



HISTORIC PRESERVATION COMMISSION

STAFF DOCUMENT – CERTIFICATE OF APPROPRIATENESS APPLICATION

NO. HPC-COA-2025-01

HEARING DATES
HISTORIC PRESERVATION COMMISSION:
02/17/2026 at 6:00pm

CERTIFICATE OF APPROPRIATENESS APPLICATION AND DOCUMENTS:

Attachment A: HPC-COA-2026-01 - Certificate of Appropriateness – Staff Document

Attachment B: HPC-COA-2026-01 - Certificate of Appropriateness Application

Attachment C: HPC-COA-2026-01 - Architectural Plan

Attachment D: HPC-COA-2026-01 – Exterior Renderings

CERTIFICATE OF APPROPRIATENESS REQUEST:

APPLICATION No. HPC-COA-2026-01:

Applicant: **Keith Dunn / Art Ragsdale**

Applicant Address: **3604 Florence Cir.**

City: **Powder Springs** State: **Georgia** Zip: **30127**

Titleholder: **Keith Dunn / Art Ragsdale**

Titleholder Address: **3604 Florence Cir.**

City: **Powder Springs** State: **Georgia** Zip: **30127**

Location of Property: **300 West Memorial Drive, Dallas, GA 30132**

Tax Parcel ID No.: **137.2.1.098.0000**

Land Lot(s): **230** District: **2nd** Section: **3rd**

Intended Use of Property: **Restaurant**

Proposed Unit Count: **n/a**

Zoning District: **MXU “Mixed-use District” (City)**

Setbacks & Lot Requirements:

Minimum Lot Size – 10,000sf overall parcel.; Minimum Lot Width – 60ft over all parcel; Minimum Lot Frontage – 50ft.; Maximum Building Height – (Principal 35ft.) (Accessory – 24ft.); Front Setback – 0ft₁₄ / 15ft.; Side Setback – (Principal – 0ft₁₃ / 10ft.) Accessory – 10ft.); Rear Setback – (Principal – 20ft.) Accessory – 5ft₆ / 10ft.); Minimum Distance from Structure on Same Lot – 10ft.; Minimum Ground Floor Area (Per Unit) – (1 Story – N/A) (2+ Story – N/A); Total Minimum Living Area (Per Unit) – 750sf Avg.; Minimum Living Area Façade Width – N/A; Maximum Lot Coverage (structures and buildings) – 60%; Maximum Lot Coverage (all impervious surfaces) – 75%



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Unified Development Code Chapter(s) & Section(s):

Chapter X – Historic Preservation; Sec. 10.01 – Historic Preservation; Items 1-16

Description of Project:

1- *Exterior Building Renovation: Window Replacement and Canopy Addition*

STAFF COMMENTS:

Keith Dunn / Art Ragsdale (Applicant), and **300 West Memorial Drive, LLC.** (Titleholder), has applied and seeks a Certificate of Appropriateness for property legally known as **300 West Memorial Drive, Dallas, GA. 30132**; Tax Parcel I.D. No. **137.2.1.098.0000** located in Land Lot: **230** in the **2nd** District and **3rd** Section of Paulding County.

Properties that border the site to the north, south, east, and west are within the city limits of Dallas.

A. Existing land use and zoning classification of nearby property:

ADJACENT ZONING

NORTH: CBD City
EAST: CBD City
SOUTH: R-2 City
WEST: MXU City

ADJACENT DEVELOPMENT

NORTH: Commercial Property
EAST: Commercial Property
SOUTH: Single-family Residential Property
WEST: Commercial Property

B. Impact on adjacent properties

- *None – The proposed scope of work will have no effect on adjacent properties.*

C. Adverse effect on the usability of adjacent or nearby property

- *None – No development standard variance request at this time.*

D. Proposal cause excessive or burdensome use of streets, transportation facilities, utilities, schools

- *None – Property is a continued commercial use*

E. Supported by current conditions



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- *Building renovation shall conform with all historic and architectural requirements.*
- *Site plan shall be in compliance with all lot and setback requirements.*
- *Site plan shall conform with all development and design requirements.*

F. 2022 Comprehensive Plan

- *Conforms to the 2022-2027 Paulding County Joint Comprehensive Plan as being shown within the Downtown Special Interest character area, per the future development map found on page 99.*

STAFF RECOMMENDATIONS:

Based on the preceding analysis, the City's - Community Development Department recommends approval of the Certificate of Appropriateness to the Historic Preservation Commission with the following stipulations be applied:

1. The Developer shall construct the project in strict conformity with the Exterior renderings and specifications as approved by the Historic Preservation Commission.
2. The material types specified in the approved Architectural Plans shall not be altered. Any proposed changes to material types shall require the submission and approval of a new Certificate of Appropriateness (COA).
3. Site Plan approval shall require a separate Certificate of Appropriateness (COA).

Unless explicitly stated herein, all other Historic Preservation requirements, along with lot, development, design, and architectural standards shall comply as written in the City of Dallas Code of Ordinances.

The findings made herein are the opinions of the City of Dallas, Ga Development staff and do not constitute a final decision. The City of Dallas, Ga Mayor and Council make the final decision on all Zoning/Rezoning, Land Use Permit, Special Use Permit, and Medical Hardship Applications.



Historical Preservation Commission Application for Certificate of Appropriateness

Applicant Name: KEITH DUNN / ART RAGSDALE

Mailing Address: 3406 FLORENCE CIR.
POWDER SPRINGS, GA 30127

Phone: 404.956.4579

Email: Kdunn@primecontractorsinc.net

• **NOTE:** If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.

