

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Agenda

**Tuesday, October 21, 2025**

**6:00 PM**

**2nd Floor Conference Room**

### **Architectural Review Board**

**Jeff Hopper, Chair**

**Bill McLees**

**Barbara Grayson**

**Naim Harrison**

**Hugh Cooper**

**A. Call to Order**

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

**B. Approval of Previous Meeting Minutes**

[Architectural Review Board – September 16, 2025, 6:00 pm](#)

[Architectural Review Board – September 30, 2025, 6:00 pm](#)

**C. Unfinished Business**

**D. New Business**

**1. 2025-283: COA2025-027 146 Barton Street**

Attachments:

1. Staff Report - COA2025-027
2. COA2025-027\_Updated Application.4 (1)\_Redacted

**E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

**F. Adjourn**

Signed by \_\_\_\_\_ Jeff Hopper, Chair

Signed by \_\_\_\_\_ LeDarius Scott, Senior Planner

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

Tuesday, September 16, 2025  
6:00 PM

2nd Floor Conference Room  
**Architectural Review Board**

*Jeff Hopper, Chair*

*Bill McLees*

*Barbara Grayson*

*Naim Harrison*

*Hugh Cooper*

**A. Call to Order**

Architectural Review Board was called to order at 6:00 PM by

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Bill McLees	Board Member	Present	
Barbara Grayson	Board Member	Present	
Naim Harrison	Board Member	Present	
Hugh Cooper	Board Member	Present	

**B. Approval of Previous Meetings Minutes**

Architectural Review Board - Aug 19, 2025, 6:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Grayson, Board Member
<b>SECONDER:</b>	Bill McLees, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**C. Unfinished Business**

**D. New Business**

**1. 25-7436: COA2025-028 5592 Shawnee Trail**

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Barbara Grayson, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**2. 25-7437: COA025-035 467 Lawrenceville Street**

Motion

A motion to approve application COA2025-035 for the construction of a new house at 467 Lawrenceville Street, with the following conditions:

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Barbara Grayson, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

3. **25-7438: COA2025-036 5891 Lanier Boulevard**

Motion

A motion to approve application COA2025-036 for the construction of a Front Porch at 5891 Lanier Boulevard, with the following conditions:

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Naim Harrison, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

4. **25-7439: COA2025-039 232 Lawrenceville Street**

Motion

A motion to approve application COA2025-039 for a new addition at 232 Lawrenceville Street, with the following conditions:

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Barbara Grayson, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

5. **25-7441: COA2025-042 3405 Willow Oak Drive**

Motion

A motion to approve application COA2025-042 for a Screened-in Porch 3405 Willow Oak Drive, with the following conditions:

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB

- approval at another public hearing.
- 3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**6. 25-7440: COA2025-041 709 Oak Terrace**

Motion

A motion to approve COA2025-041 for a Façade Change at 709 Oak Terrace, with the following conditions:

1. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
3. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

**F. Adjourn**

Jeff Hopper motioned to adjourn the meeting at 6:45 pm, seconded by Hugh Cooper. The vote was unanimous, 5-0.

Signed by \_\_\_\_\_ **Jeff Hopper, Chair**

Signed by \_\_\_\_\_ **LeDarius Scott, Senior Planner**

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

Tuesday, September 30, 2025  
6:00 PM

2nd Floor Conference Room  
**Architectural Review Board**

*Jeff Hopper, Chair*

*Bill McLees*

*Barbara Grayson*

*Naim Harrison*

*Hugh Cooper*

**A. Call To Order**

**A Special Called Meeting was called to order at 6:00 PM by Chair Jeff Hopper**

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Bill McLees	Board Member	Present	
Barbara Grayson	Board Member	Present	
Naim Harrison	Board Member	Present	
Hugh Cooper	Board Member	Present	

**B. Minutes Approval**

**C. New Business**

**1. 25-7460: COA2025-044 76 Buchanan Street**

Discussion Notes

- The applicant, David Murray, spoke briefly about the request and the need to create additional living space in the home by enclosing the side porch.

A motion to Approve Application COA2025-044 to enclose a side porch at 76 Buchanan Street, with the following conditions:

- Paint color to match the existing home with color code provided during building permit phase;
- Changes to proposed doors and windows to be approved administratively;
- The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval;
- Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing; and
- An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Grayson, Board Member
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**2. 25-7457: COA2025-040 704 Dogwood Circle**

Discussion Notes

- Paint color of structure to match the existing home.
- The rear elevation windows that are located on the second floor will be removed to accommodate the adjacent property owner at 549 Longview Drive, who had a concern about their rear yard privacy.
- Column sizes are referenced on the floor plan.

A Motion to approve Application COA2025-040 for the construction of a Garage/Accessory Dwelling Unit at 704 Dogwood Circle, with the following conditions:

- Remove 2nd story windows on rear elevation.
- The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
- Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
- An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.
- Approval by the Architectural Review Board is subject to and conditioned upon variances for the height and placement of the accessory structure as required by the UDO as may be considered in accordance with the UDO.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**3. 25-7458: COA2025-040 60 Barton Street**

Discussion Notes

- Standing seam metal roof is proposed.
- Some citizens in attendance felt the proposed home did not fit the character of the area.
- Topography was discussed as well, and the steepness of the driveway.

Motion to Approve Application COA2025-037 for the construction of a new house at 60 N. Barton Street, with the following conditions:

- City Arborist to approve final landscape plan.
- City Engineer to approve final driveway, which shall be limited to one driveway access off Buchanan Street per Code Section 401.41(d), Driveway Design Standards; unless otherwise approved by the City Engineer during plan review and permitting.
- Any future conversions of unconditioned space into conditioned space will require a permit.
- The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
- Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
- An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Barbara Grayson, Board Member
<b>SECONDER:</b>	Jeff Hopper, Hugh Cooper
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

4. **25-7459: COA2025-043 505 Cochran Drive**

Discussion Notes

- Water flow and impervious challenges were discussed.
- Adam’s vineyard HOA had concerns with water flow and drainage.
- Catch basins are being proposed in the front yard to mitigate the stormwater challenges for the property.

