



CITY OF DAHLONEGA

City Council Work Session Agenda

July 20, 2026, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. BOARDS AND COMMITTEES

- (1.) Cemetery Committee - June 2026
Chris Worick, Cemetery Committee Chairman
- (2.) Downtown Dahlonega Main Street Program - June 2026
Ariel Alexander, Dahlonega Main Street Program Director
- (3.) Tourism 2026 Q2 Report
Sam McDuffie, Dahlonega-Lumpkin County Visitors Bureau Executive Director
- (4.) Consideration of proposed Bylaws for Dahlonega Main Street Advisory Board
Sam Norton, Mayor

IV. DEPARTMENT REPORTS AVAILABLE AT:

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

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

V. APPOINTMENTS, PROCLAMATIONS, AND RECOGNITIONS

- (1.) Consideration of the following appointments to the Dahlonega Main Street Advisory Board:

- Rachel Drones for a term to begin effective immediately and expire on July 19, 2027;
- Frank Vetrano for a term to begin effective immediately and expire on July 19, 2028;
- Carol Lucker for a term to begin effective immediately and expire on July 19, 2029;
- Sussie Kelly for a term to begin effective immediately and expire on July 19, 2028;
- Sarah Christopher for a term to begin effective immediately and expire on July 19, 2029;
- John Clower for a term to begin effective immediately and expire on July 19, 2027.

Sam Norton, Mayor

VI. ORDINANCES AND RESOLUTIONS

- (1.) Ordinance 2026-05 Relating to Dangerous and Derelict Property
Doug Parks, City Attorney

VII. OTHER ITEMS

- (1.) Review Scope of Work - Downtown Shuttle Service
Ariel Alexander, Dahlonga Main Street Program Director
- (2.) Acceptance of Summit Drive into City Street System
Allison Martin, City Manager / Mark Buchanan, City Engineer

VIII. 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

IX. ADJOURNMENT



Department Report

Report Title: Cemetery Committee— June 2026

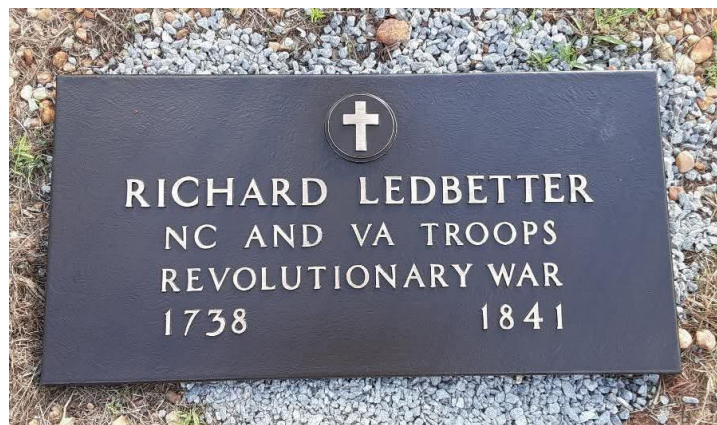
Report Highlight: June 2026

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

The Dahlonega Cemetery Committee held its May meeting on Thursday, May 28th at 6 pm at Dahlonega City Hall.

Recently Completed:

- The Cemetery Committee unanimously voted to elect Esther Morgan-Ellis to fill a recent vacancy. She comes well respected and has already played a role as a volunteer providing input to the group.
- Refurbishing of Revolutionary War veteran markers.





Underway:

- Committee members continue stone cleaning/refurbishing.



Grave of Lonnie Huff
Before Cleaning with D2



After Cleaning



Grave of Florence Huff
Before Cleaning with Endurance



After Cleaning

Upcoming:

- The Cemetery Committee voted on a final choice for new plants and trees to be placed at the entrance of Mt. Hope. All of the new plants are advertised to be drought resistant, heat tolerant, deer resistant, and low growth and low maintenance. Note: The recommended time for new planting is in early Fall before the first frost.



Current view of Mt. Hope entrance



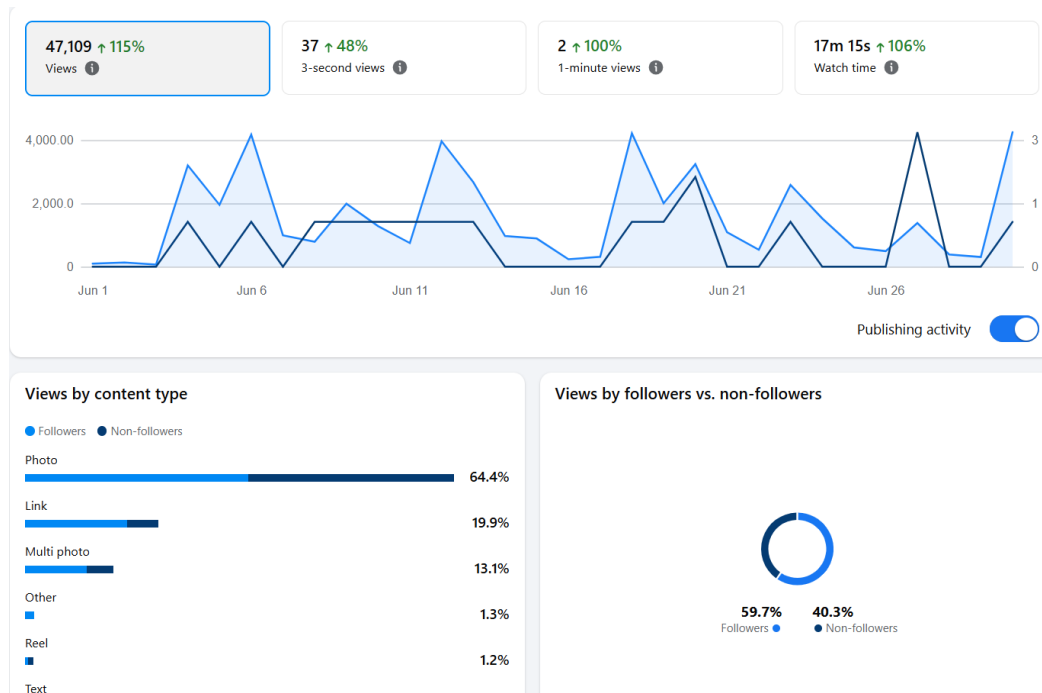
Conceptual view with new bushes and trees



Department Report

Report Title: Downtown Dahlonega Main Street Program – June 2026
Report Highlight: 2026 Summer Programs
Name and Title: Ariel Alexander, Director, Dahlonega Main Street Program

- Held the June First Friday Concert with The High Cotton. Bourbon Street Grille was the drink vendor, with Shenanigans Irish Pub and Bear Necessities Café serving food.
- The Farmers Market season is progressing well- we have 34 vendors registered. Social Media posts for the market have increased substantially, with over 47,000 views in the month of June.



- Attended the June 1 City Council Meeting.
- The June Main Street Movie was held June 12 and was a success!
- Attended the Dahlonega Downtown Business Association Meeting on June 16.
- Performed weekly downtown walkthroughs and office hours with merchants.
- Managed regular postings for City Hall social media and the Main Street accounts.
- Managed permitting of Hancock Park rentals.
- Reinstated the Friendly Faces Ambassador Program for downtown festivals and events. Applications are available at dahlonegadda.org.
- Drafted by-laws and board responsibilities for Main Street Advisory Board.
- Working to write a request for proposal for downtown shuttle service.

- Reviewed draft annexation plan and other planning documents for GICH team. Attended affordable housing tours with the GICH team in Gainesville to discuss funding mechanisms.
- Met with public safety partners for a 4th of July emergency operations meeting on June 15.



- Closed 4th of July parade registration at 55 participants- our largest parade to date.
- Supported Fox and Friends live filming with permitting and parade organization. Our social media promotion was seen over 148,000 times.





DISCOVER

DAHLONEGA

DAHLONEGA-LUMPKIN COUNTY
CONVENTION & VISITORS BUREAU

TOURISM REVIEW

FOX & FRIENDS COMES TO DAHLONEGA.



- In 2024, the DLCCVB reached out to Fox & Friends to highlight "Old Fashioned Christmas."
- In March 2026, Fox & Friends reached out and said they wanted to feature Dahlonega for a special summer series.
- DLCCVB worked with City Staff (Mgr. Martin, Chief Albert, Ms. Alexander, and Pineapple PR) and started planning the event.
- The "Crowd" selected were primarily civic groups & volunteers that give so much to our community.

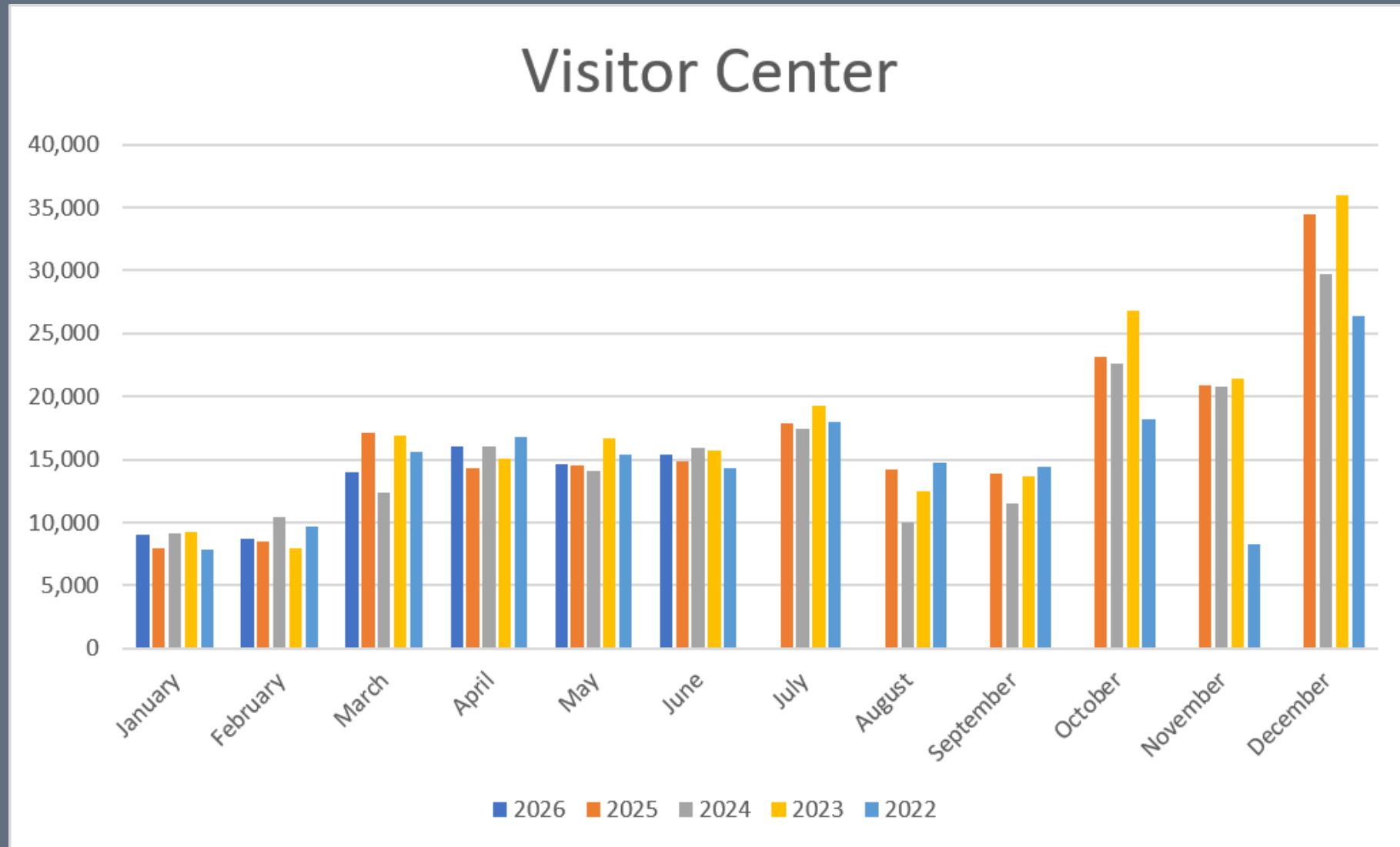
FOX & FRIENDS RESULTS

- Consumer Leads Request on 6/30/26:
 - Visitor Guide Request – 54
 - Newsletter Request – 68
 - TOTAL - 122
 - normally we get 130 lead request in a week
- Website Traffic:
 - % Change from 8:00 AM to 9:00 AM (6/30 to 6/29)
 - Sessions: +1,292%
 - Active Users: +1,365%
 - New Users: +1,540%
 - % Overall, for Day (6/30 to 6/29)
 - Sessions: +130.64%
 - New Users: +143.84%
 - Total Users: +133.49%

QUARTER 2: VISITORS AND VISITOR SPEND

- ❑ Top Visitor Markets (YoY)
 - *Atlanta (-2%), Tampa (+1%), Greenville (-2%), Macon (0%), Chattanooga (-2%)*
- ❑ Top Quality Markets (spend most in three or more categories)
 - *Jacksonville, Albany, Birmingham, Savannah, Tallahassee, Mobile, Tampa*
- ❑ Visitors Impact to our Economy
 - 31% of people in our Destination are Visitors (+11% from 2025)
 - Visitors who come from 50 miles are more
 - 18% of spending comes from Visitors (-3% from 2025)
 - 39% of Arts, Entertainment, & Attractions spend from Visitors (-12% from 2025)
- ❑ Visitor Breakdown
 - 40% of visitors are residents
 - 28% are Local Visitors (within 50 miles)
 - 31% are Visitors (see note above)

VISITOR CENTER (6/30/26)



QUARTER 2 HIGHLIGHTS

- Hired fulltime staff, Ella Sweatt as Marketing Coordinator
- Public Relations:
 - April 2026
 - Media Visit 2023 featured Dahlonega in a book published by National Geographic
 - Featured article in Southbound Magazine
 - Travel + Leisure (15 Best Places to Visit...)
 - May 2026
 - Southern Living online article. (10 Trips Every Mother-Daughter Duo Should...)
 - Story written by Winston Salem Journal about "Christmas in a Smalltown"
 - Featured article on AOL. (StyleBlueprint: 5 Fabulous Wine Weekends...)
 - June 2026
 - Included in Atlanta FIFA Guide – Purchased Ad and included in Festivals and Events
 - Southern Living online article. (I've been visiting the Georgia Mountain Town for Years...)



