



**HISTORIC PRESERVATION COMMISSION  
STAFF REPORT – CERTIFICATE OF  
APPROPRIATENESS APPLICATION  
NO. HPC-CA-2026-03**

**HEARING DATES**  
**HISTORIC PRESERVATION**  
**COMMISSION:**  
**06/15/2026 at 5:00pm**

**CERTIFICATE OF APPROPRIATENESS APPLICATION AND DOCUMENTS:**

- HPC-CA-2026-03 - Certificate of Appropriateness – Staff Report
- Attachment A: HPC-CA-2026-03 - Certificate of Appropriateness Application
- Attachment B: HPC-CA-2026-03 – Sign Permit Application
- Attachment C: HPC-CA-2026-03 – Sign Renderings
- Attachment D: HPC-CA-2026-03 – Legal Notification

**CERTIFICATE OF APPROPRIATENESS REQUEST:**

**APPLICATION No. HPC-CA-2026-03:**

Applicant: *Melt Yard, Justin Wilfon*  
Applicant Address: *800 Whitlock Avenue NW*  
City: *Marietta* State: *Georgia* Zip: *30064*

Titleholder: *300 West Memorial Drive, LLC.*  
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: *2<sup>nd</sup>* Section: *3<sup>rd</sup>*  
Intended Use of Property: *Restaurant*  
Proposed Unit Count: *n/a*  
Zoning District: *MXU “Mix-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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**HEARING DATES**  
**HISTORIC PRESERVATION**  
**COMMISSION:**  
**06/15/2026 at 5:00pm**

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

- ***Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties***

City of Dallas Code of Ordinances:

- ***Chapter 28; SEC. 28-10(4)(d) Historic Downtown Neon Special Use Sign Permit***

Design Guidelines for Historic Districts and Sites:

- ***C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials***

Description of Project:

- 1- Installation of exterior signage – attached to building***
- 2- Installation of neon signage displaying business name***

**STAFF COMMENTS:**

***Melt Yard, Justin Wilfon*** (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 ***2<sup>nd</sup>*** District and ***3<sup>rd</sup>*** Section of Paulding County.

**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 – The proposed scope of work will have no effect on adjacent properties.***



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

- *None – Property is a continued commercial use*

**E. Supported by current conditions**

- *Signage shall conform to all historic and architectural requirements.*
- *Sign plan shall be compliant with Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*
- *Neon signage shall conform to all historic downtown neon sign permit 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 to be applied:**

1. The Applicant shall install the signage in strict conformity with the renderings and specifications as approved by the Historic Preservation Commission.
2. The material types specified in this approval shall not be altered. Any proposed changes to material types shall require the resubmission and approval of a new 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 - Historic Preservation Commission make the final decision on all Certificate of Appropriateness Applications.*



**Historical Preservation Commission  
Application for Certificate of Appropriateness**

**Applicant Name:** Melt Yard - Justin Wilton  
**Mailing Address:** 800 Whitlock Ave NW  
Marietta, GA 30064  
**Phone:** [REDACTED]  
**Email:** [REDACTED]

• **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 Dr. Dallas, GA

**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):

Partial Neon sign/part Marquee  
lettering sign displaying "Dallas  
Melt Yard"

**Contractor/Consultant/Architect:**  
Justin & Son - Nashville, TN

**Project Start Date:** 5-15-26 **Anticipated Completion:** 11-15-26

**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 3<sup>rd</sup> 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: April 23, 2026

Application #: HPC-CA-2026-03

Legal Notice: May 28, 2026

HPC Hearing: JUNE 15, 2026

HPC Decision: \_\_\_\_\_

COA Expiration: \_\_\_\_\_

### Project Description

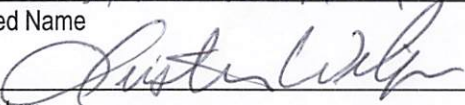
Include support material (refer to list to the right) and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

Renderings of sign  
attached. Sign gives  
retro/auto body shop  
appearance paying  
tribute to history of  
building and downtown  
Dallas

### 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.

Justin Wilton  
Printed Name

  
Signature

4-23-26  
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



Historical Preservation Commission
Application for Certificate of Appropriateness

Applicant Name: Melt Yard - Justin Wilton
Mailing Address: 800 Whitlock Ave NW Marietta, GA 30064
Phone: [Redacted]
Email: [Redacted]

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 Pr. Dallas, GA

Existing Building Type: [ ] Residential [X] Commercial

Project Type: [ ] New Building [ ] Addition to Building [ ] Demolition
[ ] Fences, Walls, Landscape [ ] Minor Exterior Change
[X] Major Restoration, rehabilitation or remodeling [ ] Other

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

Projecting neon sign
two-sided displaying
'Melt Yard'

Contractor/Consultant/Architect: Justin & Son - Nashville, TN

Project Start Date: 5-15-26 Anticipated Completion: 11-15-26

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

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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.

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Office Use Only

Date Received: April 23, 2026
Application #: HPL-CA-2026-03
Legal Notice: May 28, 2026
HPC Hearing: June 15, 2026
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)

Renderings of sign  
attached. Projecting  
neon sign in exact  
spot of previous projecting  
sign, when building was  
auto dealership, paying  
tribute to history of  
building.

