

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Monday, August 18, 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/rrUz27zcbhc?feature=share>

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

* Historic Preservation Commission, Vice Chair Chuck Kays

D. General Updates

* Expanded Downtown Parking – Len Housley

E. Council - General Discussion**F. City Manager's Report****G. Board Appointments**

There are no board, commission, or authority appointments for the Mayor and Council to consider at this time.

H. Items for Discussion

1. [25-7416](#) **White Squirrels of Norcross Project – Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026**

Authorize the purchase of one (1) additional White Squirrel sculpture in FY 2024/2025, increasing the total order from two (2) to three (3) sculptures.

Authorize the purchase of up to four (4) additional sculptures in FY 2025/2026.

[Agenda Report - White Squirrels of Norcross - Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026](#)

2. [25-7417](#) **Accept and Appropriate Grant Funds – Norcross Forever Stamps Projects**

Accept and appropriate 50% of grant funds received from Explore Gwinnett for the installation of vinyl wraps project.

[Agenda Report - Accept and Appropriate Grant Funds - Norcross Forever Stamps Projects](#)

3. [25-7421](#) **Award of Contract for 2025 Road Resurfacing Phase 2**

Approve contract for 2025 Road Resurfacing Phase 2 between the City of Norcross and selected firm.

[Agenda Report - Award of Contract for 2025 Road Resurfacing Phase 2](#)

[City of Norcross 2025 Road Resurfacing Phase 2 - Listing](#)

[ITB Packet - 2025 Road Resurfacing Phase 2 \(ITB PW 25-14\)](#)

4. [25-7422](#) **Award of Contract for Annual Seasonal Color Container Services**
Approve contract for Annual Seasonal Color Container Services between the City of Norcross and selected firm.

[Agenda Report - Award of Contract for Annual Seasonal Color Container Services](#)

[Container Locations and Inventory](#)

[RFP PW 25-13 Packet](#)
5. [25-7370](#) **Text2025-001 Proposed Unified Development Ordinance Amendments**
Adopt the recommendation for approval from the Planning and Zoning Board for several proposed changes to the Unified Development Ordinance (items to be removed are in strikethrough, items to be added are in bold, underlined italics on the attached draft ordinance documents). Feedback provided by the community at the meeting on August 4th has been incorporated where appropriate into this latest set of ordinance changes.

[Agenda Report - Text2025-001 Proposed Unified Development Ordinance Amendments](#)

[Draft Proposed Ordinance Changes](#)
6. [25-7418](#) **Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts**
Provide policy direction on proposed text amendments to revise the processing protocol and development standards pertaining to customary ancillary accessory structures and accessory dwelling units.

[Agenda Report - Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts](#)

[Representative Jurisdiction Survey of Accessory structures and ADUs Standards](#)

[UDO Sections 201-6, 201-7, 201-8, 201-9](#)
7. [25-7419](#) **Formalizing Resolution on Accessory Dwelling Unit Moratorium**
Approve a resolution formalizing the Accessory Dwelling Unit moratorium issued by City Council on August 4, 2025.

[Agenda Report - Formalizing Resolution on Accessory Dwelling Unit Moratorium](#)

[Proposed Resolution](#)

8. [25-7393](#) **Downtown Parking Study Update**
Discuss the findings and recommended actions from the Downtown Parking Study Update and provide guidance to city staff on how to proceed with the implementation of proposed management and ordinance changes.
[Agenda Report - Downtown Parking Study Update](#)
[Slide Presentation Regarding Downtown Parking Study Update](#)
[Downtown Norcross Parking Study - Technical Report](#)
9. [25-7420](#) **Time Limited Downtown Parking**
Suspend Section 34-60 - Downtown Parking for 60 days to facilitate revised language limiting parking in designated areas of downtown to three hours during specified time periods, designating areas for use by employees who require parking for longer time periods without the exclusive parking lot designation currently referenced in Section 34-60, and designating where 24-hour parking restrictions may be implemented to address vehicles parking for longer time periods.
[Agenda Report - Time Limited Downtown Parking](#)
[Section 34-60 - Downtown Parking](#)
10. [25-7423](#) **Code of Ethics Ordinance Revisions**
Adopt the revised Code of Ethics for the City of Norcross effective January 1, 2026.
[Agenda Report - Code of Ethics Ordinance Revisions](#)
[Revised Code of Ethics Ordinance](#)
11. [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](#)
12. [25-7365](#) **City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests**
A discussion allowing the Mayor and Council the opportunity to share any outstanding requests, expectations, or follow-up items they would like the City Manager to be aware of or prioritize.
[Agenda Report - Monthly report on Requests and Inquiries - July PWS](#)
13. [25-7424](#) **Downtown District Improvement Grant**
Authorize the Economic Development Department to research and report back on a potential Downtown District Improvement Grant ("Grant") to promote the growth of retail, office and/or restaurant businesses in the downtown area, coordinating with the Downtown Development Authority as appropriate.
[Agenda Report - Downtown District Improvement Grant](#)

