

City of Sugar Hill
Planning Staff Report
CBD Design Review 24-002

DATE: October 2, 2024
TO: Mayor and Council, Design Review Board
FROM: Planning Department
SUBJECT: Central Business District (CBD) Design Review
1125 Whitehead Road, Renovation to office use and addition of a two-car garage.

RECOMMENDED ACTION

Approval of the site plan and buildings in material and architectural detail with the following conditions:

- 1. Final building design shall substantially resemble the attached exhibits labeled Exhibit 1 through 2. Final material and color selections shall be subject to on-site mock-up approval, with identified materials.**

REQUEST The City of Sugar Hill has received an application from Caren Carney, DVM, requesting design review board approval for the renovation of an existing residential structure to an office and an addition of a 2-car garage located within the Central Business District (CBD) Overlay near the corner of Whitehead Road and West Broad Street.

DISCUSSION

- This property is presently zoned Office-Institutional within the Central Business District (OI/CBD); the proposed improvements would bring the existing structure into conformance for commercial use including accessibility requirements such as a ramp and ADA parking.
- The proposed improvements retain the character of the existing structure. Located along Whitehead Road, the subject parcel is adjacent to single family residences to the north and west. The property abuts the Sugar Hill Historic Cemetery along the rear of the property.
- The proposed improvements retain the character of the existing residential structure while improving standards for commercial use.
- The proposed improvements include the addition of a two-car garage and added parking spaces. A 24' by 26' detached garage will replace an existing shed at the rear of the property. The existing shed encroaches on the rear setback; the proposed garage encroaches farther on the rear setback but within the existing clearing. The proposed garage is approximately 15' off of the rear setback line abutting the Sugar Hill Cemetery and would not require the additional removal of trees.
- The proposed additional parking spaces include addition of an ADA required space. The improvements include expanding the driveway within the property utilizing the existing curb

cut to extend to the proposed garage and to provide suitable dimensions for the parking spaces.

- The proposed garage addition aims to substantially resemble the office building. The roofing material and color will match the existing building. The siding and trim will also match the existing building.
- The improvements will retain existing tree cover with multiple mature trees located on the property.
- The Vets Off Leash office currently resides in the Sugar Hill Suite spot and parks their van in the parking lot.
- The monument sign will be permitted separately and will be required to conform the CBD design guidelines.

APPLICANT: Caren Carney, DVM

PROPERTY OWNER: City of Sugar Hill

EXISTING ZONING: Office-Institutional (OI) within the Town Center Overlay District (TCO), and Central Business Overlay District (CBD).

REQUEST: Design review approval, Office Project.

PROPERTY SIZE: ± 0.285 Acres, Tax Parcel #: R7-291-065

LOCATION: 1125 Whitehead Road Sugar Hill, GA, 30518

DESIGN REVIEW CRITERIA

1. Is the proposed project consistent with the adopted design guidelines for the type of development, and/or the proposed use?

Yes. The proposed improvements conform to the guidelines in scale and overall architectural type of the Central Business District as well as the existing zoning.

2. Is the proposed project consistent and compatible with the nature and character of the surrounding areas?

The proposed designs are consistent with the adopted vision and emerging character of Downtown Sugar Hill as well as the existing zoning. Modifications to the existing building will retain the current character while bringing it into conformance for a commercial use in the CBD.

3. Are the site design, landscaping, general design, character, arrangement and scale of buildings, texture, materials and colors of the project similar to or compatible with features or structures in the area.

The proposed elevations and conceptual site plans are compatible in scale, material selection, and general design character with the neighboring properties.

4. *Will the interior arrangement or use have any effect on exterior architectural features and otherwise complies with the standards of this ordinance?*

