

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

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

Meeting Recording:

<https://youtube.com/live/48xB4ToCCmU?feature=share>

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Marshall Cheek	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

The Policy Work Session was called to order at 6:30 PM by Mayor Craig Newton.

B. Citizen Input

- * Mr. Toliver, whose business is located inside the Historic Cotton Gin, expressed concerns about the building's maintenance and overall condition. He noted several aesthetic issues and emphasized that the property is in need of general upkeep and attention. Mr. Toliver was advised to share his concerns with the City Manager, who will follow up with the Downtown Development Authority (DDA) as appropriate.
- * Jim Eyre addressed the sanitary sewer pipe relining project and suggested verifying consulting costs against contractor estimates—potentially from Reeves Young. Regarding the Historic Women's Club, he recommended confirming pricing consistency between consultants and contractors. On the Techie Homes item, he expressed support for the high-tech, energy-saving features and suggested that, if successful, the program be expanded and offered to all Norcross Power customers.

C. Board Updates

- * Architectural Review Board Update - Chair Jeff Hopper
- * Planning & Zoning Board Update - Chair Jim Poteete - POSTPONED

D. General Updates

- * Expanded Downtown Parking - Roger Grant, Columbia
 - Scheduled to return as a discussion item at the June 16 Policy Work Session.

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:

- * Architectural Review Board (One Vacancy | One Applicant)
- * Discovery Garden Park Board (Five Vacancies | Three Applicants)
- * Planning & Zoning Board (Two Vacancies | Two Applicants)
- * Tree Preservation Board (Two Applicants | One Vacancy)

H. Items for Discussion**1. 25-7325: Gateway85 Expansion Resolution****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council****2. 25-7314: SUP2025-002 3150 Holcomb Bridge Road****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/16/2025 6:30 PM****TO: Policy Work Session****3. 25-7319: Approval of Light Box Vinyl Wraps for the Norcross Forever Stamps Project****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council****4. 25-7320: Public Art Scavenger Hunt - Phase I Sculpture Implementation****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council****5. 25-7321: Reclassify Part-Time Police Officer Position to Full-Time****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council****6. 25-7322: Sanitary Sewer Pipe Relining - Public Safety Building Site****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council****7. 25-7323: Abandonment of a Section of Stevens Road****RESULT: THIS MATTER WAS REFERRED TO****Next: 6/2/2025 6:30 PM****TO: Mayor and Council**

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

The first set of action items are scheduled for consideration at the June 2 Regular Council Meeting.

[Recommended List of Action Items and Costs](#)

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 6/2/2025 6:30 PM
TO:	Mayor and Council

The remaining list of action items are scheduled to return for discussion at the June 16 Policy Work Session.

[Remaining List of Action Items and Costs](#)

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 6/16/2025 6:30 PM
TO:	Policy Work Session

9. 25-7326: Techie Home Cottage Options

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 7/21/2025 6:30 PM
TO:	Policy Work Session

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

The meeting adjourned at 9:29 PM with a motion to adjourn made by Councilmember Myers, seconded by Councilmember Bare.

J. Signed by: _____ Mayor Craig Newton

K. Attest: _____ Monique Philip, City Clerk

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 Soffit 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