE ALL INFORMATION)

Applicant: Justin Wilton - Melt Yard

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Applicant's Signature

Justin Wilton
Printed Name of Signatory

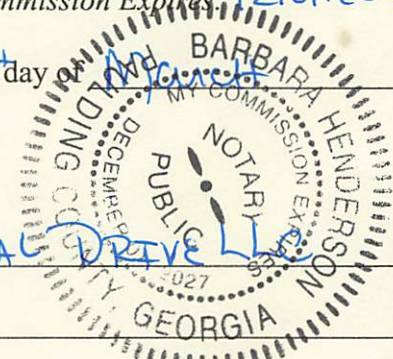
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 12/01/2027

[Signature]
Notary Public Signature

The 26th day of April, 2026.

SEAL:



Property Owner: (If Applicable) 300 West Memorial Drive LLC

Address: 3406 Florence Circle

City: Powder Springs State: GA Zip: 30127

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Property Owner's Signature

KEITH DUNN
Printed Name of Signatory

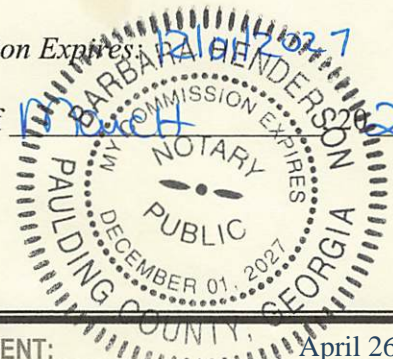
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 12/01/2027

[Signature]
Notary Public Signature

The 26th day of April, 2026.

SEAL:



CITY STAFF ONLY:

TIME/DATE STAMP:
APPLICATION ACCEPTED

FILED WITH COMMUNITY DEVELOPMENT: April 26, 2026

APPLICATION ACCEPTANCE DATE: May 28, 2026

DIRECTOR: [Signature] May 28, 2026
(SIGNATURE) (DATE)



Sign Permit Application

Application No. SP - 2026 - 01
(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilton - Melt Yard
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Sign Owner's Signature

Justin Wilton
Printed Name of Signatory

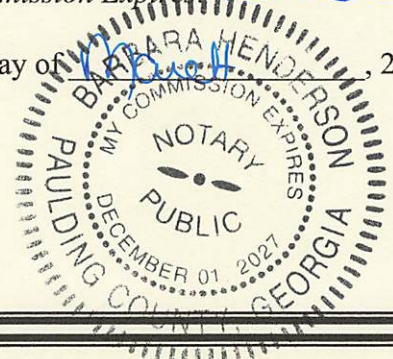
Signed, sealed and delivered in the presence of:

Barbara Henderson
Notary Public Signature

Notary Commission Expires: 12/01/2027

The 26th day of November, 2026.

SEAL:



Sign Permit Information:

****ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION****

Location and Size of Sign:

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 32.4 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 10 feet West
(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

Type of Sign:

- Permanent Roof, Canopy, Wall Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary (Yard Political Promotional Display) "Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"

Description of Sign: A mix of "Dallas" in red neon and "Melt Yard" in marquee

Area of Sign: 32.4 Square-Feet; Number of Sides: 4; Height of Sign: 40 inches Feet

Shape of Sign: rectangular; Method Used for Mounting and/or Erecting: Aluminum Raceway

Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)
- Not Required



Sign Permit Application

Application No. SP - 2026 - 01
(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilfon - Melt Yard
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]
Sign Owner's Signature

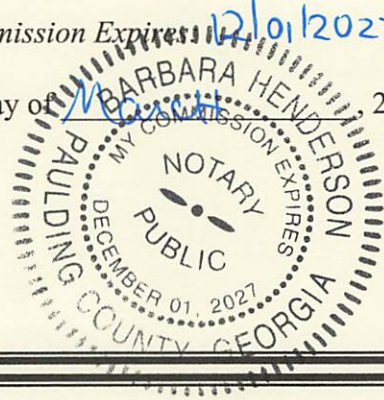
Justin Wilfon
Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Barbara Henderson
Notary Public Signature

Notary Commission Expires 12/01/2027
The 26th day of December, 2026.

SEAL:



Sign Permit Information:

****ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION****

Location and Size of Sign:

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 8.2 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 10 feet, east
(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

Type of Sign:

- Permanent Roof, Canopy, Wall, Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary (Yard Political Promotional Display) "Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"

Description of Sign: A projecting neon sign, similar to sign there in the 1950's

Area of Sign: 8.2 Square-Feet; Number of Sides: 4; Height of Sign: 21 3/4 inches Feet

Shape of Sign: rectangle; Method Used for Mounting and/or Erecting: steel tube mounting arms

Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)
- Not Required



Sign Permit Application

Application No. SP - 2026 - 01

(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilfon - Melt Yard
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [Redacted] E-mail address: [Redacted]

[Signature]
Sign Owner's Signature

Justin Wilfon
Printed Name of Signatory

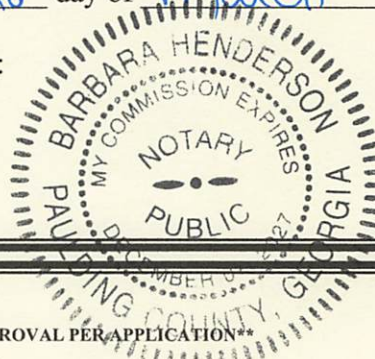
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 2/10/2027

[Signature]
Notary Public Signature

The 26th day of March, 2026.

SEAL:



Sign Permit Information:

****ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION****

Location and Size of Sign:

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 90 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 18 feet North
(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

Type of Sign:

- Permanent Roof, Canopy, Wall, Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary (Yard Political Promotional Display) *"Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"*

Description of Sign: Painted words on brick, Grub Games, Good Times

Area of Sign: 90 Square-Feet; Number of Sides: 4; Height of Sign: 3 Feet

Shape of Sign: rectangle; Method Used for Mounting and/or Erecting: Paint

Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached) Not Required



AUTHORIZATION OF TITLEHOLDER

I, KEITH DUNN, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of sign permit approval.

I hereby authorize the City of Dallas – Community Development Department to inspect the premises which are subject of the application.

Name of Applicant Justin Wilfon - Melt Yard
Address 800 Whitlock Ave NW Suite 124
City Marietta State GA Zip 30064

Email [REDACTED]

Phone [REDACTED]

Name of Titleholder 300 WEST MEMORIAL DRIVE, LLC

Address 3406 FLORENCE CIRCLE

City POWDER SPRINGS State GA Zip 30127

Email [REDACTED] Phone [REDACTED]

Keith Dunn
Signature of Titleholder

Signed, sealed and delivered in the presence of:

Barbara Henderson My Commission Expires: 12/01/2007
Notary Public Signature

Seal:



A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED TO BE COMPLETED BY EACH TITLEHOLDER



**PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT,
TITLEHOLDER, AND SIGN OWNER**

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? No Yes

If yes, describe the relationship and the nature and extent of such interest: _____

If the answer to any of the above is "Yes", as required by [O.C.G.A §36-67A-2](#), the member of the City Council, Planning Commission, or Zoning Board of Appeals must immediately disclose the nature and extent of such interest, in writing to the City Council, City of Dallas, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this 26 day of March, 2026.

[Signature]
Applicant's Signature¹

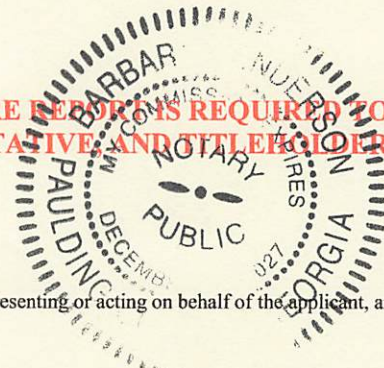
Justin Wilton
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

Barbara Henderson
Notary Public Signature

My Commission Expires: 12/01/2027
(SEAL)

A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER



¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.



