



# Mayor and City Council Regular Meeting

Thursday, November 06, 2025 at 7:00 PM

Dacula City Hall, Council Chambers

442 Harbins Rd. | P.O. Box 400 | Dacula, Georgia 30019 | (770) 963-7451

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## Minutes

*This document is tentative, has not been ratified or approved by the Mayor and Council of the City of Dacula, and is not binding on the City or any officer*

*Minutes scheduled for approval December 4, 2025*

### **I. CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Mayor King called the November 6, 2025 Council Meeting to order at 7:20 p.m. and a roll call of the members was taken. A quorum was present. He welcomed everyone to the meeting.

#### **Councilmembers Present:**

Mayor Trey King  
Councilmember Jason Shelton  
Councilmember Ann Mitchell  
Councilmember Denis W. Haynes, Jr.

#### **Councilmembers Absent:**

Councilmember Sean Williams

#### **City Staff Present:**

Brittini Nix, City Administrator  
Jack Wilson, City Attorney  
Courtney Mahady, Assistant City Clerk  
Stephen Mayer, Director of Finance  
Hayes Taylor, City Planner  
Dana Stump, Administrative Assistant for Planning & Development  
Amy White, Chief Marshal  
James Ross, City Marshal  
Alethia Hyman, Tax Clerk  
Renee Cooke, Front Desk Clerk

### **II. INVOCATION:**

Chief Marshal White gave the invocation.

### **III. PLEDGE OF ALLEGIANCE:**

Mayor King led the Pledge of Allegiance.

#### **IV. CONSENT AGENDA:**

1. Approval of the Minutes from the Special Called Meeting on September 25, 2025
2. Approval of the Minutes from the Worksession on October 2, 2025
3. Approval of the Minutes from the Regular Meeting on October 2, 2025
4. Construction administration services
5. Cellphone buyback

Motion to approve the consent agenda items as listed made by Councilmember Haynes, Jr., Seconded by Councilmember Shelton.

Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

#### **V. OLD BUSINESS:**

*None*

#### **VI. NEW BUSINESS:**

6. **PUBLIC HEARING: 2025-CD-RZ-03, 2025-CD-RZ-04, & 2025-CD-VAR-01**, Applicant: Haley Todd on behalf of PEC+, Owners: Second and Broad LLC, and the City of Dacula requests rezoning from R-1200 *DOD* (Single-Family Residential District, *Downtown Overlay District*), O-I *DOD* (Office-Institutional District, *Downtown Overlay District*), and C-1 *DOD* (Neighborhood Commercial District, *Downtown Overlay District*) to R-TH *DOD* (Residential Townhouse District, *Downtown Overlay District*) and C-2 *DOD* (General Business District, *Downtown Overlay District*) and requests a variance to allow for front loaded parking, the extension of the build-to-zone, and to allow for an additional curb cut.

Motion to open the public hearing made by Councilmember Shelton, Seconded by Councilmember Haynes, Jr..

Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

City Planner, Hayes Taylor, presented the staff case report for the rezoning and variance applications. The applicant is requesting to rezone the property from R-1200 *DOD* Single-Family Residential District *Downtown Overlay District*, OI *DOD* Office Institutional District *Downtown Overlay District*, and C-1 *DOD* Neighborhood Commercial District *Downtown Overlay District* to R-TH *DOD* Residential Townhouse District *Downtown Overlay District* and C-2 *DOD* General Business District *Downtown Overlay District* and requests a variance to allow front load parking, the extension of the build-to-zone, and to allow for an additional curb cut. Mr. Taylor stated staff recommends approval with conditions.

Haley Todd, 350 Research Court, Ste. 200, Norcross, GA 30092, Doug Ingram, 366 Auburn Rd, Auburn (Mulberry), GA 30011 presented the applicant presentation highlighting the concept plan, civic space, and roadway improvements. Todd and Ingram emphasized the economic benefit to placing residences proximal to businesses, building in the market for the proposed retail, and expanding the market for the existing retail strip along 2nd Avenue. The applicant team also highlighted future projects in the area.

