

**CITY OF SUGAR HILL
MAYOR & COUNCIL WORK SESSION MINUTES
MONDAY, FEBRUARY 2, 2026, 7:00 PM
CITY HALL COUNCIL CHAMBERS
5039 WEST BROAD STREET
SUGAR HILL, GA 30518**

CALL TO ORDER by Mayor Hembree. Present were Mayor Brandon Hembree, Mayor Pro Tem Josh Page, Council Members Meg Avery, Alvin Hicks, Gary Pirkle and Samantha Piovesan. Also present were City Manager Paul Radford, Assistant City Manager Troy Besseche, City Clerk Jane Whittington and City Attorney Frank Hartley.

AWARDS AND PRESENTATIONS/PROCLAMATIONS

OLD BUSINESS

RZ-25-007, 4832 White St., Rezone from MH to R36 (3 units) side setback variance (public hearing held 11-10-25) – the Planning Director explained that this area is divided between the City of Sugar Hill and Buford. The public hearing for this was held November 10, 2025. Staff recommended approval with conditions and a variance of the side set back from 10' to 5'. The Council discussed the road conditions and safety of the school buses on this street. The Assistant City Manager estimated the cost of widening the street adding curb and gutter and stormwater to be 3 to 3-1/5 million dollars. Making the street one way is one option and signage would cost around \$2,000.

NEW BUSINESS

Downtown Development Authority appointments – Council Member Page explained that he will nominate Jacqui Branch to Post #7 to fill the unexpired term of Jack Wolfe. He also will nominate Mason Roszel to Post #2 and Allen Jorgensen to Post #3. They both currently serve in those posts and they expired January 31, 2025.

DRB-CBD 26-001 Roosevelt Commons (public hearing 2-9-26) – the Planning Director explained that the staff have been working on the plans for what is now called Roosevelt Collection. It is twenty-five single detached homes. Planner Logan Witter presented the site plan and elevations. Staff recommended approval with five conditions.

Property Maintenance and Enforcement: Ordinance to Amend Chapter 14 of the Code of the City of Sugar Hill, Georgia, to Revise Property Maintenance Standards, Enforcement Procedures, and Compliance Deadlines – the Planning Director explained that this ordinance amendment will change the maximum height of vegetation from twelve feet to eight feet. It will also change the way that they handle the cases receiving multiple citations. There will be a grace period that can be given by staff to extend the deadlines in some instances.

Ratify the Emergency Purchase of Telescoping Boom Lift Vehicle & Budget Amendment – the City Manager explained that this piece of equipment was purchased last week before the ice storm to allow the public works department to access the higher branches etc. It will also be shared between departments for their use. Staff requested that the council ratify the purchase of the equipment since it is over the \$100,000 threshold.

CityView Software Contract Approval – the City Manager explained that software is in the budget for the planning department. The cost of the software is above \$100,000 so it needs

council approval. Ned Jasarevic presented the new software and what it includes. The code compliance will be tracked online. It will also be easier for the contractors to track the status of their applications and permits.

WORK SESSION DISCUSSION ITEMS

Golf Cart Ordinance Update – Council Member Page explained that he has been working with staff and the City Attorney to draft this ordinance. There are still a few questions regarding the crossing of streets. If they can obtain the information from Gwinnett Dot before the council meeting it will be on the agenda.

They are also working on adding quail to the chicken ordinance.

CITY MANAGER DISCUSSIONS/UPDATES

Gwinnett County Solid Waste Plan Update – the Assistant City Manager explained that the city received notice that Gwinnett County is updating the Solid Waste Management Plan and the city will be given the option to participate. More information on this matter will be coming in the near future.

Public Safety

Operations

Construction

EXECUTIVE SESSION, LEGAL, REAL ESTATE, PERSONNEL – Council Member Hicks motioned to enter executive session. Council Member Piovesan seconded the motion. Approved 5-0.

PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION – the meeting was reconvened and the council discussed one legal and two personnel matters. The following action was taken out of executive session. Council Member Avery motioned to approve a 4.5% salary increase for the City Clerk Jane Whittington effective January 1, 2026. Council Member Pirkle seconded the motion. Approved 5-0.

Council Member Piovesan motioned to approve a 4.5% salary increase for the City Manager Paul Radford effective January 1, 2026. Council Member Hicks seconded the motion. Approved 3-2 with Council Members Hicks, Page and Piovesan voting in favor and Council Members Avery and Pirkle voting against.

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

Brandon Hembree, Mayor

Jane Whittington, City Clerk