**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT, TITLEHOLDER, AND SIGN OWNER**

Applicant Name¹: Justin Wilfon - Dallas Melt Yard

Reference: Application filed on February 12, 2026

to obtain a sign permit for property described as follows: Dallas Melt Yard
300 W. Memorial Dr., Dallas

All Individuals and business entities² have a property interest³ in said properties are as follows:
Justin Wilfon

Has the applicant made, within two years immediately preceding the filing of this application for special exception, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the City Council, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this application? No Yes

If "Yes" to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made:

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application:

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this 26 day of March, 2026.

[Signature]
Applicant's Signature

Justin Wilfon
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

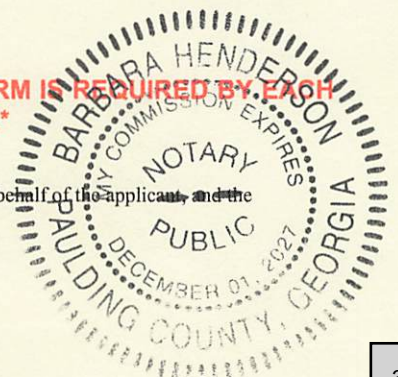
Barbara Henderson My Commission Expires 12/01/2027
Notary Public Signature

A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, TITLEHOLDER, AND SIGN OWNER

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

²Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.





SIGN PERMIT FEE

A **sign permit fee**, which is non-refundable, shall be paid for each sign permit being requested. It is the Applicant's responsibility to provide a complete and compliant sign permit application to the Community Development Department.

Applicants should only attached documentation requested within the application packet. Failure to provide will prohibit consideration of the application. It is the responsibility of the applicant to ensure the application is complete, per the requirements of the City of Dallas code of ordinances.

FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING DENIED AND/OR WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.

SIGN PERMIT FEES:

Sign Permit:	\$40.00 per side	Banner Permit (90 Day):	\$30.00
Banner Permit (180 Day)	\$60.00	Banner Inspection Fee:	\$10.00
Banner Removal Fee:	\$100.00+Expense	Promotional Flag Permit:	\$60.00
Flag Removal Fee:	\$100.00+Expense		

Is payment included? No Yes

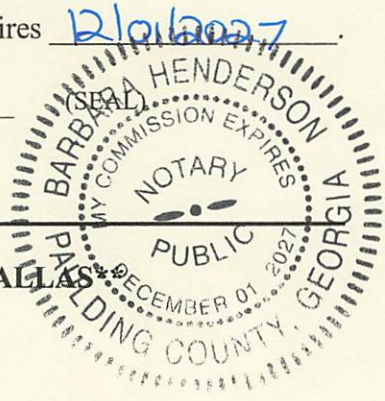
I HAVE READ AND UNDERSTAND EACH OF THE REQUIREMENTS AND NOTES.

Signature of Applicant: [Signature]

Date: 3-26-26

Signed, sealed and delivered in the presence of: [Signature]
My Commission Expires 12/01/2027

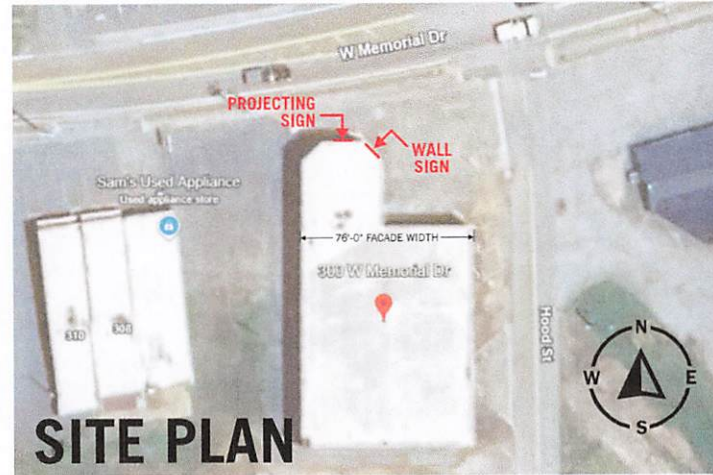
Notary Public Signature: Barbara Henderson



****MAKE CHECKS PAYABLE TO CITY OF DALLAS****

DALLAS MELT YARDS SIGNAGE PROPOSAL

PAGE 2 - WALL SIGN (32.4 SQ FT)
PAGE 3- PROJECTING SIGN (8.2 SQ FT)
 PAGES 4&5 - INTERIOR SIGNS



JOSLIN AND SON SIGNS
 CUSTOM SINCE 1972

630 MURFREESBORO PIKE
 NASHVILLE, TN 37210

615_255_3463
 615_255_3518 FAX

JOSLINSIGN.COM

DALLAS MELT YARD

300 WEST MEMORIAL DR.
 DALLAS, GA 30132

DRW#_	250969-K20
QUOTE#_	113541
WK_ORD#_	----
DESIGNER_	M. CLINE
PROJ_MGR_	K.CLARK
DATE_	12.03.25

COLORS & FINISHES:

CUSTOMER SIGNATURE

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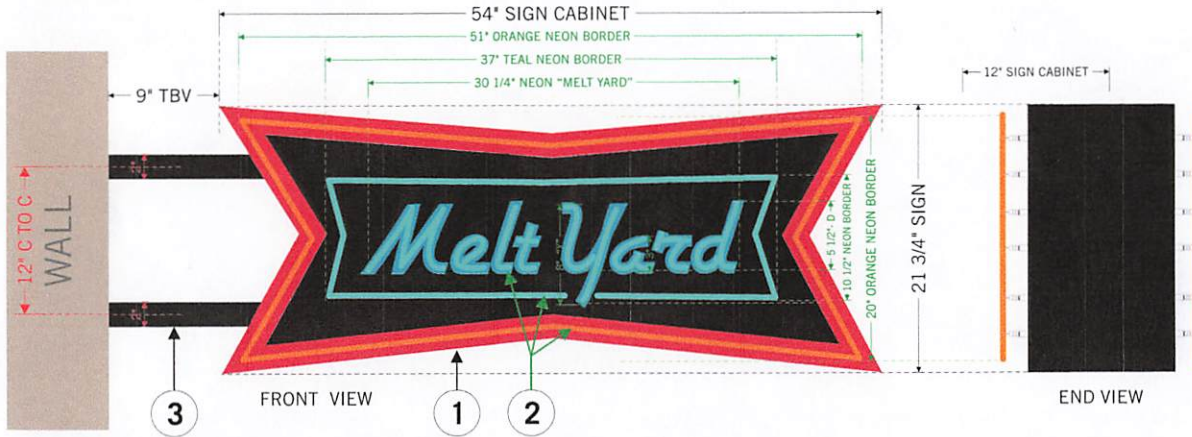


**PHOTO RENDERING
(EXTERIOR SIGNS)**

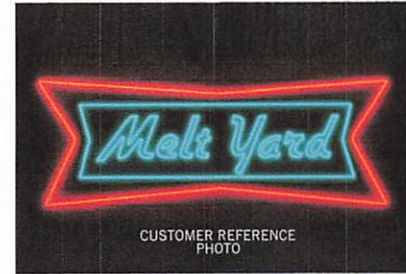
PHOTO RENDERING SCALE AND PLACEMENT NOT EXACT, FOR GENERAL REFERENCE ONLY

40.6 SQ FT TOTAL EXTERIOR SIGNAGE

PROJECTING SIGN



8.2 SQ FT



SURVEY REQUIRED FOR WALL CONSTRUCTION AND POWER LOCATION

MOUNTING PLATE DETAILS TBD

D/F NEON ILLUM. PROJECTING SIGN

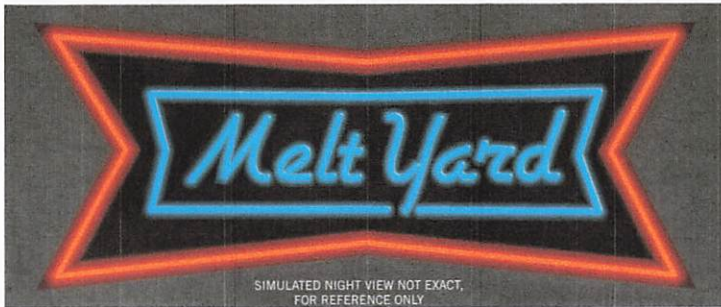
SCALE: 1"=1'0"

- 1 12" DEEP (TBV) DOUBLE SIDED ALUMINUM SIGN CABINET PAINTED STANDARD SATIN BLACK. FACES DECORATED WITH PAINTED RED BORDER TO MATCH PMS 3517 W/ FLAT/MATTE FINISH AND PAINTED TEAL COPY "MELT YARD" WITH FLAT/MATTE FINISH (TEAL COLOR TBD)
- 2 ORANGE NEON BORDER ACCENT (NEON COLOR TBD), TEAL NEON BORDER ACCENT (NEON COLOR TBD), TEAL NEON COPY 'MELT YARD' (NEON COLOR TBD)
- 3 2" SQUARE STEEL TUBE MOUNTING ARMS AND STEEL MOUNTING PLATES PAINTED STANDARD BLACK W/ SATIN FINISH.