*Comments in favor:*

David Stone, 2491 2nd Avenue, Dacula, Georgia 30019  
Lisa Hyman, 442 Harbins Road, Dacula, Georgia 30019  
Nona Ingham, 1139 Brookton Chase Court, Dacula, Georgia 30019  
Jimmy Phen, 1404 Filigree Place, Dacula, Georgia 30019  
Katelin Smith, Orchard Grove  
Arlene Clinkscales, 491 Harbins Road, Dacula, Georgia 30019  
Karla Price, 415 McMillan Road, Dacula, Georgia 30019

*Comments in opposition:*

David Montalbano, 2935 Superior Drive, Dacula, Georgia 30019, expressed his concern with the parking and the traffic.

Ms. Todd responded to some of the concerns that were raised.

Motion to close the public hearing made by Councilmember Haynes, Jr., Seconded by Councilmember Shelton.

Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

- 7. Rezoning & Variance Applications: 2025-CD-RZ-03, 2025-CD-RZ-04, & 2025-CD-VAR-01,** Applicant: Haley Todd on behalf of PEC+, Owners: Second and Broad LLC, and the City of Dacula requests rezoning from R-1200 *DOD* (Single-Family Residential District, *Downtown Overlay District*) , O-I *DOD* (Office-Institutional District, *Downtown Overlay District*) , and C-1 *DOD* (Neighborhood Commercial District, *Downtown Overlay District*) to R-TH *DOD* (Residential Townhouse District, *Downtown Overlay District*) and C-2 *DOD* (General Business District, *Downtown Overlay District*) and requests a variance to allow for front loaded parking, the extension of the build-to-zone, and to allow for an additional curb cut.

Councilmember Shelton inquired if the traffic study could be done before the rezoning.

City Attorney, Jack Wilson, stated that the applicant may be unable to complete the traffic study until the rezoning is approved. He further stated that proceeding with the rezoning would be the most efficient method to obtain the traffic study.

Motion to approve with staff recommended conditions [listed below] made by Councilmember Haynes, Jr., Seconded by Councilmember Mitchell.

Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

Land Use and Concept Plan

1. The property shall be developed in accordance with the conceptual site plan prepared by Planners & Engineers Collaborative+, Inc. submitted November 6, 2025, and with the provided zoning conditions. Any substantial deviation from the approved conceptual plan and/or remaining conditions of zoning shall be resubmitted to the City Council for consideration. The City Administrator shall determine what constitutes substantial deviation.
2. No outdoor storage shall be permitted on site.
3. No drive-thru or gas station uses shall be permitted.

4. The developer shall submit the Final Plat to the City of Dacula prior to the issuance of any building permits.
5. The developer shall provide a pedestrian access easement, connecting the public sidewalk, the Second Avenue Plaza, the interior frontage of the proposed retail buildings, and the civic courtyard.
6. Pedestrian access easements shall be provided for sidewalks within private property lines. Sidewalk and on-street parking spaces on private property shall be maintained by the property owner and remain publicly accessible.
7. The proposed retail building contained within “New Parcel #2” with vehicular access to Wilson St may front the pedestrian path in place of the right-of-way. The build to line shall be measured from the internal pedestrian path in place of the sidewalk on Wilson St. to allow for right-of-way fronting off-street parking.