THANK YOU.
QUESTIONS?



City of Dahlonega

Main Street Advisory Board

Bylaws

Adopted DATE HERE

ARTICLE I

Name

The name of the organization shall be the City of Dahlonega Main Street Advisory Board (hereinafter the “Advisory Board” or the “Board”).

ARTICLE II

Purposes

Section 2.1 Advisory Board Purpose

The Advisory Board and its committees (the “Main Street Committees” or “Committee”) work with the Main Street Manager (the “Manager”) to carry out the goals of the Main Street Program (the “Program”). The Advisory Board does not handle the day-to-day affairs of the Program but provides additional insights, input, strategic recommendations, and policy support to the Program. The Advisory Board will assist the Main Street Manager in a number of ways including the following: (1) promote and market downtown as a desirable location for businesses, and aim to achieve full use and occupancy of the downtown district; (2) fund raising for the Program and for special projects, including identifying and utilizing local, state, federal, and private sources including grants and contributions; (3) make policy recommendations and assist in strategic planning and goal setting for the Program; (4) encourage appropriate high-quality design in the maintenance, renovation and re-use of buildings in the Dahlonega Main Street Central Business District (as defined herein); (5) sponsor events and promotional activities in the Dahlonega Main Street Central Business District that foster a sense of community, encourage tourism, and promotes business development; (6) recruiting dedicated volunteers and board members; (7) advocate for the Program and ensure that the Program is carrying out its mission and vision; and such other assistance as the Advisory Board and the Main Street Manager deem necessary.

Section 2.2 Scope of Power

The Advisory Board shall have no right, power or authority to obligate or bind the Dahlonega (the “City”) in any manner whatsoever. The Advisory Board is not a governing board but is advisory in nature with no power or authority over the day-to-day operations of the Program or the Main Street Manager.

Section 2.3 Main Street Program Purpose

The Program is sponsored and governed by the City. The Program works to maintain a strong, viable, and broad-based downtown revitalization program that implements best practices in downtown development in accordance with the Georgia Main Street Program and the National Main Street Center's guiding principles and Main Street Approach.

ARTICLE III Boundaries

The map below indicates the boundaries of the Dahlonega Main Street Central Business District (the "Central Business District"). The primary focus area of the Central Business District will be defined by the area shown on the Central Business District map, attached hereto as Appendix A and incorporated herein by this express reference.

ARTICLE IV Advisory Board Members

Section 4.1 Members

The Advisory Board shall consist of seven (7) members ("Board Members") solicited by current Board Members and the Main Street Manager, with official appointment made by City Council. Initial appointments shall be for one-, two-, and three-year terms. Subsequent appointments shall be 3-year terms. Board members may serve consecutive terms if recommended by the board and approved by the city council. Appointments to the Board for the upcoming calendar year shall be made at a meeting in November, or at some other time, as approved by a majority vote of the Board, to ensure that official appointment by City Council has been made by the Board's first meeting of the next calendar year. All Board Members shall commit to working, volunteering, or participating on behalf of the Program in at least two of the Program's sponsored events.

Section 4.2 Qualifications of Advisory Board Members

Persons selected for appointment to the Advisory Board by current Board Members and/or the Main Street Manager shall have interests and/or experience in economic development of downtown areas or in historic preservation, and be willing to actively participate. The make-up of the Advisory Board should strive for diversity, seeking representation from public and private groups. There will not be a majority of any occupation on the Advisory Board. Board Members must be of sound mind and of legal age to serve. The composition of the background, experiences, and occupations of the Board Member's comprising the Advisory Board shall be consistent with the Georgia Main Street Annual Standards of Accreditation.

Section 4.3 Resignation

A Board Member wishing to resign from the Advisory Board shall submit a letter of resignation to the Main Street Manager, Board President, or Vice President. Upon Receipt of a Board member's resignation, the Main Street Manager, Board President, or Vice President must present the Board

Member's resignation to the entire Advisory Board. A Board Member resigning from the Board must expressly state whether the resignation is with immediate effect or provide a date the resignation will take effect. If a Board Member submits his/her resignation, whether to be effective immediately or at a future date, a Vacancy occurs on the tenth day after the date of its receipt by the Advisory Board. The Advisory Board may not refuse to accept a resignation, during the 10-day waiting period, the resigning Board Member may rescind his/her resignation with a majority vote of the Board Members. The Board Member who initially sought resignation shall not be permitted to participate in the vote, or the discussion preceding the vote, considering whether that Board Member's desire to rescind his/her resignation will be permitted.

Section 4.4 Vacancies

If a Vacancy occurs on the Advisory Board because of death, resignation, refusal to serve, or for a reason other than the normal expiration of a term of office; the Board shall propose a new candidate to fill the Vacancy by majority vote of the remaining Board Members. The candidate shall become a Board Member with the approval of the City Council. The Board Member filling such Vacancy shall fill the unexpired term of his/her predecessor.

Section 4.5 Removal (this section was initially under 5.4 F)

Board members who fail to fulfill their duties and have three consecutive unexcused absences from regular board meetings are subject to removal.

ARTICLE V Officers

Section 5.1 Officers and Elections

The officers of the Advisory Board ("Board Officers") shall consist of a President, Vice-President, Treasurer, and Secretary. Board Officers shall be elected by a majority vote of the Advisory Board at the first regular meeting after the annual City Council Advisory Board appointment process.

No person shall be elected President who has not served at least one year on the Advisory Board.

Section 5.2 Terms of Office

Board Officers shall serve for one year and be elected annually.

Section 5.3 Board Officer Vacancies

In the event of a vacancy in the office of President, the Vice President shall serve as President.

In the event of a vacancy in the offices of Vice President, Treasurer, or Secretary, the Advisory Board shall elect a replacement and successor Board Officer by majority vote of Board Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term.

If possible, the Board Officer creating the vacancy shall continue to serve until the vacancy is filled.

Section 5.4 Duties

- A. President, whose duties include chairing all meetings of the Board, acting as a representative of the Board in functions requiring such representation, and acting as the Board liaison to support the Main Street Manager in facilitating the goals of the Program.
- B. Vice President, who shall assume all duties outlined for the President in his/her absence.
- C. Treasurer, who shall keep a record of all income and expenses for the Main Street budget and the Main Street fundraising account. At the Annual Meeting and at regular Advisory Board meetings, the Treasurer will provide a report and summary statement on the financial affairs of the Program.
- D. Secretary, whose duties include recording the minutes at meetings of the Board, presenting said minutes to the Board for review and acceptance by the Board, and maintaining Program records that result from Board meetings. The Secretary shall mail copies of the Minutes of each membership meeting to all members within 15 days from the conclusion of each meeting. The Main Street Manager may serve as secretary upon appointment by the Advisory Board.
- E. Temporary Officers. In cases of absence or disability of an Officer of the Program, the remaining Officers may vote to delegate the powers and duties of such Officer to any other Officer or Member of the Board.

Section 6.1 Regular Meetings

Regular meetings of the Board shall be held not less than eleven (11) times during a calendar year, unless the Main Street Manager, in conjunction with the Board President, deems it necessary by any or all parties. Meetings of the Advisory Board shall be held in City Hall located at 465 Riley Road., Dahlonega, GA 30533, or such other place as designated by the Advisory Board. Regular meetings shall be held on the first Thursday of the month, unless such day falls on a city-observed holiday, in which event the regular meeting for that month shall be postponed to the following month at the same hour and place.

Section 6.2 Agenda

Items may be placed on the agenda by the Main Street Manager, Board President, or at the request of a Board Member. The party (or individual) requesting the agenda item will be responsible for the initial presentation at the meeting. Items included on the agenda must be submitted to the Main Street Manager no later than one week before the Advisory Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, typed minutes of the last meeting, and any other necessary documents.

Section 6.3 Special Called Meetings

The Board President, Main Street Manager, or at least a quorum of the Advisory Board may, when deemed necessary, call special meetings of the Advisory Board.

Section 6.4 Quorum

A quorum is required for the purpose of transacting all business of the Board at any regularly scheduled meeting of the Main Street Advisory Board. No action of the Advisory Board or any individual Board Member shall be an official action of the Program unless approved by a majority of Board Members present at an official board meeting. A quorum shall consist of four (4) voting Board Members. If a quorum is not present or represented at any meeting of the Advisory Board, a majority of the Board Members entitled to vote thereat, present in person, may adjourn the meeting until a quorum shall be present or represented. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally notified.

Section 6.5 Call to Order

Advisory Board meetings will be called to order by the Board President, or if absent, by the Vice President. In the absence of both the President and Vice President, the meeting shall be called to order by the Secretary, and a temporary President shall be elected to preside over the meeting.

Section 6.6 Notice

Written or electronic notice of every meeting of the Board stating the place, date, and hour of the meeting, shall be given either personally or by mail to each member not less than five (5) days before the date of the meeting.

Section 6.7 Attendance

Board Members are required to attend Board meetings and be prepared to discuss the issues on the agenda. A Member shall notify the Main Street Manager or Board President if the Member is unable to attend a meeting. Any Board Member missing three regularly scheduled meetings shall be contacted by the President, or his/her designee, regarding the absentee Board Member's desire to continue to serve.

Section 6.8 Voting

When a quorum is present at any meeting, the vote of a majority of the Board Members present in person decides any question brought before such meeting, unless the question is one upon which the express provisions of law or these Bylaws require a different vote, in which case such express provisions shall govern and control the decision of the question. Each Board Member shall be entitled to one vote at every meeting of the Advisory Board. No Board Member may vote by proxy.

The Main Street Manager shall be a non-voting member of the Advisory Board and the Manager, or his/her designee, shall be present at all meetings of the Advisory Board.

Section 6.9 Electronic Voting

Board Members, by providing an e-mail address to receive electronic transmission, consent to electronic transmission of information (including meeting notices) and to conduct votes via electronic transmission. Such votes are considered final action on the matter if there is unanimous consent of the Advisory Board. After two successive failed attempts to contact a Board Member by electronic means, consent by that Board Member will be deemed revoked.

Section 6.10 Public Participation

In accordance with City Policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the City Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Main Street Manager prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Main Street Manager for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of four (4) minutes to speak, but may take up to six (6) minutes if another individual who signs up to speak yields the time to the speaker. A person who disrupts the meeting may be asked to leave and be removed.

Section 6.11 Open Meetings

Public notice of Board meetings shall be provided in accordance with the provisions of the Georgia Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Georgia Open Meetings Act.

Section 6.12 Closed Sessions

The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A certified agenda shall be made of all closed sessions of Board meetings.

Section 6.13 Board Orientation

All new members of the Main Street Advisory Board shall participate in an orientation program to familiarize themselves with the program's goals and objectives and their responsibilities.

Section 6.14 Annual Meeting

An annual meeting of the Board shall be held at the first regular meeting of the new calendar year for the purpose of electing officers and transacting such other business.

ARTICLE VII Reports to City Council

The Advisory Board shall meet with the City Council, as requested, to provide reports and to determine how the Board may best serve the City of Dahlonega. Board Reports will be made at a regularly scheduled Council meeting. The Board must submit an annual report to City Council each year.

ARTICLE VIII Committees

Section 8.1 Structure

In an effort to revitalize the downtown district through historic preservation-based economic development, the Program will utilize the Main Street Four-Point Approach, and other applicable

guiding principles and Main Street Approach of the National Main Street Center and Georgia Main Street Program, to leverage success. The Program will have the following standing Main Street Committees:

- A. Organization Committee. The Organization Committee plays a key role in keeping the board, committees, and program-of-work in good shape by attracting people and money to the organization. The City of Dahlonega Main Street Advisory Board will function as the Organization Committee.
- B. Economic Development Committee. The Economic Development Committee promotes the interests of downtown businesses and assists the Main Street Manager in recruiting desirable businesses to the Central Business District.
- C. Design Committee. The Dahlonega Rica Historic Preservation Commission will function as the Design Committee to protect and improve Dahlonega's built and natural environment through historic preservation.
- D. Promotion Committee. The Promotion Committee fosters goodwill among residents and attracts tourists by participating in and coordinating special events and promotional activities. The Committee also assists in the implementation of marketing initiatives for the district.

The Program shall also have other committees and ad hoc bodies as the Advisory Board and Main Street Manager may from time to time establish in accordance with the Georgia Main Street Program and the National Main Street Center's guiding principles and Main Street Approach. Main Street Committees must submit a written report to the Main Street Manager one week prior to each regularly scheduled Board meeting. Main Street Committees must also submit minutes of each meeting to the Main Street Manager.

Section 8.2 Committee Members

Main Street Committees shall consist of not less than three (3) members, and shall have a chairperson who shall be responsible for directing and coordinating the affairs of the Main Street Committee. At least one Board member must be represented on each Main Street Committee. The terms of the Main Street Committees shall be for one year.

