



**Mayor and City Council Regular Meeting**  
**Thursday, November 07, 2024 at 7:00 PM**  
**Dacula City Hall, Council Chambers**  
**442 Harbins Rd. | P.O. Box 400 | Dacula, Georgia 30019 | (770) 963-7451**

**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 5, 2024*

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

Mayor King called the November 7, 2024 Council Meeting to order at 7:03 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 Sean Williams  
Councilmember Ann Mitchell  
Councilmember Denis W. Haynes, Jr.

**City Staff Present:**

Brittni Nix, City Administrator  
Jack Wilson, City Attorney  
Courtney Mahady, Administrative Clerk  
Hayes Taylor, City Planner  
Dana Stump, Administrative Assistant for Planning & Zoning  
Alethia Hyman, City Tax Clerk  
Amy White, Chief Marshal  
James Ross, City Marshal  
Chris Parks, Director of Public Works

*A worksession was held prior to the regularly scheduled meeting to allow the elected officials to discuss this evening's agenda items. No other items were discussed, and no action was taken in the worksession.*

**II. INVOCATION:**

Marshal White gave the invocation.

**III. PLEDGE OF ALLEGIANCE:**

Mayor King led the Pledge of Allegiance.

**IV. APPOINTMENT:**

1. Appointment for Council vacancy

Motion to appoint Jason Shelton to fill the remaining unexpired City Council term of Daniel Spain effective immediately upon taking the oath of office scheduled for December 5, 2024 made by Councilmember Williams, Seconded by Councilmember Haynes, Jr..

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

**V. CONSENT AGENDA:**

Motion to amend the agenda to add item #10 “McMillan Rd improvement project change order” under the consent agenda and reorder all subsequent items accordingly made by Councilmember Haynes, Jr., Seconded by Councilmember Williams.

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

2. Approval of the Minutes from the Worksession Meeting on October 3, 2024
3. Approval of the Minutes from the Regular Meeting on October 3, 2024
4. Approval of the Minutes from the Special Called Meeting on October 15, 2024
5. Official Acceptance of Annexation Application
6. Brookton North Subdivision FFY-2025 LMIG Application
7. Bid package for Brookton North subdivision improvements
8. Proposal for hardscape and landscape improvements
9. Sanitation truck purchase
10. McMillan Rd improvement project change order

Motion to approve consent agenda as listed made by Councilmember Haynes, Jr., Seconded by Mitchell.

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

**VI. OLD BUSINESS:**

- 11. Rezoning Application: 2024-CD-RZ-02**, Applicant: Key Growth Capital, LLC c/o Powell & Edwards, LLP, Owner: Core City Developers, LLC requests rezoning from C-1 Neighborhood Commercial District to C-2 General Business District. The property is located in Land Lot 299 of the 5th District and contains 2.108 acres more or less.

Motion to approve with staff’s recommended conditions dated October 30 [listed below] made by Councilmember Haynes, Jr., Seconded by Councilmember Mitchell.

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

**Concept Plan and Land Use**

1. The property shall be developed in accordance with the conceptual site plan titled Fitness Center Rezoning Site Plan dated June 4, 2024. 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.

**Architectural Design**

2. All building exteriors shall be constructed of brick, stone, glass, or stucco. All buildings shall have flat roofs with architectural treatments to include canopies and parapets. Mechanical,

HVAC, and like systems shall be screened from street level on all sides by an opaque wall of brick, stucco, or split-faced block.

3. The developer shall provide a decorative, commercial-quality bicycle rack and pedestrian bench that complement the building at its entrance.

#### Landscape and Parking

4. The reduction of the required rear landscape buffer to a 25-foot enhanced landscape buffer shall be maintained per 2007-CD-RZ-06.
5. A 20-foot-wide enhanced buffer shall be provided along the full length of Courtney Renea Drive and a 25-foot wide enhanced buffer shall be provided along the rear property boundary adjacent to residentially zoned property. Both buffers shall be planted with a staggered, double row of privacy trees (minimum 6-foot in height), supplemented with a 6-foot high double-sided wooden or wrought iron opaque fence. The structural and visual characteristics of the fence shall be maintained at all times. Fencing shall be located behind the tree line with the location subject to review and approval by the Department of Planning and Development.
6. A parking lot landscape plan shall be submitted to the City for approval. At a minimum, the plan shall include that each parking island/strip shall have a minimum of two (2) ornamental shade trees. All parking area trees shall be a minimum of 3-inch dbh caliper. Parking islands/strips may include stormwater management/bioretenion infrastructure and foliage, per the Georgia Stormwater Management Manual green standards.

