



# CITY OF DAHLONEGA

## City Council Work Session Agenda

May 18, 2026, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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### I. CALL TO ORDER

### II. APPROVAL OF AGENDA

### III. BOARDS AND COMMITTEES

- (1.) Cemetery Committee - April 2026  
Mark Buchanan, City Engineer

### IV. DEPARTMENT REPORTS AVAILABLE AT:

<https://dahlonega.gov/category/department-reports/>

- (1.) Administration - April 2026  
Allison Martin, City Manager
- (2.) Community Development - April 2026  
Allison Martin, City Manager
- (3.) Police - April 2026  
George Albert, Chief of Police
- (4.) Public Works - April 2026  
Mark Buchanan, City Engineer
- (5.) Water and Wastewater Treatment - April 2026  
John Jarrard, Water/Wastewater Treatment Director

### V. AGREEMENTS AND CONTRACTS

- (1.) Georgia Indigent Defense Services Agreement  
Doug Parks, City Attorney

### VI. OTHER ITEMS

- (1.) New Event Request - Faithfully Testify, October 31, 2026  
**(Postponed from the Regular Meeting held on May 4, 2026)**  
Ariel Alexander, Main Street Program Director
- (2.) TSW - Zoning Ordinance Update - April 2026  
Allison Martin, City Manager

**VII. STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS - PLEASE LIMIT TO THREE MINUTES PER SPEAKER**

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

**VIII. ADJOURNMENT**



## Department Report

Report Title: Cemetery Committee— April 2026

Report Highlight: Mount Hope Cleanup

Name and Title: Chris Worick, Chairman, Dahlonega Cemetery Committee

No Cemetery Committee meeting was held on April 23<sup>rd</sup> due to lack of a quorum.

Recently Completed:

- April 11th. Mt. Hope Cemetery cleanup Saturday. Eight people in attendance. Emphasis was placed on cleaning the Mt. Hope main entrance gates in preparation for painting.



Underway:

- Mount Hope gate painting. Expect photos in next month's report.

Upcoming:

- Revising Cemetery Committee Bylaws to include a new amendment that addresses excessive meeting absences and dismissal from the committee.
- Awaiting materials to stake off plots in Memorial Park new burial section.
- The next scheduled meeting will be on Thursday, May 28th at 6 pm at Dahlonega City Hall.



# Department Report

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Report Title: Administration – April 2026  
Report Highlight: Housing Team Site Visit – Workforce Housing – Cleveland, GA  
Name and Title: Allison Martin, City Manager

## Recently Completed:

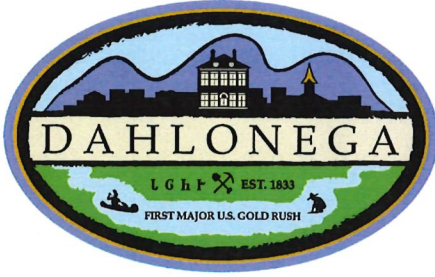
- Letter of Support – Peaks of Dahlonega – Senior phase.
- Zoning Ordinance next steps meeting.
- Utility Director 2<sup>nd</sup> interviews
- Draft of financial policies and procedures
- Preliminary work on training for planning commission/joint with Lumpkin County – host locally.

## Underway:

- Intern is working on drafting revenue handbook and budget book
- Revenue compliance audits about 95% complete.
- Inventory module design and implementation planning.
- Internal audit of assets – 95% complete
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.
- Staff continue to review forms for needed updates.

## Near Term:

- 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.



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

Activity report for April 2026

Community Development Department

(13) Permits were issued for April.

3- Residential	0- Annex	0-Sign permits	0-Variances	0-Tree Removal
1-Zoning	0-minor Plats	0-Final Plats	0-Pool	0-ZVL
3-Commercial	1- Cemetery	2- land Disturbance	1- COA	0 Demo

127- Total open active permits

61- Residential Permits	3 Pool permits	16- Commercial permits	1- Tree
21- Land Disturbances Permits	1- Sign permits	2- Cemetery permits	0-ZVL
5- Rezoning Permits	0- Variances	3 - BZA permit- Annex	0- Demo
3 -Minor/Final Permits	3- COA Permit	0- Outdoor dining permit	1- STR

Analytic Records submitted for April.

19 - Records were created.	93- Inspections.
\$74,774.00 - Collected revenue.	13- Permits were issued.

Breakdown of inspections for April.

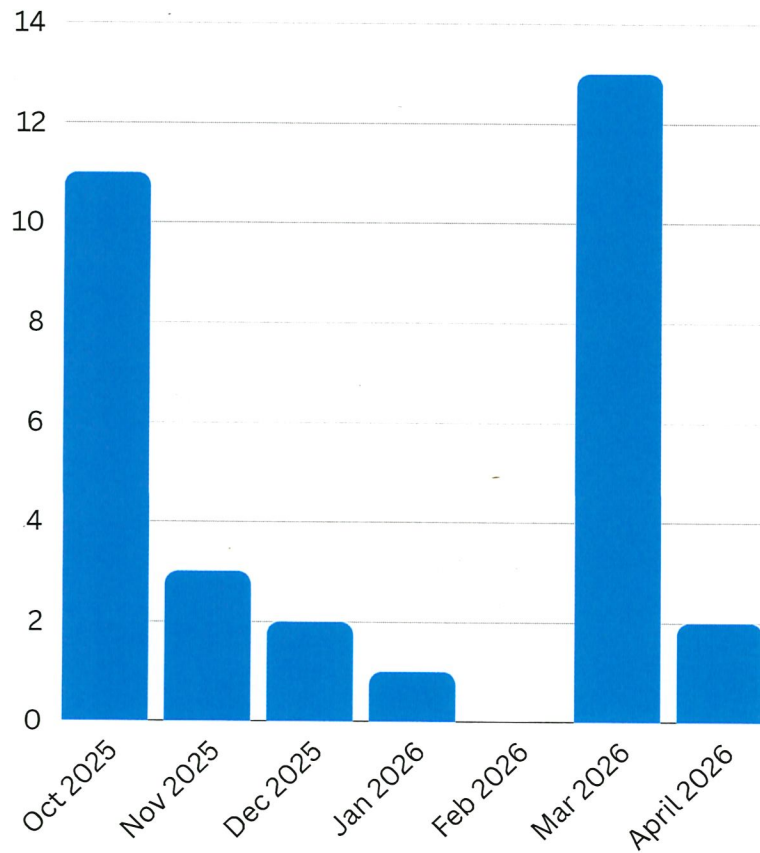
60 -Residential. (Business)	2- Commercial.	28 - Land Disturbances.	3-other
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Projects Under Review.

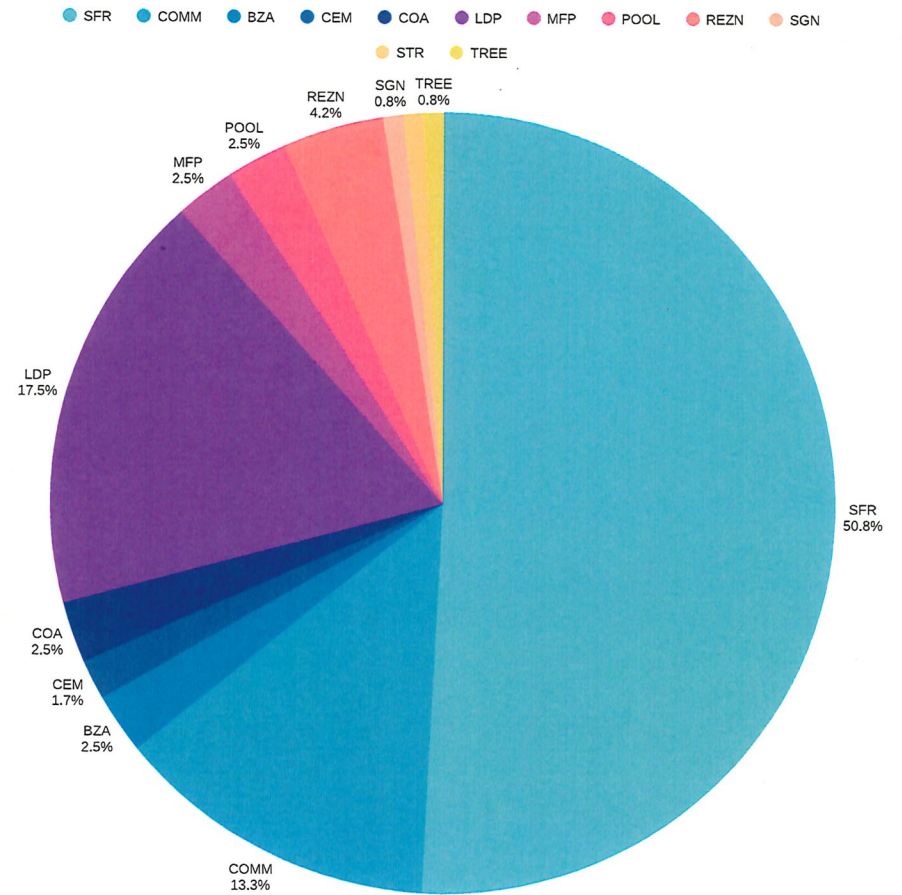
Approved projects.

Express Oil Change -STEM Site Plan

Bear Paw Golf Course- Sherman Green 3



NEW HOUSING PERMITS YTD



TOTAL ACTIVE CURRENT PERMITS

APRIL 2026 PERMITS ISSUED

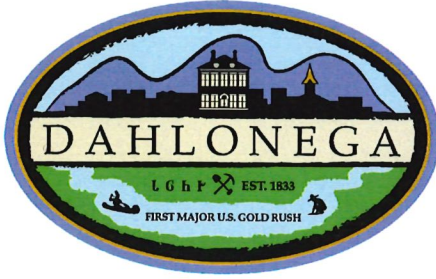
Record #	Record Type	Applicant Name	Date Submitted	Address	Record Status
BRES-26-35	Building Permit - Residential	Nathan Bonham	5/1/2026 12:37	85 HIGH TRESTLE CT, DAHLONEGA, GA 30533	Active
BCOM-26-10	Building Permit - Commercial	Denver Armour	4/28/2026 16:43	107 South Park Street, Unit D11 132, Dahlonega, GA 30533	Active
BCOM-26-9	Building Permit - Commercial	Autumn Asbill	4/27/2026 18:34	270 Wal-Mart Way TNT Sales	Active
LDP-26-5	Land Disturbance Permit	Leland Cox	4/17/2026 16:56	40 Shamans Way, Dahlonega, GA 30533	Active
CEM-26-11	Request for Open/Close of Cemetery L	Chris Anderson	4/16/2026 16:59	438 MAIN ST W, DAHLONEGA, GA 30533	Active
REZN-26-4	Rezoning	Kasey Sharp	4/16/2026 14:35	399 NORTH CHESTATEE ST, DAHLONEGA, GA 30533	Active
LDP-26-4	Land Disturbance Permit	Ian Evans	4/9/2026 17:11	132 LEGION RD, DAHLONEGA, GA 30533	Active
BRES-26-34	Building Permit - Residential	Larue Benoit	4/9/2026 15:21	120 RILEY RD, DAHLONEGA, GA 30533	Active
BCOM-26-8	Building Permit - Commercial	Paul Hanson	4/9/2026 14:24	132 LEGION RD, DAHLONEGA, GA 30533	Active
BRES-26-33	Building Permit - Residential	Stephen Osley	4/9/2026 11:24	1030 Bear Paw Ridge, Unit 3B, Dahlonega,, GA 30533	Active
BCOM-26-7	Building Permit - Commercial	Marie Brunson	4/7/2026 17:06	132 LEGION RD, DAHLONEGA, GA 30533	Active
BRES-26-31	Building Permit - Residential	Thomas Pierce	4/3/2026 12:25	315 Rockhound Drive, Unit 842, Dahlonega, GA 30533	Active
COA-26-1	Certificate of Appropriateness	Brett Melanson	4/1/2026 10:26	16 PUBLIC SQ S, Unit B, DAHLONEGA, GA 30533	Active

April 2026 Permits Issued

April 2026 Inspections						
Record #	Record Type	Label	Address	Next Inspection	Last Inspection	Assignee
BCOM-26-10	Building Permit - Commercial	Inspection	107 South Park Street, Unit D11 132, Dahlonega, GA 30533			Bennett White
LDP-26-5	Land Disturbance Permit	Inspection	40 Shamans Way, Dahlonega, GA 30533			
BRES-26-34	Building Permit - Residential	Inspection	120 RILEY RD, DAHLONEGA, GA 30533			Steve Holder
BCOM-26-8	Building Permit - Commercial	Inspection	132 LEGION RD, DAHLONEGA, GA 30533		4/14/2026 20:00	Vince Hines
BRES-26-33	Building Permit - Residential	Inspection	1030 Bear Paw Ridge, Unit 3B, Dahlonega,, GA 30533		4/29/2026 20:00	Vince Hines
BRES-26-31	Building Permit - Residential	Inspection	315 Rockhound Drive, Unit 842, Dahlonega, GA 30533			Steve Holder
BRES-26-29	Building Permit - Residential	Inspection	1044 Bear Paw Ridge, Unit 080 369 lot 9B, Dahlonega, GA 30533		4/28/2026 20:00	Vince Hines
BRES-26-28	Building Permit - Residential	Inspection	19 SAUTEE CT, DAHLONEGA, GA 30533		4/22/2026 20:00	Vince Hines
BRES-26-27	Building Permit - Residential	Inspection	447 MOUNTAIN TRACE DR, DAHLONEGA, GA 30533			Steve Holder
BCOM-26-6	Building Permit - Commercial	Inspection	21 GROVE ST N, Unit A, DAHLONEGA, GA 30533		4/7/2026 20:00	Vince Hines
BRES-26-24	Building Permit - Residential	Inspection	63 Rustin Ridge, Unit Lot 327, Dahlonega, GA 30533		4/22/2026 20:00	Timothy Martin
BRES-26-23	Building Permit - Residential	Inspection	61 Rustin Ridge, Unit Lot 326, Dahlonega, GA 30533		4/22/2026 20:00	Timothy Martin
BRES-26-22	Building Permit - Residential	Inspection	59 Rustin Ridge, Unit Lot 325, Dahlonega, GA 30533		4/22/2026 20:00	Timothy Martin
BRES-26-21	Building Permit - Residential	Inspection	35 Rustin Ridge, Unit Lot 315, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-20	Building Permit - Residential	Inspection	37 Rustin Ridge, Unit Lot 316, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-19	Building Permit - Residential	Inspection	43 Rustin Ridge, Unit Lot 317, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-18	Building Permit - Residential	Inspection	45 Rustin Ridge, Unit Lot 318, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-17	Building Permit - Residential	Inspection	47 Rustin Ridge, Unit 319, Dahloneg	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-16	Building Permit - Residential	Inspection	49 Rustin Ridge, Unit Lot 320, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-15	Building Permit - Residential	Inspection	51 Rustin Ridge, Unit Lot 321, Dahlo	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-14	Building Permit - Residential	Inspection	53 Rustin Ridge, Unit 322, Dahloneg	5/4/2026	4/29/2026 20:00	Vince Hines
BRES-26-13	Building Permit - Residential	Inspection	55 Rustin Ridge, Unit 323, Dahloneg	4/23/2026 15:12	4/19/2026 20:00	Timothy Martin
BRES-26-12	Building Permit - Residential	Inspection	57 Rustin Ridge, Unit 324, Dahlonega, GA 30533		4/22/2026 20:00	Timothy Martin
LDP-26-3	Land Disturbance Permit	Inspection	315 Rockhound Drive, Dahlonega, GA 30533			
BCOM-26-4	Building Permit - Commercial	Inspection	889 WIMPY MILL ROAD, Unit STE 2A, DAHLONEGA, GA 30533			Vince Hines
POOL-26-1	Pool/Spa Permit	Pool Inspe	40 OVERLOOK ROAD, Unit 3A, DAHLONEGA, GA 30533		4/27/2026 20:00	Vince Hines
BCOM-26-2	Building Permit - Commercial	Inspection	833 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533		2/26/2026 16:35	Vince Hines
BCOM-26-3	Building Permit - Commercial	Inspection	340 WALMART WAY, Unit B, DAHLONEGA, GA 30533			Steve Holder
BRES-26-6	Building Permit - Residential	Inspection	52 Riley Road, Unit A, Dahlonega, GA 30533		3/11/2026 20:00	Vince Hines
BRES-26-5	Building Permit - Residential	Inspection	255 GROVE ST S, DAHLONEGA, GA 30533			Steve Holder
BCOM-26-1	Building Permit - Commercial	Inspection	582 GROVE ST N, Unit A, DAHLONEGA, GA 30533			Bennett White
BRES-26-4	Building Permit - Residential	Inspection	26 ALTAVISTA DR, DAHLONEGA, GA 30533			Vince Hines
TAPP-6	Water Tap Fee-Sewer Tap Fees-Grind	Custom Ins	265 J Mountain Drive, Dahlonega, GA 30533			Timothy Martin
BRES-26-1	Building Permit - Residential	Inspection	40 Old Stamp Mill Road N, Unit 35, Dahlonega, GA 30533		3/23/2026 20:00	Timothy Martin
BRES-25-100	Building Permit - Residential	Inspection	25 Overtook Road, Unit Lot 10A, Dahlonega, GA 30533		3/22/2026 20:00	Timothy Martin
BRES-25-99	Building Permit - Residential	Inspection	150 Stamp Mill Drive, Unit Lot 133, Dahlonega, GA 30533		3/29/2026 20:00	Vince Hines
POOL-25-2	Pool/Spa Permit	Pool Inspe	21 Golden Bear Pass, DAHLONEGA, GA 30533		2/16/2026 19:00	Vince Hines
CEM-25-43	Request for Open/Close of Cemetery	Close of Gr	438 MAIN ST W, DAHLONEGA, GA 30533			Troy Armstrong
BRES-25-98	Building Permit - Residential	Inspection	21 Golden Bear Pass, DAHLONEGA, GA 30533		4/13/2026 20:00	Vince Hines
BRES-25-97	Building Permit - Residential	Inspection	30 Golden Autumn Drive, Unit 80, Dahlonega, GA 30533		4/28/2026 20:00	Vince Hines
BRES-25-95	Building Permit - Residential	Inspection	24 DALTON DR, DAHLONEGA, GA 30533		4/27/2026 20:00	Vince Hines
BRES-25-93	Building Permit - Residential	Inspection	33 Rustin Ridge, Unit 314, Dahloneg	4/7/2026	3/23/2026 20:00	Vince Hines