Main Street Committees will be appointed by the Main Street Manager and Board President with the approval of the Advisory Board. Main Street Committees need not be limited to the Program's downtown businesses; they can include representatives from other relevant areas of the community.

ARTICLE IX Main Street Program Manager

The Main Street Manager is an employee of the City who reports directly to the City Manager, as illustrated in the Main Street Organizational Chart attached hereto as Appendix B and is incorporated herein by this express reference. The Main Street Manager shall manage

the daily operations of the Program and shall be responsible for the coordination and the implementation of the Program's policies and projects and such other duties as may be required. The Main Street Manager shall serve as a liaison between the Advisory Board and Main Street Committees. The Manager will maintain information regarding the revitalization in the Central Business District.

ARTICLE X

Finances and General Provisions

Section 10.1 Fiscal Year.

The fiscal year of the Program will begin on the first day of October and end on the last day of September of each year. In the first year of creation, the fiscal year will begin upon creation and end on the last day of September.

Section 10.2 Funds.

The Advisory Board and the Board Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by City Council. Board Members may be reimbursed for expenses authorized and approved by City Council and the Advisory Board. The Advisory Board shall have the authority to administer the monies from the Main Street Fundraising Account with the support of the City. The Advisory Board is required to submit a report of all fundraising incoming and spending to the Main Street Manager and the City Council in a timely manner.

Section 10.3 Year-End Financial Statement.

Within two months after the close of the fiscal year, the Treasurer will prepare a year-end financial statement that shows, in reasonable detail, the source and application of the previous year's funds and the financial condition of the Program. This statement will be presented to the Advisory Board at a regular Board meeting. All finances, accounts, and monies of the Program will be audited by, and in coordination with, the City.

ARTICLE XI

Books and Records

The correct books of account for the activities and transactions of the Program shall be kept at the Program's office. These shall include a minute book containing a copy of these Bylaws and all minutes of Advisory Board meetings, work plans, and vision and mission statements.

ARTICLE XII

Conflict of Interest

Any Board Member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Advisory Board, of such nature that it prevents

or may prevent that Board Member from acting on the matter in an impartial manner, shall disclose such conflict, and the Board shall abide by the following protocol:

- A. Abstinance from Vote. When any conflict of interest is relevant to a matter requiring action by the Advisory Board, the interested person shall call it to the attention of the Board or its appropriate Committee and such person shall not vote on the matter; provided however, any Board Member disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the Advisory Board or a Committee thereof.
- B. Absence from Discussion. Unless requested to remain present during the meeting, the person with the conflict shall retire from the room where the Advisory Board or its Committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Board or Committee with any and all relevant information.
- C. Minutes. The minutes of the meeting of the Advisory Board or one of its Committees shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Advisory Board or its Committee, excluding the person concerning whose situation doubt has arisen.

Section 12.1 Annual Review.

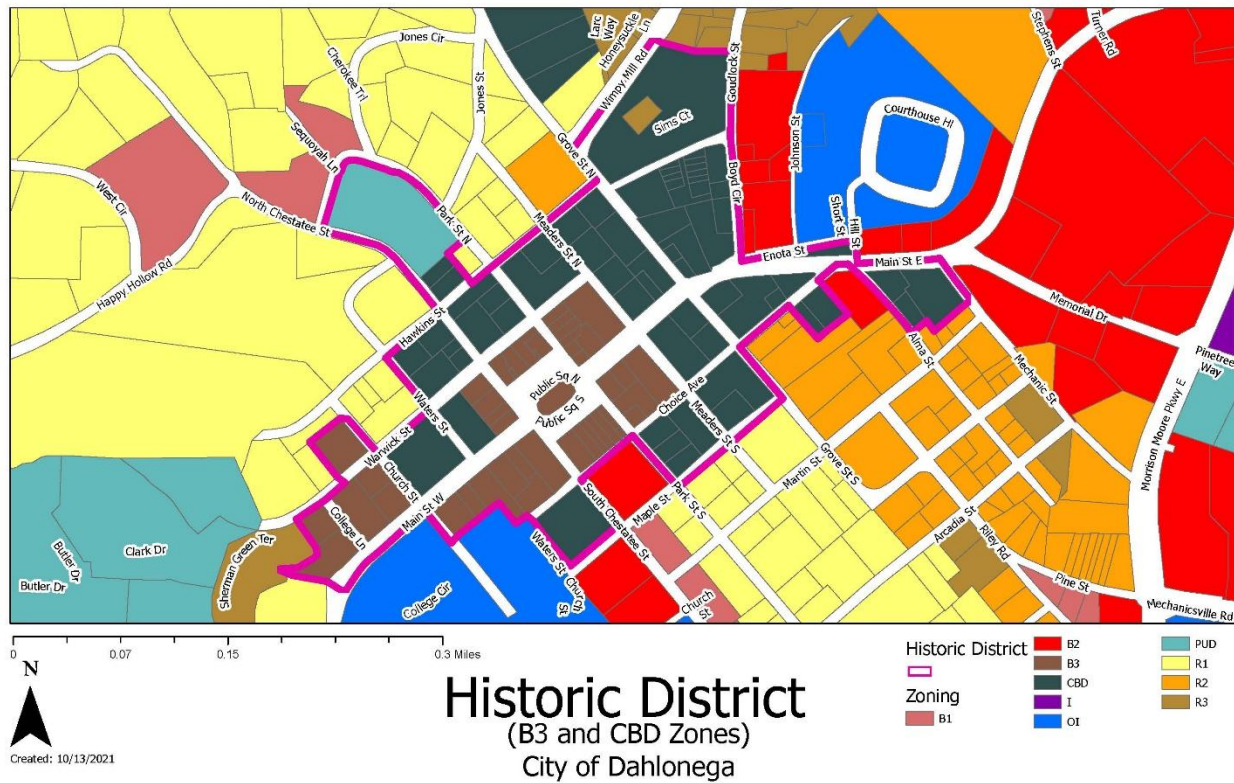
A copy of this conflict of interest bylaw shall be furnished to each Board Member and Officer who is presently serving the Program, or who may hereafter become associated with the Program. This policy shall be reviewed annually for the information and guidance of Board Members, Officers, and staff members. Any new Board Members or Officers shall be advised of this policy upon undertaking the duties of such office.

ARTICLE XIII Amendments

The Advisory Board shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws by a quorum vote at a duly called meeting of the Board. However, the Board's proposed amendments to the Bylaws must be approved by City Council. Bylaw amendments are not effective until approved by City Council.

Appendix A

Dahlonega Main Street Downtown Central Business District



Appendix B

Dahlonge Main Street Organizational Chart

City Sponsored Program





Department Report

Report Title: Administration – June 2026
Report Highlight: Successful Fox and Friends TV Event
Name and Title: Allison Martin, City Manager

Recently Completed:

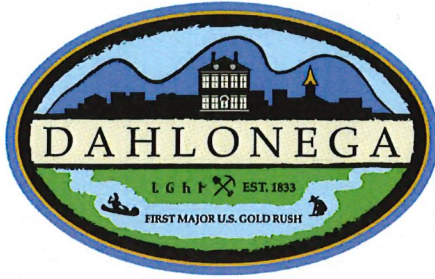
- Zoning Ordinance consultant meeting and work continued with additional revisions
- Hosted marketing for city, county, CVB collaboration efforts
- Phase II Master Plan kickoff meeting and discovery work
- Phase II Brownfield Assessment work completed on city sites – GMRC grant funded
- Budget Work Shops held with council and staff.
- Draft of financial policies and procedures – first review completed
- Preliminary work on training for planning commission/joint with Lumpkin County – host locally.

Underway:

- Revenue compliance audits are 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 June 2026

Community Development Department

Permits were issued for June.

8 - Residential	0 - Annex	0-Sign permits	0 -Variances	0 -Tree Removal
0-Zoning	0-Minor Plats	0 -Final Plats	0 -Pool	1 -ZVL
4-Commercial	0 - Cemetery	0 - land Disturbance	0 - COA	- Demo 2-Misc

101- Total open active permits

39- Residential permits	3- Pool permits	19 - Commercial permits	1 - Tree Permits
21- Land Disturbances permits	0- Sign permits	1- Cemetery permits	1 -ZVL 1-STR
4- Rezoning permits	0-- Variances	3 - BZA permit	0- annex
1- Minor/Final permits	2 - COA Permit	3- Outdoor dining permit	2-Gen

Analytic Records submitted for June

17 - Records were created.	82 - Inspections.
\$7848.60 - Collected revenue.	8 -Permits were issued.

Breakdown of inspections for June

43 - Residential.	2 - Commercial.	29- Land Disturbances.	5 -Other & (Business)
-------------------	-----------------	------------------------	-----------------------

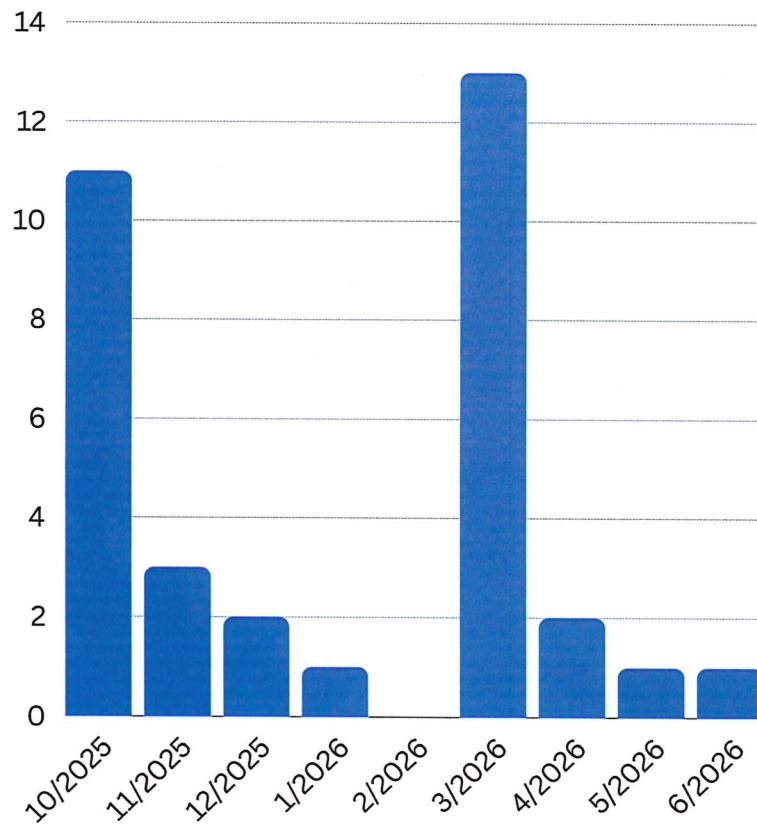
Projects Under Review.

