

City of Sugar Hill
Planning Staff Report
ZOA 25-002

DATE: April 29, 2025
TO: Planning Commission
FROM: Planning Department
SUBJECT: Zoning Ordinance Amendment ZOA 25-002
Residential Driveway Policies

Staff presented three potential options for the text amendments at the October City Council Work Session on October 7, 2024. City Council was asked to provide guidance on their preferred text amendments. The recommendations below result from the conversations at and following the October Work Session.

RECOMMENDATION

Staff recommends the following amendments to the zoning ordinance for residential parking areas. Please find the final draft proposed ordinance in Exhibit 1. Exhibit 2 redlines outline the revisions from the existing zoning ordinance in sections 407 and 1106.

Below is a summary of the proposed revisions:

Section	Regulation Summary	Policy Purpose	Additional Notes
Sections 407 (accessory uses), 1106 (SFR parking), and 14-311 (automobiles)	Consolidate into single section, preserving the intent of existing requirements while simplifying and updating standard to require maximum of 20% parking coverage for entire lot, eliminating separate requirements for individual yard areas. Clarification that these parking regulations apply to single-family detached uses. Clarification that accessory vehicles may only be parked in side and rear yards.	To streamline application of regulations and not give the appearance of conflicting regulations. Reduction in the total lot area permitted for parking to align with the policy desire to reduce the quantity of driveways.	Case studies indicate a much lower proportion of lot would be more reasonable to properly regulate areas dedicated to parking. 20% of the lot area allowed for parking/driveways would allow even the smallest lots the ability to have ample driveway area. Total lot area is limited to 40% impervious cover.
Section 407	Allow permanent gravel driveways that comply with a minimal set of design specifications: <ul style="list-style-type: none">• Shall be constructed of #57 gravel at least four inches in depth. Compaction criteria per the supplier's recommendations.• Durable border constructed of wood, concrete, brick, or stone,	Provide a driveway option that supports permeability of the parking surface as well as adequate maintenance controls to mitigate the impacts of allowing an unfinished surface to	

	extending a minimum of one inch below the depth of the gravel. <ul style="list-style-type: none"> • Shall be maintained so that no gravel fragment leaves the driveway and parking area. • Aprons shall comply with the City standard details. 	be used as a parking material.	
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APRIL 21, 2025, PLANNING COMMISSION PUBLIC HEARING AND RECOMMENDATION

The Planning Commission held a scheduled public hearing on Monday, April 21, 2025. The public hearing was opened. Nobody spoke in favor or opposition to the proposed amendment.

Planning Commission Member Jason Jones made a motion to recommend approval of the requested rezoning. Planning Commission Member Rosemary Walsh made the second. Motion to recommend approval passed – 5-0.

Implementation:

For the implementation of any of these amendments, planning staff will work with inspections staff to enforce standards for new/modified driveways during the plan review process. Code enforcement will address instances of violations occurring from work completed without a permit to gain compliance with adopted standards. Furthermore, existing driveways that do not comply with these regulations but were lawful at the time of installation will be allowed to remain in place under the provisions of Article 8, Non-conforming Uses.

BACKGROUND

Existing Regulations:

The City's existing property maintenance ordinance prohibits parking on grass, lawn, or dirt areas within the yard areas of any home. Additionally, the city's zoning ordinance requires that all vehicles be parked on a concrete, asphalt, or gravel driveway and does not allow a single-family residential parking area to exceed 30% of the front yard, 20% of the rear yard, or 35% of a combination of the front, side, and rear yards.

While these regulations appear to conflict, they're regulating slightly different components. When applied to a property, the regulations can be layered to produce a requirement specific to individual sites and circumstances.

