City of Norcross

65 Lawrenceville Street
Norcross, GA 30071

Meeting Agenda

Monday, May 19, 2025

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton
Mayor Pro Tem Marshall Cheek
Councilmember Andrew Hixson
Councilmember Josh Bare
Councilmember Matt Myers
Councilmember Bruce Gaynor

Livestream Here:
https://youtube.com/live/48xB4ToCCmU?feature=share

A. Roll Call (recorded)

B. Citizen Input

C. Board Updates

* Architectural Review Board Update - Chair Jeff Hopper

* Planning & Zoning Board Update - Chair Jim Poteete

D. General Updates

* Expanded Downtown Parking - Roger Grant, Columbia

E. Council - General Discussion

F. City Manager's Report

G. Board Appointments

The Mayor and Council will consider appointments and reappointments to the following Boards, Commissions, or Authorities:

* Discovery Garden Park Board (Five Vacancies/ Three Applicants)
* Planning & Zoning Board (Two Vacancies/Two Applicants)
* Tree Preservation Board (One Vacancy /Two Applicants)

H. Items for Discussion

1. **25-7325** **Gateway85 Expansion Resolution**

Approval of a resolution related to the expansion of parcels included in the Gateway85 Community Improvement District (CID), as requested by the CID.

Agenda Report - Gateway85 Expansion Resolution

Resolution

CID Map

List of Expansion Parcels

2. **25-7314** **SUP2025-002 3150 Holcomb Bridge Road**

Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road. At their May 7, 2025, meeting the Planning and Zoning Board recommended denial of SUP2025-002.

Agenda Report - SUP2025-002 3150 Holcomb Bridge Road

SUP2025-002_StaffReport3

SUP Application-2025

Impact Analysis-2025

Additional Notes to Council

3. **25-7319**

Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project

A recommendation to install vinyl wraps around a total of 15 traffic light boxes throughout the City of Norcross. Art will be edged with postage stamp trim. The vendor selected has prior experience in vinyl wrap installations. Approval is required from Gwinnett County and submittal is pending but expected to pass.

Agenda Report - Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project

Examples of Utility Box Wraps

Gwinnett Creativity Fund - 2025 Placemaking Grant

4. **25-7320**

Public Art Scavenger Hunt - Phase I Sculpture Implementation

Approval of Phase I of the Norcross Public Art Scavenger Hunt, featuring the white squirrel as the project's symbolic figure.

Agenda Report - Public Art Scavenger Hunt - Phase I Sculpture Implementation

Example of the White Squirrel Sculpture

Information about Cherrylion Studios

5. **25-7321**

Reclassify Part-Time Police Officer Position to Full-Time

Reclassification of an existing/budgeted part-time police officer position to a full-time position.

Agenda Report - Reclassify Part-Time Police Officer Position to Full-Time

6. **25-7322**

Sanitary Sewer Pipe Relining - Public Safety Building Site

Approve vendor to reline sanitary sewer line on parcel for construction of the new Public Safety building.

Agenda Report - Sanitary Sewer Pipe Relining - Public Safety Building Site

Cost Estimate-San Sewer CIPP lining

Sanitary Sewer File Stevens Road

7. **25-7323**

Abandonment of a Section of Stevens Road

Authorize the City's abandonment of Public Right of Way pursuant to O.C.G.A. § 32-7-1 et seq. along Stevens Road as shown in the attached site plan.

Agenda Report - Abandonment of a Section of Stevens Road

Site Plan

Resolution Authorizing Abandonment

Example Notice Provided to Surrounding Property Owners

8. **25-7324** **Action Items for the Historic Women's Club**

Approve recommended action items to preserve and protect the Historic Women's Club, located at 65 North Peachtree Street.

Agenda Report - Action Items for the Historic Women's Club

List of Action Items and Costs

Report of Facility Condition Assessment, Oct 2024

9. **25-7326** **Techie Home Cottage Options**

Consider options for showcasing renewable energy solutions as part of the rollout of the Techie Home Cottages on W. Peachtree Street, highlighting the City's leadership in innovation and sustainability.

Agenda Report - Techie Home Cottage Options

I. Adjourn to Executive Session for Personnel, Real Estate, or Legal

J. Signed by: _____ Mayor Craig Newton

K. Attest: _____ Monique Philip, City Clerk

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7325	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Gateway85 Expansion Resolution		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Gateway85 Expansion Resolution
2. Resolution
3. CID Map
4. List of Expansion Parcels

Title
Gateway85 Expansion Resolution

Drafter
Councilmember Andrew Hixson

NORCROSS
a place to imagine

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Andrew Hixson

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7325

Title: Gateway85 Expansion Resolution

CC: Eric Johnson, City Manager

Recommendation
Approve resolution related to the expansion of parcels included in the Gateway85 Community Improvement District (CID), as requested by the CID.

Background
An expansion of the properties included within the Gateway85 CID has been submitted that includes five revenue-generating parcels and 92 non revenue-generating parcels. All are presented as contiguous to existing CID parcels. Owners of four of the five revenue-generating parcels (three of four owners, or 75% of owners) consented, and their parcels account for 75.71% of the total assessed value of $7,761,280. That meets the required threshold of 75%. City approval of the resolution is required by the CID.

Financial Impact

There is no financial impact to the City. The extension is estimated to generate $31,045 annually to the CID.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

- Continues to define Norcross' sense of place

Attachments
Resolution
CID Map
List of Expansion Parcels

Attachment: Agenda Report - Gateway85 Expansion Resolution (25-7325 : Gateway85 Expansion Resolution)

RESOLUTION OF
THE CITY OF NORCROSS, GEORGIA
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 the "CID"), formerly the Gwinnett Village Community Improvement District, 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 CID 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 seventy-five percent (75%) by value of all real property within said expansion area which will be subject to taxes, fees and assessments levied by the CID Board, according to the most recently 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 CID; 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, Georgia, this _____ day of _____, 2025.

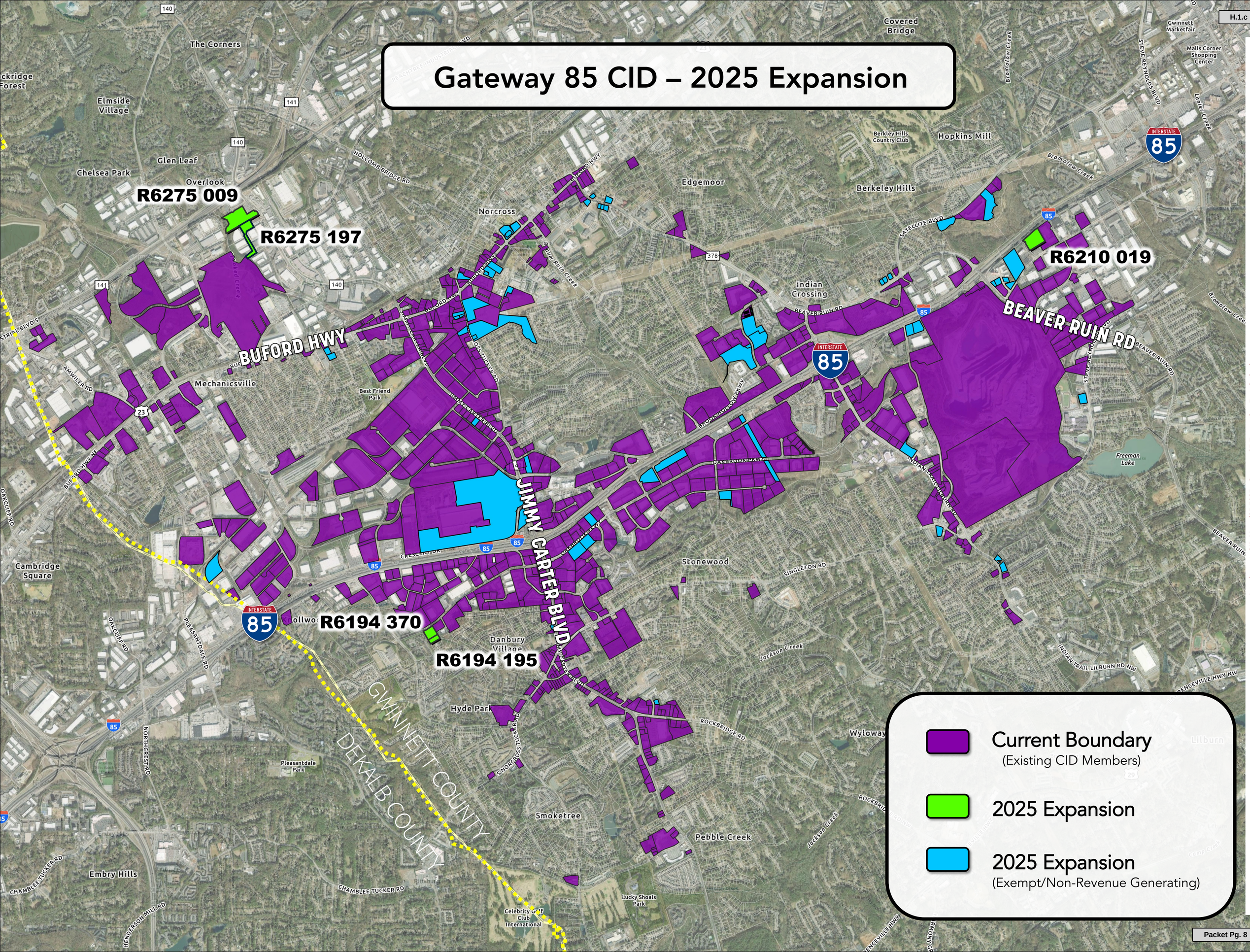
_____
Mayor

ATTEST:

_____
City Clerk

Attachment: Resolution (25-7325 : Gateway85 Expansion Resolution)

Gateway 85 CID – 2025 Expansion



	GATEWAY 85 EXPANSION APRIL 2025					
	Revenue-Generating Parcels					
ID #	Parcel Number	Owner Name	Assessed Value	CID Value	Location	Consent
	R6275 009	WESTCOTT ENTERPRISES LLC	$3,431,320.00	$13,725.28	Contiguous	Y
	R6210 019	REAL ESTATE HOLDIMG INC	$1,541,920.00	$6,167.68	Contiguous	Y
	R6194 370	GWINNETT INDUSTRIES INC	$871,640.00	$3,486.56	Contiguous	Y
	R6194 195	GWINNETT INDUSTRIES INC	$31,440.00	$125.76	Contiguous	Y
	R6275 197	M D HODGES ENT INC	$1,884,960.00	$7,539.84	Contiguous	N
	Total Values		**$7,761,280.00**	**$31,045.12**		
	Non Revenue-Generating Parcels					
	R7123 001	TRINITY CHURCH AT DULUTH INC	$0.00	$0.00	Contiguous	
	R6195 149	GEORGIA CUMBERLAND ASSOC OF SEVENTH-DAY	$0.00	$0.00	Contiguous	
	R6173 002	DOVER PLACE CONDOMINIUM ASSOCIATION INC	$0.00	$0.00	Contiguous	
	R6173 509	WEST WALTON PROPERTIES INC	$0.00	$0.00	Contiguous	
	R6197 023	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6200 002	GEORGIA TRANSMISSION CORP	$0.00	$0.00	Contiguous	
	R6200 003A	JACKSON ELECTRIC MEM CORP	$0.00	$0.00	Contiguous	
	R6200 009	GEORGIA TRANSMISSION CORP	$0.00	$0.00	Contiguous	
	R6210 035	AJS INVESTMENT INC	$0.00	$0.00	Contiguous	
	R6214 006A	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6216 048	SOUTHERN BELL TELEPHONE	$0.00	$0.00	Contiguous	
	R6220 024	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6223A009A	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6243 024A	SOUTHERN BELL TELEPHONE &	$0.00	$0.00	Contiguous	
	R6243 025	SOUTHERN BELL TELEPHONE	$0.00	$0.00	Contiguous	
	R6243 031	SOUTHERN BELL TELEPHONE	$0.00	$0.00	Contiguous	
	R6243 077	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6243 080	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6243 080A	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6243 182	MUNICIPAL ELEC AUTHORITY OF GA	$0.00	$0.00	Contiguous	
	R6244 003	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6244 004	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6244 072	GEORGIA POWER CO	$0.00	$0.00	Contiguous	
	R6196 133	SMV5 NORCROSS LLC	$0.00	$0.00	Contiguous	
	R6210 010	AOA PARISH REAL ESTATE TRUST	$0.00	$0.00	Contiguous	
	R6245 026	IGLESIA EL TABERNACULO DE ATLANTA GA, INC.	$0.00	$0.00	Contiguous	
	R6245 031A	IGLESIA EL TABERNACULO DE ATLANTA GA, INC.	$0.00	$0.00	Contiguous	
	R6199 116	AHMADIYYA MOVEMENT IN ISLAM INC	$0.00	$0.00	Contiguous	
	R6185 159	EARLY LEARNING PROPERTY MANAGEMENT INC	$0.00	$0.00	Contiguous	
	R6186 013	KING DAVID COMMUNITY CENTER INC	$0.00	$0.00	Contiguous	
	R6186 046	GREATER ATLANTA CHRISTIAN SCHOOL	$0.00	$0.00	Contiguous	
	R6190 213	IGLESIA EVANGELICA APOSTOLES Y PROFETAS FUENTE DE LIBANO INC	$0.00	$0.00	Contiguous	
	R6195 066	NGUYEN KIM HANG	$0.00	$0.00	Contiguous	
	R6195 168	CHURCH OF GOD ATLANTA INC	$0.00	$0.00	Contiguous	
	R6195A017	THE ATLANTA BUDDHISM ASSOCIATION	$0.00	$0.00	Contiguous	
	R6197 124	BECKEL INC A GEORGIA NON-PROFIT CORPORATION	$0.00	$0.00	Contiguous	
	R6199 093	AHMADIYYA MOVEMENT IN ISLAM INC	$0.00	$0.00	Contiguous	
	R6200 014	AOA PARISH REAL ESTATE TRUST	$0.00	$0.00	Contiguous	
	R6211 224	GWINNETT COUNTY GEORGIA	$0.00	$0.00	Contiguous	
	R6212A026	NGUYEN LIEN THI BICH	$0.00	$0.00	Contiguous	
	R6212A027	NGUYEN THANH XUAN THI	$0.00	$0.00	Contiguous	
	R6212A028	FLORES ENEDELIA	$0.00	$0.00	Contiguous	
	R6213 062	IGLESIA PENTECOSTAL BETHEL DE ATLANTA INC	$0.00	$0.00	Contiguous	
	R6213 065	DOMINION CITY INC	$0.00	$0.00	Contiguous	
	R6213 073	CITY OF NORCROSS GEORGIA	$0.00	$0.00	Contiguous	
	R6213 250	CITY OF NORCROSS GEORGIA	$0.00	$0.00	Contiguous	
	R6213 255	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 256	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 257	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 258	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 259	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 260	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 261	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 262	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 263	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 264	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 265	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 266	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 267	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 268	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 269	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 270	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 271	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 272	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 273	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 274	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 275	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 276	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 277	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 278	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6213 279	PINNACLE WALK LLC	$0.00	$0.00	Contiguous	
	R6214 003C	MONTE SINAI INC	$0.00	$0.00	Contiguous	
	R6216 032	SPECIAL OLYMPICS GEORGIA INC	$0.00	$0.00	Contiguous	
	R6216 066	DEVELOPMENT AUTHORITY OF GWINNETT COUNTY	$0.00	$0.00	Contiguous	
	R6216 067	URBAN REDEVELOPMENT AGENCY OF GWINNETT COUNTY	$0.00	$0.00	Contiguous	
	R6216 068	URBAN REDEVELOPMENT AGENCY OF GWINNETT COUNTY	$0.00	$0.00	Contiguous	
	R6223 075	INTERNATIONAL SWAMINARAYAN SATSANG ORGANISATION CORP	$0.00	$0.00	Contiguous	
	R6242 032	MASTER LIFE INTERNATIONAL, INC	$0.00	$0.00	Contiguous	
	R6242 035	ZIBANEJADRAD MAJID	$0.00	$0.00	Contiguous	
	R6242 042	VY THANH	$0.00	$0.00	Contiguous	
	R6242 043	CUCCIA ANTHONY S Jr	$0.00	$0.00	Contiguous	
	R6242 044	CLARK ALAN B	$0.00	$0.00	Contiguous	
	R6242 048	WHITE PHOENIX PROPERTIES LLC	$0.00	$0.00	Contiguous	
	R6243 034	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 035	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 071	GOOD SAMARITAN HEALTH CENTER OF GWINNETT INC	$0.00	$0.00	Contiguous	
	R6243 406	GWINNETT COUNTY GEORGIA	$0.00	$0.00	Contiguous	
	R6243 406A	CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 409	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 409A	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 409B	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	R6243 409C	DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF NORCROSS	$0.00	$0.00	Contiguous	
	OVERVIEW OF ADDED PARCELS					
	Total Revenue-Generating Properties	Consenting Owners / Total Owners	er Percentage (Need at least	entage of Assessed Value Consenting (Need at least	Total Assessed Value	Total CID Value
	5	3 of 4	0.75%	75.71%	$7,761,280.00	$31,045.12
					6 Year Total	$186,270.72

Attachment: List of Expansion Parcels (25-1725 : Gateway85 Expansion Resolution)

Attachment 1 to 14 Expenses Panels (25-720) - Greenwyck Expenses Recordkeeping

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7314	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	SUP2025-002 3150 Holcomb Bridge Road		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - SUP2025-002 3150 Holcomb Bridge Road
2. SUP2025-002_StaffReport3
3. SUP Application-2025
4. Impact Analysis-2025
5. Additional Notes to Council

Title
SUP2025-002 3150 Holcomb Bridge Road

Drafter
LeDarius Scott

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Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
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AGENDA REPORT

To: Mayor and Council

From: LeDarius Scott, Senior Planner

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7314

Title: SUP2025-002 3150 Holcomb Bridge Road

CC: Eric Johnson, City Manager

Recommendation
Consideration of a request for a Special Use Permit for an event center at 3150 Holcomb Bridge Road. At their May 7, 2025, meeting the Planning and Zoning Board recommended denial of SUP2025-002.

Background
The applicant requests to receive a special use permit to operate an event facility on the first floor of an existing building at 3150 Holcomb Bridge Road in suite 102.

Financial Impact:
N/A

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments
SUP2025-002_StaffReport3

SUP Application-2025

Impact Analysis-2025

Additional Notes to Council

Attachment: Agenda Report - SUP2025-002 3150 Holcomb Bridge Road (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Meeting Date: 5/7/2025 at 6:30 PM | Petition Number: SUP2025-002

Project Type:	Commercial/Event Hall
Property Location:	3150 Holcomb Bridge Road
Tax Parcel ID:	6274 058
Petitioner:	Robert Baffour
Petitioner's Request:	Special Use Permit for an Event Hall in the C-2 zoning district
Recommendation:	**Denial**

Summary

The applicant requests to receive a special use permit to operate an event hall on the first floor of the existing building at 3150 Holcomb Bridge Road.

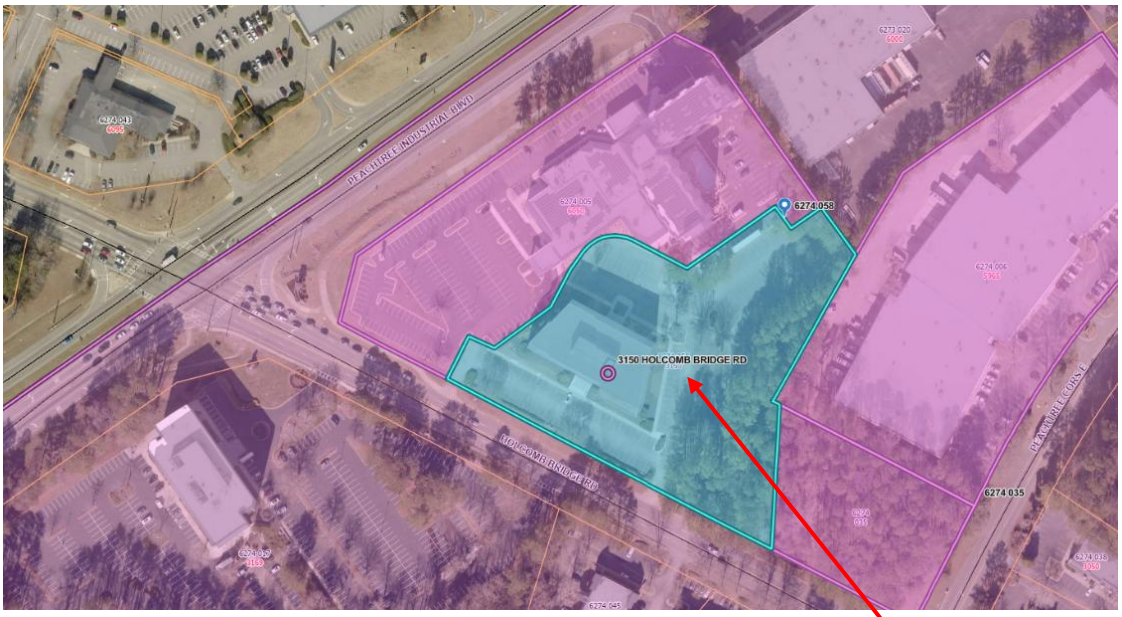
Timeline

Under the UDO Section 104-3.B special use permit applications require the first review to be by the Planning and Zoning Board, followed by Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. Below is the proposed schedule of dates.

Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 7, 2025	6:30 PM	Conference Room 2nd Floor
M&C	Meeting	Monday, May 19, 2025	6:30 PM	Conference Room 2nd Floor
M&C	Hearing	Monday, June 2, 2025	6:30 PM	Council Chambers 1st Floor

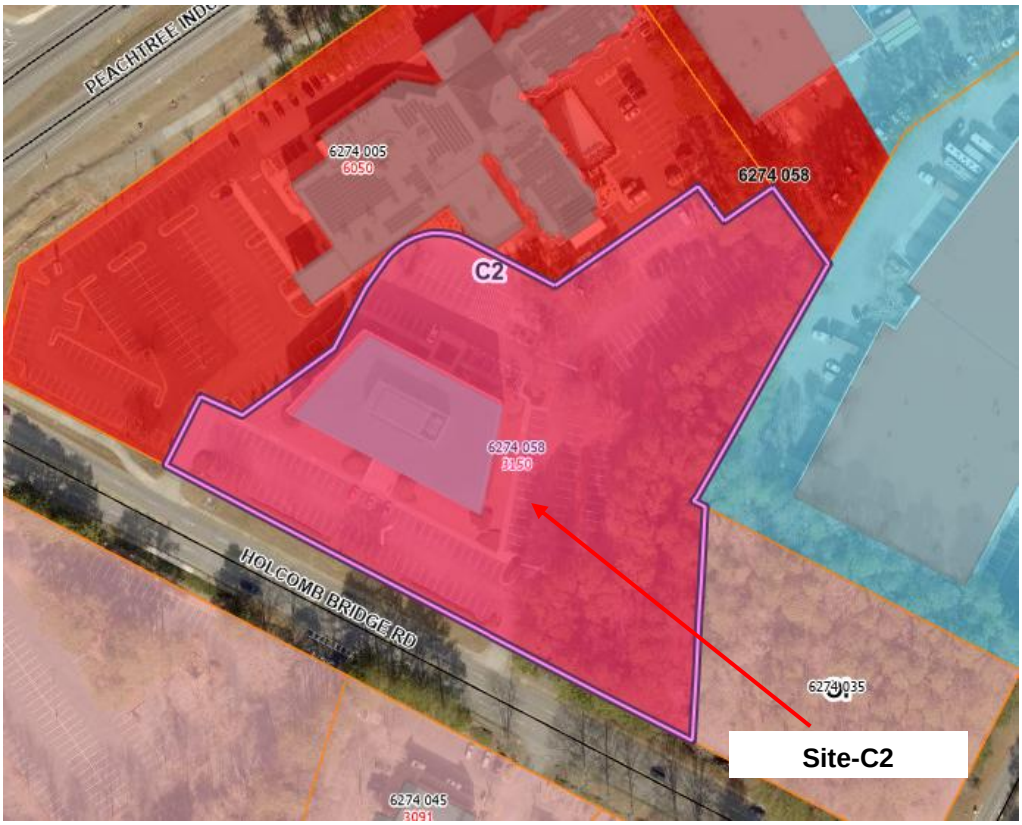
Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Aerial View



Site

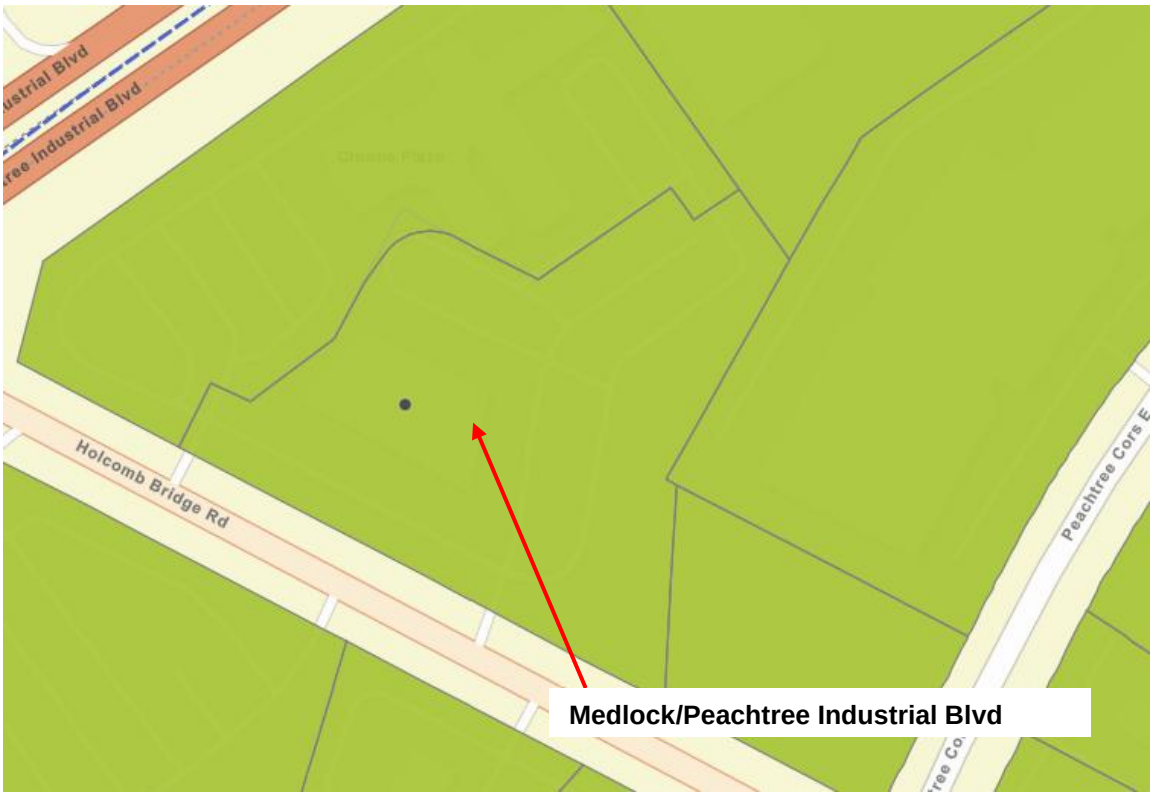
Zoning Map



Site-C2

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Future Development Map



PROPERTY INFORMATION	
Property Location	3150 Holcomb Bridge Road
Acreage:	4.04 acres
Existing Zoning / Land Use	C-2 / General Business
Proposed Zoning / Land Use	C-2 General Business with a Special Use Permit for an Event Hall
Character Area	2-Medlock/Peachtree Industrial Blvd
Existing Lot Dimensions:	Frontage: Approximately 583.7' on Holcomb Bridge Road Depth: Approximately 530'
Existing Building Dimensions:	Low Rise Office/Commercial Buildings totaling approximately 18,904.37 SF of gross floor area (gfa)
Topography:	High Point: Northwest corner Low Point: Southeast corner
Elevation:	High Point: 978 feet Low Point: 940 feet
Encumbrances:	N/A

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	**Zoning/Land use**	**Address(es)**	**Land Area (acres) (approximate)**
North	C2 General Business	6050 And 6000 Peachtree Industrial Blvd	4.28 and 4.71 acres
East	M1 Light Industry and OI Office Institutional	5965 Peachtree Corners E and Parcel 6274 035	5.72 and 1.45 acres
South	OI Office Institutional	3169, 3091, and 3081 Holcomb Bridge Rd	11.5 acres total
West	C2 General Business	6050 Peachtree Industrial Blvd	4.28 acres

Applicant's Request

The applicant, Robert Baffour, seeks to utilize Suite 102 within an existing office building located at 3150 Holcomb Bridge Road for a 4350 square-foot event hall and associated offices on a 4.04-acre lot. According to the summary of intent, the space will be used for events such as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, and similar activities. The suite itself does not have its own bathrooms, but bathrooms are provided on the first floor of the building. The applicant has not provided details on the number of stalls provided. The floor plan does not show the proposed offices.

The subject parcel has 226 parking spaces and although there are some other businesses on the subject parcel, the hours for the proposed event hall will likely be after the other businesses are closed for the day, creating a shared parking system that could be sufficient for an event hall. Per Article 3, code section 203-9, places of public assembly require one (1) parking space per 150 square feet of gross floor area, so the applicant would need a total of 29 parking spaces.

The applicant's Impact Analysis letter included with their application states that the events will be held mostly in the evenings and on weekends, but the space will also be available for rent Monday through Friday. The applicant states that events may not end until 2am. Although final occupancy loads will be determined by the Gwinnett County Fire Marshal, the applicant does not specify how many people may attend the events. This may prove problematic following Fire Marshal review as the suite is not sprinkled, which would potentially fail the inspection. The applicant's target community is the indigenous African population in Norcross.

According to the applicant, 80 percent of the events held at the subject property will not serve alcohol. The event facility will operate with its own alcohol license, which will only be used for events that opt to serve alcohol. Event facility renters are expected to provide their own caterers, and all caterers are vetted to make sure they have the required licenses to operate. To mitigate any safety concerns, the applicant intends to hire an officer for events. Review and input from the public safety department may indicate the need for two security personnel.

The applicant's previous request for a special use permit for an event facility at 3150 Holcomb Bridge Road Suite 102 (SUP2024-002) was denied by Mayor and Council at their October 7th, 2024 meeting. Minutes of the meeting do not provide the rationale for the denial.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

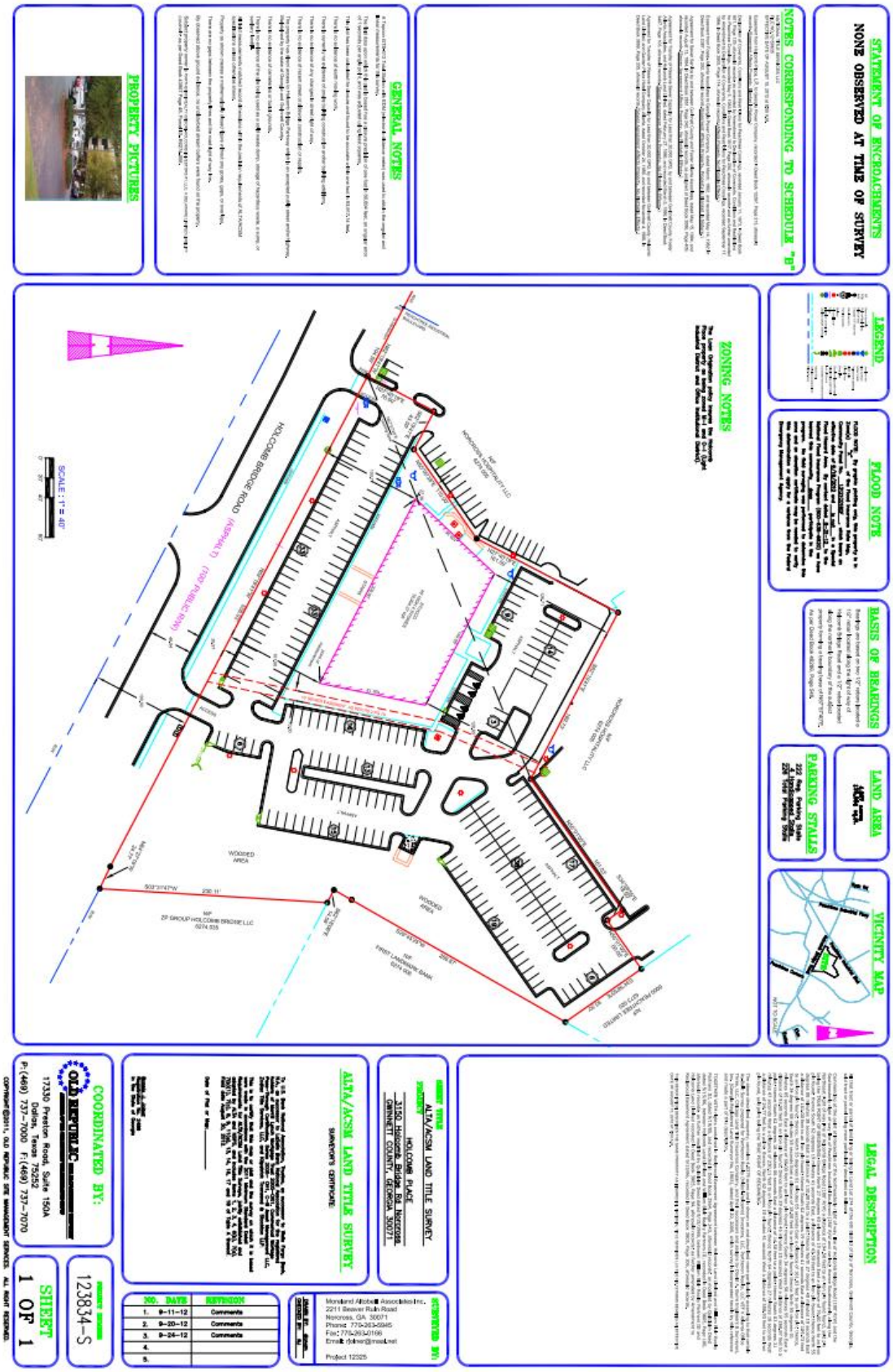
Existing Conditions

The subject property is zoned C-2 (General Business) and it is currently developed as four-story building with 226 parking spaces on 4.04 acres. Most businesses in the building are open Monday – Friday with hours that range from 8-9am to 5-7pm. The first floor (where suite 102 is located) consists of office uses, training rooms, a café, and common area restrooms.

Project Description

The applicant seeks a special use permit for an event facility in the C-2 general business zoning district. A site plan of the subject parcel, along with a street view of the subject building, entrances of the building, access points, a list of current tenants and the proposed floor plan are depicted below for reference.

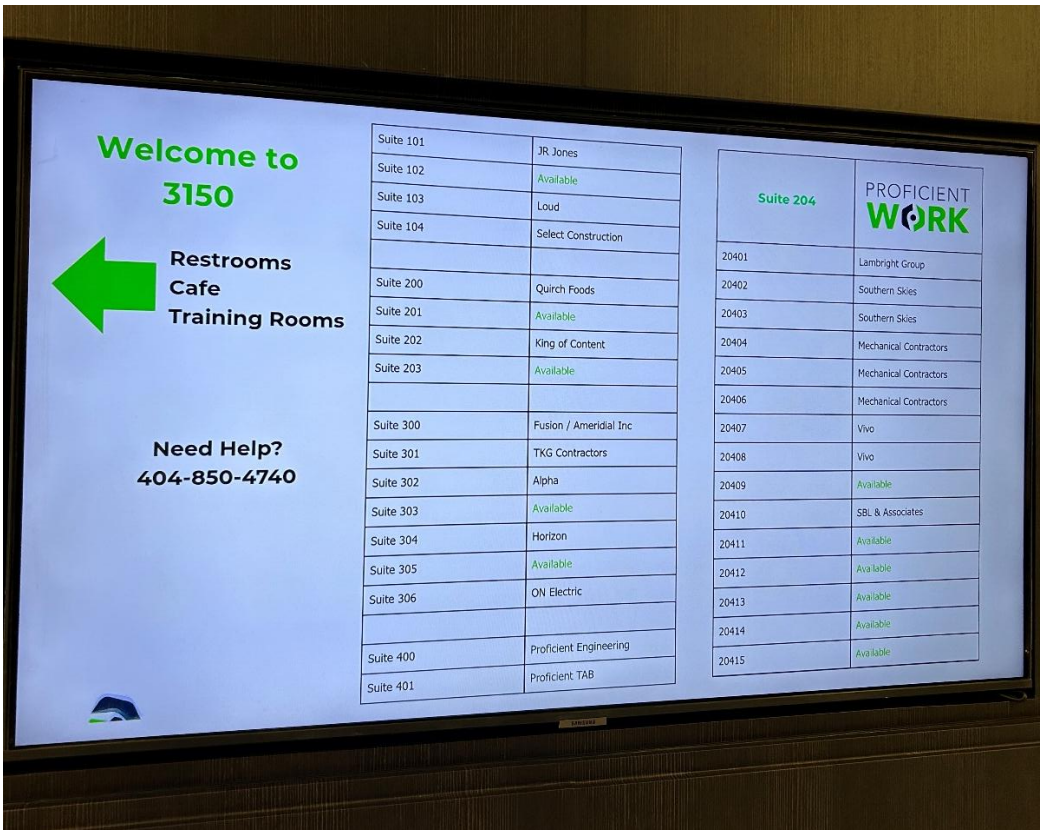
Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)



Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

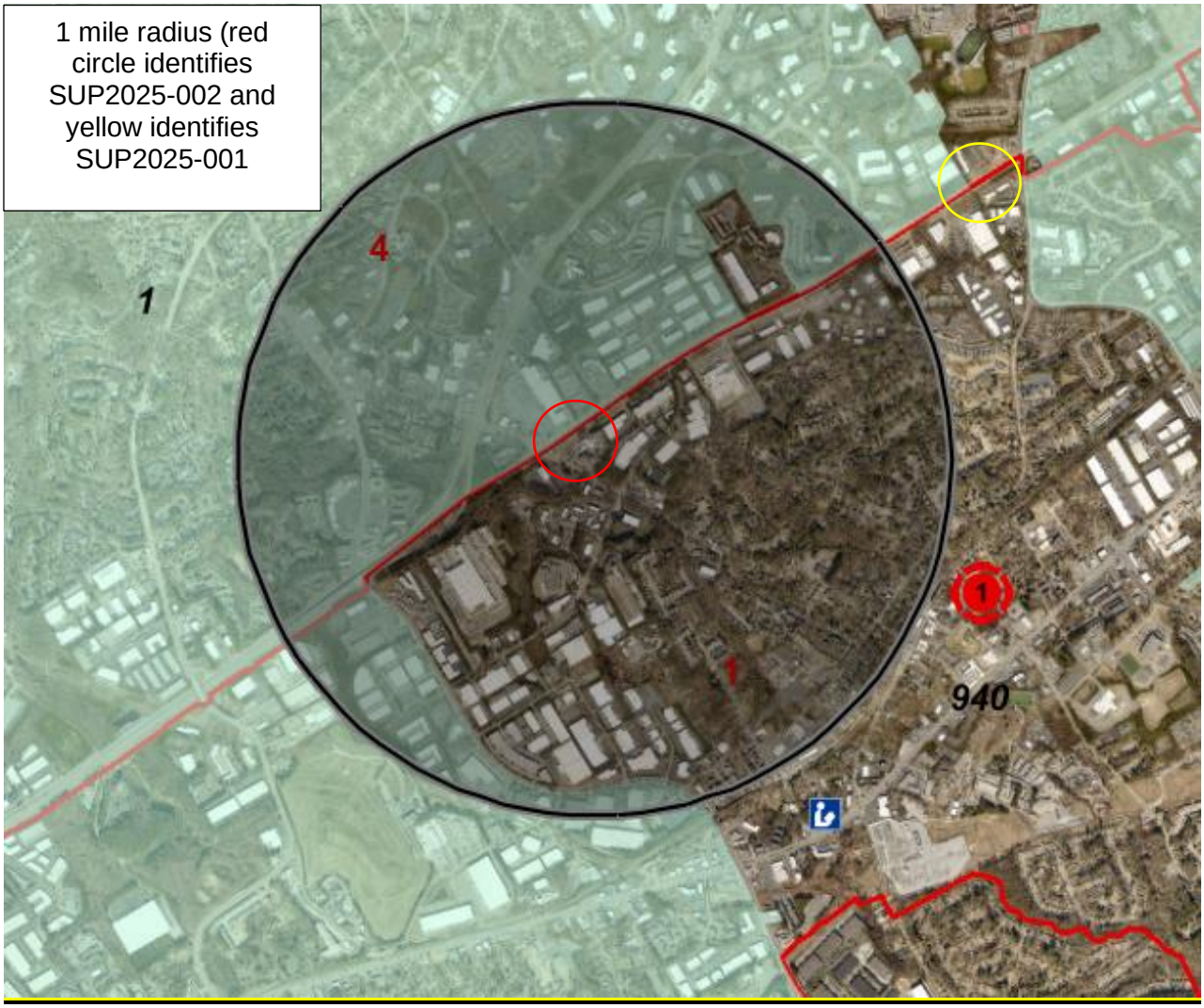
PROFICIENT

Entrance 2 (ADA)
Entrance 1 (MAIN)



Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)



Per the supplemental use standards in the UDO Article 2, code section 202-2 (j)(7) the applicant must identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area. Located adjacent to the proposed facility is The Crowne Plaza Hotel (6050 Peachtree Industrial Blvd), which has a 14,000 square foot event room and seven (7) event spaces, although events are not the primary use for the hotel. The 3120 at 3120 Crossing Park NW is also an event center within the radius. A proposed event facility that is up for consideration, SUP2025-001 (5390 Peachtree Industrial Blvd), identified with a yellow circle, falls outside of the one-mile radius. SUP2025-001 has indicated that the target clientele is a similar cultural community, which should be evaluated as a factor in similar use analysis and will be considered by Mayor and Council at their May 5, 2025 meeting.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

ZONING ANALYSIS

Current Zoning

The subject property is zoned C-2, General Business. Adjacent uses include a Crowne Plaza and an office park to the north and west zoned C-2. Other adjacent uses zoned OI include the Heritage Bank, The Station office park to the south. To the east of the subject parcel is the Peachtree Corners East office park, zoned M1.