BRES-25-92	Building Permit - Residential	Inspection	31 Rustin Ridge, Unit 313, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-91	Building Permit - Residential	Inspection	29 Rustin Ridge, Unit 312, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-90	Building Permit - Residential	Inspection	27 Rustin Ridge, Unit 311, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-89	Building Permit - Residential	Inspection	25 Rustin Ridge, Unit 310, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-88	Building Permit - Residential	Inspection	23 Rustin Ridge, Unit 309, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-87	Building Permit - Residential	Inspection	21 Rustin Ridge, Unit 308, Dahlonega	4/7/2026	3/23/2026 20:00	Vince Hines
BRES-25-86	Building Permit - Residential	Inspection	17 RUSTIN RIDGE, Unit 307, DAHLONEGA	4/7/2026	3/23/2026 20:00	Vince Hines
TR-26-1	Tree Removal Permit Application	Tree Removal	95 JONES ST, DAHLONEGA, GA 30533	2/19/2026 14:10		Timothy Martin
LDP-25-9	Land Disturbance Permit	Inspection	1 ROCK HOUSE ROAD, Unit 078 030, DAHLONEGA, GA 30533			
BRES-25-81	Building Permit - Residential	Inspection	115 ARCADIA ST, DAHLONEGA, GA 30533		4/2/2026 20:00	Vince Hines
POOL-25-1	Pool/Spa Permit	Pool Inspection	244 Crown Mountain Way, Unit lot 8, Dahlonega, GA 30533		1/29/2026 19:00	Vince Hines
BCOM-25-20	Building Permit - Commercial	Inspection	2001 INDIAN DR, DAHLONEGA, GA 30533			Timothy Martin
BRES-25-80	Building Permit - Residential	Inspection	85 CAVENDER RUN, DAHLONEGA, GA 30533		3/10/2026 20:00	Timothy Martin
BRES-25-79	Building Permit - Residential	Inspection	30 Overlook Cove, Unit 2A, Dahlonega, GA 30533		3/11/2026 20:00	Timothy Martin
BRES-25-75	Building Permit - Residential	Inspection	238 Crown Mountain Ridge, Unit lot 6, Dahlonega, GA 30533		3/23/2026 20:00	Timothy Martin
LDP-25-8	Land Disturbance Permit	Inspection	1325 MECHANICSVILLE RD, DAHLONEGA, GA 30533		4/21/2026 20:00	Timothy Martin
BRES-25-74	Building Permit - Residential	Inspection	282 MARTIN ST, DAHLONEGA, GA 30533		2/4/2026 19:00	Vince Hines
BRES-25-74	Building Permit - Residential	Custom Inspection	282 MARTIN ST, DAHLONEGA, GA 30533			Timothy Martin
BRES-25-73	Building Permit - Residential	Inspection	1037 Bear Paw Ridge, Unit 1A, Dahlonega, GA 30533		3/24/2026 20:00	Timothy Martin
BRES-25-71	Building Permit - Residential	Inspection	40 Overlook Cove, Unit 3A, Dahlonega, GA 30533		2/10/2026 19:00	Timothy Martin
LDP-25-6	Land Disturbance Permit	Inspection	1680 Morrison Moore Parkway, Dahlonega, GA 30533		3/25/2026 20:00	Timothy Martin
BRES-25-63	Building Permit - Residential	Inspection	52 Riley Road, Unit A, Dahlonega, GA 30533		3/24/2026 20:00	Timothy Martin
BRES-25-62	Building Permit - Residential	Inspection	52 Riley Road, Unit B, Dahlonega, GA 30533		2/10/2026 19:00	Timothy Martin
BRES-25-57	Building Permit - Residential	Inspection	61 BOYD CIR, DAHLONEGA, GA 30533			Steve Holder
BCOM-25-11	Building Permit - Commercial	Inspection	312 Grove Street North, Dahlonega, GA 30533		8/25/2025 20:00	Vince Hines
LDP-25-4	Land Disturbance Permit	Inspection	0 River Crest Drive, Dahlonega, GA 30533		4/26/2026 20:00	Timothy Martin
LDP-25-3	Land Disturbance Permit	Inspection	238 Crown Mountain Ridge, Unit lot 6, Dahlonega, GA 30533		4/27/2026 20:00	Timothy Martin
LDP-25-2	Land Disturbance Permit	Inspection	3544 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533		3/24/2026 20:00	Timothy Martin
LDP-25-1	Land Disturbance Permit	Inspection	318 GROVE ST N, DAHLONEGA, GA 30533		4/20/2026 20:00	Timothy Martin
BRES-25-46	Building Permit - Residential	Inspection	329 CLOUDLAND RD N, DAHLONEGA, GA 30533		12/15/2025 19:00	Timothy Martin
BRES-25-33	Building Permit - Residential	Inspection	17 Cherokee Trail, Unit D06 036, Dahlonega, GA 30533		1/20/2026 19:00	Vince Hines
BRES-25-32	Building Permit - Residential	Inspection	559 Stoneybook, Unit lot 237, Dahlonega, GA 30533		12/18/2025 19:00	Timothy Martin
BRES-25-25	Building Permit - Residential	Inspection	88 Laurel Heights, Dahlonega, GA 30533		12/3/2025 19:00	Timothy Martin
BRES-25-2	Building Permit - Residential	Inspection	402 Crown Mountain Drive, Dahlonega, GA 30533		3/20/2025 20:00	Vince Hines
LDP-24-14	Land Disturbance Permit	Inspection	290 Sunset, Dahlonega, GA 30533		4/28/2026 20:00	Timothy Martin
LDP-24-12	Land Disturbance Permit	Inspection	82 College Circle, Dahlonega, GA 30533		4/28/2026 20:00	Timothy Martin
BCOM-24-30	Building Permit - Commercial	Inspection	270 WALMART WAY, DAHLONEGA, GA 30533			Steve Holder
LDP-24-11	Land Disturbance Permit	Inspection	0 BEAR PAW RIDGE, Unit Phase 2, Dahlonega, GA 30533		4/27/2026 20:00	Timothy Martin
LDP-24-7	Land Disturbance Permit	Inspection	0 Summit Drive, Unit 077 248, Dahlonega, GA 30533		4/28/2026 20:00	Timothy Martin
BCOM-24-9	Building Permit - Commercial	Inspection	3619 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	1/2/2026	12/4/2025 19:00	Steve Holder
LDP-23-9	Land Disturbance Permit	Inspection	0 Dawsonville Highway, Dahlonega, GA 30533		4/14/2026 20:00	Timothy Martin
BRES-23-47	Building Permit - Residential	Inspection	55 DERRICK ST S, DAHLONEGA, GA 30533		3/22/2026 20:00	Vince Hines
BRES-23-24	Building Permit - Residential	Inspection	123 Stoneybrook Drive, Dahlonega, GA 30533		11/2/2025 19:00	Vince Hines
LDP-22-20	Land Disturbance Permit	Inspection	0 Stoneybrook Drive, DAHLONEGA, GA 30533		4/27/2026 20:00	Timothy Martin

LDP-22-9	Land Disturbance Permit	Inspection	0 Morrison Moore, Dahlonega, GA 30533	3/8/2026 20:00	Timothy Martin



**City of Dahlonega**  
**465 Riley Road**  
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Telephone: 706-864-6133 Fax: 706-864-4837

City of Dahlonega activity report for April 2026.

- |                                        |                                |
|----------------------------------------|--------------------------------|
| 3-Animal Complaints.                   | 0- Disrepair structure notice. |
| 4- Debris/removal of items.            | 28- LDP inspection.            |
| 3-Excessive trash.                     | 0- Other complaints.           |
| 18- Sign Removals.                     | 2- Inoperable vehicle.         |
| 3- Sign Violation Notices.             | 1- Signage Complaints.         |
| 1- Traffic-Vehicle Assistance.         | 0- Property Owner complaints.  |
| 0 -Lighting Complaints                 | 0 Occupational letters         |
| 2- Vehicle Parking Complaints          | 3 Business Inspection          |
| 2-Noise Complaints.                    | 3-Business Violation Notices   |
| 3- Courtesy grass cutting.             |                                |
| 1-Soil Erosion Complaint.              |                                |
| 0-Commercial Dumpster trash complaint. |                                |



# Department Report

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Report Title: City of Dahlonega Police Department – April 2026.  
Report Highlight: Commendation of Code Officer Van Mundy and Tim Martin.  
Name and Title: George Albert, Chief of Police.

## Recently Completed:

- 2027 budget proposals submitted.
- Officer attended Old Fashioned Christmas Meeting.
- Attended Drug Free Lumpkin Training webinar to address youth vaping/tobacco cessation.
- Attended Georgia Association of Chiefs of Police Spring Conference.
- Officers attended the Criminal Justice class presentation at UNG.
- Celebrated National Communications week with treats for Lumpkin County & UNG Dispatch.
- Bear on the Square festival concentrated patrols.

## Underway:

- RADAR speed trailer deployed I the community to educate motorists and address speeding complaints.
- Officers continue foot patrols in the community and make connections with the community.

Officer Commendation: I received a forwarded email commending Van Mundy for his assistance to a visitor of our community and the appreciation of his customer service and help while they were in town. Staff members commended Tim and Van for the professionalism they displayed at a recent training conference and commented on the professionalism they displayed representing the City of Dahlonega.

## April Pictures



National Public Safety Telecommunicators Week



Criminal Justice Class Presentation at UNG

## April Pictures



Georgia Association of Chiefs of Police Spring Conference



## April Pictures



Candidate Open Forum



Bear on the Square Foot Patrol

## April Pictures

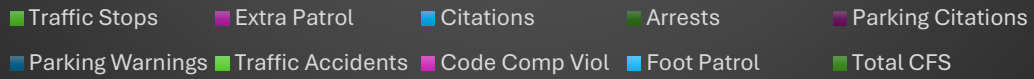


Assisting Dahlonega Citizen with a Battery Boost

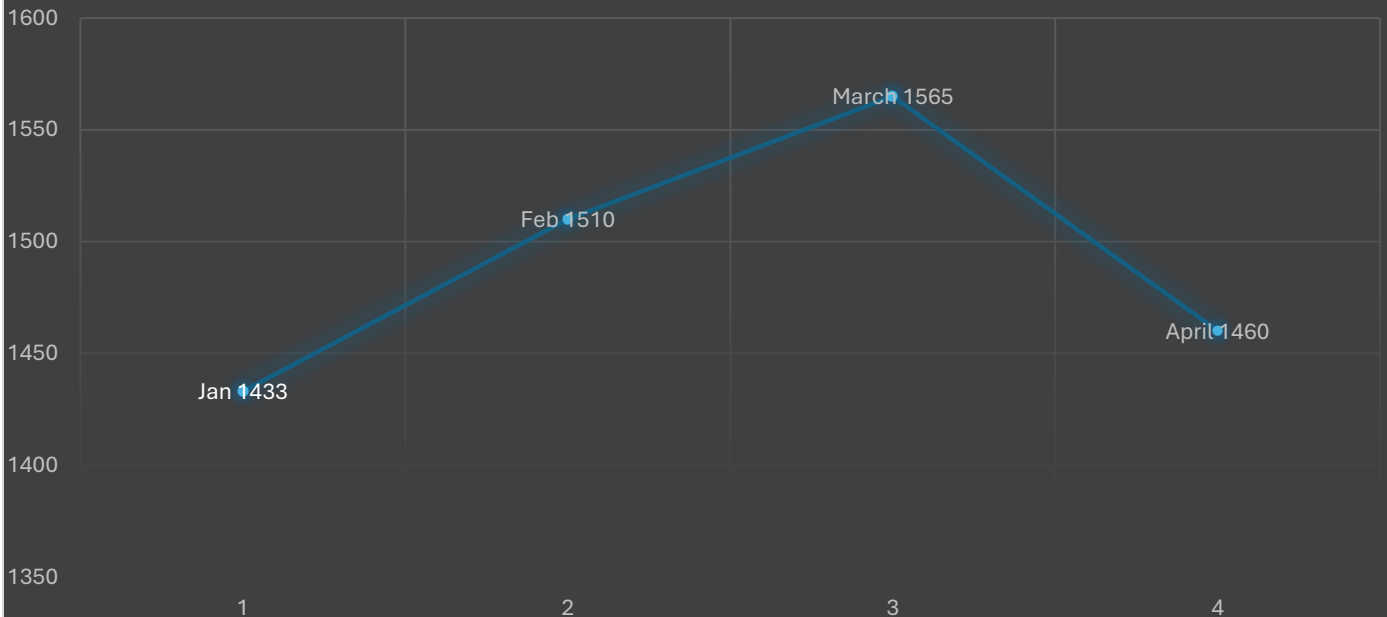
## 2026 Call Type by Month



	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Traffic Stops	216	337	299	307								
Extra Patrol	654	661	643	585								
Citations	35	64	62	95								
Arrests	6	6	15	10								
Parking Citations	59	83	103	127								
Parking Warnings	20	26	30	32								
Traffic Accidents	27	52	33	36								
Code Comp Viol	119	174	144	183								
Foot Patrol	59	63	77	58								
<b>Total CFS</b>	<b>1433</b>	<b>1510</b>	<b>1565</b>	<b>1460</b>								



## Total CFS 2026



## April 2026 Calls for Service

2026 Call Type	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<i>Traffic Stops</i>	216	337	299	307								
<i>Extra Patrol</i>	654	661	643	585								
<i>Citations</i>	35	64	62	95								
<i>Arrests</i>	6	6	15	10								
<i>Parking Citations</i>	59	83	103	127								
<i>Parking Warnings</i>	20	26	30	32								
<i>Traffic Accidents</i>	27	52	33	36								
<i>Code Comp Viol</i>	119	174	144	183								
<i>Foot Patrol</i>	59	63	77	58								
<b>Total CFS</b>	<b>1433</b>	<b>1510</b>	<b>1565</b>	<b>1460</b>								

## Calls for Service Comparison

	Apr-24	Apr-25	Apr-26
<i>Traffic Stops</i>	126	179	307
<i>Extra Patrol</i>	1125	1405	585
<i>Citations</i>	41	43	95
<i>Arrests</i>	4	10	10
<i>Parking Citations</i>	30	85	127
<i>Parking Warning</i>	10	50	32
<i>Traffic Accidents</i>	23	38	36
<i>Code Comp Viol</i>	61	41	183
<i>Foot Patrol</i>		23	58

## April 2026 Police Department Stats

**Number of Calls for Service: 1,460**

**Incident Reports: 32**

**Accident Reports: 13**

**Traffic Stops: 307**

**Juvenile Complaint: 1**

**Criminal Trespass: 7**

**Domestic Problem: 6**

**Vehicle Unlock: 18**

**Traffic Citations Issued: 95**

**Traffic Warnings Issued: 88**

**Shoplifting: 1**

**Parking Citations Issued: 127**

**Animal Complaint: 7**

**Public Drunk: 0**

**Traffic Fatalities: 0**

**Motorist Assist: 15**

**Accidents to GSP: 8**

**Trouble Alarms: 7**

**DUI: 0**

**DUI to GSP: 1**

**Arrests: 10**

**Officer Assist LCSO: 5**

**Funeral Assist: 1**

**Officer Assist Other: 1**

**Other: 8**

**Welfare Check: 14**

**Foot Patrol Time: 17.25 Hours**

**Extra Patrol: 585**



# Department Report

Report Title: Public Works—April 2026  
Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Significant stormwater and erosion control work by city crews at Memorial Park Cemetery.