Below is a table summarizing the content and different applications of these regulations:

Section	Summary	Policy Purpose
Article 4, Section 407	Not to exceed 30% of the front yard or 20% of the rear yard.	Preserves the aesthetic character of residential neighborhoods by limiting amount of yard space used for vehicle parking; mitigates the overuse of front and rear yards for vehicles, reducing visual clutter and supporting community appearance.
Article 11, Section 1106	Maximum 35% to be paved or covered in gravel for front, side, or rear; parking of vehicles required on concrete, asphalt or gravel driveway. Parking on grass, lawn, or dirt is prohibited.	Manages the total area of a lot that can be paved or covered in gravel, not just in specific yards. Additional limit for entire lot encourages balance between impervious surfaces and natural ground to minimize stormwater

		runoff, maintain aesthetic value, and prevent over-paving. Protects soft surfaces from damage caused by vehicle parking. Can lead to soil compaction, degradation of the landscape, and erosion, while also detracting from overall appearance.
Section 14-311 – Automobiles or motor vehicles	Parking on grass, lawn, or dirt is prohibited – this is almost entirely a duplication of a portion of the policy impact of Section 1106.	Protects soft surfaces from damage caused by vehicle parking. Can lead to soil compaction, degradation of the landscape, and erosion, while also detracting from overall appearance.

Policy Benchmarking:

Nearby municipalities have the following requirements:

- Buford – 30% of front yard – 35% of front yard (asphalt or concrete only)
- Dacula – 30% of front yard for detached residences (gravel allowed)
- Duluth - 35% of a combination of the front, side, and rear yards (gravel allowed)
- Gwinnett County – 35% of front yard (gravel allowed)
- Johns Creek – paved parking or all-weather surface area less than 35% of front yard
- Lawrenceville – Approved hard surfaces in the front yard area are limited to 35 percent (does not include gravel)
- Milton – Side yard and no more than 50% of a rear yard (approved hard surfaces include gravel)
- Suwanee – 35% of front yard, (vehicle shall be parked on a surface that is treated and intended to accommodate a vehicle)

Sugar Hill Regulations:

The City of Sugar Hill requirements are similar to those of our neighboring communities. These requirements appear in three separate sections of the city’s zoning ordinance and municipal code:

City of Sugar Hill Zoning Ordinance: Article 4, Section 407

Driveway, single-family residential parking area: Not to exceed 30% of the front yard or 20% of the rear yard.

City of Sugar Hill Zoning Ordinance: Article 11, Section 1106:

“No more than thirty-five percent (35%) of a combination of the front, side and rear yards may consist of a concrete, asphalt or gravel driveway or parking area and the remaining percentage shall be grass or landscaped areas.”

Sugar Hill Municipal Code Section 14-311 – Automobiles or motor vehicles



“It shall be unlawful to park any passenger car or truck, either operable or inoperable, on the grass, lawn or dirt areas in the yard of any residential structure located within the corporate boundaries of the City of Sugar Hill.

Further, parking any passenger car or truck, either operable or inoperable, in the front yard unless on a driveway or a city-approved driveway expansion area shall be unlawful. It shall be unlawful for any person to retain in the city boundaries any automobile, truck, vehicle, RV, camper or trailer of any kind or type, without a valid license plate attached thereto, on private property or public roads. This section shall not be the exclusive regulation of placement, parking or standing of vehicles or contrivances within the city limits of Sugar Hill and shall supplement and be in addition to other ordinances, regulations, statutes and provisions of law of the city, county or state, including but not limited to Sections 613 and 1106 of The 2000 Zoning Ordinance of the City of Sugar Hill.”

- City of Sugar Hill Zoning Ordinance: Article 6, Section 613 – Junked Automobiles
 - o This section pertains to junked automobiles defined as, any automobile, truck, vehicle or trailer of any kind or type, without a valid license plate attached thereto, which are not allowed on any private or public property except for as provided by Section 613B.

Sugar Hill Case Studies:

All measurements are approximate using the Gwinnett GIS map and latest aerial imagery from 2023.

