

**COUNCIL MEETING MINUTES
CITY OF SUGAR HILL
5039 WEST BROAD STREET
SUGAR HILL, GEORGIA
MONDAY, MARCH 10, 2025, 7:30 P.M.**

CALL TO ORDER – by Mayor Pro Tem Joshua Page. Present were Council Members Taylor Anderson, Meg Avery, Alvin Hicks and Gary Pirkle. Also present were City Manager Paul Radford, Assistant City Manager Troy Besseche, City Clerk Jane Whittington and City Attorney Lee Thompson. Mayor Brandon Hembree and City Attorney Frank Hartley were not present.

PLEDGE OF ALLEGIANCE TO THE FLAG

INVOCATION – given by Council Member Pirkle.

APPROVAL OF AGENDA – Council Member Anderson motioned to approve the Agenda as submitted. Council Member Hicks seconded the motion. Approved 4-0.

APPROVAL OF MINUTES – Council Meeting & Executive Session February 10, 2025; Work Session February 3, 2025 – Council Member Hicks motioned to approve the Council Meeting & Executive Session Minutes February 10, 2025. Council Member Avery seconded the motion. Approved 4-0. Council Member Anderson motioned to approve the Work Session Minutes February 3, 2025. Council Member Hicks seconded the motion. Approved 4-0.

AWARDS/PRESENTATIONS/PROCLAMATIONS

REPORTS

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

CITIZENS AND GUESTS COMMENTS

CONSENT AGENDA

OLD BUSINESS

Veto by Mayor Hembree, Downtown Development Authority, Appointments to Posts 2 and 3

Veto by Mayor Hembree, Riverlands Authority, Appointments for Post 2 and 4. The City Clerk explained that Mayor Hembree vetoed the appointments for these posts which were made at the January Council Meeting. This meeting is the last time the Council can consider a vote to override the veto. It would take four votes to override the veto. The Mayor Pro Tem called for the vote and there were no motions made so the veto stands.

NEW BUSINESS

Letter to County Commissioner Holtkamp regarding Sugar Hill Library – Mayor Hembree drafted a letter to Commissioner Holtkamp regarding the possibility of a Sugar Hill library. Council Member Pirkle stated that the letter did not commit city funds for the project. Council Member Hicks explained that it did not commit city or county funds for a library but rather SPLOST funds. Council Member Hicks motioned to approve sending the letter for support of a Sugar Hill library. Council Member Avery seconded the motion. Approved 4-0.

ZOA 25-001, Zoning Ordinance Amendment, Modification of By-Right Uses within the Central Business District and Town Center Overlay, Apartment Houses and Dwelling Multiple (Public Hearing 3-10-25) – Planning Director Newell explained that the zoning ordinance amendment includes a modification of by-right uses within the central business district and the town center overlay for apartment houses and dwelling multiple. The amendment would delete

some text of the zoning ordinance and add additional text to require a special use permit. There are seven parcels that are excluded from requiring a special use permit but they are limited to the density and unit count existing or permitted as of November 12, 2024. The purpose of the exclusion is to ensure that these properties do not become non-conforming uses and that they can be rebuilt as originally constructed and permitted. Council Member Pirkle motioned to approve ZOA-25-001 and require a special use permit in the CBD and TCO. Council Member Avery seconded the motion. Approved 4-0.

Public Hearing, SUP-25-001, Special Use Permit, Mark White 4725 Nelson Brogdon Blvd., Vehicle Emissions Station – Planning Director Newell explained that the city received an application from Mark White for a special use permit to operate an official Georgia emission station (automobile inspection service). The property is currently zoned BG. The Planning Commission voted to approve by a vote of 4-0. The Council had some questions at the Work Session regarding the condition of the property. Planning Director Newell said that code enforcement went out to the property and noted some cosmetic changes were needed. The public hearing was opened, and the applicant Mark White spoke regarding the request. He is a long-time mechanic and wanted to open this business that is related. The owner of the property has agreed to help with the repairs to the parking lot. There were no other comments, so the hearing was closed. Council Member Pirkle motioned to approve SUP-25-001 as presented. Council Member Hicks seconded the motion. Approved 4-0.

Public Hearing, TCO Design Review, 1085 Whitehead Rd., Addition to Existing Residence & Attached Garage – Planning Director explained that the city received an application from Jonathan Stanley requesting design review at 1085 Whitehead Rd. for a rear addition to the existing residence and an addition of an attached garage. The staff recommends approval. The public hearing was opened and Faye Sisson, who lives three doors down at 5107 Sunset Drive spoke in support of the request. There were no other comments, so the hearing was closed. Council Member Anderson motioned to approve TCO Design Review 25-002 with approval of the site plan and buildings in material and architectural detail with two conditions: final designs shall substantially resemble the attached exhibits labeled Exhibit 1 through 4; all materials and colors shall match those of the house. Council Member Avery seconded the motion. Approved 4-0.

Roadway Improvement Contract Award (LMIG) – Assistant City Manager Besseche explained that the funds for this project were approved in this year's Capital Improvement Budget. The source of the funding is state grants, general funds and SPLOST money totaling \$1,000,000. The city advertised for bids and received thirteen bids. After reviewing the bids and checking references, staff is ready to recommend awarding the contract to Triple R Paving and Construction LLC with the lowest bid of \$862,860. The contract includes fifteen roads for a total of 3.1 miles. Council Member Pirkle asked if the street signs were included as discussed at the work session. Mr. Besseche explained that they would replace the signs in-house. Council Member Anderson motioned to award the construction agreement with Triple R Paving and Construction LLC in the amount of \$862,860 for the completion of the 2025 roadway improvements project and authorize the Mayor to sign the contract after legal review. Council Member Pirkle seconded the motion. Approved 4-0.

Re-adopt Policies for Livable Centers Initiative (LCI) Project - Assistant City Manager Besseche explained that these policies are required to be readopted periodically to maintain compliance for the city's Livable Cities Initiative (LCI) project. Council Member Hicks motioned to re-adopt the policies in order to maintain eligibility for Federal Highway funds and authorize the Mayor or City Manager to sign as required. Council Member Avery seconded the motion. Approved 4-0.

HVAC Equipment Replacement for the E Center – the Assistant City Manager requested that this item be tabled to allow staff time to obtain additional bids and research. Council Member Pirkle motioned to table. Council Member Anderson seconded the motion. Approved 4-0.

Greenspace & Right of Way Dedication – the Assistant City Manager discussed that the development team for Novare has constructed a significant portion of the greenway trail on their property and want to donate a segment to the city. The property is located between Peachtree Industrial Blvd. and their property line. This property would be absorbed into the city's greenspace program and not be developed. Council Member Hicks motioned to accept the donation of 4.450 acres of greenspace and .477 acres of road right-of-way for Stanley Street from Sugar Hill Residences, LLC and authorize execution of the documents. Council Member Anderson seconded the motion. Approved 4-0.

Suite Spot IGA Lease Renewal - Assistant City Manager explained that the DDA has operated the Suite Spot as a business incubator since 2014. The office space and co-work workspace have been successful and helpful to the home-based businesses in the community. The ten-year lease needs renewal. One key change is the ability to allow for the office to transition to a single tenant should an opportunity arise. Council Member Anderson motioned to approve the IGA for the continued operation of the Suite Spot. Council Member Pirkle seconded for discussion. Council Member Pirkle stated he would rather have the agreement expire in six years not eleven and withdrew his second. Council Member Anderson motioned to approve the IGA and authorize the Mayor to sign the agreement with a period of not more than six years. Council Member Pirkle seconded the motion. Approved 4-0.

Policy for Travel, Training & Education – Council Member Avery explained the research on the policy and went over the guidelines for all city employees, Mayor and Council and board members. All of these groups are to report their travel or training, and a summary should be a part of their monthly report at the council meeting. Council Member Avery motioned to approve the policy as proposed. Council Member Pirkle seconded the motion. Approved 4-0.

Public Hearing, RZ-25-001, 5343 Sycamore Rd., R7305 017, 285, 287, R7306 064A, 064D, 065, 222, Kittle Homes, Rezone from RS-100, HM1 to R36 – The Planning Director explained that the city received an application dated December 3, 2024 from Kittle Homes to rezone the properties from RS-100 and HM1 to R36 for attached single family residences. The parcels are located within the Town Center Overlay. The proposed project would have 73 single-family attached units. The applicant requested several variances for the project. The Planning Commission did not forward a recommendation because it was a 2-2 vote. Staff recommended approval with ten conditions.

The public hearing was opened and Zach Kittle explained that the townhomes would be 3 stories similar to their other project on Hillcrest Rd. He explained the request for the variance in the buffer from 50' to 25'. A graded buffer could be replanted to screen better than the natural buffer. He requested that condition #4 be reduced from 3 natural gas appliances to 2. Nick Thompson, 1171 Timberlost Trail Suwanee, stated that he owns property near the proposed project and the current zoning would be worse for traffic than the requested zoning. This project would be walkable to Northside and Lidl which will be built nearby.

Amber Chambers, 809 Whitehead Rd., Andrew Schultz, 5350 Windswept Trace, James January 1282 Frontier Dr., and Kalee Weiland, 5623 Riverside Walk Dr. spoke in opposition to the project. There were no other comments, so the hearing was closed.

Council Member Pirkle motioned to deny RZ-25-001. Council Member Avery seconded the motion. Mayor Pro Tem Page called for the vote and the vote was 2-2 with Council Members Avery and Pirkle voting to deny and Council Members Anderson and Hicks voting against the denial. Mayor Pro Tem Page broke the tie with a vote to deny.

EXECUTIVE SESSION: TO DISCUSS LEGAL, REAL ESTATE AND/OR PERSONNEL – Council Member Pirkle motioned to enter Executive Session. Council Member Anderson seconded the motion. Approved 4-0.

PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION – The meeting was reconvened and the Council discussed one real estate matter. There was no public action out of Executive Session.

ADJOURNMENT – Council Member Anderson motioned to adjourn. Council Member Hicks seconded the motion. Approved 4-0.

Brandon Hembree, Mayor

Jane Whittington, City Clerk