ELECTRICAL NOTES
 ELECTRICAL IN 8' BOX INSIDE CAB CONNECTED TO PRIMARY LEADS. POWER: POWER NEUTRAL NEUTRAL GROUNDING: GROUNDING
 SUITABLE FOR WET LOCATIONS

NEON REPRESENTATION NOT EXACT DOUBLE-BACKS AND WIRES NOT SHOWN



JOSLIN AND SON SIGNS
 CUSTOM SINCE 1977

630 MURFREESBORO PIKE
 NASHVILLE, TN 37210

615_255_3463
 615_255_3518 FAX

JOSLINSIGN.COM

DALLAS MELT YARD

300 WEST MEMORIAL DR.
 DALLAS, GA 30132

DRW#_ 250969-K20

QUOTE#_ 113541

WK_ORD#_ -----

DESIGNER_ M. CLINE

PROJ_MGR_ K.CLARK

DATE_ 12.03.25

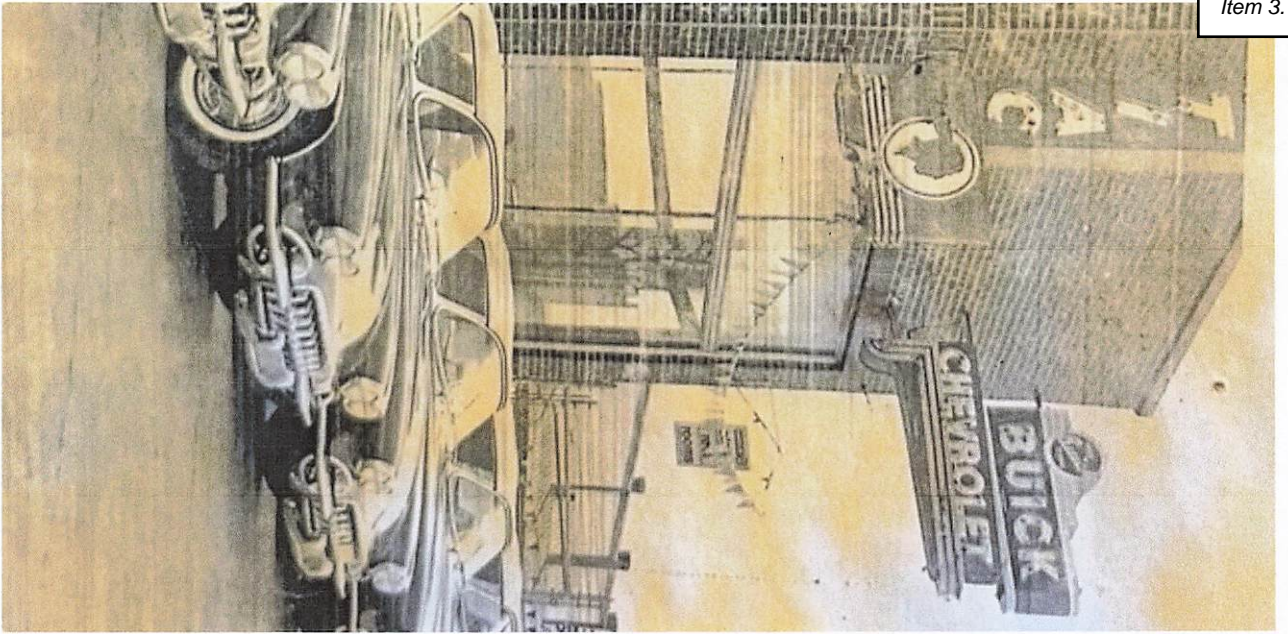
COLORS & FINISHES:

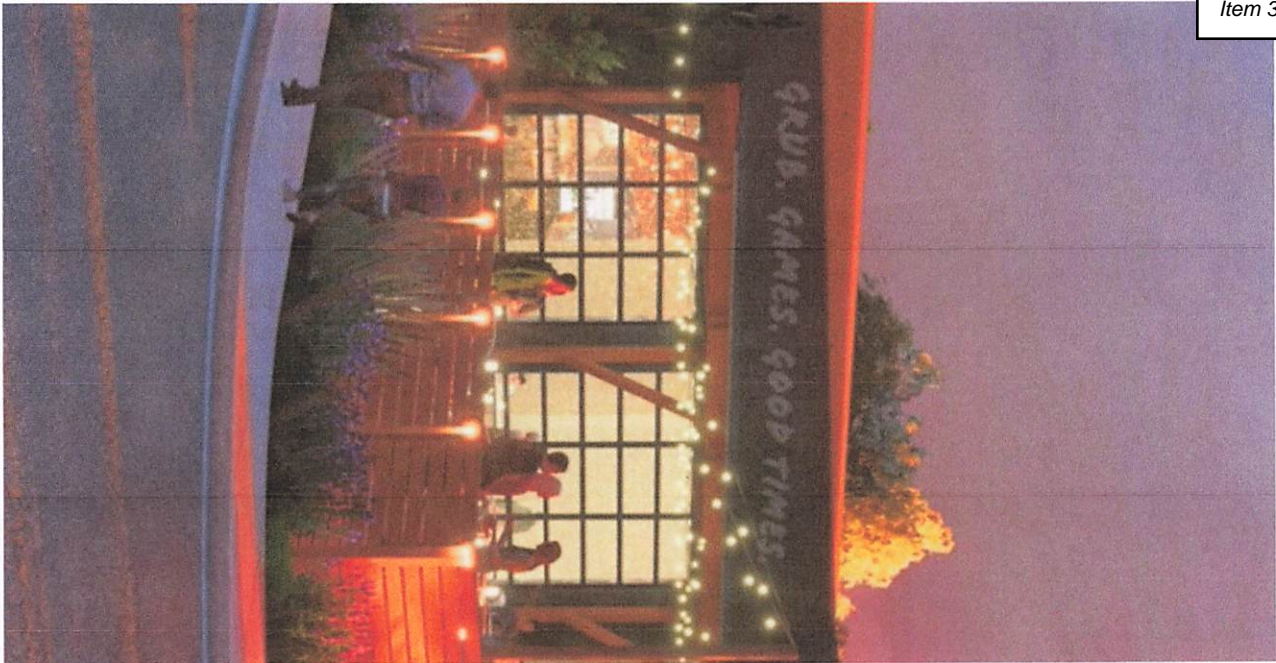
- SATIN BLACK RETURNS
- PMS 3517 C MATTE / FLAT FINISH
- TEAL FLAT/MATTE FINISH (COLOR TBD)
- ORANGE NEON (COLOR TBD)
- TEAL NEON (COLOR TBD)

CUSTOMER SIGNATURE

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CITY OF DALLAS
HISTORIC PRESERVATION COMMISSION
PUBLIC HEARING NOTIFICATION
LEGAL NOTICE
(HPC-CA-2026-03)

Melt Yard, Justin Wilfon (Applicant), and *300 West Memorial Drive, LLC.* (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **300 West Memorial Drive, Dallas, GA. 30132**; Tax Parcel I.D. No. **137.2.1.098.0000** located in Land Lot: **230** in the **2nd** District and **3rd** Section of Paulding County.