### 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.

Justin Wilton  
Printed Name

Justin Wilton  
Signature

4-23-26  
Date

### Support Material

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

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#### Minor Exterior Changes

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#### Site Changes

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- Site Plan or sketch of site
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- 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
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- 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



# Sign Permit Application

Application No. SP - 2026 - 01

(PAGE 1 of 10)

HEARING DATE  
 \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_ PM  
 Planning Commission

(PLEASE PRINT OR TYPE ALL INFORMATION)

Applicant: Justin Wilton - Melt Yard

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]  
Applicant's Signature

Justin Wilton  
Printed Name of Signatory

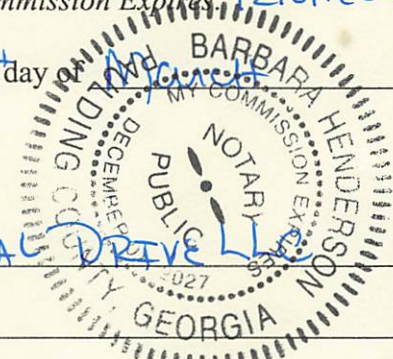
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 12/01/2027

[Signature]  
Notary Public Signature

The 26<sup>th</sup> day of April, 2026.

SEAL:



Property Owner: (If Applicable) 300 West Memorial Drive LLC

Address: 3406 Florence Circle

City: Powder Springs State: GA Zip: 30127

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]  
Property Owner's Signature

KEITH DUNN  
Printed Name of Signatory

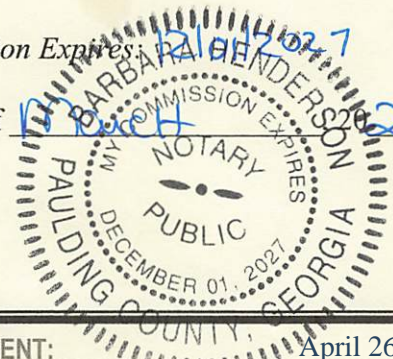
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 12/01/2027

[Signature]  
Notary Public Signature

The 26<sup>th</sup> day of April, 2026.

SEAL:



CITY STAFF ONLY:

TIME/DATE STAMP:  
**APPLICATION ACCEPTED**

FILED WITH COMMUNITY DEVELOPMENT: April 26, 2026

APPLICATION ACCEPTANCE DATE: May 28, 2026

DIRECTOR: [Signature] May 28, 2026

(SIGNATURE)

(DATE)



# Sign Permit Application

Application No. SP - 2026 - 01

(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilton - Melt Yard  
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]  
Sign Owner's Signature

Justin Wilton  
Printed Name of Signatory

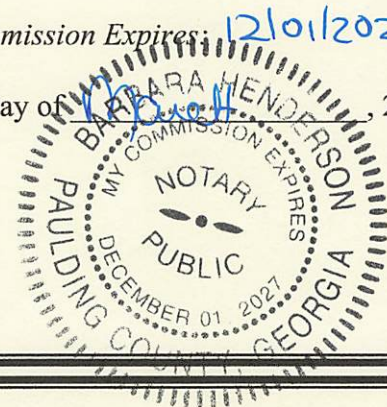
Signed, sealed and delivered in the presence of:

Barbara Henderson  
Notary Public Signature

Notary Commission Expires: 12/01/2027

The 26<sup>th</sup> day of November, 2026.

SEAL:



### Sign Permit Information:

**\*\*ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION\*\***

#### Location and Size of Sign:

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 32.4 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 10 feet West  
(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

#### Type of Sign:

- Permanent Roof, Canopy, Wall Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary ( Yard  Political  Promotional  Display) "Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"

Description of Sign: A mix of "Dallas" in red neon and "Melt Yard" in marquee

Area of Sign: 32.4 Square-Feet; Number of Sides: 4; Height of Sign: 40 inches Feet

Shape of Sign: rectangular; Method Used for Mounting and/or Erecting: Aluminum Raceway

#### Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)
- Not Required



# Sign Permit Application

Application No. SP - 2026 - 01  
(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilfon - Melt Yard  
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]  
Sign Owner's Signature

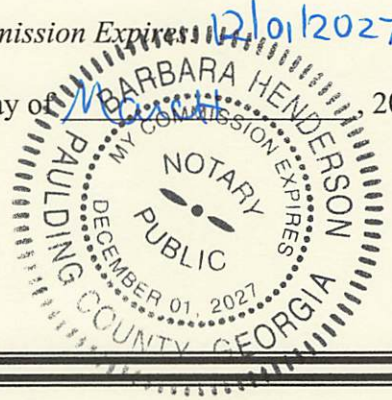
Justin Wilfon  
Printed Name of Signatory

Signed, sealed and delivered in the presence of:

[Signature]  
Notary Public Signature

Notary Commission Expires 12/01/2027  
The 26<sup>th</sup> day of November, 2026

SEAL:



**Sign Permit Information:**

**\*\*ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION\*\***

**Location and Size of Sign:**

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 8.2 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 10 feet, east  
*(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)*

Type of Sign:

- Permanent Roof, Canopy, Wall, Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary ( Yard  Political  Promotional  Display) "Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"

Description of Sign: A projecting neon sign, similar to sign there in the 1950's

Area of Sign: 8.2 Square-Feet; Number of Sides: 4; Height of Sign: 21 3/4 inches Feet

Shape of Sign: rectangle; Method Used for Mounting and/or Erecting: steel tube mounting arms

**Sign Plans and Specifications:**

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)  Not Required



# Sign Permit Application

Application No. SP - 2026 - 01

(PAGE 2 of 10)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: Justin Wilfon - Melt Yard  
(If different from property owner)

Address: 800 Whitlock Ave SW #124

City: Marietta State: GA Zip: 30064

Phone: [REDACTED] E-mail address: [REDACTED]

[Signature]  
Sign Owner's Signature

Justin Wilfon  
Printed Name of Signatory

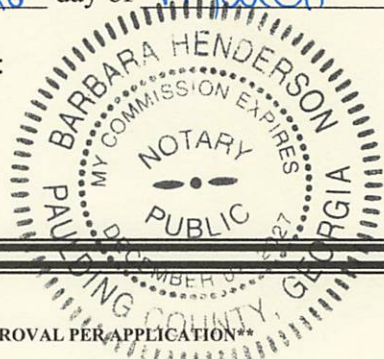
Signed, sealed and delivered in the presence of:

Notary Commission Expires: 12/01/2027

[Signature]  
Notary Public Signature

The 26<sup>th</sup> day of March, 2026.