Project Information

Property/Project Address:

300 W. MEMORIAL

Existing Building Type: Residential Commercial

Project Type: New Building Addition to Building Demolition

Fences, Walls, Landscape Minor Exterior Change

Major Restoration, rehabilitation or remodeling Other

Brief Project Description (example: addition of sunroom, install fence):

WINDOW REPLACEMENTS AND CRAWLSPACE ADDITIONS

Contractor/Consultant/Architect:

MARK FREEMAN, PETRA ARCHITECTURE

Project Start Date: ASAP Anticipated Completion: 6 MONTHS

Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

PROCEDURE

Application Requirements

All applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

Applications shall be submitted no less than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission. (Regular meetings are held the 3rd Tuesday of each month except for July and December (no meetings in those months).

Application Representation

The applicant or the authorized representative of the applicant, shall attend the public hearing before The Historic Planning Commission and shall be given an opportunity to address the Commission.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Community Development Department. **Building permits will not be issued without proof of a COA.**

Deadline for Project Completion

After approval, the COA is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only

Date Received: _____

Application #: _____

Legal Notice: _____

HPC Hearing: _____

HPC Decision: _____

COA Expiration: _____

Project Description

Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

ARCHITECTURAL PLANS AND EXTERIOR ELEVATIONS

EXTERIOR RENDERING

Support Material

The following list includes the support material necessary for review of a particular project:

New Buildings / New Additions

Site Plan
Architectural elevations
Floor plans
Landscape plan (vegetation not required)
Description of construction materials
Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

Architectural elevations or sketches
Description of proposed changes
Description of construction materials
Photographs of existing building
Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

Description of proposed changes
Description of construction materials
Photographs of existing building

Site Changes

Parking Areas, Drives, Walks
Site Plan or sketch of site
Description of construction materials
Photograph of site

Fences, Walls, Systems

Site Plan or sketch of site
Architectural elevations or sketches
Description of construction materials
Photograph of site

Signs

Specifications
Description of construction materials and illumination

Demolition

Must include a complete plan for the new development.
Timetable
Demolition budget
New construction budget
Evidence of adequate financing.
Demolition permit from Community Development Dept. (including lead & asbestos abatement)

Only complete applications will be placed on the agenda for design review.

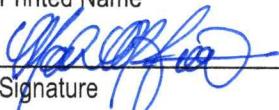
Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132

Authorization

In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

MARK FREEKLAAS

Printed Name



Signature

12.17.2025

Date

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16

GENERAL ARCHITECTURAL NOTES:

1. CONTRACTOR IS SOLELY RESPONSIBLE FOR THE SUPERVISION AND COORDINATION OF ALL CONSTRUCTION PROCEDURES.
2. ALL WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE APPLICABLE CODES AND ORDINANCES IN EFFECT AT THE TIME OF PERMIT. IN THE EVENT OF A CONFLICT, THE MORE STRINGENT REQUIREMENT SHALL GOVERN AND BE MET.
3. ALL DIMENSIONS MUST BE VERIFIED BY THE CONTRACTOR AND THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
4. COORDINATE LOCATIONS AND/OR ELEVATIONS OF FLOOR DRAINS, REGISTERS, GRILLES, LOUVERS, DUCTS, UNIT HEATERS, PANELS, ETC. WITH MECHANICAL AND ELECTRICAL CONTRACTORS AND ARCHITECTURAL DRAWINGS.
5. WHERE A DETAIL IS SHOWN FOR ONE CONDITION, IT SHALL APPLY TO ALL LIKE OR SIMILAR CONDITIONS, EVEN THOUGH NOT SPECIFICALLY MARKED ON THE DRAWINGS.
6. CONTRACTOR SHALL ENSURE THAT CONSTRUCTION ENVIRONMENT IS MAINTAINED IN SUCH A WAY TO INHIBIT MOLD AND MILDEW GROWTH.
7. PROVIDE FINISHED SURFACE UNDER AND BEHIND ALL EQUIPMENT AND CASEWORK.
8. CONTRACTOR SHALL REMOVE PROMPTLY AND LEGALLY ALL ACCUMULATED DEBRIS, PROTECT ALL EXPOSED PORTIONS OF WORK FROM ELEMENTS, AVOID OVER-LOADING STRUCTURE, AND SECURELY STORE ALL ITEMS TO BE USED FOR CONSTRUCTION.
9. CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO EXCAVATION.
10. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONARY MEASURES TO PROTECT THE PUBLIC AND ADJACENT PROPERTIES FROM DAMAGE THROUGHOUT CONSTRUCTION.
11. ANY EXISTING UTILITIES TO BE ABANDONED SHALL BE PROPERLY DISCONNECTED, PLUGGED OR CAPPED, AS REQUIRED BY CODE OR SOUND CONSTRUCTION PRACTICE.
12. NO CHANGES, MODIFICATIONS OR DEVIATIONS SHALL BE MADE FROM THE DRAWINGS OR SPECIFICATIONS WITHOUT FIRST SECURING WRITTEN PERMISSION FROM THE ARCHITECT.
13. WHERE LACK OF INFORMATION, OR ANY DISCREPANCY SHOULD APPEAR IN THE DRAWINGS OR SPECIFICATIONS, REQUEST WRITTEN INTERPRETATION FROM THE ARCHITECT BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
14. PROVIDE ADEQUATE CONCEALED BLOCKING AND ANCHORING FOR ALL CEILING AND WALL MOUNTED EQUIPMENT, HARDWARE AND ACCESSORIES.
15. WHEN A SYSTEM OR ASSEMBLY IS SPECIFIED, ALL NECESSARY PARTS AND MATERIALS REQUIRED FOR A COMPLETE INSTALLATION/SYSTEM SHALL BE INSTALLED ACCORDING TO THE MANUFACTURERS INSTRUCTIONS.
16. UNLESS OTHERWISE NOTED, ELECTRICAL CONDUITS, PLUMBING LINES, ETC., SHALL BE RUN CONCEALED AND FRAMING SHALL BE ADEQUATE SIZE TO ACCOMPLISH RESULT WITHOUT CAUSING ANY CHANGES IN THE WALL PLANE.
17. COORDINATE WITH ALL TRADES THE LOCATIONS OF SLEEVES OR OTHER PRESET ACCESSORIES INVOLVING OTHER TRADES.
18. THESE PLANS SHOULD BE STUDIED AND USED IN THEIR ENTIRETY AS INFORMATION VITAL TO EACH STAGE OF CONSTRUCTION.
19. GENERAL CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR COMPLETION OF ALL WORK SHOWN OR REASONABLY IMPLIED BY THESE DRAWINGS AND/OR SPECIFICATIONS. HE SHALL CONFIRM ALL DIMENSIONS AND CONDITIONS AT THE SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER IN WRITING OF ANY DISCREPANCIES.
20. ARCHITECT IS NOT RESPONSIBLE FOR EQUIPMENT OR MATERIALS NOT SPECIFIED ON THESE PLANS.
21. DIMENSIONS ON FLOOR PLANS ARE FROM FACE OF STUD AT EXTERIOR WALLS AND TO THE FACE OF GWB OF INTERIOR WALLS UNO, BEAMS AND GIRDERS ARE DIMENSIONED TO THE CENTERLINE UNO.
22. DETAILS TAKE PRECEDENCE OVER PLANS & ELEVATIONS - LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALLER SCALE DRAWINGS.
23. FRAMING, ELECTRICAL, PLUMBING, AND HVAC SHALL BE INSPECTED BEFORE COVERING. -NEW PLUMBING SHALL BE UNDER TEST AT TIME OF INSPECTION. -FLOOR DRAINS SHALL HAVE TRAP PRIMER INSTALLED.