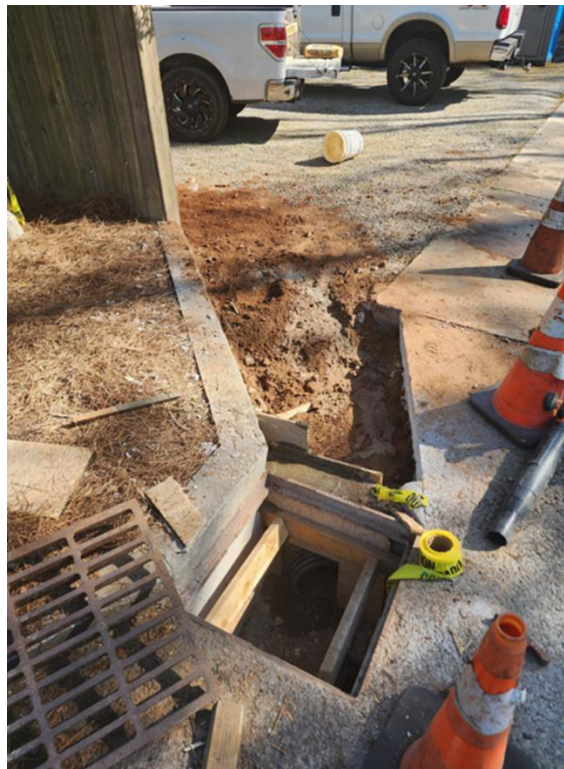
- Vegetation installation at Main & Grove. City staff had to use creativity due to subsurface infrastructure interfering with typical tree planting. Justin Priest constructed another, and this time much larger, mining cart as a planter.



- Pressure washing and re-staining of the Hancock Park pavilion and diving bell structure.



- Repair of a shared city and private storm drain inlet on Martin Street cooperatively by the City and homeowner.



- Placement of fresh mulch at multiple locations throughout downtown.



Ongoing:

- City Park Playground renovation bid process.
- School-to-School sidewalk and intersection improvements GDOT LAP bid process.
- Boat Ramp Picnic Area beautification bid process.
- Morrison Moore Pedestrian Bridge & Sidewalk.



- Replacement of one block of sidewalk along North Park Street at Hancock Park by city staff.



- Downtown Spring/Summer vegetation planting.



- Cleanup of dead and unsightly vegetation at Mount Hope Cemetery.



- Memorial Park Cemetery lot layout. New lots have been preliminarily laid out and await installation of plot markers by volunteers with City staff guidance. Following this, staff will work with City legal counsel to determine following steps to prepare the plots for sale and present to City Council.



- Golden Avenue storm drain. The culvert and street redesign files have been sent to GDOT for coordination into the Yahoola Bridge project.

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

- Coordination with GDOT regarding Yahoola Bridge replacement, South Chestatee slope repair in multiple locations and the Auraria/Torrington intersection improvements.



# City Council Agenda Memo

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**DATE:** 5/12/2026  
**TITLE:** Georgia Indigent Defense Services Agreement  
**PRESENTED BY:** Doug Parks, City Attorney  
**PRIORITY:** Strategic Priority - Communication

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## AGENDA ITEM DESCRIPTION

Georgia Indigent Defense Services Agreement

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## HISTORY/PAST ACTION

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

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## FINANCIAL IMPACT

No change in compensation.

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## RECOMMENDATION

Recommendation is to approve.

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## SUGGESTED MOTIONS

n/a

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## ATTACHMENTS

Contract

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## GEORGIA INDIGENT DEFENSE SERVICES AGREEMENT

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, among the Circuit Public Defender Office of the Enotah Judicial Circuit (herein referred to as “the Public Defender Office”), the governing authority of Lumpkin County, a body politic and a subdivision of the State of Georgia (herein referred to as “the County”), and the City of Dahlonega, a body politic and a subdivision of the State of Georgia (herein referred to as “the City”). This agreement is effective July 1, 2026.

### WITNESSETH:

**WHEREAS**, the Public Defender Office, the County, and the City enter into this agreement to implement the provisions of the Georgia Indigent Defense Act of 2003, as amended, including the provisions quoted below; and

**WHEREAS**, O.C.G.A. § 17-12-23 (d) provides as follows:

A city or county may contract with the circuit public defender office for the provision of criminal defense for indigent persons accused of violating city, county ordinances or state laws. If a city or county does not contract with the circuit public defender office, the city or county shall be subject to all applicable standards adopted by the council for representation of indigent persons in this state; and

**WHEREAS**, O.C.G.A. § 17-12-30 (c) (7) provides as follows:

The governing authority of any municipality within the judicial circuit may, with the approval of the circuit public defender, supplement the salary or fringe benefits of any state paid position appointed pursuant to this article; and

**WHEREAS**, O.C.G.A. § 17-12-35 provides as follows:

A circuit public defender office may contract with and may accept funds and grants from any public or private source; and

**WHEREAS**, O.C.G.A. § 36-32-1 (f) provides as follows:

Any municipal court operating within this state and having jurisdiction over the violation of municipal ordinances and over such other matters as are by specific or general law made subject to the jurisdiction of municipal courts shall not impose any punishment of confinement, probation, or other loss of liberty, or impose any fine, fee, or cost enforceable by confinement, probation, or other loss of liberty, as authorized by general law or municipal or county ordinance, unless the court provides to the accused the right to representation by a lawyer, and provides to those accused who are indigent the right to counsel at no cost to the accused. Such representation shall be subject to all applicable standards adopted by the Georgia Public Defender Council for representation of indigent persons in this state; and

**WHEREAS**, O.C.G.A. § 36-32-1 (g) provides as follows:

Any municipal court operating within this state that has jurisdiction over the violation of municipal or county ordinances or such other statutes as are by specific or general law made subject to the jurisdiction of municipal courts, and that holds committal hearings in regard to such alleged violations, must provide to the accused the right to representation by a lawyer, and must provide to those accused who are indigent the right to counsel at no cost to the accused. Such representation shall be subject to all applicable standards adopted by the Georgia Public Defender Council for representation of indigent persons in this state.

**WHEREAS**, O.C.G.A. § 36-2-1 (h) provides as follows:

Any municipality or municipal court may contract with the office of the circuit public defender of the judicial circuit in which such municipality is located as a means of complying with the municipality's or municipal court's legal obligation to provide defense counsel at no cost to indigent persons appearing before the court in relation to violations of municipal ordinances, county ordinances, or state laws.

**WHEREAS**, the City is a body politic, existing and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other political entities; and

**WHEREAS**, the County is a body politic, existing and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other political entities; and

**WHEREAS**, the Public Defender Office is existing under the laws of the State of Georgia and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other entities; and

**WHEREAS**, it is the intent of the parties to this agreement to provide for the operation of an indigent defense system to assure that adequate and effective legal representation is provided, independent of political considerations or private interests, to indigent defendants in criminal cases in the courts operated by the City consistent with the standards adopted by the Georgia Public Defender Council. This system and this agreement include the following:

- (1) The provision by the Public Defender Office of services to the courts operated by the City;
- (2) The payment by the City for the services provided by the Public Defender Office; and
- (3) The provision for other matters necessary to carry out this agreement.

**NOW THEREFORE**, in consideration of the mutual covenants and promises contained in the agreement and for Ten Dollars (\$10) and other good and valuable consideration, **IT IS AGREED AS FOLLOWS:**

## **ARTICLE 1**

### **SERVICES AND PERSONNEL**

**Section 1.01 Services.** The Public Defender Office agrees to provide representation to indigent persons who are defendants in courts operated by the City and who are charged with the violation of a state law or municipal or county ordinance for which upon conviction there is a possibility that a sentence of imprisonment, probation, a suspended sentence of imprisonment, or other loss of liberty or any fine, fee, or cost enforceable by confinement, probation, or other loss of liberty may be imposed. The Public Defender Office also agrees to provide

representation to indigent persons in probation revocation hearings in the City Court of Dahlonega and the direct appeal from a decision in cases described above.

**Section 1.02 Conflict of Interest Cases.** The City agrees to provide legal representation by an attorney who is not an employee of the Public Defender Office in cases described in Section 1.01 in which the Public Defender Office has a conflict of interest.

**Section 1.03 Personnel and Payment.** The City agrees to pay the Public Defender Office \$10,000 for the services stated in Section 1.01 of this agreement. The County agrees to act as the fiscal agent for the Public Defender Office for this agreement. The City agrees to pay the above stated amount to the County for use by the Public Defender Office. The amount to be paid includes a 7% administrative services fee. Any additional personnel employed by the Public Defender Office pursuant to this agreement are full-time state paid employees of the Public Defender Office in the unclassified service of the State Merit System of Personnel Administration with all the benefits provided by law to employees in the unclassified service. The parties agree that the employment of additional personnel employed by the Public Defender Office pursuant to this agreement may be terminated by the Public Defender Office if the City does not pay for the cost of these personnel in advance in accordance with this agreement.

**Section 1.04 Compliance with Standards.** The Public Defender Office agrees to provide the representation described in this Article in a professional manner consistent with the standards adopted by the Georgia Public Defender Council. The Public Defender Office specifically agrees to provide services to the City in the courts covered by this agreement in a manner that will comply with the requirements of O.C.G.A. § 36-32-1.

**Section 1.05 Overload of cases.** In the event the Public Defender Office's caseload reaches a size that prevents the Public Defender Office from providing the representation described in this Article in a professional manner consistent with the standards adopted by the Georgia Public Defender Council, the Public Defender Office may give the City 30 calendar days written notice of its intent to suspend taking new cases pursuant to this Agreement. The provisions of Section 3.07 apply during the period of suspension. The Public Defender Office shall give the City 10 calendar days written notice of its intent to lift the suspension of taking new cases. At any time during the suspension of taking new cases up to and including the 5th calendar day after the City receives notice from the Public Defender Office of its intent to lift the suspension of the Agreement, the City may elect to terminate the Agreement by giving the Public Defender Office written notice of the termination; in which event the this Agreement shall immediately terminate subject to the provisions of Section 3.07.

## **ARTICLE 2 OPERATING EXPENSES**

**2.01 Operating Expenses.** The City agrees to pay its share of the costs of appropriate office supplies, utilities, telephone expenses, and materials as may be necessary to equip, maintain, and furnish the office or offices of the Circuit Public Defender.

## **ARTICLE 3 MISCELLANEOUS**

**Section 3.01 Term.** The term of this agreement is 12 months beginning July 1, 2026 and ending June 30, 2027.

**Section 3.02 Severability.** Any section, subsection, paragraph, term, condition, provision or other part (hereinafter collectively referred to as "part") of this agreement that is judged, held, found, or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not affect any other part of this agreement, and the remainder of this agreement shall continue to be in full force and effect. Any agreement of the parties to amend, modify,

eliminate, or otherwise change any part of this agreement shall not affect any other part of this agreement, and the remainder of this agreement shall continue to be of full force and effect.

**Section 3.03 Cooperation, dispute resolution and jurisdiction. (a)** The Public Defender Office and the City acknowledge that this agreement may need to be revised periodically to address new or unforeseen matters.

**(b)** Each party to this agreement agrees to cooperate with the other party to effectuate and carry out the intent of this agreement.

**(c)** This agreement, and the rights and obligations of the Parties, shall be governed by, and subject to and interpreted in accordance with the laws of the State of Georgia. The Parties acknowledge and agree that by law, the exclusive jurisdiction for contract actions against the state, departments and agencies of the state, and state authorities is the Superior Court of Fulton County, Georgia. The Parties further acknowledge that the Fulton Superior Court has a Court sponsored Arbitration and Mediation Program in which the Parties agree to fully participate

**Section 3.04 Notice.** A notice to a party to this agreement shall be made in writing and shall be delivered by first class mail or personally to the person and at the address indicated below:

Circuit Public Defender Office of Enotah Judicial Circuit:

Penny Hunter  
1536 Highway 129 South  
Cleveland, GA 30528

Governing Authority of City of Dahlonega:

City Manager

\_\_\_\_\_  
Street

Dahlonega, GA 30533

Governing Authority of Lumpkin County

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_, GA \_\_\_\_\_  
City Zip code

Georgia Public Defender Council:

Omotayo Alli, Director  
270 Washington Street, Suite 6079  
Atlanta, GA 30334

**Section 3.05 Agreement modification.** This agreement, including all Attachments hereto, constitutes the entire agreement among the parties with respect to the subject matter of this agreement and may be altered or amended only by a subsequent written agreement of equal dignity; provided, however, that the parties' representatives identified in Section 3.04 may agree in writing by an exchange of letters or emails prior to the budget revision becoming effective to budget revisions which do not increase or decrease the total dollar value of the contract. This agreement supersedes all prior agreements, negotiations and communications of whatever type, whether written or oral, between the parties hereto with respect to the subject matter of this Agreement.

**Section 3.06 Termination. (a) Due to non-availability of funds.** In the event that either of the sources of reimbursement for services under this agreement (appropriations from the General Assembly of the State of Georgia, or appropriations from the governing authority of the City), is reduced during the term of this agreement, the Public Defender may make financial and other adjustments to this agreement and notify the City accordingly. An adjustment may be an agreement amendment or may be the termination of the agreement. The certification by the director of the Georgia Public Defender Council of the occurrence of reduction in State funds is conclusive. The certification of the occurrence of the reduction in city funds by the person designated in Section 3.04 to receive notices for the City is conclusive. The City shall promptly notify the Public Defender Office in writing of the non-existence or insufficiency of funds and the date of termination. The Public Defender Office shall then immediately cease providing the services required hereunder except for any necessary winding down and transition services required under Section 3.07. In lieu of terminating this Agreement, the City and the Public Defender Office may make financial and other adjustments to this agreement by amending it pursuant to Section 3.05.

