

**AGENDA SUMMARY
CITY OF SUGAR HILL
COUNCIL MEETING
MONDAY, NOVEMBER 13, 2023, 7:30 P.M.
COUNCIL CHAMBERS
5039 WEST BROAD STREET
SUGAR HILL, GEORGIA**

CALL TO ORDER - Mayor Hembree called the meeting to order. Present were Mayor Brandon Hembree, Council Members Taylor Anderson, Marc Cohen, Alvin Hicks Mason Roszel and Jenn Thatcher. Also present were City Manager Paul Radford, Assistant City Manager Troy Besseche, City Clerk Jane Whittington and City Attorney Frank Hartley.

PLEDGE OF ALLEGIANCE TO THE FLAG
INVOCATION – given by Council Member Hicks.

APPROVAL OF AGENDA – Council Member Hicks motioned to approve the agenda. Council Member Roszel seconded the motion. Approved 5-0.

APPROVAL OF MINUTES – Minutes Council Meeting and Executive Session October 9, 2023; Work Session and Executive Session October 2, 2023 – Mayor Pro Tem Cohen motioned to approve the minutes as written. Council Member Thatcher seconded the motion. Approved 5-0.

AWARDS/PRESENTATIONS/PROCLAMATIONS

Proclamation Lanier Cluster Teacher of the Year – Mayor Pro Tem Cohen read the proclamations and presented it to the teachers which were accompanied by their principals.

REPORTS

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

CITIZENS AND GUESTS COMMENTS – there were no citizens or guests comments.

CONSENT AGENDA

OLD BUSINESS

1. **DRB-CBD 23-002, 1091 Level Creek Road, request for design review approval for Townhome Development** – Planning Director Awana explained that this public hearing and consideration of DRB-23-002 is for design review of a previously approved rezoning application. Staff recommends approval with five (5) conditions. Mayor Pro Tem Cohen motioned to approve the site plan and buildings in material and architectural detail with the five staff conditions. Council Member Hicks seconded the motion. Approved 5-0.

NEW BUSINESS

2. **DRB-TCO-23-001, 995 Whitehead Rd., Convert existing ranch home into two-story home, public hearing 11-13-23** – Planning Director Awana explained that the City received an application from Jim Wassel requesting design review board approval to build a second story addition onto an

existing brick ranch style home. Staff recommends approval with one condition. Council Member Anderson motioned to approve the site plan and buildings in material and architectural detail with the following condition, Final designs shall substantially resemble the attached Exhibits labeled Exhibit 1-6. Council Member Roszel seconded the motion. Approved 5-0.

3. **DRB-TCO 23-002, 4862 Lanier Avenue, New Home Construction, public hearing 11-13-23** – Planning Director Awana explained that the City received an application from Brian Lancaster requesting design review board approval to construct a new 1,311 square foot single-family detached residence located within the Town Center Overlay (TCO) at 4862 Lanier Avenue. The staff recommended approval with one condition. Mayor Pro Tem Cohen motioned to approve the site plan and buildings in material and architectural detail with the following conditions, Final designs shall substantially resemble the attached exhibits labeled Exhibit 1 through 2. Council member Thatcher seconded the motion. Approved 5-0.
4. **VAR-23-002, 6481 Sweet Laurel Run, Setback Variance for construction of an enclosed porch, public hearing 11-13-23** – Planning Director Awana explained that the City received an application from Steve Harmon requesting a variance for a 17 foot rear setback at 6481 Sweet Laurel Run, Tax Parcel 7-364-099 to enclose a deck with screen room within an existing patio area. Staff recommends approval with one condition. Council Member Anderson motioned to approve VAR-23-002 with one staff condition, Final building plan shall substantially resemble the attached drawings labeled Exhibit 1-2. Council Member Hicks seconded the motion. Approved 5-0.
5. **4591 Sugar Hill, Inc., 4591 Old Suwanee Rd., License for Beer and Wine Retail Sales** – the City Clerk explained that the City received an application for authorization for beer and wine retail sales for a convenience store that also sells food and other products. The business 4591 Sugar Hill, Inc., located at 4591 Old Suwanee Rd, Sugar Hill. The applicant and owner of the business is Kevin Doshi. Mayor Pro Tem Cohen motioned to approve the beer and wine license with the condition that the license cannot be issued until the owner submits a registered agent application for an agent that is located within Gwinnett County as required. Council Member Thatcher seconded the motion. Approved.

EXECUTIVE SESSION: TO DISCUSS LEGAL, REAL ESTATE AND/OR PERSONNEL –

Council Member Thatcher motioned to enter Executive Session. Council Member Roszel seconded the motion. Approved 5-0.

PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION – the meeting was reconvened, and Council Member Thatcher motioned to approve the purchase of approximately 0.69 acres of property known as 1021 Level Creek Rd., Sugar Hill and as Gwinnett County Tax Parcel R7291 024, from Charles S. Matthews for the purchase price of \$320,000. She further moved to amend the FY2023 budget to transfer this amount from unrestricted reserves to land acquisition. Council Member Roszel seconded the motion. Approved 5-0.

ADJOURNMENT – Council Member Thatcher motioned to adjourn. Council Member Roszel seconded the motion. Approved 5-0.

Jane Whittington, City Clerk