Motion to Approve Application COA2025-043 for the construction of a new house at 505 Cochran Drive, with the following conditions:

- Any future conversions of unconditioned space into conditioned space will require a permit.
- The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
- Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
- An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB’s approval.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Hopper, Chair
<b>SECONDER:</b>	Hugh Cooper, Board Member
<b>AYES:</b>	Hopper, McLees, Grayson, Harrison, Cooper

**D. Additional Input**

**E. Adjourn**

Jeff Hopper moved to adjourn the meeting at 7:16 PM, seconded by Naim Harrison. The vote was unanimous, 5-0.

Signed by \_\_\_\_\_ **Jeff Hopper, Chair**

Signed by \_\_\_\_\_ **LeDarius Scott, Senior Planner**



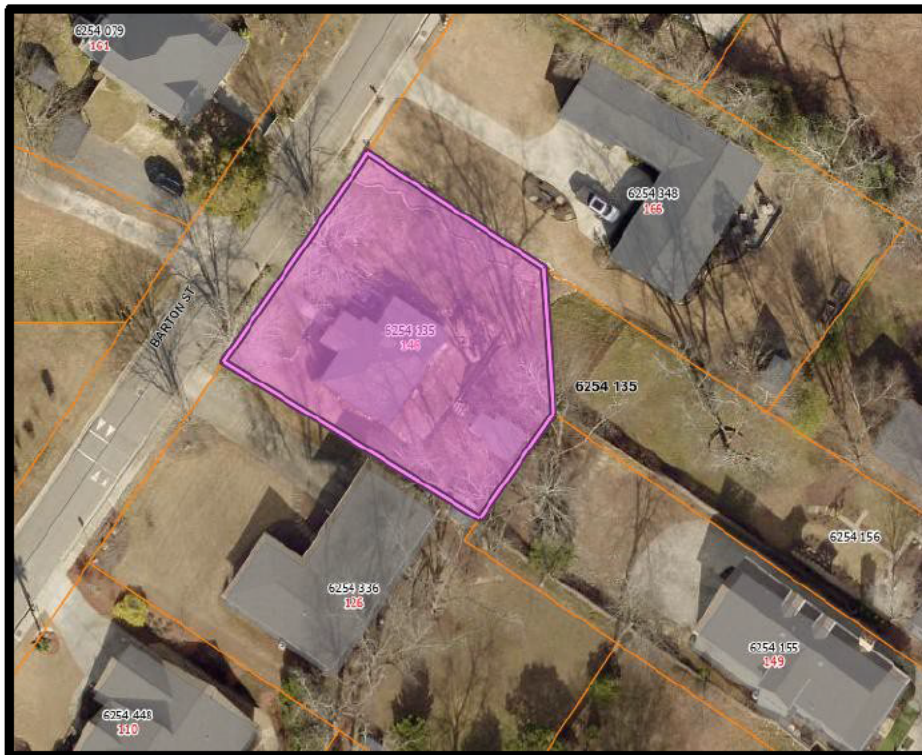
Meeting Date: 10/21/2025 at 6:00 PM

Petition Number: COA2025-027

Project Type: Demo/Consideration of a New House  
 Property Location: 146 Barton Street  
 Tax Parcel ID: 6254 135  
 Petitioner: Susan Tanner  
 Petitioner's Request: Demolition of a Historic Structure and Consideration of a New House

Board	Meeting Type	Meeting	Meeting Time	Room
ARB	Hearing	10/21/2025	6:00 PM	2nd Floor Conference Room
MCC Policy	Meeting	11/17/2025	6:30 PM	2nd Floor Conference Room
MCC Regular	Hearing	12/1/2025	6:30 PM	Council Chambers

Vicinity Map:



City of Norcross Architectural Review Board Meeting for October 21, 2025, at 6:00 PM

<b>PROPERTY INFORMATION</b>	
<b>Property Location</b>	146 Barton Street
<b>Acreage:</b>	0.30 acres (13,266 sf)
<b>Existing Lot Dimensions:</b>	Lot frontage along Barton Street: 104 Feet Lot Depth: 147.25 feet
<b>Existing Building Dimensions:</b>	Approximately 800 square feet
<b>Topography:</b>	High Point: 1062 Low Point: 1052
<b>Elevation:</b>	High Point: Eastern Side Low Point: Western Side
<b>Encumbrances:</b>	This site is located in the National Historic District

**Project Description**

The applicant proposes to demolish a historic home built in 1920 with the intent of rebuilding a two (2) story, approximately 3,800 square foot, five (5) bedroom, two (2) garage residence on a 0.30-acre lot. The proposed architecture will consist of brick, hardiplank shingle siding and horizontal hardiplank siding on the primary façade, with brick and horizontal hardie plank siding on the side and rear elevations. According to the application, Sea Sand (6885-1) and Balsam Blue (7041-1) are two of the proposed colors for the new residence. The accessory architectural components' colors will be Sea Sand and White. The proposed doors and windows on the first floor will feature brick soldier course headers, with windows on the second floor featuring a trim border. Proposed windows feature diamond grills. The home will feature a six (6) foot deep front porch with 8 inch box columns.

**Site Plan**

The applicant's site plan shows the footprint of the proposed two (2) story, approximately 3,800 square foot home.

**Approved Variances**

At their September hearing, the Zoning Board of Appeals granted two (2) variances to reduce the front setback from code required 50 feet to 28.7 feet, and to increase the impervious coverage allowed from the maximum of 35 percent to 35.78 percent for the new home situated on a R100 lot. With written notarized consent from the adjoining property owners, the applicant received an administrative variance (AV2025-011) to reduce the rear setback from code required 40 feet to a proposed 30 feet, due to the size of the property which is 2,000 square feet under the minimum required 15,000 square feet for R100 properties. The subject parcel is considered to be legal non-conforming due to its small size.



## **Landscape Plan**

The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance, if applicable.

### **Applicable Building Standards:**

3.7.3.1 Front porches, verandahs and terraces must be at least six (6) feet deep to accommodate porch furniture as well as the passage of one person.

