



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 – 0ft.₄ / 15ft.; Side Setback – (Principal – 0ft.₁₃ / 10ft.) (Accessory – 10ft.); Rear Setback – (Principal – 20ft.) (Accessory – 5ft.₆ / 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 KAGSDALE

Mailing Address: 3406 FLORENCE CIR.

POWDER SPRINGS, GA 30127

Phone: 404.456.4579

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 CANOPY 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

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 FREEMAN

Printed Name

[Signature]

Signature

12.17.2025

Date

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

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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

300 WEST MEMORIAL, LLC.

ARCHITECT

PETRA ARCHITECTURE
208 S. MARBLE STREET
ROCKMART, GA 30153

MARK FREEMAN, AIA, NCARB
MARK@PETRAARCHITECTURE.COM
P: 404. 406. 6830

GENERAL CONTRACTOR

PRIME CONTRACTORS
3604 FLORENCE CIRCLE
POWDER SPRINGS, GA 30127

BRETT JONES, PM
BJONES@PRIMECONTRACTORSINC.NET
P: 770. 845. 3085

STRUCTURAL ENGINEER

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MEP ENGINEER

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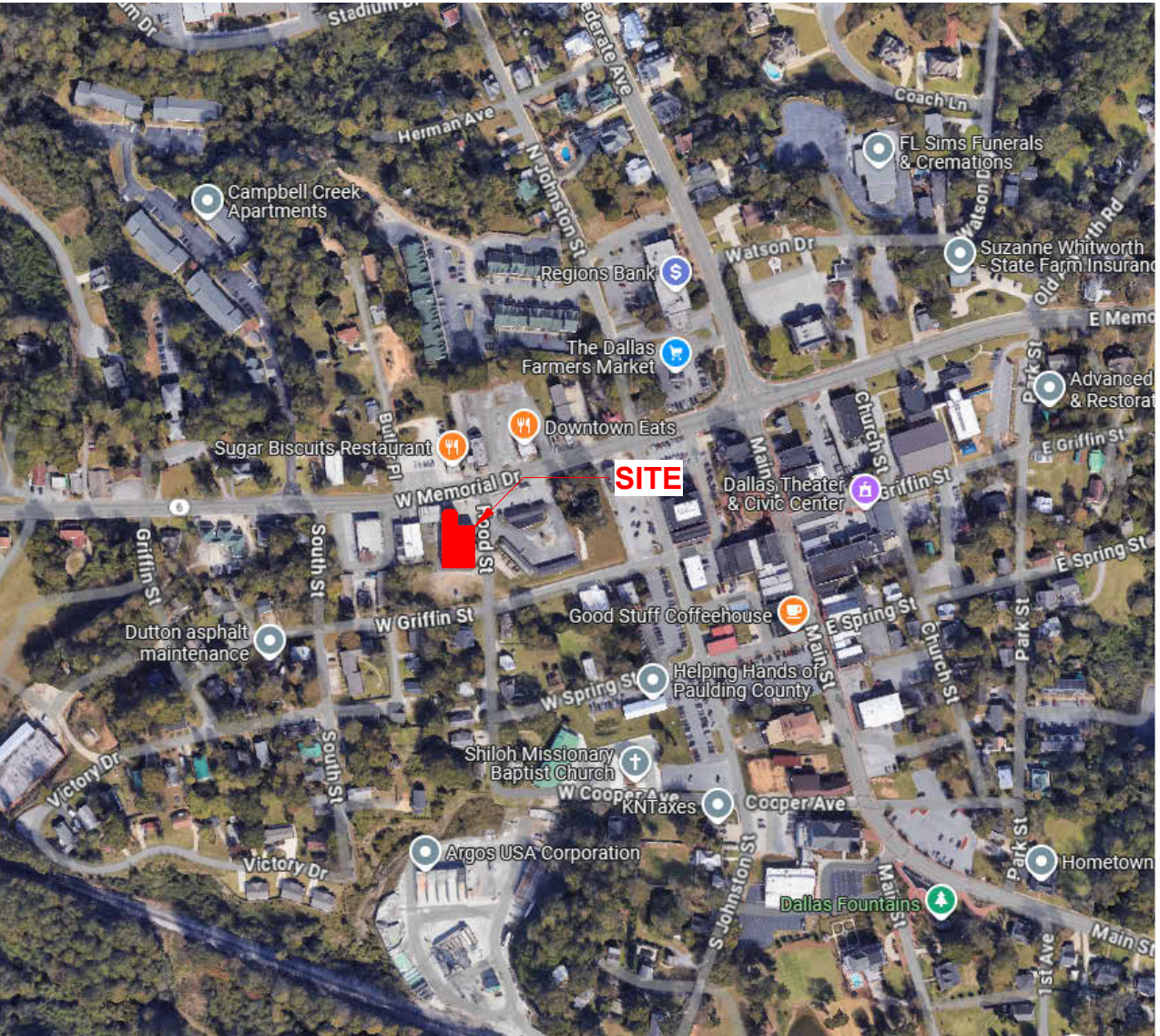
SHEET LIST