Example Property	Coverage
<p style="text-align: center;">Windswept Trace</p> 	<ul style="list-style-type: none"> • 10,022 sqft Total Lot – 2,432 sqft House Footprint = 7,590 sqft Remaining Yard • 1,004 sqft gravel + 545 sqft concrete = 1,549 sqft parking coverage • Approximately 15.4% of lot covered • Present since ~2015
<p style="text-align: center;">Frontier Trail</p> 	<ul style="list-style-type: none"> • 36,666 sqft Total Lot – 2,026 sqft House Footprint = 34,640 sqft Remaining Yard • 4,927 sqft concrete • Approximately 13.4% of lot covered • Present since ~1978
<p style="text-align: center;">Cheeley Drive</p>	<ul style="list-style-type: none"> • 20,250 sqft Total Lot – 2,245 sqft House Footprint = 18,005 sqft Remaining Yard • 2,322 sqft concrete • Approximately 11.5% of lot covered • Present since ~2019 (loop driveway was present before)



REVISION DATES			CITY OF SUGAR HILL GRAVEL DRIVEWAY DETAIL				
			CHECKED:		DATE:		DRAWING No. GD-0001
			BACKCHECKED:		DATE:		
			CORRECTED:		DATE:		
			VERIFIED:		DATE:		

ZOA 25-002 Redlines (Exhibit 2)

Section 407. Restrictions on accessory uses.

No accessory use or structure shall be taller than or erected on a lot prior to the construction of the principal building(s) or use(s) to which it is accessory. Except driveways, mailboxes or landscaping, no accessory use or structure shall be located within a public right-of-way. All accessory uses and structures shall be set back at least five (5) from any lot line.

Any use shown on Tables 4.2 or 4.3 with the codes “A-R”, “SU-R” or “T-R” shall be subject to the restrictions contained in this section, unless otherwise noted or specifically waived as a condition of zoning. These restrictions shall apply in any zoning district where each particular use is shown as an allowed use with restrictions (A-R), a special use with restrictions (SU-R) or temporary use with restrictions (T-R).

Driveway, concrete or asphalt , single family residential detached parking area.	Not to exceed 30% of the front yard or 20% of the rear yard. Refer to Section 1106.
Driveway, gravel, Single family residential detached parking area.	<ol style="list-style-type: none">1. Gravel driveways and parking areas shall be constructed of #57 gravel at least four inches in depth. Compaction criteria for both the gravel and subbase shall be per the supplier's recommendations.2. Gravel areas shall have a durable border constructed of wood, concrete, brick, or stone, extending a minimum of one inch below the depth of the gravel.3. Gravel driveways and parking areas shall be maintained so that no gravel fragment leaves the driveway and parking area.4. Driveway aprons shall comply with the city standard details.5. Driveways shall be constructed to the standards outlined in the standard city detail for gravel driveways. Refer to Section 1106.

Section 1106. Parking - Single family Residential ~~Detached~~.

This section shall apply to all single family residential ~~detached~~ zoning classifications, which include the following classifications: AF, RS-100, RS-150, RS-175, RS-200, PRD, CSD, and ~~Single family detached~~ Residential-Use properties (non-conforming). ~~Parking of any motor vehicle, boat, RV, trailer, or camper top is only permitted on a lot if parked on a concrete, asphalt, or paver system (pervious or impervious) or another finished surface approved by the Planning Director. *Gravel may be used as an approved finished surface, provided it is installed~~

and maintained in accordance with the standards outlined in Section 407 and complies with the initiation process described herein.

~~Parking any motor vehicle, boat, RV, trailer, or camper top shall not in the front yard, side yard or rear yard of a residence unless said motor vehicle, boat, RV, trailer, or camper top is parked on a concrete, asphalt, or gravel driveway.~~ Therefore, it shall be unlawful to park any motor vehicle, boat, RV, trailer, or camper top on the grass, lawn or dirt areas ~~in the yard~~ of any **single family detached** residential structure located within the corporate boundaries of the City of Sugar Hill. No more than ~~twenty thirty-five~~ percent (~~20 35~~%) ~~of a combination~~ of the **lot area** ~~front, side and rear yards~~ may consist of a concrete, asphalt or *gravel driveway or parking area and the remaining percentage shall be grass or landscaped areas.

