



**Mayor and City Council Regular Meeting**  
**Thursday, March 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**

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

Mayor King called the March 6, 2025 Council Meeting to order at 7:08 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 Jason Shelton  
Councilmember Ann Mitchell  
Councilmember Denis W. Haynes, Jr.

**City Staff Present:**

Courtney Mahady, Administrative Clerk  
Hayes Taylor, City Planner  
Dana Stump, Administrative Assistant for Planning & Zoning  
Alethia Hyman, Tax Clerk  
Renee Cooke, Front Desk Clerk  
Amy White, Chief Marshal  
James Ross, City Marshal

**II. INVOCATION:**

Pastor Jeff Rogers gave the invocation.

**III. PLEDGE OF ALLEGIANCE:**

Mayor King led the Pledge of Allegiance.

**IV. CONSENT AGENDA:**

1. Approval of the Minutes from the Worksession Meeting on February 6, 2025
2. Approval of the Minutes from the Special Called Meeting on February 6, 2025 at 6:30 p.m.
3. Approval of the Minutes from the Regular Meeting on February 6, 2025
4. Bid package for Core City project
5. Resolution to appoint 2025 Elections Superintendent & Absentee Ballot Clerk and one assistant

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

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

**V. OLD BUSINESS:**

- 6. Rezoning & Variance Applications: 2024-CD-RZ-03 & 2024-CD-VAR-03**, Applicant: Belkys L. Roa Zambrano, Owner: Atlanta Quality Management, LLC requests rezoning R-1100 Single Family Residential to C-2 General Business District and variance for buffer reduction. The property is located in Land Lot 302 of the 5th District and contains 1.51 acres more or less.

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

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

Voting Nay: Councilmember Williams

Concept Plan and Land Use

1. Any substantial deviation from the approved concept plan entitled Atlanta Quality Management, LLC prepared by Smith Monitoring & Maintenance Engineering, Inc. dated February 27, 2025, and conditions of zoning shall be resubmitted to the Mayor and Council for consideration. The City Administrator shall determine what constitutes substantial deviation.
2. The 75-foot undisturbed buffers on the northeast and southwest property lines shall be replaced with a 10-ft enhanced landscape buffer. The enhanced landscape buffer shall be provided along the full length of the northeast and southwest property lines. The buffers shall be planted with a staggered, double row of privacy trees that are a minimum 6-feet in height and 2.5-inch dbh caliper. Privacy trees shall be supplemented with understory shrubs.

Landscape buffer trees shall be a combination of the following native species:

- a. American Holly
  - b. Eastern Hemlock
  - c. Eastern Redcedar
  - d. Loblolly
  - e. Sweetbay Magnolia
  - f. Southern Wax Myrtle
  - g. Washington Hawthorn
  - h. White Pine
  - i. Virginia Pine
3. Uses shall be contained indoors including, but not limited to, soccer and other recreational activities.
  4. No outdoor storage shall be permitted on site.
  5. Drive-thru uses shall not be permitted.

## Architectural Design

6. 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.
7. The developer shall provide a decorative, commercial-quality pedestrian bench that complements the building at its entrance.

## Landscape and Parking

8. The developer shall provide a minimum of thirty-five (35) parking spaces or adhere to Article X, Section 1002 of the Zoning Resolution, whichever is greater.
9. 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 2.5-inch dbh caliper. Parking islands/strips may include stormwater management/bioretenion infrastructure and native foliage, per the Georgia Stormwater Management Manual green standards.

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

1. Willow Oak
  2. Overcup Oak
  3. Nuttall 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
10. Parking lot and security lighting shall be directed towards the property to minimize the adverse impact on neighboring properties.
  11. Existing mature growth trees in buffer zones shall remain when feasible. The City Administrator or his / her designee shall determine what is feasible.
  12. Stormwater maintenance areas are encouraged to include practices from the Georgia Stormwater Management Manual green standards. The areas may include lower maintenance grass alternatives such as Blue Star Creeper, Corsican Mint, Micro-Clover, or Fescue, native shrubs, and native trees as approved by the City Administrator.
  13. Gravel drives and parking areas are prohibited. Permeable pavement alternatives must be reviewed and approved by the City prior to development permit issuance.

14. 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.

#### Transportation and Infrastructure

15. A five (5) foot wide sidewalk shall be constructed on the property frontage of Winder Hwy.
16. Adjoining all parcels under the ownership or control of facility operators must have interparcel access.
17. The developer shall be responsible for the relocation of public or private utilities and stormwater infrastructure.
18. Prior to the issuance of a Development Permit, the developer must satisfy Gwinnett County Department of Transportation requirements. 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.

#### Signage and Advertising

19. 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.
  20. Human sign spinners and/or twirlers shall be prohibited.
  21. Oversized signs or billboards shall not be permitted.
  22. 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.
- 7. Annexation Application: 2024-CD-AA-01**, Applicant: Local Land Co. LLC, Owner: Kenneth W. Edwards Sr. & Theresa B. Edwards requests annexation into the City of Dacula. The property is located in Land Lot 268, Parcel 009 of the 5th District and contains 8.808 acres more or less.