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

VICINITY MAP:



LOCATION MAP:



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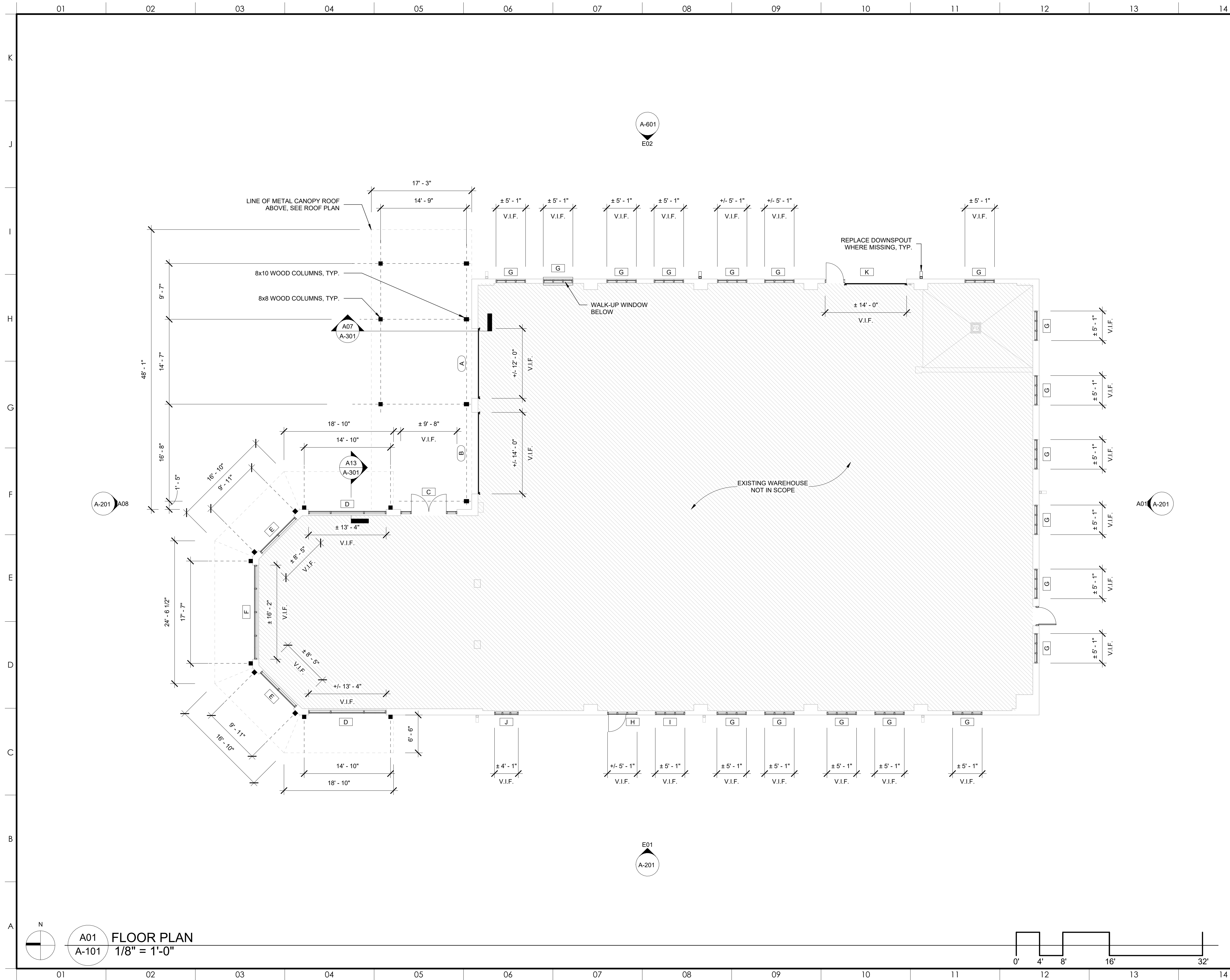
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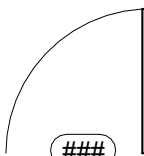