SEAL:



### Sign Permit Information:

**\*\*ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION\*\***

#### Location and Size of Sign:

Property Address: 300 W. Memorial Dr, Dallas GA 30132

Total Acreage of Property: .77 Acres

Aggregate Area of Proposed Sign: 90 Square Feet; Total Sign Aggregate Area 130.6 Square Feet (all signs on property)

Distance from Closest Adjacent Sign: 18 feet North  
(Example - North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

#### Type of Sign:

- Permanent Roof, Canopy, Wall, Projecting
- Free Standing
- Billboard (Outdoor Advertising)
- Temporary ( Yard  Political  Promotional  Display) *"Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use"*

Description of Sign: Painted words on brick, Grub Games, Good Times

Area of Sign: 90 Square-Feet; Number of Sides: 4; Height of Sign: 3 Feet

Shape of Sign: rectangle; Method Used for Mounting and/or Erecting: Paint

#### Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- Required (plans and specifications attached)  Not Required



**AUTHORIZATION OF TITLEHOLDER**

I, KEITH DUNN, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of sign permit approval.

I hereby authorize the City of Dallas – Community Development Department to inspect the premises which are subject of the application.

Name of Applicant Justin Wilfon - Melt Yard  
Address 800 Whitlock Ave NW Suite 124  
City Marietta State GA Zip 30064

Email [REDACTED]

Phone [REDACTED]

Name of Titleholder 300 WEST MEMORIAL DRIVE, LLC

Address 3406 FLORENCE CIRCLE

City POWDER SPRINGS State GA Zip 30127

Email [REDACTED] Phone [REDACTED]

Keith Dunn  
Signature of Titleholder

Signed, sealed and delivered in the presence of:

Barbara Henderson My Commission Expires: 12/01/2007  
Notary Public Signature

Seal:



**\*A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED TO BE COMPLETED BY EACH TITLEHOLDER\***



**PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT,  
TITLEHOLDER, AND SIGN OWNER**

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?  No  Yes

If yes, describe the nature and extent of such interest: \_\_\_\_\_

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?  No  Yes

If yes, describe the nature and extent of such interest: \_\_\_\_\_

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above?  No  Yes

If yes, describe the relationship and the nature and extent of such interest: \_\_\_\_\_

If the answer to any of the above is "Yes", as required by [O.C.G.A. §36-67A-2](#), the member of the City Council, Planning Commission, or Zoning Board of Appeals must immediately disclose the nature and extent of such interest, in writing to the City Council, City of Dallas, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this 26 day of March, 2026.

[Signature]  
Applicant's Signature<sup>1</sup>

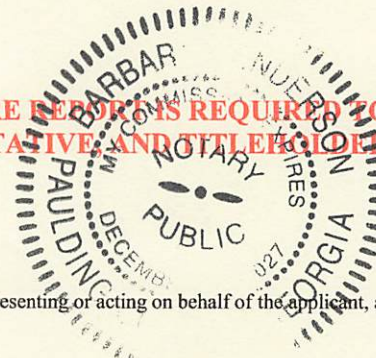
Justin Wilton  
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

Barbara Henderson  
Notary Public Signature

My Commission Expires: 12/01/2027  
(SEAL)

**\*A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER\***



<sup>1</sup>Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.



**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS  
BY APPLICANT, TITLEHOLDER, AND SIGN OWNER**

Applicant Name<sup>1</sup>: Justin Wilton - Dallas Melt Yard

Reference: Application filed on February 12, 2026

to obtain a sign permit for property described as follows: Dallas Melt Yard  
300 W. Memorial Dr., Dallas

All Individuals and business entities<sup>2</sup> have a property interest<sup>3</sup> in said properties are as follows:  
Justin Wilton

Has the applicant made, within two years immediately preceding the filing of this application for special exception, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the City Council, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this application?  No  Yes

If "Yes" to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made:

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application:

*Please attach additional sheet if necessary.*

I certify that the foregoing information is true and correct, this 26 day of March, 2026.

[Signature]  
Applicant's Signature

Justin Wilton  
Applicant's Name Printed

Signed, sealed and delivered in the presence of:

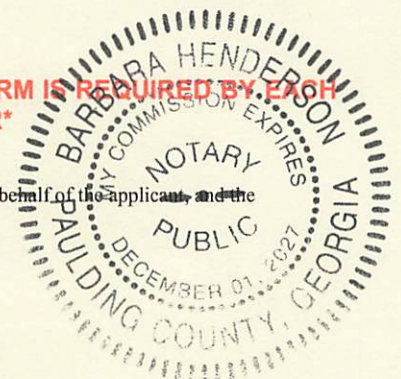
Barbara Henderson My Commission Expires 12/01/2027  
Notary Public Signature

**\*A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, TITLEHOLDER, AND SIGN OWNER\***

<sup>1</sup>Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

<sup>2</sup>Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

<sup>3</sup>Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.





**SIGN PERMIT FEE**

A **sign permit fee**, which is non-refundable, shall be paid for each sign permit being requested. It is the Applicant's responsibility to provide a complete and compliant sign permit application to the Community Development Department.

