



CITY OF DAHLONEGA

Council Work Session Agenda

April 15, 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. Cemetery Committee--March 2024
Quataunda Armstrong, Dahlonega Cemetery Committee
2. Dahlonega Downtown Development Authority/Main Street – March 2024
Ariel Alexander, Downtown Development Director
3. Parking Committee Report
Allison Martin, City Manager

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

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

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

9. 2024 National Travel and Tourism Week Joint Proclamation
Allison Martin, City Manager
Strategic Priority - Communication
10. Discussion of Downtown Development Authority Re-Appointment
Ariel Alexander, Director Downtown Development Authority
Strategic Priority - Effectively Manage Growth

11. Discussion of Planning Commission Appointment

Mary Csukas, City Clerk

Strategic Priority - Effectively Manage Growth

12. Discussion of Historic Preservation Commission Appointment

Mary Csukas, City Clerk

Strategic Priority - Effectively Manage Growth

PRESENTATION

ORDINANCES & RESOLUTIONS

[13.](#) 2024 Georgia Cities Week Resolution

Allison Martin, City Manager

Strategic Priority - Communication

AGREEMENTS & CONTRACTS:

OTHER ITEMS:

[14.](#) Application for a Consumption on Premise Alcoholic Beverage License – Georgia 7 Pie LLC dba 7 Pie Pizzeria

Doug Parks, City Attorney & Mary Csukas, City Clerk

Strategic Priority - Communication

[15.](#) Application for a Retail Alcoholic Beverage License – Dahlonega Tours and More LLC dba Dahlonega Tours and More, Ghost and Grapes Tasting Room

Doug Parks, City Attorney & Mary Csukas, City Clerk

Strategic Priority - Communication

[16.](#) 2024 Zoning Map Update

Allison Martin, City Manager

Strategic Priority - Communication

[17.](#) Comprehensive Plan and Work Plan Update

Allison Martin, City Manager

Strategic Priority - Effectively Manage Growth

[18.](#) Enterprise Fleet - review of services

Allison Martin, City Manager

Strategic Priority - Communication

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



Department Report

Report Title: Cemetery Committee—March 2024

Report Highlight: Decoration Day and Cemetery Tourism

Name and Title: Quataunda Armstrong, Dahlonega Cemetery Committee

Recently Completed:

- The committee discussed bringing on Valerie Green as a Non-Voting member.
- The committee discussed partnering with UNG students and other Organizations to promote the History of Mt. Hope.

Underway:

- Mt. Hope Cemetery Cleanup Day- April 13th-10am-Noon
- Decoration Day- May 19th at 2pm

Near term:

- Focus on improved historical cemetery tourism at Mt. Hope along with UNG students.
- Focus on Fundraising goals for the upcoming year.

City of Dahlonega Parking Committee

Council Update
April 2024

Parking Committee Charge



Created by council in response to recommendations from parking study

Council representative
Staff
Citizen/business owners



Review parking in and around Dahlenega

Prior studies
Observations
Short and long-term potential solutions



Hear complaints

Council
Residents
Businesses
Visitors



Make recommendations to the council

Ordinance revisions
Policies
Procedures

General History

First meetings held 2016

Recommendations made but not followed through

Sporadic meetings until revived in 2022

- Regular meetings
- Agenda and minutes
- UNG representative invited to attend
 - Assist with ensuring students are not parking in our public lots during their classes
- Recommendations
 - Lift off-site parking
 - Planning Commission and Council Approved

Items Discussed

- Signage - exploring options
 - On ground versus ariel/post mounted
 - DDA/Main Street Work Plan Items Related to Parking
- Three-hour parking - recommends changes to 3-hour parking
 - Codified
 - Zones
 - Street parking
- Meters - recommend explore other options
 - Fix them (cost, maintenance, enforcement)
 - Other options
 - Managed parking
- Merchant/Resident Parking Passes - recommend explore and bring to council
- Enota Street/Boyd Circle - recommend restripe for oversize vehicles or sign spaces for two vehicles during week
 - Request to take back to two-way traffic
 - Insurance carrier recommended this change
 - Codified in ordinances
 - Parking committee did not recommend changing

Additional 1 Items Discussed

- Parking Deck - explore PPP, grant funding
 - Location
 - Funding
 - Paid parking versus no charge
- Maple Street Parking Issue
 - Recommend property owner put in additional parking on his lot
- Rental of spaces
 - Dahlonga Methodist Church - approved via policy
 - Annual rental/ future discussions on parking solutions
 - 27 on Park - council consideration as not in ordinance/policy
 - Bulk rental of spaces
- Create loading zone at Meaders - recommend
 - Lose one space
 - Should loading zone times be increased - no action
- Overnight parking
 - Recommend ordinance change so can enforce

Additional Recommendation S

- To aid with sign pollution
 - Update ordinance
 - Parking vehicles outside lines of designated parking space prohibited
 - No overnight parking
 - Vehicles should be confined to marked space
- Review fine structure
- Continued education on where to park
 - Lots, UNG, ordinances
- Expansion of EV stations



Department Report

Report Title: City of Dahlonega Police Department – March 2024

Report Highlight: Fleet 3 in car cameras installed.