**(b) For cause.** This agreement may be terminated for cause, in whole or in part, at any time by either party for failure by the other party to substantially perform any of its duties under this agreement. "Cause" shall mean a breach or default of any material obligation hereunder which default is incapable of cure, or which, being capable of cure, has not been cured within thirty (30) days after receipt of notice of such default (or such additional cure period as the non-defaulting party may authorize). Should a party exercise its right to terminate this agreement under this subsection, the termination shall be accomplished in writing and specify the reason and the termination date. In the event of termination under this subsection, the Public Defender Office shall submit a final agreement expenditure report containing all charges incurred through and including the termination date to the City no later than 30 days after the effective date of written notice of termination and the City shall pay the amount due within 15 days of the receipt of the final agreement expenditure report. Upon termination of this agreement, the Public Defender Office shall not incur any new obligations after the effective date of the termination, except as required under Section 3.07. The above remedies contained in this subsection are in addition to any other remedies provided by law or the terms of this contract.

**(c) For Convenience.** This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement must give written notice of its intention to do so to the other party at least 60 days prior to the effective date of cancellation or termination.

**Section 3.07 Cooperation in transition of services. (a) At the beginning of the agreement.** The City agrees upon the beginning of this agreement to cooperate as requested by the Public Defender Office to effectuate the smooth and reasonable transition of services for existing clients, if applicable. This includes but is not limited to the payment for the continuation of representation by current counsel where appropriate or required by law, court rule or the State Bar of Georgia ethical standards or the facilitation of the timely transfer to the Public Defender Office of the client records.

**(b) During or at the end of the agreement.** The Public Defender Office agrees upon suspension, termination or expiration of this agreement, in whole or in part, for any reason to cooperate as requested by the City to effectuate the smooth and reasonable transition of services for existing clients. This includes but is not limited to the continuation of representation by the Public Defender Office where appropriate or required by law, court rules, or the State Bar of Georgia ethical standards or the facilitation of the transfer to the City of the client records. The City agrees to compensate the Public Defender for all post-suspension, post-termination or post-expiration services under this subsection. The Public Defender Office shall submit a monthly expenditure report containing all charges incurred during the preceding month on or before the 5<sup>th</sup> day of each month. The City shall pay the amount due within 15 days of the receipt of the monthly expenditure report. This subsection survives the suspension, termination or expiration of this agreement.

**Section 3.08 Advance of Funds.** The parties agree that advances of funds cannot remain outstanding following agreement expiration and will be reclaimed. The parties agree that upon termination of this agreement, for any reason, all unexpended and unobligated funds held by the parties revert to the party entitled to the funds. The Parties agree to reconcile expenditures against advances of funds within 30 calendar days of termination of this agreement.

**Section 3.09.** Time is of the essence

**IN WITNESS WHEREOF**, the parties have each here unto affixed their signatures the day and year first written above.

ATTEST:

**City of Dahlonega**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title

ATTEST:

**Lumpkin County**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title

ATTEST:

**Circuit Public Defender**

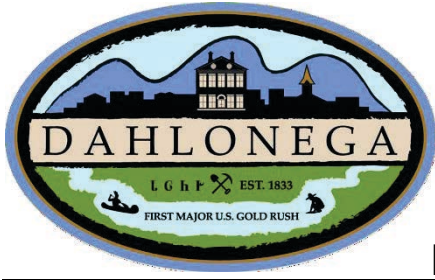
\_\_\_\_\_  
BY: \_\_\_\_\_  
Signature  
Circuit Public  
Defender

ATTEST:

Consented to:

**Georgia Public Defender Council**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Signature  
Director



**CITY OF DAHLONEGA**  
 465 Riley Road  
 Dahlonega, Georgia 30533  
 Phone: 706-482-2707 • 706-482-2714 • 706-482-2726  
 Fax: 706-864-4837

## **HANCOCK PARK PAVILION RENTAL POLICIES**

This rental includes the use of the Hancock Park Pavilion, restrooms, storage closet and a reasonable distance around the pavilion. This distance has been determined to be 20 feet.

### **Rental Fees**

The rental fee and deposit are due when the application is submitted. Proof of insurance coverage may be required for some types of events. Application review can be expected within 30 days. Review and approval are required.

<b>Base fee for 1-5 hours</b>			
<b>Small private functions such as parties are not subject to damage deposit. However, repairs for any damage to the site as determined by City staff will be the responsibility of the renter.</b>			
<b>All rental fees for events open to the public are required to pay an additional \$100 refundable deposit.</b>			
<b>Rental Fees Monday-Thursday</b>		<b>Rental Fees Friday-Sunday</b>	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City Property Owner
\$75	\$125	\$100	\$175
Non-Profit Organizations* City Property Owner	Non-Profit Organizations* Non-City Property Owner	Non-Profit Organizations* City Property Owner	Non-Profit Organizations* Non-City Property Owner
\$40	\$65	\$50	\$90

**\*Non-profit organizations (must provide IRS-issued proof of status)**

### **Events taking place over multiple, consecutive days and rentals 6 hours or more:**

<b>Base fees for 6 or more hours</b>			
<b>All rental fees require an additional \$100 refundable deposit.</b>			
<b>Fees listed below are per day.</b>			
<b>Daily Rental Fees Monday-Thursday</b>		<b>Daily Rental Fees Friday-Sunday</b>	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City Property Owner
\$115	\$200	\$150	\$265
Non-Profit Organizations * - City Property Owner	Non-Profit Organizations* - Other	Non-Profit Organizations* - City Property Owner	Non-Profit Organizations* - Other
\$60	\$100	\$75	\$135

**\*Non-profit organizations (must provide IRS-issued proof of status)**

## ALCOHOL BEVERAGE LICENSE APPLICATION (City Clerk, [cityclerk@dahlonega.gov](mailto:cityclerk@dahlonega.gov))

- Temporary Special Event Alcoholic Beverage Application for non-profit organizations: The State of Georgia handles our temporary special event alcoholic beverage applications through the centralized alcohol portal (APL) at the Georgia Tax Center (GTC) site. Applications for the temporary special events are available on the GTC site. Once completed, the application and accompanying documents must be uploaded to the ALP for review by the State Alcohol Tobacco Division and the City of Dahlonega Clerk's Office 60 days before the event. The Main Street-approved application for the event must accompany the application. Council approval may be required for events so that a 60-day window will allow adequate time for Council Approval. The fee schedule is shown on the site, and payments are accepted at City Hall or the GTC site. Application fees are required with the application. Applicants must comply with all stipulations outlined in the City of Dahlonega Temporary Alcoholic Special Events Application. Upon Council approval, the City Clerk's Office will issue the Temporary Special Event Alcoholic Beverage License, valid only for the event for which the permit is issued.
- Off-Site Catering Alcohol Beverage Application for-profit and non-profit organizations: The City Clerk's Office accepts all Off-Site Catering alcoholic beverage applications for events in the City of Dahlonega. The application must be provided to the City Clerk's Office with the Main Street-approved application for each event. The application is available on the City of Dahlonega website. The application must be completed and sent to the City Clerk 60 days before the event. Council approval may be required for events so that a 60-day window will allow for adequate time for Council Approval. The fee schedule is shown on the application, and payment is required with the application. Upon Council approval, the City Clerk's Office will issue the Off-site Alcoholic Beverage License, valid only for the event for which the permit is issued. (An organization with a consumption on-premises alcoholic beverage license completes this application for the event organization and is responsible for adhering to our code of ordinance for Alcoholic Beverage License)

### PRE-AND POST-EVENT MEETINGS:

- A representative from the City Police Department, the City of Dahlonega, and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All public safety considerations will be discussed at this meeting. In the event alcohol is to be sold at the event, the City Clerk will also be present at the Pre-Event Meeting.
- After the event takes place, the same representatives will come together for a post-event meeting to discuss its outcome and how the event could be improved in the future. Staff will also go over any additional fees that the event coordinator may have incurred during the event and determine how much of the damage deposit will be returned.

### PUBLIC SAFETY AND SECURITY:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

### MEDICAL:

- For all multi-day events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

### INSURANCE:

- Prior to issuance of a permit the city may require liability insurance, property damage insurance, and a hold harmless agreement indemnifying the city for any personal injury or property damage arising from the event. Insurance must be submitted 15 days prior to the event.

### PARKING:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 147 North Park Street and the University of North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.
- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

## **RESERVATION/APPLICATION PROCESS:**

- Reservations must be made at least one month in advance.
- Reservations may be made up to one year in advance.
- Reservations are not transferable.
- Reservations cannot be secured by telephone.
- Applications may be submitted to [aalexander@dahlongadda.org](mailto:aalexander@dahlongadda.org) or submitted in person at City Hall.
- The applicant must be age 21 or above.
- All applicants must present proof of residence with photo identification at the time application is submitted.
- Application review can be expected within 30 days. After review, the applicant will be advised of fees which may be required. (For example, damage deposit, rental fees, security, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by the Special Events Committee).
- All renters must complete and sign the rental agreement.
- At the discretion of the DDA Director, a Pre-Event Meeting may be required prior to the event.

## **DEPOSIT, CANCELLATIONS, REFUNDS:**

- The deposit refund will be mailed to the organization or individual within fourteen (14) business days after the rental, providing that the renter and staff closing walk through is completed, that no damage occurred, and that the facility was left clean.
- The renter must return the rental permit upon cancellation to begin processing any refund.
- Refunds will not be issued due to inclement weather or failure on the part of the renter to use the facility on the date reserved.
- Refunds will only be issued for cancellations made 48 hours or more prior to the rental date, minus a \$25.00 service charge. The service charge is waived for non-profit organizations. Cancellations made less than 48 hours prior to the event will result in forfeiture of the deposit or the rental fee, whichever is less.

## **RENTER'S RESPONSIBILITIES:**

- Prior to the start of the rental, it is the renter's responsibility to perform a walk-through of the facility with the staff member to identify any prior damages, irregularities, etc. (Failure to perform the walk-through forfeits the renter's case against damages or irregularities found after the rental.) Following the rental, the renter may be required to perform the walk-through with staff to conclude that no damage occurred, and that the facility was left clean.
- The renter is entitled to use the facility for the time specified in the reservation. Time spent on set up and clean-up of the facility is considered part of the rental. Renters will be charged accordingly for any overage.
- The pavilion floor should be swept and cleaned if the rental involves food consumption.
- All visible trash must be picked up, bagged, and deposited into trash receptacles or carried away from the site to an appropriate trash receptacle. The first trash receptacles for use are the rolling trash cans located outside of the pavilion. If these are full, the dumpster located in Hancock Park may be used. Trash must be placed inside the dumpster.
- Restrooms must be cleaned and free of trash.
- Renters are responsible for facility damage and will pay for any necessary repairs.
- Renters must abide by the laws of the State of Georgia and the Ordinances of the City of Dahlongega.
- Failure to comply with these may result in the rental agreement being voided immediately and the renter being required to leave the premises.
- The rental permit holder must be present on site with the permit during the entire rental period, including set up and clean up.
- Renters must obtain other necessary permits from the police, the fire and health department if applicable.

**PROHIBITED ITEMS:**

- No grills or cooking allowed. This includes pull-behind grills and grills in truck beds. Food must be brought in.
- No decorations using tape, thumb tacks, nails, screws (table decorations and free-standing signs are allowed during the rental period)
- No alcohol without appropriate city and state permits, tobacco products, drugs, or illegal substances are allowed in the park.
- No vehicles are allowed in the park.
- Any music must meet Noise Ordinance regulations:  
[https://library.municode.com/ga/dahlonega/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH22OFMIPR\\_ARTIIN\\_GE\\_S22-5NOPO](https://library.municode.com/ga/dahlonega/codes/code_of_ordinances?nodeId=PTIICOOR_CH22OFMIPR_ARTIIN_GE_S22-5NOPO) (hard copies available).
- No other areas of the park can be roped off limiting access for public use.
- No firearms.
- No unleashed pets. Owners must clean up pet waste. The upkeep of the pet area is not included in the rental agreement. If applicants want this station serviced prior to their rental a request must be made at the time of application.
- No games or activities that could damage the lawns.
- No glass containers.

**RESERVATIONS DENIED, PERMITS TERMINATED:**

A request for reservations may be denied for cause, including, but not limited to, the following:

- a. Failure to abide by city park rules and regulations, state laws, or city ordinances on a previous occasion.
- b. Issuance by the renter to the city of a check for insufficient funds (may be corrected by the applicant within three business days or the reservation is cancelled).
- c. If the rental is deemed not to be in the best interest of the city.

A reservation permit may be revoked or terminated if:

- a. Information submitted on the permit application is discovered to be false.
- b. The renter violates a policy, rule or regulation as set forth in the permitting process.
- c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
- d. The city manager deems it to be in the best interest of the city.

**I have read and understand the above-listed rules and policies and agree to abide by them.**

**SIGNATURE OF APPLICANT REQUIRED:** \_\_\_\_\_

**PRINT NAME:** Faith Mihok **DATE:** 11/11/25

The City of Dahlonega Hancock Park  
Pavilion Rental Application

Applicant's Information: (please print legibly) Name of Applicant:

Applicant's Phone Number: [REDACTED]

Applicant's Email Address: [REDACTED]

Cell # [REDACTED]

Applicant's Mailing Address: [REDACTED]

Dahlonega, Ga 30533

Event information:

Estimated Number of People Attending: Event Description:

unknown number of attendance

It's not fully set in stone, but I envision live worship music, maybe some sr  
sharing their testimonies and people available to pray for whoever wants. Very peaceful.  
Please let me know if you need anything else for me for this to be accepted:)

Organization Sponsoring the Event: Faithfully Testify

Event Date: October 31, 2026

Event Time (start and stop time – including set up and break down): Probably around 4-9

\*If your event takes place while the Dahlonega Farmers Market is open two weeks' notice must be given to move or close the market.

Is this event open to the public? YES  NO

Is this the first time for this event? YES  NO

Do you propose to use pop-up tents? YES  NO

What size tents? \_\_\_\_\_ (All tents larger than 10X10 must be approved by City Council)

Will loudspeakers/sound amplification be used? YES  NO

Will there be retail vendors selling goods? YES  NO

Will there be food vendors selling goods? YES  NO

If yes, additional sanitation services may be required by City staff. Please note no cooking is allowed in Hancock Park.

Will there be alcohol sold at this event? YES  NO

If so, please complete a Special Events Alcohol Application (available on the City Website under City Applications & Forms) and submit it to the DDA Office with this packet.

**How do you plan to publicize this event? Include information regarding off-street parking options in your marketing efforts and your attendee databases. Parking information is available from the Main Street Office. Include website & social media pages so they can be incorporated into City of Dahlonega marketing efforts.**

My email/number lists who are with Faithfully Testify, word of mouth, and social media

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Is a parade or 5K run included in your event? YES  NO  \*If yes, please complete the City of Dahlonega Parade and 5K Permit Application and contact [staff@dahlongegadda.org](mailto:staff@dahlongegadda.org) or call 706-482-2707. Separate fees may apply. If the route includes a State Route, coordination with GDOT is required.

Will there be road closures? YES  NO  \*If yes, please provide a map showing all proposed closures and detour routes. Events closing roads will be required to work with law enforcement for pedestrian and traffic control. Additional fees may apply.

What times will roads be closed and reopened? \_\_\_\_\_

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*Staff Use Only:*

Permit Application Received: \_\_\_\_\_ Permit Reviewed By: \_\_\_\_\_

Application Recommended for: Approval  Denial  Council Review

Pre-Event Meeting Scheduled: \_\_\_\_\_

Post-Event Meeting Scheduled: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refunded: YES  NO

Reason, if No:

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Date Refund Check Processed: \_\_\_\_\_

# STAFF USE ONLY

<b>SERVICES TO BE PROVIDED</b>		
<b>ARRANGEMENT TERMS</b>		
<b>REQUIRED SIGNATURES</b>	<b>EVENT PLANNERS</b>	PRINTED NAME _____
		SIGNATURE _____
	DATE _____	DATE _____

Faithfully Tested – Timeline of Events

Date	Action
November 11, 2025	Application for park rental submitted by Faith Mihok
December 9, 2025	Email exchange regarding date; previously rented by another group on the same date would Faith accept another date; (note: prior rental for two years and not three as is op policy)
December 10, 2025	Faith Mihok email - declines another date
March 17, 2025	City Manager review of application given proximity to city event – trick-or-treat on the square; manager deems it needs to be an event given the likelihood of more than 50 people gathering in the park. Manager decision to see if council approved before requiring applicant to complete balance of paperwork.
March 17, 2025	Faith notified of escalation to event status
April 2, 2026 – April 3, 2026	Email communications regarding meeting dates/times; event providing candy



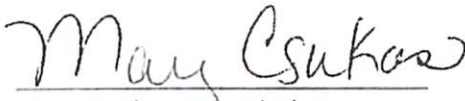
**Office of the City Clerk**

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March 26, 2020

I, Mary Csukas, Dahlonega City Clerk do hereby certify under the seal of my office that the attached pages are a true and accurate copy of Declaration and Ordinance 2020-11 entitled:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV; SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISION 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOT TO BE TITLED "RESERVED".

