CITY OF DAHLONEGA
Historic Preservation Commission Special Called Meeting / Public Hearing Agenda
November 10, 2026, 6:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. RECESS SPECIAL CALLED MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

(1.) COA 26-6: Cynthia Edmondson on behalf Dahlonega Collective has applied for a Certificate of Appropriateness for a Sign Permit (SGN 26-21). The business is located at 106 Public Square North, Dahlonega, Georgia 30533.
Allison Martin, City Manager

V. ADJOURN PUBLIC HEARING

VI. RECONVENE SPECIAL CALLED MEETING

VII. OLD BUSINESS

VIII. NEW BUSINESS

(1.) COA 26-6: Cynthia Edmondson on behalf Dahlonega Collective has applied for a Certificate of Appropriateness for a Sign Permit (SGN 26-21). The business is located at 106 Public Square North, Dahlonega, Georgia 30533.
Allison Martin, City Manager

IX. ADJOURNMENT

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

Dahlonegacollective.gmail.com

CITY OF DAHLONEGA
465 Riley Road
Dahlonega, Georgia 30533
Phone: 706-482-2711 • Fax: 706-864-4837

SIGN PERMIT APPLICATION

ALL SIGNS MUST BE APPROVED PRIOR TO INSTALLATION

Sign Permit Fee: $75 for initial sign / $25 for each additional sign / Banner Permit Fee: $25.00 for each Banner.

Type of Sign requiring application and Permit Fee:
Freestanding, wall, mansard, hanging, projecting, banners, A-frame, signage during construction, residential subdivision and master signage plan.

Name of Business: Dahlonega Collective, LLC
Location of Business: 106 Public Square North Dahlonega, GA 30533
Owner of Business: Dawn Bender / Cynthia Edmondson
Mailing Address: same
Phone#:
Cell or other # [redacted]
Property Owner: Erdin Properties, LLC

If the applicant is someone other than the property owner. Provide written consent of the owner of the Property, or his/her agent, granting permission for the placement, maintenance, size, and height of the sign to be placed on the property.

Sign Installer
Address:
Phone #:
Cell or other #:
Applicant's Signature: Cynthia N. Edmondson
Application Date: Sept. 29, 2026

Application will only be deemed complete when all required information is received. Drawings, sketches, photo survey, etc. A copy of the sign ordinance is available for review at Dahlonega.gov, copies are available at City Hall.
Check all the signs that apply to this application:

☐	☒	☐	☐	☐	☐	☐
Freestanding	Wall	Mansard	Hanging	Projecting	A-frame	Banner

Place the Total number of signs next to each fee schedule:

Initial sign fee is $75.00	1	Each additional sign is $25.00		Banner is $ 25.00	

Total Amount Due:

********** FOR STAFF ONLY **********

Staff Signature: Date:

Permit Fees Paid: Permit Decal:

Hanging /Projecting Section 7.3

Attach picture of building and survey to show location this sign and all signs on the property.

Size / Dimensions: 30" x 48" / rectangle

Clearance from ground to bottom of sign must be 8 ft.: ✓

Sign material: metal

Sign Color: pic attached

Sign support/bracket material: screws/washers into building

Color of sign background, text etc.: attached
(attach paint sample or color drawing)

Location of freestanding sign: N/A
(site survey is acceptable)

Attach sample of lettering, include size of letters: attached

Value of sign:

You are allowed 1 hanging or 1 projecting sign. The sign is in a non-residential zoning district. The sign is located over a public door entrance to an occupied building; The sign is no more than 9 square feet in area; The sign may not project more than 36 inches from the wall. The sign is uniform in size, material, color and shape and is placed in an equivalent location to other such signs located on the same building; The sign is suspended from the eave or soffit of the building or extends from the wall. The sign maintains a minimum of 8 feet clearance between the bottom of the sign and the walkway below; and the sign shall not extend vertically beyond the windowsill of the second story.

Banner Section 7.4

Attach picture pf Banner(s) and show location(s)

Size of Banner(s):

Value of Banner:

Type of Material:

Start Date:

End Date:

Where will the Banner be located?