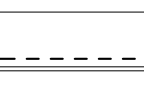
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SHEET DESCRIPTION
COVER SHEET

SHEET
G-001



<h2 style="text-align: center; margin: 0;">FLOOR PLAN LEGEND</h2>	
	<p>INTERIOR PARTITION & WALL TYPE INDICATOR, SEE PARTITION SCHEDULE</p>
	<p>DOOR & FRAME. SEE DOOR SCHEDULE FOR MORE INFORMATION</p>
	<p>WINDOW TYPE INDICATOR, SEE WINDOW ELEVATIONS</p>
	<p>OVERHEAD DOOR</p>

GENERAL NOTES

1. DO NOT SCALE DRAWINGS. USE DIMENSIONS ONLY.
2. CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND JOB CONDITIONS AND NOTIFY ARCHITECT IMMEDIATELY OF DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
3. NO CHANGES, MODIFICATIONS OR DEVIATIONS SHALL BE MADE FROM THE DRAWINGS WITHOUT FIRST SECURING WRITTEN PERMISSION FROM THE ARCHITECT.
4. REQUEST WRITTEN INTERPRETATION FROM THE ARCHITECT FOR ANY LACK OF OR AMBIGUITY OF INFORMATION IN THE DRAWINGS PRIOR TO PROCEEDING WITH THAT PORTION OF THE WORK.
5. DOORS SHALL BE LOCATED 4" FROM THE ADJACENT WALL, UNLESS NOTED OTHERWISE. DISMISSING AS TO FACE OF GWB OR MASONRY OR GRIDLING (U.O.)
6. EXTERIOR WALK (AWAY FROM BUILDINGS) & FLOOR (TO DRAIN) SLOPES ARE 1/8" PER FT U.O.