  
Mary Csukas, City Clerk



**Ordinance 2020-11**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV: SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISION 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOW TO BE TITLED "RESERVED."**

**Short title: "special events and demonstrations regulations"**

**WHEREAS, the City Council of Dahlonega, Georgia desires to establish procedures and standards governing the use of public property by non-City organizations and individuals for the purpose of conducting events; and**

**WHEREAS, the City Council of Dahlonega, Georgia desires to ensure the preservation of public convenience in the use of City streets and outdoor areas; and**

**WHEREAS, the City Council of Dahlonega, Georgia desires to preserve public order and safety; and**

**WHEREAS, the City Council of Dahlonega, Georgia desires to defray administrative expenses associated with certain types of uses; and**

**WHEREAS, the City Council of Dahlonega, Georgia desires to protect the rights of persons and groups to organize and participate in peaceful assemblies to express their political, social, religious or other views on City streets, other public ways, parks and other public lands subject to reasonable restrictions designed to protect public safety, persons and property and accommodate the interest of persons not participating in such assemblies; and**

**WHEREAS, the City Council of Dahlonega, Georgia desires to enact rules and regulations for applications to any person or entity intending to hold or sponsor an event on any City-owned or leased property.**

**NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that the Code of the City of Dahlonega, Chapter 28, Article IV, is hereby amended by replacing the title and content of Division 1 with a new Division 1 title and new content, and by amending Division 2 and Division 3, to delete their content and for each of them now to be titled "Reserved.". Divisions 1, 2, and 3 shall now read as follows:**

## **DIVISION 1. PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS**

### **Sec. 28-88. Definitions.**

**“Demonstration” means any demonstration, rally, protest, counter-protest, picket, or other similar public assembly conducted on public property, at which one or more individuals are engaged in non-commercial expression protected by the First Amendment of the United States Constitution.**

**“Event” may refer either to a demonstration or a special event, or to demonstrations and special events, collectively.**

**“Open flame” means fire whose flame is supported by a wick, oil or other slow-burning means to sustain itself. “Open flame” includes, but is not limited to, flame producing devices such as candles, torches, and juggling or other fire artist equipment; provided, however, that “open burning and open fire” and “open flame” shall not include handheld candles when used for ceremonial purposes, provided that they are not held or used in an intimidating, threatening, dangerous, or harmful manner.**

**“Prohibited items” shall mean all items prohibited by law from being held, carried, displayed, worn or otherwise used in public, and any item prohibited by event specific regulations or as specified in permit conditions promulgated by the City Manager.**

**“Special event” means any activity, such as a sports event, pageant, celebration, historical reenactment, carnival or other entertainment, exhibition, dramatic presentation, fair, festival, race (i.e., run/walk/bike), block party, movie filming, parade, and any other, similar activity conducted by a person or entity other than the City of Dahlonga on public property that is reserved, or is sought to be reserved, as the venue for such activity. The term “special event” shall exclude (i) a gathering people in a park for general recreational or sports activities and (ii) a demonstration, as defined above within this section.**

**“Sponsor” shall mean the person or persons who sign, or whose authorized representative(s) sign, an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Where a purported sponsor is not a legal entity, the sponsor shall be the individual(s) signing the permit application.**

### **Sec. 28-89. Permit required.**

- (a) The City Manager is authorized to adopt standard operating procedures that establish an event permit application process to be administered through the City Clerk. The procedures shall also provide for the grant or denial of permit applications within specified times; establish the grounds for revocation of an approved permit; provide for the application of reasonable time, place and manner regulations for permitted events; establish reasonable fees, charges, rentals and insurance and indemnification requirements; and restrict the**

possession or use of prohibited items, as defined herein, during the event. The procedures once promulgated by the City Manager shall be immediately applicable but must be ratified within forty-five days by the City Council in order to remain in effect. Initial procedures promulgated by the Manager and ratified by the City Council are attached hereto and labeled Exhibit A.

- (b) Any person or entity intending to hold or sponsor an event on any City-owned or leased property must first obtain a permit through the City Clerk, unless (i) the event is exempt from permitting requirements under the standard operating procedures promulgated by the Dahlonaga City Manager, or (ii) such person is holding or sponsoring such event pursuant to a valid permit issued by the City Manager pursuant to another Chapter of this Code.
- (c) By accepting a permit issued by the City pursuant to this Article, the Sponsor represents that (1) all information included or presented as part of the permit application was, to the best of the Sponsor's information and belief, complete and correct; (2) that all terms and conditions of such permit have been or will be complied with; and (3) that a copy of the permit will be made available for inspection by any City representative during the event.

**Sec. 28-90. Insurance requirements.**

- (a) To further the goal of public safety and to protect the City of Dahlonaga and its officers, officials and employees from claims for damage to property or bodily injury occurring during the event, the sponsor of an event shall be required to furnish a general liability and property damage insurance contract insuring the Sponsor's liability for personal injury and death and damages to property resulting from its use of public property. The required general liability and property damage insurance, unless waived in whole or in part, shall be provided in an amount not less than \$1,000,000 (\$2,000,000 aggregate), and the insurance policy shall name the City (including its officers, officials, employees and agents), as additional insured parties to the insurance contract.
- (b) This insurance requirement may be waived, in whole or in part, by the City Manager or his or her designee because: (1) the cost of the insurance will result in a documented financial hardship to the sponsor, or (2) for an event that does not (i) pose a high level of liability risk to the City or a material risk to public safety, and (ii) does not involve any inherently dangerous activity. A written request to waive or modify any insurance requirement must be made by the sponsor at the time a permit application is submitted. An approval or denial of the request will be made in writing to the event sponsor.
- (c) The decision on whether the event poses a high level of liability risk to the City or a material risk to public safety will be based on the following factors: (1) whether the event and planned activities present a risk of personal injury or property damage; (2) whether the event involves a large number of participants relative to the size of the event venue; (3) whether the event involves the preparation and sale of food; (4) the duration of the event; and (5) whether the event involves transportation or installation of heavy equipment, or the installation of a stage or other temporary structures. Provided however, that, in deciding whether insurance will be required or waived for an event the City Manager or his or her

designee shall not consider the number of anticipated onlookers, the potential risk of property damage or bodily injury that may be caused by onlookers, nor the possibility that the event will be controversial in nature.

**Sec. 28-91. Violations and penalties.**

The following conduct is declared to be unlawful and shall be, upon conviction, punishable as a civil offense with a fine not to exceed five hundred dollars:

- (a) Sponsoring, holding or conducting an event for which a permit is required, without first obtaining a permit;
- (b) Sponsoring, holding or conducting a permitted event on days or at times not authorized by the permit;
- (c) Intentionally providing false, misleading or incomplete information in a permit application;
- (d) Failing to comply with any terms or conditions placed on a permit;
- (e) The failure to comply during an event with any lawful directive of a law enforcement officer, or with any lawfully posted public sign, direction or instruction;
- (f) Climbing, during an event, upon any tree, or any wall, fence, shelter, fountain, statue, or any other structure not specifically intended for climbing purposes;
- (g) Closing any street or public right-of-way during an event, or using any street or right-of-way in a manner that obstructs vehicular or pedestrian passage during an event, without first obtaining permission to close the street from the City and the Georgia Department of Transportation if applicable;
- (h) Holding, carrying, displaying or using any prohibited item as defined herein within the area where a permitted event is taking place, without the prior written consent of the City Manager or his or her designee;
- (i) Throwing or propelling objects of a potentially dangerous nature during an event, including but not limited to rocks, bottles, sticks, staffs, glass objects or cans; and
- (j) Damaging landscaping, plantings, improvements, equipment or structures located on City property where an event is being held.

In addition to the sanctions authorized herein, any person engaging in the unlawful conduct proscribed by this section, may also be held civilly liable for any damages or loss, and may be banned from the future use of City-owned property for a specified period of time.

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.

(Secs. 28-92—28-117. - Reserved.)

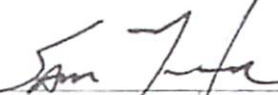
DIVISION 2. RESERVED

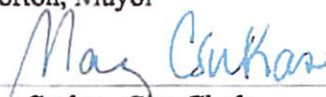
(Secs. 28-118—28-138. - Reserved.)

DIVISION 3. RESERVED

(Secs. 28-139—28-167. - Reserved.)

Adopted and ordained this 24 day of March, 2020.

By:   
Sam Norton, Mayor

Attest:   
Mary Csukas, City Clerk



## **Exhibit A**

### **1.1. Permit Requirements.**

**1.1.1. Events involving 50 or more persons or events in which the sponsor requests space to be reserved may be held only pursuant to a permit issued by the City Manager. Events involving fewer than 50 persons where no space is requested to be reserved do not require a permit. A demonstration involving 50 or more persons which occurs without prior planning or announcement for the purpose of an immediate and spontaneous response to a recent occurrence, may take place without a permit if (i) it is otherwise a lawful assembly conducted in accordance with the regulations set forth in section 1.3.8.b herein; (ii) the group will not unreasonably interfere with other scheduled events or other events taking place concurrently; (iii) the demonstration does not block streets or access to City property including but not limited to city parks; and (iv) the demonstration does not pose a threat to public safety. A demonstration occurring more than 48 hours after the event to which it is responsive will not qualify as a spontaneous demonstration, even without prior planning or announcement. Sponsors of events outside this window must apply for and receive a permit for an event expected to draw 50 or more persons.**

**1.1.2. Wherever these regulations specify that a particular use or activity may be conducted only pursuant to a permit, such permit shall be required in order for that use or activity to be lawful.**

### **1.2. Permit Applications In cases where a permit for an event is required:**

**1.2.1. Permit applications may be obtained from the City Clerk.**

**1.2.2. Applications for permits shall be submitted by the event sponsor in writing, on a form provided by the City, so as to be received by the City Clerk at least (i) twenty (20) days in advance of any event, if not requiring street closure, removal of parking, or provision of public safety personnel, or (ii) thirty (30) days in advance of any event, if requiring street closure, removal of parking, or provision of public safety personnel. This time may be extended beyond thirty (30) days if the street closure involves a route governed by the Georgia Department of Transportation. These periods may be reduced by the City Manager with respect to demonstrations only if, upon consultation with the City Marshal/Police Chief, Fire Chief or other appropriate public safety officials, the size and nature of the proposed demonstration will not reasonably require commitment of City resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period, and review of the permit by all appropriate personnel for the purposes contemplated by these ordinances is feasible within the necessary time period. In all cases, sponsors are encouraged to submit requests for permits as far in advance of any event as possible (but not to exceed 14 months). Previously permitted annually recurring events with no changes from prior approved event elements are subject to summary staff approval.**

a. Each application shall specify (i) the name, address and telephone number of a contact person for the sponsor, (ii) the nature of the event, (iii) the date when the event is to be conducted, (iv) the times when the event is to begin and end, and the approximate times when assembly for, and disbanding of, the event are to take place, (v) the location(s) and/or route of the event and any assembling or disbanding areas, as well as any related stands or other structures to be used in the event, (vi) the approximate number of persons, animals, and vehicles that will participate in the event, (vii) whether the sponsor will invite, publicize or advertise the event to groups and other persons that the sponsor does not directly represent, (viii) a description of the types of animals, the types of vehicles to be used, the number of bands and other musical units and sound trucks to be used, and the number, type, and size of banners, placards, and signs to be used, (ix) the number of persons who will be designated by the sponsor to monitor the event, and (x) any other information required by these regulations.

b. Any permit grant will be based on the information provided in the application being, and remaining, complete, accurate and not containing any material omissions regarding the nature of the event, any structures or items to be used during the event, or any activities to be conducted during an event, which information constitutes conditions and limits on the event. Sponsor will notify the City as soon as practicable if any information in the application is no longer complete or accurate and provide a revised application containing the updated information. The City will promptly review the revised application and notify the sponsor whether the permit will stand, or be revoked, modified or subject to additional conditions or limits. The sponsor will be responsible for notifying the anticipated attendees of any applicable conditions and limits placed on an event and any relevant subject matter of these regulations directly applicable to their conduct at an event, such as the list of prohibited items and the allotted time and location for an event and its initial staging and dispersal, if applicable.

c. Each application must be accompanied by all required fees and deposits and signed by all sponsors responsible for the event unless, with respect to an application for a demonstration only, the sponsor claims in the application a bona fide financial hardship and the sponsor demonstrates to the City Manager by reasonable evidence including supporting financial documents and records indicating that the monetary obligations imposed by these regulations on the event would render the sponsor not reasonably able to conduct the demonstration, in which event the City Manager may waive, in whole or in part, compliance with the monetary obligations, including the obligations of indemnification, imposed by these ordinances to the extent necessary to enable the sponsor to conduct the demonstration.

d. The sponsor of (i) an event at which at least 500 people will or may be expected to attend, or (ii) a special event for which admission fees will be charged shall provide the City with the location and number(s) of people who attended the past three events staged by the sponsor (or the sponsor's officers, directors or other principals). This will assist City officials and public safety personnel in planning for any services which may be necessary in connection with the event, including by contacting counterparts in other jurisdictions for the purpose of assessing the appropriate levels of such services.