Name and Title: George Albert, Chief of Police.

Recently Completed:

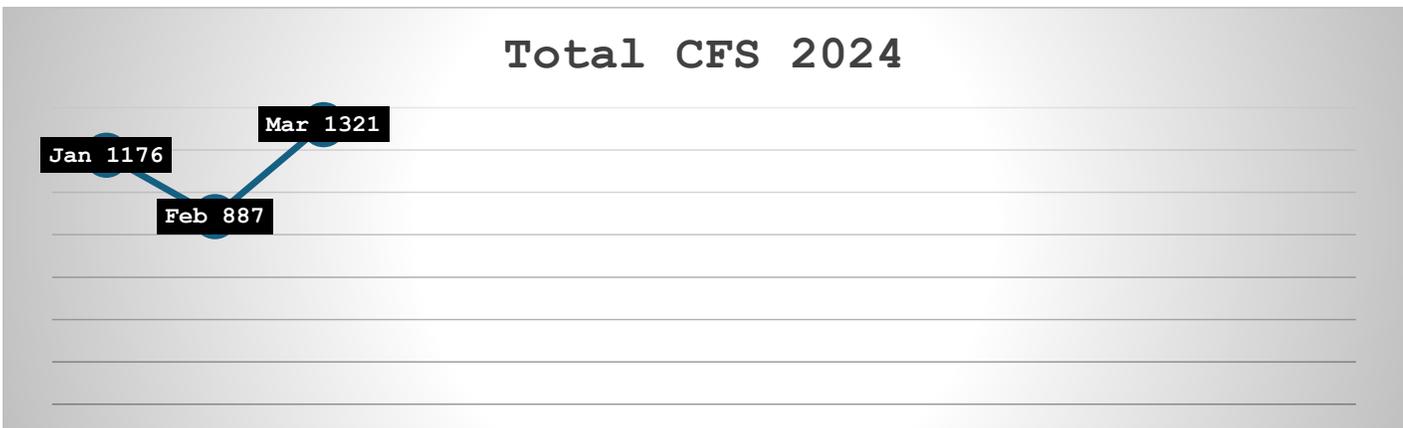
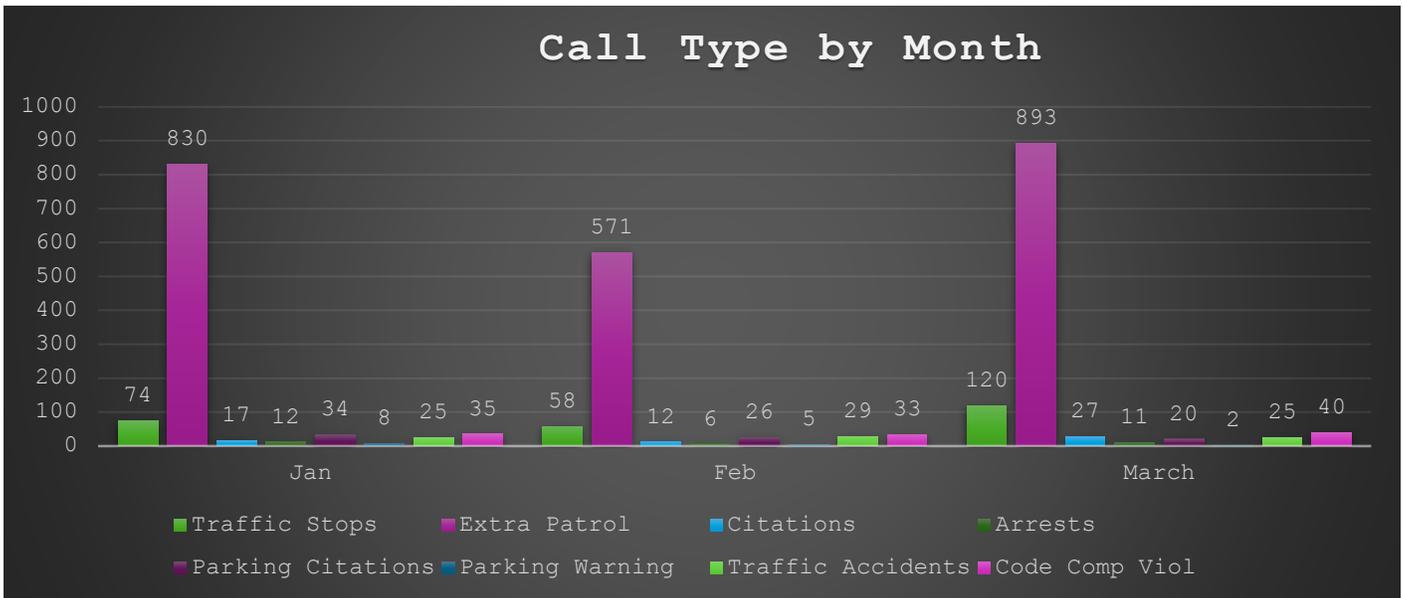
- Attended district Monday on Main pre-event meeting and the lunch and learn at city hall.
- Attended coffee with a cop at Dahlonega Care Facility.
- Attended Old Fashioned Christmas parade committee meeting.
- Attended firearms training.
- Staffing analysis report.
- Fleet 3 car cameras installed in marked units.
- Attended Intelligence meeting.
- Code Enforcement attended training in Savannah completing level 1 GACE training.
- Attended Bear on Square and Art in the Park pre-event meeting.
- Concentrated patrols for Sig Fest event at Hancock Park.
- Officers attended a Veterans event at Courthouse Hill.