3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of three (3) facades must use the masonry material.

3.5.1.9 Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.

3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four (4) inches and shall not exceed six (6) inches.

### **Evaluation of a Historic Demolition**

The Norcross Architectural and Site Design guidelines provide the criteria by which historic demolition permits are evaluated. The process is as follows:

- a. Determine if the subject building is considered a contributing or non-contributing building to the National Historic District:
  1. If it is determined that the subject building is non-contributing then:
    - a. The demolition of a non-contributing structure within the district is allowed under the following conditions:
      - a. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
      - b. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.
  - b. If it is determined that the subject building is contributing then:
    1. The demolition of a contributing structure within the district is allowed under the following conditions:
      - a. It is documented to the satisfaction of the ARB that the building cannot feasibly be rehabilitated for use, which should be written by a licensed architect, engineer, or city inspector.
      - b. Plans for the redevelopment of the site have been through the

- Design Review process and have been approved by the ARB.
- c. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.

### **Architectural and Site Design Standards**

1. First, the ARB will need to determine if the existing building is a contributing or non-contributing structure. The design standards define contributing structure as a building that,

*“Contributes to the architectural or historic significance of a historic district. A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.”*

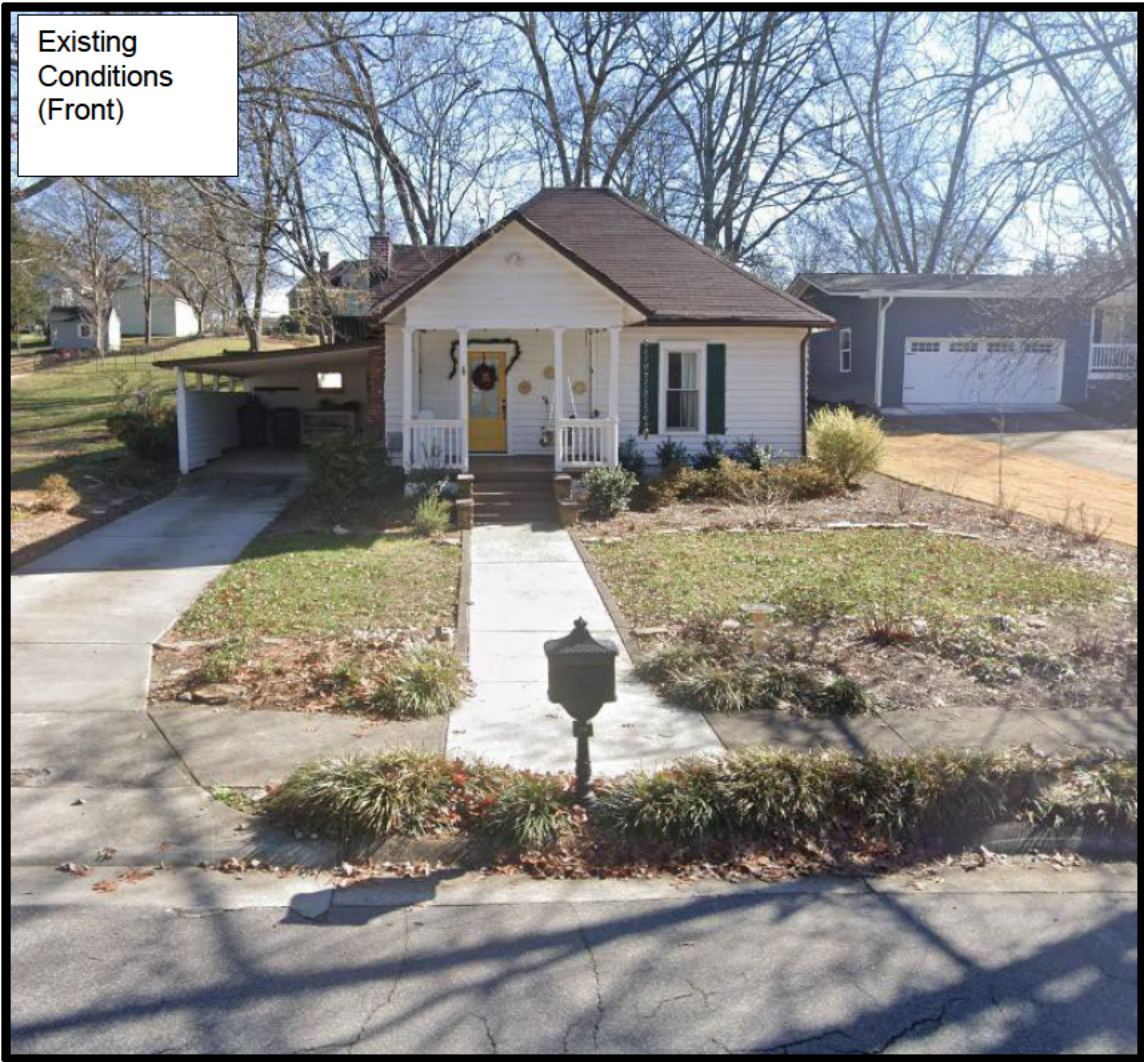
2. Second, the ARB will need to determine the feasibility of rehabilitating the dwelling for use. As stated in the attached letter, the structure is not a good candidate for relocation and there will be major improvements for rehabilitating the dwelling.
3. Third, the ARB will need to review the financial statement confirming finances are sufficient for the developer to construct the proposed product.

### **Background**

The subject parcel and building are located within the National Historic District. Available records from the Gwinnett County Tax Assessor indicate that the dwelling was constructed in 1920. As it pertains to the Georgia Historic Resources survey conducted for the site in 2007, the existing home is not on the National Register. The submitted application is a request for complete demolition and construction of a new home.

### **Inspections**

On June 3, 2025, the City’s Building Official inspected the building and noted that several alterations had been made to the original structure and salvaging of materials would be at the discretion of the homeowner. The Engineer’s report drafted by Michael Quinn and Associates, P.C., assessed the feasibility of renovating the existing building which is attached to this analysis. Per the report, “considering the extensive reconstruction foundations and framing necessary, as well as regrading and site work, it will be more cost effective to raze the existing structure.”