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

- 8. Rezoning Application: 2024-CD-RZ-04**, Applicant: Local Land Co. LLC, Owner: Kenneth W. Edwards Sr. & Theresa B. Edwards requests rezoning from RA200 (County) to R-TH (City). The property is located in Land Lot 268, Parcel 009 of the 5th District and contains 8.808 acres more or less.

Councilmember Mitchell inquired about if the annexation and rezoning were in conjunction with one another.

City Planner, Hayes Taylor, clarified that the two applications were related to each other. He explained that once the property is annexed into the city, it will need to be rezoned to a city zoning classification, as it currently holds a county designation.

Motion to approve with Attachment A - amended staff conditions [listed below] made by Councilmember Williams, Seconded by Councilmember Mitchell.

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

## **Attachment A**

### Concept Plan and Land Use

1. The property shall be developed in accordance with the conceptual site plan prepared by Gaskins Lecraw, Inc. dated January 2, 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. The open space shall not be subdivided and shall be owned and maintained by a mandatory homeowners' association. The deed to the mandatory homeowners' association shall require that the open space be perpetually maintained.
3. The maximum number of dwelling units shall not exceed 10 buildings consisting of 54 units total.
4. The development must have a minimum of two (2) entrances: one from Alcovy Rd, and one from W. Drowning Creek Rd.
5. The developer shall submit the Final Plat to the City of Dacula prior to the issuance of any building permits.
6. Collection of solid waste, recycling, and recovered materials from the townhome development shall be arranged by an agreement with a franchised contractor.
7. The developer shall provide a 20 ft pedestrian access easement, connecting the internal drive to Alcovy Rd from the northeastern cul-de-sac. The developer shall construct a fence behind lots 1-16 bordering Ewing Chapel Rd. The fence shall be black wood, black chain link or wrought iron in style. The length and location of the fence is subject to review and approval by the City Administrator or his / her designee.

### Architectural Design

8. An entrance feature, landscape, and fence plan along W. Drowning Creek Rd and Alcovy Rd shall be submitted to the City for review and approval. The fence shall be black wood rail fence or wrought iron in style with stacked stone or brick columns on-center (maximum 30-feet). The fence shall extend a minimum of 50-feet from subdivision entrances. Fencing shall be maintained by the homeowner's association.
9. The front and side façades of all dwelling units shall consist of architectural treatments of brick, stone, or stucco with fiber cement siding for the remainder of the elevation. The remainder of the structures shall be constructed of brick, stone, stucco, concrete fiber, or similar material.
10. The minimum heated floor area per dwelling unit shall be 1,800 square feet.

11. All dwelling units shall have at least a two-car garage.
12. The proposed elevation, building materials, and colors shall be approved by the City prior to building permit issuance. The submitted elevations should include a variety of colors, and a variation in architectural features.

### Landscape and Parking

13. The developer shall provide street trees along the internal right-of-way at 40 to 50-foot intervals on center. Street trees shall not be located in the right of way, be 6 to 8 feet tall at the time of installation with a minimum DBH of 3 inches and located five (5) feet from the sidewalk. Subject to review and approval by the City Administrator or his / her designee.

Street trees shall be of one or a combination of the following species:

- a. American Hornbeam
  - b. Bloodgood Japanese Maple
  - c. Carolina Silverbell
  - d. Eastern Redbud
  - e. Georgia Oak
  - f. North Red Oak
  - g. Nuttall Oak
  - h. Red Maple
  - i. Shumard Oak
  - j. Southern Sugar Maple
  - k. Sweet Bay Magnolia
14. The pocket park shall at minimum include one (1) picnic table with bench seating, two additional street trees, a trash receptacle, and a sidewalk connecting the internal drives. The sidewalk connecting the internal drives shall have a minimum of three (3) commercial quality pedestrian benches located under shade, and street trees planted at 25 to 40-foot intervals. Street trees shall be 6 to 8 feet tall at the time of planting, have a minimum DBH of 3 inches, and shall be a combination of the trees listed in condition #13. Prior to issuance of a development permit, an amenity area plan shall be reviewed and approved by the City Administrator or his/her designee.
  15. The mail kiosk area shall contain a minimum of ten (10) parking spaces, a commercial-quality bicycle rack, an additional street tree to provide shade, and a structure with an impermeable roof, such as a gazebo, cabana or covered pergola. The mail kiosk area plan shall be included in the amenity area plan. Prior to issuance of a development permit, an amenity area plan shall be reviewed and approved by the City Administrator or his/her designee.
  16. Existing vegetation within the 50-foot undisturbed buffer from all property frontages must remain undisturbed when feasible. Feasibility will be determined by the City Administrator or his / her designee.