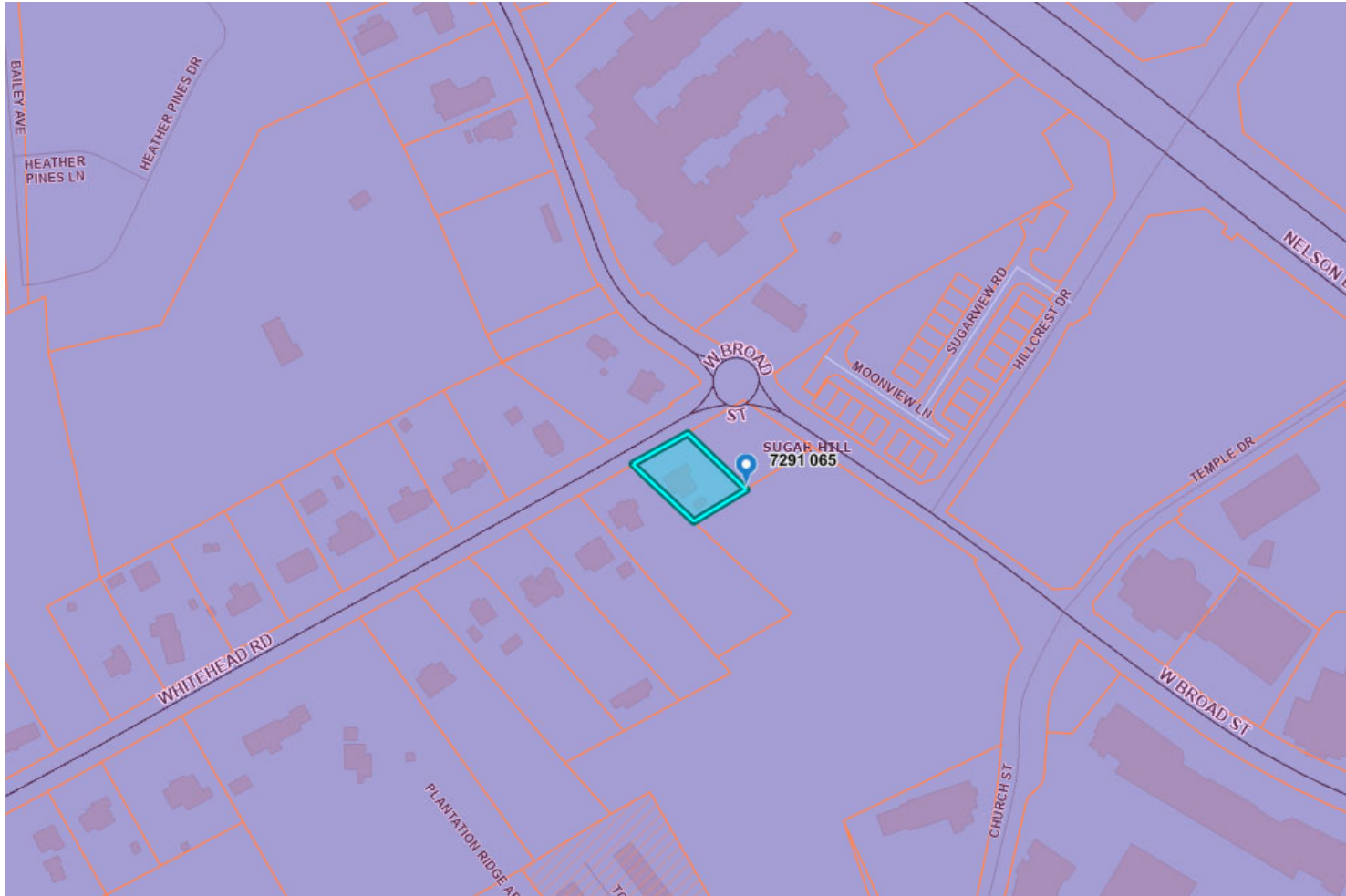
No.

5. *Does the project contribute or resemble the following criteria for considering a design inappropriate?*

- a. *Character foreign to the area.*
- b. *Arresting and spectacular effects.*
- c. *Violent contrasts of material or color, or intense or lurid colors.*
- d. *A multiplicity or incongruity of details resulting in a restless and disturbing appearance.*
- e. *The absence of unity and coherence in composition not in consonance with the density and character of the present structure or surrounding area.*

No.