### **1.3. Permit Processing.**

**1.3.1. Permit applications for events will be approved in order of receipt. The use of a particular area is allocated in order of receipt of completed applications (including any applicable fees or charges); however, the application of a sponsor who applies for a hardship fee waiver or reduction will not be considered incomplete due to non-payment of any fees or charges unless and until a determination is made that any fees or charges are due and owing from the sponsor and the due date for the fee has passed without the payment having been made. Unless otherwise provided by these regulations, no applications shall be accepted more than fourteen months prior to the proposed date of an event. Upon receipt of a permit application, the City Clerk shall promptly deliver a copy of such application to the City Manager, the Downtown Development Authority, the Police Chief/City Marshal, Public Works Director and any other City or County officials whom the City Manager may, from time to time, designate as reasonably necessary to receive and review permit applications, or their respective designees. Such officials shall promptly deliver to the City Manager their recommendations with respect to granting or denying the requested permit, or any modifications, conditions or limits upon which issuance of the permit should be based.**

### **1.3.2. Reserved.**

**1.3.3. Permit Application Fees. An application fee shall be paid by the sponsor of every proposed event for which a permit is required. The permit fee shall be based solely on the cost of processing the application but not to exceed \$300.00. Other segments of the City's ordinances and these regulations may require direct financial commitment by the sponsor beyond the processing fees for the application. If a permit is denied or revoked, the application fee will not be refunded.**

**1.3.4. Requests for Information. Before or after permit issuance, the City Manager or his or her designee may request from the sponsor such additional information with respect to a proposed event as reasonably deemed necessary for evaluating the proposed event's compliance with these regulations and the impact of the proposed event upon public safety, persons, and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes unreasonably impaired. The sponsor's failure to timely provide such additional information**

**constitutes grounds for denial of a permit request or the modification, conditioning or limiting of a permit.**

**1.3.5. Grounds for Rejecting or Revoking a Permit. A permit may be denied, or its grant may be conditioned or limited by the City Manager, or an issued permit may be revoked upon the following grounds:**

**a. Receipt of Multiple Requests: a fully executed application for the same time and place has been received at an earlier time, reserving an area for an event or activities which do not reasonably permit multiple events in the particular area.**

**b. Reserved.**

**c. Incompatible Use: the proposed event is of such a nature or duration that it cannot reasonably be accommodated in the particular area applied for; would be inconsistent or incompatible with the purpose(s) for which the area sought to be reserved is normally used, or with other uses of the area sought to be reserved.**

**d. Failure to Meet Conditions: the application proposes activities contrary to one or more of the purposes, conditions or limits specified within these regulations.**

**e. No Responsible Person: there is no person authorized to sign an application on behalf of the sponsor applying for a permit and/or there is no person willing or able, as demonstrated to the City Manager by reasonable evidence, to accept responsibility for and perform the sponsor's obligations set forth in these regulations, including, without limitation, the sponsor's indemnification obligations.**

**f. Reserved.**

**g. Failure of the Event to be Consistent with the Application: The City Manager reasonably determines at any time, following consultation with the Police Chief/City Marshal, the Fire Chief, or other appropriate City officials, that any material information set forth in the permit application is incorrect or misleading, or has become since the submission of the application incorrect or misleading and the permit must be revoked, modified, conditioned or limited consistent with these regulations.**

**h. Prohibited Items: Prohibited items are not allowed at events and an event permit will be denied or revoked if at any time it appears that prohibited items will be used, or are being used, during an event, and the City has not granted special permission in the permit covering such use. If any prohibited item is used during the demonstration, such use will be unlawful and the permit's allowance of such use shall be automatically revoked. The person responsible for the unlawful use of the item will be directed by law enforcement to leave the demonstration area, and any person refusing to do so shall be subject to arrest for trespassing. Nothing in these regulations shall prohibit a disabled person from carrying, possessing or using a**

wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a permitted event. Nothing in these regulations shall prohibit certified law enforcement officers or other public safety officials acting in their official capacity from carrying or possessing materials, weapons and/or devices used in the performance of law enforcement duties. Prohibited items shall be identified by event specific permit conditions promulgated by the City Manager.

i. A permit may be denied if, taking into account the size and nature of the proposed event, the City Manager does not have sufficient time to evaluate the proposed event's potential impact upon public safety, persons and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes.

**1.3.6. Modifying or Placing Conditions or Limits on Permit Grants.** A permit may be modified or its grant may be conditioned or limited by the City Manager where necessary to meet the requirements of these regulations or to further their purposes. Such conditions and limits may include, for example, requiring the event to be relocated to an alternative venue if doing so is required to safely accommodate the number of anticipated attendees or type of event; provided, however, that with respect to demonstrations only, the City Manager shall take into account whether the alternative venue is suitable for communicating the content of the demonstration. The City reserves the right to limit the number of persons allowed at events based on the location or nature of the event, and to require that the sponsor provide a certain number of individuals, who may be volunteers within sponsor's organization, to act as crowd managers to assist with ensuring that the assembly is and remains lawful and in compliance with these regulations and liaising with City officials prior to and during the event. However, this does not give sponsors the authority to employ individuals to perform law enforcement functions without complying with state and local licensure or other requirements. Reasonable content neutral time, place and manner restrictions may be imposed also.

**1.3.7. Notice of Decision.**

a. Applicants shall be notified of the City's approval or denial of a permit for an event as soon as reasonably practicable after the date on which the application was received. The City may also issue approval of a permit for an event conditioned upon the sponsor's accepting modifications, conditions or limits imposed on the event consistent with these regulations.

b. Unless denied or modified within 10 business days following the submission of a completed permit application, or within thirty (30) business days if the event requires a street closure, removal of parking, or provision of public safety personnel, all requests for demonstration permits shall be deemed granted, subject to the conditions and limits set forth in the permit and these regulations, so long as the area proposed for the demonstration had not been reserved by another person

prior to the date on which the permit would be deemed granted in accordance with this section 3.4.7(b). The applicant must provide GDOT approval of closure of state or federal highways at the time of filing the application for a permit. If not provided, the application will be deemed incomplete until the GDOT approval is provided.

c. All denials of requests for, or conditional approvals of, demonstration permits shall include a reasonably detailed description of the reason for the denials or the modifications, conditions or limits, and specific instructions for how an appeal of the denial or conditional approval can be submitted to the Mayor.

#### **1.3.8. Permit revocation.**

a. An issued permit for an event may be revoked by the City Manager upon a finding of a violation, or a reasonably anticipated violation, of any rule, ordinance, law, regulation and/or condition or limit of the permit, or a finding that a permit application was not complete or accurate or had a material omission of fact when granted, or a finding that the information in the permit application has become, or is reasonably likely to become, incomplete, inaccurate or to contain a material omission. Immediately upon such a revocation, the City Manager shall send a written notice to the sponsor at the sponsor's address in the permit application, specifying the reason for the revocation.

b. During the conduct of an event, a permit may be revoked by the ranking police/Marshal or other public safety supervisory official in charge, and the event attendees dispersed, if the event is unlawful, prohibited items are being used, there exists an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage, or if the City has declared either a state of emergency or an unlawful assembly covering the area in which such demonstration is being or will be held. Upon such revocation, the sponsor and the other sponsor attendants shall communicate the need to disperse the demonstration to the attendees.

c. When a permit has been granted, or is deemed to have been granted pursuant to these regulations, the City Manager may revoke, modify, condition or limit the permit for any reason for which it could have been denied, modified, conditioned or limited originally.

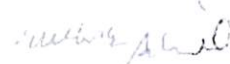
d. Except for permits revoked during demonstrations, all revocations of demonstration permits shall include a reasonably detailed description of the reason for the revocation and specific instructions for how an appeal of the revocation can be taken, and shall be served personally or by certified mail, with a copy sent by fax or e-mail at the sponsor's request.

#### **1.3.9. Appeals.**

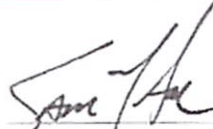
a. Except for permits revoked during demonstrations, an appeal of the denial, conditional approval or revocation of a demonstration permit may be made to the

Mayor or his designee in writing, and shall include a statement of the basis for the objection to the denial, conditional approval or revocation.

b. The Mayor or his designee shall make a decision on appeal expeditiously and, if practicable, at least three (3) business days prior to the date the demonstration is planned to commence, and shall explain in writing the reasons for the decision.

Submitted By:   
Bill Schmid, City Manager

Ratified this, 24 day of March, 2020.

By:   
Sam Norton, Mayor

Attest:   
Mary Csukas, City Clerk






Office of the City Clerk

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March 26, 2020

I, Mary Csukas, Dahlongega City Clerk do hereby certify under the seal of my office that the attached pages are a true and accurate copy of Declaration and Ordinance 2020-11 entitled:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV; SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISON 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOT TO BE TITLED "RESERVED".

  
Mary Csukas, City Clerk



**Ordinance 2020-11**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV: SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISION 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOW TO BE TITLED "RESERVED."**

Short title: "special events and demonstrations regulations"

WHEREAS, the City Council of Dahlonega, Georgia desires to establish procedures and standards governing the use of public property by non-City organizations and individuals for the purpose of conducting events; and

WHEREAS, the City Council of Dahlonega, Georgia desires to ensure the preservation of public convenience in the use of City streets and outdoor areas; and

WHEREAS, the City Council of Dahlonega, Georgia desires to preserve public order and safety; and

WHEREAS, the City Council of Dahlonega, Georgia desires to defray administrative expenses associated with certain types of uses; and

WHEREAS, the City Council of Dahlonega, Georgia desires to protect the rights of persons and groups to organize and participate in peaceful assemblies to express their political, social, religious or other views on City streets, other public ways, parks and other public lands subject to reasonable restrictions designed to protect public safety, persons and property and accommodate the interest of persons not participating in such assemblies; and

WHEREAS, the City Council of Dahlonega, Georgia desires to enact rules and regulations for applications to any person or entity intending to hold or sponsor an event on any City-owned or leased property.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that the Code of the City of Dahlonega, Chapter 28, Article IV, is hereby amended by replacing the title and content of Division 1 with a new Division 1 title and new content, and by amending Division 2 and Division 3, to delete their content and for each of them now to be titled "Reserved." Divisions 1, 2, and 3 shall now read as follows:

## DIVISION 1. PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS

### **Sec. 28-88. Definitions.**

“Demonstration” means any demonstration, rally, protest, counter-protest, picket, or other similar public assembly conducted on public property, at which one or more individuals are engaged in non-commercial expression protected by the First Amendment of the United States Constitution.

“Event” may refer either to a demonstration or a special event, or to demonstrations and special events, collectively.

“Open flame” means fire whose flame is supported by a wick, oil or other slow-burning means to sustain itself. “Open flame” includes, but is not limited to, flame producing devices such as candles, torches, and juggling or other fire artist equipment; provided, however, that “open burning and open fire” and “open flame” shall not include handheld candles when used for ceremonial purposes, provided that they are not held or used in an intimidating, threatening, dangerous, or harmful manner.

“Prohibited items” shall mean all items prohibited by law from being held, carried, displayed, worn or otherwise used in public, and any item prohibited by event specific regulations or as specified in permit conditions promulgated by the City Manager.

“Special event” means any activity, such as a sports event, pageant, celebration, historical reenactment, carnival or other entertainment, exhibition, dramatic presentation, fair, festival, race (i.e., run/walk/bike), block party, movie filming, parade, and any other, similar activity conducted by a person or entity other than the City of Dahlongega on public property that is reserved, or is sought to be reserved, as the venue for such activity. The term “special event” shall exclude (i) a gathering people in a park for general recreational or sports activities and (ii) a demonstration, as defined above within this section.

“Sponsor” shall mean the person or persons who sign, or whose authorized representative(s) sign, an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Where a purported sponsor is not a legal entity, the sponsor shall be the individual(s) signing the permit application.

### **Sec. 28-89. Permit required.**

- (a) The City Manager is authorized to adopt standard operating procedures that establish an event permit application process to be administered through the City Clerk. The procedures shall also provide for the grant or denial of permit applications within specified times; establish the grounds for revocation of an approved permit; provide for the application of reasonable time, place and manner regulations for permitted events; establish reasonable fees, charges, rentals and insurance and indemnification requirements; and restrict the

possession or use of prohibited items, as defined herein, during the event. The procedures once promulgated by the City Manager shall be immediately applicable but must be ratified within forty-five days by the City Council in order to remain in effect. Initial procedures promulgated by the Manager and ratified by the City Council are attached hereto and labeled Exhibit A.

- (b) Any person or entity intending to hold or sponsor an event on any City-owned or leased property must first obtain a permit through the City Clerk, unless (i) the event is exempt from permitting requirements under the standard operating procedures promulgated by the Dahlonaga City Manager, or (ii) such person is holding or sponsoring such event pursuant to a valid permit issued by the City Manager pursuant to another Chapter of this Code.
- (c) By accepting a permit issued by the City pursuant to this Article, the Sponsor represents that (1) all information included or presented as part of the permit application was, to the best of the Sponsor's information and belief, complete and correct; (2) that all terms and conditions of such permit have been or will be complied with; and (3) that a copy of the permit will be made available for inspection by any City representative during the event.

**Sec. 28-90. Insurance requirements.**

- (a) To further the goal of public safety and to protect the City of Dahlonaga and its officers, officials and employees from claims for damage to property or bodily injury occurring during the event, the sponsor of an event shall be required to furnish a general liability and property damage insurance contract insuring the Sponsor's liability for personal injury and death and damages to property resulting from its use of public property. The required general liability and property damage insurance, unless waived in whole or in part, shall be provided in an amount not less than \$1,000,000 (\$2,000,000 aggregate), and the insurance policy shall name the City (including its officers, officials, employees and agents), as additional insured parties to the insurance contract.
- (b) This insurance requirement may be waived, in whole or in part, by the City Manager or his or her designee because: (1) the cost of the insurance will result in a documented financial hardship to the sponsor, or (2) for an event that does not (i) pose a high level of liability risk to the City or a material risk to public safety, and (ii) does not involve any inherently dangerous activity. A written request to waive or modify any insurance requirement must be made by the sponsor at the time a permit application is submitted. An approval or denial of the request will be made in writing to the event sponsor.
- (c) The decision on whether the event poses a high level of liability risk to the City or a material risk to public safety will be based on the following factors: (1) whether the event and planned activities present a risk of personal injury or property damage; (2) whether the event involves a large number of participants relative to the size of the event venue; (3) whether the event involves the preparation and sale of food; (4) the duration of the event; and (5) whether the event involves transportation or installation of heavy equipment, or the installation of a stage or other temporary structures. Provided however, that, in deciding whether insurance will be required or waived for an event the City Manager or his or her

designee shall not consider the number of anticipated onlookers, the potential risk of property damage or bodily injury that may be caused by onlookers, nor the possibility that the event will be controversial in nature.

**Sec. 28-91. Violations and penalties.**

The following conduct is declared to be unlawful and shall be, upon conviction, punishable as a civil offense with a fine not to exceed five hundred dollars:

- (a) Sponsoring, holding or conducting an event for which a permit is required, without first obtaining a permit;
- (b) Sponsoring, holding or conducting a permitted event on days or at times not authorized by the permit;
- (c) Intentionally providing false, misleading or incomplete information in a permit application;
- (d) Failing to comply with any terms or conditions placed on a permit;
- (e) The failure to comply during an event with any lawful directive of a law enforcement officer, or with any lawfully posted public sign, direction or instruction;
- (f) Climbing, during an event, upon any tree, or any wall, fence, shelter, fountain, statue, or any other structure not specifically intended for climbing purposes;
- (g) Closing any street or public right-of-way during an event, or using any street or right-of-way in a manner that obstructs vehicular or pedestrian passage during an event, without first obtaining permission to close the street from the City and the Georgia Department of Transportation if applicable;
- (h) Holding, carrying, displaying or using any prohibited item as defined herein within the area where a permitted event is taking place, without the prior written consent of the City Manager or his or her designee;
- (i) Throwing or propelling objects of a potentially dangerous nature during an event, including but not limited to rocks, bottles, sticks, staffs, glass objects or cans; and
- (j) Damaging landscaping, plantings, improvements, equipment or structures located on City property where an event is being held.

In addition to the sanctions authorized herein, any person engaging in the unlawful conduct proscribed by this section, may also be held civilly liable for any damages or loss, and may be banned from the future use of City-owned property for a specified period of time.

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.

(Secs. 28-92—28-117. - Reserved.)

DIVISION 2. RESERVED

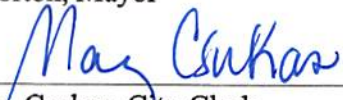
(Secs. 28-118—28-138. - Reserved.)

DIVISION 3. RESERVED

(Secs. 28-139—28-167. - Reserved.)

Adopted and ordained this 24 day of March, 2020.

By:   
Sam Norton, Mayor

Attest:   
Mary Csukas, City Clerk



## Exhibit A

### 1.1. Permit Requirements.

1.1.1. Events involving 50 or more persons or events in which the sponsor requests space to be reserved may be held only pursuant to a permit issued by the City Manager. Events involving fewer than 50 persons where no space is requested to be reserved do not require a permit. A demonstration involving 50 or more persons which occurs without prior planning or announcement for the purpose of an immediate and spontaneous response to a recent occurrence, may take place without a permit if (i) it is otherwise a lawful assembly conducted in accordance with the regulations set forth in section 1.3.8.b herein; (ii) the group will not unreasonably interfere with other scheduled events or other events taking place concurrently; (iii) the demonstration does not block streets or access to City property including but not limited to city parks; and (iv) the demonstration does not pose a threat to public safety. A demonstration occurring more than 48 hours after the event to which it is responsive will not qualify as a spontaneous demonstration, even without prior planning or announcement. Sponsors of events outside this window must apply for and receive a permit for an event expected to draw 50 or more persons.

1.1.2. Wherever these regulations specify that a particular use or activity may be conducted only pursuant to a permit, such permit shall be required in order for that use or activity to be lawful.