On the Building: ☐

On the Street: ☐

*Banners are allowed: (1) on developed lots in non-residential zoning districts, and (2) residential zoning districts on developed lots that are used for nonresidential purposes. 1. **One banner per business may be erected for no more than 10 days during any 120-day period.** The ten days do not have to be consecutive. 2. The maximum size of the banner shall not exceed 35 square feet and the height shall not exceed 5 feet. 3. The minimum front setback shall be 15 feet from the edge of the pavement or outside of the right of way, whichever is greater and 10 feet from the side and rear lot lines. However, in no case will a banner be allowed to obscure vision at a street or driveway intersection, or railway crossing. For traffic safety, signs shall not be located within the triangular area on a corner lot formed by measuring 20 feet along both street side property lines from their intersection.*

For each sign include sketch or drawing showing sign dimensions, height, monument base size, material, colors, text font, plans for illumination etc. For freestanding include survey showing the street address of property, the location of the sign, the distance of the sign from property boundaries and the distance of any freestanding signs within 50 ft. of this sign. **Include photos of existing signs.**

Freestanding Sign Section 7.1

Attach drawing and survey to show location & distance apart of all signs on the property.

Size of base - dimensions & shape:

Size of sign / dimensions & shape:

Height:

Material:

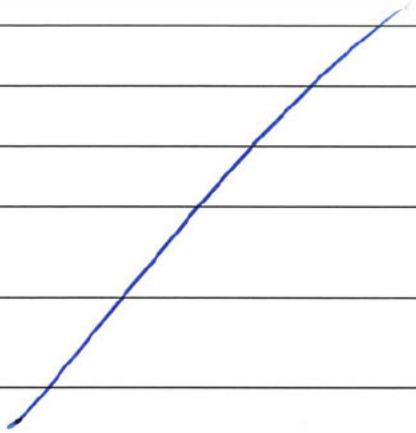
Color of sign background, text etc.:
(attach paint sample or color drawing)

Location of freestanding sign:
(site survey is acceptable)

Distance of the new sign:
(Existing freestanding signs)

Illumination type:
(only up light and down light is allowed)

Value of sign:



Height cannot exceed 10ft. Historic District cannot exceed height of 5ft. Size cannot exceed 32 sq. in area. Only Monument type signs allowed. No poles or pylon. Base must be solid/enclosed with no visible open areas and a Minimum of 4ft. wide and 2 ft. high. Signs cannot be located within 50 ft. of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.

Wall/Mansard Sign Section 7.2

Show location of signs on the building-new & existing.

Size of sign/ dimensions & shape: 30" X 48" 10 ft

Building façade/ wall dimensions: 10' X 30' 300 ft @ 10% = 30 ft

Height- Top to ground: 11'5"

Material of sign: POLY METAL

Color of sign background, text etc.:
(attach paint sample or color drawing and attach lettering – see example sheet)

SEE ATTACHMENT

Specifications on how the sign will be attached to wall:

ATTACHED TO WALL

Illumination type:
(only up light and down light is allowed)

NONE

Value of sign: $350.00

Size cannot exceed 10% of Wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or, alternatively the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

A-Frame Sign Section 7.5

Attach picture of building and survey to show location this sign

Size / Dimensions: _____

Sign material: _____

Location of AFrame: _____

(A minimum of sixty inches of unobstructed pedestrian access along said sidewalk.)

Any portable sign or structure no greater in size than two feet wide by three feet high and composed of up to two (2) sign faces mounted or attached back-to-back in such a manner as to form a triangular vertical cross section through the faces. You must apply for this sign. If application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. ***Location:*** *If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access.* **Size -** *Size cannot exceed 2 ft. x 3 ft. Maximum height 3 ft.*

The signs below do not require an application or permit fee but must meet the standards of sign ordinance.

Window Section 8.5

Size of Window: _____

Size of Sign: _____

Size cannot exceed 10% of window area--In areas outside the B3 & CBD one lighted window sign up to 324 sq. inches (2.25 sq. ft) is allowed as part of the 10% space area if sign does not flash, blink or scroll.

Informational sign - Section 8.6

Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

No more than 2 signs depending upon size of sign. Residential max size: 6 sq. ft. Max height 3 ft. Commercial max size 16 sq. ft., max height 5 ft. If you have two signs both signs together cannot exceed maximum size. Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

Door - Section 8.8

Sign cannot exceed 1ft x 1 ft.

Handheld/ Portable Signs Section 8.11

Sign cannot exceed 4 sq. ft.; person must stand off the ROW and have written permission from property owner.