17. In the case that the 50-foot buffer surrounding the parcel on all property frontage must be disturbed, the undisturbed buffer must be replaced with a 40-foot landscape strip from the property line. Subject landscape strips shall include two rows of staggered privacy trees that are 6 to 8 feet tall at the time of installation and are spaced out no further than 10 feet on center with each row. Landscape buffer trees shall be a combination of the following native species and shall be supplemented by native understory shrubs:
  - a. American Holly
  - b. Eastern Hemlock
  - c. Eastern Redcedar
  - d. Laurel Oak
  - e. Loblolly
  - f. Southern Wax Myrtle
  - g. Washington Hawthorn
  - h. White Pine
  - i. Willow Oak
  - j. Virginia Pine

Where appropriate, the developer may use the Miyawaki method to replace the disturbed natural vegetation with native foliage installations. The proposed landscape plan must show the needed replanting areas.

18. 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.
19. Stormwater maintenance / bioretention areas are encouraged to include practices from the Georgia Stormwater Management Manual green standards. The areas may include lower maintenance grass alternatives, such as Blue Star Creeper, Corsican Mint, Micro-Clover, Fescue, or native grasses, native shrubs, and native trees as approved by the City Administrator.
20. A black chain link fence is required around the detention pond. The homeowner's association is responsible for the maintenance of the detention pond and fence.
21. Gravel is prohibited. Permeable pavement alternatives must be reviewed and approved by the City prior to development permit issuance.
22. 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.

#### Transportation and Infrastructure

23. A 5-foot-wide sidewalk shall be constructed along the entire property frontage of Alcovy Rd, W. Drowning Creek Rd, and Ewing Chapel Rd.

24. 5-foot-wide sidewalks shall be constructed on both sides of the internal streets.
25. Underground utilities shall be provided throughout the development.
26. Street light service fees and maintenance are the responsibility of the mandatory homeowner's association.
27. The developer will provide pedestrian crosswalks at the stop signs of the internal public drive.
28. The owner/developer must provide two (2), five (5) foot wide raised pedestrian crosswalks providing traffic calming devices, or a stamped two (2), five (5) foot crosswalk protected by speed bumps on either side of the crosswalk in each of the internal public drives. Alternative traffic calming pedestrian measures are subject to the review and approval of the Planning & Development Department.
29. Prior to the issuance of a Development Permit, the developer must satisfy Gwinnett County Department of Transportation requirements. 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.

**VI. NEW BUSINESS:**

*None*

**VII. STAFF COMMENTS:**

*None*

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

Councilmember Mitchell expressed gratitude to the city staff for their hard work and thorough efforts behind the scenes, particularly in the Planning and Zoning department. She highlighted the valuable information gathered by the staff, which helps better inform the Mayor and Council in making well-rounded decisions.

Councilmember Haynes, Jr. mentioned that a great deal of work takes place behind the scenes before the Mayor and Council make their decisions. He also emphasized that these decisions are made with the goal of benefiting the city.

**IX. PUBLIC COMMENTS:**

Kevin Butcher, 928 Fernbank Lane, Dacula, Georgia 30019, voiced his concerns about the increased traffic, overcrowding at the school, and security issues related to the amenities in the Wolfcreek Subdivision due to the proposed townhomes.

Jennifer Casey, 1150 Rose Lily Place, Dacula, Georgia 30019, shared her concerns about the safety of the detention pond being located near the school in relation to the proposed townhomes. Ms. Casey also expressed concern with the townhome entrance being directly across from the Wolfcreek Subdivision entrance and the potential hazards this could create.



Kayren Allen, 2247 Mitford Court, Dacula, Georgia 30019, expressed her concern about traffic safety regarding the entrance to the townhomes being directly across from the Wolfcreek Subdivision entrance. She also voiced her concern about the overcrowding of the school.

Christine Griffis, 2337 Mitford Court, Dacula, Georgia 30019, voiced her concern about the potential drowning hazard of the detention pond of the proposed townhomes.

Karla Price, 415 McMillan Road, Dacula, Georgia 30019, expressed her concerns regarding the City Core project and urged the Mayor and Council to reconsider certain aspects of the project. These concerns included the number of office buildings, placement of dumpsters, privacy trees, and limiting any lighting to Harbins Road.

**X. EXECUTIVE SESSION:**

*No need for executive session.*

**XI. ADJOURNMENT:**

Mayor King requested a motion to amend the agenda to consider a contract to purchase real property at 426 McMillan Road.

Motion to amend the agenda to consider the item made by Councilmember Haynes, Jr., Seconded by Councilmember Williams.

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

Mayor King stated a contract was drafted by the City attorney and negotiated with Mr. and Mrs. Wayne Davis for the purchase and sale of their property at 426 McMillan Road. Mayor King included that this is the last parcel to be acquired and included as part of the "City Core" project. He added the Council received a copy of the contract by e-mail from the City attorney.

Mayor King requested a motion to approve the agreement for the purchase of 426 McMillan Road and authorize the Mayor to sign the agreement.

Motion to approve the agreement and authorize the Mayor to sign it made by Councilmember Shelton, Seconded by Councilmember Haynes, Jr..

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

Mayor King then requested a motion to adjourn the meeting.

Motion to adjourn made by Councilmember Haynes, Jr., Seconded by Councilmember Mitchell.

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

Meeting adjourned at 7:40 p.m.

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

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Signature