300 WEST MEMORIAL WINDOW REPLACEMENT AND EXTERIOR CANOPY ADDITIONS

300 WEST MEMORIAL DRIVE
DALLAS, GA 30132



EXTERIOR IMAGE FOR REFERENCE ONLY. SEE ELEVATIONS

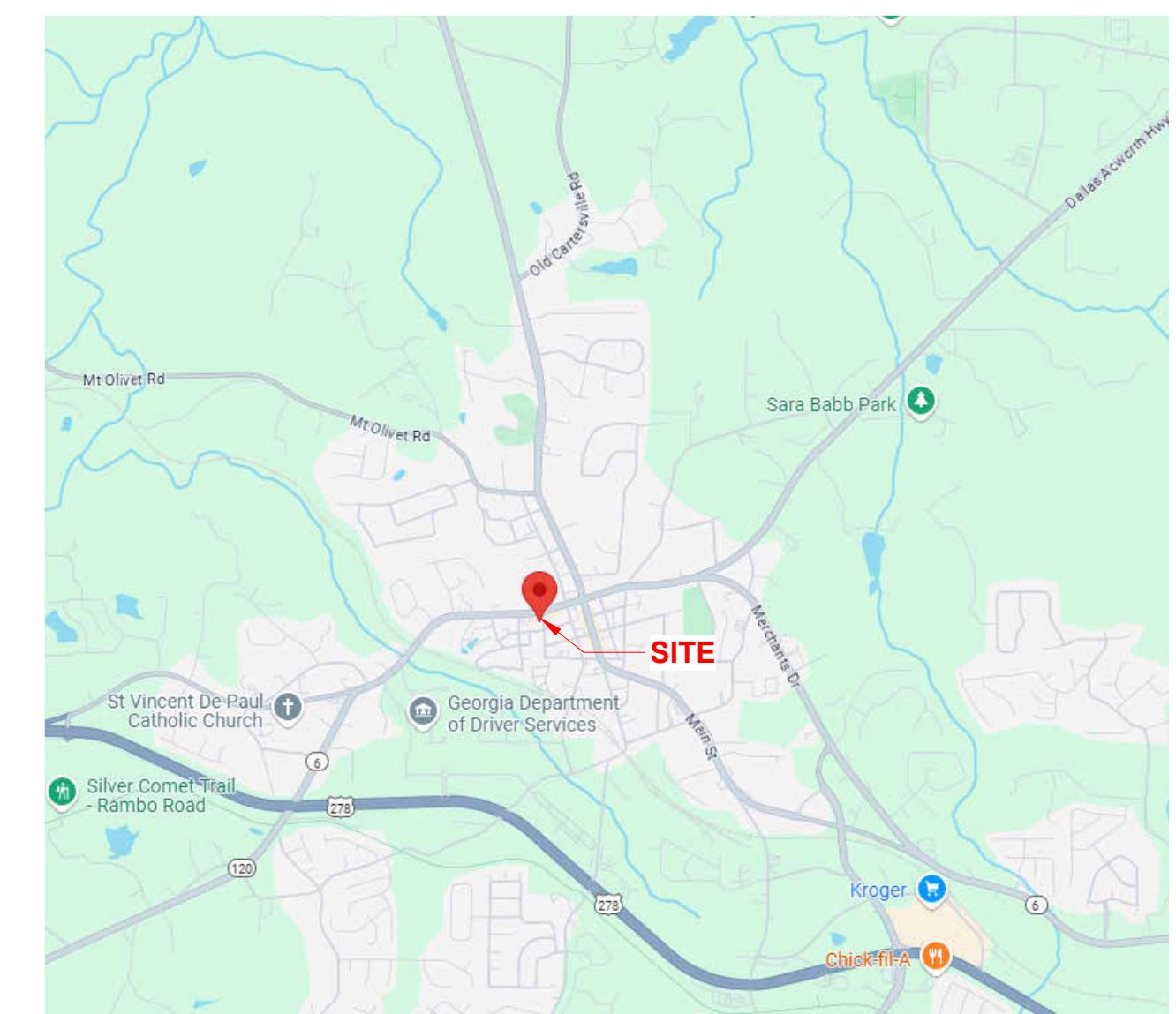
PROJECT SUMMARY:

EXTERIOR RENOVATION OF AN 8,600 SF BRICK BUILDING, INCLUDING NEW STOREFRONTS AND CANOPIES.