Other signs allowed with approved application and permit:

- Signage during construction
- Residential Subdivision Signs
- Master Signage Plan

https://library.municode.com/ga/dahlonega/codes/code_of_ordinances?nodeId=PTIICOOR_CH29OULIGLST_S29-1PU


DAHLONEGA
COLLECTIVE
VINTAGE GATHERED GOODS

DOVER REALTY
SALES & INVESTMENTS - SINCE 1961

Dahlonega's Public Square
PO BOX 731
DAHLONEGA, GA 30533
info@doverrealtyinc.com
www.vinsondoverrealty.com

Victor Dover, Broker

706-864-2600

September 28, 2026

City of Dahlonega
465 Riley Road
Dahlonega, GA 30533

To Whom It May Concern:

As the Lessor's Agent for 106 Public Square N in Dahlonega, we grant permission to Dawn Bender and Cynthia Edmondson, Tenants, to place a business sign in the exact location where a business sign currently hangs on the front of the building located at 106 Public Square N and also on the rear of the building where a smaller sign also currently hangs. The size must remain exactly the same and all maintenance and upkeep will be the responsibility of Dawn Bender and Cynthia Edmondson. Per their Lease Agreement, they must also abide by any and all City and State of Georgia ordinances, regulations, rules, orders and statutes.

Should any additional information be needed, please do not hesitate to reach out.

Kind Regards,

Melissa Dover

Sign Permit

SGN-26-21

Submitted On: Oct 5, 2026

Applicant

Cynthia Edmondson
[redacted]
@ dahlonegacollective@gmail.com

Primary Location

106 Public Square North
Dahlonega, GA 30533

Business Information

Property Type

Commercial

Name of Business

Dahlonega Collective

Address

106 Public Square North

Sign Installer Cell or Other #

[redacted]

Location of Business

N/A

Property Owner Cell # or other #

[redacted]

Applicant Signature

true

Owner of Business

Cynthia Edmonson

Mailing Address

106 Public Square North

Sign Installer

Self installer

Property Owner

Jennifer Erwin

Property Owner Phone #

[redacted]

Sign Installer Phone #

[redacted]

Freestanding Sign Policy

Height cannot exceed 10ft. Historic District cannot exceed the height of 5ft. Size cannot exceed 32 sq. in area. Only Monument type signs allowed. No poles or pylon. The base must be solid/enclosed with no visible open areas and a Minimum of 4ft. wide and 2 ft. high. Signs cannot be located within 50 ft. of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.

Wall/Mansard Sign Policy

Size cannot exceed 10% of Wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or, alternatively, the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

Hanging/Projection Sign Policy

You are allowed 1 hanging or 1 projecting sign. The sign is in a nonresidential zoning district; The sign is located over a public door entrance to an occupied building; The sign is no more than 9 square feet in area; The sign may not project more than 36 inches from the wall;

The sign is uniform in size, material, color, and shape and is placed in an equivalent location to other such signs located on the same building; The sign is suspended from the eave or soffit of the building or extends from the wall. The sign maintains a minimum of 8 feet clearance between the bottom of the sign and the walkway below, and the sign shall not extend vertically beyond the window sill of the second story.

Banner Policy

(One banner per business may be erected for no more than 10 days during any 120-day period. The ten days do not have to be consecutive)

Banners are allowed: (1) on developed lots in non-residential zoning districts, and (2) residential zoning districts on developed lots that are used for nonresidential purposes. 2. One banner per business may be erected for no more than l0 days during any 120-day period. The ten days do not have to be consecutive. 3. The maximum size of the banner shall not exceed 35 square feet and the height shall not exceed 5 feet. 4. The minimum front setback shall be 15 feet from the edge of the pavement or outside of the right of way, whichever is greater and l0 feet from the side and rear lot lines. However, in no case will a banner be allowed to obscure vision at a street or driveway intersection, or railway crossing. For traffic safety, signs shall - 14- not be located within the triangular area on a comer lot formed by measuring 20 feet along both street-side property lines from their intersection.

A-Frame Policy

Any portable sign or structure no greater in size than two feet wide by three feet high and composed of up to two (2) sign faces mounted or attached back to back in such a manner as to form a triangular vertical cross-section through the faces. You must submit an application for this sign. If the application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. ***Location****: If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access.* ***Size*** *- Size cannot exceed 2 ft. x 3 ft. Maximum height 3 ft.*

Banner is $25

0

Total Amount Due

75

Application will only be deemed complete when all required information is received. Drawings, sketches, photo survey, etc. A copy of the sign ordinance is available for review at Dahlonega.gov (link here), Copies are available at City Hall.

Check all the signs that apply to this application:

Freestanding

--

Wall

true

Mansard

--

Hanging

--

Projecting

--

A-frame

--

Banner

--

Is the applicant the same as the property owner?

No

If the applicant is someone other than the property owner. Provide written consent of the owner of the Property, or his/her agent, granting permission for the placement, maintenance, size and height of the sign to be placed on the property.