DRB-CBD 24-002
Caren Carney, DVM
Design Review Approval OI/CBD
Office Development
LOCATION MAP



Letter of Intent to Improve 1125 Whitehead Road

Date: 08/27/2024

To:

Planning and Zoning Department
City of Sugar Hill
5039 West Broad Street
Sugar Hill, GA 30518

Subject: Letter of Intent to Improve 1125 Whitehead Road and Relocate Vets Off Leash

Introduction

To Whom It May Concern,

I am writing to formally express our intent to improve the property at 1125 Whitehead Road to receive an occupancy permit for this property for Vets Off Leash. The scope of work for this Design Review application includes the following:

1. Parking:

- Add appropriate parking spaces for employees, with a total of five painted spaces and access to the garage. The driveway currently accommodates four or more vehicles, and we are adding as little concrete as possible to preserve the existing landscape.
- Inclusion of an ADA accessible parking space in accordance with ADA guidelines.

2. Signage:

- Install a permanent sign near the street. The sign will be approximately 6 feet wide by 6 feet tall, as shown on the plan.

3. Garage Construction:

- Replace an existing shed with a 24' x 26' garage to the rear of the building to provide secure parking for the business vehicle. This garage will substantially match the existing office building in materials and colors (please see the attached drawings).

4. Accessibility:

- Construct a wheelchair-accessible ramp meeting ADA requirements.

We are currently working with Tim Schick at the City to adjust the rear property line to help the cemetery move forward on its fencing plans. With the newly drawn property lines, our proposed garage will be 15 feet from the rear property line adjacent to the cemetery. Therefore, we are requesting a variance to reduce the rear setback to 15 feet, as shown on the plan.

Daily Business Activity

The property is zoned O/I "Office/Institutional." The office building activities will be limited to those typical of a general business office, which is allowed under the existing zoning. This property will serve as the administrative office for Vets Off Leash, which is a Housecall Veterinary Service. The office will not be open to the general public, and all veterinary services will be performed at customers' homes—not in the office. No customer pets will be kept at this location.

Vets Off Leash is a Veterinary Housecall Service dedicated to providing comprehensive veterinary care to our patients in the comfort of their homes. Our business model is uniquely tailored to meet the needs of clients who may face challenges accessing traditional veterinary care including human mobility or disability issues, pet mobility or medical issues, or pets' anxiety in a vehicle or clinic setting.

Neighborhood Impact and Considerations

Since there is only one adjacent residential property to the southwest, the parking and garage will be oriented to the north and east to ensure that any activity will not adversely affect that residence. We believe our intended use will make the property an excellent buffer between the residential zone and the bustling downtown activities.

Landscaping

The property is already beautifully landscaped with lawn and mature trees around the office on three sides. None of these trees will be removed, as we aim to preserve the park-like setting. There are Arborvitae planted along the back of the property that will provide a landscape buffer between the cemetery and the garage.

Lighting


The building currently has spotlight motion-cameras at all four corners, which activate only when motion occurs on the property. Two additional cameras will be installed on the back side of the garage. No extra parking lighting will be needed.

Conclusion

We believe that this property improvement and move to 1125 Whitehead Road will allow us to better serve our clients while continuing to contribute positively to the Sugar Hill community. We appreciate your consideration of our relocation and design improvement plan and are happy to provide any further information you may require.

Thank you for your time and attention to this matter.

Sincerely,



Caren Carney, DVM

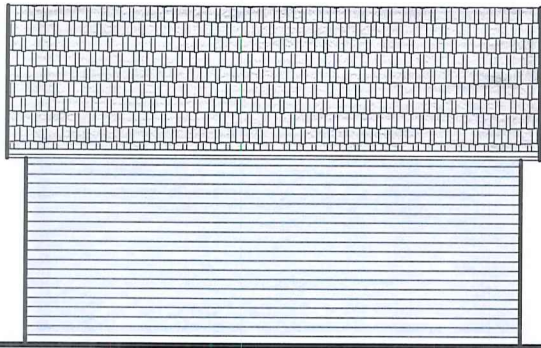
Owner/Vets Off Leash

Address: 6078 Pierless Ave

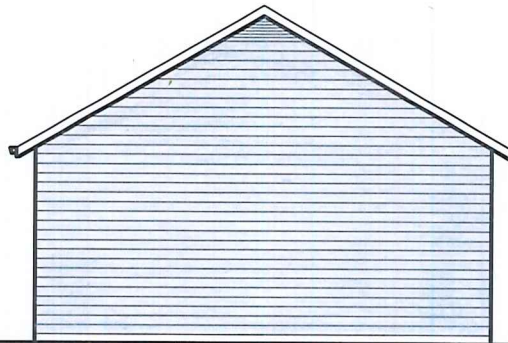
Sugar Hill, GA 30518

Phone: [REDACTED]