Approved projects. Express Oil Change

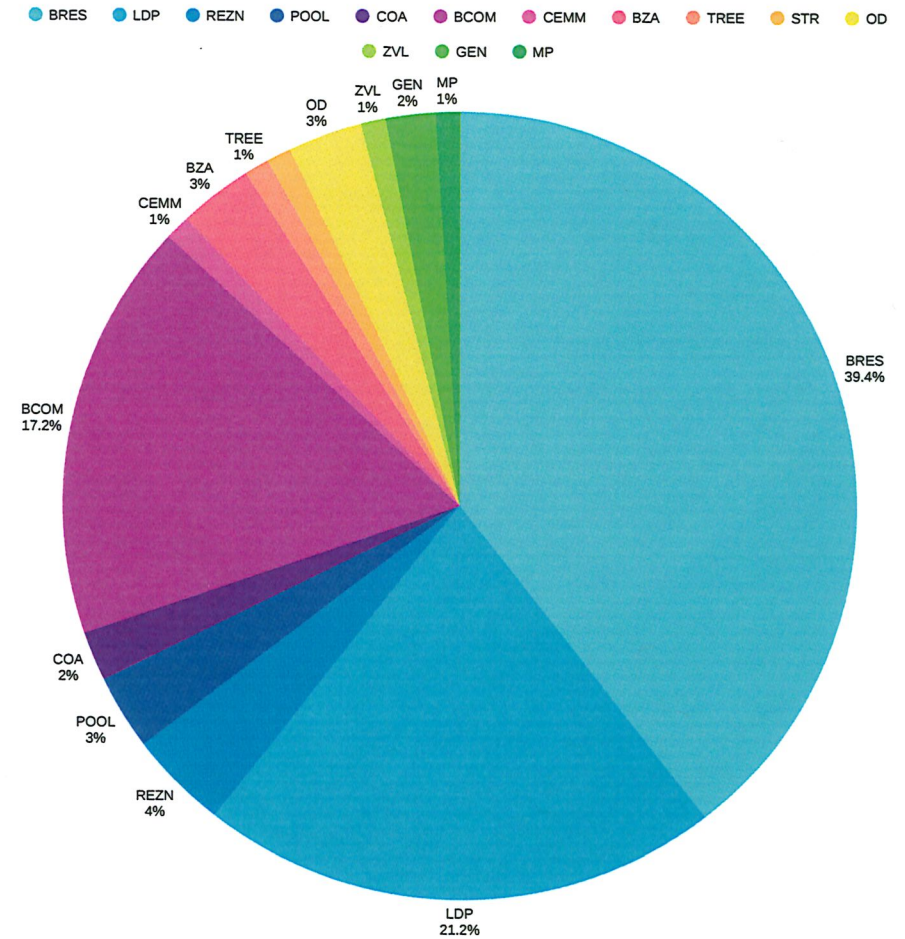
Achasta, Golf Course Lots

Dahlonega Baptist Church

Sherman Green Terrace 3



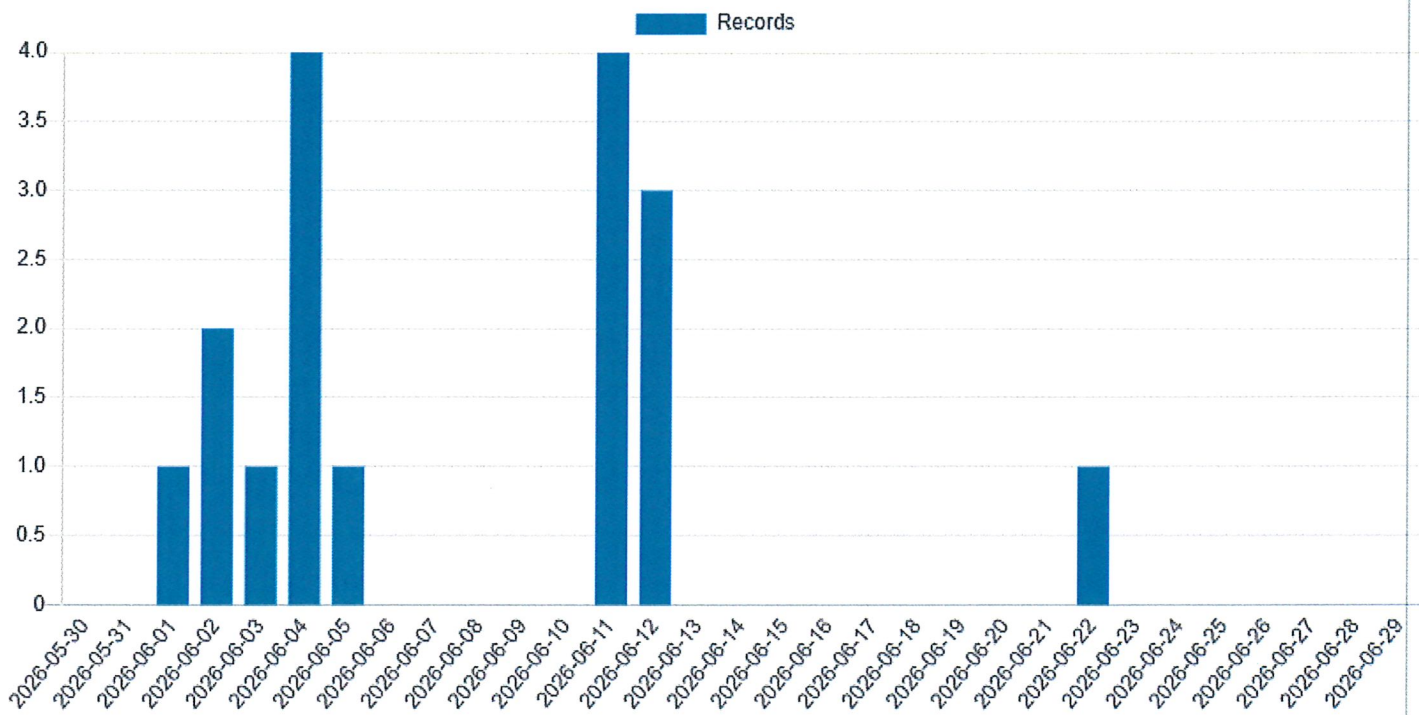
NEW HOUSING PERMITS YTD



TOTAL ACTIVE CURRENT PERMITS

Analytics

Records submitted over time



Totals

 17
Records Created

 \$7,848.60
Revenue Collected

 82
Inspections Done

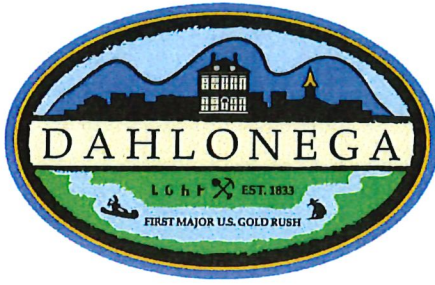
 8
Permits Issued

Filter Results

All Records

Date

Record #	Record Type	Applicant Name	Date Submitted	Address
OD-26-13	Outside Sales and D	Deb Rowe	6/22/2026 14:59	87 NORTH CHESTATEE ST, Unit A, DAHLONEGA, GA 30533
OD-26-11	Outside Sales and D	Justin Flanigan	6/11/2026 16:39	1108 GROVE ST N, DAHLONEGA, GA 30533
ZVL-26-5	Zoning Verification L	Timothy Clow	6/11/2026 16:01	639 BIRCH RIVER DR, DAHLONEGA, GA 30533
OD-26-10	Outside Sales and D	Brett Melanson	6/11/2026 16:10	16 PUBLIC SQ S, Unit B, DAHLONEGA, GA 30533
GEN-1	Generators Installati	Cheryl Lockwood	6/4/2026 17:05	48 CROWN MOUNTAIN DR, DAHLONEGA, GA 30533
17	Generators Installati	Cheryl Lockwood	6/4/2026 16:43	104 Dohiyi Valley Road, DAHLONEGA, GA 30533
BCOM-26-16	Building Permit - Cor	Ashley Peck	6/4/2026 14:31	325 RILEY RD, DAHLONEGA, GA 30533
BCOM-26-15	Building Permit - Cor	Ashley Peck	6/4/2026 13:41	266 MECHANICSVILLE RD, DAHLONEGA, GA 30533
BCOM-26-14	Building Permit - Commercial		6/3/2026 9:21	340 WALMART WAY, Unit F1, DAHLONEGA, GA 30533
BRES-26-38	Building Permit - Res	Jason Fuller	6/2/2026 17:50	402 SKYLINE DR, DAHLONEGA, GA 30533
BCOM-26-13	Building Permit - Cor	STEPHEN ALBANESE	6/2/2026 12:38	70 ANSLEY DR, Unit A, DAHLONEGA, GA 30533
CEM-26-16	Request for Open/Ci	Chris Anderson	5/28/2026 16:30	438 MAIN ST W, DAHLONEGA, GA 30533
COA-26-3	Certificate of Approp	Deb Rowe	5/28/2026 16:38	87 NORTH CHESTATEE ST, Unit B, DAHLONEGA, GA 30533
LDP-26-7	Land Disturbance Pe	Jermiah McNeil	5/14/2026 17:36	158 Crown Mountain Drive, Dahlonega, GA 30533
BRES-26-37	Building Permit - Res	Bradley McEntyre	5/11/2026 10:53	168 MAIN ST W, DAHLONEGA, GA 30533
BCOM-26-12	Building Permit - Cor	Bradley McEntyre	5/11/2026 10:30	168 MAIN ST W, DAHLONEGA, GA 30533
LDP-26-6	Land Disturbance Pe	Steve Aydelott	5/6/2026 9:59	234 HAWKINS ST, DAHLONEGA, GA 30533
BCOM-26-11	Building Permit - Cor	Steve Aydelott	5/6/2026 9:44	234 HAWKINS ST, DAHLONEGA, GA 30533
BRES-26-35	Building Permit - Res	Nathan Bonham	5/1/2026 12:37	85 HIGH TRESTLE CT, DAHLONEGA, GA 30533
LDP-26-5	Land Disturbance Pe	JOE KEMP	4/17/2026 16:56	40 Shamans Way, Dahlonega, GA 30533
REZN-26-4	Rezoning	Kasey Sharp	4/16/2026 14:35	399 NORTH CHESTATEE ST, DAHLONEGA, GA 30533
LDP-26-4	Land Disturbance Pe	Ian Evans	4/9/2026 17:11	50 American Way, Dahlonega, GA 30533
BRES-26-34	Building Permit - Res	Larue Benoit	4/9/2026 15:21	120 RILEY RD, DAHLONEGA, GA 30533
BRES-26-33	Building Permit - Res	Stephen Osley	4/9/2026 11:24	1030 Bear Paw Ridge, Unit 3B, Dahlonega,, GA 30533
BCOM-26-7	Building Permit - Cor	Marie Brunson	4/7/2026 17:06	50 American Way, Dahlonega, GA 30533
BRES-26-31	Building Permit - Res	Thomas Pierce	4/3/2026 12:25	315 Rockhound Drive, Unit 842, Dahlonega, GA 30533
BRES-26-29	Building Permit - Res	Steve Eiberger	3/26/2026 12:36	1044 Bear Paw Ridge, Unit 080 369 lot 9B, Dahlonega, GA 30533
REZN-26-3	Rezoning	Dillard & Julie Sellers	3/25/2026 16:23	0 Pine Tree Way, Dahlonega, GA 30533
MFP-26-6	Minor Final Plat	Land Development Prc	3/24/2026 12:43	3619 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533
BRES-26-28	Building Permit - Res	Garry Shirley	3/23/2026 8:58	19 SAUTEE CT, DAHLONEGA, GA 30533
BRES-26-27	Building Permit - Res	Dewey Neese	3/20/2026 11:40	447 MOUNTAIN TRACE DR, DAHLONEGA, GA 30533
BRES-26-25	Building Permit - Res	Kelanah Allen	3/17/2026 15:45	530 West Circle, Dahlonega, GA 30533



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

City of Dahlonega activity report for June 2026.

- | | |
|--|--------------------------------|
| 2-Animal Complaints. | 0- Disrepair structure notice. |
| 5- Debris/removal of items. | 43- LDP inspection. |
| 3-Excessive trash. | 2- Other complaints. |
| 34- Sign Removals. | 1- Inoperable vehicle (Tow) |
| 1 Sign Violation Notices. | 1- Signage Complaints. |
| 2- Traffic-Vehicle Assistance. | 0- Property Owner complaints. |
| 0-Parking Tickets. | 0 -Lighting Complaints. |
| 1- Warning Tickets. | 4 Business inspections. |
| 1-Noise Complaints. | 0-Camper Parking |
| 7- Courtesy grass cutting. | 3 Grass Violation Notice |
| 1-Soil Erosion Complaint. | 1-Trash Violation Notice |
| 2-Commercial Dumpster trash complaint. | |
| 1- Drainage issues complaint. | |
| 0 -Right-of-way complaint. | |



Department Report

Report Title: City of Dahlonega Police Department – June 2026.

Report Highlight: Commendation, Officer Chris Weeks.

Name and Title: George Albert, Chief of Police.

Recently Completed:

- July 4th operation plan.
- Operation plan for the Fox new segment featuring Dahlonega and secured the event for live news casting.
- Chief attended newcomers club at the library with Officer Cody Sprague.
- Officer Weeks obtained his advanced training certificate from Georgia peace officers and standards council.
- Chief attended the sheriff's volunteer organization (SVO) monthly meeting.
- Chief met community members downtown for coffee and discussions.
- Officers attended the appreciation luncheon provided by the District Attorney Office.
- Chief along with Officer Bauman and Weathington attended the DDBA potluck cookout.
- Chief attended the district 9 chief meeting in Cornelia.
- Officer Sprague attended and participated in the Governor's Office of Highway Safety meeting at East Ellijay PD.
- Officer Weeks attended the South Enota Child Advocacy Center annual child abuse protocol meeting.

Underway:

- RADAR speed trailer deployed I the community to educate motorists and address speeding complaints
- Officers continue to conduct foot patrols in the downtown and business areas of the city.

Officer Commendation: Officer Chris Weeks

I received a commendation regarding Officer Chris Weeks from an individual who was stopped for operating a vehicle with an expired registration tag. The individual contacted me to express his appreciation for Officer Weeks' professionalism and composure throughout the encounter.

According to the individual, Officer Weeks remained calm, respectful, and professional while effectively de-escalating what had become a tense situation. He stated that Officer Weeks treated him with courtesy despite his own poor attitude during the stop and ultimately helped prevent the encounter from escalating further.

The individual specifically wanted Officer Weeks to know how much he appreciated the way the situation was handled and asked that I extend his sincere apology for his own behavior and demeanor during the traffic stop.

This commendation reflects Officer Weeks' commitment to professionalism, sound judgment, and the principles of procedural justice. His ability to remain composed and treat members of the public with dignity and respect, even during challenging encounters, is a credit to himself and the department.