Place the TOTAL number of signs next to each fee schedule below:

Initial sign fee is $75

1

Each additional sign is $25

0

Wall/Mansard Sign Section Form 7.2

Size of sign/ dimensions & shape

30" X 48"

Building façade/ wall dimensions

10' X 30'

Height- Top to ground

11'-5"'

Material of sign

Poly Metal

Color of sign background, text etc.

Tan-olive

Specifications on how the sign will be attached to wall

Attached to wall

Illumination type

None

Value of sign

350.00

Size cannot exceed 10% of Wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Alternatively, the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

Window Section 8.5

Information Sign - Section 8.6

Door - Section 8.8

Hand held/ Portable Signs Section 8.11

Other signs allowed with approved application and permit:
Signage during construction
Residential Subdivision Signs
Master Signage Plan



Location of Proposed Signage

City of Dahlonega Historic Preservation Commission
Certificate of Appropriateness (COA) Application Review*

Property Information: Dahlonega Collective, LLC, 106 Public Square North
Zoning: Central Business District; Tax Parcel: D11 016

Applicant: Cynthia Edmondson

Project Summary: Approval is requested for the addition of a new wall sign on the front elevation of the multi-tenant building housing the Dahlonega Collective.

Date: October 26, 2026

Project Description:
The proposed project consists of the addition of a new wall sign on the front elevation of the multi-tenant building housing the Dahlonega Collective. The two-story Italianate building contains at least three additional tenants. The building's exterior is red brick and features ornate, gray-painted cornices and dentil molding, four six-over-six windows with decorative window hoods. The ground floor has traditional wood-and-glass storefronts with recessed entrances. According to GNAHRGIS, the building was constructed in 1908.

According to the Sign Permit Application, the proposed new wall sign will measure 30 inches by 48 inches on the front elevation. It will be constructed of poly metal and attached to the brick wall. The sign will feature the business name in olive text on a tan background, with an olive perimeter. Decorative botanical and artisan motifs frame the lettering, including an olive-colored outline of a mountain range above the name; olive-colored leaf branches outlining gold-colored crossed vintage tools below the name; and small gold-colored diamond/star arrow accents around the name. Along the bottom of the sign, below a thin olive colored horizontal divider line, reads "VINTAGE GATHERED GOODS" in olive colored text. The sign will be mounted in the exact location where a business sign currently hangs on the front of the building.

Project Evaluation:
The *Dahlonega Historic District Design Guidelines* discuss appropriate signage in the historic district but refer to the City's *Sign Ordinance* for specific requirements that must be met. The following guidelines and ordinance sections apply to the addition of a new wall sign.

Dahlonega Historic District Design Guidelines:
Section 3.7 Signage – "All new signage in the Historic District must comply with the Dahlonega Sign Ordinance." The design guidelines should be used in conjunction with the sign ordinance.
Guideline 3.7.3 – "Sign size, shape, font styles, and color should conform to those traditionally used in the historic area." New signs should be easily read and of simple design. An example of appropriate signage is shown.

> ***Based on other signs on businesses in the historic district, the proposed sign is similar to others in the district, is easily read, and is of simple design.***

The City's *Code of Ordinances, Subpart B – Land Use and Land Development, Chapter 123 – Signs: Section 123-5 (b) Historic Commission Authority* – "The historic commission, as established under the regulations of the City of Dahlonega, shall review for Certificates of Appropriateness all sign applications for wall signs within the B-3 district, the CBD and overlay districts that touch upon the CBD and B-3…."

Section 123-6 (a) Area of Sign – "The area of a sign shall consist of the entire area of the sign, including any type border which may enclose the outer limits of any writing, representation, emblem, figure, or character."

The proposed 2.5-foot by 4-foot sign is 10 SF in total area.

Section 123-6 (b) Sign Materials – "In B-3 and CBD, the exposed surfaces of all sign structures and supports shall be constructed using natural materials and should match local architectural styles. Natural materials include, but are not limited to, concrete, stucco, natural and painted wood, brick, stone or manmade materials such as metal and glass with similar texture and appearance that are considered appropriate to maintain the character of the existing building and structures on the property on which the sign is located."

The proposed sign is constructed of poly metal, which is not a natural material. The finish of the manmade material appears to be a similar texture and appearance to maintain the character of the existing building on which the sign is located.

Section 123-6 (d) Type Styles – "In B-3 and CBD, type styles are limited to those found in the ordinance from which this chapter is derived, or a style substantially similar."