Underway:

- Officers continue to provide patrols in the community addressing concerns of citizens.
- Speed trailer deployment in areas based on community complaints.
- Flock camera proposal and deployment strategy.
- Code enforcement weekend patrol for compliance of ordinances.
- New hire onboarding, planning and preparations underway.

Officer Commendation: Received a call praising the officers for their visibility and service to community.

March 2024 Dahlonga Police Department Stats



	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Traffic Stops	74	58	120									
Extra Patrol	830	571	893									
Citations	17	12	27									
Arrests	12	6	11									
Parking Citations	34	26	20									
Parking Warning	8	5	2									
Traffic Accidents	25	29	25									
Code Comp Viol	35	33	40									
Total CFS	1176	887	1321									

March 2024 Dahlonga Police Department Stats

Number of Calls for Service: 1321
Incident Reports: 43
Accident Reports: 15
Traffic Stops: 120
Juvenile Complaint: 0
Criminal Trespass: 16
Domestic Problem: 4
Vehicle Unlock: 18
Traffic Citations Issued: 27
Traffic Warnings Issued: 40
Shoplifting: 3
Parking Citations Issued: 20
Animal Complaint: 12
Public Drunk: 0
Traffic Fatalities: 0
Motorist Assist: 14
Accidents to GSP: 710
Trouble Alarms: 9
DUI: 0
DUI to GSP: 0
Arrests: 11
Officer Assist LCSO: 10
Funeral Assist: 2
Officer Assist Other: 4
Other: 14
Welfare Check: 8
Extra Patrol: 893

2023 Comparison

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<i>Traffic Stops</i>	128	81	100									
<i>Extra Patrol</i>	314	396	346									
<i>Citations</i>	24	18	24									
<i>Arrests</i>	11	9	7									
<i>Parking Citations</i>	29	44	71									
<i>Parking Warning</i>	3	8	6									
<i>Traffic Accidents</i>	19	12	25									
<i>Code Comp Viol</i>	31	25	26									
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec

Total CFS

682 662

605



City of Dahlonega
465 Riley Road
Dahlonega, GA 30533
 Telephone: 706-864-6133 Fax: 706-864-4837

Activity Report for March 2024

Community Development Department

Permit Issues for March.

7 Residential.	0 Annex.	1 Sign permits	0 Variance.
1 Rezoning.	1 Land Disturbance.	0 Minor Plats.	0 BZA.
2 Commercials.	0 Cemetery.	0 Demo.	0 COA.

Total open active permits (159).

94- Residential permits.	2- Pool permits.	27- commercial permits.	0- LGT.
16 -Land Disturbance Permits.	1- Sign permits.	2- Annex.	1 -OD.
3- Rezoning permits.	0 Variance permit.	1 -COA.	1 Final plat.
1- final plat permit.	2- Cemetery permits.	0- COS.	1-Demo.
			2- Minor plat.
			1- BZA.
			1- Tree Permit.

Analytic Records Submitted for March 2024.

20 records were created.	128 inspections were performed.
\$97,690.50 revenue collected.	15 permits were issued.

Breakdown of inspections for March 2024.

