



# Mayor and City Council Worksession

Thursday, June 01, 2023 at 6:00 PM

Dacula City Hall, Council Chambers

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

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## Agenda

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

### **OLD BUSINESS:**

### **NEW BUSINESS:**

1. **PUBLIC HEARING:** Comprehensive Plan Presentation
2. Ordinance to amend Article XII of the Zoning Resolution
3. Compensation survey
4. Refund authorization request

### **MARSHAL UPDATE:**

### **CITY ADMINISTRATOR UPDATE:**

### **MEMBER COMMENT(S) / QUESTION(S):**

### **ADJOURNMENT:**

**TO:** Mayor and City Council of the City of Dacula  
**FROM:** Brittni Nix, City Administrator  
**DATE:** May 24, 2023  
**SUBJECT:** 2050 Comprehensive Plan

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Marilyn Hall with Hall Consulting and Planning will present the first public hearing for the 2050 Comprehensive Plan. During her presentation, she will explain the components of a Comprehensive Plan, the methods of community engagement and outreach, and the meeting schedule.

City of Dacula City Council  
Public Hearing  
June 1, 2023

# COMPREHENSIVE PLAN



## TONIGHT'S AGENDA



What is a Comprehensive Plan



Community Engagement Program



Schedule



Questions and Comments

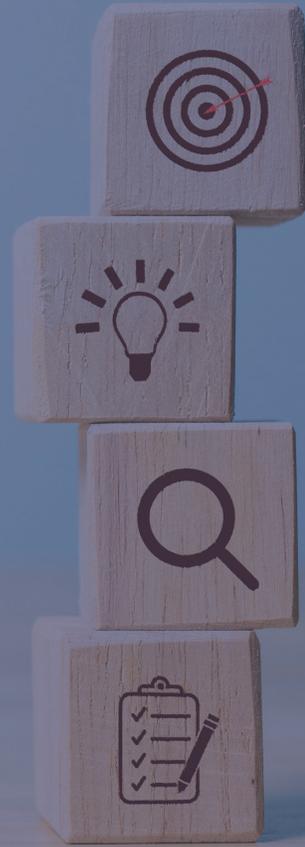
# What is a Comprehensive Plan?

A 30-year blueprint to guide growth

Update required every 5 years

Basis for future zoning and capital facilities decisions

Allows for State Funding



## Components of the Plan



Identification of Potential Issues and Opportunities



Analysis of Consistency with Quality Community Objectives



Implementation Strategies



Analysis of Existing Development Patterns



Supporting Analysis of Data and Information

# Comprehensive Plan Elements

Community Facilities  
Economic Development  
Land Use & Development  
Transportation  
Housing & Neighborhood  
Development  
Broadband



# Comprehensive Plan Elements

Community Goals

- Vision Statement
- Goals
- Policies

Needs and Opportunities  
Implementation Plan  
Work Program



# Community Engagement Workshops



## Community Engagement Workshops

Visioning Workshop



# Community Engagement Workshops

Visioning Workshop

Strategic Framework Workshop



# Community Engagement Workshops

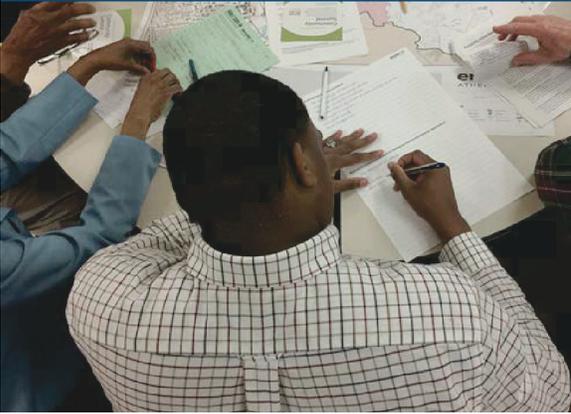
Visioning Workshop

Strategic Framework Workshop

Open House



# Community Engagement and Outreach



Website

Flyers, Social Media, Signs

Stakeholder Interviews

Steering Committee Meetings (Required)

2 Public Hearings (Required by DCA)

Comment forms (online and at in-person meetings)

Surveys/questionnaires (online and print)

# daculacompplan.com

The Dacula Comprehensive Plan update launches June 2, 2023

What is a Comprehensive Plan?

