

**CITY OF SUGAR HILL  
MAYOR & COUNCIL WORK SESSION MINUTES  
MONDAY, MARCH 3, 2025  
CITY HALL COUNCIL CHAMBERS, 7:00 P.M.  
5039 WEST BROAD STREET  
SUGAR HILL, GA 30518**

**AWARDS AND PRESENTATIONS/PROCLAMATIONS** - called to order by Mayor Hembree. Present were Mayor Brandon Hembree, Mayor Pro Tem Joshua Page, Council Members Taylor Anderson, Meg Avery, Alvin Hicks, and Gary Pirkle, City Manager Paul Radford, City Clerk Jane Whittington, and City Attorney Frank Hartley. Assistant City Manager Troy Besseche was not present.

**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 these vetoes were on the February 10, 2025 agenda. This will be the final meeting in which a motion to override the vetoes can take place.

**NEW BUSINESS**

**Letter to County Commissioner Holtkamp regarding Sugar Hill Library** – Mayor Hembree explained that the letter will show interest in a future Sugar Hill library. The Council will need to authorize the Mayor to sign the letter and forward to Commissioner Holtkamp for future consideration and SPLOST funding.

**RZ-25-001, 5343 Sycamore Rd., R7305 017, 285, 287, R7306 064A, 064D, 065, 222, Kittle Homes, Rezone from RS-100, HM1 to R36 (Public Hearing 3-10-25)** – the Planning Director explained the application was heard at the February Planning Commission where one member was absent and the commission ended in a 2-2 tie. They forwarded no recommendation to the council. Staff recommended approval with ten conditions. The Council had questions regarding ownership and rental capabilities, base price, square footage and traffic on Sycamore. The applicant requested five variances.

**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)** – The Planning Commission recommended approval.

**SUP-25-001, Special Use Permit, Mark White 4725 Nelson Brogdon Blvd., Vehicle Emissions Station (Public Hearing 3-10-25)** – the Planning Director explained that The Planning Commission and staff recommended approval. Council Member Anderson requested that they look at the condition of the property. The Planning Director will have a discussion with the applicant regarding the property condition before next week.

**TCO Design Review, 1085 Whitehead Rd., Addition to Existing Residence & Attached Garage (Public Hearing 3-10-25)** – Planning Director explained that the request is to add a rear addition to the existing residence and an attached garage. The staff recommended approval with two conditions. Council Member Pirkle asked if these additions will still meet the property setbacks? The Planning Director will check for next week.

**Roadway Improvement Contract Award (LMIG)** – the Assistant City Manager explained the road resurfacing project consists of fifteen roads for a total of 3.1 miles. The city accepted thirteen bids for this project. Triple R Paving and Construction LLC was the lowest bid at \$862,860. Staff recommended approval to award the contract to Triple R Paving.

**Re-adopt Policies for Livable Centers Initiative (LCI) Project** – the Assistant City Manager explained that the city is required to update these policies periodically to maintain compliance for the city's Livable Cities initiative (LCI) project.

**HVAC Equipment Replacement for the E Center** – the Assistant City Manager explained that the six natural gas heat pump units at the E Center need replacement. The replacement cost was budgeted in this year's Capital Improvement Budget at an estimated cost of \$250,000. The quote for replacement by the contractor JC Lane is \$230,900. Council Member Page requested that staff get two additional quotes. Council Member Pirkle asked if there were alternative units because a life span of 10 years is not acceptable. Staff will obtain two more quotes by next Monday or table this item until next month.

**Greenspace & Right of Way Dedication** – the Assistant City Manager explained that Sugar Hill Apartment Residences LLC is requesting to donate a 1,500 LF property along Stanley Street and a 4.459 acre greenspace next to the apartment residences. This will help the city with the 20% shortage in the greenspace inventory.

**Suite Spot IGA Lease Renewal** – the Assistant City Manager explained that the DDA has operated a business incubator in the old City Hall since 2014. The authorization to operate comes from a ten-year IGA executed in 2014. The agreement has expired, and the new agreement has been prepared by the City Attorney.

**Policy for Travel, Training & Education** – Council Member Avery explained that this proposed policy will allow Council to be more aware and informed of the travel and training activities that are budgeted. She requested that a travel summary be prepared by the City Manager every month that will show where staff attend training and more details regarding the training topics. Out-of-state travel will require an advance notice or Council approval.

## **WORK SESSION DISCUSSION ITEMS**

**Chickens in Residential Zoning Districts** – Council Member Page explained that chickens are not addressed within our zoning or municipal ordinances. Policies should contain acreage required and number of chickens allowed. The City Attorney said that the municipal code would have to be amended because it is currently not allowed. This is something to consider in the future but requires a little more research. The Mayor asked that the Planning Department research this and bring it back to Council.

**Code Enforcement Policies and Procedures** – Council Member Page requested that we have a policy and procedure for code enforcement. We should note how many times the officers go out and what action was done. This is also to get the community invested. Gwinnett County is now being proactive with commercial properties.

## **CITY MANAGER DISCUSSIONS/UPDATES**

**Community Development Block Grant (CDBG)** the grant award is expected in the April time frame. The city would need to reactivate the Housing Authority by resolution.

**Public Safety**  
**Operations**  
**Construction**  
**Development/Events**

**EXECUTIVE SESSION, LEGAL, REAL ESTATE, PERSONNEL** – Council Member Hicks motioned to enter Executive Session. Council Member Anderson seconded the motion. Approved 5-0.

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

**ADJOURNMENT** – Council Member Hicks motioned adjourn. Mayor Pro Tem Page seconded the motion. Approved 5-0.

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Brandon Hembree, Mayor

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Jane Whittington, City Clerk