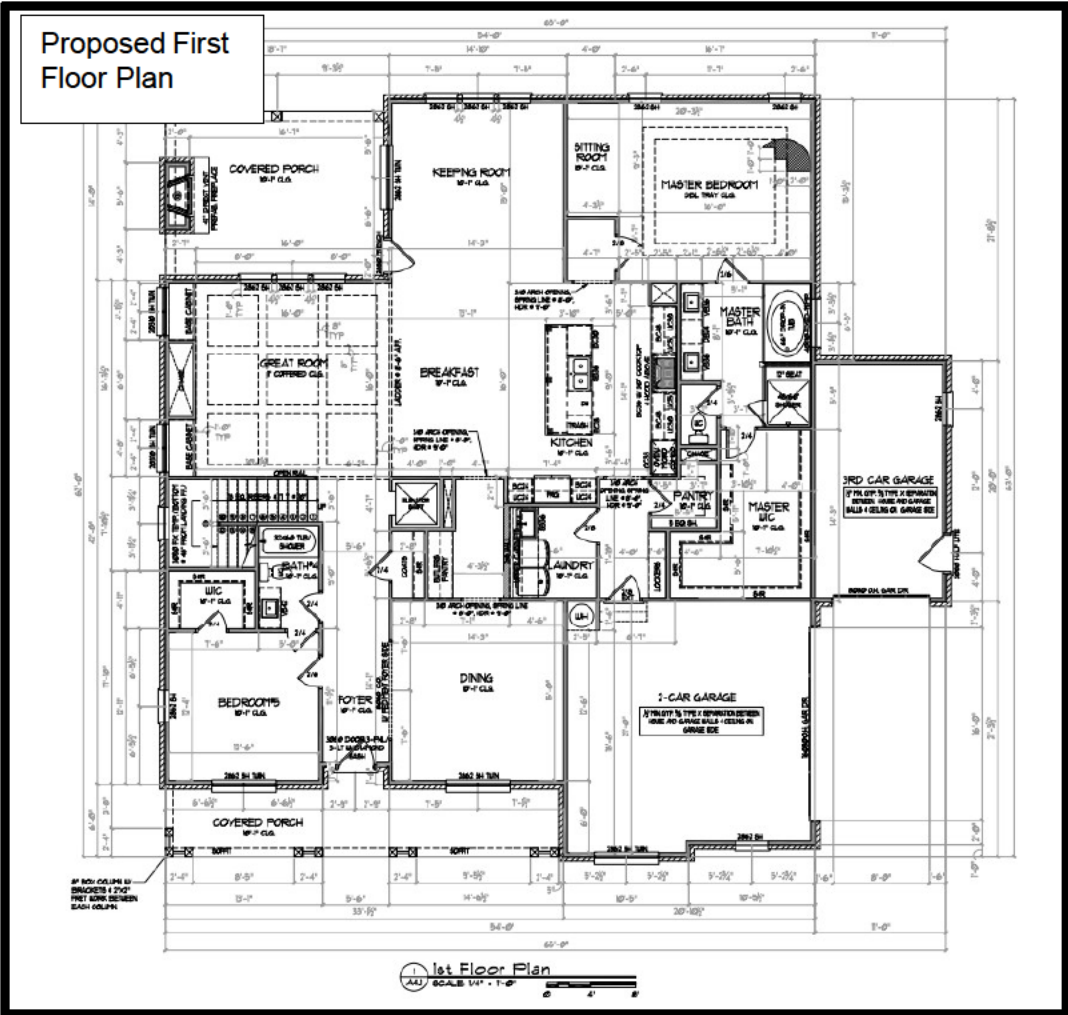
Additional Left  
Side View



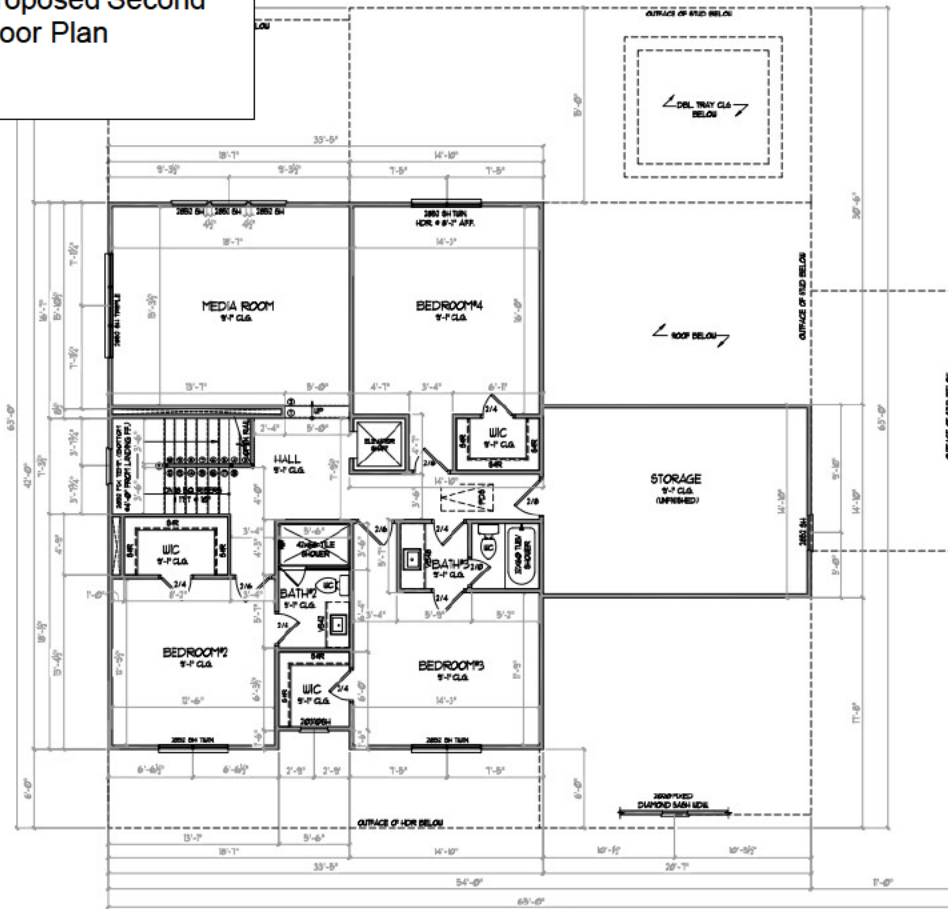
Existing  
Conditions  
(Right)







Proposed Second Floor Plan



1 2nd Floor Plan  
 ABS / SCALE: 1/4" = 1'-0"



**Description of Proposed Front Elevation:**

The proposed front elevation consists of brick on the first floor. The front façade includes a right-side front-loading garage with glass above the doors along with a brick soldier course header. The front elevation includes gable roofs with vents, and a dormer window on the attic level.