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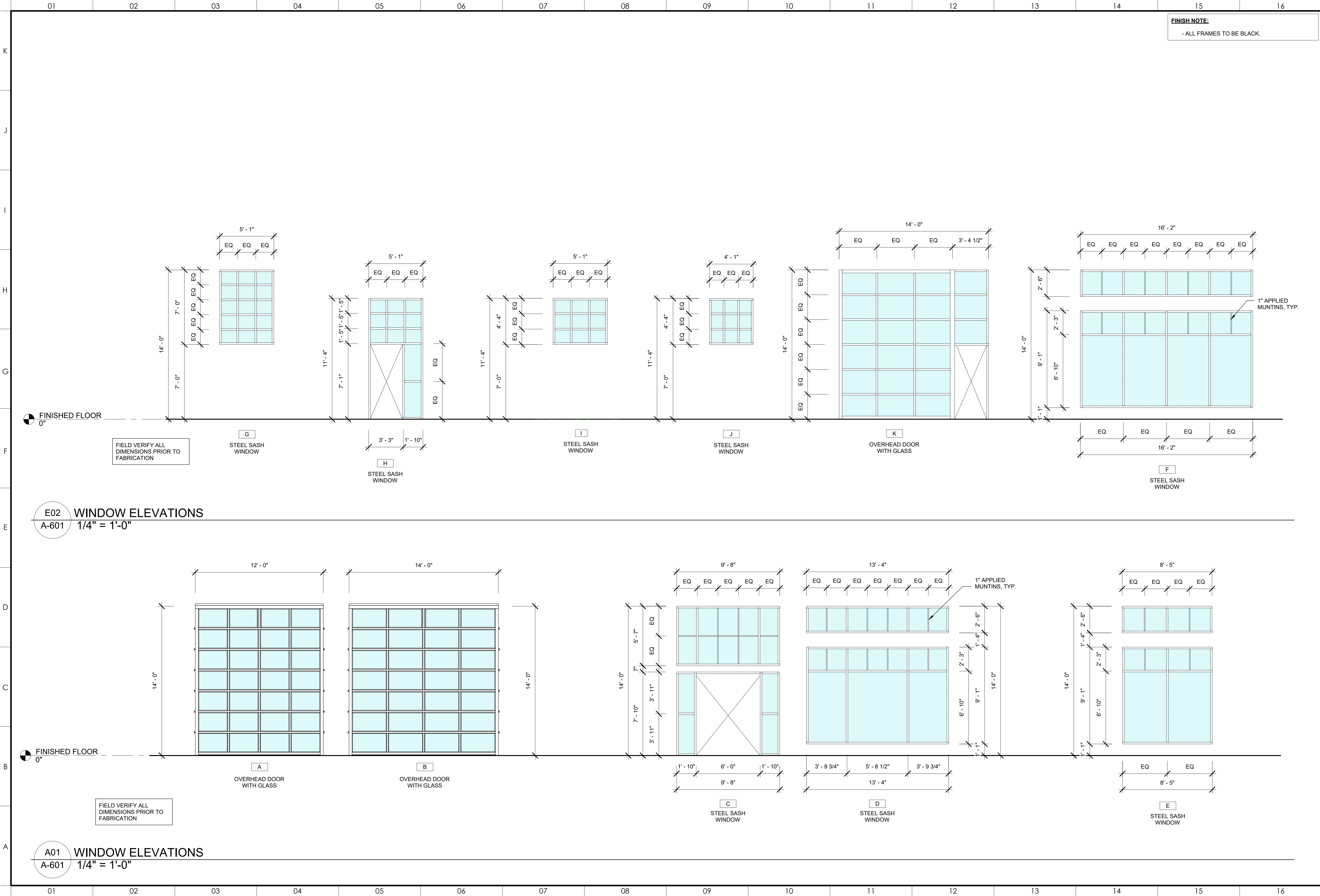
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SHEET DESCRIPTION

FLOOR PLAN

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FINISH NOTE:
- ALL FRAMES TO BE BLACK.