June Pictures



Coffee with Community Members



Newcomers Meeting

June Pictures



Officer Cody & Noah Sprague assist out of town school with a vehicle unlock



DDBA Cookout

June Pictures



Law Enforcement Appreciation Lunch Hosted by the Enota D.A.'s Office



Dahlongega Police Department Local Heros Newspaper Photo

June Pictures



Dahlonega 4th of July Pre-Planning



ATTEN/GOHS Network Meeting

June Pictures



Fox & Friends Event



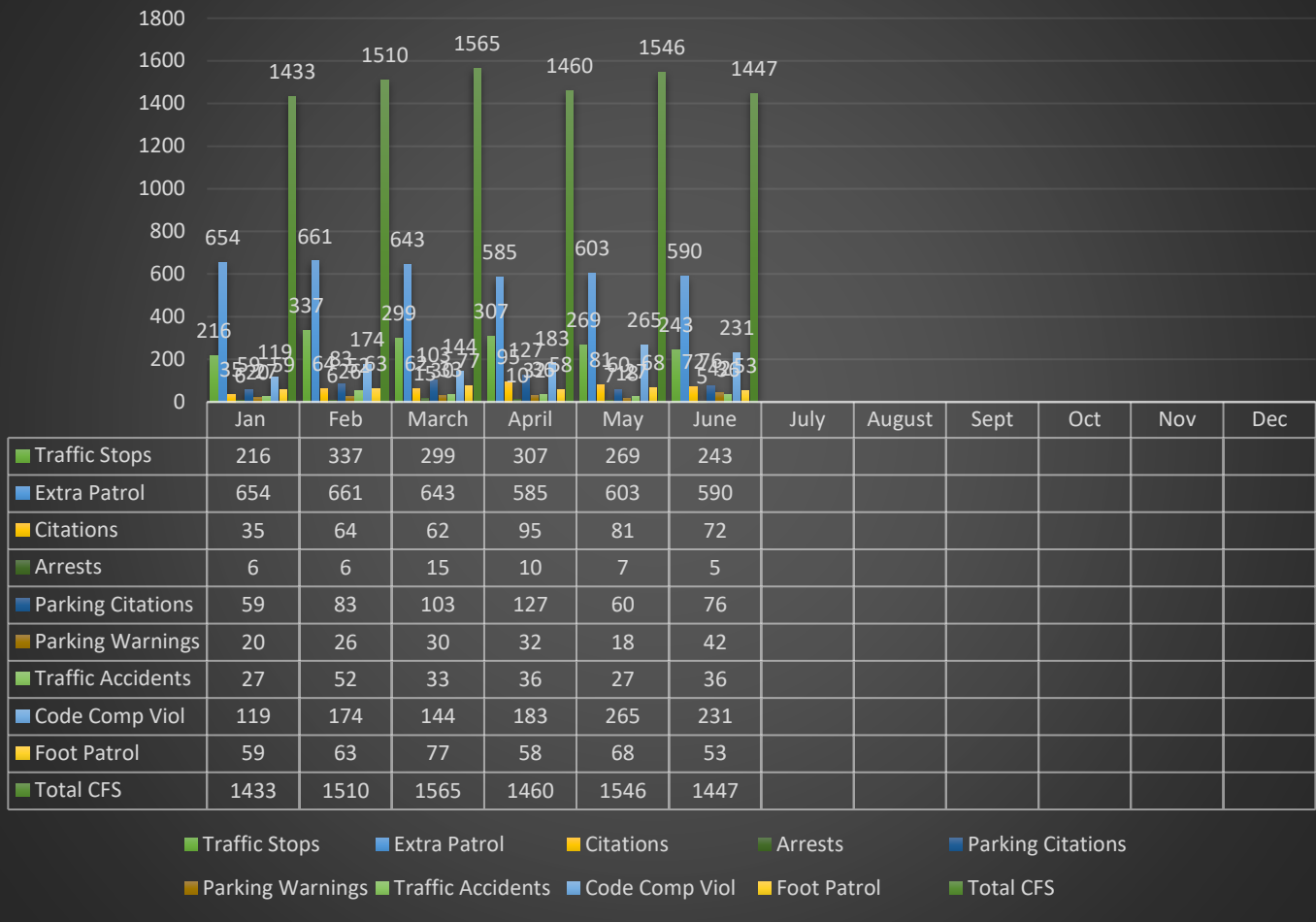
June Pictures



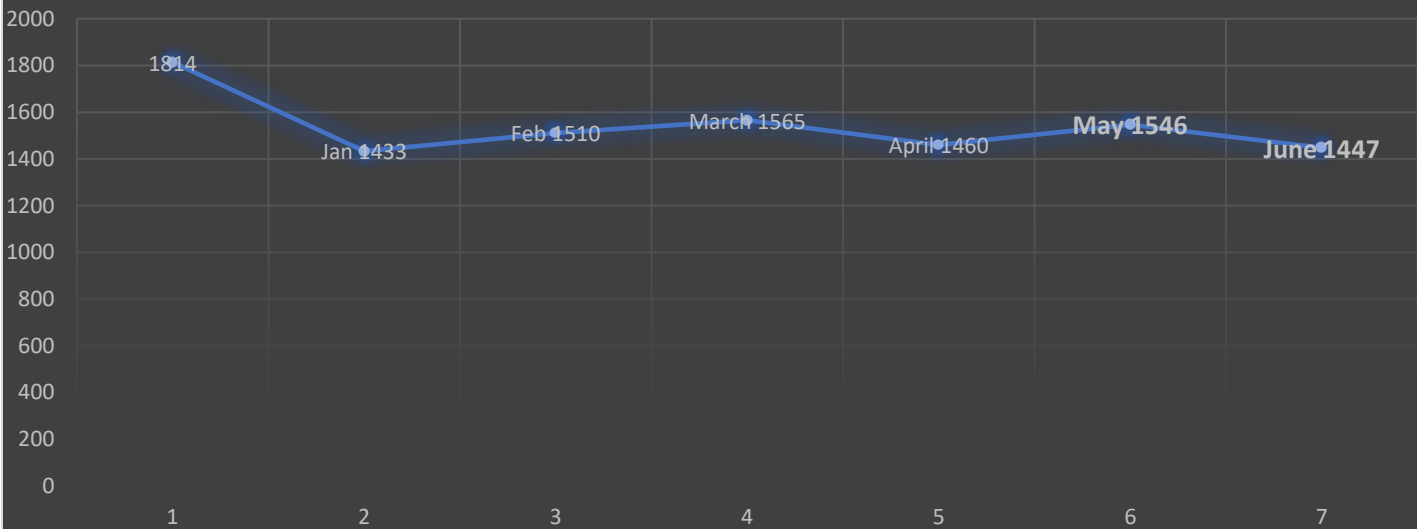
Fox & Friends Event

June 2026 Calls for Service

2026 Call Type by Month



Total CFS 2026



June 2026 Calls for Service

Call Type	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<i>Traffic Stops</i>	216	337	299	307	269	243						
<i>Extra Patrol</i>	654	661	643	585	603	590						
<i>Citations</i>	35	64	62	95	81	72						
<i>Arrests</i>	6	6	15	10	7	5						
<i>Parking Citations</i>	59	83	103	127	60	76						
<i>Parking Warnings</i>	20	26	30	32	18	42						
<i>Traffic Accidents</i>	27	52	33	36	27	36						
<i>Code Comp Viol</i>	119	174	144	183	265	231						
<i>Foot Patrol</i>	59	63	77	58	68	53						
Total CFS	1433	1510	1565	1460	1546	1447						

Calls for Service Comparison

	Jun-24	Jun-25	Jun-26
<i>Traffic Stops</i>	86	128	243
<i>Extra Patrol</i>	1376	873	590
<i>Citations</i>	22	29	72
<i>Arrests</i>	13	9	5
<i>Parking Citations</i>	37	32	76
<i>Parking Warning</i>	17	4	42
<i>Traffic Accidents</i>	10	37	36
<i>Code Comp Viol</i>	84	43	231
<i>Foot Patrol</i>	NA	78	53

June 2026 Police Department Stats

Number of Calls for Service: 1,447

Incident Reports: 30

Accident Reports: 16

Traffic Stops: 243

Juvenile Complaint: 0

Criminal Trespass: 6

Domestic Problem: 4

Vehicle Unlock: 19

Traffic Citations Issued: 72

Traffic Warnings Issued: 78

Shoplifting: 1

Parking Citations Issued: 76

Animal Complaint: 10

Public Drunk: 0

Traffic Fatalities: 0

Motorist Assist: 8

Accidents to GSP: 7

Trouble Alarms: 8

DUI: 0

DUI to GSP: 0

Arrests: 5

Officer Assist LCSO: 5

Funeral Assist: 0

Officer Assist Other: 3

Other: 13

Welfare Check: 11

Foot Patrol Time: 17.50 Hours

Extra Patrol: 590



Department Report

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

Recently Completed:

- Independence Day celebration Public Works involvement. The PW team had as many as 7 individuals working on the observed holiday, July 3, as well as, July 4. This included streets crews and solid waste. It also involved late-evening as well as early-morning tasks. For example, the sketch below indicates the number of locations of detours and barricades that were required to be pre-positioned, placed, manned during the event and removed. While PW teams couldn't occupy each of these during the event, they played a significant role in the planning, preparation and successful outcome of the event.



- Installation of NO PARKING on SHOULDER on 12 city streets, in accordance with Ordinance 77-1. This kind of parking and some of the unpermitted private parking spots that have been installed on city-owned shoulders contributes to shoulder degradation, reduced safety on our streets, simple unattractiveness and, in some cases, improper living conditions in R-1 single family residences. Examples of this kind of parking, damaged shoulders and makeshift parking areas are shown below.



- After hours watermain repair at Happy Hollow/GA Hwy 9 intersection with in-house paving performed within days.



Ongoing:

- City Park Playground renovation bid process. There were 13 separate responses requiring review and comparison.



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





- 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. Throughout the summer, the City has been providing engineering documents related to utility relocations and began the process of formal request for utility aid. If successful, GDOT project funding may cover a portion or all of the costs to relocate the main due to highway construction.

APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION OR COMMITTEE

The City Council of Dahlonega believes citizen input and specialized skills are valuable assets to the community. All City Residents should consider becoming involved in their City by service on Board or Commission. Applications are accepted throughout the year. Please complete the following and submit it with a resume to rhansard@dahlonega.gov, by fax to 706-864-4837 or by mail to 465 Riley Road, Dahlonega, GA 30533. Thank you for your interest in serving.

Name:	Carol Lucker
Address:	115 Arcadia Street Dahlonega, GA 30533
Phone:	[REDACTED]
Email:	[REDACTED]
Place of Employment:	Studio Jewelers
Occupation	Jewelry Store Owner
Length of Residence	3 years

Board or Commission for which you would like to be considered.

Please note, each of these have different requirements for service, which will be reviewed against your application, training, and work experience.

- | | |
|--|---|
| ☒ Main Street / Downtown Development | ☐ Cemetery Committee |
| ☐ Historic Preservation Commission | ☐ Tourism Committee |
| ☐ Planning Commission | ☐ Tree Committee |
| ☐ Dahlonega Housing Authority Board | ☐ General Volunteer |

Interest & Experience

Why are you interested in serving?
As a business owner and resident of Dahlonega, I care greatly about
downtown dahlonega ie how available funds are utilized, which events are scheduled
and supported and anything that effects tourism and business on the Square.
What specialized training or experience do you have that would of benefit one of the Boards or Commissions:
1) 3 years experience as owner of a business which is located on the Square.
2) graduated 2026 class of Leadership Lumpkin; completed over 45 hours of volunteer hours as part of the program
3) Successful small business owner for over 25 years; prior career included 20+ years in corporate america.

Professional or Personal References:

Name	Telephone Number
Lance Bagley(dahlongega city council)	
Nathan Davis (Lumpkin Cty Commisioner)	
Thomas Scanlin (business owner on Square, 42 years)	

If you are a general volunteer for events, festivals, etc. you may be asked to sign a waiver of liability.

If you are appointed to a City of Dahlonega Board or Commission, you may be required to file a Statement of Economic Interests with the City as a condition prior to your appointment. This filing identifies any financial interests you may have with the City of Dahlonega only and if any conflict of interest may exist.

Volunteering for service on a Board or Commission does not guarantee your eventual appointment. Applications on file will be reviewed when vacancies occur, from which the Mayor may review candidates, but the Mayor may, as well, recommend appointments of non-applicants he/she chooses that indicate desirable qualifications and willingness to serve.

Terms & Conditions

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for recommendation by the Mayor, subject to approval by the Council. I hereby agree that if appointed to serve as a member of a City of Dahlonega Board or Commission, I will spend my time, skills, and energy on the mission of the body to which I am appointed including preparation for and attendance at meetings to remain a member in good standing. Furthermore, I agree that, if appointed, my term will be governed by the By-Laws and/or Rules of Procedure of the entity to which I am appointed.	
Applicant's Name: Carol Lucker	
Applicant's Signature: <i>Carol Lucker</i>	Date: 7/16/2026

APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION OR COMMITTEE

The City Council of Dahlonega believes citizen input and specialized skills are valuable assets to the community. All City Residents should consider becoming involved in their City by service on Board or Commission. Applications are accepted throughout the year. Please complete the following and submit it with a resume to rhansard@dahlonega.gov, by fax to 706-864-4837 or by mail to 465 Riley Road, Dahlonega, GA 30533. Thank you for your interest in serving.

Name:	Sarah Christopher
Address:	200 Deer Run Dahlonega Ga 30533
Phone:	[REDACTED]
Email:	[REDACTED]
Place of Employment:	Holly Theatre
Occupation	Executive Director
Length of Residence	2 years 6 months

Board or Commission for which you would like to be considered.

Please note, each of these have different requirements for service, which will be reviewed against your application, training, and work experience.

- | | |
|--|---|
| ☒ Main Street / Downtown Development | ☐ Cemetery Committee |
| ☐ Historic Preservation Commission | ☐ Tourism Committee |
| ☐ Planning Commission | ☐ Tree Committee |
| ☐ Dahlonega Housing Authority Board | ☐ General Volunteer |

Interest & Experience

Why are you interested in serving?
Dahlonega has a unique charm that has been created/maintained by
remianing a community run by local citizzens through volunterism and a
dedication towards growing while preserving that unique charm and I would love to be apart of that
What specialized training or experience do you have that would of benefit one of the Boards or Commissions:
Working for a local historic building that serves the people of lumpkin , 20 years of operations management experiance,
2 years as anexective director of a non profit,member of the local dahlonega sunrise rotary

Professional or Personal References:

Name	Telephone Number
David Robertson	
Lance Bagley	
Julia Anderson	

If you are a general volunteer for events, festivals, etc. you may be asked to sign a waiver of liability.

If you are appointed to a City of Dahlonega Board or Commission, you may be required to file a Statement of Economic Interests with the City as a condition prior to your appointment. This filing identifies any financial interests you may have with the City of Dahlonega only and if any conflict of interest may exist.

Volunteering for service on a Board or Commission does not guarantee your eventual appointment. Applications on file will be reviewed when vacancies occur, from which the Mayor may review candidates, but the Mayor may, as well, recommend appointments of non-applicants he/she chooses that indicate desirable qualifications and willingness to serve.

Terms & Conditions

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for recommendation by the Mayor, subject to approval by the Council. I hereby agree that if appointed to serve as a member of a City of Dahlonega Board or Commission, I will spend my time, skills, and energy on the mission of the body to which I am appointed including preparation for and attendance at meetings to remain a member in good standing. Furthermore, I agree that, if appointed, my term will be governed by the By-Laws and/or Rules of Procedure of the entity to which I am appointed.

Applicant's Name: Sarah Jane Christopher

Applicant's Signature:

Sarah Jane Christopher

Date:

7/16/26

APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION OR COMMITTEE

The City Council of Dahlonega believes citizen input and specialized skills are valuable assets to the community. All City Residents should consider becoming involved in their City by service on Board or Commission. Applications are accepted throughout the year. Please complete the following and submit it with a resume to rhansard@dahlonega.gov, by fax to 706-864-4837 or by mail to 465 Riley Road, Dahlonega, GA 30533. Thank you for your interest in serving.

Name:	John Clower
Address:	
Phone:	
Email:	
Place of Employment:	Giggle Monkey Toys
Occupation	Owner
Length of Residence	19 yrs

Board or Commission for which you would like to be considered.

Please note, each of these have different requirements for service, which will be reviewed against your application, training, and work experience.

- | | |
|--|---|
| ☒ Main Street / Downtown Development | ☐ Cemetery Committee |
| ☐ Historic Preservation Commission | ☐ Tourism Committee |
| ☐ Planning Commission | ☐ Tree Committee |
| ☐ Dahlonega Housing Authority Board | ☐ General Volunteer |

Interest & Experience

Why are you interested in serving?
I have always been interested in seeing the Dahlonega business communittee be successful.
What specialized training or experience do you have that would of benefit one of the Boards or Commissions:
I was a University administrator for almost 30 years and have operated a successful business
on the square for 12 years

Professional or Personal References:

Name	Telephone Number

If you are a general volunteer for events, festivals, etc. you may be asked to sign a waiver of liability.

If you are appointed to a City of Dahlonega Board or Commission, you may be required to file a Statement of Economic Interests with the City as a condition prior to your appointment. This filing identifies any financial interests you may have with the City of Dahlonega only and if any conflict of interest may exist.

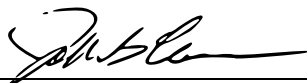
Volunteering for service on a Board or Commission does not guarantee your eventual appointment. Applications on file will be reviewed when vacancies occur, from which the Mayor may review candidates, but the Mayor may, as well, recommend appointments of non-applicants he/she chooses that indicate desirable qualifications and willingness to serve.

Terms & Conditions

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for recommendation by the Mayor, subject to approval by the Council. I hereby agree that if appointed to serve as a member of a City of Dahlonega Board or Commission, I will spend my time, skills, and energy on the mission of the body to which I am appointed including preparation for and attendance at meetings to remain a member in good standing. Furthermore, I agree that, if appointed, my term will be governed by the By-Laws and/or Rules of Procedure of the entity to which I am appointed.

Applicant's Name: John Clower

Applicant's Signature:



Date:

7/15/26



Ordinances and Resolutions

DATE: 7/20/2026
TITLE: Ordinance 2026-05 Relating to Dangerous and Derelict Property
PRESENTED BY: Doug Parks, City Attorney
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Ordinance 2026-05 Relating to Dangerous and Derelict Property

HISTORY/PAST ACTION

This ordinance provides a more contemporary set of regulations to assist the code enforcement staff. It should be noted that this is a very technical and time consuming process. I have included an outline/flow chart of the basic elements of the process to acquaint the counsel with what is involved to do this correctly. I suggest that your focus be more on the this than on the actual ordinance in order to get a true picture of how this is done.

FINANCIAL IMPACT

None

RECOMMENDATION

Approval

SUGGESTED MOTIONS

Motion to approve Ordinance 2026-05 when action can be taken.

ATTACHMENTS

Outline/Flow chart of the Process; Ordinance 2026-05

OUTLINE/FLOW CHART OF PROCESS

- I. Nuisance case can be initiated by the code enforcement officer under his own initiative, or by request of a city official, or by request of at least two unrelated citizens.
- II. Code enforcement conducts the initial investigation to determine the existence of a nuisance.
 - a) Officer has the authority to enter the property/premises, but must make an effort to do so in a way that is not overly inconvenient for the property owner
 - b) Officer should take pictures of the property with date and time stamps, that clearly show issues with the property that have led to the investigation
 - c) Officer should take detailed notes of his observations as well as any interaction with the property owner.
 - d) Officer should take pictures and notes during any subsequent inspection of the property
- III. What constitutes a nuisance
 - a) Any defects that increase the likelihood of fire, accidents, or other injuries; lack of adequate ventilation, light, or sanitary facilities, dilapidation/disrepair; structural defects; and uncleanness.
 - b) Vacant buildings being used in connection with drugs or other crimes.
- IV. If it is determined by code enforcement that the property constitutes a nuisance
 - a) Officer can issue a warning to give the owner an opportunity to repair the defects or an immediate citation.
 - 1) It is the officer's discretion when deciding whether to issue a warning or citation. Severity of the problem and number/frequency of complaints from citizens should be considered.
 - 2) If a warning is issued officer should speak with a supervisor to determine amount of time to be allowed to resolve the issue – also whether multiple warnings will be given.
 - 3) Best practice is to allow the property owner adequate time to resolve the issue. Usually 30 – 60 days
 - 4) Officer should make follow up inspections to ensure property owner is performing the work
 - A) Pictures and detailed notes should be taken showing any progress or lack thereof
 - B) Frequency of follow up inspections is in officer's discretion, but should be at least once every month until problem is resolved.
 - 5) If it is determined that the property owner is not going to perform the required work, the officer should issue a citation.
 - A) Citation should specify the violation by ordinance number and description, and advise that a hearing date in Municipal Court will be set.

*All known addresses for property owner and any interested parties should be gathered
Title Search ordered*

COMPLAINT, SERVICE, LIS PENDENS

- I. If property owner refuses to comply, or does not appear in court to answer the citation, and abatement action becomes necessary, an in rem complaint must be filed with the clerk of municipal court, property owner and other interested parties must be served a copy of the complaint, and a lis pendens must be filed with the Superior Court.

Begin the process of determining how much it will cost to repair the property along with an appraisal of the property.

II. **Complaint:**

- a) Complaint is *in rem*, meaning the action is against the property and not the person. This is an important distinction if becomes necessary to file a lien to recover cost of repair or demolition.
- b) The complaint must contain, at a minimum, the following: 1) physical address of the property; 2) parcel tax i.d. number; 3) name and address of all known interested parties (owner, creditors, tax commissioner, etc.); 4) legal description of the property; 5) description of the basis for the action; 6) description of the action requested of court to abate the nuisance; 7) summons; and 8) certificate of service.
 - Request that hearing be held no sooner than 15 days and no later than 45 days from filing of complaint

III. **Service:**

- a) The property owner(s) and any interested parties must receive notice of the complaint, lis pendens, and summons.
- b) Notice [complaint packet] must be mailed to those owners and interested parties whose identities and addresses are reasonably ascertainable 15 – 45 days prior to the hearing.
 - Complaint packet should be mailed certified return receipt or statutory overnight.
 - For efficiency, the complaint packet should include a copy of the complaint, summons, and lis pendens.
- c) Complaint packet must be mailed to the physical address of the property by first class mail.
- d) If the property owner and/or interested parties are not reasonably able to be identified, run a notice of the hearing in the county newspaper once a week for two consecutive weeks prior to the hearing. A signed and notarized affidavit stating reasonable effort was made in locating the owner(s) and interested parties is highly recommended.
 - Best practice is to run the notice in the paper in all cases.

- e) Complaint packet must be posted on the property within three days of filing the complaint.
- f) Return proof of service and certificates of service filed with the appropriate clerk of court.

IV. Lis Pendens:

- a) Lis Pendens serves as notice that legal action has been taken concerning real property and should be filed with the clerk of Superior Court in the county where the property is located.
- b) The lis pendens should contain the date the complaint was filed, what the city is asking for (code compliance, cost of repair/demolition, court costs, etc.), names of the parties, name of the court, and the legal description of the property (this can be on the face of the lis pendens or attached as an exhibit).

If property owner/interested party offers no response (answer) to the complaint, begin getting quotes for demolition and clean-up of the property

COURT HEARING

- I. Hearings are typically held in Municipal Court with appeals to any municipal order being heard in Superior Court.

II. Draft Orders (2):

- a) Order showing judge's ruling allowing property owner time to repair/demolish the property (consent order).
 - Include language showing findings of fact, property owner, property address, proper jurisdiction, time allowed to repair/demolish, permits required, building inspector approval (if repair is feasible), next hearing date to show compliance/completion of required work.
- b) Order showing judge's ruling allowing the city to abate the nuisance.
 - This ruling usually occurs when the property owner refuses to comply with the previous order or the property owner or any interested party fails to answer the complaint or attend the hearing.
 - Judge can also hold the property owner in contempt for failure to comply
 - Order should contain the same language as before substituting repair costs with demolition.
 - An order to demolish MUST be certified by the clerk of court
 - It is advisable to include language stating that the cost to repair the property exceeds the property value.
 - Include language that upon demolition a lien will be placed against the property to recover the cost of demolition, grading, and any court/process costs.
 - Include cost of demolition if available.

- III. Notify code enforcement officer and building inspector of hearing date
- IV. Have code enforcement officer take time and date stamped pictures of the property the day before the hearing.
- V. Take all documentation and pictures related to the property to the hearing as supporting evidence.
 - Some courts require that code enforcement and/or building inspector appear as testifying witness. This is particularly true when demolition is involved.

POST HEARING

- I. Mail signed order to property owner and any interested parties that attended the hearing.
 - Give copy to code enforcement
- II. **Order to repair:**
 - Code enforcement to make periodic inspections to verify property owner is complying with court order.
 - Take pictures on each trip and document any progress, or lack thereof, being made.
 - Schedule hearing to determine if more time is needed/offered
 - Judge/city discretion to allow more time if needed – usually based on whether owner is making a good faith effort to resolve the problem.
 - If property owner has satisfactorily resolved the problem the case is dismissed and **cancel lis pendens**.
- III. **Order to demolish: MUST BE CERTIFIED BY CLERK OF COURT**
 - Once demolition is completed, a demolition lien should be filed in Superior Court within 90 days of completion of work.
 - Serve property owner with copy of the lien.
 - Within 365 days of filing the lien, file a petition to foreclose the lien in Superior Court.
 - Serve property owner with petition to foreclose. If property owner answers the petition, the Court will schedule a hearing.
 - If property owner does not answer petition, the court will sign an order foreclosing the lien.
 - After the signed order is filed, release the lis pendens from the property.
 - The property now belongs to the city.

ORDINANCE NO. 2026-05

AN ORDINANCE RELATING TO DANGEROUS AND DERELICT PROPERTY; TO PROVIDE FOR DEFINITIONS; TO PROVIDE FOR PROCEDURES FOR A DECLARATION OF A PUBLIC NUISANCE; TO PROVIDE FOR A COMPLAINT AND APPEAL PROCESS; TO PROVIDE POWERS OF CITY OFFICERS; TO PROVIDE FOR SERVICE OF PROCESS; TO PROVIDE A LIMITATION OF LIABILITY; TO PROVIDE PROCEDURES; TO PROVIDE FOR ENFORCEMENT; TO PROVIDE FOR VIOLATIONS; TO PROVIDE PENALTIES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the City Council desires to promote the public health, safety, and general welfare of the residents of the City; and

WHEREAS, the City Council wishes to protect residents of the City from public nuisances and dangerous and derelict properties; and

WHEREAS, the City Council finds that public nuisances; dangerous and derelict properties are detrimental to the community; and

WHEREAS, the City Council further finds that there is a substantial need directly related to the public health, safety and welfare to address comprehensively these concerns through the adoption of these regulations.

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, Georgia shall be amended, as detailed in the paragraphs set forth herein. This amendment is adopted with the express authority for Municode to renumber the ordinance sections based on their numbering system and to take other measures necessary for proper codification.

Subpart B Chapter 103 Article II, Division 3 of the Code of Ordinances of the City of Dahlonega is amended in its entirety to read as follows:

“DIVISION 3 – STRUCTURES DANGEROUS TO PUBLIC HEALTH

Sec. 103-56. Definitions.

- (a) *Applicable codes* means any optional housing or abatement standard provided in O.C.G.A. title 8, chapter 2 as adopted by ordinance or operation of law, or other property-maintenance standards as adopted by ordinance or operation of law, or general nuisance law, relative to the safe use of real property; any fire or life safety code as provided for in O.C.G.A. title 25, chapter 2; and any building codes adopted

by local ordinance prior to October 1, 1991, or the minimum standard codes provided in O.C.G.A. title 8, chapter 2 after October 1, 1991, provided that such building or minimum standard codes for real-property improvements shall be deemed to mean those building or minimum standard codes in existence at the time such real property improvements were constructed unless otherwise provided by law.

- (b) *Closing* means causing a dwelling, building, or structure to be vacated and secured against unauthorized entry.
- (c) *Drug crime* means an act which is a violation of O.C.G.A. title 16, chapter 13, article 2, known as the "Georgia Controlled Substances Act".
- (d) *Dwellings, buildings, or structures* means any building or structure or part thereof used and occupied for human habitation or commercial, industrial, or business uses, or intended to be so used, and includes any outhouses, improvements, and appurtenances belonging thereto or usually enjoyed therewith and also includes any building or structure of any design. As used in this article, the term "dwellings, buildings, or structures" shall not mean or include any farm, any building or structure located on a farm, or any agricultural facility or other building or structure used for the production, growing, raising, harvesting, storage, or processing of crops, livestock, poultry, or other farm products.
- (e) *Graffiti* means any inscriptions, words, figures, paintings, or other defacements that are written, marked, etched, scratched, sprayed, drawn, painted, or engraved on or otherwise affixed to any surface of public or private property by means of any aerosol paint container, broad-tipped marker, gum label, paint stick, graffiti stick, etching equipment, brush, or other device capable of scarring or leaving a visible mark on any surface without prior authorization from the owner or occupant of the property.
- (f) *Governing authority* means the City Council of the City of Dahlonega, Georgia.
- (g) *Interested party* means:
 - (1) The "owner";
 - (2) Persons in possession of said property and premises;
 - (3) Those parties having an interest in the property as revealed by a certification of title to the property conducted in accordance with the title standards of the State Bar of Georgia;
 - (4) Those parties having filed a notice in accordance with O.C.G.A. § 48-3-9; and

- (5) Any other party having an interest in the property whose identity and address are reasonably ascertainable from the records of the municipality or records maintained in the county courthouse or by the clerk of court; provided, however, interested party shall not include the holder of the benefit or burden of any easement or right-of-way whose interest is properly recorded which interest shall remain unaffected.
- (h) *Municipality* means the City of Dahlonega, Georgia.
- (i) *Owner* means the holder of the title in fee simple and every mortgagee of record.
- (j) *Public authority* means any member of the governing authority, any director of a public housing authority, or any officer who is in charge of any department or branch of government (municipal, county or state) relating to health, fire, life safety, building regulations, or to other activities concerning dwellings, buildings, or structures, or use of private property within the City.
- (k) *Public officer* means the city manager, who is authorized to exercise the powers prescribed by article, and any officer or employee of the City to whom he delegates such authority.
- (l) *Repair* means altering or improving a dwelling, building, or structure so as to bring the structure into compliance with the applicable codes in the jurisdiction where the property is located and the cleaning or removal of debris, trash, and other materials present and accumulated which create a health or safety hazard in or about any dwelling, building, or structure.
- (m) *Resident* means any person residing in the jurisdiction where the property is located on or after the date on which the alleged nuisance arose.

Sec. 103-57. Duty of owners of real property and structures thereon.

It is the duty of the owner of every dwelling, building, structure, or private property within the jurisdiction to construct and maintain such dwelling, building, structure, or property in conformance with applicable codes in force within the City or such laws and ordinances which regulate and prohibit activities on private property and which declare it to be a public nuisance to construct or maintain any dwelling, building, structure, or use private property in violation of such codes, laws or ordinances.

Sec. 103-58. Declaration of public nuisance.

Every dwelling, building, or structure within the City which (i) is constructed or maintained in violation of applicable codes in force within the City; (ii) is unfit for human habitation or commercial, industrial, or business use or occupancy due to inadequate provisions for ventilation, light, air, sanitation, or open spaces; (iii) poses an imminent harm to life or other property due to fire, flood, hurricane, tornado, earthquake, storm or other natural

catastrophe; (iv) is vacant and used in the commission of drug crimes; (v) is occupied and used repeatedly for the commission of illegal activities, including facilitating organized crime or criminal enterprises, after written notice to the owner of such activities conducted therein; (vi) is abandoned; or (vii) otherwise constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, is hereby declared a public nuisance. Every private property within the City on which is being regularly conducted any activity or land use in violation of applicable laws and ordinances, including the zoning ordinance of this City, is hereby declared to be a public nuisance. Property which may be deemed esthetically substandard or deteriorating shall not meet the definition of a public nuisance unless the overall condition or use of the property results in impaired health, safety, transmission of disease, infant mortality, or crime.

Sec. 103-59. Powers of city manager or his/her designee.

- (a) In carrying out the duties pursuant to this article, the city manager or his/her designee to whom his/her authority is assigned shall, in addition to those powers otherwise conferred upon or delegated to the city manager by the Charter and other ordinances of the City, be empowered to:
 - (1) Investigate and inspect the condition of dwellings, buildings, structures, and private property within the City to determine those structures and property uses in violation of this article. Entries onto private property shall be made in a manner so as to cause the least possible inconvenience; provided, however, the public officer shall not enter into any occupied dwelling or structure without first having obtained the consent of the owner or a person in possession. In those cases where consent to entry is denied after reasonable request, the public officer may apply to the municipal court for an investigative search warrant upon showing probable cause that a violation exists.
 - (2) To retain experts including certified real estate appraisers, qualified building contractors, and qualified building inspectors, engineers, surveyors, accountants, and attorneys.
 - (3) To appoint and fix the duties of such officers and employees of the City as he/she deems necessary to carry out the purposes of this article; and
 - (4) To delegate any of the functions and powers under this article to such officers, employees and agents as he/she may designate.
- (b) In addition to the procedures set forth in this article, the city manager or his/her designee(s) may issue citations for violations of state minimum standard codes, optional building, fire, life safety and other codes adopted by ordinance, and conditions declared to constitute a public health or safety hazard or general nuisance, and to seek enforcement of such citations before the municipal court prior to issuing a complaint in rem as provided in this article. Nothing in this article shall

be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their removal or abatement by other summary proceedings.

Sec. 103-60. Complaint in rem in municipal court; procedure; lien; appeal.

- (a) Whenever a request for investigation is filed with the public officer by a public authority or by at least five residents of the municipality charging that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer may make an investigation or inspection of the specific dwelling, building, structure, or property and make a written report of his/her findings. Such officer shall be guided in the investigation by documenting conditions, which include but are not limited to:
 - (1) Defects therein increasing the hazards of fire, accidents, or other calamities;
 - (2) Lack of adequate ventilation, light, or sanitary facilities;
 - (3) Dilapidation;
 - (4) Disrepair by failure to conform to applicable codes and ordinances;
 - (5) Structural defects which render the structure unsafe for human habitation or occupancy;
 - (6) Uncleanliness; or
 - (7) The presence of graffiti which is visible from adjoining public or private property.
- (b) If the public officer's investigation or inspection identifies that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer shall file a complaint in rem in the municipal court of the City against the lot, tract, or parcel of real property on which such dwelling, building, or structure is situated or where such public health hazard or general nuisance exists and shall cause summons and a copy of the complaint to be served on the interested parties in such dwelling, building, or structure. The complaint shall identify the subject real property by appropriate street address and official tax map reference; identify the interested parties; state with particularity the factual basis for the action; and contain a statement of the action sought by the public officer to

abate the alleged nuisance. The summons shall notify the interested parties that a hearing will be held before the municipal court at a date and time certain and at a place within the county or municipality where the property is located. Such hearing shall be held not less than 15 days nor more than 45 days after the filing of said complaint in the proper court. The interested parties shall have the right to file an answer to the complaint and to appear in person or by attorney and offer testimony at the time and place fixed for hearing.

- (c) If, after such notice and hearing, the court determines that the dwelling, building, or structure in question is unfit for human habitation or is unfit for its current commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the court shall state, in writing, findings of fact in support of such determination and shall issue and cause to be served upon the interested parties that have answered the complaint or appeared at the hearing an order:
- (1) If the repair, alteration, or improvement of the said dwelling, building, or structure can be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, requiring the owner, within the time specified in the order, to repair, alter, or improve such dwelling, building, or structure so as to bring it into full compliance with the applicable codes relevant to the cited violation; and, if applicable, to secure by closing the structure so that it cannot be used in connection with the commission of drug crimes; or
 - (2) If the repair, alteration, or improvement of the said dwelling, building, or structure in order to bring it into full compliance with applicable codes relevant to the cited violations cannot be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, requiring the owner, within the time specified in the order, to demolish and remove such dwelling, building, or structure and all debris from the property.

For purposes of this section, the court shall make its determination of reasonable cost in relation to the present value of the dwelling, building, or structure without consideration of the value of the land on which the structure is situated; provided, however, that costs of the preparation necessary to repair, alter, or improve a structure may be considered; and, provided further, that if the unsatisfactory condition is limited solely to the presence of graffiti, the dwelling, building or structure shall not be ordered demolished or closed, but its owner may be ordered to repair the same by cleaning or removal of the graffiti. Income and financial status of the owner shall not be a factor in the court's determination. The present value of the structure and the costs of repair, alteration, or improvement may be established by affidavits of real estate appraisers with a Georgia appraiser classification as provided in O.C.G.A. title 43, chapter 39A, qualified building contractors, or

qualified building inspectors without actual testimony presented. Costs of repair, alteration, or improvement of the structure shall be the cost necessary to bring the structure into compliance with the applicable codes relevant to the cited violations.

- (d) If the owner fails to comply with an order to repair or demolish the dwelling, building, or structure, the public officer shall cause such dwelling, building, or structure to be repaired, altered, or improved, or to be vacated and closed, or demolished within 270 days of the expiration of time specified in the order for abatement by the owner. Any time during which such action is prohibited by a court order issued pursuant to subsection (c) of this section or any equitable relief granted by a court of competent jurisdiction shall not be counted toward the 270 days in which such abatement action shall commence. The public officer shall cause to be posted on the main entrance of the building, dwelling, or structure a placard with the following words:

"This building is unfit for human habitation or commercial, industrial, or business use and does not comply with the applicable codes or has been ordered secured to prevent its use in connection with drug crimes or constitutes an endangerment to public health or safety as a result of unsanitary or unsafe conditions. The use or occupation of this building is prohibited and unlawful."

- (e) If the public officer has the structure demolished, reasonable effort shall be made to salvage reusable materials for credit against the cost of demolition. The proceeds of any money received from the sale of salvaged materials shall be used or applied against the cost of the demolition and removal of the structure, and proper records shall be kept showing application of sales proceeds. Any such sale of salvaged materials may be made without the necessity of public advertisement and bid. The public officer and governing authority are relieved of any and all liability resulting from or occasioned by the sale of any such salvaged materials, including, without limitation, defects in such salvaged materials.
- (f) The amount of the cost of demolition, including all court costs, appraisal fees, administrative costs incurred by the tax commissioner, and all other costs necessarily associated with the abatement action, including restoration to grade of the real property after demolition, shall be a lien against the real property upon which such cost was incurred.
- (g) The lien provided for in subsection (e) shall attach to the real property upon the filing of a certified copy of the order requiring repair, closure, or demolition in the office of the clerk of superior court in Lumpkin County and shall relate back to the date of the filing of the lis pendens notice required under subsection (a). The clerk of superior court shall record and index such certified copy of the order in the deed records of the county and enter the lien on the general execution docket. The lien shall be superior to all other liens on the property, except liens for taxes to which the lien shall be inferior, and shall continue in force until paid. After filing a

certified copy of the order with the clerk of superior court, the public officer shall, within 90 days of the completion of repairs, demolition or closure, forward a copy of the order and a final statement of costs to the county tax commissioner.

- (h) It shall be the duty of the county tax commissioner to collect the amount of the lien in conjunction with the collection of ad valorem taxes on the property and to collect the amount of the lien as if it were a real property ad valorem tax, using all methods available for collecting real property ad valorem taxes, including specifically O.C.G.A. § 48-4-75; provided, however, that the limitation of O.C.G.A. § 48-4-78 which requires 12 months of delinquency before commencing a tax foreclosure shall not apply; provided, further, that redemption of property from the lien may be made in accordance with the provisions of O.C.G.A. §§ 48-4-80 and 48-4-81. The tax commissioner may initiate enforcement of liens imposed under this section at any time following receipt of the final determination of costs from the public officer. The unpaid lien amount shall bear interest and penalties from and after the date of final determination of costs in the same amount as applicable to interest and penalties on unpaid real property ad valorem taxes.
- (i) The tax commissioner shall remit the amount collected to the governing authority of the municipality whose ordinance is being enforced. The tax commissioner may retain an amount equal to the cost of administering collection of the lien. Any such amount collected and retained for administration shall be deposited in the general fund of the county to pay the cost of administering the lien.
- (j) The governing authority may waive and release any such lien imposed on property upon the owner of such property entering into a contract with the municipality agreeing to a timetable for rehabilitation of the real property or the dwelling, building, or structure on the property and demonstrating the financial means to accomplish such rehabilitation.
- (k) Review of a court order requiring the repair, alteration, improvement, or demolition of a dwelling, building, or structure shall be by direct appeal to the superior court under the Superior and State Court Appellate Practice Act, O.C.G.A. § 5-3-1 *et seq.*

Sec. 103-61. Service of complaints or orders upon owners and parties in interest.

- (a) Summons and copies of the complaint shall be served in the following manner:
 - (1) In all cases, a copy of the complaint and summons shall be conspicuously posted on the subject dwelling, building, structure, or property within three business days of filing of the complaint and at least 14 days prior to the date of the hearing.
 - (2) At least 14 days prior to the date of the hearing, the public officer shall mail copies of the complaint and summons by certified mail or statutory overnight delivery, return receipt requested, to all interested parties whose

identities and addresses are readily ascertainable. Copies of the complaint and summons shall also be mailed by first-class mail to the property address to the attention of the occupants, if any;

- (3) For interested parties whose mailing address is unknown, a notice stating the date, time, and place of the hearing shall be published in the newspaper in which the sheriff's advertisements appear in such county once a week for two consecutive weeks prior to the hearing; and
 - (4) A notice of lis pendens shall be filed in the office of the clerk of superior court in which the dwelling, building, structure, or property is located at the time of filing the complaint in municipal court.
- (b) The public officer shall cause an affidavit of service to be filed of record in the municipal court prior to the hearing showing compliance with the service requirements of this section. Such affidavit shall constitute a prima facie showing of minimum procedural due process and shall constitute sufficient proof that service was perfected.
- (c) Orders and other filings made subsequent to service of the initial complaint shall be served in the manner provided in this section on every interested party who answers the complaint or appears at the hearing. Any interested party who fails to answer or appear at the hearing shall be deemed to have waived all further notice in the proceedings.