The proposed fonts on the sign are similar to fonts in the list of approved type styles (similar to Casablanca Antique). (See Ordinance 2008-04 below)

Section 123-7 (f) Wall and Mansard Signs – 4. "The total area for wall or mansard signage shall not exceed ten percent of the area of the building wall." 6. "For buildings with multiple tenants having store fronts only, the facade rented by the tenant shall be considered as the wall area for a sign area calculation."

The total area of the business' front elevation is 10 feet by 30 feet (300 sf). The appropriate sign size may be no more than 10% of that calculated area. The proposed sign is within 10% (less than 30 sf).

Ordinance 2008-04, Amended September 17, 2015, Sign Ordinance:
Wall Sign: A sign with messages or copy erected parallel to and attached to or painted on the outside wall of a building or mansard and extending not more than 6 inches from the wall.

The application does not state the depth of the sign, so it cannot be determined if the sign meets this criterion.

Ordinance 2008-04, Amended September 17, 2015, Sign Ordinance:
Attachment 1, Acceptable Type Styles for B3 and CBD Districts – "Many letter styles and original designs may be allowed but must be approved by the Historic Preservation Commission."

Suggested standard font styles that are considered appropriate are listed in this attachment to the ordinance.

(See Section 123-6 (d) Type Styles above)

Recommendation:
Based on the *Design Guidelines* and the requirements in the *Sign Ordinance*, it is recommended that the application be approved with conditions. See notes below:

- Note 1: Applicant did not note the depth of the sign in the application. Sign may not be more than 6 inches from the wall per *Ordinance 2008-04, Amended September 17, 2015*.
- Note2: The attached letter from the Lessor's Agent states that the tenant has permission to place a business sign on the rear of the building as well. The applicant has not provided any measurements or design for the sign to be placed on the rear façade. This application is for the sign on the front façade only.

*Reviewed by WLA Studio based on materials received from the applicant at the time of review. New information from the applicant and/or a site visit to the subject property may amend the recommendation.

Dahlonegacollective.gmail.com

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Location of Business: 106 Public Square North Dahlonega, GA 30533
Owner of Business: Dawn Bender / Cynthia Edmondson
Mailing Address: same
Phone#:
Cell or other # [redacted]
Property Owner: Erdin Properties, LLC

If the applicant is someone other than the property owner. Provide written consent of the owner of the Property, or his/her agent, granting permission for the placement, maintenance, size, and height of the sign to be placed on the property.

Sign Installer
Address:
Phone #:
Cell or other #:
Applicant's Signature: Cynthia N. Edmondson
Application Date: Sept. 29, 2026

Application will only be deemed complete when all required information is received. Drawings, sketches, photo survey, etc. A copy of the sign ordinance is available for review at Dahlonega.gov, copies are available at City Hall.
Check all the signs that apply to this application:

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********** FOR STAFF ONLY **********

Staff Signature: _____ Date: _____

Permit Fees Paid: _____ Permit Decal: _____

Hanging /Projecting Section 7.3

Attach picture of building and survey to show location this sign and all signs on the property.

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Clearance from ground to bottom of sign must be 8 ft.: ✓

Sign material: metal

Sign Color: pic attached

Sign support/bracket material: screws/washers into building

Color of sign background, text etc.: attached
(attach paint sample or color drawing)

Location of freestanding sign: N/A
(site survey is acceptable)

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Value of sign:

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Value of Banner:

Type of Material:

Start Date:

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For each sign include sketch or drawing showing sign dimensions, height, monument base size, material, colors, text font, plans for illumination etc. For freestanding include survey showing the street address of property, the location of the sign, the distance of the sign from property boundaries and the distance of any freestanding signs within 50 ft. of this sign. **Include photos of existing signs.**

Freestanding Sign Section 7.1

Attach drawing and survey to show location & distance apart of all signs on the property.

Size of base - dimensions & shape:

Size of sign / dimensions & shape:

Height:

Material:

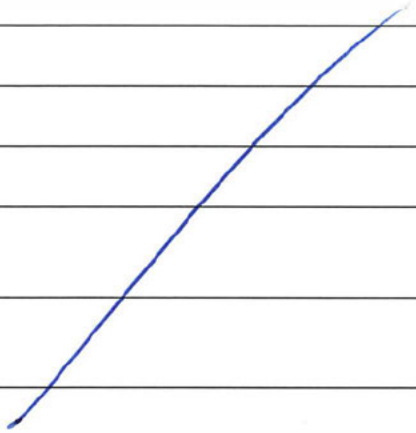
Color of sign background, text etc.:
(attach paint sample or color drawing)

Location of freestanding sign:
(site survey is acceptable)

Distance of the new sign:
(Existing freestanding signs)

Illumination type:
(only up light and down light is allowed)

Value of sign:



Height cannot exceed 10ft. Historic District cannot exceed height of 5ft. Size cannot exceed 32 sq. in area. Only Monument type signs allowed. No poles or pylon. Base must be solid/enclosed with no visible open areas and a Minimum of 4ft. wide and 2 ft. high. Signs cannot be located within 50 ft. of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.