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DALLAS, GA 30132

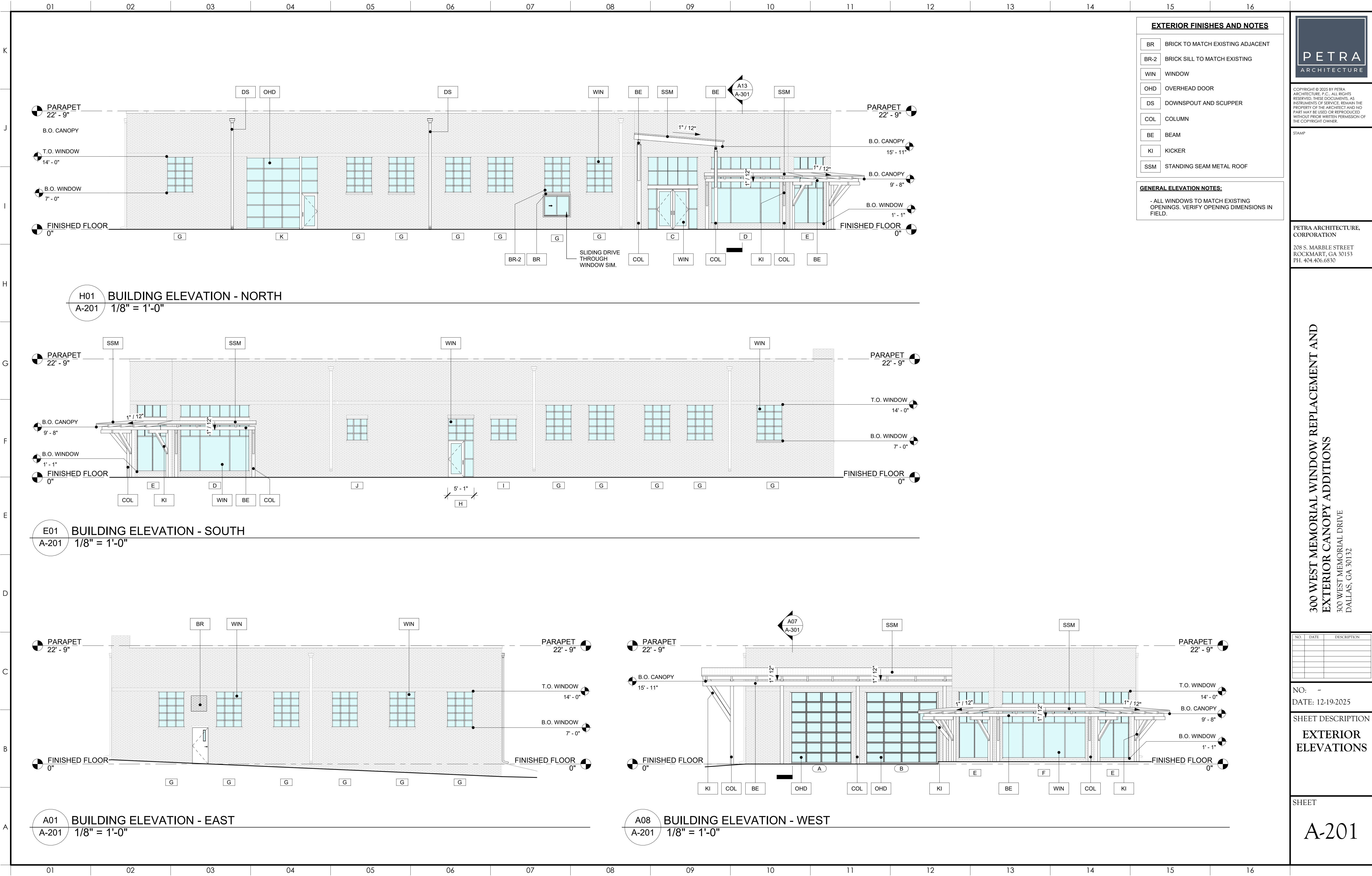
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DATE: 12-19-2025