The City of Dacula is currently undergoing an update to the City's Comprehensive Plan. The plan serves as a 30-year blueprint to guide growth in your community. It is the basis for zoning and capital facilities decisions. Communities that have current comprehensive plans are able to obtain state funding for a wide range of improvements. Though comprehensive plans are long range plans, updates are required every five years to ensure that the plan reflects current needs and conditions in the community. There are multiple opportunities for community engagement throughout the plan update process. All community members are encouraged to weigh in on the future of their city

[Learn more](#)

### Comprehensive Plan Story Map

This map gives you a sample of the types of community facilities the Comprehensive Planning team is researching and evaluating as part of the foundational elements of the plan update. You can expect more maps and information to become available throughout the planning process.



**Upcoming Events**

**Community Survey**  
The City of Dacula is updating their Comprehensive Plan, which will be a blueprint for the community's future development. Participate in the community survey to help shape the future of Dacula. Share your insights on community facilities, economic development, land use, transportation, and housing. Your valuable input will contribute to the development of the Dacula Comprehensive Plan, guiding growth and development for the next 30 years.  
Jun 2, 2023 - Jul 2, 2023

**Community Visioning Workshop**  
Dacula is defined by its people, and YOUR voice matters! Join us for the upcoming Community Visioning Workshop and let's co-create a shared vision for you community's future. Together, we can preserve our heritage, enhance livability, and foster sustainable growth. Let's make Dacula city shine!  
Jul 25, 2023 - Jul 26, 2023

[VIEW ALL](#)