**First Floor Components**

First floor windows feature brick soldier course headers along with diamond grills. Below the first-floor windows is a brick sill.

**Second Floor Components**

The second level features hardiplank shingle siding, horizontal lap siding, and diamond grill windows with a trim border.

**The Front Porch Components**

The front covered porch includes a fascia, gable roof and is supported by 8 inch columns.

**Discussion Item:** Provide material being used for garage door. Does this elevation match the proposed floor plan as it pertains to the garages? The two-car garage on the floor plan appears to be on the front, while the front elevation appears to show a one car garage.



**Description of Proposed Left Elevation:**

**First Floor**

The proposed left elevation features brick on the first floor. The first-floor windows feature a brick soldier course header and brick sill below.

**Second Floor**

The second-floor features horizontal siding on the second floor and a gable roof.

**The Rear porch**

The rear porch can be seen here, which includes a door along with a 10 inch column and roof.

**Discussion Item:** Should the gable at the top be vented to break up the expanse?



**Description of Proposed Right Elevation:**

The proposed right elevation features brick on the first floor and horizontal siding on the second floor and a double gable roof. Historic homes did not have integral garages, but due to the small size of the lot, an integral garage is supported versus a detached garage or carport.

**First Floor Components**

The first-floor windows feature a brick soldier course header and a brick sill below. Garage doors topped with glass and a brick soldier course header are presented here which appears to be for two (2) cars.

**Second Floor Components**

The second-floor elevation features a single hung window.

**Discussion Item:** Provide material being used for garage door. Does this elevation match the proposed floor plan as it pertains to the garages? The two-car garage on the floor plan appears to be on the front, while the front elevation appears to show a one car garage.

Proposed Rear Elevation



**Description of Proposed Rear Elevation:**

**First Floor**

The rear elevation features brick on the first floor along with a fenestration of single hung windows and 10 "boxed columns for the rear covered porch.

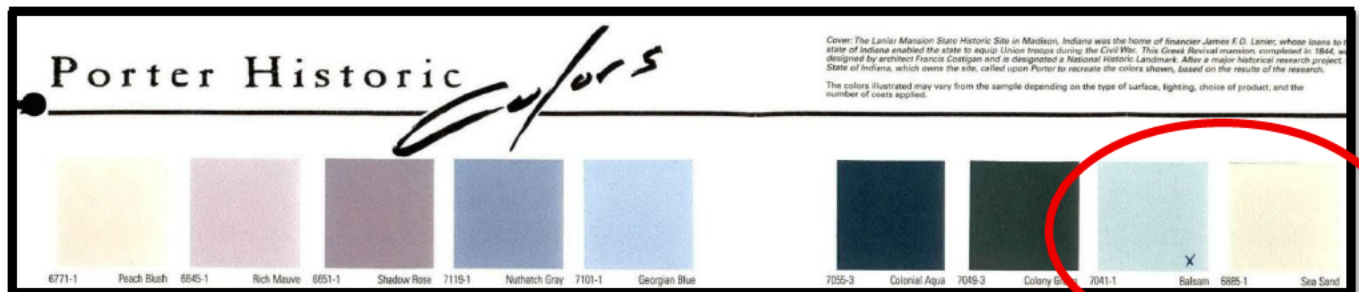
**Second floor**

The second-floor features gable roofs made of horizontal siding and windows.

**Discussion Item:** Why 10" columns along the rear, and 8" columns along the front? Perhaps the sizes should be switched or the same.

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Sea sand 6885-1	Brick
Primary Façade:	Light blue Balsam 7041-1	Hardiplank siding
Primary Façade: Third		
Left Side:	Sea sand 6885-1	Brick
Left Side: Second	Light blue Balsam 7041-1	Hardiplank siding
Left Side: Third		
Left Side:		
Right Side:	Sea sand 6885-1	Brick
Right Side: Second	Light blue Balsam 7041-1	Hardiplank siding
Right Side:		
Right Side:		
Rear: First	Sea sand 6885-1	Brick
Rear: Second	Light blue Balsam 7041-1	Hardiplank siding
Rear: Third		
Rear: Basemnt		

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors	Sea Sand	
Trim	White	
Mortar	Sea Sand	
Gutters	White	
Corner Board	White	
Railings	White	
Windows	White	
Window Sills	White	
Window Muntin/Mullin		
Columns	White	
Other Architectural Features		
Other Architectural		



## **Recommendations**

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. The applicant shall recycle the bricks and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.



**michael quinn and associates, p.c.**

6767 peachtree industrial blvd. • suite p  
norcross, georgia 30092  
770-452-0744

January 28, 2025

Dr. Susan Tanner  
Mr. Mark Bugajski  
146 N. Barton Street  
Norcross, Georgia 30071

RE: 146 N. Barton Street  
MQ + A Project No. 25018

Dear Susan and Mark:

On January 17, 2025, the undersigned visited the referenced project to evaluate the suitability of the existing structure for a proposed renovation. Our observations were visual only and limited to the exposed portions of the structure; we did not remove finish materials or perform soil or material tests. This report presents our opinions and does not constitute a warranty or guarantee of the condition of the structure. We can only make assumptions about covered or partially exposed existing construction (including foundations and soil bearing capacity). We are not liable for our assumptions regarding covered or partially exposed construction, or any modifications or repairs made as a result of these assumptions.