The public hearing for the Historic Preservation Commission will be held on **Monday, June 15, 2026**, at **5:00pm**. The public hearing will be conducted in the Council Chambers of the City of Dallas, City Hall, at 129 East Memorial Drive, Dallas, GA 30132.

The public is invited to attend the meeting for oral comments, or submit written comments on the subject to the City of Dallas, Attention: Dallas Historic Preservation Commission, 129 E. Memorial Drive, Dallas, Georgia 30132, prior to the public meeting. For questions or concerns, contact the Community Development Department at 770.443.8110 x 1401.

Certificate of Appropriateness Request:

- *City of Dallas - Code of Ordinance; Unified Development Code; Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*
 - o *Exterior Signage Approval*
- *Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*
 - o *HPC Design Guidelines 5.3.2 – 5.3.4, 5.3.7*
- *City of Dallas - Code of Ordinance; Chapter 28; SEC. 28-10(4)(d) Historic Downtown Neon Special Use Sign Permit*
 - o *Neon Signage displaying Business Name*

This the 28th day of May, 2026.

Melt Yard, Justin Wilfon (Applicant)

300 West Memorial Drive, LLC. (Titleholder)



PUBLIC HEARING NOTIFICATION

HISTORIC PRESERVATION COMMISSION

HPC-CA-2026-02

Dear Surrounding Property Owners:

Melt Yard, Justin Wilfon (Applicant), and **300 West Memorial Drive, LLC.** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **300 West Memorial Drive, Dallas, GA. 30132**; Tax Parcel I.D. No. **137.2.1.098.0000** located in Land Lot: **230** in the **2nd** District and **3rd** Section of Paulding County.

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The public is invited to attend the meeting for oral comments or submit written comments on the subject to the City of Dallas, Attention: Dallas Historic Preservation Commission, 129 E. Memorial Drive, Dallas, Georgia 30132, prior to the public meeting. For questions or concerns, contact the Community Development Department at 770.443.8110 x 1401.

Certificate of Appropriateness Request:

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 - o *Exterior Signage Approval*
- *Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*
 - o *HPC Design Guidelines 5.3.2 – 5.3.4, 5.3.7*
- *City of Dallas - Code of Ordinance; Chapter 28; SEC. 28-10(4)(d) Historic Downtown Neon Special Use Sign Permit*
 - o *Neon Signage displaying Business Name*

This the 28th day of May, 2026.

Melt Yard, Justin Wilfon (Applicant)

300 West Memorial Drive, LLC. (Titleholder)

Sincerely yours,

Brandon Rakestraw
Community Development Director

Surrounding Property Owner Information

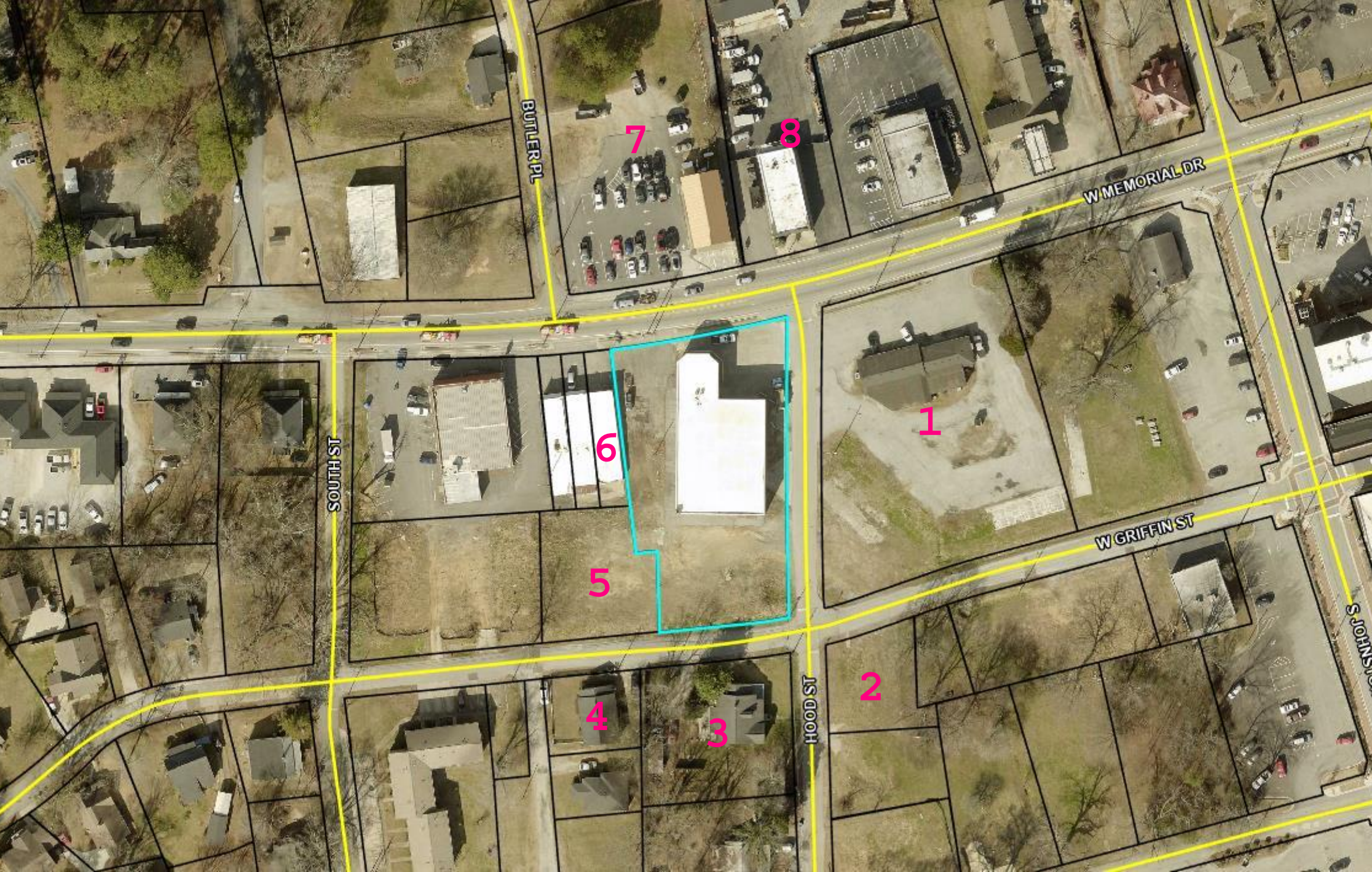
Application: HPC-COA-2026-03

Melt Yard

300 W. Memorial Drive, Dallas, GA 30132

Tax Parcel I.D. No.: 137.2.1.098.0000

1. Downtown Dev Auth of the City Of Dallas
Mailing Address: *129 E Memorial Dr
Dallas, Ga 30132*
Property Address: *272 W Memorial Dr.*
Tax Parcel ID No.: *116.3.4.088.0000*
Zoning District: *CBD*
2. Downtown Dev Auth of the City Of Dallas
Mailing Address: *129 E Memorial Dr
Dallas, Ga 30132*
Property Address: *256 W Griffin St.*
Tax Parcel ID No.: *137.2.1.077.0000*
Zoning District: *CBD*
3. Sampson Pamela June
Mailing Address: *201 W Griffin St.
Dallas, Ga 30132*
Property Address: *201 W Griffin St*
Tax Parcel ID No.: *137.2.1.074.0000*
Zoning District: *R-2*
4. Decker Terry
Mailing Address: *201 Monarch Path
Dallas, Ga 30132*
Property Address: *314 W Griffin St*
Tax Parcel ID No.: *137.2.1.043.0000*
Zoning District: *R-2*
5. 300 West Memorial Drive LLC
Mailing Address: *3406 Florence Cir
Powder Springs, Ga 30127*
Property Address: *Unassigned Address*
Tax Parcel ID No.: *137.2.1.018.0000*
Zoning District: *R-2*
6. Lanzo Sam
Mailing Address: *30 Presley Farm Ln
Rockmart, Ga 30153*
Property Address: *306 W Memorial Dr.*
Tax Parcel ID No.: *137.2.1.096.0000*
Zoning District: *MXU*
7. Sugar Biscuits LLC
Mailing Address: *355 W Griffin St.
Dallas, Ga 30132*
Property Address: *269 W Memorial Dr.*
Tax Parcel ID No.: *116.3.4.016.0000*
Zoning District: *CBD*
8. Hancock Kitchen Designs LLC
Mailing Address: *251 W Memorial Dr.
Dallas, Ga 30132*
Property Address: *255 W Memorial Dr.*
Tax Parcel ID No.: *116.3.4.059.0000*
Zoning District: *CBD*



BUTLER PL

W MEMORIAL DR

SOUTH ST

W GRIFFIN ST

HOOD ST

S JONES ST

7

8

1

6

5

2

4

3



HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-04

Item 4.
HEARING DATE
HISTORIC PRESERVATION
COMMISSION:
06/15/2026 at 5:00pm

CERTIFICATE OF APPROPRIATENESS APPLICATION AND DOCUMENTS:

HPC-CA-2026-04 - Certificate of Appropriateness – Staff Report
Attachment A: HPC-CA-2026-04 - Certificate of Appropriateness Application
Attachment B: HPC-CA-2026-04 – Window Specifications & Renderings
Attachment C: HPC-CA-2026-04 – Legal Notification

CERTIFICATE OF APPROPRIATENESS REQUEST:

APPLICATION No. HPC-CA-2026-04:

Applicant: *Georgia Highlands College*
Applicant Address: *3175 Cedartown Highway*
City: *Rome* State: *Georgia* Zip: *30161*

Titleholder: *Board of Regents of the University System of Georgia*
Titleholder Address: *270 Washington Street SW*
City: *Atlanta* State: *Georgia* Zip: *30334*

Location of Property: *25 Court House Square, Dallas, GA. 30132*
Tax Parcel ID No.: *116.3.4.015.0000*
Land Lot(s): *275* District: *2nd* Section: *3rd*
Intended Use of Property: *Educational Institution*
Proposed Unit Count: *n/a*
Zoning District: *CBD “Central Business District” (City)*

Setbacks & Lot Requirements:

Minimum Lot Size –N/A overall parcel.; Minimum Lot Width – 25ft over all parcel; Minimum Lot Frontage – 25ft.; Maximum Building Height₉ – (Principal 65ft.) (Accessory – 24ft.); Front Setback_{1,10} – 0ft / 15ft.₁₄; Side Setback₂ – (Principal – 0ft. / 5ft. ₁₃) Accessory – 5ft.); Rear Setback₂ – (Principal – 0ft. / 5ft. ₁₃) Accessory – 5ft.); Minimum Distance from Structure on Same Lot – 10ft.; Minimum Ground Floor Area (Per Unit) – (1 Story – N/A) (2+ Story – N/A); Total Minimum Living Area (Per Unit) – 750sf Avg.; Minimum Living Area Façade Width – N/A; Maximum Lot Coverage (structures and buildings) – N/A; Maximum Lot Coverage (all impervious surfaces) – N/A



**HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-04**

Item 4.
HEARING DATE: HISTORIC PRESERVATION COMMISSION: 06/15/2026 at 5:00pm

Unified Development Code Chapter(s) & Section(s):

- ***Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties***

Design Guidelines for Historic Districts and Sites:

- ***A -Overview; Chapter 2 –How to use these Guidelines; 2.6. Certificate of Appropriateness Approval Matrix-Commercial***
- ***B - Commercial Historic District Guidelines; Chapter 4 – Commercial Architectural Design Guidelines; 4.2. Upper Facades; HPC Design Guidelines 4.2.1 – 4.2.11***

Description of Project:

- ***1- Removal and replacement of existing building windows. Installation of windows compliant with current building code. Replacement windows are compliant with the city’s commercial historic district guidelines and architectural requirements.***

STAFF COMMENTS:

Georgia Highlands College (Applicant), and ***Board of Regents of the University System of Georgia*** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as ***25 Court House Square, Dallas, GA. 30132***; Tax Parcel I.D. No. ***116.3.4.015.0000*** located in Land Lot: ***275*** in the ***2nd*** District and ***3rd*** Section of Paulding County.

A. Existing land use and zoning classification of nearby property:

ADJACENT ZONING

NORTH: CBD & C-1 (City)
EAST: CBD (City)
SOUTH: CBD (City)
WEST: CBD (City)

ADJACENT DEVELOPMENT

NORTH: Commercial Property
EAST: Commercial Property
SOUTH: Commercial Property
WEST: Commercial Property

B. Impact on adjacent properties

- ***None – The proposed scope of work will have no effect on adjacent properties.***



**HISTORIC PRESERVATION COMMISSION
STAFF REPORT – CERTIFICATE OF
APPROPRIATENESS APPLICATION
NO. HPC-CA-2026-04**

Item 4.
HEARING DATE:
**HISTORIC PRESERVATION
COMMISSION:**
06/15/2026 at 5:00pm

C. Adverse effect on the usability of adjacent or nearby property

- *None – The proposed scope of work will have no effect on adjacent properties.*

D. Proposal causes excessive or burdensome use of streets, transportation facilities, utilities, schools

- *None – Property is a continued Educational Institution use*

E. Supported by current conditions

- *Replacement windows and installation shall conform to all historic and architectural requirements including but not limited to B - Commercial Historic District Guidelines; Chapter 4 – Commercial Architectural Design Guidelines; 4.2. Upper Facades; HPC Design Guidelines 4.2.1 – 4.2.11*

F. 2022 Comprehensive Plan

- *Conforms to the 2022-2027 Paulding County Joint Comprehensive Plan as being shown within the Downtown Special Interest character area, per the future development map found on page 99.*

STAFF RECOMMENDATIONS:

Based on the preceding analysis, the City’s - Community Development Department recommends approval of the Certificate of Appropriateness to the Historic Preservation Commission with the following stipulations to be applied:

1. The Applicant shall remove and install the replacement windows in strict conformity with the renderings and specifications as approved by the Historic Preservation Commission.
2. The window material type, design, and installation specified in this approval shall not be altered. Any proposed changes to material type, design, and/or installation shall require the resubmission and approval of a new Certificate of Appropriateness (COA).

Unless explicitly stated herein, all other Historic Preservation requirements along with lot, development, design, and architectural standards shall comply as written in the City of Dallas Code of Ordinances.

The findings made herein are the opinions of the City of Dallas, Ga Development staff and do not constitute a final decision. The City of Dallas, Ga - Historic Preservation Commission make the final decision on all Certificate of Appropriateness Applications.



Historical Preservation Commission
Application for Certificate of Appropriateness

Applicant Name: Georgia Highlands College
Mailing Address: 3175 Cedartown Hwy
Rome, GA 30161
Phone:
Email:

NOTE: If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.

Project Information

Property/Project Address:
25 Courthouse Square, Dallas, Ga 30132

Existing Building Type: Residential Commercial

Project Type: New Building Addition to Building Demolition
Fences, Walls, Landscape Minor Exterior Change
Major Restoration, rehabilitation or remodeling Other

Brief Project Description (example: addition of sunroom, install fence):

Window Replacement

Contractor/Consultant/Architect:
Brown and Root Industrial Services. LLC

Project Start Date: 6/22/26 Anticipated Completion: 8/10/26

Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

PROCEDURE

Item 4.

Application Requirements

All applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

Applications shall be submitted no less than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission. (Regular meetings are held the 3rd Tuesday of each month except for July and December (no meetings in those months).

Application Representation

The applicant or the authorized representative of the applicant, shall attend the public hearing before The Historic Planning Commission and shall be given an opportunity to address the Commission.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Community Development Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion

After approval, the COA is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only

Date Received: 5/22/2026

Application #: HPC-CA-2026-04

Legal Notice: 5/28/2026

HPC Hearing: 6/15/2026

HPC Decision:

COA Expiration:

Project Description

Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

Replace all existing windows in the Bagby

new vinyl windows.

Authorization

~~In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.~~

Jamie L. Petty

Printed Name

Jamie L. Petty
Signature

05/22/2026

Date

Support Material

Item 4.

The following list includes the support material necessary for review of a particular project:

New Buildings / New Additions

- Site Plan
- Architectural elevations
- Floor plans
- Landscape plan (vegetation not required)
- Description of construction materials
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches
- Description of proposed changes
- Description of construction materials
- Photographs of existing building
- Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

- Description of proposed changes
- Description of construction materials
- Photographs of existing building

Site Changes

Parking Areas, Drives, Walks

- Site Plan or sketch of site
- Description of construction materials
- Photograph of site

Fences, Walls, Systems

- Site Plan or sketch of site
- Architectural elevations or sketches
- Description of construction materials
- Photograph of site

Signs

- Specifications
- Description of construction materials and illumination

Demolition

- Must include a complete plan for the new development.
- Timetable
- Demolition budget
- New construction budget
- Evidence of adequate financing.
- Demolition permit from Community Development Dept. (including lead & asbestos abatement)

Only complete applications will be placed on the agenda for design review.

**Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132**



SCOPE OF WORK

Project Name

Bagby Window Replacement

Date

May 20, 2026

DISCLAIMER

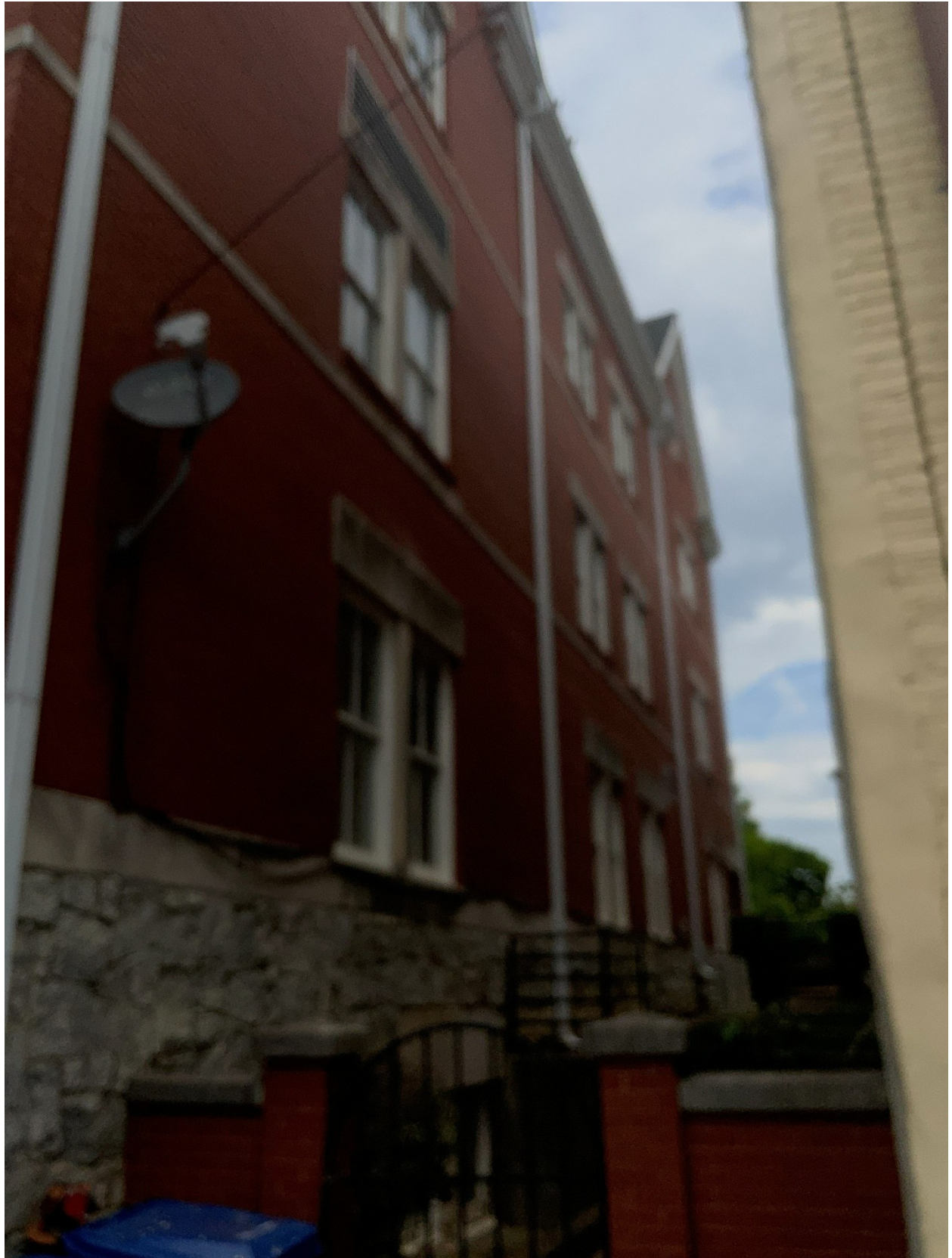
Georgia Highlands College does NOT pay deposits before a project begins. Partial draws can be made once material is on site and/or some work has been completed.

General Requirements

- Remove all windows on all four sides of the Bagby building. (104 regular windows, 8 picture windows, 8 small attic windows, 8 semi-circular window, 1 round windows, 6 partial arch window)
- Remove all rotten wood as needed around the windows, including the windowsills, trim and moldings and replace with white PVC window trim.
- Replace old windows with new single hung exterior vinyl windows with a center muntin.
- Replace all small rectangular windows, semi-circular windows and round windows (no muntin unless existing window has one).
- Windows must be primed and painted after installing. Paint must match existing color, GHC will provide paint specs.
- The contractor is responsible for providing all materials. The contractor is also responsible for all disposal of demolished material.
- The contractor is responsible for contacting the proper authority from the city of Dallas for any street closures or traffic issues, i.e. city police or public works. GHC will provide a contact.
- The contractor will provide all material, equipment and labor for the project.



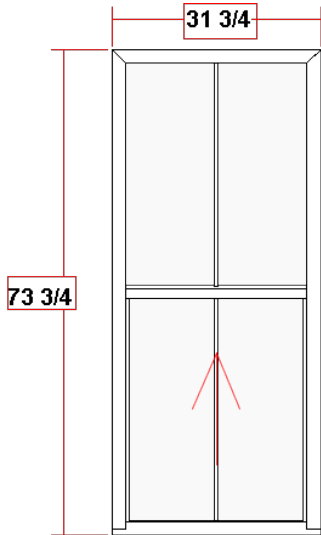






No.	Description	Qty
1	900 Series Replacement	23

Outside View



Description: SINGLE HUNG

Location:			
Frame size:	Width: 31 3/4	Height: 73 3/4	
1/4" RO:	Width: 32	Height: 74	
	Area: 16.27 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

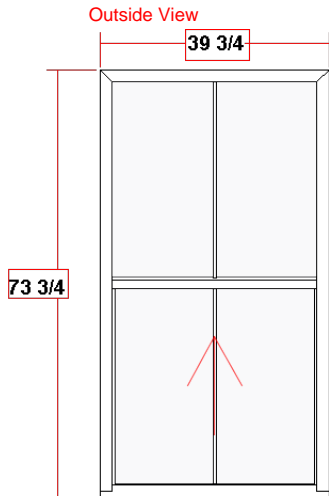
Notes
3/4" FLAT WHITE GRIDS

Glass

SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

2 900 Series Replacement

13



Description: SINGLE HUNG

Location:			
Frame size:	Width: 39 3/4	Height: 73 3/4	
1/4" RO:	Width: 40	Height: 74	
	Area: 20.36 sq. ft	Weight: 0.00 lb t	

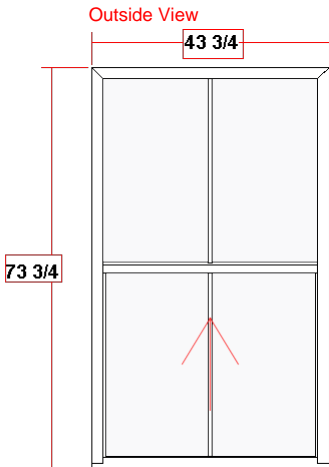
Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

3 900 Series Replacement

1



Description: SINGLE HUNG

Location:			
Frame size:	Width: 43 3/4	Height: 73 3/4	
1/4" RO:	Width: 44	Height: 74	
	Area: 22.41 sq. ft	Weight: 0.00 lb t	

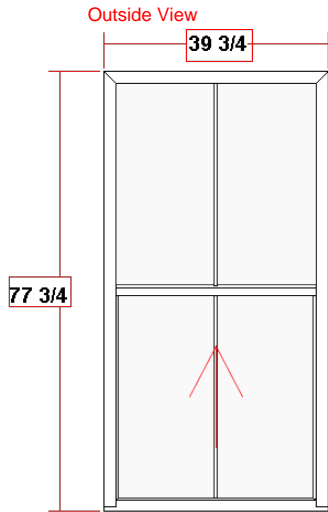
Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

4 900 Series Replacement

10



Description: SINGLE HUNG

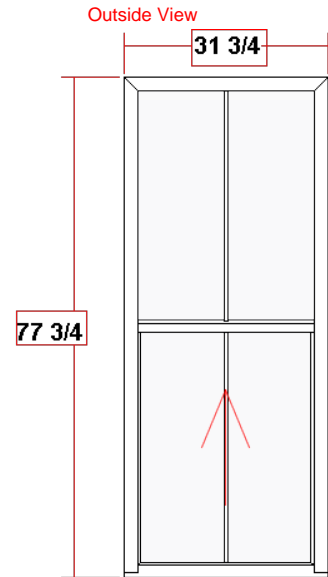
Location:			
Frame size:	Width: 39 3/4	Height: 77 3/4	
1/4" RO:	Width: 40	Height: 78	
	Area: 21.47 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

5 900 Series Replacement



Description: SINGLE HUNG

Location:			
Frame size:	Width: 31 3/4	Height: 77 3/4	
1/4" RO:	Width: 32	Height: 78	
	Area: 17.15 sq. ft	Weight: 0.00 lb t	

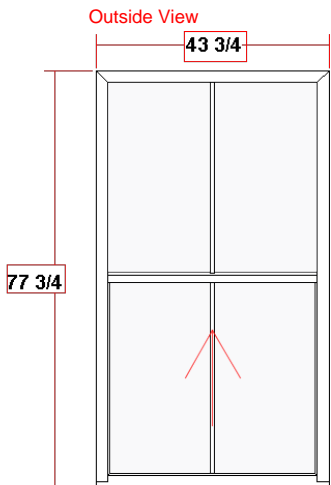
Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

6 900 Series Replacement

1



Description: SINGLE HUNG

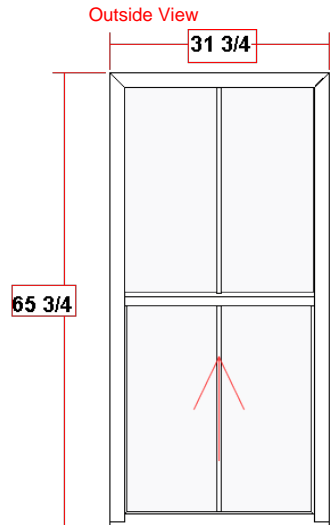
Location:			
Frame size:	Width: 43 3/4	Height: 77 3/4	
1/4" RO:	Width: 44	Height: 78	
	Area: 23.63 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
SS 270 + SS CL 3/4OA 3/4OA Colonial 3/4

7 900 Series Replacement



Description: SINGLE HUNG

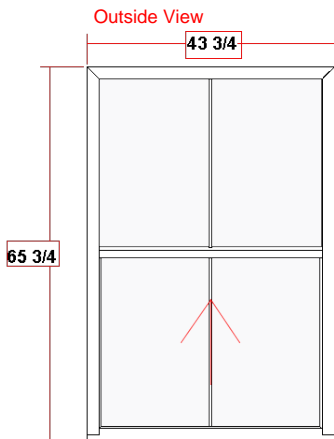
Location:			
Frame size:	Width: 31 3/4	Height: 65 3/4	
1/4" RO:	Width: 32	Height: 66	
	Area: 14.5 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
SS 270 + SS CL 3/4OA 3/4OA Colonial 3/4

8 900 Series Replacement



Description: SINGLE HUNG

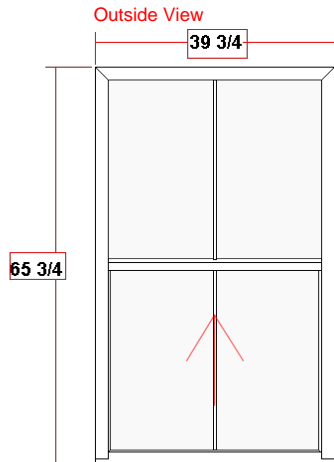
Location:			
Frame size:	Width: 43 3/4	Height: 65 3/4	
1/4" RO:	Width: 44	Height: 66	
	Area: 19.98 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

9 900 Series Replacement



Description: SINGLE HUNG

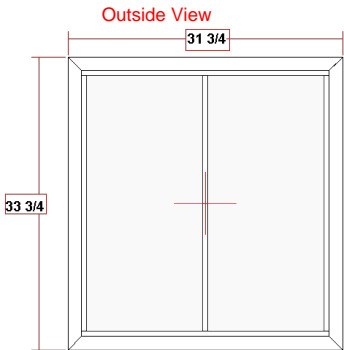
Location:			
Frame size:	Width: 39 3/4	Height: 65 3/4	
1/4" RO:	Width: 40	Height: 66	
	Area: 18.15 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Screen	: Half Screen
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

10 900 Series Replacement



Description: PICTURE WINDOW

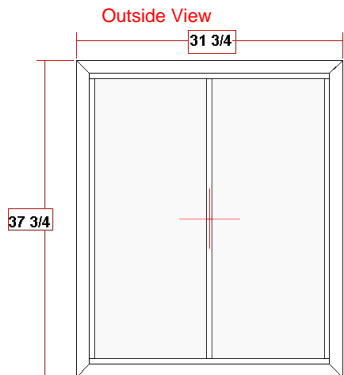
Location:			
Frame size:	Width: 31 3/4	Height: 33 3/4	
1/4" RO:	Width: 32	Height: 34	
	Area: 7.45 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

11 900 Series Replacement



Description: PICTURE WINDOW

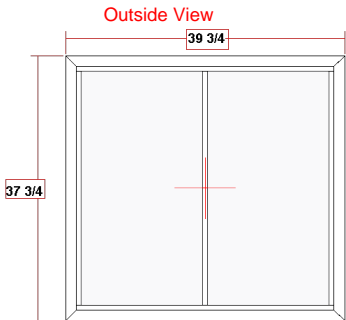
Location:			
Frame size:	Width: 31 3/4	Height: 37 3/4	
1/4" RO:	Width: 32	Height: 38	
	Area: 8.33 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

12 900 Series Replacement



Description: PICTURE WINDOW

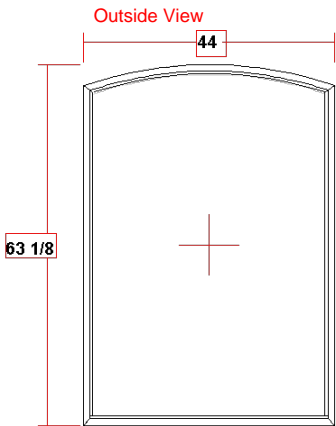
Location:			
Frame size:	Width: 39 3/4	Height: 37 3/4	
1/4" RO:	Width: 40	Height: 38	
	Area: 10.43 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
3/4" FLAT WHITE GRIDS

Glass
 SS 270 + SS CL 3/4OA 3/4OA | Colonial 3/4

13 900 Series Replacement



Description: EBX

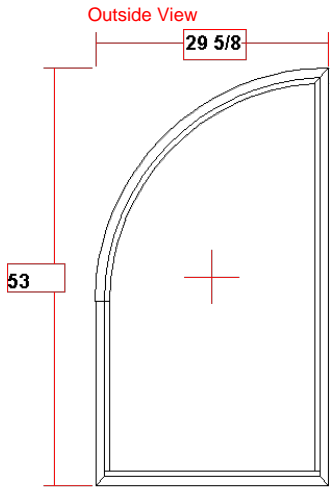
Location:			
Frame size:	Width: 44	Height: 63 1/8	
1/4" RO:	Width: 44 1/4	Height: 63 3/8	
	Area: 19.29 sq. ft	Weight: 0.00 lb t	

Options	
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Notes
SHORT LEG 59 3/8"

Glass
 DS CL + DS CL 3/4OA 3/4OA
 Arc - Extended | Base = 44 | L Height = 63 1/8 | S Height = 59 3/8 | R = 66 13/32

14 900 Series Replacement



Description: QUATER ROUND W/LEGS - 1 RT & 1 LT

Location:			
Frame size:	Width: 29 5/8	Height: 53	
1/4" RO:	Width: 29 7/8	Height: 53 1/4	
	Area: 10.91 sq. ft	Weight: 0.00 lb t	

Options

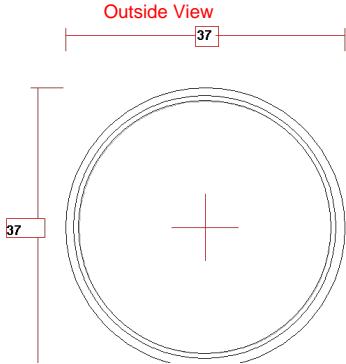
Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Glass

SS 270 + SS CL 3/4OA 3/4OA

Quarter Round Left- Extended | Base (Width)= 29 5/8 | L Height = 53 | S Height = 23/64 | R = 29 5/8

15 900 Series Replacement



Description: CIRCLE

Location:			
Frame size:	Width: 37	Height: 37	
1/4" RO:	Width: 37 1/4	Height: 37 1/4	
	Area: 9.51 sq. ft	Weight: 0.00 lb t	

Options

Job Type	: Replacement
Color	: White
Gas Type	: High Efficiency
Head Expander	: Not Required
Sill Angle	: Not Required
Jamb Extension	: Not Required
Brickmold	: Not Required
Spacer Type	: High Efficiency
Reinforce	: Not Required
Sash Stop	: Not Required

Glass

SS 270 + SS CL 3/4OA 3/4OA

Circle | Diameter = 37 |

CITY OF DALLAS
HISTORIC PRESERVATION COMMISSION
PUBLIC HEARING NOTIFICATION
LEGAL NOTICE
(HPC-CA-2026-04)

Georgia Highlands College (Applicant), and **Board of Regents of the University System of Georgia** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **25 Court House Square, Dallas, GA. 30132**; Tax Parcel I.D. No. **116.3.4.015.0000** located in Land Lot: **275** in the **2nd** District and **3rd** Section of Paulding County.

The public hearing for the Historic Preservation Commission will be held on **Monday, June 15, 2026**, at **5:00pm**. The public hearing will be conducted in the Council Chambers of the City of Dallas, City Hall, at 129 East Memorial Drive, Dallas, GA 30132.

The public is invited to attend the meeting for oral comments, or submit written comments on the subject to the City of Dallas, Attention: Dallas Historic Preservation Commission, 129 E. Memorial Drive, Dallas, Georgia 30132, prior to the public meeting. For questions or concerns, contact the Community Development Department at 770.443.8110 x 1401.

Certificate of Appropriateness Request: _____

- *City of Dallas - Code of Ordinance; Unified Development Code; Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*
 - o *Exterior Window Replacement*
- *Design Guidelines for Historic Districts and Sites; A -Overview; Chapter 2 –How to use these Guidelines; 2.6. Certificate of Appropriateness Approval Matrix-Commercial*
- *Design Guidelines for Historic Districts and Sites; B - Commercial Historic District Guidelines; Chapter 4 – Commercial Architectural Design Guidelines; 4.2. Upper Facades*
 - o *HPC Design Guidelines 4.2.1 – 4.2.11*

This the 28th day of May, 2026.

Georgia Highlands College (Applicant)

Board of Regents of the University System of Georgia (Titleholder)



PUBLIC HEARING NOTIFICATION

HISTORIC PRESERVATION COMMISSION

HPC-CA-2026-04

Dear Surrounding Property Owners:

Georgia Highlands College (Applicant), and **Board of Regents of the University System of Georgia** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **25 Court House Square, Dallas, GA. 30132**; Tax Parcel I.D. No. **116.3.4.015.0000** located in Land Lot: **275** in the **2nd** District and **3rd** Section of Paulding County.

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Certificate of Appropriateness Request:

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- *Design Guidelines for Historic Districts and Sites; B - Commercial Historic District Guidelines; Chapter 4 – Commercial Architectural Design Guidelines; 4.2. Upper Facades*
 - o *HPC Design Guidelines 4.2.1 – 4.2.11*

This the 28th day of May, 2026.

Georgia Highlands College (Applicant)

Board of Regents of the University System of Georgia (Titleholder)

Sincerely yours,

Brandon Rakestraw
Community Development Director

Surrounding Property Owner Information

Application: HPC-COA-2026-04

Board of Regents of the University System of the Georgia

25 Courthouse Sq., Dallas, GA 30132

Tax Parcel I.D. No.: 116.3.4.015.0000

1. City of Dallas Georgia
Mailing Address: *129 E Memorial Dr
Dallas, Ga 30132*
Property Address: *246 W. Memorial Dr.*
Tax Parcel ID No.: *137.2.1.025.0000*
Zoning District: *CBD*
2. Downtown Development Authority of the
City of Dallas Georgia
Mailing Address: *129 E. Memorial Dr.
Dallas, Ga 30132*
Property Address: *228 W. Spring St*
Tax Parcel ID No.: *137.2.1.070.0000*
Zoning District: *CBD*
3. Downtown Development Authority of the
City of Dallas Georgia
Mailing Address: *129 E. Memorial Dr.
Dallas, Ga 30132*
Property Address: *228 W. Spring St.*
Tax Parcel ID No.: *137.2.1.070.0000*
Zoning District: *CBD*
4. SCD Realty Investments LLC
Mailing Address: *290 Koller Dr.
Powder Springs, Ga 30132*
Property Address: *29 Courthouse Sq.*
Tax Parcel ID No.: *137.2.1.085.0000*
Zoning District: *CBD*
5. Sondi D Justice
Mailing Address: *1578 North Bellview Rd.
Rockmart, GA 30153*
Property Address: *31 Courthouse Sq.*
Tax Parcel ID No.: *137.2.1.024.0000*
Zoning District: *CBD*
6. City of Dallas Georgia
Mailing Address: *129 E Memorial Dr
Dallas, Ga 30132*
Property Address: *11 Courthouse Sq.*
Tax Parcel ID No.: *116.3.4.025.0000*
Zoning District: *CBD*
7. Paulding County Georgia
Mailing Address: *240 Constitution Blvd.
Dallas, Ga. 30132*
Property Address: *160 Confederate Ave.*
Tax Parcel ID No.: *116.3.4.033.0000*
Zoning District: *C-1*
8. Ruth T Higgins
Mailing Address: *6714 Nebo Rd.
Hiram, GA 30141*
Property Address: *119 W. Memorial Dr.*
Tax Parcel ID No.: *116.3.4.002.0000*
Zoning District: *CBD*



N JOHNSTON ST

CONFEDERATE AVE

E MEMORIAL DR

CHURCH ST

COURTHOUSE SQ

E GRIFFIN ST

W GRIFFIN ST

MAIN ST

S JOHNSTON ST

W SPRING ST

HOOD ST

1

8

2

3

4

5

6

7