Parking area trees should be of or a combination of the following species:

1. Willow Oak
  2. Overcup Oak
  3. Nuttal Oak
  4. Sweetbay Magnolia
  5. Southern Magnolia
  6. Japanese Zelkova
  7. Red Maple
  8. Halesia Carolina
  9. Eastern Redbud
  10. American Smoketree
  11. Sourwood
  12. Chalk Maple
7. Existing mature growth trees in buffer zones shall remain when feasible. The City Administrator or City Arborist shall determine what is feasible.
  8. Stormwater maintenance areas may include lower maintenance grass alternatives such as Blue Star Creeper, Corsican Mint, Micro-Clover, or Fescue as approved by the City Administrator.
  9. Gravel is prohibited. Permeable pavement alternatives must be reviewed and approved by the City prior to development permit issuance.
  10. All trash dumpsters shall be screened by an enclosure using the same exterior building material as the adjacent occupied buildings. Pickup shall be limited to between the hours of 7:00 a.m. to

9:00 p.m. Monday through Saturday. Dumpster enclosures shall remain closed, locked, and in good repair at all times.

11. No outdoor storage shall be permitted on site.

#### Transportation and Infrastructure

12. Prior to the issuance of a Development Permit, the developer must satisfy Gwinnett County Department of Transportation requirements, which may include (among other requirements) a south bound left turn lane along Harbins Road into the site. The Developer shall also provide a traffic impact study, as required by Article 4 of the Development Regulations. Subject to final approval by Gwinnett County Department of Transportation, the developer shall make any improvements required by the submitted traffic impact study.
13. A five (5) foot wide sidewalk shall be constructed on the property frontage of Harbins Road.
14. Provide street lights along all public right-of-way utilizing decorative light pole/fixtures. Street lights shall be 150 feet on center. Light poles shall be black and a maximum 20 feet high.
15. Parking lot lighting shall be directed towards the property to avoid the adverse impact on nearby residential properties.
16. The developer shall be responsible for the relocation of public or private utilities and stormwater infrastructure.

#### Signage and Advertising

17. Human sign spinners and/or twirlers shall be prohibited.
18. One ground sign shall be permitted. The ground sign shall be monument-type only with indirect lighting. Ground sign shall be limited to a single monument-type sign with a brick or stacked stone base of at least 2 feet in height. Neon or self-illuminating ground signs shall be prohibited. LED message boards are prohibited.
19. The wall sign shall be lit with indirect lighting.
20. Oversized signs or billboards shall not be permitted.
21. 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.

#### **VII. NEW BUSINESS:**

*None*

#### **VIII. STAFF COMMENTS:**

*None*

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

Councilmember Haynes, Jr. wished everyone a Happy Thanksgiving.

#### **X. PUBLIC COMMENTS:**

None

**XI. EXECUTIVE SESSION: Personnel and real property matters**

Motion to exit regular session and enter executive session made by Councilmember Williams, Seconded by Councilmember Mitchell for the purposes of personnel and real property matters at 7:10 p.m.  
Voting Yea: Councilmember Williams, Councilmember Mitchell, Councilmember Haynes, Jr.

Motion to exit executive session and reconvene regular session made by Councilmember Haynes, Jr., Seconded by Councilmember Mitchell at 7:35 p.m.  
Voting Yea: Councilmember Williams, 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.

Mayor King called for a motion to amend the agenda to hire a new employee.

Motion to amend the agenda to hire a new employee made by Councilmember Haynes, Jr., Seconded by Councilmember Williams.  
Voting Yea: Councilmember Williams, Councilmember Mitchell, Councilmember Haynes, Jr.

**XII. HIRE NEW EMPLOYEE:**

Mayor King called for a motion to hire Stephen Mayer as the Director of Finance at an annual salary of \$105,000 with benefits. Mr. Mayer's anticipated start date is January 6, 2025.

Motion to hire Stephen Mayer as the Director of Finance made by Councilmember Williams, Seconded by Councilmember Mitchell.  
Voting Yea: Councilmember Williams, Councilmember Mitchell, Councilmember Haynes, Jr.

**XIII. ADJOURNMENT:**

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

Meeting adjourned at 7:37 p.m.

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

\_\_\_\_\_  
Signature