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Height- Top to ground: 11'5"

Material of sign: POLY METAL

Color of sign background, text etc.:
(attach paint sample or color drawing and attach lettering – see example sheet)

SEE ATTACHMENT

Specifications on how the sign will be attached to wall:

ATTACHED TO WALL

Illumination type:
(only up light and down light is allowed)

NONE

Value of sign: $350.00

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A-Frame Sign Section 7.5

Attach picture of building and survey to show location this sign

Size / Dimensions: _____

Sign material: _____

Location of AFrame: _____

(A minimum of sixty inches of unobstructed pedestrian access along said sidewalk.)

Any portable sign or structure no greater in size than two feet wide by three feet high and composed of up to two (2) sign faces mounted or attached back-to-back in such a manner as to form a triangular vertical cross section through the faces. You must apply for this sign. If application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. ***Location:*** *If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access.* **Size** *- Size cannot exceed 2 ft. x 3 ft. Maximum height 3 ft.*

The signs below do not require an application or permit fee but must meet the standards of sign ordinance.

Window Section 8.5

Size of Window: _____

Size of Sign: _____

Size cannot exceed 10% of window area--In areas outside the B3 & CBD one lighted window sign up to 324 sq. inches (2.25 sq. ft) is allowed as part of the 10% space area if sign does not flash, blink or scroll.

Informational sign - Section 8.6

Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

No more than 2 signs depending upon size of sign. Residential max size: 6 sq. ft. Max height 3 ft. Commercial max size 16 sq. ft., max height 5 ft. If you have two signs both signs together cannot exceed maximum size. Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

Door - Section 8.8

Sign cannot exceed 1ft x 1 ft.

Handheld/ Portable Signs Section 8.11

Sign cannot exceed 4 sq. ft.; person must stand off the ROW and have written permission from property owner.

Other signs allowed with approved application and permit:

- Signage during construction
- Residential Subdivision Signs
- Master Signage Plan

https://library.municode.com/ga/dahlonega/codes/code_of_ordinances?nodeId=PTIICOOR_CH29OULIGLST_S29-1PU


DAHLONEGA
COLLECTIVE
VINTAGE GATHERED GOODS

DOVER REALTY
SALES & INVESTMENTS - SINCE 1961

Dahlonega's Public Square
PO BOX 731
DAHLONEGA, GA 30533
info@doverrealtyinc.com
www.vinsondoverrealty.com

Victor Dover, Broker

706-864-2600

September 28, 2026

City of Dahlonega
465 Riley Road
Dahlonega, GA 30533

To Whom It May Concern:

As the Lessor's Agent for 106 Public Square N in Dahlonega, we grant permission to Dawn Bender and Cynthia Edmondson, Tenants, to place a business sign in the exact location where a business sign currently hangs on the front of the building located at 106 Public Square N and also on the rear of the building where a smaller sign also currently hangs. The size must remain exactly the same and all maintenance and upkeep will be the responsibility of Dawn Bender and Cynthia Edmondson. Per their Lease Agreement, they must also abide by any and all City and State of Georgia ordinances, regulations, rules, orders and statutes.

Should any additional information be needed, please do not hesitate to reach out.

Kind Regards,

Melissa Dover

Sign Permit

SGN-26-21

Submitted On: Oct 5, 2026

Applicant

Cynthia Edmondson
[redacted]
@ dahlonegacollective@gmail.com

Primary Location

106 Public Square North
Dahlonega, GA 30533

Business Information

Property Type

Commercial

Name of Business

Dahlonega Collective

Address

106 Public Square North

Sign Installer Cell or Other #

[redacted]

Location of Business

N/A

Property Owner Cell # or other #

[redacted]

Applicant Signature

true

Owner of Business

Cynthia Edmonson

Mailing Address

106 Public Square North

Sign Installer

Self installer

Property Owner

Jennifer Erwin

Property Owner Phone #

[redacted]

Sign Installer Phone #

[redacted]

Freestanding Sign Policy

Height cannot exceed 10ft. Historic District cannot exceed the height of 5ft. Size cannot exceed 32 sq. in area. Only Monument type signs allowed. No poles or pylon. The base must be solid/enclosed with no visible open areas and a Minimum of 4ft. wide and 2 ft. high. Signs cannot be located within 50 ft. of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.