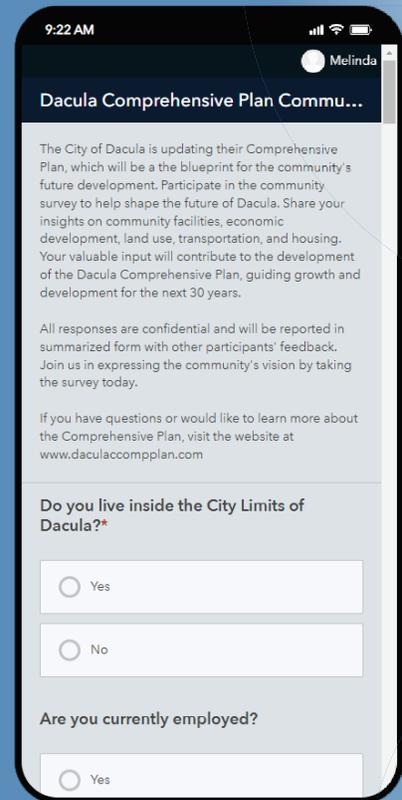
Scan to visit the website

# Online Survey

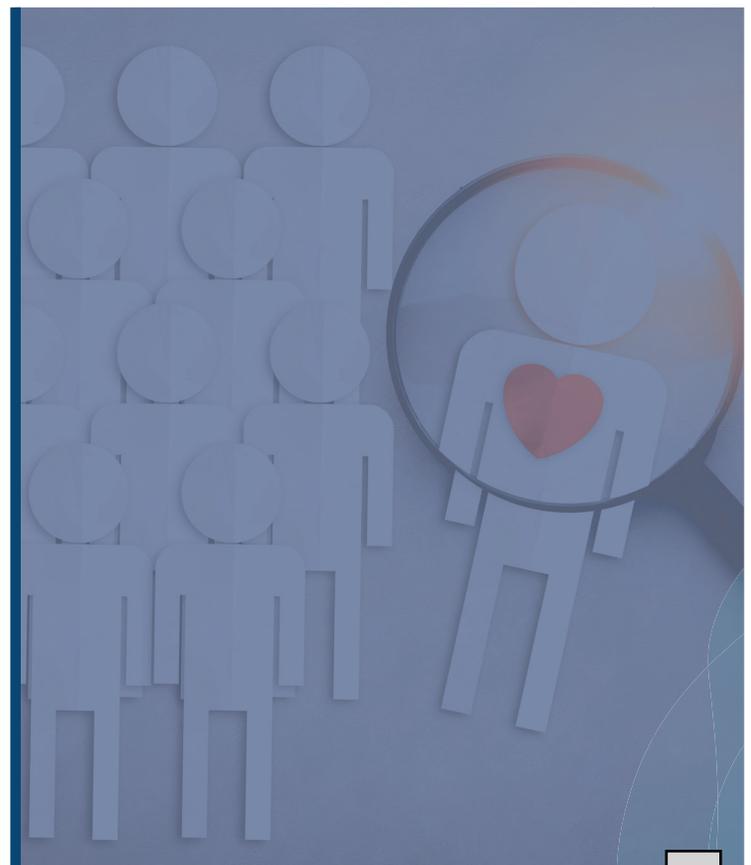
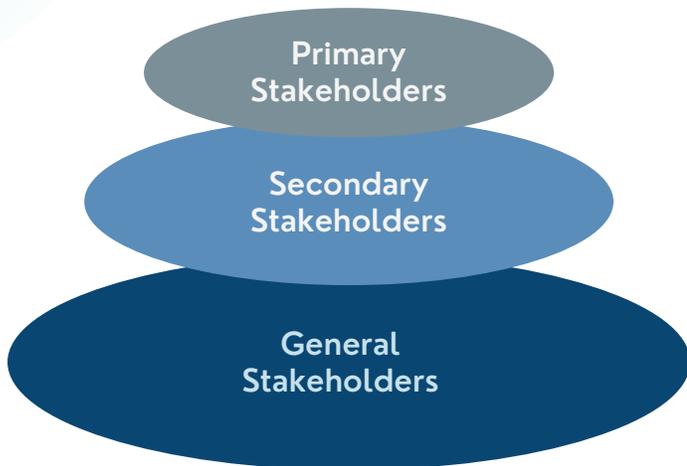
- Open from June 2 to July 2
- Covers all core components of the plan
- 7-10 minutes total to complete the survey
- Paper copies will be available at City Hall
- Summary results shared on project website



Scan to take the survey



# Stakeholder Identification





# Important Dates

Date/Time	Event	Location
June 1 - 6:00 pm	Public Hearing and Project Kickoff	Council Regular Session
July 13 - 6:00 pm	Steering Committee Meeting	City Hall
July 25 - 6:00 pm	Visioning Workshop	City Hall
September 14 - 6:00 pm	Strategic Framework Workshop	Maple Creek Park
September 18 - 6:00 pm	Steering Committee Meeting	City Hall
October 12 - 6:00 pm	Steering Committee Meeting	City Hall
October 19 - 4:00 - 8:00 pm	Open House Drop In	City Hall
November 2 - 6:00 pm	Transmittal Hearing	Council Regular Session



# Public Workshops

Date/Time	Event	Purpose	Location
July 25 6:00 pm	Visioning Workshop	Develop a Vision for the future of Dacula	City Hall
September 14 6:00 pm	Strategic Framework Workshop	Discuss Strategies for Reaching the Vision	Maple Creek Park
October 19 4:00 - 8:00 pm	Open House Drop In	Refine Strategies and Implementation plan	City Hall

# Community Visioning Workshop

Join us in planning  
the future for the  
City of Dacula!