Applicants should only attached documentation requested within the application packet. Failure to provide will prohibit consideration of the application. It is the responsibility of the applicant to ensure the application is complete, per the requirements of the City of Dallas code of ordinances.

**FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING DENIED AND/OR WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.**

**SIGN PERMIT FEES:**

Sign Permit:	\$40.00 per side	Banner Permit (90 Day):	\$30.00
Banner Permit (180 Day)	\$60.00	Banner Inspection Fee:	\$10.00
Banner Removal Fee:	\$100.00+Expense	Promotional Flag Permit:	\$60.00
Flag Removal Fee:	\$100.00+Expense		

Is payment included?  No  Yes

**I HAVE READ AND UNDERSTAND EACH OF THE REQUIREMENTS AND NOTES.**

Signature of Applicant: [Signature]

Date: 3-26-26

Signed, sealed and delivered in the presence of: [Signature]

My Commission Expires 12/01/2027

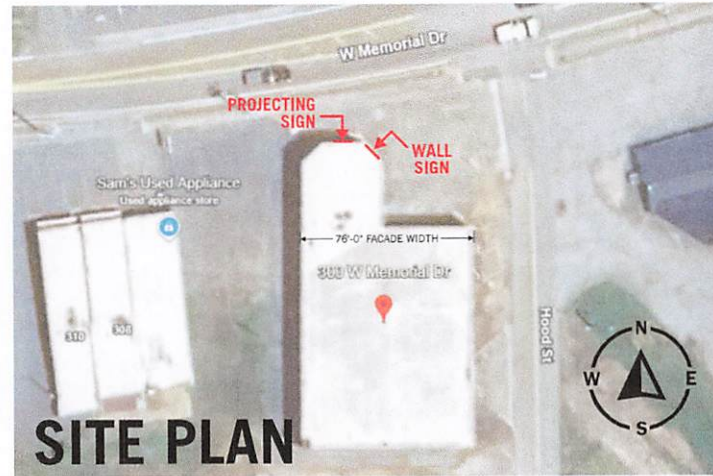
Notary Public Signature: Barbara Henderson



**\*\*MAKE CHECKS PAYABLE TO CITY OF DALLAS\*\***

# DALLAS MELT YARDS SIGNAGE PROPOSAL

**PAGE 2 - WALL SIGN (32.4 SQ FT)**  
**PAGE 3- PROJECTING SIGN (8.2 SQ FT)**  
 PAGES 4&5 - INTERIOR SIGNS



**JOSLIN AND SON SIGNS**  
 CUSTOM SINCE 1972

630 MURFREESBORO PIKE  
 NASHVILLE, TN 37210

615\_255\_3463  
 615\_255\_3518 FAX

JOSLINSIGN.COM

**DALLAS MELT YARD**

300 WEST MEMORIAL DR.  
 DALLAS, GA 30132

DRW#\_ 250969-K20

QUOTE#\_ 113541

WK\_ORD#\_ -----

DESIGNER\_ M. CLINE

PROJ\_MGR\_ K.CLARK

DATE\_ 12.03.25

COLORS & FINISHES:

**CUSTOMER SIGNATURE**

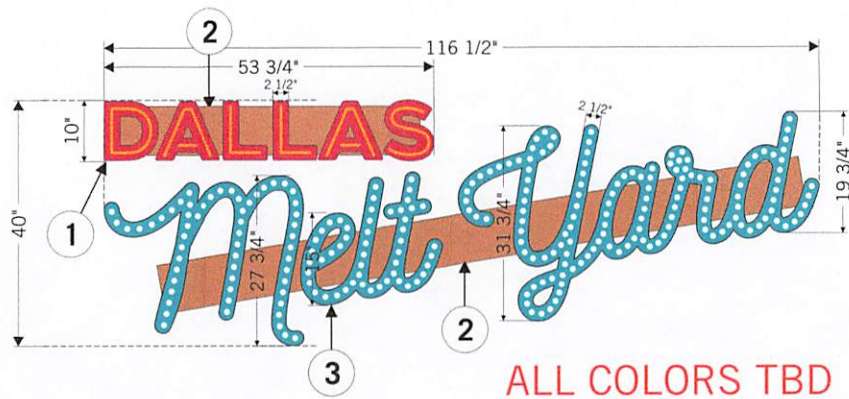
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## PHOTO RENDERING (EXTERIOR SIGNS)

PHOTO RENDERING SCALE AND PLACEMENT NOT EXACT, FOR GENERAL REFERENCE ONLY

**40.6 SQ FT TOTAL EXTERIOR SIGNAGE**



ALL COLORS TBD

**ONE (1) REQUIRED**  
**RACEWAY MOUNTED**  
**CHANNEL LETTERS**  
 SCALE: 1/2"=1'0"

- 1 3" DEEP FORMED ALUMINUM OPEN FACE NEON CHANNEL LETTERS. WITH ORANGE (COLOR TBD) NEON ILLUMINATION. LETTER INTERIOR PAINTED RED PMS 3517 C (COLOR TBD) WITH MATTE/FLAT FINISH AND RETURNS PAINTED RED PMS 3517 C (COLOR TBD) W/ SATIN FINISH.
- 2 8" TALL X 8" DEEP ALUMINUM RACEWAY. PAINTED TO MATCH BRICK FACADE (COLOR TBD)
- 3 • 3" DEEP OPEN-FACE CHANNEL LETTERS W/ E12 BASE WARM WHITE 2700K G8 FROSTED LED MARQUEE BULBS.  
 • LETTER INTERIORS PAINTED TEAL (COLOR TBD) W/ SATIN FINISH  
 • LETTERS RETURNS PAINTED SATIN BLACK (COLOR TBD) W/ SATIN FINISH.