The existing structure is a wood-framed one-story home with wood siding on a rubble and masonry crawl space foundation. We understand it was built in 1920. Our findings and recommendations follow:

1. The lot slopes from rear-to-front. The house is in the path of and interrupts the overland flow of surface water. The grade adjacent to the house does not slope away from the foundation.
2. The crawl space does not have adequate clearance between the soil and the wood floor system. The short foundation walls do not permit through-wall vents and proper ventilation and air flow in the crawl space. Mold and wood rot will result from these conditions.
3. There does not appear to be a foundation drain around the perimeter of the house, which will aggravate the problems described above.
4. An addition previously made to the entire back of the house does not have foundations. This portion of the house has settled differentially from the original house.
5. The rubble foundation for the chimney on the left side of the house has settled more than the adjacent concrete masonry foundation, as evident by the non-horizontal joints in the siding.
6. The carport structure appears to have been built on a driveway slab, without proper foundations.
7. The grade around the perimeter of the house is too high, and the wood siding does not have adequate clearance from the soil.

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**consulting engineers**

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8. Our experience with similar structures is that once renovation begins, inadequately sized wood members and construction details that do not satisfy current load-carrying requirements will be uncovered, necessitating replacement of the majority of the framing.

9. The poor drainage and proximity to soil increase the likelihood that rotted wood, termites, and mold will be discovered during the entire structure during the renovation, necessitating replacement of affected members.

10. We understand the electrical wiring does not have a grounded wire, necessitating modernization of the electrical system.

11. In the carport, the naked electrical wiring is stapled unprotected to the walls.

12. The existing foundation consists of concrete masonry walls, stone rubble masonry perimeter walls, and isolated interior piers. The foundations for these elements are questionable. The mortar holding the walls and piers together is deteriorated and easily crumbles. The foundations should be replaced.

13. The brick-veneered masonry chimney on the left side of the house is distressed and the integrity of the flue is questionable.


14. The front porch is too close to the ground; the floor framing could not be observed. The front stoop and stairs have settled. The wood floor is rotten and uneven, creating a tripping hazard. We suspect it is rotted and/or termite damaged and must be replaced.

15. Re-grading of the yard, possibly including new retaining walls, area drains, and dry wells, may be required to maintain a crawl space under the porch and house.

16. Our experience with similar projects has been that additional issues will be discovered once the repair and reconstruction process begins. Contingencies should be made in the schedule and budget for this likelihood.

Considering the extensive reconstruction of the foundations and framing necessary, as well as the regrading and site work, it will be more cost effective to raze the existing structure. Please do not hesitate to call if you have any questions or if we can be of further assistance.

Sincerely,  
MICHAEL QUINN AND ASSOCIATES, P.C.

  
Michael D. Quinn





MONARCH CAPITAL ADVISORS

To Whom It May Concern:

Our client Susan Tanner has sufficient funds available, for immediate use, in planned construction of the proposed home at 146 N. Barton Street, Norcross, GA 30071, once demolition of the existing structure has taken place.

Please contact me with any additional inquiries.

Sincerely,

Thomas Lance

Financial Advisor

Monarch Capital Advisors

Atlanta, GA

770-847-9362

# r Georgia Historic Resources

Historic Preservation Division,  
Georgia Department of Natural Resources.

<u>Resource ID</u>	206781
<u>County</u>	Gwinnett
Item 1. Resource <b>Name</b>	
Item 3. Resource Address/Location	146 North Barton Street Norcross 30071
Item 4. Owner's Name and Address	
Item 5. Classification	Building
Item 7. Current Use	Domestic/residential-Single dwelling
Item 7. Original Use	Domestic/residential-Single dwelling
Item 8. Date of Construction (or estimate)	c1920
Item 9. Major Changes	Altered: Description Date
	Additions: Description Date rear and carport
	Moved: Description Date
	Destroyed: Description: Date:
Item 10. Architect/engineer/designer	Unknown
Item 11. Contractor/builder/craftsman	Unknown
Item 12. Style	Craftsman
Item 13. Building Type	House types-Pyramid cottage
Item 14. Original Floor Plan	Three or more rooms [Two rooms]
Item 15. Plan Shape	Square
Item 16. Number Of Stories	One
Item 17. Facade Symmetry	Asymmetric
Item 17. Front Door(s)	One door
Item 18. Roof Type	Hip
Item 18. Roof Material	Composition shingle/asphalt shingle
Item 19. Chimney placement and	

<b>Material</b>	Gable-end, exterior (Brick)
<b>Item 20. Type Of Construction</b>	Balloon frame/platform frame
<b>Item 21. Exterior material(s)</b>	Wood-Weatherboard/clapboard/beveled siding
<b>Item 22. Foundation materlal(s)</b>	Stone
<b>Item 23. Porches</b>	Portico (Front) [1 story] [Partial] [Wood] [Gable]
<b>Item 24. Windows</b>	<u>Double-hung sash [Flat-headed] (1/1) [Rectangular]</u> Fixed [Flat-headed] [Rectangular]
<b>Item 25. Additional physical description</b>	fixed single light window; exposed rafters; wooden plank roof over porch with shingles; front porch screened
<b>Item 26. Pictures</b>	<u>Resource 57-b.jQQ (96k)</u> <u>Resource 57-a.jpg (90k)</u> Resource 57-c.jQQ. (92k)
<b>Item 27. Description of outbuildings (If any)</b>	Implement shed
<b>Item 29. Description of Landscape Features</b>	<u>Yard setting-Casual/unplanned</u>
<b>Item 30. Count</b>	<u>Number of Buildings:</u> 1 <u>Number of Structures:</u> 0 <u>Number of Outbuildings:</u> 1 <u>Number of Sites:</u> 0 <u>Number of Landscape features:</u> 0
<b>Item 31. Description of the environment</b>	Town-Residential [Mixed old and new]
<b>Item 32. Archeological Potential</b>	
<b>Item 33. History</b>	
<b>Item 34. Historical theme(s)</b>	Architecture
<b>Item 34. Distinctive aspects of GA's history</b>	
<b>Item 35. Significance</b>	<u>Architecture-Architectural type-Common</u> <u>Architecture-Architectural design [Good example/illustration]</u> <u>Architecture-Craftsmanship [Good example/illustration]</u>
<b>Item 36. Sources of Information</b>	
<b>Item 37. Prepared By</b>	Susanne Perry Terracon 2855 Premiere Parkway Suite C Duluth GA 30097

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<b>Item 38. Date Of Survey</b>	<u>Survey Resurvey</u>		
	2007		
<b>Item 39. Government preservation activity</b>			
<b>Item 40. National Register Eligibility</b>	Appears to meet Nat. Reg. criteria		
<b>Item 41. USGS quadrangle name</b>	Norcross		
<b>Item 41. UTM Reference and XV Coordinates</b>	<u>Zone</u>	<u>Easting</u>	<u>Northing</u>
	16	757461	3759359
	<u>X Coordinate</u>	<u>Y Coordinate</u>	
	-84.214325246725	33.94499124117	
<b>Item 42. Tax map number</b>	6254 135		
<b>Item 43. Recognition and Date</b>	Recognition Date		
<b>Item 43. State Agency</b>			
<b>Item 43. Condition</b>	Condition	Due To	Threatened By
	Good	<u>Structure</u>	

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- **TIP:** To print this report select Print from the browser 'File' menu.
- These results are based on survey data in the database at the time of the search. Not all areas of the state have been surveyed, and not all surveyed areas have been surveyed to current standards. Unsurveyed resources meeting the parameters of your search/query may exist in surveyed and unsurveyed areas.
- This is a product of Georgia's Natural, Archaeological, and Historic Resources GIS developed by The Carl Vinson Institute of Government, ITOS Division at The University of Georgia. The University of Georgia expressly disclaims responsibility for damages or liability that may arise from the use of this report.

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Photo 1: 206781



Photo 2: 206781



Photo 3: 206781



**NORCROSS**  
a place o imagine

# Historic Demolition Questionnaire

Community Development Department

678-411-2027 | 65 Lawrenceville Road | Norcross, GA 30071

If the \_\_\_\_\_ the National or \_\_\_\_\_ Historic District, please complete this application for \_\_\_\_\_ addition to the \_\_\_\_\_ on.

### ARCHITECTURAL INFORMATION

- Would you like to request inspection by the City of Norcross Building Official to confirm if this building, structure, or parcel is deemed an immediate threat to public health or safety per section 307-6(0)(8)?  Yes  No
- Provide a brief description of the existing structure. If additional space is required, use a separate sheet and label it as attachment "A";  
Small (approx 800' sq ft) 1920s built cottage with attached single carport. See attachment A
- Provide a brief explanation of why this historic demolition is requested. If additional space is required, use a separate sheet of paper and label it as attachment "B";  
The existing structure cannot be expanded in its full size, two-story house. See attachment B
- Provide a brief description of the proposed reconstruction, or replacement of the existing building. If additional space is required, use a separate sheet of paper and label it as attachment "C" (This can be supplemented by Historic Architectural Review Board or Historic Preservation Commission application);  
The existing building will be replaced with a structure built in compliance with historical themes

### ABUTTING PROPERTY INFORMATION

Provide the \_\_\_\_\_ and addresses of all properties \_\_\_\_\_ the historic demolition is requested. If additional space is required, use a separate sheet of paper and label it as attachment "E";

1. Name:	Address:
Phone:	Email:
2. Name:	Address:
Phone:	Email:
3. Name:	Address:
Phone:	Email:
4. Name:	Address:
Phone:	Email:

### APPLICANT SIGNATURE (please read and initial)

I, \_\_\_\_\_, Application hereby made according to the laws and ordinances of the City of Norcross for \_\_\_\_\_ permit to demolish a building, structure or part thereof located within the National Historic District as described herein or shown on \_\_\_\_\_ accompanying plan and specification, located as shown on accompanying plan and if same is intended, agree to conform to \_\_\_\_\_ laws and ordinances regulating same. Demolition will be completed no later than \_\_\_\_\_ months from date of permit issue. Personally appeared the above named applicant, who under oath says that he/she is the applicant and for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Applicant Name (Print): S. Tanner Signature: [Signature] Date: 5/19/2025

# Historic Demolition Questionnaire

## Attachment A

- Barton 146 cottage is a one level property with an extension to the back and a carport on its left side. It features approximately 840 sq ft and consists of an entry room with a fireplace, two small bedrooms, kitchen that is partially expanded to the back (with the added-on extension) and a bathroom. In the same extension part of the structure. Entry is through the porch, from the front. In the front there is a small porch with the staircase.



- The cottage has three windows (two in the living room and one in the second bedroom), three doors: one from the entrance porch, second from the carport both doors lead to the front entry room and one door from the kitchen to the back yard. There is also one half-size window from the kitchen to the backyard. Right side view is shown below:



- The cottage occupies approx. 1/3<sup>rd</sup> of the lot and is tucked to its right side. A car port is on its left side, closer to the centre of the lot. Left side view is shown below:



- There is small crawl space with inadequate clearance between the soil and unprotected floor wood joist/floor.
- The cottage siding is made of painted wood and due to the slope of the grade of the lot its back touches the soil in the back as shown on the photo below



## Historic Demolition Questionnaire

### Attachment B

- 146 N Barton St property layout is not suitable for new extensions to the left side due to the location of the carport and the fireplace, both blocking the left side of the structure. The right side of the cottage is too close to the next door neighbour's driveway.
- The later-added extension of the cottage rests on the existing foundations on one side and on 4x4 posts from the ground on the other. This extension has already settled differently from the original cottage, as seen in the photo below.



- The rainwater from the uphill houses and lots from N Peachtree St. flows under the cottage at the 11 spot, as seen on the photo below. The foundation of the extension will have to be rebuilt to better manage the water flow.