34 Soil erosion inspections.	7- Commercial Inspection.	0 MFP.
87 Residential inspections.	0- Pool.	0 Demo.

Project under review

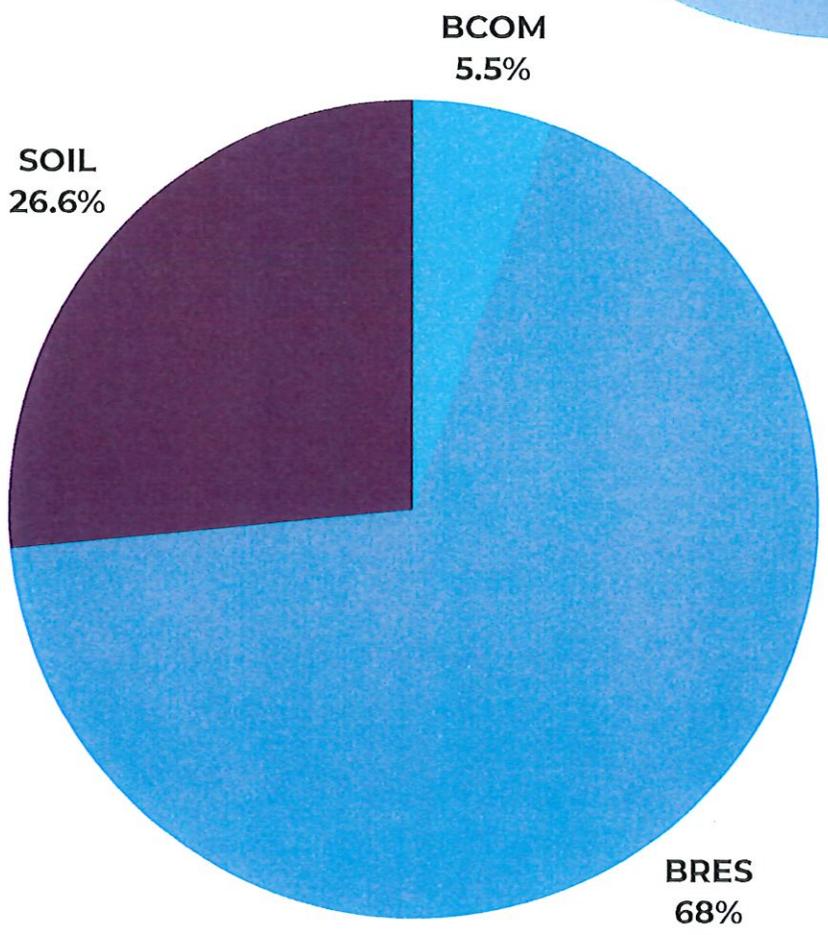
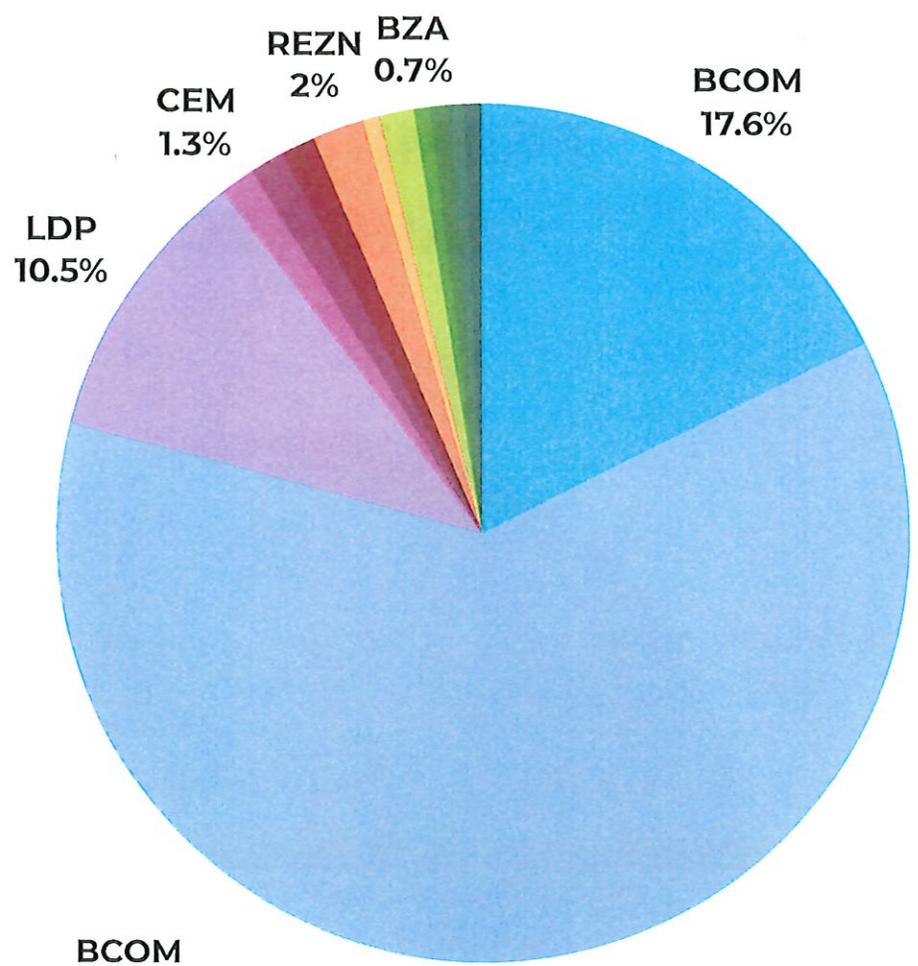
South Chestatee Annex.
 Panzica Annex.
 Accent Cellar