This product is Certified by UL, Inc. to the properties of product listed (only)

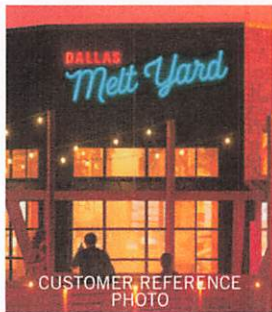
**ELECTRICAL NOTES**  
 ELECTRICAL IN J. BOX AND/OR CAB CONNECTED TO PRIMARY LEADS:  
 POWER-POWER  
 NEUTRAL-NEUTRAL  
 GROUND-GROUND  
 NOT TO BE USED FOR OTHER PURPOSES  
 NOT TO BE USED FOR WET LOCATIONS



NEON REPRESENTATION NOT EXACT  
 DOUBLE-BACKS AND WIRES NOT SHOWN



PHOTO RENDERING NOT EXACT, FOR REFERENCE ONLY

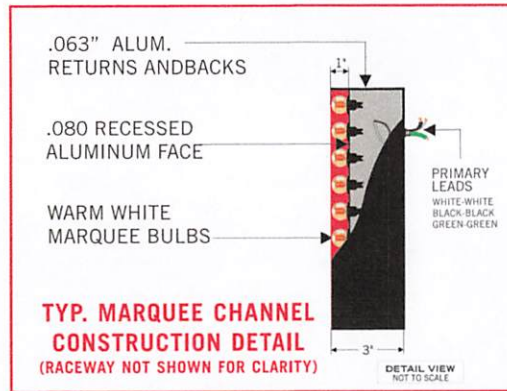


32.4 SQ FT

240 MARQUEE BULBS  
 REQUIRED (TBV)



PROPOSED G8 (E12)  
 LED MIDWAY BULBS



630 MURFREESBORO PIKE  
 NASHVILLE, TN 37210  
 615\_255\_3463  
 615\_255\_3518 FAX  
 JOSLINSIGN.COM

**DALLAS MELT YARD**

300 WEST MEMORIAL DR.  
 DALLAS, GA 30132

DRW# 250969-K20

QUOTE# 113541

WK\_ORD# -----

DESIGNER M. CLINE

PROJ\_MGR K.CLARK

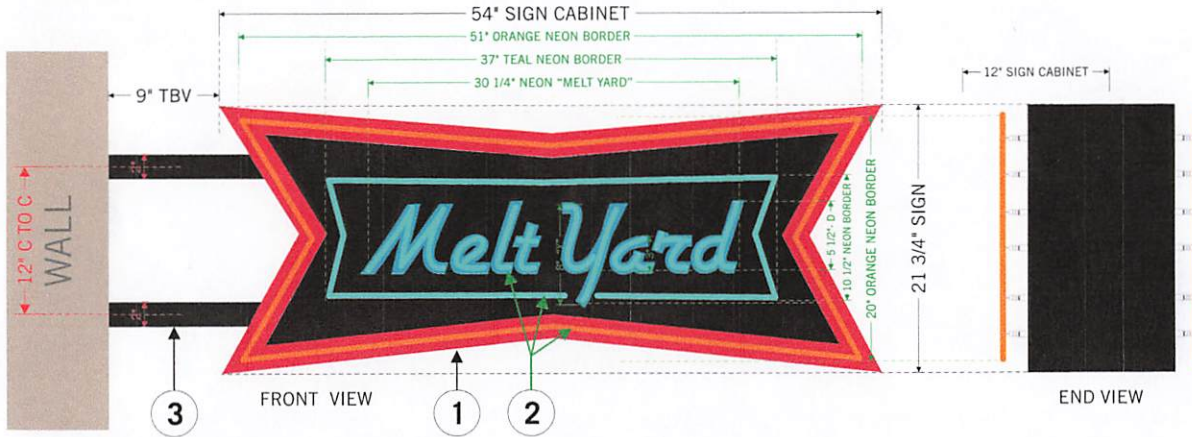
DATE 12.03.25

- COLORS & FINISHES:**
- SATIN BLACK RETURNS
  - ORANGE NEON (COLOR TBD)
  - TEAL SATIN FINISH (COLOR TBD)
  - PMS 3517 C SATIN FINISH
  - PMS 3517 C MATTE / FLAT FINISH
  - RACEWAY-BRICK FACADE MATCH-COLOR TBD

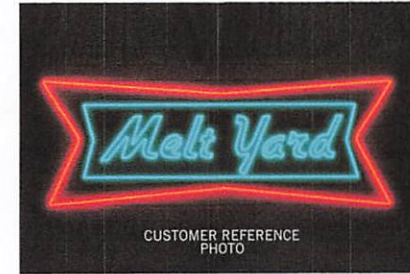
**CUSTOMER SIGNATURE**

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# PROJECTING SIGN



8.2 SQ FT



**SURVEY REQUIRED FOR WALL CONSTRUCTION AND POWER LOCATION**

**MOUNTING PLATE DETAILS TBD**

## D/F NEON ILLUM. PROJECTING SIGN

SCALE: 1"=1'0"