- Current floor joists **re spaced** 20" and are supported by adjustable metal jacks 11" high or less. These joists will have to be re-spaced closer to each other to meet current building code (16" max. spacing). The metal jacks will have to be removed. Most likely, the floors will need to be removed and re-installed on properly built joists.
- Short foundation walls do not permit through-ventilation and allow for proper ventilation or the crawl space.
- The current exterior siding is made of wood. Due to the slope of the grade in the back, it touches the soil. All walls and doors will have to be inspected for rot, mould, termites, insects and, if properly remedied. It **will** require opening the walls and floors.
- The extension of the kitchen and the bathroom does not rest on foundations on one side of it and it is already begun sinking into the ground.
  - Kitchen will have to be moved from the current unsafe location and rebuilt
  - Bathroom will have to be moved from the current unsafe location in the extension
  - Water heater will have to be relocated from the extension
- The fireplace chimney **will** have to be replaced as it poses a danger of falling. Chimney of the fireplace has crumbling mortar in the brick veneer, and it tilts away from the house. The rubble foundation for the chimney has settled more than the adjacent concrete masonry foundation. The integrity of the fireplace flue is also questionable.



- Front porch will need to be rebuilt to address slope and framing issues highlighted in the report.
- The carports structure was built on a driveway slab without proper foundations. It will need to be replaced with proper grading.
- Old electrical wiring inside the cottage walls does not have a ground wire. Wiring inside the carport is stapled to the wall without protection.
  - Electrical wiring will have to be inspected and replaced where needed, by opening the walls and ceilings.
  - Electrical distribution/breaker panel will have to be relocated from the bedroom.
- All water and drainage plumbing pipes will have to be rerouted to the new location and bathroom locations.
  - Gas pipes **will** have to be rerouted to the new kitchen location, 1-1/2" gas furnaces and hot water heater

HVAC system. Inducts have been removed. Built for a two-story dual system

- The front porch is close to the ground with the stairs and front stoop set level down. The floor is uneven and rotted
- As per Consulting Engineers' report (Exhibit D) commenting on the potential renovation of the existing garage:
  - *"Once the potential renovation begins, inadequately sized wood members and construction details that do not satisfy load-carrying requirements will be uncovered, necessitating replacement of the majority of the framing"*
  - *"Our experience with similar projects has been that additional issues will be discovered once the repair and reconstruction process begins"*
  - *Considering the extensive reconstruction of the foundation and framing, as well as the rodding and tie work, it will be more cost effective to remove the existing structure*

In summary:

- We bought the 146 N Barton with the intent of expanding it into a more spacious home "in place" while maintaining the integrity and preservation of the historic Norcross. After discussing our options with the builder working in Norcross (Stan Howington and Ethan Frazer) and especially after inspection done by the Consulting Engineers (who also worked in the area), we do not see the path to a safe and livable home within the current structure



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address:	146 N Barton St	Lot# 254	Tax Parcel ID: R6254-135
LANDOWNER OF RECORD			
<b>If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.</b>			
Name:	Susan Tanner	Phone:	██████████
Address:	161 N Peachtree St	City: Norcross	State: Ga Zip Code: 30071
APPLICANT			
Applicant Name:	Susan Tanner	Phone:	██████████
Company Name:		Email:	████████████████████
Address:	161 N Peachtree St	City: Norcross	State: Zip Code:
DESCRIPTION OF PROJECT			
<b>Project Type <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other project</b>			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:			
New construction of two-story, single family house approx 3800 sq ft with a detached three car garage			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
<b>Over!R]No</b>			
If yes, please list the board and reference number:			
<hr style="width: 60%; margin: 0 auto;"/>			
OWNER'S SIGNATURE			
Signature:	<i>Susan Tanner</i>	Date:	9/10/2025
<b>NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with <a href="https://eplansolution.com/norcrossga">https://eplansolution.com/norcrossga</a> Hard copies of application materials will not be accepted.</b>			



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Nlorcross, GA 30071

<b>Foundation Type: (Circle One)</b>		
<input type="checkbox"/>	<b>Crawl Space</b>	<input type="checkbox"/> <b>Basement</b>
<b>Building Dimensions:</b>		
Width: 65 ft	Length: 63 ft	Height:* 39 ft
<b>Area Dimensions:</b>		
First Floor: 2476 sq ft	Second Floor: 1317 sq ft	Third Floor:
Basement**:	Front Porch: 201 sq ft	Rear Porch: 260 sq ft
Patio:	Garage: 650 sq ft	
<b>Primary Roof System: (Circle One)</b>		
<input type="checkbox"/> Gable )	<input type="checkbox"/> Hip	<input type="checkbox"/> Gambrel
<input type="checkbox"/> Mansard	<input type="checkbox"/> Jerkinhead	<input type="checkbox"/> Flat
<input type="checkbox"/> Saltbox	<input type="checkbox"/> Shed	<input type="checkbox"/> Other:
<b>Roof Pitches:</b>		
Primary Roof Pitch:	8:12	
Secondary Roof Pitch:	6:12	
Additional Roof Pitch:	4:12	
<b>Floor and Elevation Plan information to be included on each</b>		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
<b>Site Plan and Landscape Plan information to be included on each</b>		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
 65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	Sea sand 6885-1	Brick
Primary Façade:	Light blue Balsam 7041-1	Hardiplank siding
Primary Façade: Third		
Left Side:	Sea sand 6885-1	Brick
Left Side: Second	Light blue Balsam 7041-1	Hardiplank siding
Left Side: Third		
Left Side:		
Right Side:	Sea sand 6885-1	Brick
Right Side: Second	Light blue Balsam 7041-1	Hardiplank siding
Right Side:		
Right Side:		
Rear: First	Sea sand 6885-1	Brick
Rear: Second	Light blue Balsam 7041-1	Hardiplank siding
Rear: Third		
Rear: Basemnt		



# Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027  
 65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM {Exterior Components}		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors	Sea Sand	
Trim	White	
Mortar	Sea Sand	
Gutters	White	
Corner Board	White	
Railings	White	
Window Sills	White	
Window Muntin/Mullion		
Columns	White	
Other Architectural Features		
Other Architectural		