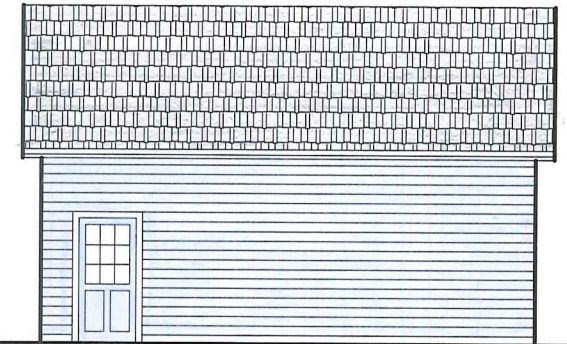
Exhibit 1



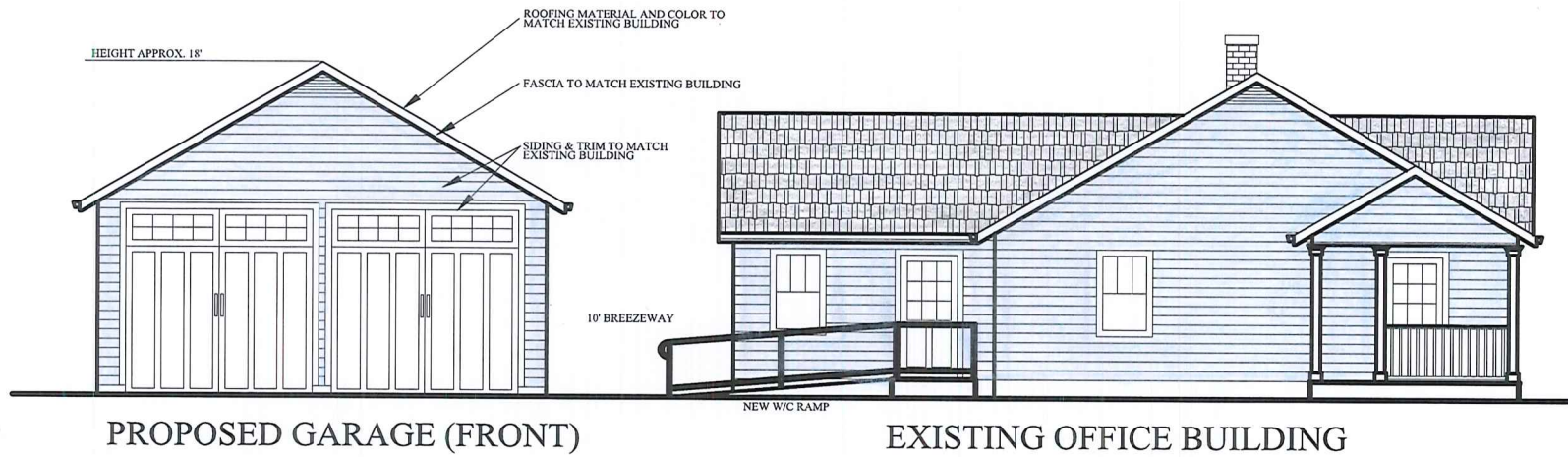
GARAGE LEFT SIDE



GARAGE REAR



GARAGE RIGHT SIDE



PROPOSED GARAGE (FRONT)

EXISTING OFFICE BUILDING

1125 WHITEHEAD RD.



**City of Sugar Hill
Design Review Application**

The following items are necessary in order to process an application for design review in the Town Center Overlay or Central Business District. Once a Certificate of Design Review application is determined complete and is accepted by the Planning Director, it shall be forwarded to the Mayor and City Council for consideration at its next scheduled meeting as appropriate. **A pre-application meeting is required to review all of your materials prior to submittal. See Application Deadline and Hearing Schedule Attached**

1. APPLICATION FORM

- a. Answer all questions.
- b. Applicant and property owner must sign application.
- c. In addition to the application the following must be attached;
 - aa. Letter of Intent
 - bb. Elevation Drawings
 - cc. Photographs
 - dd. Site Plan / Landscaping Plan
 - ee. Adjoining Property Owners
- d. One paper copy of the application packet filled out in full is required. Any plans submitted exceeding 11" x 17" must be submitted digitally via PDF in addition to physical copies.