*Gravel is not an allowed material for residential driveways or parking areas except for cases where the requirements in section 407 (“Driveway, gravel, Single family residential parking area.”) are met. Gravel driveways contribute to the total allowed driveway coverage of 20% of the lot area.

ORDINANCE
ZOA-25-002

The Mayor and Council of the City of Sugar Hill hereby ordain that the 2000 Zoning Ordinance of the City of Sugar Hill is hereby amended in the following manner:

By amending provisions related to driveway (update existing provision and add new provision related to gravel driveways) in the chart found in Section 407 to read as follows:

Section 407. Restrictions on accessory uses.

Driveway, single family residential detached parking area.	Refer to Section 1106.
Driveway, gravel, Single family residential detached parking area.	<ol style="list-style-type: none">1. Gravel driveways and parking areas shall be constructed of #57 gravel at least four inches in depth. Compaction criteria for both the gravel and subbase shall be per the supplier's recommendations.2. Gravel areas shall have a durable border constructed of wood, concrete, brick, or stone, extending a minimum of one inch below the depth of the gravel.3. Gravel driveways and parking areas shall be maintained so that no gravel fragment leaves the driveway and parking area.4. Driveway aprons shall comply with the city standard details.5. Driveways shall be constructed to the standards outlined in the standard city detail for gravel driveways. <p>Also, Refer to Section 1106.</p>

By deleting Section 1106 in its entirety and replacing the language to read as follows:

Section 1106. Parking - Single family Residential Detached.

This section shall apply to all single family residential detached zoning classifications, which include the following classifications: AF, RS-100, RS-150, RS-175, RS-200, PRD, CSD, RS72, R36, and Single family detached Residential-Use properties (non-conforming). Parking of any motor vehicle, boat, RV, trailer, or camper top is only permitted in the side or rear yard of a lot if parked on a concrete, asphalt, or paver system (pervious or impervious) or another finished surface approved by the Planning Director. *Gravel may be used as an approved finished surface, provided it is installed and maintained in accordance with the standards

outlined in Section 407 and complies with the initiation process described herein.

Therefore, it shall be unlawful to park any motor vehicle, boat, RV, trailer, or camper top on the grass, lawn or dirt areas of any single family detached residential structure located within the corporate boundaries of the City of Sugar Hill. No more than twenty percent (20%) of the lot area may consist of a concrete, pervious paver, impervious paver, asphalt or gravel* driveway or parking area and the remaining percentage shall be grass or landscaped areas.

*Gravel is not an allowed material for residential driveways or parking areas except for cases where the requirements in section 407 (“Driveway, gravel, Single family residential parking area.”) are met. Gravel driveways contribute to the total allowed driveway coverage of 20% of the lot area.

IT IS HEREBY ORDAINED that except as specifically amended as set forth above, all other provisions of the Zoning Ordinance shall remain in full force and affect. Further, except as specifically amended as set forth above, all other sections of Articles 4 and 11 of the Zoning Ordinance shall remain materially unchanged and in full force and effect.

IT IS SO ORDAINED, this ____ day of _____, 2025.

Those voting in favor:

Those voting in opposition:

Mayor Pro Tem Joshua Page

Mayor Pro Tem Joshua Page

Council Member Gary Pirkle

Council Member Gary Pirkle

Council Member Meg Avery

Council Member Meg Avery

Council Member Alvin Hicks

Council Member Alvin Hicks

Council Member Taylor Anderson

Council Member Taylor Anderson

ATTEST:

City Clerk

Submitted to Mayor: ____/____/____

Approved by Mayor, this _____ day of _____ 2025.

Brandon Hembree, Mayor