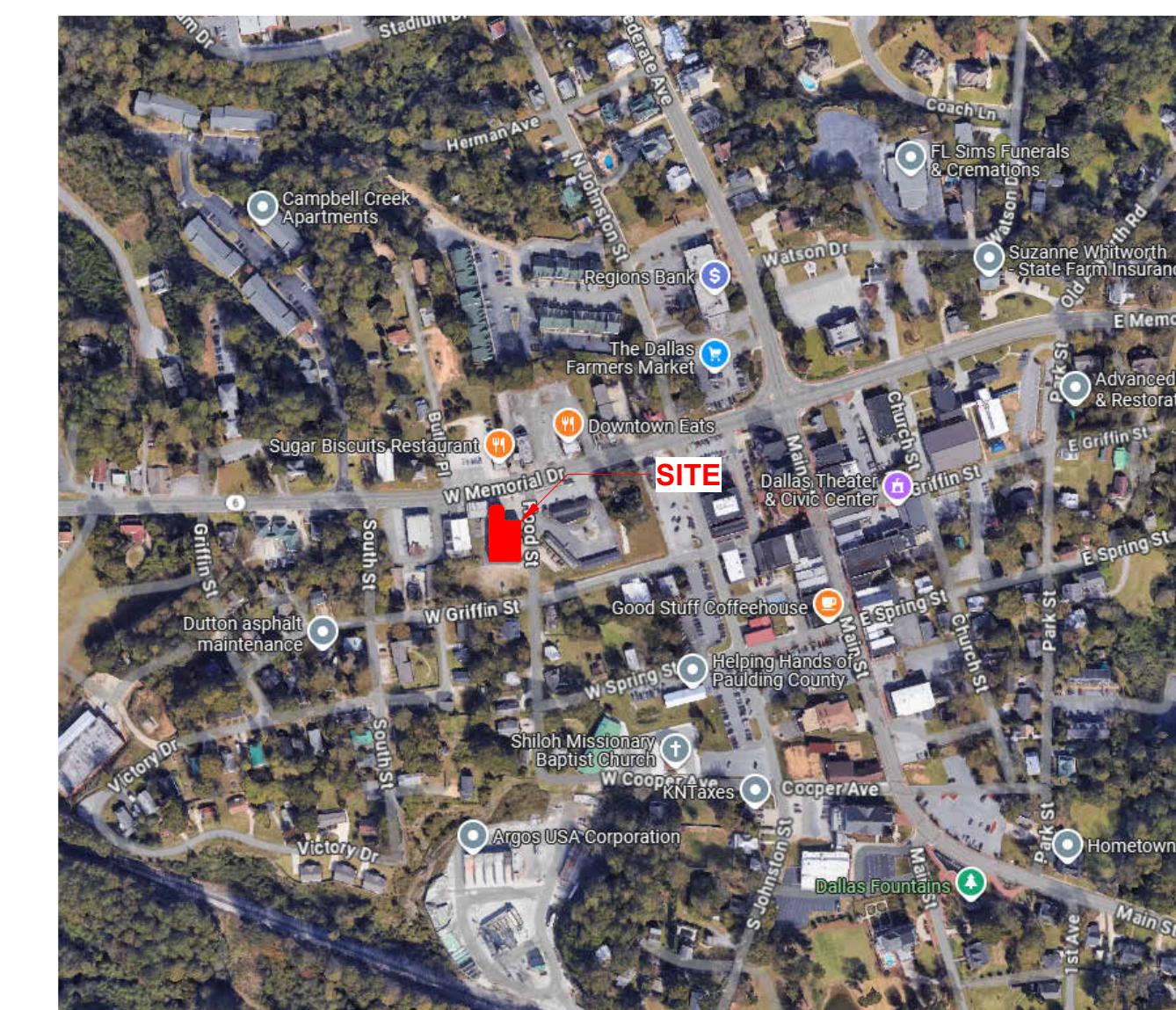
PROJECT TEAM:

OWNER	ARCHITECT	GENERAL CONTRACTOR	STRUCTURAL ENGINEER	MEP ENGINEER
300 WEST MEMORIAL, LLC.	PETRA ARCHITECTURE 208 S. MARBLE STREET ROCKMART, GA 30153	PRIME CONTRACTORS 3004 FLORENCE CIRCLE POWDER SPRINGS, GA 30127	-	-
	MARK FREEMAN, AIA, NCARB MARK@PETRAARCHITECTURE.COM P: 404.406.6830	BRETT JONES, PM BJONES@PRIMECONTRACTORSINC.NET P: 770.845.3085		

VICINITY MAP:



LOCATION MAP:



300 WEST MEMORIAL WINDOW REPLACEMENT AND EXTERIOR CANOPY ADDITIONS

DALLAS, GA 30132

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STAMP

PETRA ARCHITECTURE,
CORPORATION
208 S. MARBLE STREET
ROCKMART, GA 30153
PH. 404.406.6830

NO: ~
DATE: 12-19-2025

SHEET DESCRIPTION

COVER
SHEET

SHEET

G-001

SHEET LIST	
NUMBER	NAME
0.0 GENERAL	
G-001	COVER SHEET
1.0 ARCHITECTURE	
A-101	FLOOR PLAN
A-141	ROOF PLAN
A-201	EXTERIOR ELEVATIONS
A-301	CANOPY SECTIONS
A-601	WINDOW ELEVATIONS

01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16

GENERAL NOTES:

- VERIFY ALL EXTERIOR WALL DIMENSIONS
CORRELATING TO PROPOSED CANOPY



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300 WEST MEMORIAL WINDOW REPLACEMENT AND
EXTERIOR CANOPY ADDITIONS

300 WEST MEMORIAL DRIVE
DALLAS, GA 30132

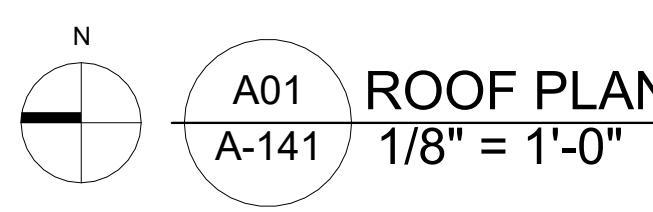
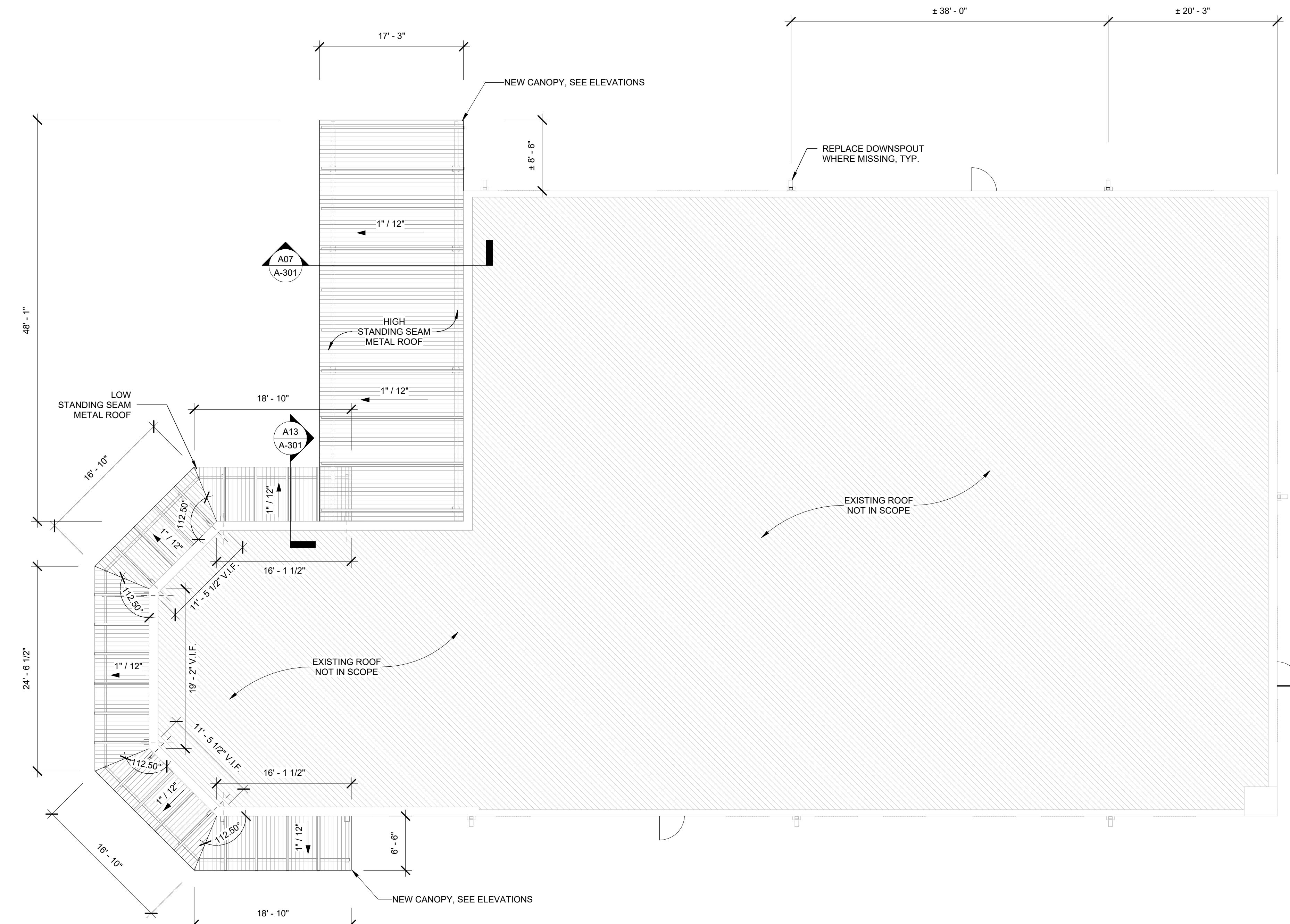
NO.	DATE	DESCRIPTION

NO: ~
DATE: 12-19-2025

SHEET DESCRIPTION
ROOF PLAN

SHEET

A-141



01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16

0' 4' 8' 16' 32'

WISH NOTE:

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RPORATION

300 WEST MEMORIAL WINDOW REPLACEMENT AND
EXTERIOR CANOPY ADDITIONS

○: ~

HEET DESCRIPTION

WINDOW ELEVATIONS

IEET

A 601

FINISHED FLOOR 0"

FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION

G STEEL SASH WINDOW

I STEEL SASH WINDOW

J STEEL SASH WINDOW

K OVERHEAD DOOR WITH GLASS

14' - 0" 7' - 0" 5' - 1" EQ EQ EQ

11' - 4" 7' - 1" 5' - 1" EQ EQ EQ EQ

11' - 4" 7' - 0" 4' - 4" EQ EQ EQ

11' - 4" 7' - 0" 4' - 4" EQ EQ EQ

14' - 0" 3' - 4 1/2" EQ EQ EQ

14' - 0" 1' - 2" EQ EQ EQ EQ EQ EQ

14' - 0" 9' - 1" 6' - 0" 2' - 3" 1' APP MNT

1' - 5" 1' - 5" 1' - 5" 1' - 5"

3' - 3" 1' - 10"