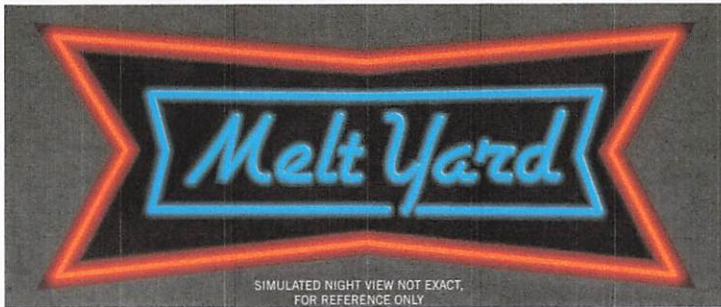
- 1 12" DEEP (TBV) DOUBLE SIDED ALUMINUM SIGN CABINET PAINTED STANDARD SATIN BLACK. FACES DECORATED WITH PAINTED RED BORDER TO MATCH PMS 3517 W/ FLAT/MATTE FINISH AND PAINTED TEAL COPY "MELT YARD" WITH FLAT/MATTE FINISH (TEAL COLOR TBD)
- 2 ORANGE NEON BORDER ACCENT (NEON COLOR TBD), TEAL NEON BORDER ACCENT (NEON COLOR TBD), TEAL NEON COPY 'MELT YARD' (NEON COLOR TBD)
- 3 2" SQUARE STEEL TUBE MOUNTING ARMS AND STEEL MOUNTING PLATES PAINTED STANDARD BLACK W/ SATIN FINISH.



This product is Classified by UL, as to the properties of product listed only.

**ELECTRICAL NOTES**  
ELECTRICAL IN 8' BOX INSIDE CAB CONNECTED TO PRIMARY LEADS. POWER: POWER NEUTRAL NEUTRAL GROUNDING: GROUNDING

NEON REPRESENTATION NOT EXACT DOUBLE-BACKS AND WIRES NOT SHOWN



630 MURFREESBORO PIKE  
NASHVILLE, TN 37210

615\_255\_3463  
615\_255\_3518 FAX

JOSLINSIGN.COM

### DALLAS MELT YARD

300 WEST MEMORIAL DR.  
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DRW#\_ 250969-K20

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DESIGNER\_ M. CLINE

PROJ\_MGR\_ K.CLARK

DATE\_ 12.03.25

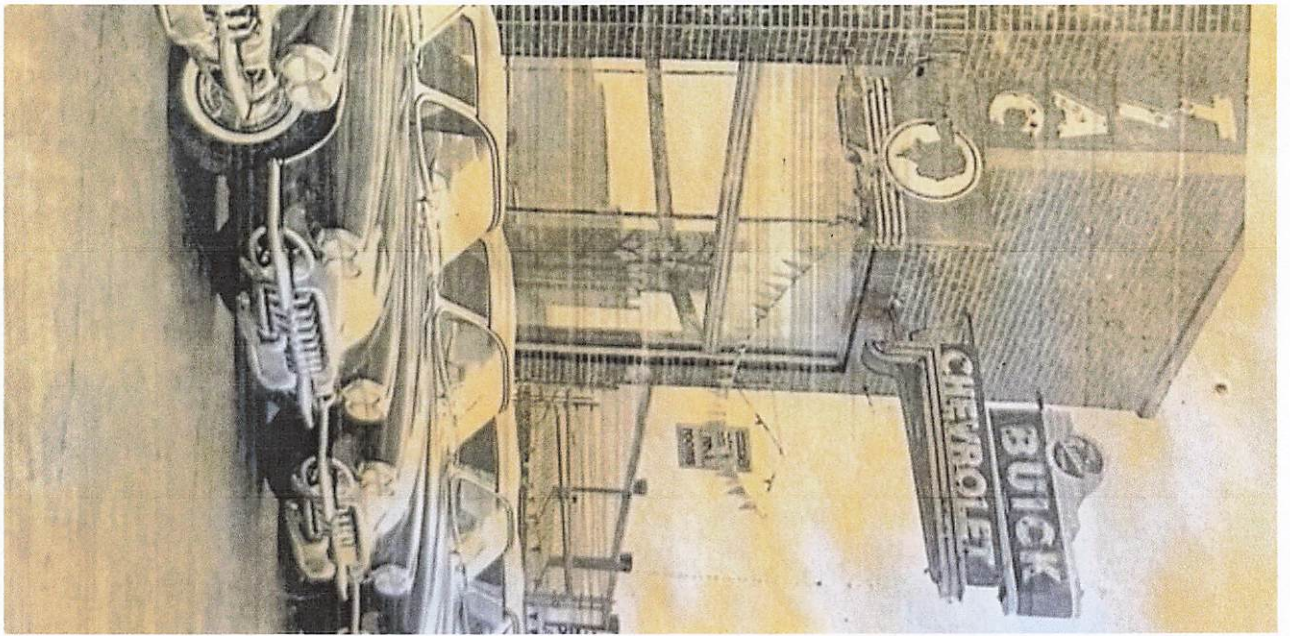
#### COLORS & FINISHES:

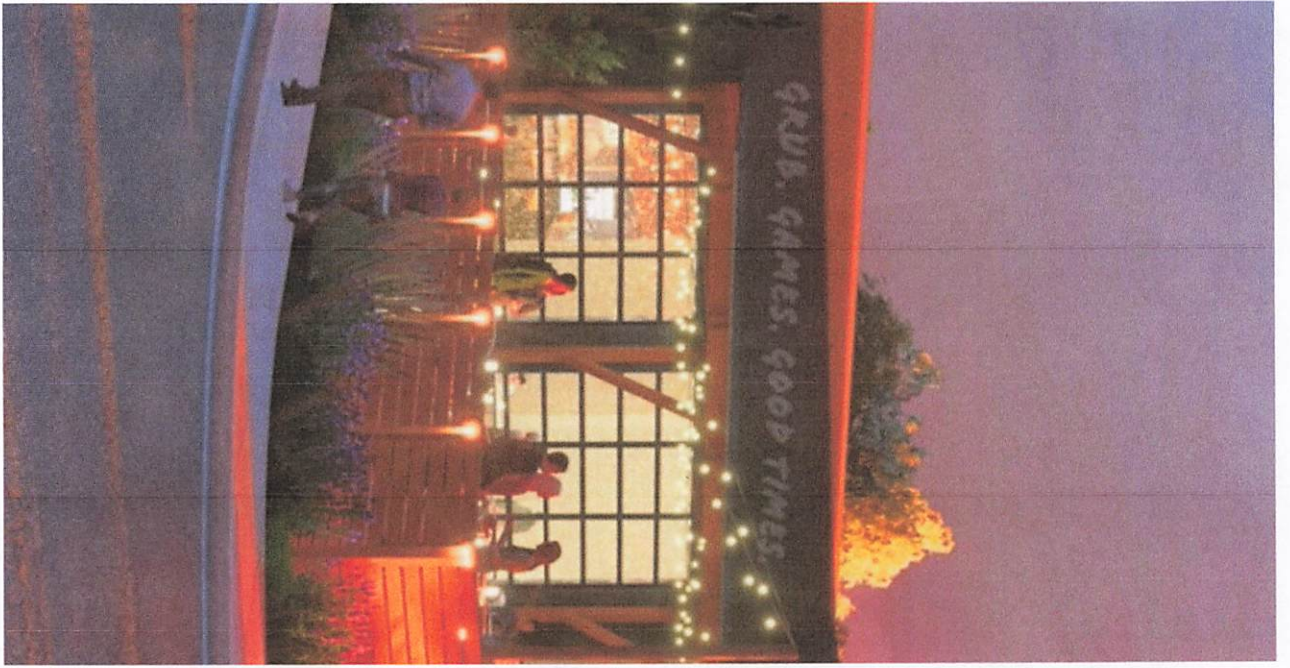
- SATIN BLACK RETURNS
- PMS 3517 C MATTE / FLAT FINISH
- TEAL FLAT/MATTE FINISH (COLOR TBD)
- ORANGE NEON (COLOR TBD)
- TEAL NEON (COLOR TBD)

#### CUSTOMER SIGNATURE

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SHEET 3 OF 5





**CITY OF DALLAS**  
**HISTORIC PRESERVATION COMMISSION**  
**PUBLIC HEARING NOTIFICATION**  
**LEGAL NOTICE**  
**(HPC-CA-2026-03)**

*Melt Yard, Justin Wilfon* (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 **2<sup>nd</sup>** District and **3<sup>rd</sup>** Section of Paulding County.

The public hearing for the Historic Preservation Commission will be held on **Monday, June 15, 2026**, at **5:00pm**. The public hearing will be conducted in the Council Chambers of the City of Dallas, City Hall, at 129 East Memorial Drive, Dallas, GA 30132.

The public is invited to attend the meeting for oral comments, or submit written comments on the subject to the City of Dallas, Attention: Dallas Historic Preservation Commission, 129 E. Memorial Drive, Dallas, Georgia 30132, prior to the public meeting. For questions or concerns, contact the Community Development Department at 770.443.8110 x 1401.

Certificate of Appropriateness Request:

- *City of Dallas - Code of Ordinance; Unified Development Code; Chapter X; Sec. 10.01 – Historic Preservation; 5) Application to Preservation Commission for Certificate of Appropriateness; a) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties*
  - o *Exterior Signage Approval*
- *Design Guidelines for Historic Districts and Sites; C Commercial Historic District Sign Guidelines; Chapter 5 – Introduction to Sign Basics; 5.2. Sign Materials*
  - o *HPC Design Guidelines 5.3.2 – 5.3.4, 5.3.7*
- *City of Dallas - Code of Ordinance; Chapter 28; SEC. 28-10(4)(d) Historic Downtown Neon Special Use Sign Permit*
  - o *Neon Signage displaying Business Name*

This the 28<sup>th</sup> day of May, 2026.

*Melt Yard, Justin Wilfon* (Applicant)

*300 West Memorial Drive, LLC.* (Titleholder)



CITY OF DALLAS, GEORGIA  
Office of Community Development  
129 E. Memorial Dr. Dallas, GA 30132  
Director – Brandon Rakestraw  
[brakestraw@dallas-ga.gov](mailto:brakestraw@dallas-ga.gov)  
[www.dallasga.gov](http://www.dallasga.gov)

---

## PUBLIC HEARING NOTIFICATION

### HISTORIC PRESERVATION COMMISSION

### HPC-CA-2026-02

Dear Surrounding Property Owners:

*Melt Yard, Justin Wilfon* (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 *2<sup>nd</sup>* District and *3<sup>rd</sup>* Section of Paulding County.

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  - o *Neon Signage displaying Business Name*

This the *28<sup>th</sup>* day of *May*, 2026.

*Melt Yard, Justin Wilfon* (Applicant)

*300 West Memorial Drive, LLC*. (Titleholder)

