



CITY OF DAHLONEGA

Council Work Session Agenda

June 17, 2024, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

Vision – Dahlonega will be the most welcoming, thriving, and inspiring community in North Georgia

Mission Statement - Dahlonega, a City of Excellence, will provide quality services through ethical leadership and fiscal stability, in full partnership with the people who choose to live, work, and visit. Through this commitment, we respect and uphold our rural Appalachian setting to honor our thriving community of historical significance, academic excellence, and military renown.

OPEN MEETING

APPROVAL OF AGENDA

BOARD & COMMITTEES

1. Appointment to the Ethics Board
JoAnne Taylor, Mayor
Strategic Priority - Communication
2. Cemetery Department Report - May 2024
Quataunda Armstrong, Dahlonega Cemetery Committee
3. Dahlonega Downtown Development Authority/Main Street – May 2024
Ariel Alexander, Downtown Development Director

DEPARTMENT REPORTS AVAILABLE AT: <https://dahlonega.gov/category/department-reports/>

4. City of Dahlonega Police Department - May 2024.
George Albert, Chief of Police.
5. Community Development - May 2024
Allison Martin, City Manager
6. Finance and Administration Department – May 2024
Kimberly Stafford, Finance Manager
7. Public Works—May 2024
Mark Buchanan, PW Director/City Engineer
8. Water & Wastewater Treatment Department Report May 2024
John Jarrard, Water/Wastewater Treatment Director

APPOINTMENT, PROCLAMATION & RECOGNITION : (Vote at Council Meeting)

9. Discussion of Historic Preservation Commission Appointment – Penny Sharp
Sarah Waters, Assistant City Clerk
Strategic Priority - Effectively Manage Growth
10. Discussion of Appointments Cemetery Committee – Valerie Green
Mark Buchanan, Director of Public Works

Strategic Priority - Effectively Manage Growth

PRESENTATION

ORDINANCES & RESOLUTIONS

[11.](#) Ordinance 2024-05 Amending HPC Regulations

Doug Parks

AGREEMENTS & CONTRACTS:

[12.](#) Georgia Indigent Defense Services Agreement

Doug Parks, City Attorney

Strategic Priority - Communication

OTHER ITEMS:

[13.](#) Alcoholic Beverage License - Retail Application - BC One Group Inc. dba KKMart

Doug Parks, City Attorney & Sarah Waters, Assistant City Clerk

Strategic Priority - Communication

[14.](#) Alcoholic Beverage License - Retail Application - Tayco Ventures LLC dba Dahlongega Tasting Room

Doug Parks, City Attorney & Sarah Waters, Assistant City Clerk

Strategic Priority - Communication

15. City Manager's FY25 Proposed Budget

Allison Martin, City Manager

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT

Guideline Principles - The City of Dahlongega will be an open, honest, and responsive city that balances preservation and growth and delivers quality services fairly and equitably by being good stewards of its resources. To ensure the vibrancy of our community, Dahlongega commits to Transparency and Honesty, Dedication and Responsibility, Preservation and Sustainability, Safety and Welfare ...for ALL!



City Council Agenda Memo

DATE: 6/4/2024
TITLE: Appointment to the Ethics Board
PRESENTED BY: JoAnne Taylor, Mayor
PRIORITY: Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

This agenda item pertains to the official induction ceremony for newly appointed Ethics Board Members. The swearing-in process formally accepts their roles and responsibilities within the Ethics Board.

HISTORY/PAST ACTION

The mayor and councilmembers have each designated two qualified citizens to provide a pool of 14 individuals who have consented to serve as a member of such board of ethics and who will be available for a period of two years to be called upon to serve in the event a board of ethics is appointed.

FINANCIAL IMPACT

RECOMMENDATION

SUGGESTED MOTIONS

ATTACHMENTS



City Council Agenda Memo

DATE: 6/6/2024
TITLE: Discussion of Historic Preservation Commission Appointment – Penny Sharp
PRESENTED BY: Sarah Waters, Assistant City Clerk
PRIORITY: Strategic Priority - Effectively Manage Growth

AGENDA ITEM DESCRIPTION

Penny Sharp has completed an application for the Historic Preservation Commission.

HISTORY/PAST ACTION

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends an appointment to the Historic Preservation Commission

SUGGESTED MOTIONS

“...motion to appoint Penny Sharp to the Dahlonega Historic Preservation Commission.”

ATTACHMENTS



City Council Agenda Memo

DATE: 6/6/2024
TITLE: Discussion of Appointments Cemetery Committee – Valerie Green
PRESENTED BY: Mark Buchanan, Director of Public Works
PRIORITY: Strategic Priority - Effectively Manage Growth

AGENDA ITEM DESCRIPTION

Valerie Green has completed applications for the Cemetery Committee.

HISTORY/PAST ACTION

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends the appointment of the applicant to the Cemetery Committee.

SUGGESTED MOTIONS

“...motion to appoint Valerie Green to the Dahlonega Cemetery Committee.”

ATTACHMENTS



Ordinance 2024-05 Amending HPC Regulations

DATE: 6/7/2024
TITLE: Ordinance 2024-05 Amending HPC Regulations
PRESENTED BY: Doug Parks
PRIORITY: Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Not all matters within the jurisdiction of the Historic Preservation Commission require public hearings. An administrative procedure for the more mundane matters is necessary and that is accomplished by the changes set forth in the amendments presented by this ordinance.

HISTORY/PAST ACTION

History has indicated that it is needless to put an applicant through a full blown certificate of appropriateness process if the change is simply a minor item. This administrative change can assist in moving routine wall signs through the permitting process as well.

FINANCIAL IMPACT

None.

RECOMMENDATION

Recommend approval.

SUGGESTED MOTIONS

Favorable action regarding Ordinance 2024-05 is recommended to occur at the July council meeting.

ATTACHMENTS

Attached is a copy of Ordinance 2024-05 and a memo discussing the information.

2024-05 Muni Meeting Memo for Public Hearing Regarding HPC Changes for Work Session as of 6/17/2024

ORDINANCE 2024-05

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA BY
ADOPTION OF AN AMENDED HISTORIC PRESERVATION ORDINANCE**

WHEREAS, the City Council finds that some of the requests for a Certificate of Appropriateness do not require a hearing before the Historic Preservation Commission and should be reviewed administratively; and

WHEREAS, administrative review of these requests will lead to time and cost efficiencies;

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 109, Article II, shall be amended by adding Section 109-22.1 and Section 109-22.2, which shall read as follows:

Sec. 109-22.1 Request for Administrative Issuance of a Certificate of Appropriateness

(a) *Procedure for Administrative Issuance.* The applicant may request an application for administrative issuance of a Certificate of Appropriateness. Once the Zoning Administrative Officer or a designee has determined the application is complete, a review of the application will be made to determine whether the request meets the requirements for Administrative Issuance of a Certificate of Appropriateness, and the application will then be approved or denied. A decision will be made within 10 working days of receiving a complete application. The basis for denial of administrative issuance will be one or more of the following objections: (1) the request does not meet all the applicable requirements of these regulations for administrative issuance; (2) the application is incompatible with an originally approved Certificate of Appropriateness; and/or (3) the request is inconsistent with the applicable set of design guidelines.

(b) *Procedure upon denial of Administrative Issuance.* If the Zoning Administrative Officer denies the request for administrative issuance, the applicant will be notified of the specific provisions that have not been met and offer the applicant the opportunity to make changes to the application. If no changes are made, the application will then follow the standard procedures for issuance of a Certificate of Appropriateness set forth in these regulations.

Sec. 109-22.2 Requirements for Administrative Issuance of a Certificate of Appropriateness

(a) *Administrative issuance is available for certain types of changes.* The following changes are subject to review for administrative issuance: A. Windows (including storm shutters); B. Roofs; C. Residential accessibility structures; D. Storage sheds/outbuildings; E. Doors (including storm shutters); F. Drainage; G. Utility meters: electric, gas, cables; H. Exhaust/supply fans/plumbing vents; I. Fences/gates/screening walls; J.HVAC; K. Exterior lighting; L. Shutters; M. Siding and trim; N. Railings; O. Awnings; P. Skylights; Q. Wall Signs; and R. Other similar changes as determined by the Zoning Administrative Officer with the consent of the chair of the Historic Preservation Commission.

(b) *Public hearing not required for administrative issuance.* A public hearing is not required for administrative issuance of a Certificate of Appropriateness; therefore, no formal notice of the submittal is published, mailed or posted.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

BE IT ORDAINED by the City Council of Dahlonega, and it is ordained by authority of the same, that if any portion of this Ordinance is for any reason found to be invalid or unconstitutional by the final decision of any tribunal of competent jurisdiction, it is the intention of the City Council of Dahlonega that the remainder of this Ordinance shall be in full force and effect.

So ordained and effective this ____ day of _____ 2024.

JoAnne Taylor, Mayor

Attest: Mary Csukas, City Clerk



City Council Agenda Memo

DATE: 6/11/2024
TITLE: Georgia Indigent Defense Services Agreement
PRESENTED BY: Doug Parks, City Attorney
PRIORITY: Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Georgia Indigent Defense Services Agreement

HISTORY/PAST ACTION

This item is the annual renewal of the public defender contractor.

FINANCIAL IMPACT

No change in compensation.

RECOMMENDATION

Recommendation is to approve.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

We are awaiting the arrival of the contracts from the county.



City Council Agenda Memo

DATE: 6/3/2024
TITLE: Alcoholic Beverage License - Retail Application - BC One Group Inc. dba KKMart
PRESENTED BY: Doug Parks, City Attorney & Sarah Waters, Assistant City Clerk
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

The application for a retail alcoholic beverage license is complete for this retail establishment. The applicant requests wine and beer.

HISTORY/PAST ACTION

FINANCIAL IMPACT

RECOMMENDATION

Staff recommends that BC One Group Inc. dba KKMart be approved for a retail alcoholic beverage license for wine and beer.

SUGGESTED MOTIONS

ATTACHMENTS

BC One Group Completed Application



City Council Agenda Memo

DATE: 6/3/2024
TITLE: Alcoholic Beverage License - Retail Application - Tayco Ventures LLC
dba Dahlonega Tasting Room
PRESENTED BY: Doug Parks, City Attorney & Sarah Waters, Assistant City Clerk
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

The application for a retail alcoholic beverage license is complete for this retail establishment. The applicant requests wine only.

HISTORY/PAST ACTION

FINANCIAL IMPACT

RECOMMENDATION

Staff recommends that Tayco Ventures LLC dba Dahlonega Tasting Room be approved for a retail alcoholic beverage license for wine only.

SUGGESTED MOTIONS

ATTACHMENTS

City of Dahlonega Alcoholic Beverage License Application
