

**COUNCIL MEETING MINUTES  
CITY OF SUGAR HILL  
5039 WEST BROAD STREET  
SUGAR HILL, GEORGIA  
TUESDAY, AUGUST 10, 2021, 7:30 P.M.**

**CALL TO ORDER** – by Jane Whittington City Clerk. She explained that both the Mayor and the Mayor Pro Tem were unavailable for tonight’s meeting. The Council Members present will need to nominate one of their members to chair the meeting. She called for nominations and Council Member Marc Cohen nominated Council Member Brandon Hembree as Mayor Pro Tem for purposes of this meeting. There were no other nominations, so Brandon Hembree was sworn in as Mayor Pro Tem by the City Attorney Frank Hartley.

Present were Mayor Pro Tem Brandon Hembree, and Council Members Marc Cohen, Nic Greene and Susie Walker. Also present were City Manager Paul Radford, City Clerk Jane Whittington, Assistant City Manager Troy Besseche and City Attorney Frank Hartley. Mayor Steve Edwards and Mayor Pro Tem Taylor Anderson were not present.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**INVOCATION** – Mayor Pro Tem Hembree gave the invocation.

**APPROVAL OF AGENDA** - Council Member Cohen motioned to amend the agenda to add as #3 New Business Downtown Development Authority appointment. Council Member Greene seconded the motion. Approved 3-0.

**APPROVAL OF MINUTES** – Council Meeting & Executive Session July 12, 2021; Work Session & Executive Session July 6, 2021; Special Called Meeting July 6, 2021, 8:00 a.m. Council Member Walker motioned to approve the minutes as written. Council Member Greene seconded the motion. Approved 3-0.

**AWARDS/PRESENTATIONS/PROCLAMATIONS**

**REPORTS**

**CITY ATTORNEY  
COUNCIL  
MAYOR  
CITY CLERK  
CITY MANAGER  
YOUTH COUNCIL**

**CITIZENS AND GUESTS COMMENTS** – there were no comments from citizens or guests.  
**CONSENT AGENDA**

**OLD BUSINESS**

**Applicant Request to Table - RZ-21-001, RSJIT Properties, LLC**, Peachtree Industrial Blvd. at Price Rd. – The applicant has requested to table this case to allow time for a traffic study. Council Member Cohen motioned to table RZ-21-001. Council Member Walker seconded the motion. Approved 3-0.

**NEW BUSINESS**

**Historic Preservation Society Appointment** – Mayor Pro Tem Hembree explained that the Council previously expanded the membership of the Historic Preservation Society, and this appointment will fill one of the vacancies. Council Member Cohen motioned to nominate Steve Samples. There were no other nominations so Steve Samples will become part of the Historic Preservation Society.

**Downtown Development Authority Appointment** – Mayor Pro Tem Hembree explained that Nigel Grey resigned due to conflicts with his schedule and the Council will need to nominate someone for Post #1. Council Member Greene nominated Tim Ross. There were no other nominations, so Tim Ross was sworn in by Mayor Pro Tem Hembree

**Public Hearing, RZ-21-004, 5211 & 5229 Sycamore Rd. & 5181 Nelson Brogdon Blvd., 4.7 acres RS-100/BG/HM-1 to BG in Town Center Overlay** – Planning Director Awana explained that RZ-21-004 and TCO Design Review 21-002 will be combined for the public hearing but will require separate votes. The city received an application from Anamaria Hazard, representing Northside Hospital, to change the zoning of the property at the corner of Sycamore Rd and Nelson Brogdon Blvd. to General Business District (BG) for a 35,000 sq. ft. medical office building. Council Member Greene asked what would happen to the old facility located in the city? The other facility is for imaging and would likely stay there. The public hearing was opened and there were no comments, so the hearing was closed. Council Member Cohen motioned to approve RZ-21-004 with the six conditions. Council Member Walker seconded the motion. The City Attorney clarified that RZ-21-004 had one condition listed and TCO Design Review had six conditions listed. Council Member Cohen restated his motion to approve RZ-21-004 rezoning to BG with one condition as listed by staff. Council Member Walker's second stands. Approved 3-0.

**Public Hearing, Design Review Board, Town Center Overlay 21-002, 5211 & 5229 Sycamore Rd. & 5181 Nelson Brogdon Blvd., Design Review** – Council Member Cohen motioned to approve TCO Design Review 21-002 with the six staff conditions dated 8-5-21. Council Member Greene seconded the motion. Approved 3-0.

**Public Hearing, ZOA-21-002, Animal Day Care Facility Amendment** – Planning Director Awana explained that this agenda item and SUP-21-001 will be heard in the same public hearing but will require a separate vote. The city received an application from Nick Thompson for a special use permit for a pet day care facility. The property is currently zoned Office Institutional District (OI). As staff searched the current zoning code, animal daycare was not listed as a use. Staff is proposing ZOA 21-002 to define animal daycare and place regulations on overnight boarding. SUP 21-001 has 3 staff conditions.

The public hearing was opened, and Nick Thompson spoke for the applicant. She does not have a problem with the conditions. There has not been any opposition that they have experienced. He stated that it would be a day care and training facility with no more than fifteen dogs at a time. There were no other comments, so the hearing was closed.

Council Member Greene motioned to approve ZOA-21-002 Zoning Ordinance Amendment as presented by staff. Council Member Cohen seconded the motion. Approved 3-0.

**Public Hearing, SUP-21-001, 5304 Sycamore Rd., 1.153 acres OI w/ Special Use Permit for Pet Daycare**– Council Member Walker motioned to approve SUP 21-001 with the three conditions as presented by Staff. Council Member Cohen seconded the motion. Approved 3-0.

**Notice of Qualifying Dates, General Election November 2, 2021** – City Clerk/Election Superintendent – The City Clerk Jane Whittington explained that the city will hold a General Election on November 2, 2021, at City Hall between the hours of 7:00 a.m. until 7:00 p.m. for City Council Post #4, City Council Post #5, and Mayor. The legal ad ran in the Gwinnett Daily Post on July 25, 2021 and was posted on the website on July 21, 2021. The legal ad serves as the call for this election. The City Council will need to ratify at tonight’s meeting the qualifying days and hours. The Qualifying for this election will be held on Monday, August 16, 2021, until Wednesday, August 18, 2021, between the hours of 8:30 a.m. until 4:30 p.m. The qualifying will take place in the office of the City Clerk and Election Superintendent at 5039 West Broad Street, Sugar Hill. The qualifying fee is \$108.00 for Council and \$162.00 for Mayor. Council Member Cohen motioned to approve the qualifying dates for the 2021 General Election as outlined by the City Clerk. Council Member Walker seconded the motion. Approved 3-0.

**EXECUTIVE SESSION: TO DISCUSS LEGAL, REAL ESTATE AND/OR PERSONNEL** – Council Member Greene motioned to enter Executive Session. Council Member Walker seconded the motion. Approved 3-0.

**PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION** – there was no public action taken out of Executive Session.

**ADJOURNMENT** – Council Member Greene motioned to adjourn. Council Member Cohen seconded the motion. Approved 3-0.

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Brandon Hembree, Mayor Pro Tem

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Jane Whittington, City Clerk