Zoning Request

The C2 general business district is established to provide adequate space in appropriate locations along major streets, thoroughfares and at intersections for various types of business and service uses. These uses should include the retailing of major goods and services, general office facilities and public functions that would serve a community area of several neighborhoods. Development of uses in the district characteristically occupies a larger area than in the C1, neighborhood business district because it is intended to serve a greater population and to offer a wider range of goods and services. Orientation and expansion of this district should occur as an increase in depth at major intersections rather than as a strip-like extension along the street or thoroughfare.

Per code section Article 1, Division 4, Section 201-18 (e)(5)(a), an event hall use is considered a special permit use. The proposed office use is permitted by right.

2045 Comprehensive Plan Analysis

The 2045 Comprehensive Plan, the “Comp Plan”, is a document that reflects the wishes of the community as acknowledged and adopted by the Mayor and Council. The Comp Plan contains four sections to determine the appropriateness of a zoning action. Those sections are: 1) Table 2.1 a matrix that depicts land uses by character area, 2) specific visions for each of the twelve-character areas, 3) the overarching policy goals for the city, and 4) Land Use Definitions. The subject parcel falls within Character Area 2, Medlock/Peachtree Industrial Blvd.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

A. Land Uses by Character Area

Taken from the matrix, the following uses are either specifically detailed in the character area description or considered appropriate according to the matrix:

Character Area 2, Medlock/Peachtree Industrial Blvd.
Medium Density Residential
Skilled Nursing Facilities (no rehab)
Neighborhood level commercial, studio or office **(<5000 sf)**
Community level commercial or office (< 50,000 sf)
Regional level commercial or office (>50,000 sf)
Entertainment related commercial
Mixed-use (vertical)
Light industrial and warehousing
Places of assembly
Transportation, Communication, Utilities
Parks and Recreation

B. Policy Goals

Under the policy goals the proposed special use permit meets the following criteria:

- *Policy 1-2: Redevelop and enhance existing commercial and industrial areas.*
- *Policy 2-5: Provide pleasant, accessible public gathering places.*
- *Policy 4-9: Support local entrepreneurs in building future ready businesses.*
- *Policy 6-15: Continue to support local arts and cultural events through the provision of facilities, logistics, and marketing efforts.*

C. Character Area Vision

The Medlock/Peachtree Industrial Blvd. Character Area contains several points that support the vision of area of which the following applies:

- *Encourage location of small businesses and incubators, light industry and offices*

D. Land Use Definition

Places of assembly – meeting place at which the public or membership groups are assembled regularly, including but not limited to schools, places of worship, theatres, auditoriums, funeral homes and stadiums.

Event hall means a commercial business at which 50 percent of its business involves the leasing or providing of space for events, celebrations, ceremonies, etc., to celebrate a particular event, anniversary, or holiday (i.e. birthday parties, weddings, etc.) that:

(1) Provides a gathering space for rental purposes.

(2) Charges a rental fee pursuant to a written agreement for the use of the event hall for

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

events.

(3) Does not allow sexually related adult entertainment to be performed in the event hall.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a special use permit action can be approved or denied are as follows:

1) **Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties?**

   Staff is of the opinion that the request to approve a special use permit for an event hall is generally consistent and suitable in view of the use and development of the adjacent and nearby properties. The area surrounding the subject parcel is developed with light industrial and commercial uses that are aligned with the proposed event hall use.

2) **Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?**

   The proposed project for an event center may have adverse effects on existing uses or usability of nearby properties. The site would have to meet parking standards and all required licensing standards in addition to occupancy limits as determined by the Gwinnett County Fire Marshal. Hours of operation should be restricted to 1 A.M. or a Planning and Zoning board recommended closing time. However, since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously. The Hilton at 5993 Peachtree Industrial Boulevard has 17,000 square feet of event space and 10 meeting rooms.

   As it pertains to the subject property's building, which is currently a four (4) story office building, the proposed event facility use may have an adverse effect on existing tenants. The first floor where the proposed event facility is located has common area restrooms that all tenants on the first floor share. The cleaning schedule for events scheduled for the weekend will need further clarification from the applicant too. The applicant is proposing to have one paid officer for events and from a safety perspective, staff is concerned with access to other suites since the other (3) floors can be accessed by an elevator. One officer may not be enough to provide safety for events, the parking lot, and the office building simultaneously.

3) **Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?**

   The subject property has reasonable economic use as currently zoned, and some suites are occupied, however several of the suites in the building are vacant. The property owner could rent the available space to tenants similar to those who already occupy other spaces on site.

4) **Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?**

   Staff does not foresee any excessive or burdensome use of existing streets, transportation, utilities, and schools.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

5) **Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan?**

The subject site is located within the Medlock/Peachtree Industrial Blvd. Character Area, which suggests a vision for the area of a *mix of professional and institutional uses*. Both the vision and land use policies support small business locating in the character area and in particular community facilities enhancing this area, therefore, the application meets the intent of the Comprehensive Plan.

6) **Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?**

There are no known existing or changing conditions affecting the use of the property.

7) **Whether the policies and objectives of the comprehensive plan, particularly in relationship to the proposed site and surrounding area align and support the proposal.**

The policies and objectives of the comprehensive plan, in relationship to the proposed site and surrounding area, aligns and supports the applicant's request. The site is located more than 1000' from any other known event facility in the area and surrounding uses are primarily those that close in the early evening. The Crowne Plaza Hotel directly adjacent to the subject parcel does have the facilities to hold events, although that is not the property's primary use. The Comprehensive Plan outlines the vision for this area as one that includes a mix of professional uses specifically calling out community facilities as an appropriate land use. This application supports that vision.

8) **Whether the proposal has the potential for adverse impacts on the surrounding area, regarding, but not limited to traffic, storm drainage, land values and compatibility of land use activities.**

The proposed use has two existing commercial grade driveways that serve the subject site to facilitate the traffic into and out of the site, and storm drainage is already addressed as the site is already developed. Two additional driveways off of Peachtree Industrial Blvd can be used to access the subject parcel if needed. The applicant does not provide specific operating hours in the impact analysis letter but would be subject to the Norcross Noise Ordinance. Since the Crowne Plaza Hotel and the subject property share ingress and egress from Peachtree Industrial Boulevard and Holcomb Bridge Road, there may be a traffic problem if events happen simultaneously.

9) **In the case of antennae and towers, the proposal will need to meet the standards listed in subsection 202)z)(5), special use permits.**

This criterion does not apply to this request and is therefore not applicable.

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to meet the presented policy goals in Section B and it meets the public assembly definition in Section D.

Other factors that should be considered include restrooms not being in the suite, having a similar clientele as SUP2025-001, Fire Marshal occupancy loads, and Public Safety concerns.

Recommendation

Staff recommends **Denial.**

Attachment: SUP2025-002_StaffReport3 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

SPECIAL USE PERMIT APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name: Proficient Properties LLC
Owner's Address: 3150 Holcomb Bridge Road
City: Norcross State: GA Zip Code: 30071
Phone: 404-330-9798 Cell Phone: 404-330-9798 Email: pk@proficientengineering.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name: Robert Baffour
Applicant's Address: 1145 Montclair Way
City: Snellville State: GA Zip Code: 30078
Phone: 4046421252 Cell Phone: 4046421252 Email: rabaffour@gmail.com

PROPERTY LOCATION

Tax Parcel Number(s): R 6274058 Size in Acres: 4.04
Address(es): 3150 Holcomb Bridge Road
Number of existing structures: 1 Number of parking spaces: 240

PROPOSED USE

Current Zoning: C2 Requested Zoning: SUP
Date of Pre-Application Mtg: 3/24/2025
Is the request in conformity with the Current Land Use Plan? ☑ Yes ☐ No
Land Use Plan Designation: Character area 2: Medlock/PIB

Proposed Use:

EVENT HALL

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

ITEMS THAT MUST ACCOMPANY APPLICATION

A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.

B. **Plat/Survey** – Submit one (1) full size, one (1) 11 x 17 and one (1) digital copy of a plat in JPG or PDF format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
   1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
   2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of the City of Norcross, then, the lot, block, and subdivision designations with appropriate plat reference.
   3. A description of existing land uses on adjacent and surrounding property.

C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG or PDF format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.

D. **Impact Analysis –**
   1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
   2. A traffic study, a hydrology study and other studies of the impact of the proposed development prepared by a duly licensed engineer may be required by the Community Development Department, Planning & Zoning Board or the Mayor & City Council as deemed necessary for adequate consideration and a fully-informed decision on the proposed request. The studies shall be prepared under the direction of the City at the applicant's expense. A traffic study will be required for all DCD zonings 5 acres and greater.

E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. The owner on the deed must be the same as the owner listed on the application.

F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.

G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.

H. **Fees** – See attached fee schedule. Fees are non-refundable.

I. **Development of Regional Impact** – If your application meets the Atlanta Regional Commission's (ARC) alternative rules for a Development of Regional Impact, additional review will be required by ARC and the State. More information can be found here, https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/

J. **Conditional Rezonings** – An applicant may apply for conditional zoning and so state on the application. The conditional zoning applications may be based on written conditions contained within the relevant section of the application only or it may be based on the narrative AND a site plan.

K. Any other information required by the Community Development Department or any other City departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

NORCROSS
a place to imagine

Ownership Affidavit & Designation of Agent

See attached File "owner affidavi

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _

Location address: _

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _

_____

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ **Individual**

☐ **Corporation/Limited Liability Company (LLC)**
Provide Names of Officers/Members:
_____
_____
_____
_____

☐ **Partnership**
Provide Names of General Partners:
_____
_____
_____
_____

☐ **Government Entity**

Secretary of State Registration Number:_____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. **(Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)**

Owner's Agent:_____

Address: _____

Contact Person:_____ Telephone No.:_____

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)_

_____

_____

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

IV. Acknowledgement.

- **Individual**

_____
Signature

Print Name:_____
Address:_____

Phone #:_____

- **Government Entity**

_____
Print Government Name

By:_____
Signature
Print Name:_____
Title:_____
Department:_____

- **Corporation/LLC**

_____
Print Corporation/LLC Name

By:_____
Signature
Print Name:_____
Its:_____
Address:_____

Phone #:_____

- **Partnership**

_____
Print Partnership Name

By:_____
Signature
Print Name:_____
Its:_____
Address:_____

Phone #:_____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA
COUNTY OF _____

- **Individual**

Before me, this_____ day of _____, 20___, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

- **Government Entity**

Before me, this _____ day of _____, 20_____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

- **Corporation/LLC**

Before me, this _____ day of _____, 20___, personally appeared _____ of _____, a _____ **corporation/** *(State)* **LLC**, on behalf of the corporation/ LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

- **Partnership**

Before me, this _____ day Of _____, 20___, personally appeared _____, partner/agent on behalf of _____, **a partnership**, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary

_____
Print Notary Name

NOTARY STAMP:

My commission expires:_____

Identification Method: _____ Personally known.
_____ Produced I.D. – Type:_____

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

I have read and understand the attached application and zoning procedures. I also hereby authorize the Community Development Staff, Planning & Zoning Board and Mayor & Council to inspect the premises that are the subject of this application.

Signature of Applicant 3/31/2025

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: _____ Receipt Number: _____ Application Number:_____

Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT ALL MEETINGS IS REQUIRED)

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Concept Plan Checklist

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

The proposed project layout including:

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide for the location concept.
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Criteria and Standards for Considering a Special Use Permit

The Mayor and City Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of zoning power. Please address these criteria to the best of your ability. You may use a separate sheet if necessary.

1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

See attached document titled "Impact Analysis" in the submittal folder

2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

See attached document titled "Impact Analysis" in the submittal folder

3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

See attached document titled "Impact Analysis" in the submittal folder

4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

See attached document titled "Impact Analysis" in the submittal folder

5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;

See attached document titled "Impact Analysis" in the submittal folder

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

See attached document titled "Impact Analysis" in the submittal folder

7) Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal;

See attached document titled "Impact Analysis" in the submittal folder

8) Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities.

See attached document titled "Impact Analysis" in the submittal folder

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

3/3 1/2025 ROBERT BAFFOUR, founder

SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S REPRESENTATIVE DATE TYPE OR PRINT NAME AND TITLE ATTORNEY OR

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

NO (YES or NO)

Robert Baffour

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO $250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contribution

Attachment: SUP Application-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Impact Analysis

The following pages present explanations and evaluation of the characteristics of the proposed use and their potential impacts on surrounding properties. The document also explains how the proposed use can coexist with its neighboring properties. The special use permit is to allow a single room on the first floor of an **existing** office building to be used as an event hall. The subject room is in an office building located in an area zoned C2 (general business). All surrounding uses are either zoned C2, M1, or OI (Figure 1-9). The space will be used for such events as corporate meetings and dinners, wedding receptions, parties and celebrations, town hall meetings, business meetings, fundraising venues for charity events, etc.

1. **Whether a proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property:**

The proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties. The proposal involves leasing a suite (suite 102) (Figure 1-2) of about 4350 SF on the first floor of an office building to be used as an event hall with offices. The space will be used as a private event space that will need reservation to use. Such use will be compatible with the surrounding uses in the general business domain as currently zoned. The building is surrounded by businesses zoned C2 (General Business), M1 (Light Industrial) or OI (Office Institutional). To the north, is a hotel and light industrial facilities. To the south, across Holcomb bridge road, are office institutional use structures. To the east are office institutional, light industrial and general business zones. To the west is Peachtree Industrial Boulevard (the border of the city of Norcross and the city of Peachtree Corners) west of which is a large shopping plaza located in the city of Peachtree Corners. The proposed use will not change the existing site conditions. All existing site features will remain intact. Therefore, the proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

2. **Whether a proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property:**

The zoning proposal will not adversely affect the existing use or usability of adjacent or nearby properties. One of the critical demands of event halls is adequate parking. The subject property has over 240 parking stalls of which less than 20 percent is used by the current tenants. The closest property is a hotel which also has more than enough parking. Because of their current parking capacities, the two facilities will never have any parking issues even at full capacities. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Specifically, with a 240-parking stall parking lot, the event hall will have enough parking to support its activities and will not cause any distress to the usability of the

Attachment: Impact Analysis-2025 (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

neighboring properties. Additionally, all event activities will be confined to the proposed rezoned space. Such activities would be in harmony with the use and usability of existing properties and would therefore not adversely affect the use or usability of adjacent and nearby properties.

3. **Whether the property to be affected by the proposed rezoning has a reasonable economic use as currently zoned:**

The property is currently zoned C2 (General business) that can host several business activities including an event hall business with a special use permit. The space which is currently empty has a reasonable economic use once occupied. The proposed use has the potential of increasing the economic use of the space and the building (the property). An event hall has the potential to support surrounding businesses such as nearby hotels, gas stations, and restaurants. The proposed rezoned space therefore has the potential of adding additional economic use to the space, the building and the surrounding businesses.

4. Whether the proposed rezoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

Unlike assembly businesses like churches that have fixed entry and exit times for most participants, event attendees tend to have a variable entry and exit times. Such variable arrival and departure times allow for seamless ingress and egress traffic flow to the adjoining roads. With two entrances on Holcomb Bridge Road and two additional entrances on Peachtree Industrial Boulevard to the building (see Figure 1-4), entry and exit to the building during events will not cause any excessive or burdensome use of the existing local transportation network. Since these events are one off activities for most attendees, no impact is anticipated for the neighborhood schools such traffic conflicts and school enrollment. The area is well developed and the subject building is connected to utility infrastructure such as stormwater (Figure 1-5), water (Figure 1-6), and sewer (Figure 1-7). The proposed rezoning will therefore not result in a use which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

5. Whether the proposed rezoning is in conformity with the policy and intent of the land use plan:

The future development map of the city of Norcross' "imagine our future" 2045 comprehensive plan updated in April 2024" indicated "mix of professional and institutional uses" for the subject property. An event hall business is classified under this use with a special use permit. The area is envisioned as a dense activity hub area of mid-scale retail and offices with corporate focused amenities including hotels and training/conference facilities. The proposed special use permit for an event hall is in conformity with the policy and intent of the 2045 Comprehensive Plan, the Future Development and Land Use Map.

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning:

The subject property was acquired by the new owners in November 2023. Most of the spaces in the building are currently vacant and the landlord is looking for tenants to lease these spaces. Leasing an empty space for business changes the financial and the economic value of the space. With the city of Norcross increasing in population with an expected 41 percent population growth by 2050, it is anticipated that a thriving event hall in the proposed location will have a significant economic value for the city. This special use permit to allow for an event hall therefore supports the expected growth needs of the community which gives supporting grounds for approval of the proposed rezoning. At the time of this application, we are unaware of any existing or changing conditions affecting the use of the property which give supporting grounds for disapproval of the proposed rezoning.

7. Whether the policies and objectives of the Comprehensive Plan, particularly in relationship to the proposed site and surrounding area align and support the proposal:

The 2045 Comprehensive Plan updated April 1, 2024, states that "The cultural diversity of Norcross is one of its biggest strengths. However, the presence of residents from a variety of backgrounds does not necessarily translate into an integrated, united community". The statement goes further to say that "The City can play a key role in promoting a sense of equity in how it invests public money, enforces regulations, and how it communicates to all citizens regardless of which "side" of the city a resident life in". Even though the proposed event hall will be opened to the public, its primary target group are people of African descent, that will come to Norcross with diverse colorful cultures and events. Approval of this proposal would be

a great support of the policy and objectives of the 2045 plan that: encourages location of small businesses and incubators, light industry and offices in this location; promotes the growth of local businesses and attract new ones, particularly within target industry clusters; supports uniting the community across cultural backgrounds and socio-economic status; and provide excellent city services and engagement opportunities for people of all linguistic and cultural backgrounds. There is significant greater public benefit by approving this proposal as it is compatible with the policies and objectives of the "imagine our future" 2045 Comprehensive Plan updated in April 2024.

8. Whether the proposal has the potential for adverse impacts on the surrounding area, regarding but not limited to traffic, storm drainage, land values and compatibility of land use activities:

The proposed use conforms to the current and future land use plans of the city. The use will not change any of the existing facilities and utilities currently on site. The building is connected to all the utility systems: water, sewer and stormwater (Figures: 1-5, 1-6, 1-7) and the use of one of the rooms in the building as an event hall will not affect the existing capacity of these systems. The nearby areas are predominantly developed with a strong roadway network. A hotel, a building restoration company, a gallery for a furniture store, a commercial flooring installation company, a gourmet confections manufacturer, bank offices, and real estate and insurance offices are some of the general business, light industrial and office/institutional uses in the surrounding area. The proposed use is in harmony to the surrounding uses now and in the future as outlined in the current zoning map, land use map and the future development plan of the 2045 comprehensive plan. Therefore, the proposal would not have any potential adverse impact on the surrounding areas including traffic, storm drainage, land values and compatibility of land use activities

Additional conditions for Event Hall Use (Item #7)

i. Address how additional noise, traffic, and irregular hours of operations (if any) may impact the uses surrounding the property.

Noise: The proposed event space located in one section of the first floor is not expected to have any noise impact on the uses surrounding the property. Additionally, most of the event hall business activities will occur at night and on weekends during which the subject facility, adjacent and nearby facilities will be closed for business. Events that will occur during normal work hours will conform to all the standards for C2 business use.

Traffic: With four commercial grade ingress and egress to the subject property and over 240 parking stalls to the facility, the proposed use is not anticipated to have any traffic impact on the uses surrounding the property.

Irregular hours of operations: Most of the event activities would be in the evenings and on weekends and some may end in the early morning hours. Events that will occur during normal work hours will conform to all the standards for C2 business use. As a business district that is closed for business around 5 pm during weekdays and weekends, event activities that may lead into the early morning hours will not impact the uses surrounding the property.

ii. Identify similar uses within a mile radius and address whether such a concentration of uses would result in a disproportional proliferation of that or similar uses in the surrounding area.

There are only two identifiable facilities that host events within a mile radius from the subject property: the Crown Plaza Hotel adjacent to the subject property and another, the 3120 Event Hall which is about 0.6 miles (driving distance) from the subject property. Judging from the event they host; our target market may not be the same market that these locations target. Our target community is looking for a centralized location to cater to the kind of events we host such as funeral celebrations that showcase various African dresses. This location will provide this needed service that gives convenience and options. Our unique national events will provide for potential collaboration as event attendees may potentially use the hotel for accommodation. The proposed use will therefore not result in a disproportional proliferation of that or similar uses in the surrounding area but rather create the economic synergy of a few overlapping categories all working together to enhance economic opportunity in the area.

Additional Notes to Council

After the vote of 10/7/24 to deny the special use permit at 3150 Holcomb bridge road, my interactions with the council suggest the following concerns:

1. Alcohol usage and Alcohol license
2. Events schedule
3. Event hall proliferation in Norcross

The following provides more explanation to the nature of our business and how these concerns would be addressed:

The Nature of our business. As a community leader, I am responding to my community to address a location concern. The Ghanaian community in the Atlanta metro area need dedicated central meeting place for our cultural events that include association meetings, independence dinner, funeral celebrations (celebration of life of parents whose funerals have generally been celebrated in Ghana). These are family-oriented events that do not involve the youth. The average age at such events is around 50 years and most of them do not drink (**generally a cultural issue**). Other events activities include Wedding receptions, Birthdays, usually 50- and 60-year birthdays, cultural festivals, and community fundraising meetings events. **Sweet 16 is not a thing in our community.**

1. **Alcohol Usage and alcohol License. The Heritage Event Hall** will be used **strictly** as an event hall that conforms to the laws of the city of Norcross, GA. Even though our experience indicates that about 80% of our events will not serve alcohol, we expect some of the events to serve alcohol. Heritage Event Hall does not provide catering services. Hall renters will provide their own caterers, and all caterers will be vetted to make sure they have the required licenses to operate**. Heritage will operate with its own alcohol license from the county**. This license will ONLY be used for events that opt to serve alcohol, and such events will follow all protocols attached to the license. All event space renters will sign a rental agreement to abide all city, county and state codes and requirements.

2. **Events schedule.**

    a. All night events will close by 2 am.
    b. All weekday events will follow normal business office hours practices.

3. **Proliferations of event halls concern:** There are two locations in the area that do events close to our site: the adjacent Crown Plaza hotel and 3120 event hall (about 1000 feet straight line map distance, and about 0.6 miles driving distance). Even though the hotel does events, that is not their core business and the clientele they serve are not the same as the clientele we will serve. They serve different financial bracket clients than ours and hence the need. I do not know of any in our community members who have heard of 3120 Event Hall. We go to events frequently but have never been to 3120. Our target clients are heavily religious and the events they organize are unique as well.

Safety Concerns: We do not have any problem getting a **paid officer** on site for events if that will help to alleviate some of the safety and alcohol use concerns.

Attachment: Additional Notes to Council (25-7314 : SUP2025-002 3150 Holcomb Bridge Road)

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7319	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project
2. Examples of Utility Box Wraps
3. Gwinnett Creativity Fund - 2025 Placemaking Grant

Title
Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project

Drafter
Elizabeth Simpson

NORCROSS
a place to imagine

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Elizabeth Simpson, Chair of Norcross Public Arts Commission

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7319

Title: Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project

CC: Eric Johnson, City Manager

Recommendation

A recommendation to approve the installation of vinyl wraps around 15 traffic light boxes throughout the City of Norcross.

Background

The Forever Norcross project is a two- to three-year initiative dedicated to enhancing community engagement. This initiative aims to inspire stamp-collecting activities for individuals and families of all ages.

Distinctively, Norcross will be the pioneer city to implement vinyl wraps on utility boxes designed as postage stamps, a creative concept that has not been seen elsewhere. To celebrate our local talent, the artwork featured on these wraps will be carefully curated from submissions to the annual photography contest organized by Norcross Gallery & Studios. Selections for art may also be chosen from other sources such as historic photographs of Norcross and student submitted artwork.

Light boxes strategically placed throughout the city will be transformed with these vibrant wraps, forging connections between neighborhoods while illuminating local history and unique characteristics of each area. This visual storytelling will not only beautify the city but also cultivate a sense of pride among residents and visitors.

Once 10 wraps are installed, printed stamp collection maps will be distributed at participating local businesses, guiding collectors on their collection journey while encouraging exploration and support for the local economy. Through this initiative, we aim to foster a deeper appreciation for the artistic community and the rich heritage of Norcross.

Traffic Light boxes are owned by Gwinnett County and, therefore, need approval from the county to be wrapped. NPAC is collaborating with Norcross Public Works director, Len Housley, and with the Norcross legal department to draft the Intergovernmental Agreement (IGA) to submit to Gwinnett County. This document includes sample art and spells out the city's role in maintaining or removing the wraps. The IGA must be approved before the project can commence.

Attachment: Agenda Report - Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project (25-7319 : Approval of Light Box

Financial Impact

The cost for each light box wrap is $2,000, which includes installation. The vendor's lead time is between 6 to 8 weeks. The project will be implemented in three phases, with five light boxes per phase. Installation will begin in July 2025 and conclude by October 31st, 2025. NPAC has applied for the Gwinnett Creativity – Placemaking Grant to secure funding, which requires a 25% match from NPAC.

NPAC has selected the vendor after receiving 3 vendor bids. A.R.T. and Associates has prior experience having installed the Dunwoody Green Light project and they understand all the needed steps for a smooth and seamless installation.

Consistent with Comprehensive Plan?

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

Examples of Utility Box Wraps

Gwinnett Creativity Fund - 2025 Placemaking Grant

Sample Art Stamps

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7320	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Public Art Scavenger Hunt - Phase I Sculpture Implementation		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Public Art Scavenger Hunt – Phase I Sculpture Implementation
2. Example of White Squirrel Sculpture
3. Information about Cherrylion Studios

Title
Public Art Scavenger Hunt - Phase I Sculpture Implementation

Drafter
Elizabeth Simpson

NORCROSS
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Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Elizabeth Simpson, Chair of the Norcross Public Arts Commission

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7320

Title: Public Art Scavenger Hunt – Phase I Sculpture Implementation

CC: Eric Johnson, City Manager

Recommendation
Approve Phase I of the Norcross Public Art Scavenger Hunt, which involves the purchase and installation of two bronze sculptures of white squirrels, serving as the project's symbolic figures.

Background
The Norcross Public Art Scavenger Hunt is a thoughtfully designed, multi-year placemaking initiative aimed at fostering community engagement and enhancing the city's cultural identity. The project aspires to create a sense of place that resonates with both residents and visitors. After careful consideration and public input, NPAC has selected the white squirrel—the rare leucistic squirrel occasionally observed in the Norcross area—as the symbol of this artistic endeavor. These delightful bronze sculptures, expertly crafted with a white patina finish, will be strategically installed at various locations throughout the city, forming an interactive trail for participants.

Each squirrel sculpture will feature a unique name and be accompanied by a captivating storyline, designed to ignite curiosity, promote exploration, and encourage community interaction. The selection of the white squirrel has garnered enthusiastic support from the community, reflecting a shared belief in the artistic and symbolic significance of this initiative. To bring this vision to life, NPAC has recommended Cherrylion Studios, based in Atlanta, GA, as the vendor for creating these sculptures.

Financial Impact
The budgeted cost for each sculpture will range from $1,500 to $3,500, dependent upon various factors such as whether a new design is required or if an existing design can be adapted, the complexity of the design, and the final dimensions of each piece. The anticipated lead time for production and installation by Cherrylion Studios is approximately 4 to 6 months.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)
1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments
Example of the White Squirrel Sculpture
Information about Cherrylion Studios

Attachment: Agenda Report - Public Art Scavenger Hunt – Phase I Sculpture Implementation (25-7320 : Public Art Scavenger Hunt - Phase I

Attachment: Example of White Squirrel Sculpture (25-7320 : Public Art Scavenger Hunt - Phase I Sculpture Implementation)

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7321	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Reclassify Part-Time Police Officer Position to Full-Time		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Reclassify Part-Time Police Officer Position to Full-Time

Title
Reclassify Part-Time Police Officer Position to Full-Time

Drafter
Bill Grogan

NORCROSS
a place to imagine

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7321

Title: Reclassify Part-Time Police Officer Position to Full-Time

CC: Eric Johnson, City Manager

Recommendation:

Reclassify an existing/budgeted part-time police officer position to a full-time position.

Background:

NPD's one part-time police officer position dedicated to providing court security, council meeting security, and other general police administrative functions has been vacant for a couple of years, and we have received no interest/applicants. We currently augment those duties with patrol shift officers, code enforcement, and detectives, taking them away from their primary duties. The increased number of court sessions and docket size makes that no longer a viable option. Converting it to a full-time position is now required and will significantly improve our operations. We are confident, if approved to reclassify it to a full-time position, we will fill the role based on interest/applicants we have spoken with.

Financial Impact:

The remaining FY 25 impact will be approx. $24,470.58.
$97,882.30 annual base salary and benefits, subject to higher starting salary based on experience etc.

Consistent with Comprehensive Plan? Yes

Goal 2: Continues to strengthen Norcross as a livable, inclusive, and safe environment

Goal 6: Furthers strong leadership and ensures a high level of quality services.

Attachments: N/A

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7322	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Sanitary Sewer Pipe Relining - Public Safety Building Site		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Sanitary Sewer Pipe Relining - Public Safety Building Site
2. Cost Estimate-San Sewer CIPP lining
3. Sanitary Sewer File Stevens Road

Title
Sanitary Sewer Pipe Relining - Public Safety Building Site

Drafter
Len Housley and Bill Grogan

NORCROSS
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Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director
Bill Grogan, Chief of Police

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7322

Title: Sanitary Sewer Pipe Relining, PSB Site

CC: Eric Johnson, City Manager

Recommendation: Approve vendor to reline sanitary sewer line on parcel for construction of the new Public Safety building

Background:
There is approximately 600 feet of sanitary sewer line that exists along the path of Stevens Road. This is the site for constructing the new Public Safety Building. During utility plan review by Gwinnett County DWR, it is required to either replace the line or reline the line.

Pipe reline costs are $35,200.00 and the Pipe Replacement costs are $127,000.00. The Sanitary sewer line is 8-inch clay pipe. Relining an 8-inch sanitary sewer line is a trenchless repair method that involves inserting a new, smaller pipe coated in resin into the existing pipe. This liner is then inflated to fit the host pipe, creating a new, sealed pipe within the old one. This process can be done without extensive digging, making it a cost-effective, less disruptive alternative to traditional sewer line replacements. The lifespan for a properly installed liner can be up to 50 years.

This project needs to be completed prior to grading and construction. Southeast Pipe Company is used by Gwinnett County to reline sanitary sewer lines.

Financial Impact:
$35,200 from PSB Project funds.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
2. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments
- Cost Estimate-San Sewer CIPP lining
- Sanitary Sewer File Stevens Road

Attachment: Agenda Report - Sanitary Sewer Pipe Relining - Public Safety Building Site (25-7322 : Sanitary Sewer Pipe Relining - Public Safety

3523 Williams Street, Patteson, GA 31557-0
Telephone: (912) 647-2847
www.southeastpipe.com

SOUTHEAST PIPE

Quote #: 1

Quote To: Norcross	**Friday 5/9/2025**	**Job Name: Norcross Public Safety Building**
Len Housley		
len.housley@norcrossga.net		

Bid Item	Description	Qty	UOM	Unit Price	Total
13	8" x 6mm CIPP	600	LF	$48.40	$29,040.00
41	Service Lateral Reinstatement - Remote	1	EA	$183.70	$183.70
42	Heavy Clean Up to 12"	600	LF	$9.90	$5,940.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Total:	**$35,163.70**

Scope of Work: Southeast Pipe Survey, Inc. to provide all labor, equipment, and materials to perform work as per the above description.

City of Norcross, GA

All Rights of Entry
Access to water source
Dumpsite for debris removed from pipe

3523 Williams Street, Patteson, GA 31557-0
Telephone: (912) 647-2847
www.southeastpipe.com

Exclusions:
Point Repairs
Ground water pumping

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Is project Federally funded?	Yes ☐ No ☐	Is Certified Payroll required?	Yes ☐ No ☐

IMPORTANT: IF THIS IS A FEDERALLY FUNDED PROJECT OR IF PROJECT REQUIRES CERTIFIED PAYROLL, PLEASE ATTACH COPY OF WAGE

Client/Company Name: _____

Billing/Physical Address: _____

Billing Rep. Name/Phone #/Email: _____

_____

Date of Acceptance: _____ Authorized Signature: _____

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work specified.

Note:
Payment terms – Due upon completion and approved inspections. SPS will NOT be subject to retainage. Our invoices are to be paid in full. This proposal may be withdrawn by SPS if not accepted within (30) days. Any invoices not paid within thirty days from presentation will accrue interest at a rate of 1.5% per month on the unpaid balance. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Payment shall be based on actual field measurements from center of manhole to center of manhole.

* All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
* The above prices include one mobilization charge for each crew one time. If additional mobilizations are required due to delays in project by others, SPS will bill accordingly
* Stand-by time of $250.00 per hour will apply if crew cannot perform work due to delays caused by others or for circumstances beyond our control.

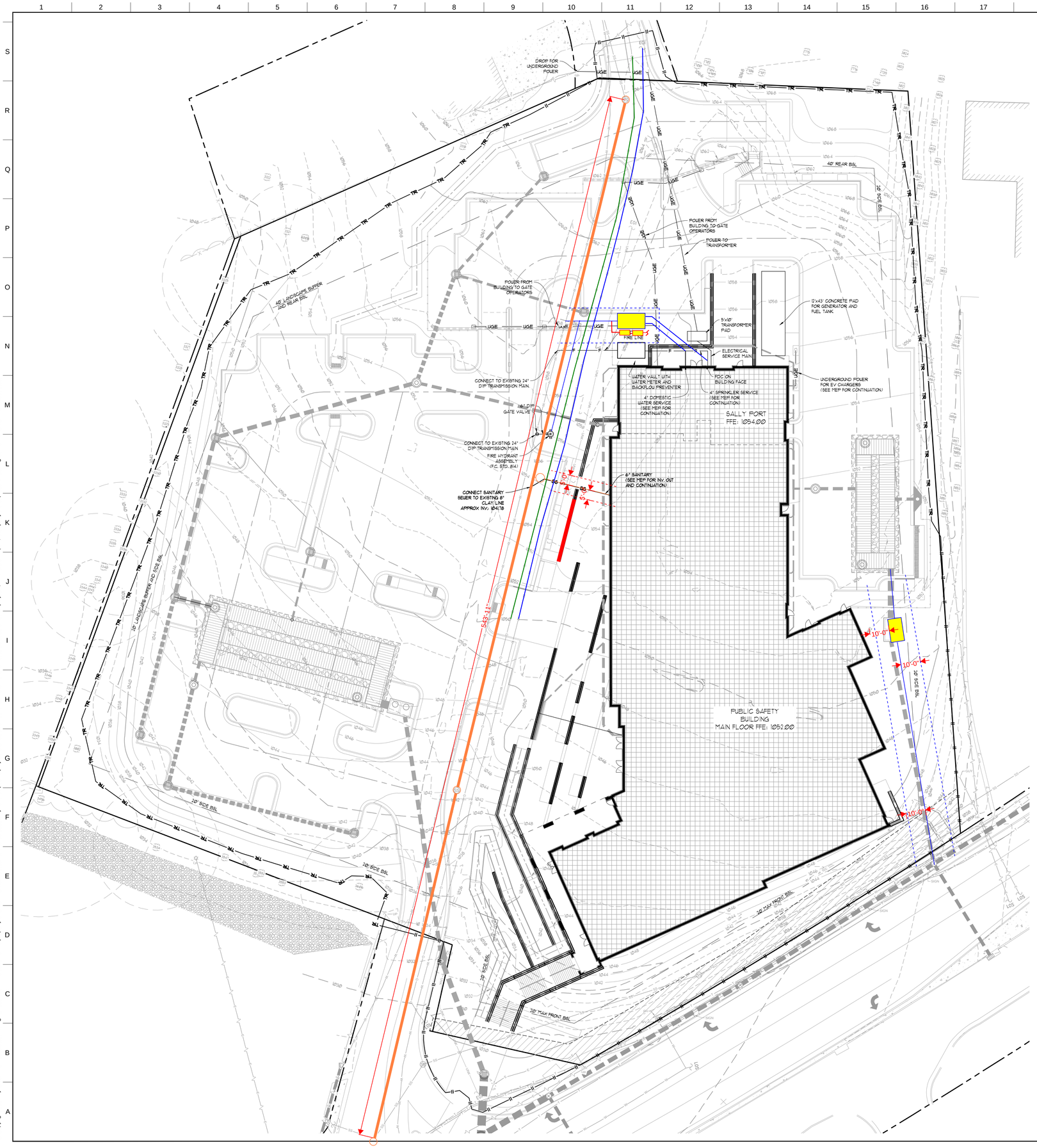
3523 Williams Street, Patteson, GA 31557-0
Telephone: (912) 647-2847
www.southeastpipe.com

Southeast Pipe Survey, Inc. appreciates the opportunity to quote this project. If you have any questions feel free to call Mat Boatright at 912-647-2847 ext 246.

Please email signed quote to clay@southeastpipe.com or fax to 912-647-2869

*Note: If this project is Federally Funded, all information must be provided to Southeast Pipe Survey, Inc. before work proceeds.

THIS SHEET PLOTS ON 30" x 42" ANSI E1



UTILITY LOCATION NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE TO SECURE THE SERVICES OF A PRIVATE UTILITY LOCATOR FIRM DURING THE ENTIRE COURSE OF CONSTRUCTION. CONTRACTOR SHALL PAY FOR SAID SERVICES.
2. CONTRACTOR SHALL IMMEDIATELY REPAIR ALL UTILITIES DAMAGED BY CONSTRUCTION ACTIVITIES, AT NO ADDITIONAL COST TO THE OWNER.
3. THE UTILITIES SHOWN ARE SCHEMATIC AND FOR THE CONTRACTOR'S CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE DESIGN PROFESSIONAL ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATIONS OF UTILITIES WITHIN THE LIMITS OF THE WORK.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPACTION OF BACKFILL OF ALL UTILITY TRENCHES WITHIN SITE WORK LIMITS. THIS INCLUDES TRENCHES DUG AND BACKFILLED BY LOCAL UTILITIES, SUCH AS POWER, GAS, TELEPHONE, ETC. CONTRACTOR SHALL PROVIDE ADDITIONAL BACKFILL AND COMPACTION AS NECESSARY, IF SETTLEMENT OCCURS.

CALL BEFORE YOU DIG

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24-HOUR EROSION CONTACT (5)

NAME: LOUIS YOUNG
COMPANY: CITY OF NORCROSS
EMAIL ADDRESS: LOUIS.YOUNG@NORCROSSGA.NET
PHONE NUMBER: 470-301-9588

GRAPHIC SCALE & ORIENTATION

10 5 0 10 20 40 60
SCALE: 1"=20'-0"

CROFT

CROFT & Associates
3380 Blue Springs Road
Kennesaw, Georgia 30144
770.529.7714 (p)
www.croftae.com

BREEDLOVE LAND PLANNING
Landscape Architects ◆ Civil Engineers
15 Simpson Street, NW, Atlanta, GA 30308
P: 770-483-1173 ◆ www.landplanning.net

OWNER
CITY OF NORCROSS

65 LAWRENCEVILLE STREET
NORCROSS, GA 30071

NORCROSS
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NORCROSS PUBLIC SAFETY BUILDING

6025 BUFORD HIGHWAY
NORCROSS, GA 30071

NO.	DATE	DESCRIPTION
0	2025-02-07	PERMIT SET
C	2024-11-22	PRICING SET
B	2024-07-16	DESIGN DEVELOPMENT
A	2024-04-17	SCHEMATIC DESIGN

ISSUANCE

PROJECT NUMBER
2023-341 (BLP No. 23198)

DRAWN: ECH
CHECKED: GKC

SHEET TITLE
UTILITY PLAN

SHEET NO.
C500

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Attachment: Sanitary Sewer File Stevens Road (25-7322 : Sanitary Sewer Pipe Relining - Public Safety Building Site)

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7323	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Abandonment of a Section of Stevens Road		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Abandonment of a Section of Stevens Road
2. Site Plan
3. Resolution Authorizing Abandonment
4. Example Notice Provided to Surrounding Property Owners

Title
Abandonment of a Section of Stevens Road

Drafter
William J. Diehl

NORCROSS
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Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: William J. Diehl, City Attorney

Meeting Date: May 19, 2025; Policy Work Session

Item No.: 25-7323

Title: Abandonment of a Section of Stevens Road

CC: Eric Johnson, City Manager

Recommendation:
Authorize the City's abandonment of Public Right of Way pursuant to O.C.G.A. § 32-7-1 *et seq.* along Stevens Road as shown in the attached site plan.

Background
The City is in the process of combining certain parcels forming the assemblage created for the Public Safety Building. Stevens Road, a City of Norcross Street, divides the assemblage and, in the envisioned layout of the Public Safety Building, will no longer provide public throughfare and right of way. To finalize the consolidation of these parcels, the City needs to abandon the right of way as it is shown in the attached site plan, and as more accurately described in the attached legal description.

O.C.G.A. § 32-7-2(c) requires that the City Council make a finding that the removal of this portion of Stevens Road from public right of way is in the best interest of the public. That finding is substantiated by the public interests to be served by the Public Safety Building. The statute also requires that notice be provided to property owners having property on the right of way. Such notices have been mailed identifying June 2, 2025 as the Council Regular Meeting where the Council will vote on this agenda item.

Importantly, the right of way abandonment will not impact the property owners having access to Stevens Road to the North of the Public Safety Building. Nor will there be any impact to the All Rental, Inc. property fronting Buford Highway. Each of these parcels will continue to have the existing curb cuts and access points along Stevens Road.

Financial Impact
None

Attachment: Agenda Report - Abandonment of a Section of Stevens Road (25-7323 : Abandonment of a Section of Stevens Road)

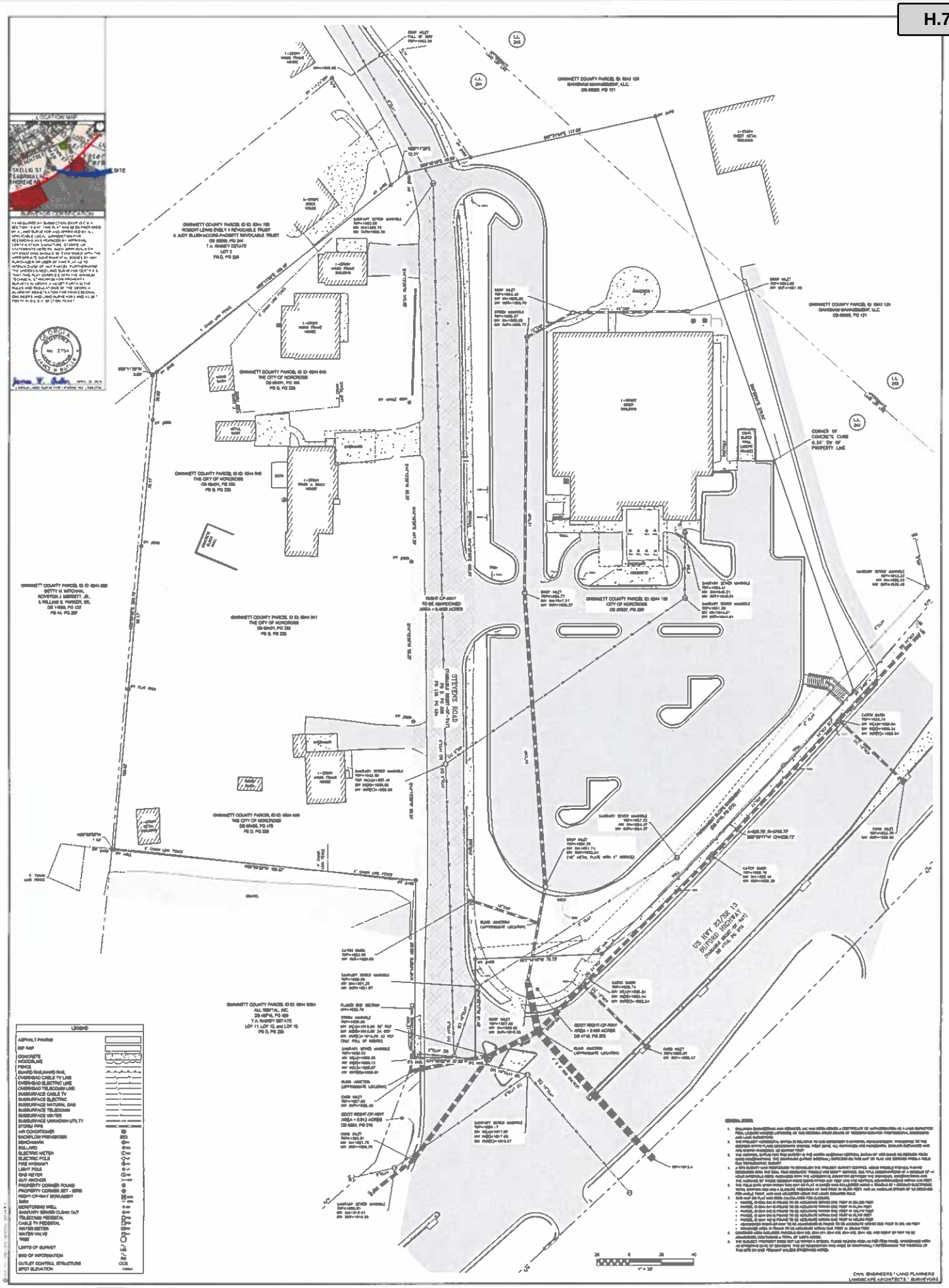
Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

Goal 1: Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.

Goal 2: Continue to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.

Attachments

- Site Plan
- Legal Description
- Resolution Authorizing Abandonment
- Example Notice provided to surrounding property owners



Attachment: Site Plan (25-7323 : Abandonment of a Section of Stevens Road)

Resolution _____

A RESOLUTION PROVIDING FOR THE ABANDONMENT OF STEVENS ROAD FROM THE CITY'S MUNICIPAL STREET SYSTEM MADE IN ACCORDANCE WITH O.C.G.A. § 32-7-2(C)

WHEREAS, the City of Norcross is vested with a right-of-way commonly known as Stevens Road within the corporate boundaries of the City of Norcross (the "City Street") and whereas this resolution concerns only a portion of the street identified and described in the attached Appendix A;

WHEREAS, on account of redevelopment of property surrounding City Street, including the proposed development of certain public infrastructure, portions of the municipal street will cease to be used by the public for throughfare such that no public purpose is accomplished by leaving the street as a part of the municipal street system and/or that the abandonment of the City Street is otherwise in the best public interest;

WHEREAS, a plat or sketch of the portions for abandonment of the City Street is attached and incorporated herein to this resolution as Appendix B;

WHEREAS the City Council and Mayor for the City of Norcross considered the presentation of information, made its determination that the public interest is best served by abandonment, notified the surrounding property owner, and has otherwise met the requirements for the abandonment of the City Street of O.C.G.A. § 32-7-2(c),

NOW THEREFORE IT IS RESOLVED that the Mayor and Council hereby abandons the described portions of the City Street such that those portions shall cease to be a part of the municipal street system;

IT IS FURTHER RESOLVED that the Mayor for the City of Norcross shall have the authority to take such action and execute such documents as are necessary to memorialize the abandonment including but not limited to the execution of a quit claim deed or any other instrument to perfect the abandonment.

SO RESOLVED AND ORDAINED on this _____ Day of May, 2025.

_____
Craig Newton, Mayor
THE CITY OF NORCROSS, GEORGIA

Attested:

_____
Monique Philips, City Clerk

APPENDIX A

—LEGAL DESCRIPTION OF THE ABANDONED PROTION OF THE CITY STREET—

APPENDIX B

—PLAT AND SKETCH OF CITY STREET—

[Property Owner]

[Address]

Dear Neighbor and Resident,

The City of Norcross is proposing to abandon a portion of Stevens Road as a public right of way. Pursuant to Georgia law we are required to provide you notice of that abandonment. This abandonment will be voted upon by the Norcross City Council at its June 2, 2025 Regular Council Meeting.

The extent of the abandonment is detailed in the accompanying drawing. You will see that the abandonment does not limit access to any privately-owned properties along Stevens Road. Rather, only that portion of Stevens Road between city owned parcels will be abandoned. This means that the existing curb cuts and access points on surrounding properties will remain as they currently exist and this abandonment will have no impact on those points of access.

If you have any questions, you may contact the City Attorney, Bill Diehl via email (wdiehl@tokn.com) or by phone (770-925-0111).

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7324	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Action Items for the Historic Women's Club		

Sponsors:

Code Sections:

Attachments:

1. Agenda Report - Action Items for the Historic Women's Club
2. List of Action Items and Costs
3. Report of Facility Condition Assessment, Oct 2024

Title
Action Items for the Historic Women's Club

Drafter
Len Housley and Amir Mahfoozpou

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Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director
Amir Mahfoozpour, City Engineer

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7324

Title: Action Items for the Historic Women's Club

CC: Eric Johnson, City Manager

Recommendation: Approve recommended action items to preserve and protect the Historic Women's Club, located at 65 North Peachtree Street.

Background:
The City of Norcross contracted with Axias to conduct and provide a Facility Condition Assessment Report. The assessment report was provided in October 2024. This report provided renovation/upgrade recommendations and costs to the existing infrastructure only. This report does not include additions or expansion of the facility. These costs totaled $259,685.00

Staff assessed the report and focused on the "Critical", "High", and some "Medium" recommendations to protect and preserve the historic building. The assumptions are that until a long-range project, based on future use is approved, minimal renovations will be made to protect and preserve the facility.

At a minimum, the action items recommended total $34,200.00 with a 15% contingency that totals $39,330.00. There are also options provided if Council wishes to use the building for public use prior to executing an extensive remodel for the facility. Those options would bring the costs to $75,600.00 with a 15% contingency that totals $86,940.00. (See attached for action items and costs)

Per the report, the property does not comply with ADA guidelines given the original construction date and is currently considered grandfathered. Multiple barriers will need to be removed should the property ever be opened to the public. This would include the installation of a ramp to the front entrance, accessible restrooms, a lift or accessible route to the lower level, and modification to parking. As the intended future use of the property is unknown, such costs are excluded until a defined property use is decided.

Financial Impact:
$39,330.00 for recommended actions. $86,940.00 with Options for consideration.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
2. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

- List of Action Items and costs
- Report of Facility Condition Assessment, Oct 2024

Action Items Recommended	Costs	
Environmental Testing (Underway)	$3,200	
Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	$2,200.00	
Spot repairs to both roofs, replace buckled areas, replace damaged shingles/Tar Roof, Fabricate and install chimney cover onto brick fireplace and seal cap.	$8,800.00	
Repair Sofit Damage and repaint	$3,300.00	
Replace gutters and downspouts. Direct water away from the building	$4,000.00	
Clean Ductwork	$900.00	
Replace Cloth insulated wiring	$2,000.00	
Investigate condition of main sanitary sewer lateral	$1,500.00	
2 Exit signs with emergency lighting (Underway)	$600.00	
Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	$7,700.00	
Total	**$34,200.00**	15% Contingency $39,330.00

Action Item Options Recommended ONLY for use of building for a longer period of time, prior to complete remodel/renovation/addition	Costs	
Replace settled concrete sidewalk and steps	$4,000.00	
Renovate both bathrooms (excludes ADA modifications).	$10,000	
Install new suspended ceiling in 1960s addition	$7,000.00	
Replace carpet in 1960s addition	$3,000.00	
Repair ceiling in library area and repaint	$9,000.00	
Possible Asbestos or Lead abatement necessary	$9,000.00	
**Do we make ADA compliant for access?	?	
Total	**$42,000.00**	
Total of both	**$75,600.00**	15% Contingency $86,940.00

Action Item Options NOT Recommended	Costs
Replace both roofs	$43,000.00
Replace windows	$32,000.00
Total	**$75,000.00**

REPORT OF FACILITY CONDITION ASSESSMENT

Norcross Woman's Club

Property Address:
65 N Peachtree St.
Norcross, GA 30071

Prepared For:
City of Norcross
65 Lawrenceville Street
Norcross, Georgia 30071

Prepared By:
Axias
3675 Crestwood Parkway
Suite 222
Duluth, Georgia 30096

Project No. GA24-025
October 14, 2024

Axias
BUILDING VALU

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Appendices

A Capital Expenditure Forecast

B Photographs

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

EXECUTIVE SUMMARY

Introduction

The Norcross Woman's Club is located at 65 North Peachtree Street in Norcross, Georgia. The Carnegie-style Greek revival building was originally constructed in 1921 as the first library to exist in Gwinnett County. An addition was constructed to the west elevation in the 1960's. The property is not currently listed on the National Register of Historic Places but could potentially be a suitable candidate. The property is now under the ownership of The Georgia Trust for Historic Preservation as of August 2024.

The table below provides an overview of the Property.

Facility Overview	
Property Name:	Norcross Woman's Club
Address:	65 N Peachtree St, Norcross, GA 30071
City, State, Zip Code:	Norcross, Georgia 30071
Primary Use:	Community Services / Non-profit
Age of Property:	1921/1960's addition
Years of Renovation:	1960 addition
Gross Square Footage	Building ~ 2,161 SF
Number of Buildings:	One
Number of Stories:	Two

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Assessment

On September 26, 2024, Mr. Jonathan Bailey, LEED AP, EBCP, CCM, CEM and Ms. Elizabeth Hines visited the property to observe and document the condition of the building and site components.

The objectives of the assessment were to:

- Identify the condition of the property and the timing and cost of expenditures required over the next 10 years.
- Determine failure probability of the various systems and components.
- Determine criticality of system and component failure.

To meet the above objectives, we evaluated the current condition of the park, site systems and utilities, and projected future repair and replacement needs required over the next 10 years (study period) from both a timing and criticality (risk of failure) basis.

Financial Requirements

The following section provides a summary of capital expenditures for the site and building systems over the study period. All numbers are shown in the dollar values of the respective years, excluding compounded inflation, and associated soft costs, such as architectural design fees. Refer to the capital expenditure forecast in Appendix A for further details.

Year		Expenditures*
1	2025	$230,385
2	2026	$0
3	2027	$24,300
4	2028	$5,000
5	2029	$0
6	2030	$0
7	2031	$0
8	2032	$0
9	2033	$0
10	2034	$0
	TOTAL	**$259,685**

It should be noted that the above expenditures do not include costs associated with preventative maintenance or corrective maintenance that may arise.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Expenditures by Category

The table below provides a breakdown of expenditures by category. The expenditure categories are defined in Section 1 of this report.

Category	Expenditures
Deferred Maintenance	$223,285
Scheduled Maintenance	$7,100
Capital Renewal	$29,300
Capital Improvement	$0
Energy & Sustainability	$0
TOTAL	**$259,685**

Given the overall condition of the property, most of the expenditures are considered to be Deferred Maintenance. This can be attributed to the lack of capital renewal investments over the years but more so due to repairs that were not completed that have caused collateral damage to the interiors and overall building fabric.

Expenditures by Priority

The table below provides a breakdown of expenditures by priority level. The priority levels are defined in Section 1 of this report.

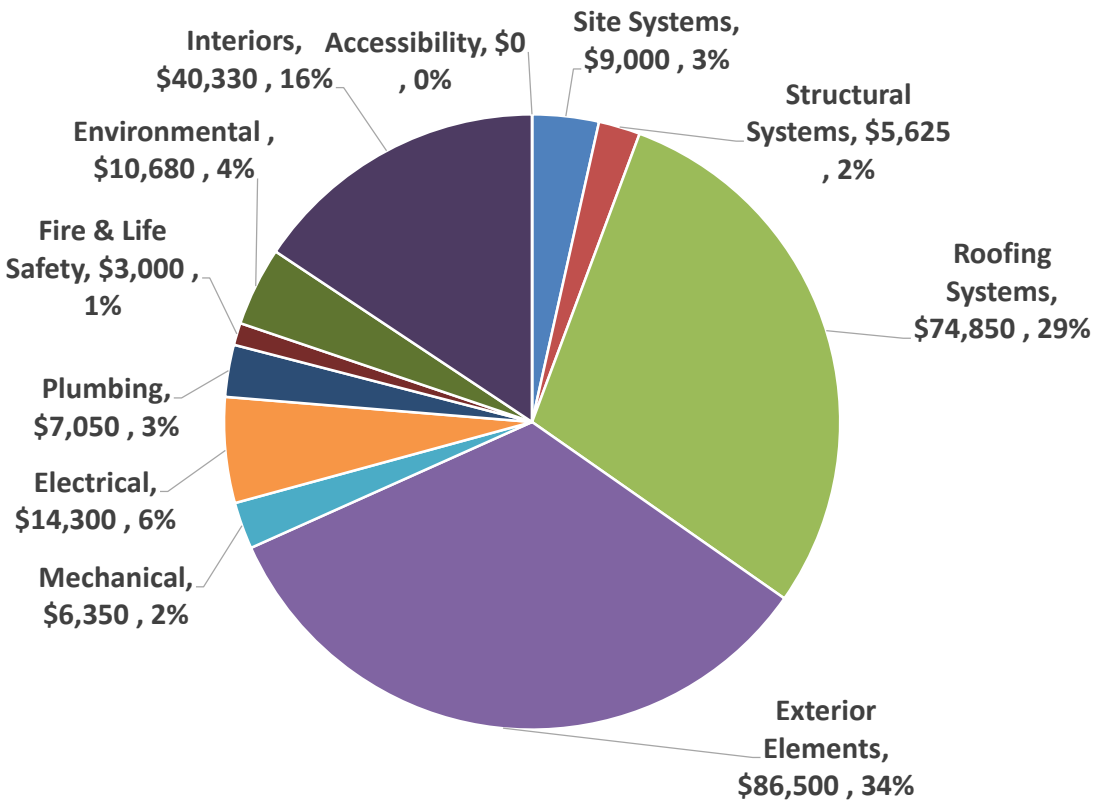
Priority Level	Expenditures
Priority I - Currently Critical	$7,680
Priority II - Potentially Critical	$21,525
Priority III - Necessary / Not yet Critical	$205,600
Priority IV - Recommended	$0
Priority V - Appearance	$24,880
Priority VI - Does Not Meet Codes / Standards	$0
TOTAL	**$259,685**

The priority level for each of the recommendations in the cost table has been developed based on the criteria defined in Section 1; however, most of the expenditures will overlap with or be addressed in conjunction with other recommendations within the cost table. The Priority I item is related to the remediation of the animal waste located above the ceiling of the 1960's addition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Expenditures by System

The chart below shows a graphical breakdown of the expenditures by building system and as a percentage of the overall required expenditures.



From the graph above, expenditures related to restoration of the Exterior Elements account for 34% of the total expenditures recommended. This can be attributed to the condition of the exterior masonry joints, windows, the cornice, and the parapet caps. Roof Systems do show the second greatest need at 29% of the total expenditures recommended. It should be noted that the recommended costs only address the existing conditions and elements of the property and do not consider required improvements for alternative uses. This would include improvements such as making the property full handicap accessible, increased electrical capacity, providing heating and cooling throughout, etc that would likely be required to utilize the property for public events or services.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

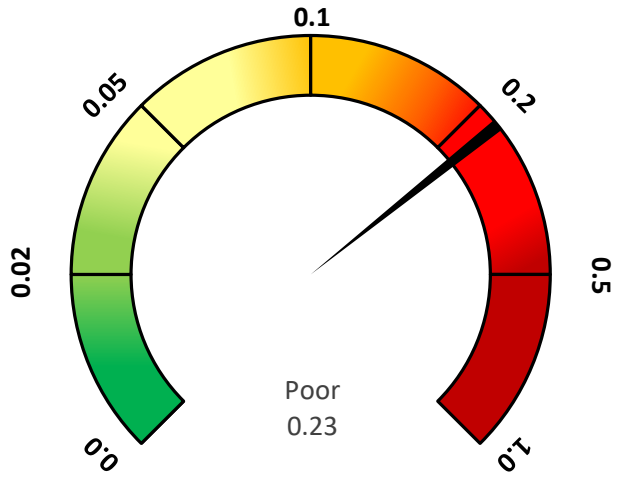
Facility Condition Index

The Facility Condition Index (FCI) provides a relative measure for comparing one building (or group of buildings) to another. This index is a calculation derived by dividing the total project cost for the first year of the study period by the total Current Replacement Value (CRV) of the building, which was calculated based on $350 per square foot, which excludes land costs along with moveable furniture, fixtures, and equipment along with the property value. The replacement value considers the current property use and configuration.

FCI Range	Condition Description
0.00 – 0.02	Excellent Condition, typically new construction
0.02 – 0.05	Good Condition, renovations occur on schedule
0.05 – 0.1	Fair Condition, in need of normal renovation
0.1 – 0.2	Below Average Condition, major renovation required
0.2 – 0.5	Poor condition, total renovation needed
0.5 – 1.0	Complete facility renewal or consideration of replacement

Year 1 Expenditures	Current Replacement Value (CRV)	Facility Condition Index (FCI)
$259,685	$984,200	0.23

Facility Condition Index

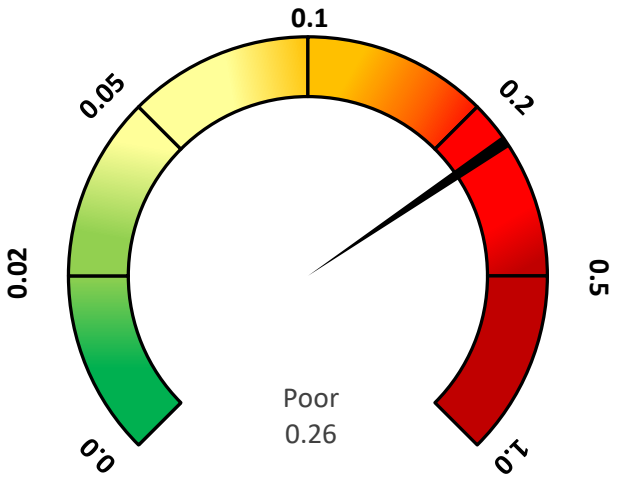


Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

In addition, the Facility Condition Needs Index (FCNI) is similar to the FCI but assists in comparing the expenditure needs of one building versus a group of buildings over a period of time. The FCNI also shows the cumulative effects if the deferred maintenance and capital renewal expenditures are not addressed in a timely manner. This index is a calculation, derived by dividing the total recommended expenditures over the entire 10-year study period by the total Current Replacement Value (CRV) of the building. The index is intended to show the current and future conditions of the building if no capital investment is made over the next 10 years. It should be noted that the FCNI does not account for increased costs due to ongoing deterioration resulting from expenditures not being addressed in a timely manner.

Accumulated Expenditures	Current Replacement Value (CRV)	Facility Condition Needs Index (FCNI)
$259,685	$984,200	0.26

Facility Condition Needs Index



The above information indicates that most of the expenditures for the property are required within the first year. However, if the recommended expenditures are not addressed within the first year, associated costs will likely escalate due to further deterioration and potential collateral damage. The FCNI also does not account for the functionality or suitability of the property in its current configuration and use.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

1.0 SCOPE OF SERVICES & ASSESSMENT METHODOLOGY

The objective of this report is to produce a holistic facilities assessment and capital planning process that will result in a strong and well-developed plan to support strategic capital investment and to identify and reduce risk. In short, the objective is to assess the condition of all building and site systems and develop a prioritized forecast of anticipated capital expenditures over the 10-year study period between 2025 and 2034. This will inform the long-term investment plan for the building by developing an array of projects that can be inputted into a planning model from which sound management decisions can be made to best utilize funding resources. Specific objectives of this study are listed below:

- Identification and documentation of the present condition and risks of the building
- Recommendation of corrections for all deficiencies
- Provision of cost estimates for such corrections
- Forecasting of future facility renewal costs based on documented methodology of the building systems and components
- Developing a Facilities Condition Index (FCI) and Facility Condition Needs Index (FCNI) to illustrate the relative condition of the subject building

The primary purpose of the facilities condition assessment was to identify visually apparent deficiencies in the building systems and site. The evaluation included site visits to observe the building and site systems, interviewing building management and maintenance personnel, and reviewing available maintenance systems, design and construction documents, and plans.

We performed a visual non-destructive assessment of the interior, exterior and site components of each building, including the following major components and systems:

Accessibility. We completed a cursory review of the building for general conformance with applicable accessibility requirements and have reported our findings.

Site Systems. We visually observed the site systems for the removal of stormwater and evidence of poor drainage and/or erosion potential. We also reviewed (where applicable) the condition of pavements, site concrete, retaining walls, fencing, landscaping, playground equipment, athletic fields, basketball and tennis courts, aquatic centers and equipment, site grading, and stormwater drainage features.

Structural Systems. We observed the structures for visible signs of distress and have reported our findings.

Roof Systems. We visually evaluated the condition of accessible roof systems, accessories, and details. In addition, where applicable we discussed existing roof warranties.

Building Exterior Elements. We visually observed the exterior wall systems, windows, and door systems for visible evidence of deficiencies, continuity of seals, and other types of distress and have reported our findings. We reviewed available flashing and connection details for drainage design and observed the condition and placement of expansion joints. Our visual observations were based on those conditions that can be observed from ground level.

Interior Finishes. We visually observed the interior areas of each facility and reported on their general condition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Mechanical/HVAC, Electrical, Plumbing (MEP) Systems. We observed the age and condition of the MEP and related building systems and have commented on their condition and visible deficiencies.

Fire and Life Safety. We observed the age and condition of the fire and life safety elements and have commented on their condition and any visible deficiencies. The elements surveyed included structural fire protection, means of egress, fire suppression systems, and fire detection and alarm systems.

Conveyance Systems. We visually evaluated the condition of the conveyance systems.

The recommendations provided in the report focus on the existing property, use, and configuration and generally excluded associated cost to improve the functionality or repurposing of the property, such as accessibility upgrades to accommodate public events or assemblies. As the future use of the property is unknown to us at the time of writing this report, we are unable to provide accurate recommendations and cost information on such plans.

The report does not include an evaluation of the National Register of Historic Places eligibility or significance, nor did the report evaluate the historic integrity of materials or features of the building.

Opinion of Cost

Opinions of cost presented within this report are based upon experience with past costs for similar projects, consulting with local specialty contractors, client provided information, city cost indexes, construction costs developed by construction resources such as RS Means and assumptions regarding future economic conditions. Actual cost estimates are determined by many factors, including but not limited to, choice and availability of materials, choice, and availability of qualified contractors, regional climate zone, quality of existing materials, site compatibility, and access to the subject property and buildings. If any cost items listed are considered critical in decision making regarding this property, we recommend that contractor or supplier quotations be obtained for those items before making final decisions about this property. Opinions of cost also typically exclude design fees, contractor markups, insurances, permits, and other associated soft costs.

Costs for work that we consider as normal maintenance for a commercial facility, including items which can be completed for less than $2,000, work normally performed by the on-site maintenance staff, or work which is routinely contracted, may not be included in our cost evaluation but may be listed as maintenance/operational items.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Useful Life Development

A fundamental part of any capital planning process is the development of the Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for each piece of equipment. EUL considers the life of a system or component of that system while RUL considers the remaining life of that system.

We developed our EUL and RUL based upon the determined condition, our professional experience, and the criticality of the system. Additional factors can also impact the RUL of a system, such as the level of maintenance that is carried out. The EUL is typically derived from industry standard publications, while the RUL is typically derived by location specific factors.

Expenditure Categories & Priorities

Axias has assigned a classification category for each recommendation regarding why the recommendation should be completed. We have classified each recommendation by one of the five classifications:

Category	Definition	Description
SM	Scheduled Maintenance	Scheduled maintenance is major maintenance that is typically required to maintain effective operation of an asset and/or prolong the lifecycle. This does not include items related to preventative maintenance activities and typically have a requirement total of over $2,500.
CR	Capital Renewal	Capital Renewal projects correct unacceptable conditions caused by aged building components which will exceed their useful life cycle within the next ten years. These items generally function as originally intended. If execution of Capital Renewal projects is deferred for an inordinate amount of time, conditions may deteriorate, and the projects may be re-categorized as Deferred Maintenance.
DM	Deferred Maintenance	Deferred Maintenance is maintenance or repair that is past due. This work will return a component or system to an acceptable condition, prevent physical depreciation or loss in the value of a building, minimize or correct wear, and maintain the maximum reliability and current useful life of the facility or component.
ES	Energy & Sustainability	When the repair works, or replacement of equipment, or systems are recommended to improve energy and sustainability performance.
CI	Capital Improvement	When a recommendation to install or upgrade a system component improves or enhances the performance or functionality of the facility.

In addition to the classification category, we have assigned a priority rating for each recommendation to detail the timeframe of when the recommendation should be completed. We have prioritized each recommendation by one of the five classifications:

Priority	Definition	Description
I	Currently Critical	Conditions in this category require immediate action to either correct a cited safety hazard, stop accelerated deterioration, or return a facility/system to operation.
II	Potentially Critical	Conditions in this category, if not corrected expeditiously, will become critical within a year.
III	Necessary / Not yet Critical	Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
IV	Recommended	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.
V	Appearance	Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.
VI	Does Not Meet Codes / Standards	Conditions in this category include items that do not conform to existing codes but are "grandfathered" in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

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2.0 ACCESSIBILITY

During our site visit, a limited visual assessment for compliance with accessibility requirements was made. This report identifies physical barriers to accessibility that we observed. Our cursory review is not to be considered a full accessibility survey. A full accessibility compliance survey may reveal further aspects of the facility which are not accessible.

The ADA is a civil rights legislation enacted by the United States Congress on July 26, 1990. The ADA is not a building code. The United States Department of Justice published revised regulations for the 1990 ADA on September 15, 2010. The regulations adopted revised accessibility standards called the 2010 ADA Standards for Accessible Design that replaced the 1991 Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Applicability

Determination of which standard (1991 ADAAG or 2010 ADA Standard) is applicable to this facility and the "maximum extent feasible" is beyond Axias' scope of work. We recommend consultation with legal counsel and, if determined necessary, the development and implementation of a plan for physical barrier removal that satisfies the requirements of the ADA.

The ADA in its purest form relates only to facilities occupied or significantly altered after March 13, 1991. As this building was constructed before the implementation of the ADA guidelines, the facility is not required to comply with the guidelines; however, it is recommended to remove any existing barriers where feasibly possible and in a manner that will not affect the historical architectural character of the property.

Description

The table below provides a summary of the cursory accessibility review at the building:

ADA ACCESSIBILITY					
Item		**Yes**	**No**	**N/A**	**Comments**
A. Building History					
1	Has an ADA survey previously been completed for this property?		×		
2	Have any ADA improvements been made to this property since original construction?		×		
3	Was the first occupancy at the subject property achieved after March 13, 1991?		×		
4	Has building ownership or building management reported receiving any ADA related complaints or litigation that have not been resolved?			✓	Axias is unaware of any past or present complaints or litigation concerning ADA compliance at the property.

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B. Parking					
1	Do designated accessible parking spaces appear to be provided in sufficient number at appropriate locations?		×		Only street parking is provided on Buchanon St.
2	Do appropriate transitions from paved areas to sidewalks appear to be provided?		×		
3	Do walkway slopes/cross slopes appear to be adequate and not excessive?		×		The slope on the north sidewalk exceeds allowable limits.
4	Do walkways appear to be the correct width, and clear of obstructions, including overhanging limbs or vehicles that encroach?		×		Tree limbs to overhang the sidewalks on the north side.
5	Do ramps appear to have appropriate handrails and edge protection?			✓	No ramps are provided.
6	Do building entry point/access doors appear to be provided along an apparent accessible route?		×		North entrance is accessible, east entrance is provided w/ steps.
7	Do the main entrances appear to be barrier free and readily accessible (that is, no steps, obstacles, or revolving doors)?		×		
C. Exterior Accessible Route					
1	Is an accessible route present from public transportation stops and municipal sidewalks on the property?	✓			The building is located along City sidewalks.
2	Are curb cut ramps present at transitions through curbs on an accessible route?	✓			
3	Do the curb cut ramps appear to have the proper slope for all components?	✓			
4	Do ramps on an accessible route appear to have a compliant slope?			✓	
5	Do ramps on an accessible route appear to have a compliant length and width?			✓	
6	Do ramps on an accessible route appear to have compliant end and intermediate landings?			✓	
7	Do ramps on an accessible route appear to have compliant handrails?			✓	
D. Building Entrances					
1	Do a sufficient number of accessible entrances appear to be provided?		×		Only bottom level / North side is ADA accessible.
2	If the main entrance is not accessible, is an alternate accessible entrance provided?		×		ADA access to the first floor is not provided from the lower level.
3	Is signage provided indicating the location of alternate accessible entrances?		×		
4	Do doors at accessible entrances appear to have compliant clear floor area on each side?	✓			

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5	Do doors at accessible entrances appear to have compliant hardware?		×		
6	Do doors at accessible entrances appear to have a compliant clear opening width?	✓			
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them?			✓	
8	Do thresholds at accessible entrances appear to have a compliant height?	✓			
E. Interior Accessible Routes & Amenities					
1	Does an accessible route appear to connect with all public areas inside the building?		×		*Accessible route between floors is not provided.*
2	Do accessible routes appear free of obstructions and/or protruding objects?			✓	
3	Do ramps on accessible routes appear to have a compliant slope?			✓	
4	Do ramps on accessible routes appear to have a compliant length and width?			✓	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings?			✓	
6	Do ramps on accessible routes appear to have compliant handrails?			✓	
7	Are adjoining public areas and areas of egress identified with accessible signage?			✓	
8	Do public transaction areas have an accessible, lowered counter section?			✓	
F. Interior Doors					
1	Do doors at interior accessible routes appear to have compliant clear floor area on each side?		×		
2	Do doors at interior accessible routes appear to have compliant hardware?		×		
3	Do doors at interior accessible routes appear to have compliant opening force?	✓			
4	Do doors at interior accessible routes appear to have a compliant clear opening width?		×		*Restroom door at addition is not accessible.*
G. Elevators					
1	Are hallway call buttons configured with the "UP" button above the "DOWN" button?			✓	
2	Is accessible floor identification signage present on the hoist way sidewalls?			✓	
3	Do the elevators have audible and visual arrival indicators at the entrances?			✓	
4	Do the elevator hoist way and car interior appear to have a minimum compliant clear floor area?			✓	

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5	Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions?			✓	
6	Do elevator car control buttons appear to be mounted at a compliant height?			✓	
7	Are tactile and Braille characters mounted to the left of each elevator car control button?			✓	
8	Are audible and visual floor position indicators provided in the elevator car?			✓	
9	Is the emergency call system at the base of the control panel and does not require voice communication?			✓	
H. Toilet Rooms					
1	Do publicly accessible toilet rooms appear to have a minimum compliant floor area?		×		*Neither restroom is ADA accessible.*
2	Does the lavatory appear to be mounted at a compliant height and with compliant knee area?		×		
3	Does the lavatory faucet have compliant handles?		×		
4	Is the plumbing piping under lavatories configured to protect against contact?		×		
5	Are grab bars provided at compliant locations around the toilet?		×		
6	Do toilet stall doors appear to provide the minimum compliant clear width?		×		
7	Do toilet stalls appear to provide the minimum compliant clear floor area?		×		
8	Do urinals appear to be mounted at a compliant height and with compliant approach width?		×		
9	Do accessories and mirrors appear to be mounted at a compliant height?		×		

Condition & Recommendations

The property was noted to not be compliant with the ADA guidelines given the fact that it was built before 1991. Significant alterations would need to be completed to make the property fully accessible. Any future plans for the property should consider the future intended use as well as the requirements to remove existing barriers.

The building has street parking along City sidewalks at the north entrance into the addition, but these parking spaces are not accessible given the slope of the street and sidewalks. The main entrance to the original structure is not accessible due to the front steps, and an accessible route to the 1960's addition entrance is not provided from the main entrance due to the topography of the site. Once within the 1960's addition, circulation throughout the building is limited to that level due to no conveyance systems or wheelchair lift being provided. These conditions do present significant barriers that will need to be considered once the future use of the building is determined.

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The restroom in the addition is located off the main meeting area in a small room shared with the air handling unit. The other restroom is located off the kitchen and is accessed via stairs due to the toilet being on a raised platform. Given that the building was constructed prior to the implementation of the ADA, we have excluded upgrades required to make the restrooms compliant. Additional planning would need to go into constructing an accessible restroom given the current building layout.

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3.0 SITE FEATURES

Description

The structure is located on a 0.19 acre of land located at the corner of Buchanan Street and North Peachtree Street, that slopes moderately from the south to north. Cast-in-place concrete sidewalks are along the street facing sides of the property. The main entrance to the original structure is located off North Peachtree Street and accessed via a cast-in-place concrete sidewalk and concrete steps with painted tubular steel railings. An additional concrete sidewalk that parallels Buchannon Street leads down to the entrance of the 1960's addition. Additional cast-in-place concrete steps with painted steel railings are provided along the route due to the topography of the property.

The structure occupies most of the site with the remainder provided with various landscaping elements, manicured lawns, and wooded areas. Mature trees are provided throughout the property. Portions of the property are overgrown with ivy, primarily at the rear of the 1960's addition, or have areas of organic growth, such as moss.

A memorial garden/sitting area is located at the northeast corner of the property that includes bench seating and a garden arch trellis. Railroad tie retaining walls are provided at two sides of the garden area.

Site lighting at the property is limited to City street lighting and limited exterior lighting at the main entry alcove.

A historical marker and flagpole are located at the front of the property off the main sidewalk.

Condition & Recommendations

The site elements appeared to be in fair to good condition. The sidewalks appeared to be in fair to good condition with select sidewalk panels noted to have settled or heaved creating a trip hazard. It is recommended to replace these sidewalk sections in the near-term.

The steps on the north side of the property along Buchannon Street have settled and been displaced by tree roots. The damage appeared to be significant, and the steps should be replaced in the near-term. Due to the tree routes, it may not be possible to place the steps in the same location without removing the roots. A certified arborist should be consulted to determine if removing any of the roots would impact the health of the respective tree before completing any work.

The landscaped areas appeared to be in fair condition. The areas at the back of the property should be maintained including the removal of ivy and fallen leaves. We did note water ingress into the addition where the restroom is located which is likely due to the grade level and leaves being above the height of the floor slab allowing water to ingress into the building.

A tree located toward the northwest corner of the property appears to have either partially fallen previously or has grown at an approximate 45° angle which could potentially make it a risk for falling. It is recommended to have the tree inspected and removed if a potential hazard. The remaining trees should be trimmed to remove overhanging branches.

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4.0 STRUCTURAL SYSTEMS

Description

The original structure, built circa 1921, is likely built on concrete strip foundations supporting the stone masonry foundation walls. The superstructure typically consists of perimeter multiple wythe brick masonry walls with intermediate structural brick piers, supporting a wood framed trussed roof. This roof structure is understood to be comprised of the original roof trusses and decking.

The1960's addition is also likely built on concrete strip foundations with load bearing perimeter concrete masonry unit walls covered with a brick veneer. The load bearing perimeter walls support site-built wood trusses.

The lower level of the original structure and the addition are provided with a cast-in-place concrete slab-on-grade. The main level of the original structure is constructed of wood framing with intermediate wood columns which are supported by isolated concrete piers. Approximately 50% of the area below the main level is open crawl space, which is provided with a vapor barrier.

Condition & Recommendations

Overall, the structural systems appeared to be in fair to good condition with no significant structural deterioration noted. As noted within the Site Systems Section of this report, water ingress was noted on the south/rear elevation of the 1960's addition at the restroom. This is likely due to the grade in that area allowing water to enter the building. This area should be regraded, and a proper foundation drain installed to remove water away from the building foundation. It is also recommended to reapply the waterproofing membrane at areas where the site cannot be regraded properly.

Areas within the crawlspace appeared to be in good condition with no evidence of water infiltration noted at the time of our assessment. The foundation walls also appeared to be in good condition with no instance of cracking or settling noted at observable areas.

We did note some potential movement where the 1960's addition meets the original structure, as it appeared that some materials have pulled away from the original structure creating a wider gap between the two structures. The construction detail at these locations did not appear to allow for movement from the beginning and it appears that over time, some movement has occurred. It should be noted that there were no instances of stair-step or shear cracking within the interior or exterior masonry of the addition, only what appears to be the widening of the construction joint between the two structures. It is recommended to complete crack monitoring of these locations to determine if the movement is ongoing or just a product of minor settlement. Once further investigation is completed, it is recommended to seal these construction joints with a sealant appropriate for the application.

The roof structure of the 1960's addition was accessed. The roof trusses appeared to be in good condition; however, we did note localized damage to the roof decking, which will need to be replaced in conjunction with the asphalt shingle roof.

A Roof Structure Conditions Report issued by Barker, Cunningham, Barington, PC and dated October 5, 2017, was reviewed. The assessment did include some destructive investigation to observe the underside of the roof deck at the original structure. The access point for the assessment remains open; however, access was not available at the time of our assessment. Based on the noted conditions of the report and observed conditions of the interior ceiling finishes in the area, the roof deck will likely be in fair to good condition. Some isolated roof decking may require replacement during the roof replacement project and such costs have been included within the roof replacement cost recommendation.

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5.0 ROOFING COMPONENTS

Roofing Systems

Description

The main roof of the original structure consists of modified bitumen rolled roof membrane. The buildup/detail of the complete roof system is unknown. The roof is enclosed on three sides with parapets which are extensions of the exterior façade. Parapets are flashed utilizing a similar material to the main roof, which appears to be lapped over the wall and capped with limestone and then wrapped with unfinished metal.

The roof slopes from the east to west to convey stormwater to the box gutters installed along the western edge of the roof with a single downspout provided at the southwest corner. Select sections of the gutter appear to have gutter guards.

The addition consists of a sloped asphalt shingle roof. The addition section of the building has open top aluminum gutters at the eaves of the building. Counter flashing at the extension's back brick façade of the original structure appends the transition from the original to the addition.

Condition & Recommendations

The main roof appeared to be in poor condition with wrinkling of the membrane and bridging of the parapet flashings. The roof appeared to have been repaired multiple times with the seams, laps, and joints of the metal cap sealed with an asphaltic based roofing cement. Indications of current or historical roof leaks were not evident within the interior of the building, except for any area of destructive exploration created during the Roof Structures Condition Assessment as previously noted. Based on the noted conditions of the roof membrane, it is recommended to remove the existing roofing system down to the deck, repair any damaged roof deck and install a new roof system with a TPO roof membrane. Parapet flashings should also be replaced in conjunction with the roof and the repairs to the parapet caps discussed in the Exteriors Section of this report. It is recommended to complete materials testing to determine if any asbestos or polychlorinated biphenyls (PCBs) containing materials are present.

The roof at the addition was in poor condition. The soffit had severe deterioration and damage on the south side of the building, along with some minor deterioration on the north. Potential roof deck damage was also noted when observing the underside of the roof deck. Based on the condition of the roof and deck, it is recommended to replace the asphalt shingle roof in the near-term.

The gutters and downspouts appeared to be in poor condition. We did note instances of damaged gutters as well as downspouts which drained to grade adjacent to foundations. Based on the condition of the gutters and downspouts, it is recommended to replace them in conjunction with the roof replacements. The downspouts should be tied into a drainage system in order to ensure stormwater is directed away from the structure.

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6.0 BUILDING EXTERIORS

Description

The exteriors consist of traditional red iron-oxide bricks laid in a running bond pattern, with untinted mortar. The original portion of the structure features embellishments in the form of corbelled brick ledges and painted wood cornices at the front-facing elevations. Rough-cut granite stone foundation walls are exposed along the bottom edge of the same elevations. The stones are natural-faced granite with untinted concave mortar infill. Brick pillars detail each of the corners of the building exterior. Stone lintels and sills are utilized at window openings, while the main entryway and doorway also feature a stone lintel at each. The top of the masonry wall is topped with a limestone cap which is wrapped with metal.

Architectural detailing in the form of masonry lettering adorns the front entryway along with two rounded American Colonial (Tuscan) columns, a set of concrete steps, and metal handrails.

The 1960's portion of the building features unembellished brick walls with soldier bricks along the top edge, and pitched row-lock brick sills at windows. Painted wood facias, soffits, and bargeboards delineate the perimeter at roof overhangs.

Windows at the building consist of single-hung wood-framed multi-lite windows painted to match trim detailing. At the original portion of the building, sills are profiled frames and at the 1960's portion, sills are pitched wood surfaces. Glazing at each window is single pane and untinted. The main entrance at North Peachtree Street features a solid wood door package with multi-lite glazing set between two side-lites of matching design. A wood screen-door is installed outside the main door. At the rear entry, off Buchanan Street, is a set of painted solid wood paneled doors with partial multi-lite glazing, set in a metal frame.

There were no notable control joints at the exterior, and construction joints abutting masonry typically consisted of simple mortar. Fenestration openings along the exteriors utilized wood frames, masonry, and fitment for sealing out moisture. Weepholes at masonry walls were not observed.

Condition & Recommendations

The exterior elements at the original structure appeared to be in fair condition. Areas of deteriorated mortar joints were noted, primarily at the tops of the walls above the ledge that runs along the upper portion of the exterior walls. Organic growth was also noted at the northwest corner of the original structure, likely due to the area not receiving sufficient sunlight. Only a few spalled bricks were noted. Based on the condition of the exterior masonry elements, it is recommended to budget for a masonry restoration project. This should include removal of deteriorated mortar joints and placement of new mortar joints. The restoration work should be completed in a manner that does not impact the historical character of the property.

The limestone cap provided at the tops of the masonry walls appeared to be in poor to fair condition. The limestone has been wrapped with metal likely due to deteriorated mortar joints and potential water ingress. The metal capping is now in poor condition and should be removed and the limestone repaired. Although not completely visible, the limestone caps did appear to be intake with only deteriorated mortar joints. It is recommended to remove the caps and provide a proper flashing detail, and then re-install the limestone.

The cornice at the front elevations appeared to be in poor condition with sections of damaged wood noted. In addition, the top of the cornice was capped with painted metal, which appeared to be rusting in some areas. There also appears to be no flashing detail tying the cornice into the façade. It is

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recommended to budget for restoring the wood cornice detail which should include replacement of damaged wood, replacement of the metal cap, and providing a flashing or type of detail to ensure water is directed away from the façade.

The exterior windows appeared to be in fair condition with instances of damaged wood at sashes and frames. We also noted that the original windows no longer appeared operable as most of the window sash cords were no longer fixed. Given the age and condition of the windows, it is recommended to budget for their replacement. It is recommended to replace the windows with a similar style window to not detract from the historical character of the property should it ever get placed on the National Register of Historic Places. Should budgets not be able to support replacement of all windows, select windows could be refurbished in lieu of complete replacement. Any such work should include testing of the exterior paint to confirm the presence of lead as well as consulting with a historic preservationist to determine an appropriate window replacement.

The exterior doors appeared to be in fair to good condition. The doors were operable at the time of our site assessment and should remain serviceable throughout the term with periodic repairs and repainting.

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7.0 BUILDING INTERIORS & FINISHES

Description

The original library area on the main level consists of stained red oak hardwood flooring, painted plaster walls, and painted plaster ceiling with wood purlins spaced throughout. Stained wood trim is provided around the windows along with stained crown molding. A built-in wooden bookcase lines the perimeter of the interior walls.

Interior finishes at the 1960's addition consist of low pile roll carpeting, painted concrete masonry unit and granite walls, and a suspended acoustical tile ceiling. Doors consist of painted wood set in wood frames with knob hardware.

There are two restrooms – one that is accessed via the kitchen and the other one in the addition portion. Restroom finishes include a combination of beadboard ceiling, beadboard wall panels and wallpaper finishes, and carpeted flooring. Both restrooms are provided with a porcelain toilet; however, only the kitchen restroom provides a porcelain sink.

The kitchen area finishes consist of linoleum flooring, painted plaster, granite walls, and a beadboard ceiling. The kitchen is provided with cabinetry and a laminated countertop. Appliances are limited to a dishwasher.

A painted wooden staircase located in the kitchen provides access between the first floor and second, which is accessible via the main entrance from the exterior.

Condition & Recommendations

Interior finishes within the addition area were in poor to fair condition with signs of distress, peeling paint and/or deterioration. Animal waste was noted on top of the ceiling tiles throughout the entire space. We have included an allowance to remediate the animal waste, which will likely have to include the complete demolition of the suspended ceiling. Once this is completed, a new suspended ceiling will need to be installed. We also noted that the carpet in the addition was saturated due to the noted exterior issues. Once the remediation is complete, the carpeting should also be replaced.

The condition of the restrooms was fair condition but dated. It is recommended to renew the finishes in the restrooms. Upgrades for ADA compliance have been excluded as to make the restrooms compliant, a significant reconfiguration would be required.

Finishes in the kitchen were fair but dated; however, the linoleum flooring was peeling and will need to be replaced within the study period.

The finishes within the main library area were in fair condition, with some peeling paint noted at the walls. There still exists a hole in the ceiling where a roof inspection was completed in 2017 assessing the leaks. The ceiling was also noted to be sagging in some locations. It is recommended to repair the damaged plaster ceiling and correct any sagging areas. The associated costs to repair the ceiling may vary based on the extent of the repairs once the work begins. Once complete, the ceiling and remaining areas should be repainted.

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8.0 MECHANICAL SYSTEMS

Description

Conditioned air for the 1960's addition is provided by one split system air conditioning unit. The split system consists of a grade mounted condensing unit along with an interior natural gas fired furnace and evaporative coil. The natural gas furnace was manufactured in 2008 by International Comfort Products with a rated capacity of 40,000-btuh, while the condensing unit was manufactured by ComfortMaker in 2008 with a rated capacity of 2-tons. Conditioned air is typically distributed through metal ductwork. The split system is controlled via a wall mounted programmable thermostat.

A ceiling mounted ventilation fan is provided at the activity/meeting room area of the 1960's addition and is controlled by a local switch. It is anticipated that this was installed at the time of construction and the split system unit was installed at a later date.

The original structure is not provided with a means of mechanical air conditioning. Ventilation and circulation of air is provided by any remaining operable windows and a ceiling fan. The original library space is provided with a chimney and was likely heated with a wood or coal burning stove.

Condition & Recommendations

The split system unit appeared to be in fair condition. The unit was operational in both heating and cooling modes at the time of our site visit. These types of systems typically have a 20-year service life and should be budgeted for replacement in the near-term.

Once the renovation/remediation of the 1960's addition is completed, it is recommended to clean the interior ductwork to remove any buildup of debris or contaminants.

The ventilation fan was operational at the time of our site visit. With the installation of the split system, the fan can be removed if desired.

Installation of a heating and cooling system within the original structure has not been considered by this report due to the various system types and configurations. If windows are repaired, this could provide additional natural ventilation within the space for future events. However, should a heating and cooling system be required based on the future use of the property, the system should be installed in a manner that does not detract from the architectural character and features of the interiors.

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9.0 ELECTRICAL SYSTEMS

Description

Electrical service is provided via an overhead 120/208-volt single-phase supply to an electrical service mast and meter on the north elevation. The meter feeds a 100-amp main breaker panel manufactured by SquareD located within the small restroom in the 1960's addition. Main conductors serving the panel are aluminum, while copper conductors appear to be utilized for all branch wiring.

Lighting throughout the building varied based on the area of use. Lighting fixtures typically consist of T-12 & T-8 fluorescent light fixtures, surface mounted fluorescent lights, ceiling fans with light kits, and basic single lamp fluorescent lights. Lighting is typically controlled via local switch or pull string.

Telecommunication, data, intrusion detection, or cable services were not noted at the property.

Condition & Recommendations

The electrical service appeared to be in fair condition. Thermographic scans of the panel did indicate potential loose connections and select breakers which should be tightened. Some cloth insulated wiring was noted above the ceiling in the 1960's addition leading to the original structure. We were unable to determine if it was still in use and what it served as the panel directory was not accurate. It is recommended to trace the circuit down and replace the cloth insulated conductors in the near-term.

The main breaker panel appears to date to the time of the 1960's addition, with various breakers having been replaced since the installation. Based on the age of the panel, it is recommended to budget for the replacement of the panel in the mid-term or in conjunction with any future major renovation.

It should be noted that if additional electrical loads are required for future use, the electrical service would likely need to be upgraded. This analysis has been excluded due to the unknown future use and future electrical load profile.

Lighting throughout the building was functional but appeared dated. It is recommended to replace the fluorescent fixtures throughout during the interior renovations.

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10.0 PLUMBING SYSTEMS

Description

Domestic water service appears to enter the building on the north elevation, off Buchanan Street. The domestic water piping observed within the crawlspace is a combination of copper and galvanized piping. Domestic hot water is provided by an electric storage tank water heater.

Plumbing fixtures throughout the building typically consist of floor mounted water closets and lavatories are typically wall mounted. A lavatory is not provided in the 1960's additional restroom and was likely removed for the installation of the air handling unit.

Sanitary waste systems observed consists of cast iron piping and PVC. The restroom off of the kitchen area is on a raised platform. The adjacent lavatory, kitchen sink, and dishwasher all appear to drain to a sump pump located in the crawlspace; however, the toilet is believed to tie into a separate sanitary sewer main as a cast iron drain line with PVC repairs was noted running beneath the sump pump.

Condition & Recommendations

The main domestic water service and distribution were in fair condition. It is recommended to replace all remaining galvanized piping throughout the building.

The water heater is located in a corner of the kitchen cabinets and is only accessible by removing the dishwasher, so access to the water heater was restricted. Based on the anticipated age of the water heater, it is recommended to budget for its replacement in the near-term.

The observable sanitary piping appeared to be in fair condition. We did note that the discharge piping does slope back toward the pump instead of away. The pump is provided with a check valve, but it is recommended to adjust the slope of the pipe so that it slopes away from the pump. The toilet in the restroom off the kitchen was noted to have a sign indicating not to use the toilet. Given that we were unable to identify where the main sanitary line exits the building and its unknown condition, it is recommended to budget for further investigation of the internal piping and investigate why the toilet should not be utilized.

Should the property ever undergo an extensive renovation, relocation and configuration of the restrooms should be considered. In addition, a new sanitary sewer main should be provided.

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11.0 FIRE AND LIFE SAFETY SYSTEMS

Description

The fire and life safety systems at the property are limited and typically only include battery-operated smoke detectors. The property is not provided with a fire sprinkler system or a monitored fire detection and notification system.

There are only two means of egress from the building as detailed throughout this report. Vertical circulation from the main level to the lower level is provided by wood steps with wood handrails. Emergency exit signage and/or lighting is not provided. A posted Certificate of Occupancy notes an approved occupant load of 70.

Condition & Recommendations

The means of egress appeared to be compliant with the codes enforced at the time of construction. Future renovations or changes of use type will likely need a detailed life safety code assessment as part of the design effort. This should evaluate any potential code improvements that would be required as part of any future renovation.

The handrails on the steps do not meet current codes but are considered to be grandfathered based on the date of construction. Should the building ever undergo an extensive renovation, the handrails will likely be required to be modified to comply with current codes.

Battery operated smoke detectors should be replaced as the date of installation is unknown. In addition, a carbon monoxide detector should also be installed near the natural gas furnace. Emergency exit lights and signage should be installed where required.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

12.0 CONVEYANCE SYSTEMS

Description

There are no conveyance systems at the property.

Condition & Recommendations

Depending on the future use of the property, an accessible lift may be required to make the property fully accessible; however, given that the future use and configuration of the property is not known at this time, the installation of a lift has been excluded from this report.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

13.0 ENVIRONMENTAL REVIEW

Description

As part of our assessment, we completed a visual review of the property for potential hazardous materials, such as lead-based paint and asbestos containing materials, and conditions that would impact the indoor air quality. It is recommended to complete a more detailed assessment and include material testing prior to the commencement of any work at the property.

Based on our visual assessment, there are several potential asbestos containing materials present at the site and include the exterior sealants, roofing materials, and the ceiling tiles in the 1960's addition. Lead-based paint potentially could be present in the exterior and interior paint. At the time of our site assessment, there was minimal pealing or flaking paint noted.

Condition & Recommendations

Indoor air quality testing to determine the presence of any suspect microbial growth was not completed as part of our assessment scope. We did note evidence of animal activity in the ceiling plenum of the addition, as animal waste was noted on top of the ceiling tiles. This does present an indoor air quality risk and should be remediated immediately.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Appendix A

Capital Expenditure Forecast

Axias
BUILDING VALUE

Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Accessibility																									
1	The property does not comply with ADA guidelines given the original construction date and is currently considered grandfathered. Multiple barriers will need to be removed should the property ever be opened up to the public. This would include the installation of a ramp to the front entrance, accessible restrooms, a lift or accessible route to the lower level, and modification to parking. As the intended future use of the property is unknown, we have excluded such cost recommendations until a defined property use is provided.																								$0
Site Systems																									
1	Replace settled concrete sidewalk and steps	III	DM	3	3	3	3	12	High		1	1	ALLOW	$4,000	$4,000										$4,000
2	Replace railroad tie retaining wall	III	SM	5	4	4	4	17	Low		1	80	SF	$25	$2,000										$2,000
3	Have arborists inspect the trees on site and trim/remove trees where necessary.	III	DM	4	3	4	4	15	Medium		1	1	ALLOW	$3,000	$3,000										$3,000
Structural Systems																									
1	Provide/repair foundation drain at building addition and replace waterproofing at below grade walls .	II	DM	3	3	4	3	13	High	20	1	85	LF	$25.00	$2,125										$2,125
2	Complete destructive investigation and repairs to examine condition of wood framing at southwest elevation of addition where water ingress noted. Actual costs could vary based on findings.	II	DM	3	3	4	4	14	Medium	20	1	1	ALLOW	$3,500	$3,500										$3,500
3	Complete crack monitoring at construction joint and repair/seal joints.	III	DM	4	3	4	4	15	Medium	20	1	1	ALLOW	$2,000	$2,000										$2,000
Roofing Systems																									
1	Replace the asphalt shingle roof. Include allowance for deck replacement.	II	DM	3	3	3	3	12	High	20	1	1,200	SF	$8.00	$9,600										$9,600
2	Replace low-sloped roof. Includes allowance for potential environmental abatement, structural repairs, base flashings, and deck replacement.	III	DM	3	3	4	4	14	Medium	20	1	970	SF	$60.00	$58,200										$58,200
3	Repair damaged soffit and repaint.	II	DM	3	3	3	3	12	High	15	1	110	SF	$30.00	$3,300										$3,300
4	Replace gutters and downspouts. Include gutter guards and modifying downspouts to discharge away from building.	III	DM	3	3	4	4	14	Medium	20	1	150	LF	$25.00	$3,750										$3,750

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Axias
BUILDING VALUE

Building: Norcross Woman's Club
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Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Exterior Elements																									
1	Complete masonry restoration of brick exteriors and chimney. Includes limestone wall cap repairs/restoration. Actually cost may vary based on further analysis of the mortar integrity.	III	DM	3	3	4	4	14	Medium	25	1	350	SF	$120	$42,000										$42,000
2	Repair and repaint wood cornice.	III	DM	3	3	4	4	14	Medium	25	1	90	LF	$150	$13,500										$13,500
3	Replace windows (large windows 7' x 3').	III	DM	3	3	3	4	13	High	25	1	4	EA	$2,500	$10,000										$10,000
4	Replace windows (smaller at addition 5' x 3').	III	DM	3	3	3	4	13	High	25	1	14	EA	$1,500	$21,000										$21,000
Interiors																									
1	Renovate both bathrooms (excludes ADA modifications).	V	CR	4	4	4	4	16	Medium	15	3	2	EA	$4,500			$9,000								$9,000
2	Repair ceiling in library area and repaint entire space. Cost increased due to additional ceiling repairs at sagging areas. Actually cost may vary based on extent of repairs.	III	DM	4	4	4	4	16	Medium		1	900	SF	$10.00	$9,000										$9,000
3	Refinish hardwood floor (Preservation Measure).	III	SM	4	4	4	5	17	Low	8	1	900	SF	$4.00	$3,600										$3,600
4	Replace carpet in 1960's addition.	III	DM	4	3	4	4	15	Medium	10	1	95	SY	$30	$2,850										$2,850
5	Allowance to renew interior finishes in the kitchen area, including cabinetry.	V	CR	4	3	4	5	16	Medium	20	3	300	SF	$30			$9,000								$9,000
6	Install new suspended ceiling system in 1960's addition after demo/remediation.	V	DM	3	4	4	4	15	Medium	20	1	860	SF	$8	$6,880										$6,880
Mechanical																									
1	Replace split-system which was manufactured by Comfort Maker in 2008/ 2019 (double check model).	III	CR	3	4	5	5	17	Low	15	3	1	EA	$5,500			$5,500								$5,500
2	Clean ductwork.	III	DM	3	3	3	3	12	High	10	1	1	ALLOW	$850	$850										$850
Electrical																									
1	Replace 100 amp electrical panel manufactured by SquareD, including main incoming feeder.	III	CR	3	4	4	4	15	Medium	40	4	100	AMP	$50				$5,000							$5,000
2	Replace cloth insulated wiring.	III	DM	3	3	3	3	12	High	40	1	100	LF	$12.00	$1,200										$1,200
3	Replace light fixtures throughout.	III	DM	3	4	4	4	15	Medium	25	1	18	EA	$450	$8,100										$8,100

Axias
BUILDING VALUE

Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Item No.	Recommendation	Priority Category	Deficiency Category	Impact of Failure	Condition	Probability of Failure	Frequency of Failure	Risk Score	Risk Category	Estimated Useful Life	Remaining Useful Life	Quantity	Unit of Measure	Unit Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Required
														Year	1	2	3	4	5	6	7	8	9	10	
Plumbing																									
1	Replace remaining galvanized domestic water piping.	III	DM	3	4	4	4	15	Medium	40	1	1	ALLOW	$4,000	$4,000										$4,000
2	Adjust sanitary sump pump discharge slope.	III	DM	3	4	5	5	17	Low	10	1	1	EA	$750	$750										$750
3	Replace 6-gallon water heater. Access to the system was unavailable, but based on the building and other systems, it is recommended to replace this unit as well.	III	CR	3	4	5	5	17	Low	10	3	1	EA	$800			$800								$800
4	Investigate condition of main sanitary sewer lateral and investigate note stating not to use the one toiler.	III	SM	3	4	4	5	16	Medium		1	1	EA	$1,500	$1,500										$1,500
Fire & Life Safety																									
1	Install combination exit and emergency lighting.	III	DM	3	3	3	3	12	High		1	4	EA	$750	$3,000										$3,000
Environmental																									
1	Complete remediation/cleanup of animal waste above suspended ceiling. Ceiling tiles potential ACM.	I	DM	2	2	2	2	8	Critical		1	960	SF	$8	$7,680										$7,680
2	Complete environmental testing for hazardous materials.	II	DM	3	3	3	3	12	High		1	1	ALLOW	$3,000	$3,000										$3,000
													Required Cost (2024 US-Dollars)		$230,385	$0	$24,300	$5,000	$0	$0	$0	$0	$0	$0	$259,685
													Required Cost (Inflated @ 8% for 1st 3 years then 3% Per Yr.)		$248,816	$0	$30,611	$5,628	$0	$0	$0	$0	$0	$0	$285,054
													Total Cost (2024 $/ SF/ Yr.)		$81.93	$0.00	$8.64	$1.78	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$92.35

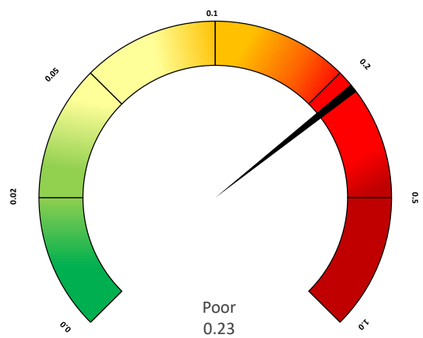
Notes:
1. A historic preservationist should be consulted before the completion of any interior and exterior work.
2. Hazardous materials testing should be completed before the commencement of any work.
3. Opinions of cost generally exclude A/E fees, general contractor markups, permits, etc.
4. Recommendations generally exclude improvements to the property to make it suitable for another use or program.

Axias
BUILDING VALUE

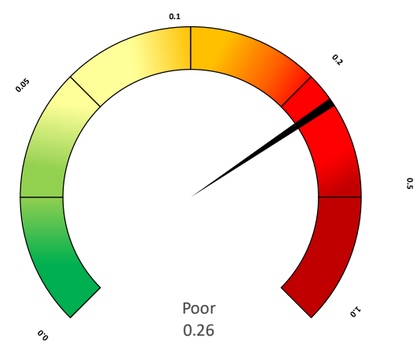
Building: Norcross Woman's Club
GSF: 2812
Age: 1921
Address: 65 N Peachtree St
Norcross, GA 30071

Financial Summary

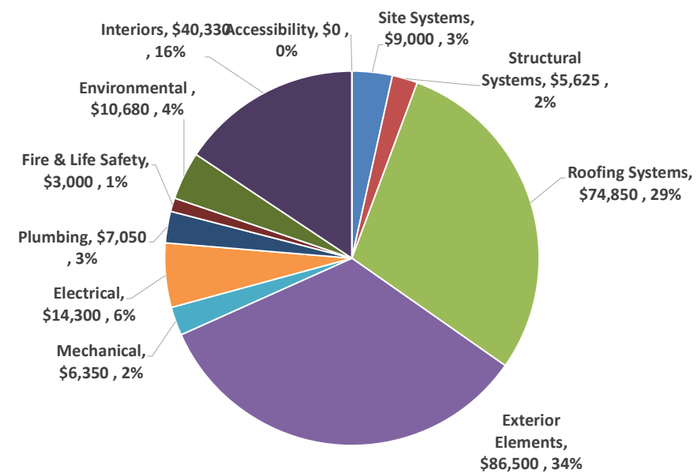
Facility Condition Index



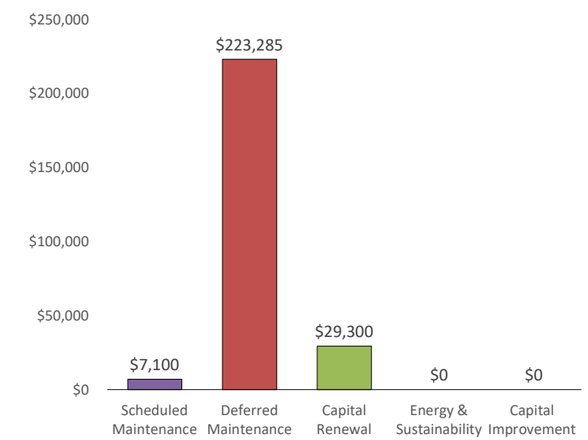
10 Year Facility Condition Index



Summary by System

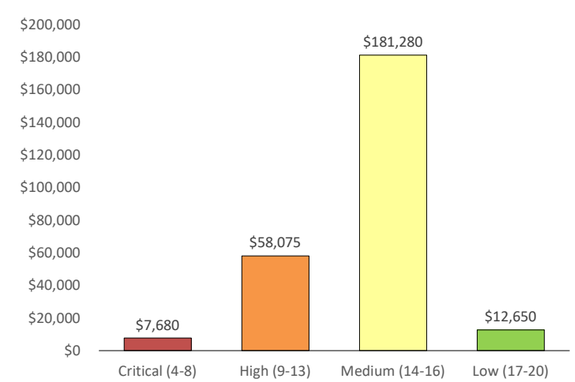


Expenditures by Deficiency Category

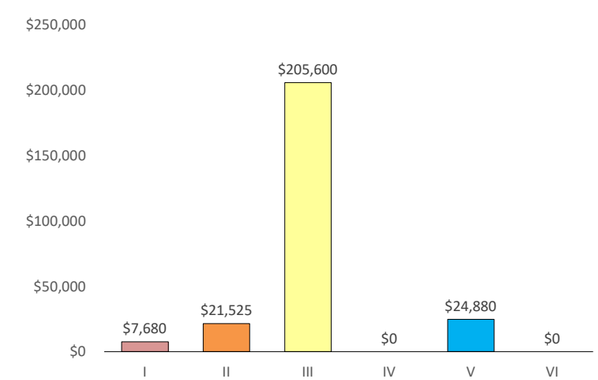


FCI Range	Condition Description
0.00 – 0.02	Excellent condition, typically new construction
0.02 – 0.05	Good Condition, renovations occur on schedule
0.05 – 0.1	Fair Condition, in need of normal renovation
0.1 – 0.2	Below average condition, major renovationrequired
0.2 – 0.5	Poor condition, total renovation needed
0.5 – 1	Complete facility replacement indicated

Expenditures by Risk



Expenditures by Priority Category



Risk	Definition
Critical	Critical (4-8)
High	High (9-13)
Medium	Medium (14-16)
Low	Low (17-20)

Priority	Definition
I	Currently Critical
II	Potentially Critical
III	Necessary / Not yet Critical
IV	Recommended
V	Appearance
VI	Does Not Meet Codes / Standards

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Appendix B

Photographs

Photograph 1.

General overview of the property.

Photograph 2.

Steps and concrete sidewalk panels need to be replaced.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 3.

Main entrance is not accessible.

Photograph 4.

Area where leaves and other vegetation has grown up causing poor drainage and water ingress into the building.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 5.

Main downspout discharges at grade adjacent to foundation.

Photograph 6.

Potential trip hazard at sidewalk north of the building.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 7.

Area of off street parking is not considered accessible due to cross slope and overall gradient.

Photograph 8.

General overview of the original structure's foundation wall and wood floor framing.

Photograph 9.

Some potential movement between the original structure and addition..

Photograph 10.

Separation is more noticeable on the interior of the building. No noted stair step or shear cracking in the CMU.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 11.

Condition of flashing at the sloped roof,.

Photograph 12.

Significant soffit damage noted at the south side of the addition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 13.

General overview of the sloped shingle roof.

Photograph 14.

General overview of the main roof.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 15.

Membrane is wrinkled in locations with evidence of patches. Limestone caps have been wrapped with metal.

Photograph 16.

General condition of the chimney, which should be sealed off.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 17.

Base flashing have had multiple repairs and have pulled away from the parapet.

Photograph 18.

Gutters on the upper roof are in poor condition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 19.

Deteriorated mortar joints are typically at the parapet.

Photograph 20.

Damaged cornice as deteriorated mortar joints.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

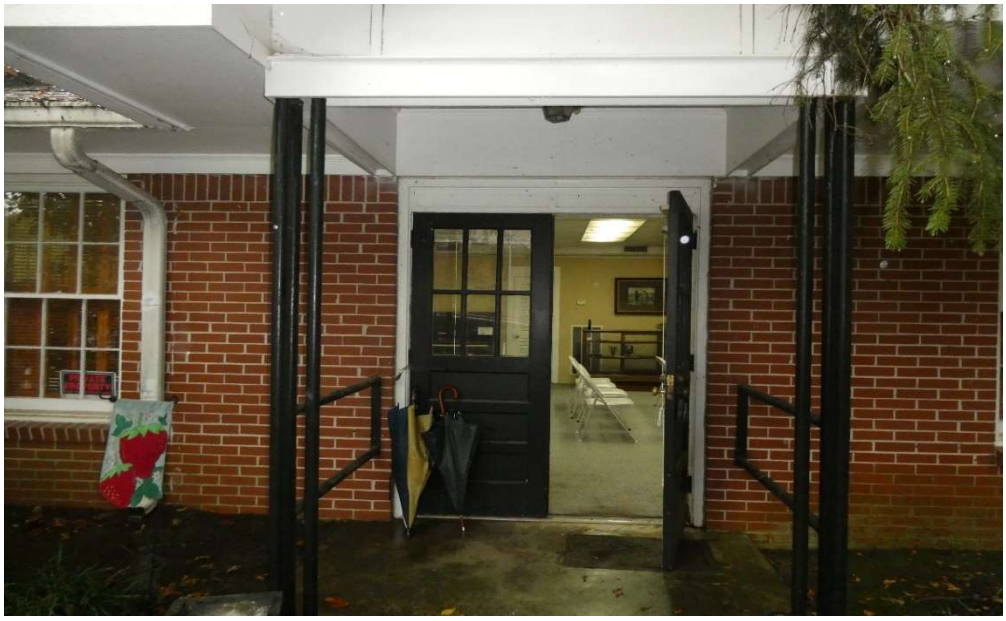
Photograph 21.

Additional deteriorated mortar joints at the brick as well as the limestone cap..

Photograph 22.

Typical corner detail and condition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)



Photograph 23.

Secondary entrance at the addition.

Photograph 24.

Overview of meeting room in the addition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 25.

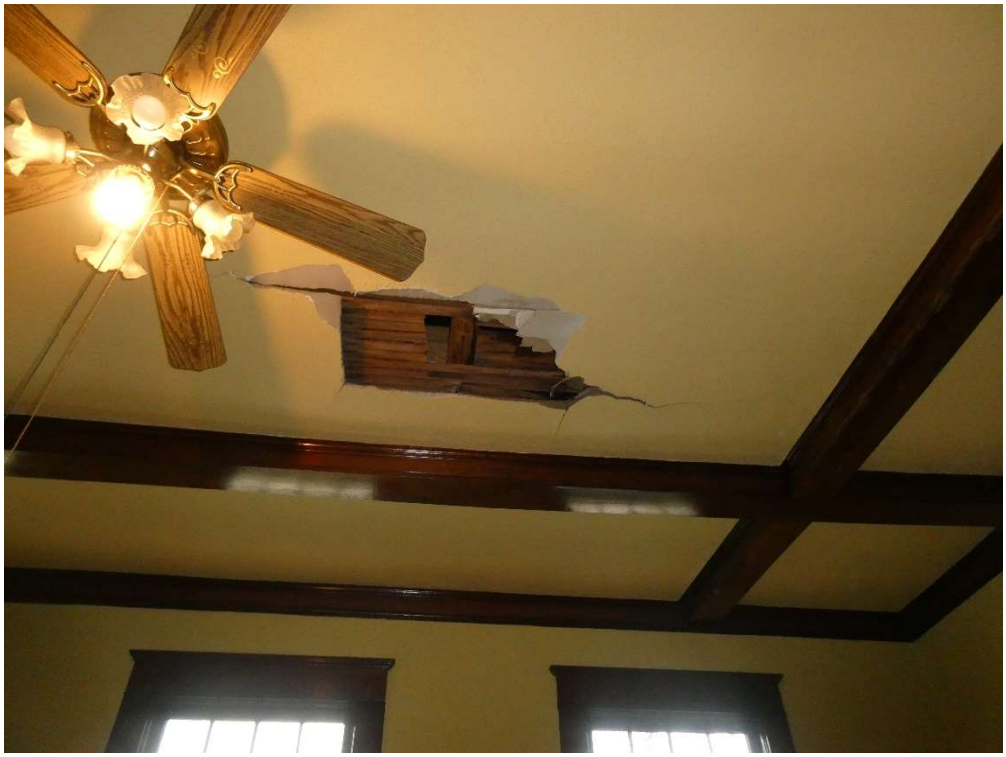
Typical condition of the space above the ceiling tile with animal waste.

Photograph 26.

Overview of the main library area.

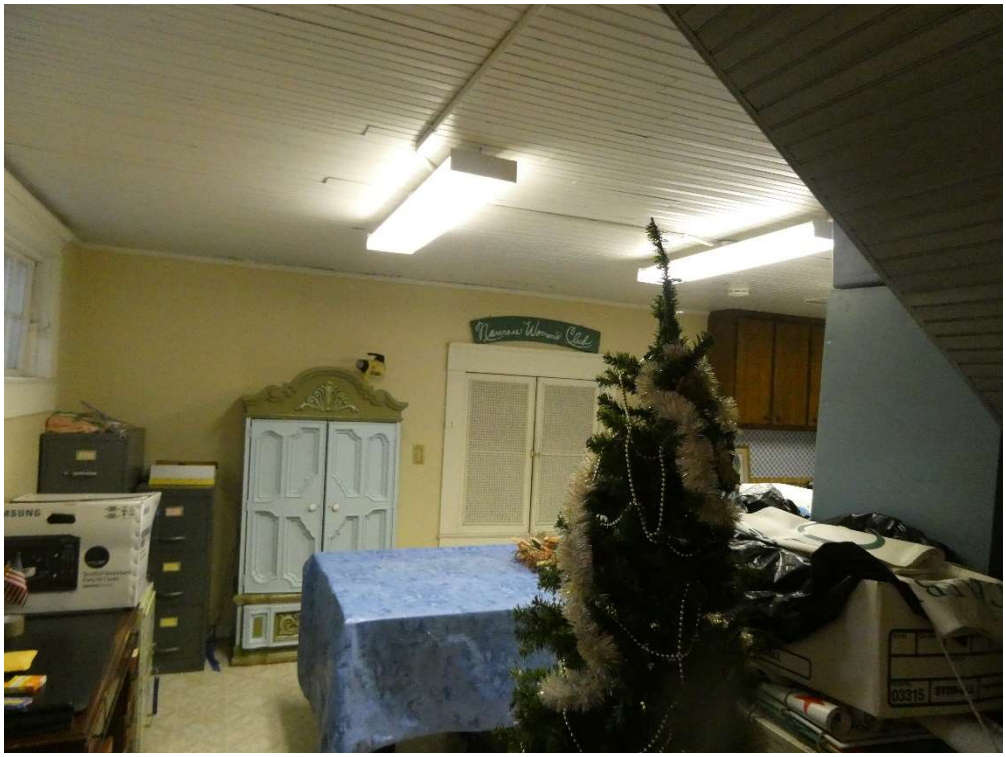
Photograph 27.

Typical finishes in one of the restrooms.



Photograph 28.

Area of previous roof leak and investigation.



Photograph 29.

Overview of the kitchen area.

Photograph 30.

Moisture noted at bathroom/air handling unit closet in the addition. Evidenced by the purple color, which is cooler temperature.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 31.

The natural gas furnace appeared to be in good condition.

Photograph 32.

A ventilation fan is provided in the meeting area.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 33.

Outside condensing unit for the split-system.

Photograph 34.

Main 100-amp electrical panel.

Photograph 35.

Thermal image of the breaker panel with potential loose electrical connection..

Photograph 36.

Cloth insulated wiring appears to be utilized as noted above the ceiling in the 1060's addition.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 37.

Sanitary lift pump for the bathroom in the original structure. .

Photograph 38.

Some cast iron piping noted adjacent to the pump with PVC repair. .

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 39.

Bathroom located in the 1960's addition. The sink was likely removed so that the split system could be installed.

Photograph 40.

Certificate of Occupancy posted in the main library area. .

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Photograph 41.

Typical battery powered smoke detector.

Attachment: Report of Facility Condition Assessment, Oct 2024 (25-7324 : Action Items for the Historic Women's Club)

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

City of Norcross

Legislation Details (With Details)

File #:	25-7326	**Version:**	
Type #:	Agenda Item	**Status:**	Agenda Ready
On Agenda:	5/19/2025 6:30 PM	**In Control:**	Policy Work Session
Title:	Techie Home Cottage Options		
Sponsors:			
Code Sections:			

Attachments:

1. Agenda Report - Techie Home Cottage Options

Title
Techie Home Cottage Options

Drafter
Councilmember Bruce Gaynor

NORCROSS
a place to imagine

Mayor: Craig Newton • **Mayor Pro Tem:** Marshall Cheek • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Bruce Gaynor • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: May 19, 2025 – Policy Work Session (PWS)

Item No.: 25-7326

Title: Techie Home Cottage Options

CC: Eric Johnson, City Manager

Recommendation
Consider options for showcasing renewable energy solutions as part of the rollout of the Techie Home Cottages on W. Peachtree Street, highlighting the City's leadership in innovation and sustainability:

A- Enter into an agreement for the City to invest an estimated $37,000 in technology improvements to a model home and up to $15,000 in marketing costs to highlight sustainability. At the option of the buyer, the City would either be repaid at closing for the improvements, or enter into a second mortgage with the buyer in which no payments are made to the City, and the second mortgage would shrink over time, allowing the purchaser to pay a reduced amount to the City if the property is resold within an agreed timeline. At the expiration of the second mortgage period, the buyer would have no further obligation to the City. Under this option, the City would continue to monitor electricity consumption against other homes in the development not equipped with technology in order to showcase the impact of the technology; or

B- Purchase a house in the development, invest the $37,000 in technology and up to $15,000 in marketing costs to highlight sustainability, continue to showcase the model home for a designated period of time after which the house would be sold. The purchase price will be known when Techie Homes begins taking contracts on house purchases. As with the alternative option, the City would continue to monitor electricity consumption against other homes in the development not equipped with technology in order to showcase the impact of the technology. The opportunity for public viewing of the technology would last until the house is resold.

Background
The City of Norcross has teamed up with Techie Homes to create an affordable housing community in the city's core. This initiative not only offers homeownership opportunities for the "Missing Middle," but also presents a unique chance for the city to invest in a model renewable energy showcase home. By outfitting one of the homes with solar panels, battery storage, energy-efficient features, and integrated smart home technology, Norcross can demonstrate a forward-looking vision of sustainable living.

Attachment: Agenda Report - Techie Home Cottage Options (25-7326 : Techie Home Cottage Options)

Financial Impact

A $52,000 investment would be dedicated to outfitting the cottage and executing an external marketing strategy designed to earn national recognition for the City of Norcross' bold, forward-looking vision for energy efficiency and sustainability. The additional cost of purchasing a house under the second option, and the revenue obtained from reselling it at a later date, are not known at this time. Other costs for option B would be utilities, closing costs, and any HOA fees. For illustrative purposes, a purchase price of $210,000 is estimated.

Under either option, staff recommends the investment be made using General Fund dollars as a sustainability project.

These costs would be part of the FY 26 budget to be adopted in August and effective in September.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

- Continues to define Norcross' sense of place
- Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options

Attachments

N/A