Project within the working progress

Project approved.

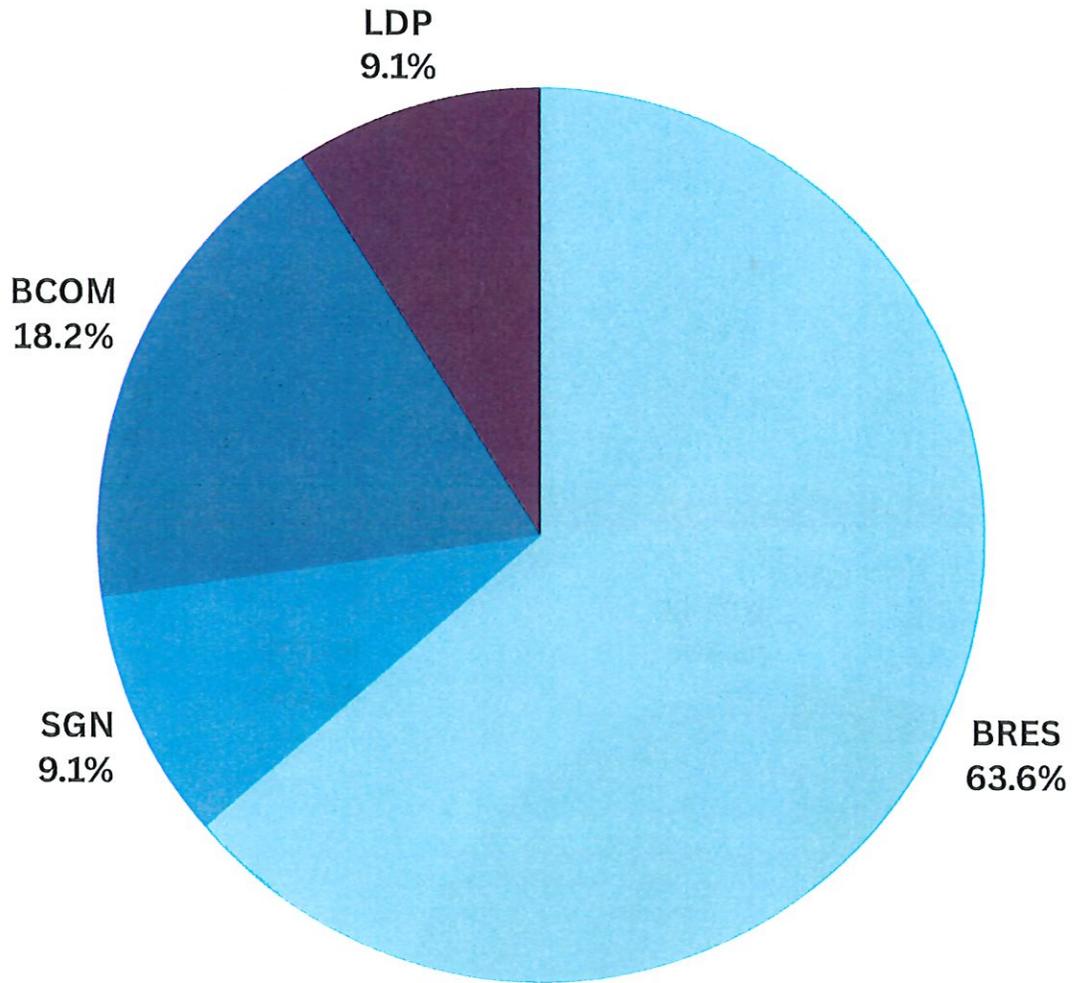
COA- 7 Pie

ACTIVE RECORDS 2024



INSPECTIONS MARCH 2024

PERMITS ISSUED MARCH 2024





Department Report

Report Title: Finance and Administration Department – March 2024
Report Highlight: Website new home page and colors approved.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Website work on page content and mapping flow of forms and links..
- GIS purchase of equipment for staff to capture items in the field.
- Audit of collection utility accounts against current customers to transfer balances for collection in-house.
- GMRC submittal of final draft of zoning map.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Continued meetings with Lumpkin County Water Authority.