Wall/Mansard Sign Policy

Size cannot exceed 10% of Wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or, alternatively, the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

Hanging/Projection Sign Policy

You are allowed 1 hanging or 1 projecting sign. The sign is in a nonresidential zoning district; The sign is located over a public door entrance to an occupied building; The sign is no more than 9 square feet in area; The sign may not project more than 36 inches from the wall;

The sign is uniform in size, material, color, and shape and is placed in an equivalent location to other such signs located on the same building; The sign is suspended from the eave or soffit of the building or extends from the wall. The sign maintains a minimum of 8 feet clearance between the bottom of the sign and the walkway below, and the sign shall not extend vertically beyond the window sill of the second story.

Banner Policy

(One banner per business may be erected for no more than 10 days during any 120-day period. The ten days do not have to be consecutive)

Banners are allowed: (1) on developed lots in non-residential zoning districts, and (2) residential zoning districts on developed lots that are used for nonresidential purposes. 2. One banner per business may be erected for no more than l0 days during any 120-day period. The ten days do not have to be consecutive. 3. The maximum size of the banner shall not exceed 35 square feet and the height shall not exceed 5 feet. 4. The minimum front setback shall be 15 feet from the edge of the pavement or outside of the right of way, whichever is greater and l0 feet from the side and rear lot lines. However, in no case will a banner be allowed to obscure vision at a street or driveway intersection, or railway crossing. For traffic safety, signs shall - 14- not be located within the triangular area on a comer lot formed by measuring 20 feet along both street-side property lines from their intersection.

A-Frame Policy

Any portable sign or structure no greater in size than two feet wide by three feet high and composed of up to two (2) sign faces mounted or attached back to back in such a manner as to form a triangular vertical cross-section through the faces. You must submit an application for this sign. If the application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. ***Location****: If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access.* ***Size*** *- Size cannot exceed 2 ft. x 3 ft. Maximum height 3 ft.*

Banner is $25

0

Total Amount Due

75

Application will only be deemed complete when all required information is received. Drawings, sketches, photo survey, etc. A copy of the sign ordinance is available for review at Dahlonega.gov (link here), Copies are available at City Hall.

Check all the signs that apply to this application:

Freestanding

--

Wall

true

Mansard

--

Hanging

--

Projecting

--

A-frame

--

Banner

--

Is the applicant the same as the property owner?

No

If the applicant is someone other than the property owner. Provide written consent of the owner of the Property, or his/her agent, granting permission for the placement, maintenance, size and height of the sign to be placed on the property.

Place the TOTAL number of signs next to each fee schedule below:

Initial sign fee is $75

1

Each additional sign is $25

0

Wall/Mansard Sign Section Form 7.2

Size of sign/ dimensions & shape

30" X 48"

Building façade/ wall dimensions

10' X 30'

Height- Top to ground

11'-5"'

Material of sign

Poly Metal

Color of sign background, text etc.

Tan-olive

Specifications on how the sign will be attached to wall

Attached to wall

Illumination type

None

Value of sign

350.00

Size cannot exceed 10% of Wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Alternatively, the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

Window Section 8.5

Information Sign - Section 8.6

Door - Section 8.8

Hand held/ Portable Signs Section 8.11

Other signs allowed with approved application and permit:
Signage during construction
Residential Subdivision Signs
Master Signage Plan



Location of Proposed Sign

City of Dahlonega Historic Preservation Commission
Certificate of Appropriateness (COA) Application Review*

Property Information: Dahlonega Collective, LLC, 106 Public Square North
Zoning: Central Business District; Tax Parcel: D11 016

Applicant: Cynthia Edmondson

Project Summary: Approval is requested for the addition of a new wall sign on the front elevation of the multi-tenant building housing the Dahlonega Collective.

Date: October 26, 2026

Project Description:
The proposed project consists of the addition of a new wall sign on the front elevation of the multi-tenant building housing the Dahlonega Collective. The two-story Italianate building contains at least three additional tenants. The building's exterior is red brick and features ornate, gray-painted cornices and dentil molding, four six-over-six windows with decorative window hoods. The ground floor has traditional wood-and-glass storefronts with recessed entrances. According to GNAHRGIS, the building was constructed in 1908.

