

City of Sugar Hill
Planning Staff Report
CBD Design Review 26-001

DATE: December 29, 2025
TO: Mayor and Council, Design Review Board
FROM: Planning Department
SUBJECT: Central Business District (CBD) Design Review
1181 Level Creek Road and 4939 Roosevelt Circle

RECOMMENDED ACTION

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

- 1. Final designs shall substantially resemble the attached exhibits 1-5.**
- 2. Front setback shall be between 0'-12' as shown on site plan.**
- 3. Side setbacks shall be at least 10' between structures as shown on site plan.**
- 4. Rear (perimeter) setback shall be 15' as shown on site plan.**
- 5. Project shall be limited to 25 detached single-family residences and accessory structures.**

REQUEST The City of Sugar Hill has submitted a design review application to City Council requesting approval for 25 detached cottages located within the Central Business District (CBD) at 1181 Level Creek Road and 4939 Roosevelt Circle.

DISCUSSION

- See attached application for project information and design review criteria.

APPLICANT: City of Sugar Hill
PROPERTY OWNER: City of Sugar Hill
EXISTING ZONING: Medium Density Residential Single Family Residential (RS-100) within the Central Business District (CBD)
REQUEST: Design review approval, 25 detached cottages
PROPERTY SIZE: ± 2.29 Acres, Tax Parcels #: R7-291-012 & 013
LOCATION: 1181 Level Creek Road and 4939 Roosevelt Circle, 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, see letter of intent.

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

Yes, see letter of intent.

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.*

Yes, see letter of intent.

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.

DESIGN REVIEW APPLICATION

 Town Center Overlay

 X

 Central Business District

APPLICANT INFORMATION

Name: City of Sugar Hill Address: 5039 W. Broad St



Phone: 770-945-6734 Sugar Hill, GA

Fax: n/a 30518

Email: planning@cityofsugarhill.com

Check here if Applicant is also the Property Owner (Authorization by Property Owner page still required).

I hereby certify that all information provided herein is true and correct.

 12/15/25 
SIGNATURE OF APPLICANT DATE

“Authorization by Property Owner” sheet (found at the end of this application) shall be completed for each property owner.

PROPERTY INFORMATION

Parcel Number: 7291 012 & 013

Address: 1181 Level Creek Road and 4939 Roosevelt Circle

Present Zoning: RS100 CBD Acreage: 2.29ac

REQUEST, please give a brief description of the request:

Construction of 25 detached cottages as part of the Roosevelt Commons
affordable housing initiative.

CONFLICT OF INTEREST CERTIFICATION

The undersigned below, making application for a Design Review Application 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.

X Brandon Humber 12/15/25
Signature of Applicant Date

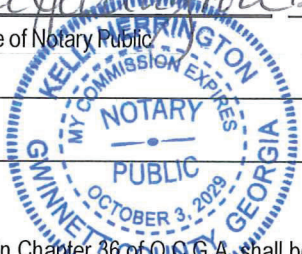
Signature of Applicant's Attorney Date

X Brandon Humber
Type or Print Name and Title

Type or Print Name and Title

Kelli Herrington 12/15/25
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 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.

- X 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

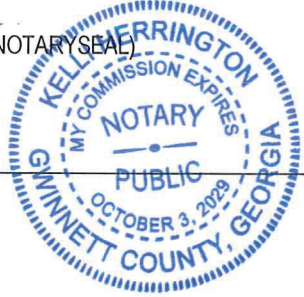
have read and understand the above and hereby agree to all that is required by me as the applicant.

X Brandon Humber 12/15/25
Signature of Applicant Date

X Brandon Humber
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 their knowledge and belief.

Kelli Herrington 12/15/25
Notary Public Signature Date



AUTHORIZATION BY PROPERTY OWNER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; that I am the owner of the property, located at _____, which is the subject matter of the attached application, as is shown in the records of City of Sugar Hill, Sugar Hill, Georgia.

I authorize _____ to act as applicant in the pursuit of a Certificate of Design Review of this property.

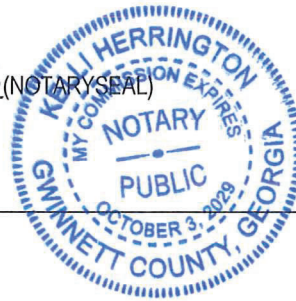
I hereby authorize staff of the City of Sugar Hill, Department of Planning and Development to inspect the premises, which is the subject of this application.