### 1.2. Permit Applications In cases where a permit for an event is required:

1.2.1. Permit applications may be obtained from the City Clerk.

1.2.2. Applications for permits shall be submitted by the event sponsor in writing, on a form provided by the City, so as to be received by the City Clerk at least (i) twenty (20) days in advance of any event, if not requiring street closure, removal of parking, or provision of public safety personnel, or (ii) thirty (30) days in advance of any event, if requiring street closure, removal of parking, or provision of public safety personnel. This time may be extended beyond thirty (30) days if the street closure involves a route governed by the Georgia Department of Transportation. These periods may be reduced by the City Manager with respect to demonstrations only if, upon consultation with the City Marshal/Police Chief, Fire Chief or other appropriate public safety officials, the size and nature of the proposed demonstration will not reasonably require commitment of City resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period, and review of the permit by all appropriate personnel for the purposes contemplated by these ordinances is feasible within the necessary time period. In all cases, sponsors are encouraged to submit requests for permits as far in advance of any event as possible (but not to exceed 14 months). Previously permitted annually recurring events with no changes from prior approved event elements are subject to summary staff approval.

a. Each application shall specify (i) the name, address and telephone number of a contact person for the sponsor, (ii) the nature of the event, (iii) the date when the event is to be conducted, (iv) the times when the event is to begin and end, and the approximate times when assembly for, and disbanding of, the event are to take place, (v) the location(s) and/or route of the event and any assembling or disbanding areas, as well as any related stands or other structures to be used in the event, (vi) the approximate number of persons, animals, and vehicles that will participate in the event, (vii) whether the sponsor will invite, publicize or advertise the event to groups and other persons that the sponsor does not directly represent, (viii) a description of the types of animals, the types of vehicles to be used, the number of bands and other musical units and sound trucks to be used, and the number, type, and size of banners, placards, and signs to be used, (ix) the number of persons who will be designated by the sponsor to monitor the event, and (x) any other information required by these regulations.

b. Any permit grant will be based on the information provided in the application being, and remaining, complete, accurate and not containing any material omissions regarding the nature of the event, any structures or items to be used during the event, or any activities to be conducted during an event, which information constitutes conditions and limits on the event. Sponsor will notify the City as soon as practicable if any information in the application is no longer complete or accurate and provide a revised application containing the updated information. The City will promptly review the revised application and notify the sponsor whether the permit will stand, or be revoked, modified or subject to additional conditions or limits. The sponsor will be responsible for notifying the anticipated attendees of any applicable conditions and limits placed on an event and any relevant subject matter of these regulations directly applicable to their conduct at an event, such as the list of prohibited items and the allotted time and location for an event and its initial staging and dispersal, if applicable.

c. Each application must be accompanied by all required fees and deposits and signed by all sponsors responsible for the event unless, with respect to an application for a demonstration only, the sponsor claims in the application a bona fide financial hardship and the sponsor demonstrates to the City Manager by reasonable evidence including supporting financial documents and records indicating that the monetary obligations imposed by these regulations on the event would render the sponsor not reasonably able to conduct the demonstration, in which event the City Manager may waive, in whole or in part, compliance with the monetary obligations, including the obligations of indemnification, imposed by these ordinances to the extent necessary to enable the sponsor to conduct the demonstration.

d. The sponsor of (i) an event at which at least 500 people will or may be expected to attend, or (ii) a special event for which admission fees will be charged shall provide the City with the location and number(s) of people who attended the past three events staged by the sponsor (or the sponsor's officers, directors or other principals). This will assist City officials and public safety personnel in planning for any services which may be necessary in connection with the event, including by contacting counterparts in other jurisdictions for the purpose of assessing the appropriate levels of such services.

### **1.3. Permit Processing.**

1.3.1. Permit applications for events will be approved in order of receipt. The use of a particular area is allocated in order of receipt of completed applications (including any applicable fees or charges); however, the application of a sponsor who applies for a hardship fee waiver or reduction will not be considered incomplete due to non-payment of any fees or charges unless and until a determination is made that any fees or charges are due and owing from the sponsor and the due date for the fee has passed without the payment having been made. Unless otherwise provided by these regulations, no applications shall be accepted more than fourteen months prior to the proposed date of an event. Upon receipt of a permit application, the City Clerk shall promptly deliver a copy of such application to the City Manager, the Downtown Development Authority, the Police Chief/City Marshal, Public Works Director and any other City or County officials whom the City Manager may, from time to time, designate as reasonably necessary to receive and review permit applications, or their respective designees. Such officials shall promptly deliver to the City Manager their recommendations with respect to granting or denying the requested permit, or any modifications, conditions or limits upon which issuance of the permit should be based.

### **1.3.2. Reserved.**

1.3.3. Permit Application Fees. An application fee shall be paid by the sponsor of every proposed event for which a permit is required. The permit fee shall be based solely on the cost of processing the application but not to exceed \$300.00. Other segments of the City's ordinances and these regulations may require direct financial commitment by the sponsor beyond the processing fees for the application. If a permit is denied or revoked, the application fee will not be refunded.

1.3.4. Requests for Information. Before or after permit issuance, the City Manager or his or her designee may request from the sponsor such additional information with respect to a proposed event as reasonably deemed necessary for evaluating the proposed event's compliance with these regulations and the impact of the proposed event upon public safety, persons, and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes unreasonably impaired. The sponsor's failure to timely provide such additional information

constitutes grounds for denial of a permit request or the modification, conditioning or limiting of a permit.

**1.3.5. Grounds for Rejecting or Revoking a Permit.** A permit may be denied, or its grant may be conditioned or limited by the City Manager, or an issued permit may be revoked upon the following grounds:

**a. Receipt of Multiple Requests:** a fully executed application for the same time and place has been received at an earlier time, reserving an area for an event or activities which do not reasonably permit multiple events in the particular area.

**b. Reserved.**

**c. Incompatible Use:** the proposed event is of such a nature or duration that it cannot reasonably be accommodated in the particular area applied for; would be inconsistent or incompatible with the purpose(s) for which the area sought to be reserved is normally used, or with other uses of the area sought to be reserved.

**d. Failure to Meet Conditions:** the application proposes activities contrary to one or more of the purposes, conditions or limits specified within these regulations.

**e. No Responsible Person:** there is no person authorized to sign an application on behalf of the sponsor applying for a permit and/or there is no person willing or able, as demonstrated to the City Manager by reasonable evidence, to accept responsibility for and perform the sponsor's obligations set forth in these regulations, including, without limitation, the sponsor's indemnification obligations.

**f. Reserved.**

**g. Failure of the Event to be Consistent with the Application:** The City Manager reasonably determines at any time, following consultation with the Police Chief/City Marshal, the Fire Chief, or other appropriate City officials, that any material information set forth in the permit application is incorrect or misleading, or has become since the submission of the application incorrect or misleading and the permit must be revoked, modified, conditioned or limited consistent with these regulations.

**h. Prohibited Items:** Prohibited items are not allowed at events and an event permit will be denied or revoked if at any time it appears that prohibited items will be used, or are being used, during an event, and the City has not granted special permission in the permit covering such use. If any prohibited item is used during the demonstration, such use will be unlawful and the permit's allowance of such use shall be automatically revoked. The person responsible for the unlawful use of the item will be directed by law enforcement to leave the demonstration area, and any person refusing to do so shall be subject to arrest for trespassing. Nothing in these regulations shall prohibit a disabled person from carrying, possessing or using a

wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a permitted event. Nothing in these regulations shall prohibit certified law enforcement officers or other public safety officials acting in their official capacity from carrying or possessing materials, weapons and/or devices used in the performance of law enforcement duties. Prohibited items shall be identified by event specific permit conditions promulgated by the City Manager.

i. A permit may be denied if, taking into account the size and nature of the proposed event, the City Manager does not have sufficient time to evaluate the proposed event's potential impact upon public safety, persons and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes.

**1.3.6. Modifying or Placing Conditions or Limits on Permit Grants.** A permit may be modified or its grant may be conditioned or limited by the City Manager where necessary to meet the requirements of these regulations or to further their purposes. Such conditions and limits may include, for example, requiring the event to be relocated to an alternative venue if doing so is required to safely accommodate the number of anticipated attendees or type of event; provided, however, that with respect to demonstrations only, the City Manager shall take into account whether the alternative venue is suitable for communicating the content of the demonstration. The City reserves the right to limit the number of persons allowed at events based on the location or nature of the event, and to require that the sponsor provide a certain number of individuals, who may be volunteers within sponsor's organization, to act as crowd managers to assist with ensuring that the assembly is and remains lawful and in compliance with these regulations and liaising with City officials prior to and during the event. However, this does not give sponsors the authority to employ individuals to perform law enforcement functions without complying with state and local licensure or other requirements. Reasonable content neutral time, place and manner restrictions may be imposed also.

**1.3.7. Notice of Decision.**

a. Applicants shall be notified of the City's approval or denial of a permit for an event as soon as reasonably practicable after the date on which the application was received. The City may also issue approval of a permit for an event conditioned upon the sponsor's accepting modifications, conditions or limits imposed on the event consistent with these regulations.

b. Unless denied or modified within 10 business days following the submission of a completed permit application, or within thirty (30) business days if the event requires a street closure, removal of parking, or provision of public safety personnel, all requests for demonstration permits shall be deemed granted, subject to the conditions and limits set forth in the permit and these regulations, so long as the area proposed for the demonstration had not been reserved by another person

prior to the date on which the permit would be deemed granted in accordance with this section 3.4.7(b). The applicant must provide GDOT approval of closure of state or federal highways at the time of filing the application for a permit. If not provided, the application will be deemed incomplete until the GDOT approval is provided.

c. All denials of requests for, or conditional approvals of, demonstration permits shall include a reasonably detailed description of the reason for the denials or the modifications, conditions or limits, and specific instructions for how an appeal of the denial or conditional approval can be submitted to the Mayor.

#### **1.3.8. Permit revocation.**

a. An issued permit for an event may be revoked by the City Manager upon a finding of a violation, or a reasonably anticipated violation, of any rule, ordinance, law, regulation and/or condition or limit of the permit, or a finding that a permit application was not complete or accurate or had a material omission of fact when granted, or a finding that the information in the permit application has become, or is reasonably likely to become, incomplete, inaccurate or to contain a material omission. Immediately upon such a revocation, the City Manager shall send a written notice to the sponsor at the sponsor's address in the permit application, specifying the reason for the revocation.

b. During the conduct of an event, a permit may be revoked by the ranking police/Marshal or other public safety supervisory official in charge, and the event attendees dispersed, if the event is unlawful, prohibited items are being used, there exists an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage, or if the City has declared either a state of emergency or an unlawful assembly covering the area in which such demonstration is being or will be held. Upon such revocation, the sponsor and the other sponsor attendants shall communicate the need to disperse the demonstration to the attendees.

c. When a permit has been granted, or is deemed to have been granted pursuant to these regulations, the City Manager may revoke, modify, condition or limit the permit for any reason for which it could have been denied, modified, conditioned or limited originally.

d. Except for permits revoked during demonstrations, all revocations of demonstration permits shall include a reasonably detailed description of the reason for the revocation and specific instructions for how an appeal of the revocation can be taken, and shall be served personally or by certified mail, with a copy sent by fax or e-mail at the sponsor's request.

#### **1.3.9. Appeals.**

a. Except for permits revoked during demonstrations, an appeal of the denial, conditional approval or revocation of a demonstration permit may be made to the

Mayor or his designee in writing, and shall include a statement of the basis for the objection to the denial, conditional approval or revocation.

b. The Mayor or his designee shall make a decision on appeal expeditiously and, if practicable, at least three (3) business days prior to the date the demonstration is planned to commence, and shall explain in writing the reasons for the decision.

Submitted By: Bill Schmid  
Bill Schmid, City Manager

Ratified this, 24 day of March, 2020.

By: Sam Norton  
Sam Norton, Mayor

Attest: Mary Csukas  
Mary Csukas, City Clerk





**CITY OF DAHLONEGA**  
 465 Riley Road  
 Dahlonega, Georgia 30533  
 Phone: 706-482-2707 • 706-482-2714 • 706-482-2726  
 Fax: 706-864-4837

## **HANCOCK PARK PAVILION RENTAL POLICIES**

This rental includes the use of the Hancock Park Pavilion, restrooms, storage closet and a reasonable distance around the pavilion. This distance has been determined to be 20 feet.

### **Rental Fees**

The rental fee and deposit are due when the application is submitted. Proof of insurance coverage may be required for some types of events. Application review can be expected within 30 days. Review and approval are required.

<b>Base fee for 1-5 hours</b>			
<b>Small private functions such as parties are not subject to damage deposit. However, repairs for any damage to the site as determined by City staff will be the responsibility of the renter.</b>			
<b>All rental fees for events open to the public are required to pay an additional \$100 refundable deposit.</b>			
<b>Rental Fees Monday-Thursday</b>		<b>Rental Fees Friday-Sunday</b>	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City Property Owner
\$75	\$125	\$100	\$175
Non-Profit Organizations* City Property Owner		Non-Profit Organizations* Non-City Property Owner	
\$40	\$65	\$50	\$90

**\*Non-profit organizations (must provide IRS-issued proof of status)**

### **Events taking place over multiple, consecutive days and rentals 6 hours or more:**

<b>Base fees for 6 or more hours</b>			
<b>All rental fees require an additional \$100 refundable deposit.</b>			
<b>Fees listed below are per day.</b>			
<b>Daily Rental Fees Monday-Thursday</b>		<b>Daily Rental Fees Friday-Sunday</b>	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City Property Owner
\$115	\$200	\$150	\$265
Non-Profit Organizations * - City Property Owner		Non-Profit Organizations* - Other	
\$60	\$100	\$75	\$135

**\*Non-profit organizations (must provide IRS-issued proof of status)**

## ALCOHOL BEVERAGE LICENSE APPLICATION (City Clerk, [cityclerk@dahlonega.gov](mailto:cityclerk@dahlonega.gov))

- Temporary Special Event Alcoholic Beverage Application for non-profit organizations: The State of Georgia handles our temporary special event alcoholic beverage applications through the centralized alcohol portal (APL) at the Georgia Tax Center (GTC) site. Applications for the temporary special events are available on the GTC site. Once completed, the application and accompanying documents must be uploaded to the ALP for review by the State Alcohol Tobacco Division and the City of Dahlonega Clerk's Office 60 days before the event. The Main Street-approved application for the event must accompany the application. Council approval may be required for events so that a 60-day window will allow adequate time for Council Approval. The fee schedule is shown on the site, and payments are accepted at City Hall or the GTC site. Application fees are required with the application. Applicants must comply with all stipulations outlined in the City of Dahlonega Temporary Alcoholic Special Events Application. Upon Council approval, the City Clerk's Office will issue the Temporary Special Event Alcoholic Beverage License, valid only for the event for which the permit is issued.
- Off-Site Catering Alcohol Beverage Application for-profit and non-profit organizations: The City Clerk's Office accepts all Off-Site Catering alcoholic beverage applications for events in the City of Dahlonega. The application must be provided to the City Clerk's Office with the Main Street-approved application for each event. The application is available on the City of Dahlonega website. The application must be completed and sent to the City Clerk 60 days before the event. Council approval may be required for events so that a 60-day window will allow for adequate time for Council Approval. The fee schedule is shown on the application, and payment is required with the application. Upon Council approval, the City Clerk's Office will issue the Off-site Alcoholic Beverage License, valid only for the event for which the permit is issued. (An organization with a consumption on-premises alcoholic beverage license completes this application for the event organization and is responsible for adhering to our code of ordinance for Alcoholic Beverage License)

### PRE-AND POST-EVENT MEETINGS:

- A representative from the City Police Department, the City of Dahlonega, and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All public safety considerations will be discussed at this meeting. In the event alcohol is to be sold at the event, the City Clerk will also be present at the Pre-Event Meeting.
- After the event takes place, the same representatives will come together for a post-event meeting to discuss its outcome and how the event could be improved in the future. Staff will also go over any additional fees that the event coordinator may have incurred during the event and determine how much of the damage deposit will be returned.