#### Architectural Design

8. The architectural designs should comply with Downtown Overlay District standards. The proposed elevation, building materials, and colors shall be approved by the Planning & Development Department prior to building permit issuance.
9. A concept plan for proposed Second Avenue plaza and the pedestrian connection extending to the residential parcel shall be submitted to the Planning & Development Department for review and comply with the following standards:
  - a. The pedestrian connection to Second Avenue shall visually resemble the sidewalk along Second Avenue, be a combination of brick and concrete, and be a minimum of six (6) feet wide.
  - b. The concept plan shall include a lighting plan. Lighting shall be directed towards the ground, away from residences. The pedestrian connection shall contain bollard lights, or another pathway lighting option. Lighting alternatives are subject to the approval of the Planning & Development Department.
  - c. The plaza shall provide seating, and shade for pedestrians. The pedestrian seating shall include but is not limited to six (6) shaded commercial grade pedestrian benches, two (2) commercial grade picnic tables and corresponding seating, one (1) commercial grade bicycle rack and three (3) trash receptacles in compliance with the examples shown Article 9, Section 917.F.4 of the Zoning Resolution.
  - d. The plaza shall contain permanent, commercial grade shade structure. Shade structures may include umbrellas, shade sails, extended awnings, single or multi-panel canopies, and pergolas capable of providing shade for at least eight (8) people.
  - e. The landscape plans for the Second Ave. plaza, pedestrian path, and civic courtyard connection shall extend the tree canopy with native trees and vegetation. At minimum, the plaza and pedestrian connection shall include eight (8) additional understory trees.
  - f. The plaza shall contain a public art feature, or an alternative central public amenity. The public art feature must be approved by City Council prior to construction.
  - g. The civic courtyard shall contain a native specimen tree at the center. The tree must be a minimum of 3 inch DBH and eight (8) feet in height at the time of planting.
  - h. The pedestrian plaza must be publicly accessible and maintained by the private property owner.

#### Landscape and Parking

10. Each townhome building shall have landscape features to include, but not necessarily limited to flowerbeds, a minimum of one (1) under story decorative tree, evergreen understory plantings and the like. Subject to review and approval by the City Administrator or his/her designee.
11. External street trees shall be of one or a combination of the following species:
  - i. American Hornbeam
  - ii. Bloodgood Japanese Maple
  - iii. Carolina Silverbell
  - iv. Eastern Redbud
  - v. Georgia Oak
  - vi. North Red Oak
  - vii. Nuttal Oak
  - viii. Red Maple
  - ix. Shumard Oak
  - x. Southern Sugar Maple
  - xi. Sweet Bay Magnolia
  - xii. American Sycamore
12. A maximum of eighteen (18) front-loaded surface level parking spaces are permitted along Wilson St. "New Parcel #2."
13. The Wilson St. parking lot shall be shielded from view from the right-of-way by native understory trees or shrubs.
14. Gravel parking areas shall be prohibited. All parking surfaces shall comply with Article 6, Section 6.6.4 of the Development Regulations and Section D.3.a. of the Downtown Overlay District.

#### Transportation and Infrastructure

15. All streetlights, area lights, and pedestrian walkway lights must be towards the ground. If the fixtures outlined Section 917.F of the Downtown Overlay District are unavailable, alternatives are subject to the City Administrator's approval.
16. The developer shall provide adequate sidewalk connection from the interior retail buildings to the pedestrian path.
17. The developer shall improve the City owned alleyway behind the Second Ave. buildings. The stormwater improvements shall prevent runoff from draining onto the alleyway. All improvements must be reviewed by the Planning & Development Department.
18. The alleyway improvements are the responsibility of the developer. Maintenance will be the responsibility of the City after improvements have been fully constructed and approved by the City Engineer.
19. The developer must analyze, improve, and reconstruct the downstream stormwater pipe and structure connections from the southeastern corner of the proposed parcel #2 near Wilson St. -

south to Second Ave. and at the connection bordering the proposed plaza. The developer shall dedicate stormwater access easements to the City at each connection improvement. All connection improvements must be reviewed by the Planning & Development Department.