X Brandon Hembree 12/15/25
Signature of Owner Date

X Brandon Hembree
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 their knowledge and belief.

Kelli Herrington 12/15/25 (NOTARY SEAL)
Notary Public Signature Date



VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR 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 Certificate of Design Review be processed without such property verification.

***NOTE: A separate verification must be completed for each tax parcel included in the Certificate of Design Review request.**

Tax Parcel Number: 7291 012 & 013

X Brandon Hembree 12/15/25
SIGNATURE OF OWNER DATE

X Brandon Hembree
TYPE OR PRINT NAME

Letter of Intent for Design Review

Introduction

The City of Sugar Hill submits this application for Design Review of a new residential community located at 1181 Level Creek Road and 4939 Roosevelt Circle (Parcel IDs R7291 012 and 013, respectively). The property is zoned RS100 within the Central Business District.

Property History

The properties were purchased by the City in 2022 and 2023. In 2024, the City submitted an application to the Gwinnett County Department of Planning and Development for HOME and CDBG (Community Development Block Grant) funds to construct an attainable housing project on the property. Throughout 2024 and into 2025, scope and aesthetic of the project were determined. In August 2025, these funds were awarded by the Board of Commissioners and accepted by City Council.

Details

This application seeks design approval of 25 new detached, single-family residences. The design is intended to create a community of small, cottage style homes which will complement existing residences as well as introduce a new, owner-occupied housing product into the Central Business District. The use of the property for fee-simple dwellings is allowed by right based on the overlay standards set forth in the Zoning Ordinance. This application is limited to the Design Review process set forth in the Overlay District Requirements.

Alignment with Appendix C – Cottage Court Design Guidelines

Appendix C is typically used in conjunction with an R36 zoning located outside of the Central Business District. This project is located within the CBD, however staff felt it appropriate to design to certain standards where applicable to create a more cohesive project that combines the intent of the CBD with the intent of the cottage court.

Min. Lot Area – Building footprints are 20x30, exclusive of porches, decks, and other appurtenances. Final lot area TBD.

Min. Dwelling Unit Size – The targeted size range for this project is between 700sqft and 1400 sqft.

Setback from street – To meet the intent of the CBD, the 0’-12’ setback outlined in Section 1002 was used. Placement will vary, subject to final grade, but remain within this requirement.

Minimum Courtyard Width – A central courtyard of approximately 180’x40’ will be provided. Community-oriented amenities such as garden plots, fire pits, and seating areas are planned here (not shown on plan). Further gardens and amenities are anticipated adjacent to and around the detention area.

Min. Side Yard – Approximately 10’ will be provided between residences.

Min. Rear Yard – The residences will not have traditional rear yards as parking will be provided at the rear. However, a 15’ setback was established along the side and rear perimeter of the property.

Criteria for Design Review

The proposed project and residences satisfy the criteria set forth in Section 1002.F.4 of the Zoning Ordinance as follows:

1. Consistency with any adopted design guidelines for the type of development, and/or the proposed use.

The design is consistent with the guidelines set forth in the Code for detached dwellings. Single Family Residences are permitted as a conditional use within the CBD, provided they meet specific criteria:

Shall be limited to townhome, row house, or zero lot-line building type.

Yes. These are zero lot-line, designed with the guidelines for cottage courts as identified in Appendix C.

Minimum density – 4 units per acre ; Maximum density – 12 units per acre

Proposed density is 10.92 units per acre.

No variances are requested as a part of this proposal.

2. The nature and character of the surrounding areas, and the consistency and compatibility of the proposed application with such nature and character.

The surrounding area is predominantly residential in nature, with a commercial development bordering the rear property line. Typologies in the immediate area include apartments to the north, townhouses to the west, and detached residences to the south and southeast.

- 3. The general design, character, and appropriateness of design, scale of buildings, arrangement, texture, materials, and colors of the structure in question and the relation of such elements to similar features of structures in the immediate surrounding area, site, and landscaping.**

The footprint of the proposed residences is most similar to that of the townhomes to the west as well as the detached residences to the south and southeast. In terms of overall aesthetic, the residences will utilize colors, materials, and styles most similar to that of early 20th century cottage-style residences. While the majority of the city is newer than this style, there are pockets of older developments which this project seeks to emulate. Several residences along Church Street, as well as those within the G.O. Mauldin Subdivision along Railroad Avenue are most similar to those proposed with this development. This is in keeping with the stated design goals of the Central Business District as outlined in Section 1002.A. of the Zoning Ordinance.

- 4. As long as the interior arrangement or use will not have any effect on exterior architectural features and complies with the standards herein it will not be considered.**

The entire project will be exclusively residential in nature and will have no effect on exterior architectural features.

- 5. The following are other grounds for considering a design inappropriate.**
 - a. **Character foreign to the area.** - Residential units are common in this area.
 - b. **Arresting and spectacular effects.** - The architecture and site layout will be complementary to the existing community.
 - c. **Violent contrasts of material or color, or intense or lurid colors.** - Materials will be primarily fiber-cement siding (board and batten, horizontal plank, shake). Colors are anticipated to remain in the neutral and earth tone families, with complementary accent colors of white and/or black.
 - d. **A multiplicity or incongruity of details resulting in a restless and disturbing appearance.** - The architecture of these residences is intended to evoke a feeling of early 20th century Americana, with traditional architectural styles of the Arts and Crafts Movement such as Craftsman, Bungalow, and Catalog Homes. While each home will be unique in color or composition, the entire development will be unified by these principles.
 - e. **The absence of unity and coherence in composition not in consonance with the density and character of the present structure or surrounding area.** - The density and character of the development is commensurate with the surrounding area.

EXHIBIT 1



ROOSEVELT COMMONS

SITE RENDERING



Elevation A



Elevation B



Elevation C



Elevation D

ROOSEVELT CONCEPT 1

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
FRONT ELEVATION	DRAWING NUMBER	
	1	



Elevation A



Elevation B



Elevation C



Elevation D

ROOSEVELT CONCEPT 2

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
FRONT ELEVATION		DRAWING NUMBER
		2

EXHIBIT 4



Elevation A



Elevation B



Elevation C



Elevation D

ROOSEVELT CONCEPT 3

SCALE	DRAWN BY	
DATE	LW	
Not for Construction		
FRONT ELEVATION	DRAWING NUMBER	3

EXHIBIT 5



Elevation A



Elevation B



Elevation C



Elevation D

ROOSEVELT CONCEPT 4

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
FRONT ELEVATION		DRAWING NUMBER
		4



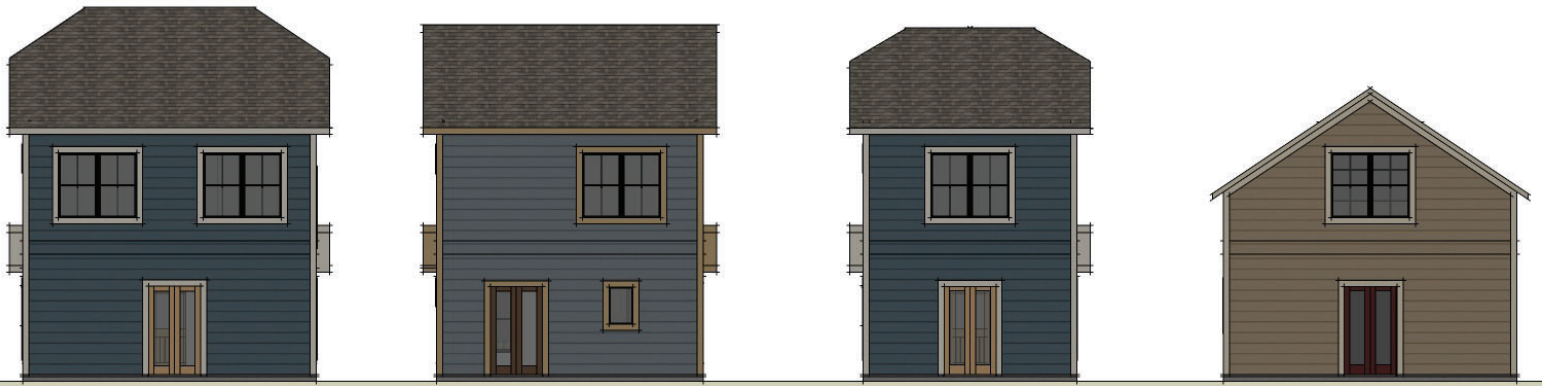
ROOSEVELT CONCEPT

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
SAMPLE SIDE		DRAWING NUMBER
		5



ROOSEVELT CONCEPT

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
SAMPLE REAR BSMT		DRAWING NUMBER
		6



ROOSEVELT CONCEPT

SCALE	DRAWN BY	
DATE	LW	
<i>Not for Construction</i>		
SAMPLE REAR SLAB		DRAWING NUMBER
		7