### PUBLIC SAFETY AND SECURITY:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

### MEDICAL:

- For all multi-day events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

### INSURANCE:

- Prior to issuance of a permit the city may require liability insurance, property damage insurance, and a hold harmless agreement indemnifying the city for any personal injury or property damage arising from the event. Insurance must be submitted 15 days prior to the event.

### PARKING:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 147 North Park Street and the University of North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.
- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

## **RESERVATION/APPLICATION PROCESS:**

- Reservations must be made at least one month in advance.
- Reservations may be made up to one year in advance.
- Reservations are not transferable.
- Reservations cannot be secured by telephone.
- Applications may be submitted to [aalexander@dahlongadda.org](mailto:aalexander@dahlongadda.org) or submitted in person at City Hall.
- The applicant must be age 21 or above.
- All applicants must present proof of residence with photo identification at the time application is submitted.
- Application review can be expected within 30 days. After review, the applicant will be advised of fees which may be required. (For example, damage deposit, rental fees, security, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by the Special Events Committee).
- All renters must complete and sign the rental agreement.
- At the discretion of the DDA Director, a Pre-Event Meeting may be required prior to the event.

## **DEPOSIT, CANCELLATIONS, REFUNDS:**

- The deposit refund will be mailed to the organization or individual within fourteen (14) business days after the rental, providing that the renter and staff closing walk through is completed, that no damage occurred, and that the facility was left clean.
- The renter must return the rental permit upon cancellation to begin processing any refund.
- Refunds will not be issued due to inclement weather or failure on the part of the renter to use the facility on the date reserved.
- Refunds will only be issued for cancellations made 48 hours or more prior to the rental date, minus a \$25.00 service charge. The service charge is waived for non-profit organizations. Cancellations made less than 48 hours prior to the event will result in forfeiture of the deposit or the rental fee, whichever is less.

## **RENTER'S RESPONSIBILITIES:**

- Prior to the start of the rental, it is the renter's responsibility to perform a walk-through of the facility with the staff member to identify any prior damages, irregularities, etc. (Failure to perform the walk-through forfeits the renter's case against damages or irregularities found after the rental.) Following the rental, the renter may be required to perform the walk-through with staff to conclude that no damage occurred, and that the facility was left clean.
- The renter is entitled to use the facility for the time specified in the reservation. Time spent on set up and clean-up of the facility is considered part of the rental. Renters will be charged accordingly for any overage.
- The pavilion floor should be swept and cleaned if the rental involves food consumption.
- All visible trash must be picked up, bagged, and deposited into trash receptacles or carried away from the site to an appropriate trash receptacle. The first trash receptacles for use are the rolling trash cans located outside of the pavilion. If these are full, the dumpster located in Hancock Park may be used. Trash must be placed inside the dumpster.
- Restrooms must be cleaned and free of trash.
- Renters are responsible for facility damage and will pay for any necessary repairs.
- Renters must abide by the laws of the State of Georgia and the Ordinances of the City of Dahlongega.
- Failure to comply with these may result in the rental agreement being voided immediately and the renter being required to leave the premises.
- The rental permit holder must be present on site with the permit during the entire rental period, including set up and clean up.
- Renters must obtain other necessary permits from the police, the fire and health department if applicable.

**PROHIBITED ITEMS:**

- No grills or cooking allowed. This includes pull-behind grills and grills in truck beds. Food must be brought in.
- No decorations using tape, thumb tacks, nails, screws (table decorations and free-standing signs are allowed during the rental period)
- No alcohol without appropriate city and state permits, tobacco products, drugs, or illegal substances are allowed in the park.
- No vehicles are allowed in the park.
- Any music must meet Noise Ordinance regulations:  
[https://library.municode.com/ga/dahlonega/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH22OFMIPR\\_ARTIIN\\_GE\\_S22-5NOPO](https://library.municode.com/ga/dahlonega/codes/code_of_ordinances?nodeId=PTIICOOR_CH22OFMIPR_ARTIIN_GE_S22-5NOPO) (hard copies available).
- No other areas of the park can be roped off limiting access for public use.
- No firearms.
- No unleashed pets. Owners must clean up pet waste. The upkeep of the pet area is not included in the rental agreement. If applicants want this station serviced prior to their rental a request must be made at the time of application.
- No games or activities that could damage the lawns.
- No glass containers.

**RESERVATIONS DENIED, PERMITS TERMINATED:**

A request for reservations may be denied for cause, including, but not limited to, the following:

- a. Failure to abide by city park rules and regulations, state laws, or city ordinances on a previous occasion.
- b. Issuance by the renter to the city of a check for insufficient funds (may be corrected by the applicant within three business days or the reservation is cancelled).
- c. If the rental is deemed not to be in the best interest of the city.

A reservation permit may be revoked or terminated if:

- a. Information submitted on the permit application is discovered to be false.
- b. The renter violates a policy, rule or regulation as set forth in the permitting process.
- c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
- d. The city manager deems it to be in the best interest of the city.

**I have read and understand the above-listed rules and policies and agree to abide by them.**

**SIGNATURE OF APPLICANT REQUIRED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The City of Dahlonega Hancock Park  
Pavilion Rental Application

*Applicant's Information:* (please print legibly) Name of Applicant: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_ Cell # \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

*Event information:* \_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_  
Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Sponsoring the Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time (start and stop time – including set up and break down): \_\_\_\_\_

\*If your event takes place while the Dahlonega Farmers Market is open two weeks' notice must be given to move or close the market.

Is this event open to the public? YES  NO

Is this the first time for this event? YES  NO

Do you propose to use pop-up tents? YES  NO

What size tents? \_\_\_\_\_ (All tents larger than 10X10 must be approved by City Council)

Will loudspeakers/sound amplification be used? YES  NO

Will there be retail vendors selling goods? YES  NO

Will there be food vendors selling goods? YES  NO

If yes, additional sanitation services may be required by City staff. Please note no cooking is allowed in Hancock Park.

Will there be alcohol sold at this event? YES  NO

If so, please complete a Special Events Alcohol Application (available on the City Website under City Applications & Forms) and submit it to the DDA Office with this packet.

**How do you plan to publicize this event? Include information regarding off-street parking options in your marketing efforts and your attendee databases. Parking information is available from the Main Street Office. Include website & social media pages so they can be incorporated into City of Dahlonega marketing efforts.**

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**Is a parade or 5K run included in your event? YES  NO  \*If yes, please complete the City of Dahlonega Parade and 5K Permit Application and contact [staff@dahlongegadda.org](mailto:staff@dahlongegadda.org) or call 706-482-2707. Separate fees may apply. If the route includes a State Route, coordination with GDOT is required.**

**Will there be road closures? YES  NO  \*If yes, please provide a map showing all proposed closures and detour routes. Events closing roads will be required to work with law enforcement for pedestrian and traffic control. Additional fees may apply.**

**What times will roads be closed and reopened? \_\_\_\_\_**

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***Staff Use Only:***

**Permit Application Received: \_\_\_\_\_ Permit Reviewed By: \_\_\_\_\_**

**Application Recommended for: Approval  Denial  Council Review**

**Pre-Event Meeting Scheduled: \_\_\_\_\_**

**Post-Event Meeting Scheduled: \_\_\_\_\_**

**Fee Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_**

**Deposit Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_**

**Deposit Refunded: YES  NO**

**Reason, if No:**

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**Date Refund Check Processed: \_\_\_\_\_**

# STAFF USE ONLY

<b>SERVICES TO BE PROVIDED</b>		
<b>ARRANGEMENT TERMS</b>		
<b>REQUIRED SIGNATURES</b>	<b>EVENT PLANNERS</b>	
		PRINTED NAME _____
		SIGNATURE _____
		DATE _____
		PRINTED NAME _____
		SIGNATURE _____
		DATE _____



## **EVENT PERMIT APPLICATION REQUEST**

Advance Application Fee and/or Deposit Required  
Please attach any additional information to this form.

### **FOR OFFICIAL USE ONLY**

*Organizational Status:*

- Non- Profit
- Commercial
- Independent
- Maps Attached
- Alcohol Permit Required
- License Verified

Return to:

City of Dahlonega  
Attn: City Clerk  
465 Riley Road  
Dahlonega, GA 30533

Notice: Sponsors of Events held on public property will be required to provide Liability Insurance in an amount not less than \$1,000,000.00 (\$2,000,000.00 Aggregate), naming the City of Dahlonega, its officers, officials, employees and agents as an additional insured party to the contract (See Section 28-90 of Ordinance 2020-11 for full details). For additional information regarding this requirement please contact the City of Dahlonega City Clerk. An insurance certificate consistent with these requirements must be provided to the City for your application to be deemed complete.

Please provide the following information:

Sponsor(s) Name: \_\_\_\_\_

**Sponsor listed *MUST* be present at the Event**

Sponsor(s) Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Sponsor Telephone: Office: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Sponsor(s) Email: \_\_\_\_\_

Secondary Event Contact Name: \_\_\_\_\_

Secondary Contact Address: \_\_\_\_\_

Secondary Contact Telephone: Office: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

Is this the first time for this event? YES  NO

***If yes, City Council approval of the event is required.***

**Nature of the Event/Event Purpose / Brief Description (Describe Demonstration or Special Event):**

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**Will the event include Hancock Park?**

YES  NO

**Do pole banners need to be installed on the Square by Public Works?**

YES  NO

Banners will be installed one month prior to the event and removed afterwards by public works staff for a nominal fee.

**If Demonstration Check Here:**

**If Special Event, Identify Special Event Category:**

- Sports Event  Pageant  Carnival  Historical Reenactment  Fair  Festival  
 Exhibition  Dramatic Presentation  Historical Celebration  Marathon  Parade  
 Race/Walk/Bike  Block Party  Movie Filming  Other

(Describe Other) \_\_\_\_\_

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**Event Venue and Location Requested:** \_\_\_\_\_

**List Parade/Race/Walk Street Routes, If Applicable** (A clear & legible map showing parade/walk/run routes also requested - Please attach map to application):

Street Closing Requested?  YES  NO If Yes, Include Locations and Closing/Opening Time(s):

Location(s):

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Closing Date(s) \_\_\_\_\_ Closing/Opening Time(s): From \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

**Applications shall not be accepted more than fourteen months prior to the proposed date of an event**

**Event Start Date/Time:** \_\_\_\_\_ **Event End Date/Time:** \_\_\_\_\_  
(Weekday) (Date) (Time) (Weekday) (Date) (Time)

**Event Assembly (Set Up) Date/Time (Include Weekday):** \_\_\_\_\_  
(Weekday) (Date) (Time)

**Event Disbanding (Breakdown) Date/Time (Include Weekday):** \_\_\_\_\_  
(Weekday) (Date) (Time)

Event Rain Date Requested: YES  NO  Date Requested: \_\_\_\_\_  
(Weekday) (Date)

Estimated # of Participants: \_\_\_\_\_ Will Amplified Music Be Used: YES  NO

City Utilities Needed? YES  NO

Identify Type of Utilities Needed, If Applicable:

\_\_\_\_\_  
If yes, additional fees may apply.

Please note gas powered generators are *prohibited*.

City Equipment Requested: If so, Please Identify Type of Equipment: YES  NO

Type of Equipment Requested, If Applicable: \_\_\_\_\_

The City of Dahlonega does not control the Visitors Center Plaza or restrooms. If your event would like to use these facilities, please contact the Dahlonega-Lumpkin County Chamber of Commerce by calling 706-864-3711. If you would like your event to be incorporated into the Dahlonega-Lumpkin County Chamber of Commerce's marketing efforts, please contact 706-867-3762 with event information.

Other City Services Requested YES  NO

(Please identify the area of services needed including staff assistance if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE USE THIS SPACE TO PROVIDE A DIAGRAM OF HOW YOU PROPOSE TO SET UP THE EVENT VENUE SPACE**

Is the sponsor inviting, advertising or publicizing the event to groups and or other people that the sponsor does not directly represent? Yes  No

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the approximate number of persons, animals, and or vehicles that will participate in the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list and describe the number, type, and size of banners, placards, and signs to be used in the event: \_\_\_\_\_  
\_\_\_\_\_

Please list and describe the number of persons who will be designated by the sponsor to monitor the event: \_\_\_\_\_  
\_\_\_\_\_

Will admission be charged for this event? Yes  No

How many people do you anticipate will be attending the event? \_\_\_\_\_  
If your answer is greater than 500, please provide the location and number(s) of people who attended the past three events staged by the sponsor (or the sponsor's officers, directors or other principals). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IDENTIFY EVENT EQUIPMENT & QUANTITY OF EQUIPMENT TO BE PLACED IN/ON REQUESTED**

# of Booths _____	Size of Each Booth _____
# of Canopies (Pop-Up) _____	Size of Each Canopy _____
# of Tables _____	Size of Each Table _____
# of Tents _____	Size of Each Tent _____
# of Stands _____	Size of Each Stand _____
Other Equipment _____	(See Below)

**(PLEASE DESCRIBE OTHER EQUIPMENT REQUESTED FOR PLACEMENT):**

Please note if "other" equipment includes the use of a moon bounce and or inflatable carnival type rides and activities provided by a 3<sup>rd</sup> party vendor, proof of insurance by the vendor providing such equipment will be required. The 3<sup>rd</sup> party vendor shall provide a current certificate of insurance indicating at least \$1 million in general liability and completed operations coverage and certificate of workers' compensation coverage, if applicable. Said insurance shall name the City of Dahlonega (including its officers, officials, employees and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the City Clerk by the requested due date specified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alcoholic Beverage Involved in This Activity: Yes  No

(If yes, please reach out to the City Clerk's office to fill out your Temporary Alcoholic Special Event Permit Application, 706-482-2728).

Describe circumstances involved with the use of alcoholic beverages and if the activity involves the sale of alcohol at this event.)

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will Food Be Distributed at This Event:** Yes  No

(If yes, a Provide Health Department Permit) \_\_\_\_\_

Number of Vendors \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

**If mobile food vendors will be distributing food at this event, they must comply with City of Dahlonga Ordinance 2020-07 in addition to State laws.**

Is Site Equipped with Water Faucets/Fixtures: Yes  No

Means of Wastewater Disposal:  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Application Form Received by City Clerk:** \_\_\_\_\_

**Date All Fees and Deposits Received by City Clerk:**  
\_\_\_\_\_

**Date Application Deemed to be Complete:** \_\_\_\_\_

**Date Permit Granted or Denied:** \_\_\_\_\_

By accepting a permit issued by the City pursuant to this Article, the Sponsor represents that (1) all information included or presented as part of the permit application was, to the best of the Sponsor's information and belief; complete and correct; (2) that all terms and conditions of such permit have been or will be complied with; and (3) that a copy of the permit will be made available for inspection by any City representative during the event.

Sponsor/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewing parties:

City Clerk: \_\_\_\_\_

City Manager: \_\_\_\_\_

Downtown Development Authority: \_\_\_\_\_

Police Chief: \_\_\_\_\_

Public Works: \_\_\_\_\_

Other: \_\_\_\_\_



# City Council Agenda Memo

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**DATE:** 5/13/2026  
**TITLE:** Zoning Ordinance Update – May 2026  
**PRESENTED BY:** Allison Martin, City Manager  
**PRIORITY:** Strategic Priority - Communication

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## AGENDA ITEM DESCRIPTION

Zoning Ordinance Update - May 2026

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## HISTORY/PAST ACTION

The council requested monthly updates on the progress of work to the draft of the proposed zoning ordinance update. Since the last update in April, TSW has made no significant policy updates to the draft since the Planning Commission meeting. They have requested a meeting with staff and legal to discuss designations of historic areas like Park and Goudlock Streets, front yard parking, regulations around vaping/hookah. Staff continue to work with GIS on mapping formulas to evaluate any impacts from proposed changes.

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## FINANCIAL IMPACT

There is no financial impact.

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## RECOMMENDATION

There is no recommendation.

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## SUGGESTED MOTIONS

n/a

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## ATTACHMENTS

none

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