Sincerely yours,

Brandon Rakestraw  
Community Development Director

## Surrounding Property Owner Information

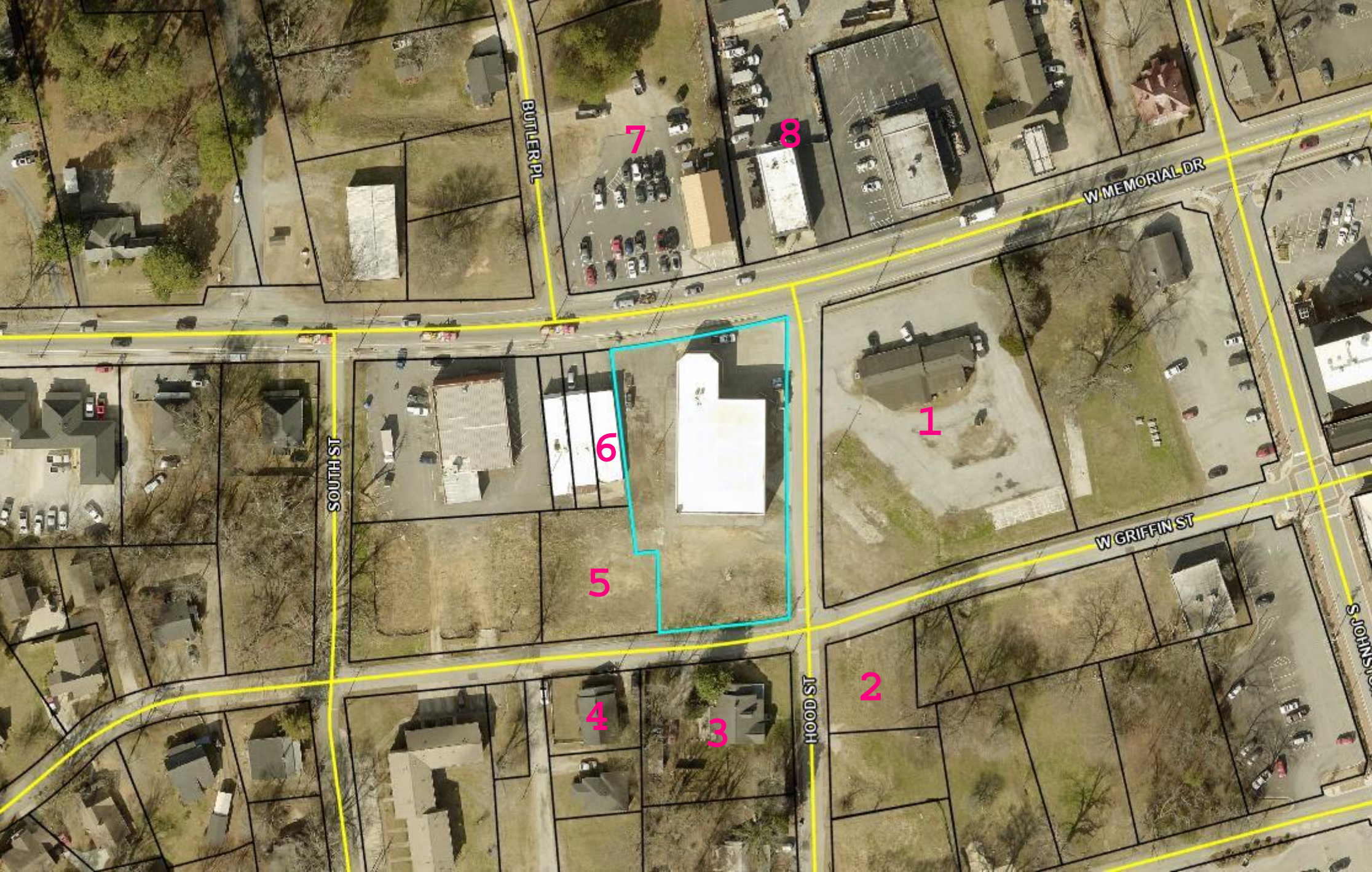
Application: HPC-COA-2026-03

Melt Yard

300 W. Memorial Drive, Dallas, GA 30132

Tax Parcel I.D. No.: 137.2.1.098.0000

1. Downtown Dev Auth of the City Of Dallas  
Mailing Address: *129 E Memorial Dr  
Dallas, Ga 30132*  
Property Address: *272 W Memorial Dr.*  
Tax Parcel ID No.: *116.3.4.088.0000*  
Zoning District: *CBD*
2. Downtown Dev Auth of the City Of Dallas  
Mailing Address: *129 E Memorial Dr  
Dallas, Ga 30132*  
Property Address: *256 W Griffin St.*  
Tax Parcel ID No.: *137.2.1.077.0000*  
Zoning District: *CBD*
3. Sampson Pamela June  
Mailing Address: *201 W Griffin St.  
Dallas, Ga 30132*  
Property Address: *201 W Griffin St*  
Tax Parcel ID No.: *137.2.1.074.0000*  
Zoning District: *R-2*
4. Decker Terry  
Mailing Address: *201 Monarch Path  
Dallas, Ga 30132*  
Property Address: *314 W Griffin St*  
Tax Parcel ID No.: *137.2.1.043.0000*  
Zoning District: *R-2*
5. 300 West Memorial Drive LLC  
Mailing Address: *3406 Florence Cir  
Powder Springs, Ga 30127*  
Property Address: *Unassigned Address*  
Tax Parcel ID No.: *137.2.1.018.0000*  
Zoning District: *R-2*
6. Lanzo Sam  
Mailing Address: *30 Presley Farm Ln  
Rockmart, Ga 30153*  
Property Address: *306 W Memorial Dr.*  
Tax Parcel ID No.: *137.2.1.096.0000*  
Zoning District: *MXU*
7. Sugar Biscuits LLC  
Mailing Address: *355 W Griffin St.  
Dallas, Ga 30132*  
Property Address: *269 W Memorial Dr.*  
Tax Parcel ID No.: *116.3.4.016.0000*  
Zoning District: *CBD*
8. Hancock Kitchen Designs LLC  
Mailing Address: *251 W Memorial Dr.  
Dallas, Ga 30132*  
Property Address: *255 W Memorial Dr.*  
Tax Parcel ID No.: *116.3.4.059.0000*  
Zoning District: *CBD*



BUTLER PL

W MEMORIAL DR

SOUTH ST

W GRIFFIN ST

HOOD ST

S JONES ST

7

8

1

6

5

2

4

3