20. The developer shall provide six (6) foot wide sidewalks along the entirety of the property frontage of 3<sup>rd</sup> Avenue, and Wilson Street in compliance with Section 917.C.3.b.1 of Article 9 of the Downtown Overlay District.
21. The developer shall provide eight (8) foot wide sidewalks along the entirety of the property frontage of Broad Street, in compliance with Section 917.C.2.b.1 of Article 9 of the Downtown Overlay District.
22. Parallel parking and external streets must be high back curb. Roll off curb is permitted for internal drives. Roll off curb is not permitted for the internal drive stubs.
23. Internal street light service fees and maintenance are the responsibility of the mandatory property owner's association.
24. Prior to the issuance of a Development Permit, the developer must satisfy City of Dacula requirements. The Developer shall also provide a traffic impact study, as required by Article 4 of the Development Regulations. Subject to final approval by the City of Dacula, the developer shall make any improvements required by the submitted traffic impact study.

#### Sign and Advertisement

25. No tents, canopies, temporary banners, streamers or roping decorated with flags, tinsel, or other similar material shall be displayed, hung, or strung on the site without appropriate permit(s). No decorative balloons or hot-air balloons shall be displayed on the site.
26. Live human advertisements shall be prohibited within the subject area. This includes, but is not limited to, sign spinners, twirlers, dancers, clowns, and / or other similar temporary advertising methods commonly provided by costumed or animated humans.
27. Per Section 917.J.3 of the Downtown Overlay District, blinking, exposed neon, electronic messaging, scrolling, portable, and inflatable signage shall be prohibited.

#### Development Phasing

28. The public plaza, pedestrian path, and the civic courtyard shall be completed no later than the time of issuance of the 10th Certificate of Occupancy for the rowhome neighborhood.

### **VII. STAFF COMMENTS:**

City Administrator Brittini Nix stated that attorneys from Gwinnett County are still engaged in ongoing negotiations with the Rowen Foundation to finalize the road dedications before Drowning Creek can be reopened. Ms. Nix also mentioned that the Annual Tree Lighting would be on December 2 at 7 p.m. at Dacula City Hall.

### **VIII. MAYOR AND COUNCIL COMMENT(S):**

Councilmember Shelton expressed his gratitude to the Mayor, the Council, and City staff for their assistance during the election.

Councilmember Mitchell thanked everyone who attended the meeting and shared their thoughts and concerns, noting that their input helps her better understand what the citizens of Dacula want.

Councilmember Haynes, Jr. shared his excitement about the new downtown development, stating that it will help give Dacula a stronger sense of identity.

Mayor King thanked the citizens for attending the meeting and for their support in electing him as mayor, stating that he serves because he enjoys helping others.

**IX. PUBLIC COMMENTS:**

Viviane Fonfrede, owner of The Galloping Galette Dacula at 2491 Second Avenue, Dacula, Georgia 30019, expressed her full support for the newly approved downtown development.

**X. EXECUTIVE SESSION: Personnel, real property, and legal matters**

Motion to exit regular session and enter executive session made by Councilmember Mitchell, Seconded by Councilmember Haynes, Jr. for the purposes of personnel and real property matters at 8:12 p.m.  
Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

Motion to exit executive session and reconvene regular session made by Councilmember Shelton, Seconded by Councilmember Haynes, Jr. at 8:38 p.m.  
Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

City Attorney, Jack Wilson, reported no votes were taken in executive session. The Council met to discuss personnel and real property matters as allowed by the Open Meetings Act. Mr. Wilson stated there was a need to amend the agenda to add contract approval.

Motion to amend the agenda made by Councilmember Haynes, Jr., Seconded by Councilmember Shelton.  
Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

Mr. Wilson explained that the personnel matter involved extending the City Administrator contract for Brittini Nix by five years, noting that this is a common practice among cities within Gwinnett County. He added that, if agreeable to the Council, a motion could be made to approve the extension.

Motion to approve Brittini Nix's contract with the added 5-year extension made by Councilmember Mitchell, Seconded by Councilmember Haynes, Jr..  
Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

**XI. ADJOURNMENT:**

Motion to adjourn made by Councilmember Haynes, Jr., Seconded by Councilmember Mitchell.  
Voting Yea: Councilmember Shelton, Councilmember Mitchell, Councilmember Haynes, Jr.

Meeting adjourned at 8:41 p.m.

Minutes approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature