

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, May 18, 2020

6:30 PM

Teleconference

Copy and paste the link below to join the meeting

<https://zoom.us/j/777125335>

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

A. Roll Call (recorded)**B. Citizen Input****C. Board Updates****D. General Updates**

*Financial Update- Karen Slaton-Dixon

*Pedestrian Crossings Over The Railroad Update- Erica Madsen

E. Council- General Discussion**F. Board Appointments****G. Items for Discussion****1. [20-5702](#) Wingo Street Contractor Agreement**

Public Works requests approval of the Contractor Agreement with Malco Construction, Inc. The project will involve using Public Works forces to demolish asphalt and provide a pad graded site for enclosure construction. Proposed construction includes installation of a compactor enclosure substantially similar in style to the existing enclosure on Skin Alley. Final construction will also include minor repaving and construction of concrete access sidewalks for ADA and general pedestrian use.

Funds for this project are currently included in the sanitation budget.

[PWUP20-01 Council Agenda item contractor agreement memo](#)

2. [20-5673](#) Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures

Proposed policies and procedures for Boards, Commissions, and Authorities.

[2020 BCA Reconstruction Outline](#)

[2020 BCA Manual](#)

[2020 BCA Oath of Office](#)

[2020 BCA Applicant Flow Log](#)

[2020 BCA Chart](#)

3. [20-5703](#) Weekend Closure of Skin Alley for Pedestrians and Art Destinations

Request to discuss ramifications regarding the closure of Skin Alley for pedestrians and art destinations on weekends.

Considerations Include:

- Vendor and resident parking
- Deliveries to vendors
- Security and bollard locations skinalley1

[skinalley1](#)

[skinalley2](#)

4. [20-5717](#) **Proposal to Re-Activate the Norcross Development Authority**
In short, a citywide development authority can be used as a valuable redevelopment tool to help acquire and dispose of all types of land throughout the entirety of the city and stimulate development on vacant and/or blighted properties as well as support local community initiatives where acquisition of land would facilitate their success.

[Norcross Development Authority](#)

5. [20-5716](#) **Gateway85 CID Community Improvement District Expansion**
Consideration of a resolution to expand the Gateway85 Gwinnett County Community Improvement District.

[G85GCID Annexation Resolution-Norcross](#)
[Phase 7 Map - With Residential](#)
[Phase 7 CID](#)

- H. **Adjourn to Executive Session for Personnel, Real Estate or Legal**
- I. **Signed by:** _____ **Mayor Craig Newton**
- J. **Attest:** _____ **Monique Lang, City Clerk**



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
 COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5702	Version:	
Type #:	Agenda Item	Status:	
On Agenda:	5/18/2020 6:30 PM	In Control:	Policy Work Session
Title:	Wingo Street Contractor Agreement		

Sponsors:

Code Sections:

Attachments:

1. [PWUP20-01 Council Agenda item contractor agreement memo](#)

Title

Wingo Street Contractor Agreement

Drafter

Erica Madsen



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **JOSH BARE** · COUNCILMAN **ANDREW HIXSON** · COUNCILWOMAN **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** · COUNCILMAN **BRUCE GAYNOR** · CITY MANAGER **RUDOLPH SMITH** · CITY CLERK **MONIQUE LANG**

MEMO

To: Mayor & Council
From: Erica Madsen, City Engineer

RE: Downtown Norcross Compactor Enclosure Construction PWUP20-01

Per previous Mayor & Council approval, construction of a new trash compactor was let for public bid. The compactor is slated to be constructed in the city-owned parking lot located along Wingo Street directly behind Paizanos. On April 28th 2020, we received 4 qualified bids per the bid tabulation below. The lowest responsive bidder is Malco Construction, Inc. at a project cost of \$114,681.54.

Company Name	Bid Amount
B.E. Guthrie Construction Co, Inc.	\$168,068.00
E&G Construction Co, Inc.	\$179,007.00
Crown Service Contractors	\$124,780.00
Malco Construction	\$114,681.51

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Funds for this project are currently included in the sanitation budget.



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City of Norcross

Legislation Details (With Details)

File #:	20-5673	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/18/2020 6:30 PM	In Control:	Policy Work Session
Title:	Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures		

Sponsors:

Code Sections:

Attachments:

1. [2020 BCA Reconstruction Outline](#)
2. [2020 BCA Manual](#)
3. [2020 BCA Oath of Office](#)
4. [2020 BCA Applicant Flow Log](#)
5. [2020 BCA Chart](#)

Title

Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures

Drafter

Monique Lang

Board Reconstruction Outline

Updated May 8, 2020



Next Scheduled Meeting: TBD

The following is an outline of essential components, created by staff, to be considered and incorporated in the board reconstruction process.

1. Application Process
 - a. Update Application
 - b. Candidates may choose up to (2) boards
 - c. Relative experience and skills
 - d. Time and availability
2. Board Interviews Process
 - a. 1 Review Panel (4 People)
 - i. Staff (1)
 - ii. BCA Chair (1)
 - iii. Councilmember (2)
3. Selection Process
 - a. Background check on selected candidates
 1. What are other cities doing? (Tracy)
 - a. Majority do not require, but agree that it is a good idea.
 2. Written policies
 - b. BCA member photos
4. BCA Member Swear-In
 - a. Oath of Office
 - b. Newly selected BCA members will be sworn-in by Mayor
5. BCA Meeting Structure
 - a. Each BCA may consist of a chair, vice chair, and (1) delegated staff member
6. BCA Appointments
 - a. Competitive Term Limits
7. BCA Member Training
 - a. Date: TBD (Exploring alternative delivery methods)
 - b. Facilitated by Tracy Rye
 - c. Orientation Packet
 - d. Record training (Zoom)
8. Mayor & Council Key Priorities (Annual Retreat)
 - a. Create a priorities list
 - i. Staff will generate list of priorities and put into excel document
 - ii. Council will weigh in and add priorities
9. BCA Chair Meeting
 - a. Twice per year
10. BCA Applicant Flow Log
 - a. Excel spreadsheet of applicants



BOARDS, COMMISSIONS, & AUTHORITIES HANDBOOK

City of Norcross
65 Lawrenceville Street
Norcross, GA 30071

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ABOUT BOARDS, COMMISSIONS, & AUTHORITIES

Municipal boards, commissions, and authorities, or BCA's, serve an essential function within the City of Norcross. As advisory and regulatory bodies responsible for assisting the Mayor and Council with areas or issues of importance, BCA's provide valuable insight to both City policymakers and administrators.

The primary policy-making body of the City of Norcross is the Mayor and Council. As the legislative body, they are responsible for the passage of municipal ordinances and the overall direction of the City. The Mayor and Council authorize all BCA's and appointments.

The City of Norcross, by City Charter, operates under the Council-Manager form of government. Under this form of government, the City Manager serves as the chief administrative officer of the City. The City Manager is responsible for the day-to-day operations of the City, as well as the overview and assignment of city staff. It is the job of the City Manager to carry out the policies adopted by the Mayor and Council. As an administration, the City Manager, and by extension, city staff members, provide assistance and expertise to BCA's. While BCA members can expect to work closely with city staff, it is important to note that they do not have any authority over staff members or the City Manager. City staff reports to the City Manager, and the City Manager reports to the Mayor and Council.

THE VALUE OF SERVICE

While service on a BCA involves real work, it is also immeasurably important and rewarding. As a member of a BCA, you will have a chance to influence public policy through your knowledge, experience, and recommendations, to the Mayor and Council and gain a better understanding of the issues facing the City. As a BCA member, you will also have the chance to interact with other citizens regarding imperative matters, participate in and gain new insights into the public policy process, and give back to the community by using your time and talent to make the City of Norcross a happier, safer, and more prosperous place.

TYPES OF BCA'S

Two major types of BCA's exist in Norcross. The first and more formal of these types is the standing BCA. These groups are created and authorized by either the City Charter or municipal ordinance to provide the Mayor and Council with in-depth advice on a variety of topics and/or to research particular issues and gather public input. These standing BCA's serve the City long-term and rotate membership based on terms of service outlined in their authorizing legislation and bylaws.

The majority of these standing BCA's are comprised of citizens appointed to serve by the Mayor and Council. Sometimes these groups will also have a Councilmember appointed to serve in a non-voting role, providing a link between the BCA and the Mayor and Council. A City staff liaison may be assigned to work with a particular BCA on a need basis.

The second form of BCA is temporary or ad-hoc. These BCA's will often serve similar advisory or information-gathering roles as the standing BCA but on issues or areas less permanent in nature. While these BCA's have authorizing legislation to guide their purpose, they rarely will have formal bylaws.

BCA ROLES AND RESPONSIBILITIES

BCA's, by virtue of their authorizing statutes, will typically take on one of two roles, each of which has its own level of authority and responsibility.

Regulatory/Adjudicatory BCA's, such as the Zoning Board of Appeals, Architectural Review Board, Historic Preservation Commission, and the Downtown District Attorney Development Authority are granted direct

authority over narrow policy areas or the authority to make binding determinations on questions brought before them. While appointed by the Mayor and Council, they have authority to make decisions independent of the Council. These BCA's may also provide an advisory role to the Mayor and Council on certain issues.

Advisory BCA's, the second type of BCA role, serve the Mayor and Council by providing them with the input and insight of their members, holding meetings and gathering input from the general public, providing evaluation of programs, making recommendations, and giving other assistance and information as requested by the Mayor and Council. As advisory bodies, these BCA's cannot unilaterally make policy decisions or direct city staff.

It is vital for both Regulatory/Adjudicatory as well as Advisory BCA's to remember that while they have an important role in the governmental system, they are limited in duty, scope, and authority. The scope of a BCA's responsibilities is tied to the authorizing statute under which they were created. **This amounts to a mission statement handed down from the Mayor and Council**, and precaution should be taken to stay within its scope. BCA's may only discuss and make recommendations or decisions on topics within this area.

BCA RECOMMENDATIONS

One critical role of a BCA is to make recommendations to the Mayor and Council. In making these recommendations, several factors need to be considered:

- BCA members should take care that deliberations include thorough research and review of all alternatives on an issue prior to making a recommendation.
- Recommendations to the Mayor and Council should reflect the consensus or majority position of the entire BCA and not the position of a single member or minority.
- Recommendations should reflect a consensus position not only based on the deliberations of the BCA, but also reflecting any public input received.
- Any written report that accompanies a BCA's recommendation should be formally typed and delivered to the assigned city staff to be added to the agenda prior to the next Council meeting.
- A representative of the BCA and/or the staff liaison should attend the Mayor and Council meeting at which the recommendations are presented in order to answer questions.
- When appropriate, BCA's will rely on the City's adopted development plans, ordinances, and standards when providing a recommendation to the Mayor and Council.

BCA members should note that staff may present recommendations contrary to that of the BCA; this is to be respected as a different viewpoint. Also, understand the Mayor and Council is under no obligation to follow the recommendation of the BCA or city staff and may choose for a variety of reasons to implement a policy different from the recommended one. In this case, BCA members should respect this decision and remember they serve the Mayor and Council; their decisions are policy, and once made, the BCA should move on to the next area of discussion or find ways to assist with the implementation of the new policy.

KEYS TO BECOMING AN EFFECTIVE BCA MEMBER

Like any endeavor, serving as a BCA member requires you to put in time and effort. Several vital behaviors can help make you a more effective part of your BCA:

- **Be familiar with the bylaws, and other critical documents of your particular BCA.** These documents provide information on the mission and scope of your group as well as how it should operate.

- **Review the Open Meetings Act.** This legislation will guide how your group can meet and the steps needed to comply with State law. (For more in-depth information about the Open Meetings Act and Georgia Sunshine Laws, see page # (Monique will work on page numbers))
- **Attend meetings and come prepared.** BCA's prepare an agenda prior to each meeting as well as provide related materials. Each BCA member is expected to go to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation. It is beneficial to arrive at meetings on time, in an alert condition, and with an open mind so that the meeting will be conducted in an efficient, professional, and unbiased manner.
- **Understand the role of your BCA and constraints on the City.** By understanding what you can do and how you affect policy, you can reduce complications with the process and create effective outcomes. In turn, it helps to remember that your area is only one small part of the operations of the City and that limited resources are available to address all needs. Thus, recommendations and the policies ultimately adopted should both be viewed with the idea, not of the perfect solution, but the best solution given available resources.
- **Remember, you are one member of a BCA.** The authority of the BCA comes from the entire group, not just one member; therefore, the decisions made must be of a consensus or majority ruled nature. There may be a time at which your personal view is not that of the BCA as a whole. In these cases, remember to work as a member of the group and represent your personal views only when it is clear that they are personal and not reflective of the entire BCA.

POLICIES AND PROCEDURES

APPLYING TO A BCA

Once a year, in January, the City will issue a call for persons interested in serving on a BCA. Vacancies will be advertised by city staff on the City's website, in the local newsletter, and on social media outlets. Should there be a lack of applications, an additional call for applicants will be issued.

Individuals interested in serving on a City BCA must complete the "City of Norcross Boards, Commissions, & Authorities Application," indicating which BCA they are applying for, limited to the applicant's top two BCA choices. This application can be obtained from the City's website and returned to the City Clerk's office upon completion. The application will be held on file by the Clerk for two years and will be considered by the City Council if an opening in the applicable BCA becomes available.

Eligibility to apply and serve on a BCA varies based on their authorizing legislation. Several BCA's require residency within the City of Norcross and/or specific professional backgrounds; see the BCA list for the eligibility requirements of a particular BCA I agree with this.

APPOINTMENT PROCESS

Upon notification of a BCA opening or BCA resignation, a notice will be posted on the City's website, newsletter, and social media outlets. The City Clerk's Office gathers new applications and contacts all applicants previously on file to confirm whether they are still interested in serving on that BCA. After collecting and verifying applications, the City Clerk will forward them to the Review Panel. The Review Panel is comprised of two Councilmembers, a staff liaison, and the BCA chair. The Review Panel will evaluate all applications and make an appointment at the next Regular Council Meeting.

With some exceptions, representatives to all BCA's are regularly appointed in January. Special appointments take place following a resignation. The City Clerk's office will send a letter of appreciation and acknowledgment of the term of service to the outgoing BCA member and a notice to the newly appointed BCA member.

BACKGROUND CHECK

The City of Norcross will conduct a Criminal Background Check prior to the appointment to a BCA.

OATH OF OFFICE

Before new BCA members can participate as voting members, an official Oath of Office must be taken. The swearing-in ceremony will take place at the next Regular Council Meeting. Newly appointed members will be sworn in by the Mayor.

TERM OF SERVICE

Each BCA has different terms of service based on their authorizing legislation. Typically, each BCA member will serve between two-five year terms; Please see the BCA chart in the appendix for the term of service for a BCA.

- Should all terms be changed to 3 years?

REAPPOINTMENT PROCESS

Each year in January, all interested BCA members whose terms are set to expire must complete a “City of Norcross Reappointment Application.” The application will confirm the BCA member’s interest to continue service. Reappointments are not automatic. The Review Panel will evaluate all applications from new applicants and the existing BCA member and then make an appointment or reappointment.

RESIGNATION

Any BCA members that intend to resign must forward a letter to their BCA chair, who will then forward that letter to the City Clerk. The resignation letter will then be forwarded to the Mayor and Council for their acceptance. If a BCA member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the unexpired term **in addition to the upcoming term.** **If the term is set to expire in less than _____, the applicant will be appointed _____ (Council input requested)**

STRUCTURE OF BCA’S

Most BCA’s are structured to consist of a chair, vice-chair, and its members. Once a year, the BCA will elect its officers. For most BCA’s this will include the election of a chair and vice-chair, while some BCA’s will elect secretaries and other officers as outlined in their bylaws.

BCA CHAIRPERSON

The Chair of a BCA maintains his or her status as a voting member and takes on additional duties. These include but are not limited to:

- May assist staff in preparing meeting agendas
- Preside at all meetings of the BCA
- Serve as the contact person for staff liaison to the BCA

- Keep BCA discussions on topic
- Ensure all points of discussion are clear and understood
- Minimize conflict and develop BCA consensus
- Summarize discussion and clarify what decisions were made
- Ensure all individuals (BCA members and citizens) are given a chance to speak

The Chair of a BCA is also usually the representative at the City Mayor & Council meetings when a recommendation or report is made unless represented by a staff liaison. This is not a formal duty of the Chair, but he or she will sometimes fulfill it.

Where applicable, in the absence of the Chair, the vice-chair shall be clothed with all the rights and privileges of the Chair and will perform the Chair's duties so long as such absence shall continue.

CITY COUNCIL LIAISON/BOARD MEMBER

The Council may appoint one of their members to a BCA as a non-voting member or liaison. Council liaisons do not count toward a quorum. The role of the council liaison is to communicate the City Council's needs, policies, and interests to the members of the BCA and to communicate back to the City Council recommendations and discussions held by the BCA. This ensures thorough communication between the elected officials and the members of the BCA.

CITY STAFF LIAISON

Assigned by the City Manager, most BCA's will have a City staff liaison who, in either a formal or informal capacity, will serve as the staff point of contact for the BCA. The role of the staff liaison is to aid and provide support to the BCA in fulfilling their duties by assisting with their training and experience in local government operation and their functional area on an as need basis. Duties may include:

- Attending meetings of the BCA (when necessary)
- Assisting in the preparation of meeting agendas and/or minutes
- Arranging times and locations for BCA meetings (if needed)
- Researching issues and preparing reports for the BCA
- Disseminating information to BCA members
- Ensuring compliance with Open Meetings/Open Records Act
- Serving as a point of contact between BCA and City staff
- Ensuring reports to the Mayor and Council are reflective of BCA consensus
- When necessary providing alternate reports to Mayor and Council as a staff recommendation.

While BCA's are expected to work closely with the staff liaison, they have no authority to direct the work of staff or assign staff to a task; this authority lies with the City Manager. If a board feels they are receiving insufficient staff support, they should contact the City Manager.

MEETING STRUCTURE

The work of a BCA is typically accomplished within the scope of a meeting. Most BCA's have established days and times for which they meet, **while others meet as needed**. BCA's meet in a variety of public locations, typically City Hall or alternative City facilities, to comply with the Open Meetings Act. Please see the BCA list in the appendix for the meeting time and location of a particular BCA.

In addition to regular meetings, there may be occasions where a BCA will need to cancel or postpone a meeting, reschedule an issue for consideration to another meeting, or hold a special meeting to address a pressing issue. In all such cases, the Chair and staff liaison should take care to ensure the requirements of the Open Meetings Act are upheld, and critically affected parties are notified.

ATTENDANCE

Because so much of the work of the Council and the BCA is completed at meetings, attendance is a critical component of a successful BCA. High rates of attendance ensure full discussion of issues and the broadest range of perspectives; these factors lead to more comprehensive and collective recommendations.

Therefore, members of citizen BCA's are expected to attend meetings on a regular basis. If a BCA member is unable to attend a meeting, they should inform the Chair or the City staff liaison. Every quarter, the Chair or secretary of each board forwards the attendance record of all members to the City Clerk, who records these records.

In cases where absenteeism is a chronic issue for a particular BCA member, the City Clerk may take steps to contact the individual or board Chair to determine if action to remove or replace the member is warranted. If necessary, the City Clerk may then forward this information with a recommendation to the Mayor and Council for their review and possible action. Three absences in a twelve-month period may constitute sufficient reason for removal by the Mayor and Council of a member with such an attendance record.

DECORUM AND RULES OF ORDER

Members of a BCA, by nature of their appointment, are representatives of the City of Norcross and of the Mayor & Council. As such, members are expected to act with respectability and courtesy toward each other, city staff, and members of the public appearing at BCA meetings. In the same manner, members of the staff and public are also expected to follow rules of decorum and order at BCA meetings. City staff is expected at all times to act in a professional manner towards members of the Council, BCA members, and members of the public.

In cases where the behavior at a meeting is outside proper decorum, it is the responsibility of the Chair or staff liaison of the BCA to control the situation and resolve any issues. If the problem is persistent, it is suggested to follow the tips in the "Conflict Resolution and Dealing with the Public" section of the handbook.

Depending on the BCA, rules regarding meeting order may vary from very formal to less formal. The bylaws of the particular BCA should be followed at all times; where the bylaws are not specific or do not exist, guidelines from the Rosenberg's Rules of Order should be followed, to be supplemented as necessary with BCA custom or common-sense rules of operation. For members of the public or other guests attending a BCA meeting, rules of order may not be known or understood; in these cases, it is appropriate for the Chair or staff liaison to explain how the meeting will proceed.

MEETING AGENDA

An agenda lays out the order of a meeting and which issues will be discussed. The development of the agenda is handled by the staff liaison with assistance from the BCA chair and is prepared in advance of the meeting date. In general, the meeting agendas of BCA should follow the format of the City Mayor and Council agenda.

Once complete, the agenda should be disseminated to the members of the BCA and made available to the public in compliance with the Open Meetings Act. All members of the BCA and the staff liaison may add items to the meeting agenda prior to any formal posting by contacting the Chair or staff liaison. After formal posting, the agenda should be considered set, with any changes made adhering to the rules of the Open Meeting Act and BCA bylaws.

PUBLIC COMMENT

In cases where members of the public have attended to speak on a particular issue, comments should be made during the time that agenda item is discussed. If citizens have attended to make general comments concerning a topic that is not on the agenda, time may be set aside at the beginning of the meeting for this purpose, at the Chair's pleasure. Reasonable time limits may be set for public comments.

QUORUM AND VOTING

A quorum must be present for conducting meetings of the BCA. The Chair must enforce this rule. Any member may raise a point of order directed to the Chair if he believes that a quorum is not present. If, during the course of a meeting, a member leaves and a quorum no longer exists, the meeting cannot continue. If a quorum is not attained within 30 minutes, the Chair, with the approval of the members present, will reschedule the meeting. If the BCA should fail to decide what a quorum should be, then **“the quorum is a majority of current members.”**

Passage of a motion requires the affirmative vote of a majority of the members present and voting at a meeting at which a quorum is present. Unless otherwise specified in the BCA’s bylaws, a majority means more than one-half of the members present excluding abstentions.

MEETING MINUTES

Meeting minutes for a BCA describe the action and discussion that took place at a given meeting. Minutes are typically taken by a BCA secretary, other members, or the staff liaison. In general, the minutes should include a summary of a discussion and should contain mainly a record of the legislative actions from the meeting. BCA bylaws may provide more specific procedures regarding meeting minutes. Typically, minutes will be approved at the next meeting of the BCA, and any changes should be made in open session with approval of a majority of members. From there, minutes will be handled by the staff liaison, who will see that they are appropriately archived with the City and made available to citizens in compliance with the Open Records Act.

OPEN MEETINGS AND OPEN RECORDS ACT

OPEN MEETINGS

Georgia’s laws regarding government meetings and records are commonly referred to as the “sunshine laws.” They are designed to provide transparency to the public on how government operates, how decisions are made, how money is spent, etc. As such, they require that the public have notice and access to city meetings and establish procedures for public access to City records.

(3)(A) 'Meeting' means:

- (i) The gathering of a quorum of the members of the **governing body of an agency** at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon; or
- (ii) The gathering of a quorum of **any committee** of the members of the governing body of an agency or a quorum of any committee created by the governing body at which any official business, policy, or public matter of the committee is formulated, presented, discussed, or voted upon.

O.C.G.A. §50-14-1(a)(3)(A).

The term “agency” is broadly defined in O.C.G.A. § 50-14-1(a) (1) to include the following:

- Every state department, agency, board, bureau, commission, public corporation, and authority;
- Every county, municipal corporation, school district, and other political subdivision;
- Every department, agency, **board**, bureau, **commission**, **authority** and similar body of each county, municipal corporation or other political subdivision of the state;
- Every city, county, regional or other authority established pursuant to state law; and
- Non-profit organizations that receive more than one-third of their funds from a direct allocation of state funds from the governing authority of an agency. All private entities that carry out governmental functions are subject to Open Records provisions of the Sunshine Laws.

Meetings must be open to the public and the press. The public and the press can observe and record the meeting. Members of the public do not have the right to participate in the meeting, just to observe. You can give them the right to participate through public comment. Votes taken in violation of the law are void.

O.C.G.A. § 50-14-1(b), (c).

A notice must be posted at least one week in advance of regular meetings. Post it at the place of the meeting and on your website and let the press know. Special meetings usually require at least 24 hours' notice, though there are unique situations where less than 24 hours' notice is permitted if the circumstances demand it. Immediately give notice to the "legal organ" for meetings that are not regular meetings. Agendas for meetings should be specific enough to advise the public of the matters expected to come before the agency. Topics outside of the agenda can be addressed if they were not anticipated before the meeting.

O.C.G.A. § 50-14-1(d), (e)(1).

Summary minutes, final minutes, and executive session minutes are required for every meeting. That includes committee meetings. Final minutes must state what agency members were present, describe each motion, state who made and seconded a motion and record all votes. If the vote is not unanimous, the votes of the participants must be recorded. They must also show executive sessions. Executive session minutes are not released to the public. They are used in court if there is a dispute.

O.C.G.A. §§ 50-14-1(e)(2), 50-14-4(a).

Closed meetings may be held with legal counsel to get advice on actual or threatened litigation. If litigation is not involved (or if there is no tangible threat of litigation), then the discussion must be public. The mere presence of legal counsel does not make the executive session proper. The acquisition or disposal or lease of real property may be considered and voted on in the closed session. There must still be a subsequent public vote.

O.C.G.A. § 50-14-2, 50-14-3(a)(5), (b)(1).

Executive sessions shall be permitted for:

"Meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee or interviewing applicants for the position of the executive head of an agency. This exception shall not apply to the receipt of evidence or when hearing argument on personnel matters, including whether to impose disciplinary action or dismiss a public officer or employee or when considering or discussing matters of policy regarding the employment or hiring practices of the agency. The vote on any matter covered by this paragraph shall be taken in public, and minutes of the meeting, as provided in this chapter, shall be made available. Meetings by an agency to discuss or take action on the filling of a vacancy in the membership of the agency itself shall at all times be open to the public as provided in this chapter."

O.C.G.A. § 50-14-3(b)(3)

Going into executive session requires a vote. The regular minutes must show the specific reason for closing the meeting, those present, and those voting for closing the meeting.

Going into executive session also requires the Chair to execute an affidavit showing the basis for the executive session and that the closed part of the meeting was limited to these provisions.

The Chair has the duty to keep the meeting limited to the proper purposes of the closed session, and if it is not, to adjourn the closed meeting.

O.C.G.A. § 50-14-4.

OPEN RECORDS

"'Public record' means all documents, papers, letters, maps, books, tapes, photographs, computer-based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use."

O.C.G.A. § 50-18-70(b)(2).

Documents must be available within three business days from the request. When some documents are available, and some are not immediate access must be permitted to the available ones. The Open Records Act is a document access statute. It does not require the agency or its staff to answer questions.

When in doubt about what is sought, your staff should confer with the requester.
O.C.G.A. § 50-18-71(a), (b)(1)(A).

When some documents are not available, or the agency estimates it is going to charge more than \$25 to produce the records or there are exceptions the agency relies upon, it must send a letter within three business days from receipt of the request. The three-day letter states:

- When the documents will be available
- An estimate of how much production will cost
- What exceptions the agency relies upon includes citing the specific portions of the law.
O.C.G.A. § 50-18-71(b)(1)(A), (d).

Costs are 10 cents per page if copies are made. Also, the agency may charge for the “search, retrieval, redaction, and production or copying costs for the production of records.” The rate charged for time is “the lowest-paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request” with the first 15 minutes free. The agency must “utilize the most economical means reasonably calculated to identify and produce responsive, inclusive documents.”

O.C.G.A. § 50-18-71(c)(1), (2).

The agency must provide access to electronic data it keeps. The proper way to do this is to download the file with the data or to email the data to the requester.

All email and text messages concerning the agency’s business are open. All email and text messages created or kept on the system’s equipment or devices are public.

Only the specific personal information the ORA allows should be redacted.

For all citizens, the following can be redacted:

- social security number
- mother’s birth name
- credit card information, debit card information, bank account information, account numbers, utility account numbers, and password used to access accounts
- financial data or information
- insurance or medical information in all records
- unlisted telephone number if so designated in a public record
- personal email address
- cellular telephone number
- day and month of birth
- information regarding public utility, television, Internet, or telephone accounts held by private customers

O.C.G.A. §§ 50-18-72(a)(20).

For public employees, the following can be redacted:

- home address
- home telephone number
- day and month of birth
- social security number
- insurance or medical information
- mother’s birth name
- credit card information
- debit card information
- bank account information, account numbers, utility account numbers, passwords used to access accounts,
- financial data or information other than compensation by a government agency
- unlisted telephone number if so designated in a public record
- identity of the public employee’s immediate family members or dependents

O.C.G.A. §§ 50-18-72(a)(21).

There’s no question that personnel files, with the limited redactions covered above, are open. The following related exceptions exist in the ORA:

“(7) Records consisting of confidential evaluations submitted to, or examinations prepared by, a governmental agency and prepared in connection with the appointment or hiring of a public officer or employee;

“(8) Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees until ten days after the same has been presented to the agency or an officer for action or the investigation is otherwise concluded or terminated, provided that this paragraph shall not be interpreted to make such investigatory records privileged.”

O.C.G.A. §§ 50-18-72(a)(7), (8) (emphasis added).

OTHER ISSUES AND CONSIDERATIONS

TRAINING AND ORIENTATION

City staff will provide all newly appointed members with orientation and training sessions. The orientation and training include a review of enabling legislation for that BCA, Rosenberg’s Rules of Order, historical perspectives on work of the BCA, and any other material appropriate to the work of the particular BCA, such as bylaws, the City Charter, traditional practices, etc.

Beyond this initial orientation, BCA members are strongly encouraged and may be required to attend training that enhances their ability to serve effectively. The increasing complexity of municipal operations and the potential for legal challenges to recommendations and decisions made by appointed and elected officials make it increasingly important for members to receive proper training to carry out their roles and responsibilities. All training must be organized and provided by the City or otherwise authorized by City.

The continuing education efforts of all BCA members will be a consideration for reappointment.

CONFLICTS OF INTEREST

Conflict of interest questions arise periodically at all levels of government and can become very complex. Generally, a conflict of interest occurs when you, as a member of a BCA, are slated to vote on a matter:

1. Involving you or a member of your family by blood or marriage.
2. Involving a business owned in whole or part by you or a member of your family by blood or marriage.
3. When the outcome would be economically advantageous to you or a member of your family or to a business owned in whole or in part by you or a member of your family.

In any such case, there is no question that you have a responsibility to disclose this information to the rest of the BCA and to abstain from any discussion or vote on the matter.

All members of a BCA must also be aware of situations in which there is an appearance of a conflict of interest. In some cases, a matter may be pending before the BCA, which will not benefit you or a member of your family in any way, but the public may perceive that a conflict exists. In some cases, an individual’s alliance or allegiance to an organization, group, or institution may leave doubt in the public’s mind as to that member’s ability to make an objective determination. Although there may not be any legal preemption from voting under such circumstances, prudence should prevail.

Openness is generally the best policy. When these issues arise, discuss them openly with the BCA. If you are in doubt, the safest course of action is to abstain from participating in any discussions on that particular issue. Abstention from an issue should include your physically leaving the room when the BCA is meeting during the period the matter is discussed or acted upon. Section 2.14 of the City Charter.

ACCESS TO LEGAL COUNSEL

If legal questions arise that the BCA needs clarification on, the City Attorney is available to provide a legal opinion. **Contact with the City Attorney should be arranged through the City Manager and not independently by the BCA.** Typically and with very few exceptions an issue may arise during a meeting that requires a legal opinion, decisions on the matter should be held until the next meeting so consultation with the City Attorney can take place.

CONFLICT RESOLUTION

At various times BCA as a whole may come into conflict over a particularly tricky or impassioned issue or other problem. The following rules will assist in reaching a definite conclusion to the issue.

CONFLICT BETWEEN ENTITIES

Step 1: When there is a conflict between the bodies, there will be a meeting of the Chairs.

Step 2: If they are unable to resolve the conflict, there will be a meeting scheduled within ten days to bring the bodies together to resolve the dispute.

Step 3: If the conflict is still unresolved, an outside neutral facilitator may be brought in to help.

DEALING WITH THE PUBLIC: HANDLING CITIZEN CONCERNS OR COMPLAINTS

If a BCA member receives a complaint or concern from a citizen, they should first ask if the complaint has been submitted to the appropriate City department. The City has processes in place to handle complaints; therefore, residents should be encouraged to use the procedures established to ensure a timely response that is consistent with policies. Also, making sure that complaints are directed through the appropriate staff person ensures that department heads are aware of ongoing issues or trends that may need attention.

BCA members should be sure not to represent promises or assurances to resolve a complaint. Remember that a BCA member has limited authority to take action. While individual BCA members and the BCA as a whole may take steps appropriate within the scope and power of their mandate, they do not necessarily have the authority to address the citizen's issue or complaint. Initially, not all citizens will understand this and may need to be provided with information on the member or BCA's role. As a rule, all complaints should be referred to the staff liaison who can either handle the complaint or refer it to the City Manager for proper staff assignment.

APPENDIX

LIST OF CITY BCA'S

Architectural Review Board

Discovery Garden Park

Downtown Development Authority

Historic Preservation Commission

Housing Authority

Norcross Public Arts Commission

Planning & Zoning

Sustainable Norcross Commission

Tree Preservation Board

Zoning Board of Appeals

DESCRIPTIONS

Architectural Review Board (ARB)

The Architectural Review Board is responsible for reviewing architectural and landscaping design for all new commercial and multi-family residential projects, major commercial remodels and administrative design review applications while ensuring the preservation of existing areas of natural beauty, cultural importance and assuring that buildings, structures, signs or other developments are in good taste, good design, harmonious with surrounding developments.

Members	5 Members and 1 Staff Liaison
Special Requirement	1 Architect or Engineer
Residency Requirement	Minimum of 3 residents
Term	3 Years
Meeting Date & Time	3rd Tuesday of the month, 6:00 pm
Meeting Place	City Hall, Second Floor Conference Room

Discovery Garden Park (DGP)

The Discovery Garden Park Commission serves for the purpose of enriching our community through the discovery, enjoyment, and celebration of the natural world that sustains us and inspires life-long curiosity, understanding, and appreciation of nature through gardening, education, and demonstration.

Members	7 Members
Residency Requirement	Minimum of 4 residents
Term	3 Years
Meeting Date & Time	2nd Tuesday of the month, 6:00 pm
Meeting Place	Discovery Garden Park, 189 Lawrenceville Street

Downtown Development Authority (DDA)

The Downtown Development Authority supervises the Norcross Downtown Development Authority (DDA). The Authority was created to promote the economic growth of the downtown area. It collects revenue from all local jurisdictions that levy a tax in the DDA district. The DDA also has the power to assess a tax on the downtown property owners. The Authority works closely with downtown business owners to promote the downtown community.

Members	7 Members, 1 Councilmember, 1 Staff Liaison
Residency Requirement	Directors shall be either a taxpayer residing in the City or an owner or operator of a business located within the downtown development geographic area or a taxpayer residing in the county.
Term	4 years
Meeting Date & Time	1 st Thursday of the month, 6:00 pm
Meeting Place	City Hall, Second Floor Conference Room

DESCRIPTIONS CONTINUED...

Historic Preservation Commission (HPC)

The purpose of the Historic Preservation Commission is to implement the City's historic preservation regulations, which promote the cultural, economic, educational and general welfare of the people of the City and the public generally through the preservation and protection of historically or architecturally worthy structures.

Members	5 Members and 1 Staff Liaison
Residency Requirement	All members shall be residents of the City or the owner of a property in the historic district.
Term	3 years
Meeting Date & Time	4th Wednesday of the month (Quarterly), 6:30 pm
Meeting Place	City Hall, Second Floor Conference Room

Norcross Housing Authority (NHA)

The mission of the Housing Authority is to provide safe and sanitary dwelling accommodations in the City of Norcross to persons of low income at rental rates that they can afford.

Members	5 Members
Residency Requirement	No residency requirements
Term	5 years
Meeting Date & Time	Meets when necessary
Meeting Place	Varies

Norcross Public Arts Commission (NPAC)

The mission of the Norcross Public Arts Commission is to cultivate a growing, creative arts community and to promote continuous growth and development of our neighboring cultural resources. NPAC was created by the City Council and is charged with advising Mayor and City Council on policies and issues pertaining to the arts and culture in Norcross. The NPAC also serves as an umbrella organization supporting art and cultural organizations within the City.

Members	7 Members
Residency Requirement	A minimum of four members shall be citizens of the City.
Term	5 years
Meeting Date & Time	4th Tuesday of the month, 6:30 pm
Meeting Place	City Hall, Second Floor Conference Room

Planning & Zoning Board (P&Z)

The mission of the Planning & Zoning Board is to be advisory in nature and view all matters before them in full recognition of the criteria set forth in the city land-use plan. The P&Z Board makes recommendations to the City Council on rezoning applications, special use permits, and changes to the City's Comprehensive Plan and Unified Development Ordinance. The recommendations of the board are not binding, but instead they are meant to allow a full discussion and analysis of a request or project prior to the final decision of the Mayor and Council.

Members	5 Members and 1 Staff Liaison
Residency Requirement	All members shall be residents of the City.
Term	4 years
Meeting Date & Time	1st Wednesday of the month, 6:30 pm
Meeting Place	City Hall, Council Chambers

DESCRIPTIONS CONTINUED...

Sustainable Norcross Commission (SNC)

The purpose of The Sustainable Norcross Commission is to educate the citizens and advise the Mayor and Council regarding sustainability and environmental matters through development of a city sustainability plan and regular communication.

Members	7 Members and 1 Staff Liaison
Residency Requirement	All members must taxpayer residing in the City or an owner or operator of a business located within the City and a taxpayer residing in the county; or a person having expert qualifications
Term	2 years
Meeting Date & Time	2nd Wednesday of the month, 6:00 pm
Meeting Place	City Hall, 2nd Floor Conference Room

Tree Preservation Board (TPB)

The Tree Preservation Board is established to assist the Community Development Department in interpreting and enforcing the provisions of the Tree Protection, Buffers and Landscape Ordinance in the City's Unified Development Ordinance (Article V, Chapter 200) and to advise the Mayor and City Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the City.

Members	5 Members and 1 Staff Liaison
Residency Requirement	Residents or property owners of the City, except that up to two members, maybe nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction.
Term	3 years
Meeting Date & Time	Bi-monthly, 2nd Wednesday of the month, 10:00 am
Meeting Place	City Hall, 2nd Floor Conference Room

Zoning Board of Appeals (ZBA)

ZBA is charged with hearing variance requests from the Unified Development Ordinance. Some examples of requests typically heard by the board includes requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exception requests and appeals to the interpretation and administration of the Unified Development Ordinance.

Members	5 Members and 1 Staff Liaison
Residency Requirement	Members must reside within the corporate limits of the City.
Term	4 years
Meeting Date & Time	4th Thursday of each month, 6:30 pm
Meeting Place	City Hall, Council Chambers



65 Lawrenceville St. • Norcross, Georgia 30071
Telephone (770)-448-2122 • Fax 770-242-0824
www.norcrossga.net

City of Norcross

Oath of Office

Board, Commission, or Authority Member _____

I, _____ do solemnly swear that I will faithfully and impartially discharge and perform all duties encumbered on me as a member of the City of Norcross _____ Board, Commission, or Authority according to the best of my abilities and understanding and agree to uphold local ordinances, the laws and the Constitution of the State of Georgia and the Constitution of the United States of America, so help me God.



BCA Applicant Flow Log

APP #	APPLICANT NAME Last, First	APPLICANT ADDRESS	Res./Non Res.	APPLICANT PHONE	APPLICANT EMAIL	APPLICANT RESUME Link – if applicable	BCA TYPE (Option 1)	BCA TYPE (Option 2)	DATE APPLIED	DATE OF CONTACT	APPOINTMENT DATE	APPLICATION STATUS	NOTES
1									00/00/00	00/00/00			
2									00/00/00	00/00/00			
3									00/00/00	00/00/00			
4													
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BOARD	DESCRIPTION	MEMBERS	RESIDENCY REQU.	TERM	MEETING DATE	TIME/LOCATION
Architectural Review Board (ARB)	The Architectural Review Board is an advisory body to the Planning Commission, which is responsible for reviewing architectural and landscaping design for all new commercial and multi-family residential projects, major commercial remodels and administrative design review applications while ensuring the preservation of existing areas of natural beauty, cultural importance and assuring that buildings, structures, signs or other developments are in good taste, good design, harmonious with surrounding developments.	5 Members 1 Councilmember	Minimum of 3 residents.	3 Years	3rd Tuesday of the month	6:00 pm City Hall Second floor conference room
Discovery Garden Park (DGP)	The Discovery Garden Park Commission serves for the purpose of enriching our community through the discovery, enjoyment and celebration of the natural world that sustains us and inspires life-long curiosity, understanding, and appreciation of nature through gardening, education and demonstration.	7 Members	A minimum of 4 members shall be citizens of the city.	2 Years	2nd Tuesday of the month	6:00 pm Discovery Garden Park
Downtown Development Authority (DDA)	The Downtown Development Authority supervises the Norcross Downtown Development Authority (DDA). The Authority was created to promote the economic growth of the downtown area. It collects revenue from all local jurisdictions that levy a tax in the DDA district. The DDA also has the power to assess a tax on the downtown property owners. The Authority works closely with downtown business owners to promote the downtown community.	7 Members 1 Councilmember 1 Staff Liaison	Directors shall be either a taxpayer residing in the city or an owner or operator of a business located within the downtown development geographic area or a taxpayer residing in the county.	4 years	1st Thursday of the month	6:00 pm City Hall Second Floor Conference Room
Historic Preservation Commission (HPC)	The purpose of the Historic Preservation Commission is to implement the City’s historic preservation regulations, which promote the cultural, economic, educational and general welfare of the people of the city and of the public generally through the preservation and protection of historically or architecturally worthy structures.	5 Members 1 Staff Liaison	All members shall be residents of the city, or the owner of a property in the historic district. resources.	3 years	4th Wednesday of the month (Quarterly)	6:30 pm City Hall Second Floor Conference Room
Norcross Housing Authority (NHA)	The mission of the Housing Authority is to provide safe and sanitary dwelling accommodations in the City of Norcross to persons of low income at rental rates that they can afford.	5 Members	No residency requirement.	5 years	Meets when necessary	
Norcross Public Art Commission (NPAC)	The mission of the Norcross Public Arts Commission is to cultivate a growing, creative arts community and to promote continuous growth and development of our neighboring cultural resources. NPAC was created by the City Council and is charged with advising Mayor and City Council on policies and issues pertaining to the arts and culture in Norcross. The NPAC also serves as an umbrella organization supporting art and cultural organizations within the City.	7 Members	A minimum of 4 members shall be citizens of the city.	5 years	4th Tuesday of the month	6:30 pm City Hall Second Floor Conference Room
Planning & Zoning Board (P&Z)	The mission of the Planning & Zoning Board is to be advisory in nature and view all matters before them in full recognition of the criteria set forth in the city land use plan. The P&Z Board makes recommendations to the City Council on rezoning applications, special use permits, and changes to the City’s Comprehensive Plan and Unified Development Ordinance. The recommendations of the board are not binding, but rather they are meant to allow a full discussion and analysis of a request or project prior to the final decision of the Mayor and Council.	5 Members 1 Staff Liaison	All members Shall be residents of the city.	4 years	1st Wednesday of the month	6:30 pm City Hall Second Floor Conference Room
Sustainable Norcross Commission (SNC)	The purpose of The Sustainable Norcross Commission is to educate the citizens and advise the mayor and council regarding sustainability and environmental matters through development of a city sustainability plan and regular communication.	7 Members 1 Staff Liaison	A taxpayer residing in the city, or an owner or operator of a business located within the city and a taxpayer residing in the county; or a person having expert qualifications	2 years	2nd Wednesday of the month	Site as available
Tree Preservation Board (TPB)	The Tree Preservation Board is established to assist the Community Development Department in interpreting and enforcing the provisions of the Tree Protection, Buffers and Landscape Ordinance in the City’s Unified Development Ordinance (Article V, Chapter 200) and to advise the mayor and City Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the city.	5 Members 1 Staff Liaison	Residents or property owners of the city, except that up to two members may be nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction.	3 years	2nd Wednesday of the month (Bi-monthly)	10:00 am City Hall 2nd Floor Conference Room
Zoning Board of Appeals (ZBA)	ZBA is charged with hearing variance requests from the Zoning Ordinance. Some examples of requests typically heard by the board includes requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exception requests and appeals to the interpretation and administration of the Zoning Ordinance.	5 Members 1 Staff Liaison	Members must reside within the corporate limits of the city.	4 years	4th Thursday of each month	6:30 pm City Hall Council Chambers

Attachment: 2020 BCA Chart (20-5673 : Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5703	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/18/2020 6:30 PM	In Control:	Policy Work Session
Title:	Weekend Closure of Skin Alley for Pedestrians and Art Destinations		

Sponsors:

Code Sections:

Attachments:

1. [skinalley1](#)
2. [skinalley2](#)

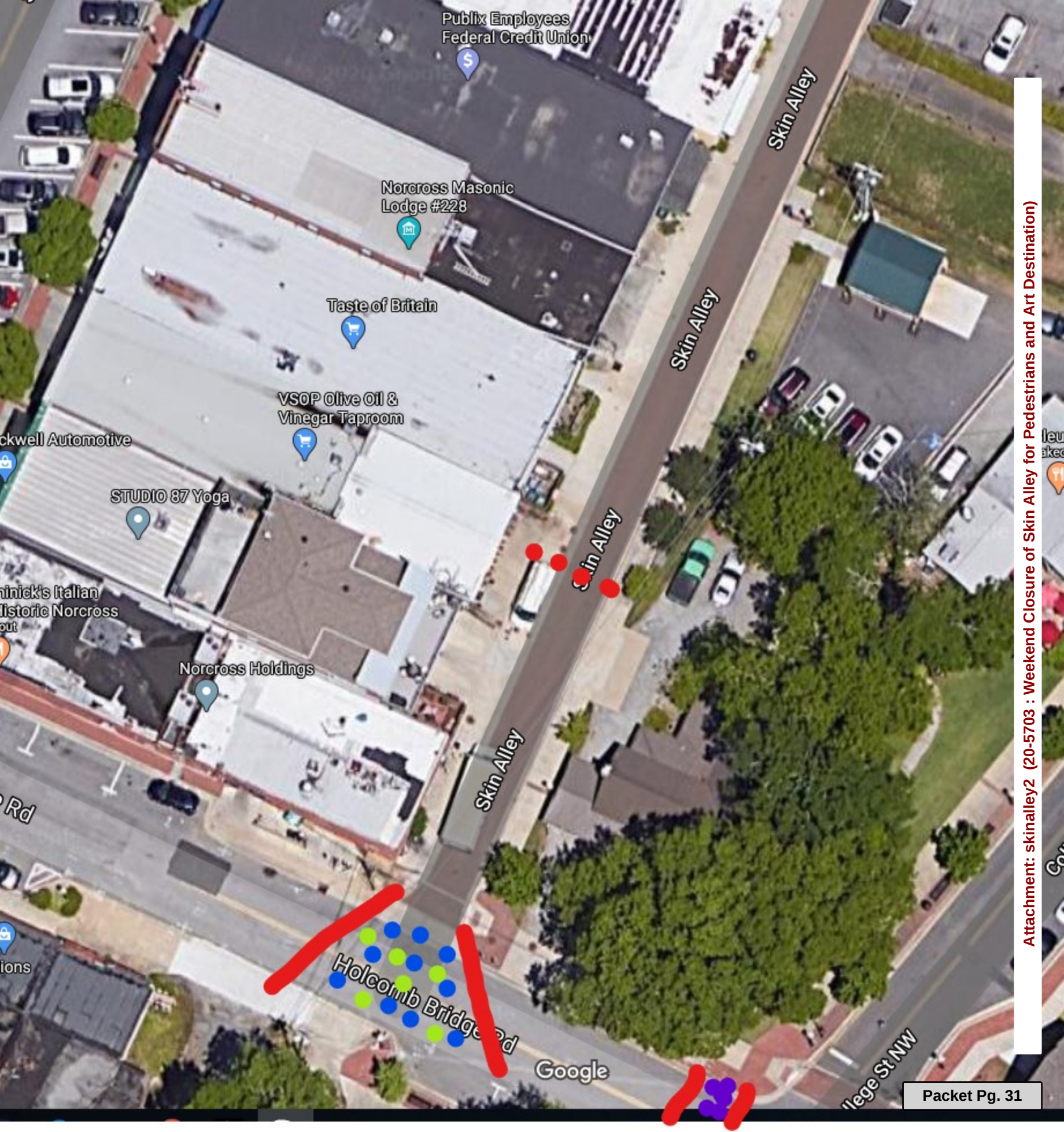
Title

Weekend Closure of Skin Alley for Pedestrians and Art Destinations

Drafter

Councilmember Andrew Hixson





Attachment: skinalley2 (20-5703 : Weekend Closure of Skin Alley for Pedestrians and Art Destination)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
 COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5717	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/18/2020 6:30 PM	In Control:	Policy Work Session
Title:	Proposal to Re-Activate the Norcross Development Authority		

Sponsors:

Code Sections:

Attachments:

1. [Norcross Development Authority](#)

Title

Proposal to Re-Activate the Norcross Development Authority

Drafter

Councilmember Matt Myers

Item for Discussion:

Norcross Development Authority

Request to discuss the proposal for Re-activation of the Norcross Development Authority

Considerations:

BCA Policies and Procedures

Summary:

In short, a citywide development authority can be used as a valuable redevelopment tool to help acquire and dispose of all types of land throughout the entirety of the city and stimulate development on vacant and/or blighted properties as well as support local community initiatives where acquisition of land would facilitate their success.

For these reasons, I would like to propose re-activation of the Norcross Development Authority.

STRENGTHS

- The ability to take ownership and possession of properties through the NDA enables City leadership to select the timing as well as type of development for future projects.
- Development authorities are legally able to donate land, unlike cities, which have to dispose of land it owns through a bid process.
- A strong economic and community development tool for the city
- Diverse talent pool board member candidates in and throughout the city

OPPORTUNITIES

- Citywide development authorities have the ability to acquire and dispose of both commercial and residential properties.
- Economic downturn and resulting fallout caused by COVID-19 will likely present immediate opportunities to acquire key properties.
- Maximizing Opportunity Zones and Grants
- Facilitating future city growth and development in potentially annexed areas.

Background:

According to a recent report from GIS firm Esri, from 2019 to 2024 the population in the City of Norcross is forecasted to increase at a rate that is **25% faster** than it did from 2010 to 2019. This population growth will come from a variety of different places.

One source of population growth will be growth that is stimulated by residential and commercial mixed-use projects throughout the city. This could include developments located in our Federal Opportunity Zones, which are, in essence, incentivized areas geared towards investors. Growth will also come through migration from other States as well as migration from Georgia cities and counties outside of Norcross and Gwinnett. Some of this projected population increase could also come from annexation efforts.

All areas of the City will see population growth, from the downtown historic core to the city limits. More importantly, while no city leader wants to see business closures, bankruptcies or distressed property sales, we also realize that some of this may be inevitable. The economic downturn and resulting fallout caused by the COVID-19 virus will likely present immediate opportunities to acquire key properties.

City ownership and possession of properties means the ability to control the timing as well as the type of development and redevelopment that occurs. A citywide development authority would help put Norcross in an excellent position to take advantage of any potential acquisition and/or development opportunities that may arise.

Regarding the topic of a citywide development authority, according to our city legal staff, this board did in fact exist in Norcross at one point. However, it was dissolved around 2011. Mayor and Council has the discretion to re-activate the Norcross Development Authority (NDA) by resolution or ordinance at any time.

The idea of potentially re-activating the NDA was first posed in response to the unsuccessful opportunity to support a local project. This project would have provided housing for Norcross students and families that don't have access to stable housing.

As a needed tool for redeveloping depressed neighborhoods and communities in our city, the LiveNorcross team has strongly urged the city council to add a Rural Development tool to aid in improving the quality of life for all outlying area near the I-85 corridor. Because we did not have an authority in place we've missed several state and federal funding opportunities and should proactively place the city in a position to receive said funding for the future.

In short, a citywide development authority can be used as a valuable redevelopment tool to help acquire and dispose of all types of land throughout the entirety of the city and stimulate development on vacant and/or blighted properties as well as support local community initiatives where acquisition of land would facilitate their success.

For these reasons, I would like to propose re-activation of the Norcross Development Authority.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
 COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5716	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/18/2020 6:30 PM	In Control:	Policy Work Session
Title:	Gateway85 CID Community Improvement District Expansion		

Sponsors:

Code Sections:

Attachments:

1. [G85GCID Annexation Resolution-Norcross](#)
2. [Phase 7 Map - With Residential](#)
3. [Phase 7 CID](#)

Title

Gateway85 CID Community Improvement District Expansion

Drafter

Councilmember Andrew Hixson

**RESOLUTION
OF THE
CITY OF NORCROSS
CONSENTING TO EXPANSION OF
GATEWAY85 GWINNETT COMMUNITY IMPROVEMENT DISTRICT**

WHEREAS, by Act of the Legislature, 2001 H.B. 654, as amended, the Georgia Legislature enacted the Gwinnett County Community Improvement Districts Act; and

WHEREAS, pursuant to said Act, the Gateway85 Gwinnett Community Improvement District (hereinafter "CID") was created by Resolution of the City of Norcross on March 27, 2006; and

WHEREAS, a majority of the owners of real property within a proposed expansion area, as attached hereto, which will be subject to taxes, fees, and assessments levied by the District Board, have consented in writing to their inclusion into the CID; and

WHEREAS, the owners of real property within the proposed expansion area of the CID which constitutes at least 75% by value of all real property within said expansion area which will be subject to taxes, fees and assessments levied by the District Board, according to the most recent approved Gwinnett County ad valorem tax digest, have consented in writing to their inclusion into the CID; and

WHEREAS, the City of Norcross has determined that the expansion of the CID would promote the provision of governmental services and facilities within said District; and

WHEREAS, the City of Norcross has determined that the expansion of the CID would be in the best interest of the citizens of Norcross.

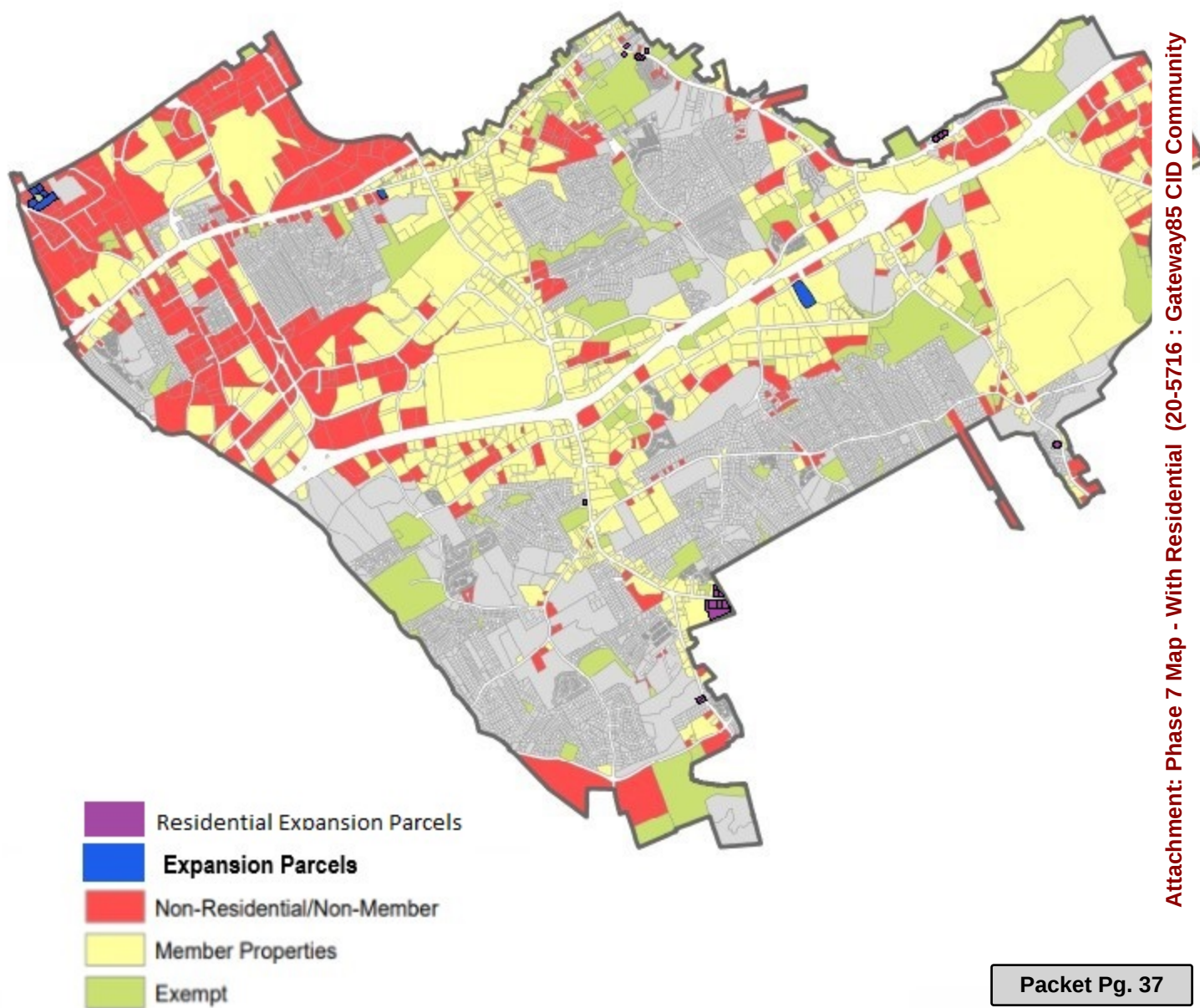
NOW, THEREFORE, BE IT RESOLVED, that the City of Norcross consents to the expansion of the boundaries of the Gateway85 Gwinnett Community Improvement District as attached hereto.

PASSED AND ADOPTED by the City of Norcross, Gwinnett County, Georgia this ____ day of _____, 2020.

Mayor

ATTEST:

City Clerk



Gwinnett Village CID Phase III Expansion

C#	N#	PIN	OWNER OF RECORD (OOR)	TOT VALUE	TYPE	"C" VALUE	"N" VALUE	Street Location
1		6198 006	Advanced Disposal Serv Atlanta	\$ 1,091,600.00	C	\$ 1,091,600.00		Goshen Springs
2		6277 029	Amwiler Partners LLC	\$ 1,700,000.00	C	\$ 1,700,000.00		Amwiler Rd
		6277 132	WePartner 7094 PIB LLC	\$ 300,000.00	C	\$ 300,000.00		Peachtree Industrial
		6277 136	WePartner 7094 PIB LLC	\$ 70,300.00	C	\$ 70,300.00		Peachtree Industrial
		6277 011	WePartner 7094 PIB LLC	\$ 300,000.00	C	\$ 300,000.00		Peachtree Industrial
3		6277 135	WePartner 7094 PIB LLC	\$ 64,500.00	C	\$ 64,500.00		Peachtree Industrial
	1	6244 011	KAP GLOBAL INVESTMENT LLC		N		\$ 863,000.00	Buford Highway
	0			\$ 3,526,400.00		\$ 3,526,400.00	\$ 863,000.00	
			Consenting Total Owners	3				
			Consenting Total Value	\$ 3,526,400.00				
			75% of Total Value	\$ 2,644,800.00				
			25% of Total Value	\$ 881,600.00				
			50% of Owners					
			Total Property Owners	4				
			New Taxable Income at 5 Mils	\$ 7,052.80				

Parcel Number	Owner of Record	Property Address	Property Class	40%	100%
				Assessed Value	Assessed Value
6164 133	PAUL PROHALADH & SABITRY S	4704 Jimmy Carter Blvd	Residential Duplex	\$31,312.0	\$78,280
6164 134	DEBNATH PAPIA	4714 Jimmy Carter Blvd	Residential Duplex	\$32,080.0	\$80,200
6195 066	CEDIEL ALVARO	5350 Jimmy Carter Blvd	Residential SFR	\$21,264.0	\$53,160
6212A 026	NGUYEN LIEN THI BICH	1906 Sourwood Road	Residential SFR	\$25,760.0	\$64,400
6212A027	HUYNH VINH	1912 Beaver Ruin Road	Residential SFR	\$37,296.0	\$93,240
6212A028	NGUYEN GIAU	1918 Beaver Ruin Road	Residential Vacant	\$5,760.0	\$14,400
	ZIBANEJADRAD MAJID / ZIBANEJADRAD				
6242 035	CLAUDIA A	2570 Beaver Ruin Road	Residential SFR	\$25,456.0	\$63,640
6242 032	MASTER LIFE INTERNATIONAL, INC	2610 Beaver Ruin Road	Residential Vacant	\$2,880.0	\$7,200
6242 042	ACE HOMES LLC	2575 Beaver Ruin Road	Residential Vacant	\$2,880.0	\$7,200
6242 043	CHONG HYO CHUL	2585 Beaver Ruin Road	Residential SFR	\$14,960.0	\$37,400
6242 044	CLARK ALAN B / CLARK MARSHA D	2591 Beaver Ruin Road	Res Imp on Comm Land	\$35,136.0	\$87,840
	TRAN LINH THAI / PHAM CHRISTINE				
6242 048	PHUONG BACH	2605 Beaver Ruin Road	Res Imp on Comm Land	\$59,632.0	\$149,080
R6173 006	AMBIA PATRICIA G	1047 Indian Trail Lilburn Rd	Residential SFR	\$30,224.0	\$75,560
6169 137	GREEN MICHAEL EUGENE	1141 ROCKBRIDGE RD	Residential SFR	\$38,640.0	\$96,600
6169 136	GRANBERRY JACQUELINE GAIL	1131 ROCKBRIDGE RD	Residential SFR	\$38,096.0	\$95,240
6169 302	GRANBERRY MICHAEL DOERING JR	1121 ROCKBRIDGE RD	Residential SFR	\$41,136.0	\$102,840
	GRANBERRY JACQUELINE GAIL G /				
6169 056	GREEN MICHAEL EUGENE	1131 ROCKBRIDGE RD	Residential Vacant	\$20,448.0	\$51,120
6169 011	BRITT LINDA ANN	1142 ROCKBRIDGE RD	Residential SFR	\$26,560.0	\$66,400
6169 010	TA LINH MY	1132 ROCKBRIDGE RD	Residential SFR	\$27,968.0	\$69,920
6169 437	TA LINH MY	ROCKBRIDGE RD	Residential Vacant	\$4,320.0	\$10,800