Underway:

- Inventory module discovery for design and implementation.
- Internal audit of assets – 95% complete
- Administration of American Rescue Plan (ARP) grant
- Establish and set up the Employee Portal on new software; implement and train employees on benefits and use.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.
- New server ordered and new server rack received.

Near Term:

- Update financial policies.
- Update the purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms;
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.



Department Report

Report Title: Public Works—March 2024

Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Construction of Hancock Park message board by city crews.

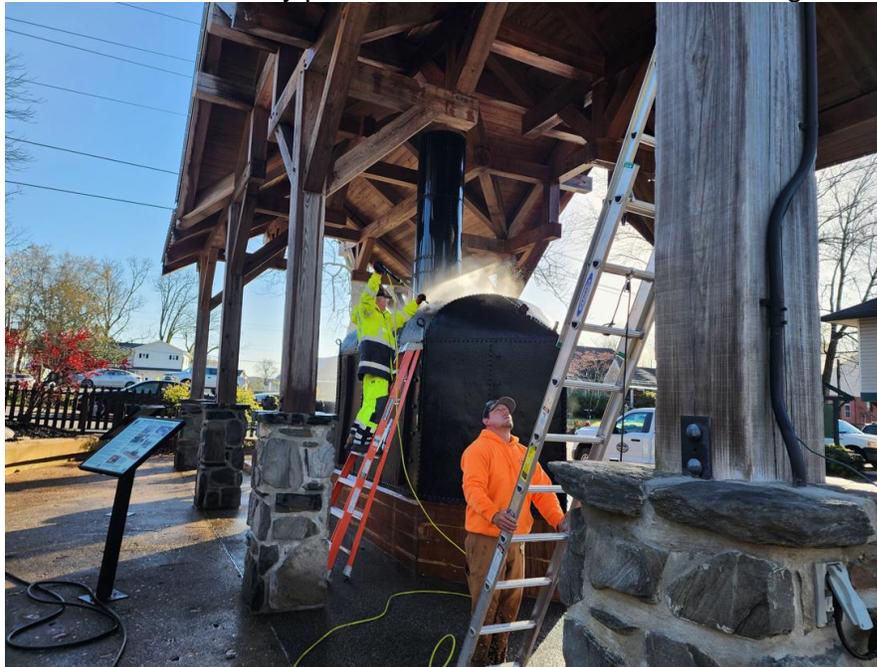


- Construction of East Main utilities. At the time of this writing, remaining items include electrical service along handrail and installation of LED raised pavement markers at the crosswalk.





- Cleaning of diving bell and preparation for re-staining to protect the structure and match the look of the Madeline Anthony pavilion and the new Hancock message board.



- Installation of mulch at various parks and open areas around the city.





- Installation of sod at Wimpy Mill Picnic Area.





- Removal of a pecan tree from Hancock Park that had suffered from extensive decay.



- Memorial Park Cemetery storm drain installation. The project was completed in cooperation with the developer of the neighboring parcel to the benefit of both the city's cemetery and the developer's upcoming townhome project.

Ongoing:

- Installation of a new facility to house the city's lift on the upper section of the North Park Street property. This will provide quick and easy access to downtown for the lift that travels at extremely slow speeds.
- Installation of the spring & summer downtown vegetation.
- Morrison Moore Pedestrian Bridge and Sidewalk design and permitting. At this time, construction is expected in late 2024.
- Golden Avenue storm drain. Coordination with neighboring property owners regarding necessary easements is ongoing.
- Design and bid services for Phase 2 of the North Grove sidewalk project from Subway to Skyline Drive.
- Revegetation of the Hancock Park yard. This is becoming more challenging each year as the event season continues to expand not only to cover roughly 10 months of the year, but also to draw more and more foot traffic. The combination of heavy foot traffic, minimal to moderate sunlight and desire for a "cold-weather" grass (i.e. a grass that stays green year round) requires constant maintenance with varying results.

Upcoming (these projects are currently either in concept, design or construction phase):

- Selected portions of the Arcadia Street water and sewer main project/Mechanic Street to Morrison Moore sidewalk.
- North square reconstruction and tree replacement.
- Visitors' Center Plaza surface replacement and sanitary sewer repair.
- Park Street Utilities Project.