According to the Sign Permit Application, the proposed new wall sign will measure 30 inches by 48 inches on the front elevation. It will be constructed of poly metal and attached to the brick wall. The sign will feature the business name in olive text on a tan background, with an olive perimeter. Decorative botanical and artisan motifs frame the lettering, including an olive-colored outline of a mountain range above the name; olive-colored leaf branches outlining gold-colored crossed vintage tools below the name; and small gold-colored diamond/star arrow accents around the name. Along the bottom of the sign, below a thin olive colored horizontal divider line, reads "VINTAGE GATHERED GOODS" in olive colored text. The sign will be mounted in the exact location where a business sign currently hangs on the front of the building.

Project Evaluation:
The *Dahlonega Historic District Design Guidelines* discuss appropriate signage in the historic district but refer to the City's *Sign Ordinance* for specific requirements that must be met. The following guidelines and ordinance sections apply to the addition of a new wall sign.

Dahlonega Historic District Design Guidelines:
Section 3.7 Signage – "All new signage in the Historic District must comply with the Dahlonega Sign Ordinance." The design guidelines should be used in conjunction with the sign ordinance.
Guideline 3.7.3 – "Sign size, shape, font styles, and color should conform to those traditionally used in the historic area." New signs should be easily read and of simple design. An example of appropriate signage is shown.

Based on other signs on businesses in the historic district, the proposed sign is similar to others in the district, is easily read, and is of simple design.

The City's *Code of Ordinances, Subpart B – Land Use and Land Development, Chapter 123 – Signs: Section 123-5 (b) Historic Commission Authority* – "The historic commission, as established under the regulations of the City of Dahlonega, shall review for Certificates of Appropriateness all sign applications for wall signs within the B-3 district, the CBD and overlay districts that touch upon the CBD and B-3…."

Section 123-6 (a) Area of Sign – "The area of a sign shall consist of the entire area of the sign, including any type border which may enclose the outer limits of any writing, representation, emblem, figure, or character."

The proposed 2.5-foot by 4-foot sign is 10 SF in total area.

Section 123-6 (b) Sign Materials – "In B-3 and CBD, the exposed surfaces of all sign structures and supports shall be constructed using natural materials and should match local architectural styles. Natural materials include, but are not limited to, concrete, stucco, natural and painted wood, brick, stone or manmade materials such as metal and glass with similar texture and appearance that are considered appropriate to maintain the character of the existing building and structures on the property on which the sign is located."

The proposed sign is constructed of poly metal, which is not a natural material. The finish of the manmade material appears to be a similar texture and appearance to maintain the character of the existing building on which the sign is located.

Section 123-6 (d) Type Styles – "In B-3 and CBD, type styles are limited to those found in the ordinance from which this chapter is derived, or a style substantially similar."

The proposed fonts on the sign are similar to fonts in the list of approved type styles (similar to Casablanca Antique). (See Ordinance 2008-04 below)

Section 123-7 (f) Wall and Mansard Signs – 4. "The total area for wall or mansard signage shall not exceed ten percent of the area of the building wall." 6. "For buildings with multiple tenants having store fronts only, the facade rented by the tenant shall be considered as the wall area for a sign area calculation."

The total area of the business' front elevation is 10 feet by 30 feet (300 sf). The appropriate sign size may be no more than 10% of that calculated area. The proposed sign is within 10% (less than 30 sf).

Ordinance 2008-04, Amended September 17, 2015, Sign Ordinance:
Wall Sign: A sign with messages or copy erected parallel to and attached to or painted on the outside wall of a building or mansard and extending not more than 6 inches from the wall.

The application does not state the depth of the sign, so it cannot be determined if the sign meets this criterion.

Ordinance 2008-04, Amended September 17, 2015, Sign Ordinance:
Attachment 1, Acceptable Type Styles for B3 and CBD Districts – "Many letter styles and original designs may be allowed but must be approved by the Historic Preservation Commission."

Suggested standard font styles that are considered appropriate are listed in this attachment to the ordinance.

(See Section 123-6 (d) Type Styles above)

Recommendation:
Based on the *Design Guidelines* and the requirements in the *Sign Ordinance*, it is recommended that the application be approved with conditions. See notes below:

- Note 1: Applicant did not note the depth of the sign in the application. Sign may not be more than 6 inches from the wall per *Ordinance 2008-04, Amended September 17, 2015*.
- Note2: The attached letter from the Lessor's Agent states that the tenant has permission to place a business sign on the rear of the building as well. The applicant has not provided any measurements or design for the sign to be placed on the rear façade. This application is for the sign on the front façade only.

*Reviewed by WLA Studio based on materials received from the applicant at the time of review. New information from the applicant and/or a site visit to the subject property may amend the recommendation.