E02 **WINDOW ELEVATIONS**
A-601 $1/4" = 1'-0"$

FIELD VERIFY ALL
DIMENSIONS PRIOR TO
FABRICATION

A01 **WINDOW ELEVATIONS**
A-601 **1/4" = 1'-0"**

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16

EXTERIOR FINISHES AND NOTES

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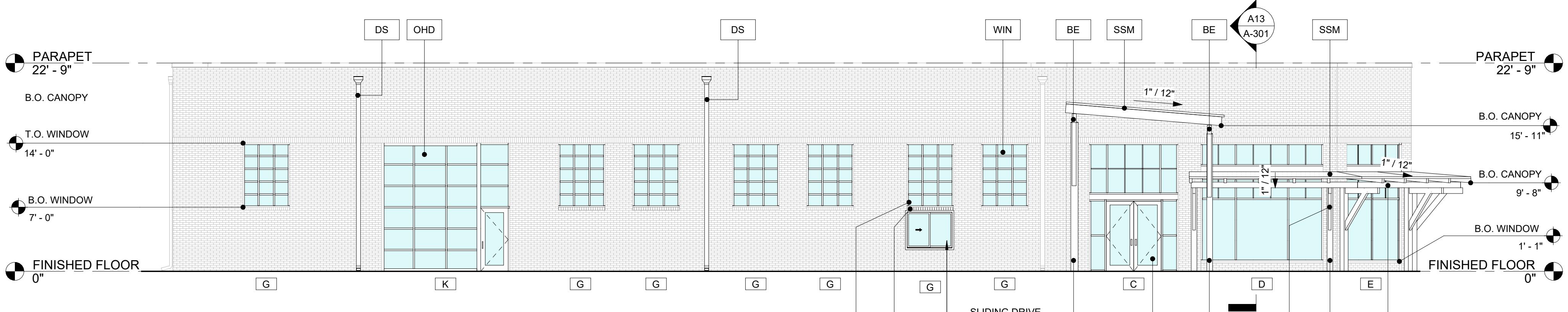
- BRICK TO MATCH EXISTING ADJACENT
- BRICK SILL TO MATCH EXISTING
- WINDOW
- OVERHEAD DOOR
- DOWNSPOUT AND SCUPPER
- COLUMN
- BEAM
- KICKER
- STANDING SEAM METAL ROOF

GENERAL ELEVATION NOTES:

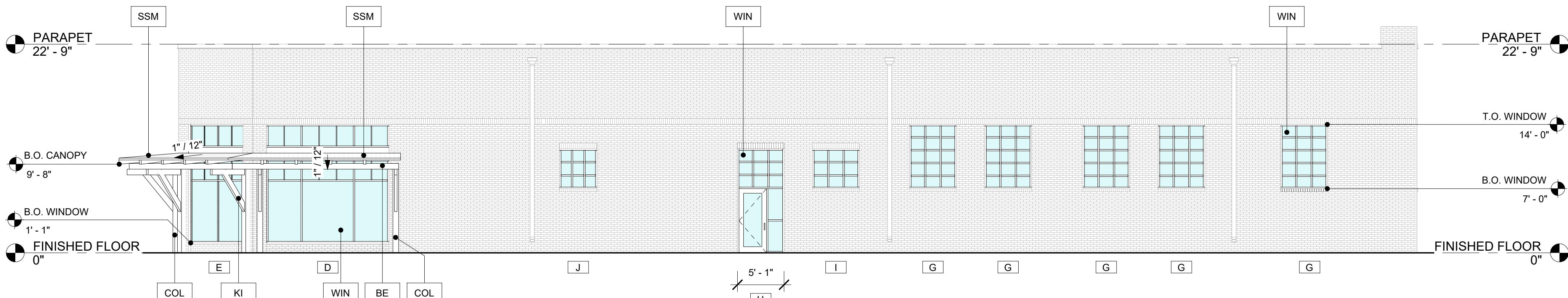
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300 WEST MEMORIAL WINDOW REPLACEMENT AND EXTERIOR CANOPY ADDITIONS

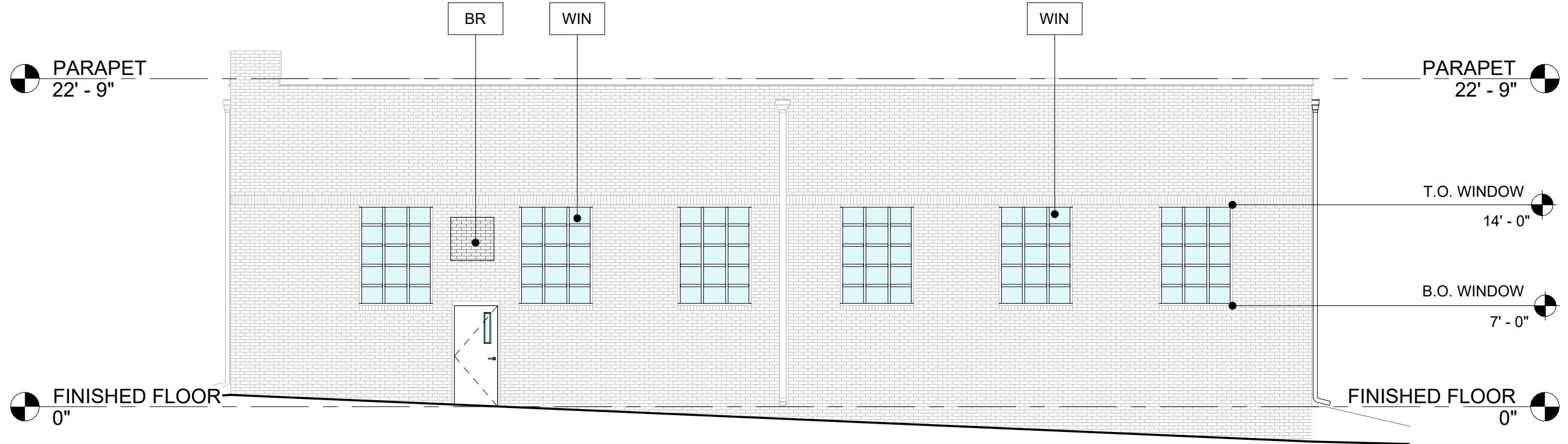
6000 WEST MEMORIAL DRIVE
DALLAS, GA 30132