Department Report

Report Title: Water & Wastewater Treatment Department Report March 2024

Report Highlight: New piping and valves are currently being installed to all three water filter racks at the water plant. This additional piping will allow for the filter modules to be cleaned in a more thorough process which hopefully will give a longer life span to the fibers. Our plant operators are assisting a technician from the manufacturer in this installation which helps give them a better understand of the equipment they operate. The rehab work to the Koyo Lift Station is temporarily on hold. We are receiving a grant from the federal government and we do not want to start the project without knowing we are fulfilling every requirement. Some of these grants require additional studies and work agreements that must be signed off before we start construction. Hopefully the work will begin later this month.

Name and Title: John Jarrard, Water/Wastewater Treatment Director

Recently Completed

- Replaced seals in Screen #1
- Exercised generators with loads at all facilities
- Installed new pressure switch on air compressor at raw water intake
- Repaired valve actuator on Feed pump B
- Mailed annual safe dam report to the state
- Repaired effluent valve on Chlorine Tank #1
- Repaired surge valve at Barlow Lift Station (warranty covered expense)
- Repaired pump #2 at Koyo Lift Station
- Replaced contactors at Kenimer Lift Station
- Replaced filter discs and hoses on Filter #2 (WWTP)
- Pumped out Wimpy Mill, Owens Farm, and Highland Trace Lift Stations
- Replaced contactor on Pump #1 at Barlow Lift Station (warranty covered expense)
- Installed rebuilt propeller on SBR #2 Mixer

Underway:

- Installation of new CIP valves on WTP Filters
- Repairs to wiring on both mixers in SBR Basin #2
- Caustic Tank valve repair at WWTP
- Repairs to railing on Upper Crown Mountain Tank
- Air Supply Line repair on Rack #3

Near Term:

- Updates to the Water Conservation Plan
- Kenimer Lift Station Rehab (In-house work)
- Air end rebuild to Compressor #2 at WTP
- Porter Village Lift Station Rehab (In-house work)
- Retaining wall installation at Wimpy Mill Lift Station

RESOLUTION 2024-03
GEORGIA CITIES WEEK
APRIL 21-27, 2024

A RESOLUTION OF THE CITY OF DAHLONEGA RECOGNIZING GEORGIA CITIES WEEK, APRIL 21-27, 2024, AND ENCOURAGING ALL RESIDENTS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the closest to most citizens, and the one with the most direct daily impact on its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF DAHLONEGA DECLARES APRIL 21-27, 2024, AS GEORGIA CITIES WEEK.

BE IT FURTHER RESOLVED THAT THE CITY OF DAHLONEGA ENCOURAGES ALL CITIZENS, CITY GOVERNMENT OFFICIALS, AND EMPLOYEES TO DO EVERYTHING POSSIBLE TO ENSURE THAT THIS WEEK IS RECOGNIZED AND CELEBRATED ACCORDINGLY.

Approved this 15th day of April 2024.

JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



City Council Agenda Memo

DATE: 3/8/2024
TITLE: Application for a Consumption on Premise Alcoholic Beverage License – Georgia 7 Pie LLC dba 7 Pie Pizzeria
PRESENTED BY: Doug Parks, City Attorney & Mary Csukas, City Clerk
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

The application is complete for this establishment for a consumption on on-premise alcoholic beverage license. The applicant requests beer, wine & liquor for this restaurant, 7 Pie Pizzeria.

HISTORY/PAST ACTION

No prior history

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends approval of a consumption on-premise alcoholic beverage license to 7 Pie Pizzeria for beer, wine, and liquor.

SUGGESTED MOTIONS

ATTACHMENTS

DOR Application
City of Dahlonega alcoholic beverage license application



City Council Agenda Memo

DATE: 4/10/2024
TITLE: Application for a Retail Alcoholic Beverage License – Dahlonega Tours and More LLC dba Dahlonega Walking Tours Ghost and Grapes Tasting Room
PRESENTED BY: Doug Parks, City Attorney & Mary Csukas, 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

No prior history

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends that Dahlonega Tours and More LLC, dba Dahlonega Walking Tours, Ghost and Grapes Tasting Room, be approved for a retail alcoholic beverage license for wine only.