Sec. 103-62. Limitation of liability for code enforcement; no special duty created.

It is the intent of this article to protect the public health, life safety and general welfare of properties and occupiers of buildings and structures within the City in general, but not to create any special duty or relationship with any individual person or to any specified property within or without the boundaries of the City. Approval of a permit and inspection of a property shall in no manner guarantee or warrant to the owner or occupants thereof that said property has been constructed, maintained, or operated in conformance with applicable codes, laws and regulations. The City reserves the right to assert all available immunities and defenses in any action seeking to impose monetary damages upon the City, its officers, employees and agents arising out of any alleged failure or breach of duty or relationship as may now exist or hereafter be created. To the extent any federal or state law, regulation, or ordinance requires compliance as a condition precedent to the issuance of a permit, plan or design approval, inspection or other activity by the City, its officers, employees and agents, issuance of such permit, approval, or inspection shall not be deemed to constitute a waiver or estoppel of the condition precedent, and it shall remain the obligation and responsibility of the owner, his design professional(s), and contractor(s) to satisfy such legal requirements.

Sec. 103-63. General cleanliness of premises.

The owner and occupant of property within the City shall each be independently responsible for keeping the premises, including all buildings thereon and the full yard thereof, clean and free from all garbage, refuse, filth, dirt, ashes, trash, rubbish and other offensive materials.

Sec. 103-64. Disorderly house.

- (a) Any person who keeps and maintains, either by himself, herself, or others, a common, ill-governed and disorderly house, to the encouragement of gaming, drinking, illicit drug activity, or other misbehavior, to the common disturbance of the neighborhood or orderly citizens, shall be guilty of an offense against the City; provided, however, before any person is charged under this subsection, written notice shall be given the owner of the property and the person in possession thereof by the chief of police stating the general, customary and common habits of the house, giving fair notice of this subsection and the conduct proscribed thereby.
- (b) Any person who shall allow any boisterous, noisy, drunken or riotous persons to assemble or remain in their house, apartment or upon their property, after receiving oral notice from a police officer that boisterous, noisy, drunken or carousing activities have caused complaint and annoyance to the common disturbance of the neighborhood or orderly citizens, shall be guilty of the offense of disorderly house; provided, however, no person shall be charged under this subsection unless the owner or person in possession of the premises has been afforded an opportunity to disburse the assembly or offending person from the premises. This subsection shall not preclude a police officer from arresting any individual for criminal trespass where such individual knowingly and without authority remains on private property after being notified by the owner or lawful occupant to depart.

Sec. 103-65. Violations; enforcement penalties.

Any person who willfully refuses to comply with the provisions of this article shall be cited to appear before the municipal court and, upon conviction, shall be fined not less than \$100.00; each day of continued violation, after citation, shall constitute a separate offense. In addition to the foregoing fines, upon conviction, the director shall discontinue the public water supply service at any premises upon which there is found to be a cross-connection, auxiliary intake, by-pass, or inter-connection, and service shall not be restored until such cross-connection, auxiliary, by-pass, or inter-connection has been discontinued.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

SECTION FOUR

This ordinance shall become effective immediately upon its adoption by the City Council.

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

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

So ordained and effective this ____ day of _____ 2026.

SO ORDAINED, this ____ day of _____, 2026

ATTEST:

Sam Norton, Mayor

Rhonda Hansard, City Clerk



REQUEST FOR PROPOSALS (RFP)

Private Golf Cart Shuttle Service

City of Dahlonega, Georgia

1. Introduction

The City of Dahlonega is seeking proposals from qualified private entities to provide a golf cart shuttle service for residents and visitors within the downtown area during designated special events and peak visitation periods, including weekends. The intent of this service is to improve accessibility, reduce vehicle congestion, enhance the visitor experience, and support downtown businesses.

The City intends to enter into an agreement with a qualified operator to provide, operate, and maintain the shuttle service under the terms and conditions outlined in this Request for Proposals (RFP).

2. Project Objectives

The selected contractor shall:

- Provide safe, reliable, and courteous transportation within the City-designated service area.
- Improve pedestrian mobility and parking access during high-demand periods.
- Support downtown businesses, tourism, and special events.
- Operate independently while complying with all City requirements.

3. Scope of Services

The selected proposer shall furnish all labor, vehicles, equipment, insurance, maintenance, licensing, and operational support necessary to provide the shuttle service.

Services shall include, but are not limited to:

A. Operating Schedule

The operator shall provide service during:

- Weekends (minimum Friday through Sunday, unless otherwise approved)
- City-sponsored festivals and special events
- Additional dates as requested by the City

Downtown Shuttle RFP 7/10/2026

The proposal shall include:

- Proposed operating days
- Hours of operation
- Staffing plan
- Number of vehicles to be utilized

The City reserves the right to require expanded operating hours during major events.

B. Service Area

The City will establish approved service boundaries.

The shuttle service shall:

- Operate only within City-approved service areas.
- Operate only at City-approved pick-up and drop-off locations.
- Not alter routes or stops without prior written approval from the City.

C. Vehicles

The contractor shall provide street-legal golf carts or similar low-speed vehicles meeting all applicable federal, state, and local requirements.

Vehicles shall:

- Be clean and well maintained.
- Meet ADA accessibility requirements where applicable or provide an approved accommodation plan.
- Pass all required inspections.
- Display any required permits.

D. Branding

The selected contractor shall:

- Use City-approved branding and design on all vehicles.
- Maintain a professional appearance consistent with the City's tourism and downtown branding.
- Obtain written approval before applying or modifying graphics.

The City may provide branding standards and design specifications.

Downtown Shuttle RFP 7/10/2026

E. Fare Structure

To encourage public use, fares shall remain affordable.

The operator shall:

- Operate as a tip-based service **or**
- Charge a low fare approved by the City.

Any fare shall not exceed the maximum amount established by the City.

The operator may not increase fares without written approval.

F. Safety Requirements

The operator shall comply with all applicable laws and regulations.

At a minimum, the operator shall:

- Conduct criminal background checks on all drivers.
- Verify valid driver's licenses.
- Maintain driver training records.
- Enforce zero tolerance for impaired driving.
- Develop written safety procedures.
- Maintain daily vehicle inspection logs.

G. Insurance Requirements

The selected contractor shall maintain insurance throughout the contract term.

Minimum insurance requirements include:

- Commercial General Liability
- Commercial Automobile Liability
- Workers' Compensation (as required by law)
- Employer's Liability
- Umbrella/Excess Liability (if applicable)

Coverage limits shall be established by the City prior to contract execution.

The City of Dahlonega shall be named as an Additional Insured on applicable policies.

Certificates of Insurance shall be provided before operations begin.

H. Driver Standards

Drivers shall:

- Be at least 21 years of age.
- Possess a valid Georgia driver's license.
- Successfully complete background screening.
- Maintain a professional appearance.
- Complete customer service and safety training.
- Comply with all City policies while operating within City limits.

I. Customer Service

The operator shall provide:

- Friendly, professional drivers.
- Safe passenger loading and unloading.
- Complaint response procedures.
- Lost-and-found procedures.
- Emergency contact information.

4. Performance Reporting

The selected contractor shall provide monthly reports including:

- Total ridership
- Number of trips provided
- Operating hours
- Vehicle utilization
- Special event ridership
- Customer complaints
- Safety incidents
- Service interruptions
- Recommendations for operational improvements

The City may request additional reporting as needed.

5. Contractor Responsibilities

The selected contractor shall be responsible for:

- Vehicle procurement
- Fuel or charging costs
- Maintenance
- Repairs
- Staffing
- Licensing
- Insurance
- Marketing (subject to City approval)
- Customer service
- Compliance with all applicable regulations

6. Proposal Requirements

Proposals shall include:

Company Information

- Company history
- Years in business
- Organizational structure
- Contact information

Relevant Experience

Provide descriptions of similar transportation services, including:

- Municipal shuttle operations
- Tourism transportation
- Special event transportation
- Golf cart transportation services

Include client references.

Operations Plan

Downtown Shuttle RFP 7/10/2026

Describe:

- Fleet size
- Staffing
- Driver recruitment
- Vehicle maintenance
- Safety procedures
- Dispatch procedures
- Operating schedule
- Proposed service area

Financial Proposal

Provide:

- Proposed fare structure
- Revenue model
- Requested City support, if any
- Any additional fees

Insurance

Provide proof of the ability to meet insurance requirements.

7. Evaluation Criteria

Proposals may be evaluated based upon:

Evaluation Criteria	Points
Relevant Experience	25
Operations Plan	25
Safety Program	15
Financial Proposal	15
Customer Service Plan	10
Reporting & Performance Measures	10

Total Possible Score: **100 Points**

8. Contract Term

The City anticipates awarding an initial agreement for a term of one (1) year with the option to renew annually upon satisfactory performance and mutual agreement.

9. City Rights

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information.
- Interview proposers.
- Negotiate contract terms.
- Cancel this solicitation at any time.
- Award a contract in the best interest of the City.

Submission of a proposal does not obligate the City to award a contract.

10. Proposal Submission

Proposals shall include one electronic copy in PDF format and one printed copy.

Submissions shall be clearly marked:

Golf Cart Shuttle Service Proposal

and delivered to:

City of Dahlonega

Attn: Ariel Alexander, Downtown Development Director
465 Riley Road
Dahlonega, GA 30533

or submitted electronically to the designated City email address by the deadline established by the City.

Late proposals will not be considered.

11. Questions

Questions regarding this RFP shall be submitted in writing to the City by the deadline established in the solicitation schedule.

Downtown Shuttle RFP 7/10/2026

12. Reservation of Rights

The selected operator shall operate as an independent contractor and shall not represent itself as an employee or agent of the City. Approval to operate within the City may be revoked for failure to comply with the contract, City ordinances, safety requirements, or performance standards.



City Council Agenda Memo

DATE: 7/16/2026
TITLE: Acceptance of Summit Drive into City Street System
PRESENTED BY: Allison Martin, City Manager & Mark Buchanan, City Engineer/Public Works Director
PRIORITY Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

Acceptance of Summit Drive into City of Dahlonaga Street System

HISTORY/PAST ACTION

Summit Drive, formerly Old Airport Road, was abandoned by Lumpkin County in 2006 upon petition of the adjacent property owners. The developer of the property at the time Milson Group, petitioned to have the city accept the street from Morrison Moore to the gated entrance to the Summit development as part of the development approval along with other concessions such as no curb and gutter and no turnaround at the gated entrance for public safety. The city records indicate that a portion of the work to accept the road was completed up to acceptance of a letter of credit, but a final vote was not taken by the council as it should have been one year after to verify the condition, require any maintenance, and release the letter of credit via acceptance. The Summit HOA has petitioned to have the street included in the city street system as originally intended. It is unusual for the acceptance of a street when developments are not complete but not unheard of. Should the council approve, each developer working in the area will be required to post a bond to protect the taxpayer's interest in the public street portion. The city would assume the streetlight costs from Morrison Moore to the private gate. The city will not assume maintenance of the entrance sign and associated landscaping. The city will assume ROW maintenance in accordance with our standard operating procedures and schedule. It is important to note that we do not cut all ROW on city streets weekly so residents should understand that ROW may not be maintained to the current standard.

FINANCIAL IMPACT

The city will assume the cost of streetlights up to the private gate. City staff will cut the ROW as part of our normal rotation. There will be minimal costs associated with deeds and related filings.

RECOMMENDATION

n/a

SUGGESTED MOTIONS

n/a

ATTACHMENTS

none

Good evening,

Thank you for allowing me to take this time away for a vacation with my family. Even though I am not in attendance, I wanted to provide the following comments for the record:

TSW Zoning Consultant update – I failed to create an item for the agenda, so to honor the council's request for monthly updates, I offer the following update of work for the past month:

- Identification of sections of the existing code which should be repealed
 - Duplicate sections which have been added or revised in other parts of the code – Flood and public hearing
- General edits to update spelling/stylistic changes/grammar
- Revision to positions named in code such as changing flood protection to reflect the building official rather than a manager should review
- Updates to parking – residential standards
- Revisions to outdoor sales/display from previous council guidance
- Communication at the legal level regarding standards and clarification/conflicts between sections. Doug would be able to more eloquently explain this very technical aspect of the process. This process will yield another red-line version for review.

Last Wednesday I traveled to Savannah to participate in a presentation with Hazen & Sawyer regarding the city's master planning efforts and our unique approach as a small system to accomplishing a mission with limited resources and funding. It was, I feel, well received. I've received some positive feedback from those in attendance, a request to look at some regional planning with a neighboring community, some additional questions regarding our approach from those who felt they couldn't take on a planning effort but now understand there are ways to leverage resources and how to use data to make and defend decisions.

The Comp Plan Stakeholder meeting is 6 pm on 7/23 at the County's Planning Department located at 342 Courthouse Hill.

The next public input session for the Comp Plan is July 28th 6 pm at the Lumpkin County Library. The survey remains open for anyone who has not yet completed – GMRC will continue to take comments through the process to garner as much public engagement as possible.