



February 6, 2026

Jonathan Jones
Elite Engineering
300 W I Parkway, PO Box 799
Dallas, GA 30132
(via email only [REDACTED])

Re: Rezoning Application Z-2025-06; Jeff
Helms; 361 West Avenue, Dallas, GA 30132;
Tax Parcel I.D. No. 137.4.1.081.0000;

Dear Mr. Jones:

I am writing to inform you that we have carefully reviewed your rezoning application for property located at and formally known as 361 West Avenue, Dallas, GA 30132; Tax Parcel I.D. No. 137.4.1.081.0000, submitted to the City of Dallas, Georgia. We are pleased to confirm that your application is deemed complete. This letter serves as an acknowledgment that your submission has met all the necessary requirements for consideration.

I would like to bring to your attention the rezoning application will be carried forth in accordance with O.C.G.A. §36-66-4 via posting in the local newspaper, *The Dallas New Era*, at least fifteen (15) days prior to, and no more than (45) forty-five days from your scheduled hearing date(s). A copy of the legal notice is attached as “Exhibit A” for your records.

Public hearings have been scheduled for both the Planning Commission and City Council. The Planning Commission public hearing is set for Thursday, March 26, 2026, at 6:00 PM, while the City Council public hearing will take place on Monday, April 6, 2026, at 5:15 PM.

Applications are evaluated based on Chapter XI; Sec. 11.05 - Zoning and Future Development Map and Text Amendments, within the city’s Unified Development Code, by the Planning Commission and City Council. In no case shall any zoning or future



development map and/or text amendment be authorized without the approval of the City Council.

The city will supply written notice to all surrounding property owners in accordance with O.C.G.A. §36-66-4(g), via certified mail prior to your hearing date. A template copy of the written notice is attached as “Exhibit B” for your records.

Moreover, as part of the Zoning Procedures Law, public notification signs shall be placed in public view at the property. The city necessitates a payment of \$50.00 for each public notification sign. We will be placing one sign at the property on Thursday, March 5, 2026. To ensure compliance, please make a payment of \$50.00 to the City of Dallas at the Community Development Department office no later than Wednesday, March 4, 2026. Please disregard this payment request if payment was supplied with application submission.

Should any additional information or clarification be required prior to the hearing(s), we will contact you promptly. In the meantime, we encourage you to reach out to our office if you have any questions or concerns.

We appreciate your interest, and I look forward to working with you through this process.

Sincerely,

Brandon Rakestraw
Community Development Director

Cc: Darrin Keaton – City Attorney
Bryce Atcheson– Assistant Director
Jeff Helms – Titleholder (*via email only*): [REDACTED]

Enclosure: Exhibit A: Z-2025-06 - Notice of Public Hearing Legal Notice
Exhibit B: Z-2025-06 - Surrounding Property Owner Letter