July 25, 2023 - 6:00 pm  
Dacula City Hall  
442 Harbins Road  
Dacula, GA 30019

[www.daculacompplan.com](http://www.daculacompplan.com)



# THANK YOU!

email: [connect@daculacompplan.com](mailto:connect@daculacompplan.com)

**TO:** City of Dacula City Council and Mayor,  
Planning Commission and Members

**FROM:** Brittni Nix, City Administrator  
Jack Wilson, City Attorney

**DATE:** May 25, 2023

**SUBJECT:** Amendment to Sign Ordinance

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Mayor and Members of City Council, and Planning Commission Members:

Staff has proposed an Amendment to the Sign Ordinance to allow minor variations to be handled administratively. This practice allows for efficient use of City resources including staff time and meeting time for appointed boards and elected officials. More significant variances would be routed through the public hearing process. The proposed amendment also updates the application fee. Staff recommends that the Amendment allowing administrative variances be approved in the form provided to you.

If you have any questions or need any additional information, please let us know.

Thank you.

**AN ORDINANCE**

**AN ORDINANCE TO AMEND THE ZONING RESOLUTION OF THE CITY OF DACULA REGARDING SIGNS; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.**

WHEREAS, the City has adopted and maintained a comprehensive Zoning Ordinance including provisions related to signs; and

WHEREAS, changes in development patterns, proposed land uses, infrastructure and other matters warrant reviewing and updating portions of the Zoning Resolution; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the City to review and evaluate the current Zoning Resolution in view of current development trends and future land use plans in and near the City; and

WHEREAS, as a part of that review process, the Planning Commission and City Council have conducted public hearings in accordance with Georgia law seeking comment on the amendments and updates to the Zoning Resolution; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens and businesses within the City of Dacula to amend the Zoning Resolution as outlined herein;

NOW THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DACULA HEREBY ORDAINS that the Zoning Resolution and City Code be amended as follows:

**SECTION 1.**

The following amendments are approved and adopted:

Subsection 1225(B) is amended to change the heading and to add the following Subsection 8 listed herein so that the new Subsection 8 provides as follows:

Section 1225. Variances, Review And Appeal

(B) Variances

- 8. An Administrative Variance of less than five (5) feet in height or ten (10) percent of the advertisement area of the sign may be processed administratively at the discretion of the City Administrator.

Subsection 1228 is amended to delete the existing subsection and substitute the following in its place:

Section 1228. Penalty.

Any person violating any provision of this Article XII shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than \$300.00 and not more than \$1,000.00 per offense. Each day a violation continues shall constitute a separate offense.

SECTION 2

The City Administrator, Assistant City Administrator, and Director of Planning and Economic Development are further authorized to correct typographical errors in the text of the existing Zoning Resolution and to produce and publish a final codified version of the Zoning Resolution with the amendments and revisions outlined herein.

SECTION 3

In the event any Court of competent jurisdiction determines that any portion of the foregoing amendment is invalid, unconstitutional or otherwise illegal, such rulings shall not impair the validity of the rest and remainder of this amendment.

SECTION 4

All laws and parts of laws in conflict with this Ordinance are hereby repealed.

SECTION 5

This Ordinance and the amendments outlined herein shall be effective immediately upon their adoption by the Mayor and City Council.

SO ORDAINED by the governing authority of the City of Dacula, this \_\_\_\_\_ day of June, 2023.

AYES: \_\_\_\_

NAYES: \_\_\_\_

ATTEST:

\_\_\_\_\_  
HUGH D. KING, III  
MAYOR, CITY OF DACULA

\_\_\_\_\_  
BRITTNI NIX,  
CITY ADMINISTRATOR

Section 1225. ~~Mayor and City Council: Powers and Duties Enumerated.~~ Variances, Review, and Appeal

The Mayor and City Council shall have the following powers and duties:

- A. *Administrative review.* To hear and decide whether there is an error in any order, requirement, decision or determination made by the City Administrator in the enforcement of this Article.
- B. *Variances.* To authorize upon appeal in specific cases such variance from the terms of this Article as will not be contrary to the public interest, when due to special conditions a literal enforcement of the provisions of this Article will, in an individual case, result in unusual hardship, so the spirit of this Article shall be observed, public safety and welfare secured, and substantial justice done. The mere existence of a nonconforming sign or advertising device shall not constitute a valid reason to grant a variance. A variance may be granted in an individual case of unusual hardship upon a finding by the Mayor and City Council that the following conditions exist:
  - 1. There exist extraordinary and exceptional conditions pertaining to the property in question resulting from its size, shape, or topography which are not applicable to other lands or structures in the area.
  - 2. A literal interpretation of the provisions of this Article would deprive the applicant of rights commonly enjoyed by other similar properties.
  - 3. Granting the variance requested will not confer upon the property of the applicant any significant privileges which are denied to other similar properties.
  - 4. The requested variance will be in harmony with the purpose and intent of this Article and will not be injurious to the neighborhood or to the general welfare.
  - 5. The special circumstances are not the result of actions of the applicant.
  - 6. The variance requested is the minimum variance which will make possible the logical use of the land, building or structure.
  - ~~7.~~ 7-8. An Administrative Variance of less than five (5) feet in height or ten (10) percent of the advisement area of the sign may be processed administratively at the discretion of the City Administrator.
- C. *Appeal.* Any applicant aggrieved by the decision of the Mayor and Council in their review of decisions by the Mayor and City Council shall seek judicial review by filing for a writ of certiorari in the Superior Court of Gwinnett County within 30 days of the decision of Mayor and Council.
- D. *Petitions for variance.* All petitions for review of variance requests shall be in written form and filed with the office of the City Administrator. The Mayor and City Council shall hear all such petitions within thirty (30) days of receipt by the office of the City Administrator and shall act upon all such petitions within fifteen (15) days of the hearing.

Section 1225. Mayor and City Council: Powers and Duties Enumerated. (Continued)

- E. *Off-Premises advertising or off-premises directional signs.* The Mayor and City Council will approve and/or disapprove all requests for off-premises signs. The permittee will submit with each request for an off-premises sign the following information:
1. The street address of the property on which the sign will be located and the zoning district in which such property is located.
  2. A plat of the property on which the sign will be located which shows where thereon the sign will be located and the distance from the property lines and the paved street.
  3. A design of the sign which shows the height of the sign, the area of the face of the sign, the color scheme of the sign, and the structural supports of the sign.
  4. A statement stating that all of the requirements of the zoning district in which the sign will be located have been complied with.
  5. A copy of the lease or other document from the owner of the sign which authorized the erection thereof.
  6. The cost of the sign and/or estimated cost if such is not known at the time the permit is requested which will be changed to actual cost as soon as such is known.
  7. No action will be taken on the erection of the sign by the owner of the property, the lessee, the sign owner, and/or any of their contractors, agents, or employees until the sign has been approved by the Mayor and City Council.
- F. *Variations as to size and message.* The Mayor and City Council shall have the power to grant any variance as to the maximum size and message of signs.

Section 1226. Suspension, Revocation of Permit, License.

Violation of any provision of this Article will be grounds for terminating the permit granted by the City to the owner and/or the license of the person or entity erecting the sign. No permit and/or license shall be suspended, revoked or canceled except for due cause as hereinafter defined, and the permittee and/or licensee is granted a public hearing before the Mayor and City Council. The permittee and/or licensee will be given ten (10) days written notice of the time, place and purpose of the hearing, with a statement of the reason for the suspension, revocation or canceling of such permit and/or license. A Due cause is the willful and/or continued violation of the provisions of this Article. The termination of the permit and/or license does not in any way preclude the person or persons alleged to have violated the provisions of this Article from being tried under Section 3-1-28 of this Article, or preclude the City from taking any other action authorized by this Code, and/or any action authorized by law.

Section 1227. Enforcement.