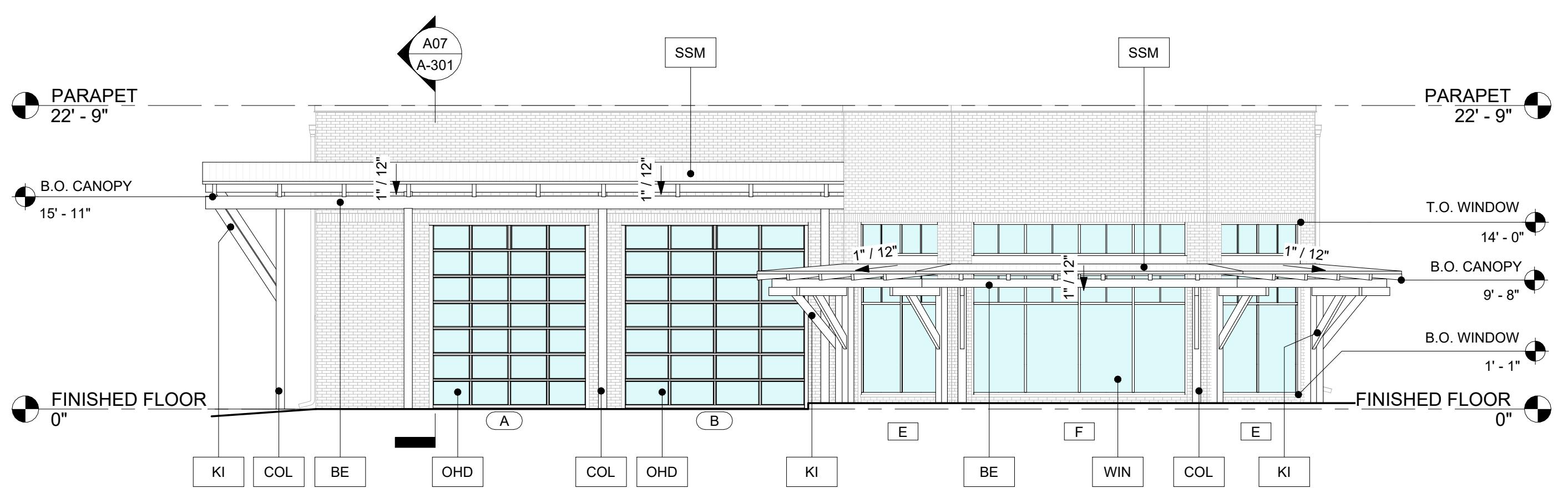
H01 BUILDING ELEVATION - NORTH
A-201 1/8" = 1'-0"



E01 **BUILDING ELEVATION - SOUTH**
A-201 $1/8" = 1'-0"$



A01 **BUILDING ELEVATION - EAST**
A-201 **1/8" ≡ 1'-0"**



A08 BUILDING ELEVATION - WEST
A-201 1/8" = 1'-0"