SUGGESTED MOTIONS

ATTACHMENTS

DOR Application
City of Dahlonega alcoholic beverage license application



City Council Agenda Memo

DATE: 4/10/2024
TITLE: 2024 Zoning Map Update
PRESENTED BY: Allison Martin, City Manager
PRIORITY: Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Review of the final draft of the zoning map update for 2024

HISTORY/PAST ACTION

The City of Dahlonega's Code of Ordinances calls for the updating of the official zoning map to reflect any changes to the map from actions of the city council related to zoning matters. The last date of revision was 2020. City staff and CPL worked together with GMRC to not only review the changes going back to 2017 for inclusion and correctness but to also refine the colors so the zoning classes are more easily identifiable. Staff also requested that the map contain any references to variances or conditions on the parcels to call attention to prior actions on parcels. With GMRC's assistance, we now have a shape file which can be shared with the Lumpkin County Assessor's Office and the beginning of attribute tables which will aid us in our long-term goal of having an interactive zoning map.

FINANCIAL IMPACT

n/a

RECOMMENDATION

Recommendation of staff is to approve the updated map amendments.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Zoning Map – final draft

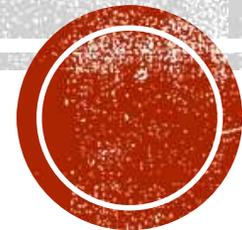
List of amendments

Parcel No	City Council Ordinance	Notation as to amendment
D01 008 C01 & D02	n/a	Error in 2020 map
D01 009 C01 & D02	n/a	Error in 2020 map
D05 059,	2020-19	
D05 058	2020-19	
D06 027	2020-19	s/b R2
D07 032	2021-08	s/b R2 not a PUD
D12 036	2021-10	s/b B1
077 249	2021-12	
077 248	2021-13	
078 004	2021-14	annexation
078 004	2021-15	zoning
D05 028	2022-03	
062B 086	2022-08	annexation
062B 037	2022-11	three lots remain in the PUD; the PUD was modified and those lots were not rezoned
061 047	2018-08	
D07 034	2018-09	
077 065	2019-08	
062B 042 D02		rezoning w/drawn should not be R3 s/b R1
078 013		county parcels
078 011 C01		county parcels
078 011 D02		s/b same as on previous maps; no action found to fully annex in or out of city limits; parcel from original "circle" city limits drawing
062B 159		s/b PUD
062B 160		s/b PUD
062B 161		s/b PUD
060 023		s/b incorporated
060 105		annexed in 2012 (file A291)
D07 016		s/b R2
078 010		unincorporated
062B 042 D02		split zoned parcel north 60% R2 balance R1
062A 091		triangle area s/b incorporated

CITY OF DAHLONEGA

Comprehensive Plan Update for Council

April 15, 2024



HISTORY

- Last updated February 2022
- Encompasses:
 - Community goals
 - Needs and opportunities
 - Community work program
 - Assessment of community broadband technology capacity
 - Consider regional water plan and environmental planning criteria
 - Land use element
- Public Participation/Stakeholders
- Took into account Lumpkin County and University of North GA planning documents
- Incorporated other city plans (parks, trails, etc.)

ITEMS NOTED IN REPORT

- Noted most often need for:
 - Sidewalk improvement, master, and maintenance plans
 - Tool(s) for monitoring compliance with design guidelines
 - Housing options in and around downtown
 - Preservation
 - Mixed use
 - Encourage development compatible with design guidelines
 - Implement elements of parks and trails study
 - Explore City Hall makeover
 - Public art
 - Amend regulations
 - Develop utility and traffic assessment for growing industry and inventory sites

WHAT WE'RE DOING

Retained Georgia Safe Sidewalks to mitigate issues

Annual program to repair/replace sidewalks

Zoning updates

- Design standards

Review of ordinances

UNG business incubator

Building relationships across the community

Communications plan – under development

- Proactive messaging
- New website
- Responding to the public

Data driven decisions

Community traffic conversations

REPORT OF ACCOMPLISHMENTS

- 19 Action Items
 - Complete – 12 (10 noted at time of publication)
 - In progress - 4
 - Postponed - 3

COMMUNITY WORK PROGRAM 2022-2026

- 99 action items
 - Completed – 27%
 - In progress – 13 %
 - On hold – 2%
 - Reallocated resource – 1%
 - Awaiting assignment/budget/community partner – 56% of this 13% are slated for 2025-2026 work
- Some items may not come to fruition – change in vision

Enterprise Fleet Update - 2024

Approved FY2022

- Due to vehicle market, no action until FY23
- 18 vehicles now in leased fleet
- Average lease payment \$1010.81/month

Saved \$22,150 via incentives on vehicles leased

Sales of vehicles generated \$17,875

- 5 sold/3 to sale from first round fleet installation
- Others to be decommissioned and sold

Helped us secure lease on small sanitation truck

- Staff and ad costs

Maintenance on regular duty work trucks outsourced

- Transitioned after used stock
- Allows staff to focus on diesel and equipment

Issues

- Issues in obtaining vehicles
- Issues in responsiveness - resolved