SHEET DESCRIPTION
WINDOW
ELEVATIONS

SHEET

A-601



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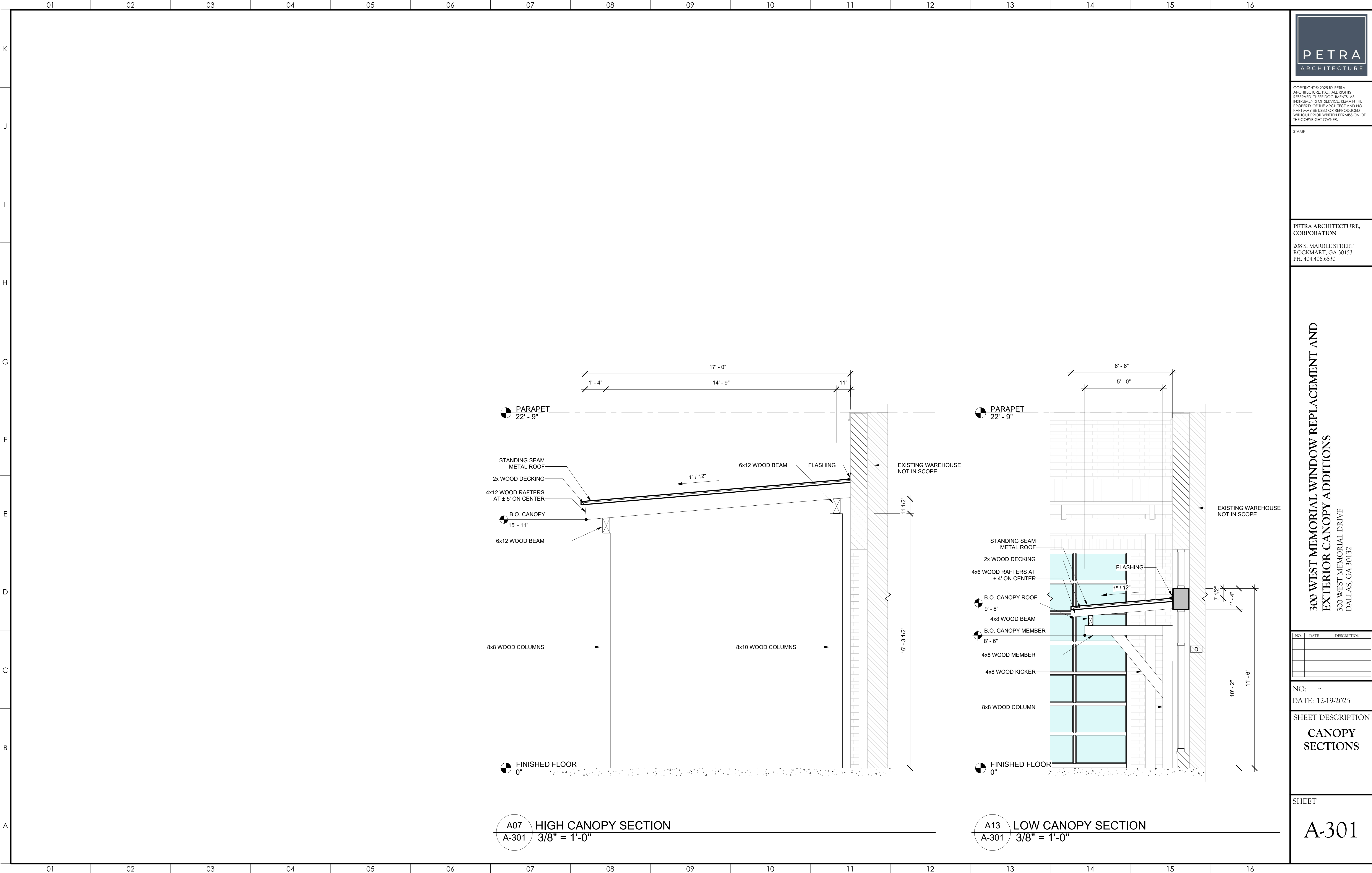
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DATE: 12-19-2025

SHEET DESCRIPTION
EXTERIOR
ELEVATIONS

SHEET

A-201



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EXTERIOR CANOPY ADDITIONS
300 WEST MEMORIAL DRIVE
DALLAS, GA 30132

NO.	DATE	DESCRIPTION

NO: -
DATE: 12-19-2025

SHEET DESCRIPTION
CANOPY SECTIONS

SHEET

A-301





RESTAURANT

GRUB. GAMES. GOOD TIMES.

DALLAS
Melt Yard

RESTAURANT