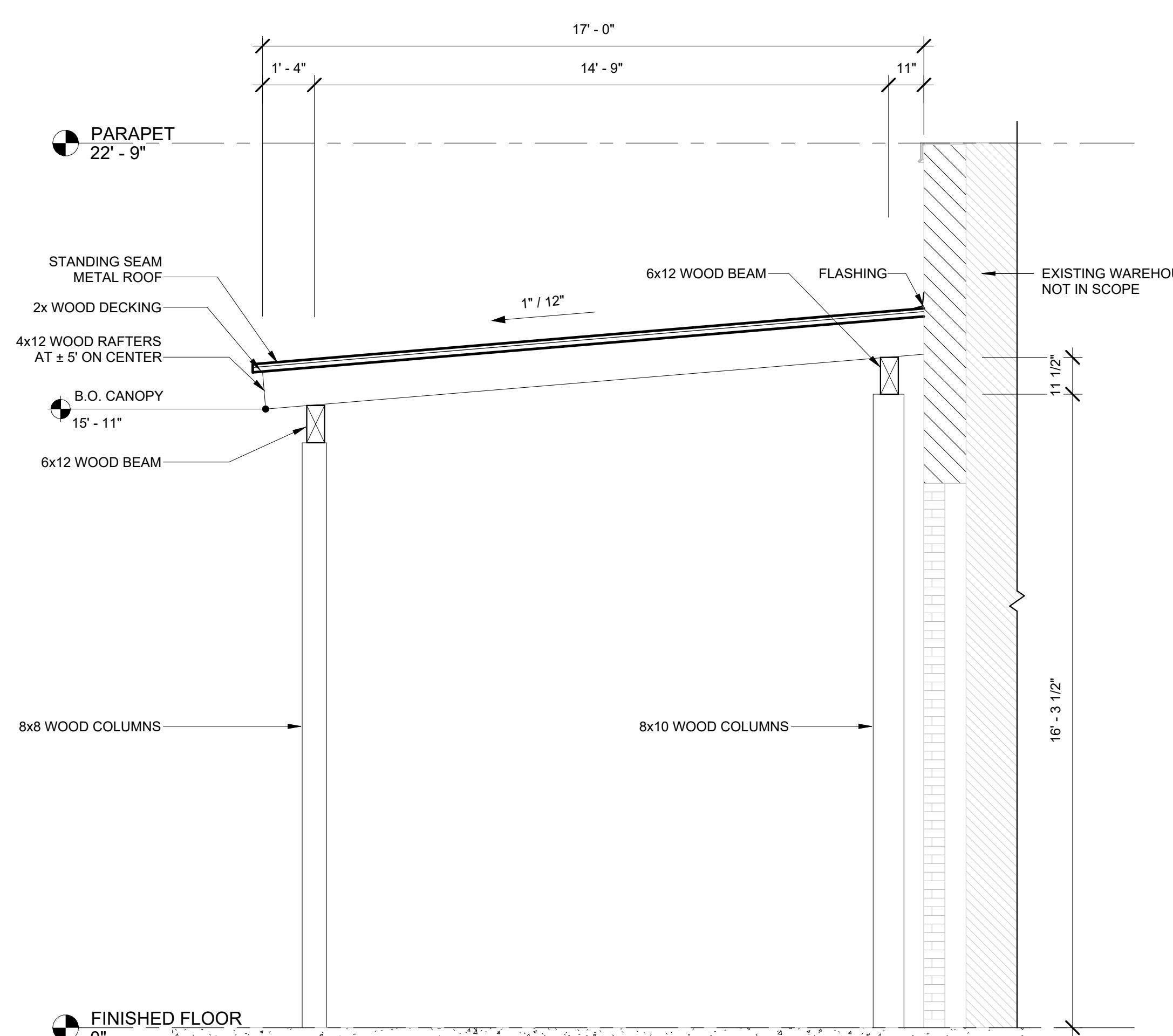
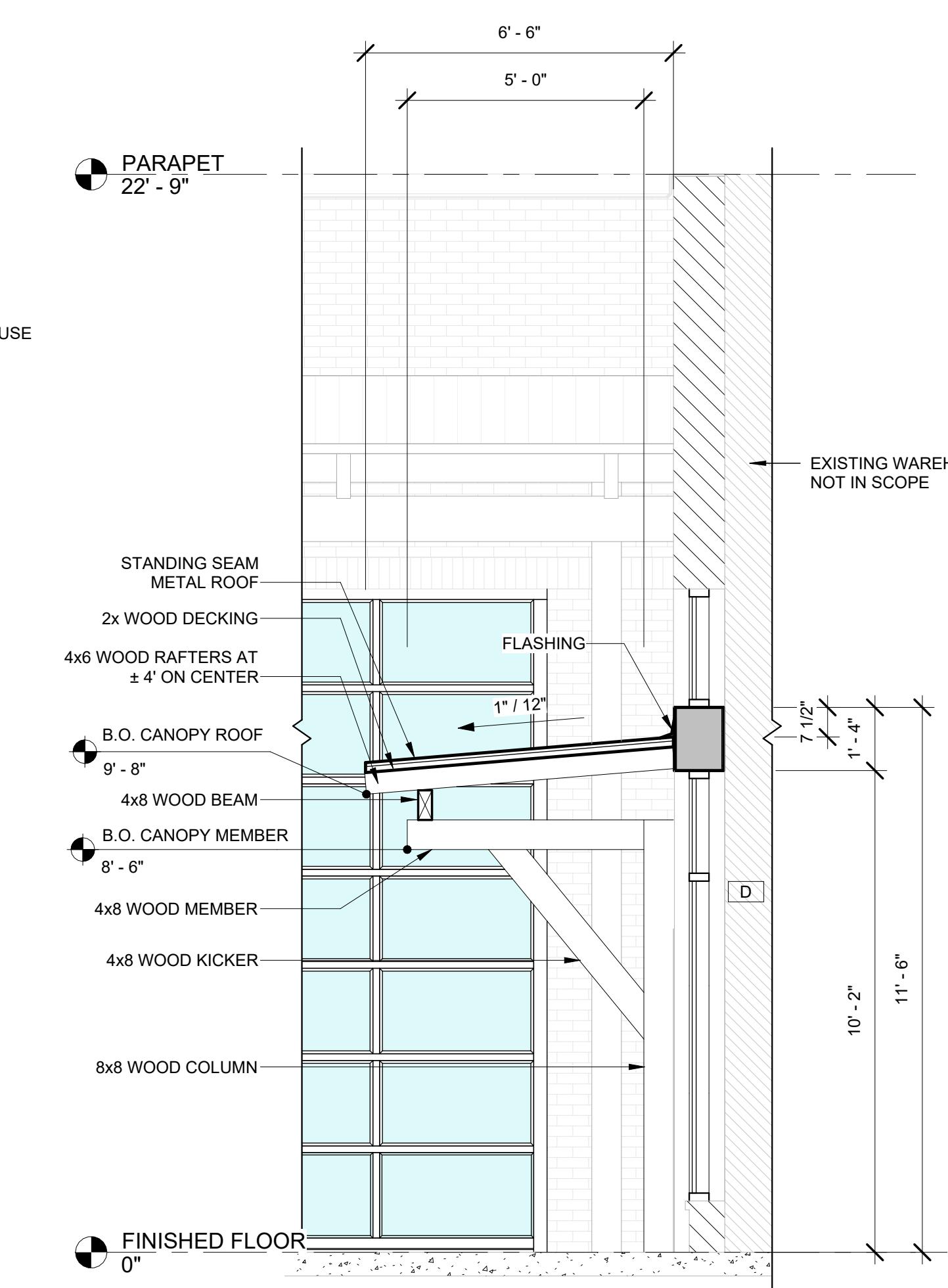
NO: ~

SHEET DESCRIPTION

EXTERIOR ELEVATIONS

SHEET

A-201

300 WEST MEMORIAL WINDOW REPLACEMENT AND
 EXTERIOR CANOPY ADDITIONS
 300 WEST MEMORIAL DRIVE
 DALLAS, GA 30132

 A13 HIGH CANOPY SECTION
 A-301 3/8" = 1'-0"

 A13 LOW CANOPY SECTION
 A-301 3/8" = 1'-0"

NO.	DATE	DESCRIPTION
~	12-19-2025	

 NO: ~
 DATE: 12-19-2025

 SHEET DESCRIPTION
CANOPY
 SECTIONS

SHEET

A-301