This Article shall be administered and enforced by the City Administrator or her/his designee.

Section 1228. Penalty.

Any person violating any provision of this Article shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than \$300.00 ~~fifty dollars (\$50.00)~~ and not more than \$1,000.00 ~~per one hundred fifty (\$150.00) for each~~ offense. Each day such violation continues shall constitute a separate offense.

Section 1229. Additional Enforcement Options.

In case any sign, advertising device, or other device covered by this Article is or is proposed to be erected, constructed, altered, converted, or used in violation of any provision of this Article, the City Administrator may, in addition to other remedies, and after due notice to the appropriate person, issue a citation for violation of the city code requiring the presence of the violator in the municipal court; institute injunction, or other appropriate action or proceeding to prevent such unlawful erection, construction, alteration, conversion, or use to correct or abate such violation.

**TO:** Mayor and City Council of the City of Dacula  
**FROM:** Brittni Nix, City Administrator  
**DATE:** May 24, 2023  
**SUBJECT:** Compensation Survey

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Historically, the City surveys local municipalities every 4 – 6 years about the compensation of our elected officials. Mayor and City Council compensation was last adjusted in 2017 with the increasing taking effect January 2018. Staff has completed this year’s compensation survey and has provided it for your review.

The Mayor and City Council must approve compensation increases for elected officials prior to the qualifying period for municipal elections (August 21 – 23, 2023). Any such increase would not be effective until after the taking of office of those elected at the next regular municipal election.

**Mayor and Council Salary Survey  
April 2023**

<b>CITY</b>	<b>MAYOR (Annual)</b>	<b>COUNCIL (Annual)</b>
Dacula	\$8,300	\$7,100
Grayson	\$0	\$0
Loganville	\$12,000	\$6,000
Berkley Lake	\$5,000	\$1,200 – Mayor Pro-tem \$900 – Council Members
Lawrenceville	\$12,600	\$10,200
Duluth	\$9,600	\$6,000
Suwanee	\$15,000	\$9,000

# memo

To: Mayor and City Council of Dacula  
 From: Alethia Hyman, Tax Clerk  
 Date: June 1, 2023  
 Re: Refund Authorization Request – Overpayment of Property Taxes

During the month of April, there were 7 requests for refunds totaling \$5,993.52

Seven refunds are a result of property value reassessments performed by the County’s Tax Assessor’s Office. Two refunds are the result of the overpayment of property taxes and/or interest charges, and one is the result of an overpayment of commercial sanitation provided by the City of Dacula.

As the Mayor and City Council are the taxing authority for the City, staff is requesting your approval for the following:

Spectrum SE / Charter	0.07	Various Locations	Overpayment of property taxes
Lewis Holdings LLC/ Good Landing Recovery	645.00	2539 Second Ave	Paid prorated rate for sanitation in 2022; also paid full sanitation fee with taxes. Sanitation is billed in arrears
Mariqukes Dixon	39.76	2521 Melton Commons	Escrow overpaid property taxes
QuikTrip Corporation	793.37	1750 Winder Hwy	MCR Reassessment 4/1/23 to 4/30/23
TS Dacula LLC	2,872.07	720 Dacula Rd	MCR Reassessment 4/1/23 to 4/30/23
JHJ 832 Dacula Rd LLC	630.54	832 Dacula Rd	MCR Reassessment 4/1/23 to 4/30/23
I.L. DVM – Scottsdale LLC	339.88	2590 Winder Hwy	MCR Reassessment 4/1/23 to 4/30/23
EVAA LLC	201.08	335 Dacula Rd	MCR Reassessment 4/1/23 to 4/30/23
EVAA LLC	279.51	355 Dacula Rd	MCR Reassessment 4/1/23 to 4/30/23
Donald Lankford	192.24	2841 Mobley Dr	MCR Reassessment 4/1/23 to 4/30/23
<b>Total</b>	<b>\$5,993.52</b>		