

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

Call 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, Assistant City Manager Troy Besseche, City Clerk Jane Whittington, and City Attorney Frank Hartley.

AWARDS AND PRESENTATIONS/PROCLAMATIONS

OLD BUSINESS

TCO Design Review 25-003, 5290 Sycamore Rd., New Single-family Residence – Planning Director (public hearing held 4-14-25) updated that both parcels 5290 and 5300 Sycamore Rd. have amended the front setback to thirty-five ft. and for both the side setbacks no longer require a variance. Staff recommends approval.

TCO Design Review 25-004, 5300 Sycamore Rd. New Single-family Residence – Planning Director (public hearing held 4-14-25) Staff recommends approval.

AX-25-002, 5853, 5875 Suwanee Dam Rd., 5868 Henry Bailey Rd., 2.72 acres Rezone to General Business (BG) for Retail Commercial Development (public hearing held 6-9-25) – Planning Director Newell explained that the access is still on Henry Bailey and Suwanee Dam Rd. The Council discussed the access and the proximity to daycare. Council Member Pirkle requested that staff take pictures of the curb cuts on Suwanee Dam Rd. from different angles of the roadway for next week.

Ordinance Amendment Chapters of the Sugar Hill Code related to Incorporating Gwinnett County Code – City Attorney/City Clerk – The City Attorney explained that the advertisement for the noise ordinance portion of this ordinance amendment ran two times in June and was placed on the city website. This is a requirement under state law.

NEW BUSINESS

RZ-05-005, 400 Riverside Rd. R7347 001, Rezone from RS200 to OI (Office-Institutional) (public Hearing 7-14-25) – the Planning Director explained that this application is for office buildings for professional office use. There was concern over the height of the buildings. The City Attorney explained that they could limit height by conditioning the additional buildings.

RZ-25-006, 4822 Lanier Ave. R7292 045, rezone from RM to RS-72 for three units, side setback variance requested – the Planning Director explained that the applicant has requested to rezone the property from RM to RS72 for the building of three units. The division of the lots will result in a side setback variance to 7 ft. on both sides of each divided lot. If this is approved it will come back to the Council for design review.

CDB Design Review 25-001, 4934 Hannah St. R7291 007, for pool construction – the Planning Director explained that this application is for design review for a pool in the rear yard. Staff recommended approval with one condition.

ZOA 25-003, Zoning Ordinance Amendment to Re-adopt Zoning Map – Planning Director Newell explained that this is for the annual adoption of the zoning map. It will reflect all of the rezonings that have occurred for that year. Council Member Pirkle requested that the Planning staff highlight on the zoning map all of the changes that have taken place since the last adoption. The staff will work on this but it will take additional time. The Mayor suggested that if they needed more time to request to table this item. The City Attorney advised that if the public hearing was not opened next week, it would need to be readvertised if tabled.

WORK SESSION DISCUSSION ITEMS

CITY MANAGER DISCUSSIONS/UPDATES

TRANSCO Meter Station Upgrade Project Update – The Assistant City Manager explained that additional cost changes in the construction have occurred. He will have the item ready for next week's Council meeting.

2024 Audit of Financial Statements – The City Manager explained that the city received an unmodified audit for 2024. He requested that this item be added to the agenda at next Monday's Council Meeting. The Mayor stated that a copy would need to be placed in all of the Mayor and Council's mailboxes ahead of time to allow for review.

The City Manager introduced Andy Smith as the new Chief Marshal. Chief Smith served as the Deputy Chief Marshal since January 2022.

Public Safety
Operations
Construction
Development/Events

EXECUTIVE SESSION, LEGAL, REAL ESTATE, PERSONNEL – There was no Executive Session held.

PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION

ADJOURNMENT – Council Member Avery motioned to adjourn. Council Member Pirkle seconded the motion. Approved 5-0.

Brandon Hembree, Mayor

Jane Whittington, City Clerk