2. APPLICATION FEE Please make checks payable to: **CITY OF SUGAR HILL**

- a. Town Center Overlay Review **\$0**
- b. Central Business District Review **\$0**

3. LETTER OF INTENT

The letter of intent must describe the proposed changes in exterior appearance of the building(s), structure(s) or development activity. Refer to Sections 1001 and 1002 of the City of Sugar Hill Zoning Ordinance for the relevant criteria considered during the review process.

4. APPLICATION ATTACHMENTS

All applications for design review approval shall be made as required by the City Manager and shall at minimum contain the following information:

Elevation Drawings, Color and Material Samples. Every application or review involving the construction of a new building or structure, alterations, and/or additions to existing structures shall be accompanied by exterior elevation color renderings, drawn to scale and signed by an architect, engineer or other appropriate professional. These shall be submitted in sufficient number of copies as required by the Planning Director. Said exterior elevation color renderings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed change(s) to buildings or structures and new construction, as applicable. Each application shall also indicate proposed materials, textures and colors, and provide samples of materials and colors.

Photographs. All applications shall be accompanied by photographs of all sides of the existing building(s) or structure(s) affected, and of adjoining properties. Photographs shall be submitted in printed copy and in digital form unless otherwise specified by the Planning Director.

Site Plan and Landscaping Plan. For every application, a plot plan or site plan, drawn to scale, shall be submitted which shows all improvements affecting appearances, such as walls, walks, terraces, plantings, tree protection areas, accessory buildings, signs, lights, and other elements.

Additional Information. The City Manager may reasonably require any additional information to be submitted with the application.

5. MEETINGS

Please refer to the attached Hearing Schedule for application deadlines of **completed applications**, and hearing dates.

6. ADJOINING PROPERTY OWNERS Printed in list form of the names, addresses, map reference numbers, and zoning classification of all adjoining property owners of record **must** be attached based upon current month available tax records at Gwinnett County. All adjoining properties include **both** sides of the road. A typed set of labels are required to be submitted with the list preferably in Avery 5160 format. Labels are required to be emailed in the Avery 5160 Format to nklein@cityofsugarhill.com.

DESIGN REVIEW APPLICATION

 Town Center Overlay X Central Business District

APPLICANT INFORMATION

Name: Caren Carney, DVM Address: 6078 Pierless Ave
Phone: [REDACTED] Sugar Hill, GA 30518
Fax: n/a
Email: [REDACTED]

PROPERTY OWNER INFORMATION

Name: Same Address: _____
Phone: _____
Fax: _____
Email: _____

CONTACT INFORMATION

Name: Same Phone: _____
Fax: _____ Email: _____

If multiple property owners, all property owners must fill out separate applications.

PROPERTY INFORMATION

Parcel Number: R7291-065
Address: 1125 Whitehead Rd, Sugar Hill GA 30518
Present Zoning: O/I Acreage: .285

REQUEST, please give a brief description of the request:

Applicant is improving the property to be more suitable for general office use in compliance with
the O/I zoning. This will include increasing the parking area to accomodate 5 spaces, installing
a business sign, and building a 2-car garage for the business vehicle.

[Signature] 8 / 30 / 24 [Signature] 8 / 30 / 24
SIGNATURE OF APPLICANT DATE SIGNATURE OF PROPERTY OWNER DATE

CONFLICT OF INTEREST CERTIFICATION

The undersigned below, making application for a Variance has complied with the O.C.G.A. § 36-67A, et. Seq., Conflict of Interest in Zoning Actions and has submitted or attached the required information on the forms provided. Title 36 relates to disclosure of financial interest, campaign contributions, and penalties for violating O.C.G.A.

Caren Carney 8/30/24 _____ / /
 Signature of Applicant Date Signature of Applicant's Attorney Date

Caren Carney, DVM _____
 Type or Print Name and Title Type or Print Name and Title

[Signature] 8/30/24 _____ / /
 Signature of Notary Public Date Signature of Notary Public Date



DISCLOSURE STATEMENT

Nothing in Chapter 36 of O.C.G.A. shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

- No, I have not made any campaign contribution to City Officials voting on this application exceeding \$250.00 in the past two years.
- Yes, I have made campaign contributions to City Officials voting on this application exceeding \$250.00 in the past two years.

To Whom: _____ Value of Contribution: _____ Date of Contribution: _____

I have read and understand the above and hereby agree to all that is required by me as the applicant.

Caren Carney 8/30/24 Caren Carney
 Signature of Applicant Date Applicant Type or Print Name

Personally appeared before me who on oath disposes and says that the above is true and to the best of his or her knowledge and belief.

[Signature] 8/30/24 (NOTARY SEAL)
 Notary Public Signature Date



AUTHORIZATION BY PROPERTY OWNER

I, Caren Carney, 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 the subject matter of the attached applications, as is shown in the records of City of Sugar Hill, Sugar Hill, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a Variance of this property.

I hereby authorize staff of the City of Sugar Hill, Department of Planning and Development to inspect the premises, which is the subject of this application.

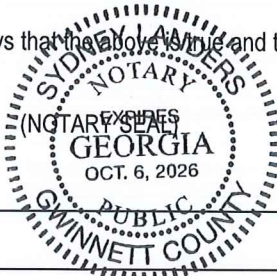
APPLICANT INFORMATION

Name: Caren Carney Address: 6078 Pierless
Phone: [REDACTED] Sugar Hill GA 30518
Fax: _____
Email: [REDACTED]

Caren Carney 8/30/24 Caren Carney 8/30/24
SIGNATURE OF APPLICANT DATE SIGNATURE OF PROPERTY OWNER DATE
Caren Carney Caren Carney
APPLICANT TYPE OR PRINT PROPERTY OWNER TYPE OR PRINT

Personally appeared before me who on oath disposes and says that the above is true and to the best of his or her knowledge and belief.

[Signature] 8/30/24
Notary Public Signature Date

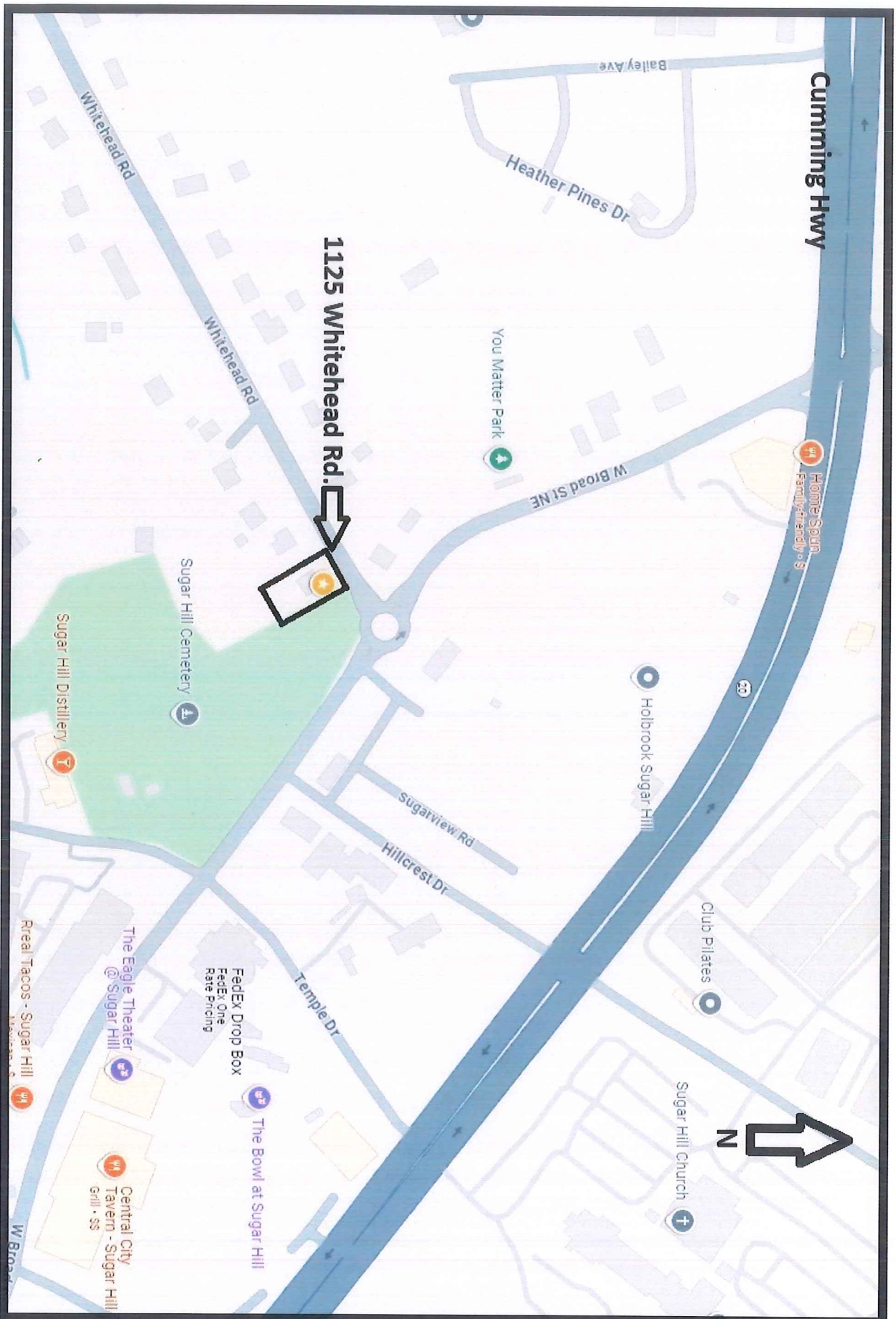


VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR APPLICATION

The undersigned below is authorized to make this application. The undersigned certifies that all the City of Sugar Hill property taxes, billed to date for the parcel listed below have been paid in full. In no case shall an application or reapplication for rezoning/variance be processed without such property verification.

***NOTE: A separate verification for must be completed for each tax parcel included in the Variance request.**

Tax Parcel Number: R7291-065
Caren Carney 8/30/24 Caren Carney
SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME



1125 Whitehead Rd.

Vicinity Map

Property Photos



Front View From Sidewalk



Current Parking Area



Left Side



Current Shed at Proposed
Garage Location



Back of Office

Property Photos

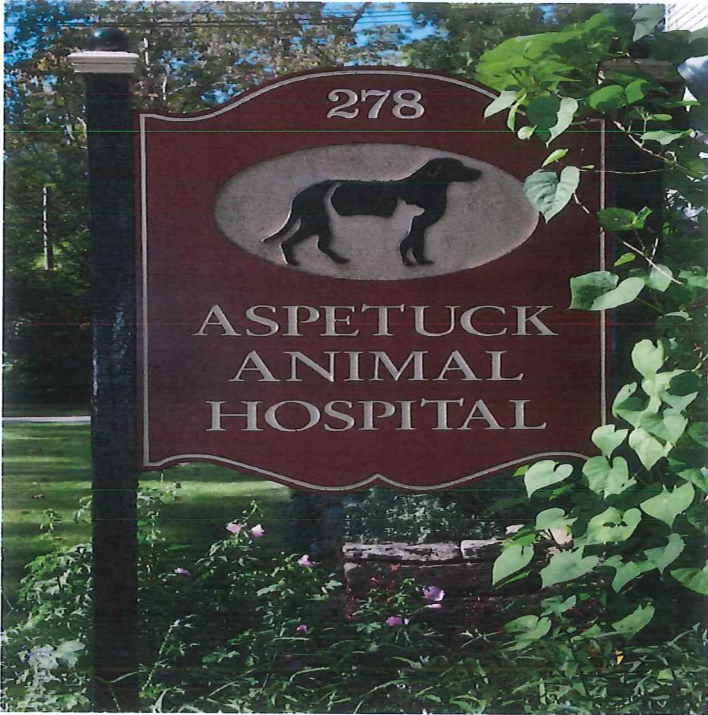


Right Side



View From Sugar Hill Cemetery

Business Sign Examples



Monument Sign Examples



VETERINARY HOUSECALLS

Vets Off Leash Logo