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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7416	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	White Squirrels of Norcross – Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - White Squirrels of Norcross – Authorize Purchase of Third White Squirrel Sculpture in FY 2024-2025 and Up to Four in FY 2025-2026](#)

Title

White Squirrels of Norcross – Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026

Drafter

Elizabeth Simpson



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 Phillip

AGENDA REPORT

To: Mayor and Council

From: Elizabeth Simpson, Norcross Public Arts Commission (NPAC)

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7416

Title: White Squirrels of Norcross – Authorize Purchase of Third White Squirrel Sculpture in FY 2024/2025 and Up to Four in FY 2025/2026

CC: Eric Johnson, City Manager

Recommendation

Authorize the purchase of one (1) additional White Squirrel sculpture in FY 2024/2025, increasing the total order from two (2) to three (3) sculptures.

Authorize the purchase of up to four (4) additional sculptures in FY 2025/2026.

Background

The White Squirrels of Norcross project is a public art initiative designed to enhance the City's sense of place and cultural identity. NPAC previously received Council approval to purchase two (2) White Squirrel sculptures from Cherryllion Studios.

Following a review of current fiscal year expenditures, NPAC has determined that sufficient funds remain in the FY 2024/2025 project budget to purchase a third sculpture without requiring a budget amendment.

Additionally, the FY 2025/2026 budget includes funding for the project, which, combined with ongoing fundraising efforts, will allow NPAC to continue expanding the installation with up to four (4) additional sculptures.

Financial Impact

The FY 2024/2025 White Squirrels of Norcross project is fully funded, requiring no additional allocation at this time. Through fundraising efforts, combined with the \$7,000 budgeted for FY 2025/2026, NPAC anticipates being able to finance the purchase of at least four (4) additional sculptures.

- Third Sculpture (FY 2024/2025): \$3,150.00
- Four Additional Sculptures (FY 2025/2026): \$12,600.00, combined with fundraising efforts.

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

1. Continues to define Norcross' sense of place

Attachments

None



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7417	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Accept and Appropriate Grant Funds – Norcross Forever Stamps Projects		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Accept and Appropriate Grant Funds - Norcross Forever Stamps Projects](#)

Title

Accept and Appropriate Grant Funds – Norcross Forever Stamps Projects

Drafter

Jon Robinson



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 Phillip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7417

Title: Accept and Appropriate Grant Funds – Norcross Forever Stamps Projects

CC: Eric Johnson, City Manager

Recommendation To accept and appropriate 50% of grant funds received from Explore Gwinnett for the installation of vinyl wraps project.

Background Norcross Public Arts Commission is collaborating with Public Works and Gwinnett County to complete 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. The City of Norcross will be the pioneer city to implement vinyl wraps on utility boxes located strategically throughout the city designed as postage stamps. This project aims to illuminate local history and the unique characteristics of the city.

Financial Impact This is 50% (\$5,000.00) of the total grant funds approved by Explore Gwinnett. The funds will be used to offset the costs of the program.

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
3. Increases Opportunities for Travel via Different Modes within and Outside the Community
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth
5. Ensures that Norcross Residents have a Variety of Attainable, Quality Housing Options
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

None



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7421	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Award of Contract for 2025 Road Resurfacing Phase 2		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Award of Contract for 2025 Road Resurfacing Phase 2](#)
2. [City of Norcross 2025 Road Resurfacing Phase 2 - Listing](#)
3. [ITB Packet - 2025 Road Resurfacing Phase 2 \(ITB PW 25-14\)](#)

Title
Award of Contract for 2025 Road Resurfacing Phase 2

Drafter
Len Housley



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

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7421

Title: Award of Contract for 2025 Road Resurfacing Phase 2

CC: Eric Johnson, City Manager

Recommendation

Approve contract for 2025 Road Resurfacing Phase 2 between the City of Norcross and selected firm.

Background

The Public Works department issued a second invitation to bid (ITB PW 25-14) for the 2025 road resurfacing program. The scope for ITB PW 25-14 includes 19 roads. Bid submissions are due on August 22, 2025, at 12:00pm. Following the public bid opening, the Procurement & Capital Projects Manager will review all responses for responsiveness and responsibility. The Director of Public Works and the Stormwater Superintendent will then conduct a technical review of the lowest, responsive and responsible bidder and provide a recommendation at the September regular council meeting.

Financial Impact

Exact vendor costs will be provided at the September 2, 2025, regular meeting.

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

City of Norcross 2025 Road Resurfacing Phase 2 – Listing ITB
 Packet - 2025 Road Resurfacing Phase 2 (ITB PW 25-14)

City of Norcross
2025 Road Resurfacing Program – Phase 2

Street Name	PCI Rating	Feet	Paving Cost	Cumulative Cost
Western Hills Court	4.28	265.2	\$28,615.00	
Balard Way	3.86	678.7	\$70,163.00	\$98,778.00
Crest Hollow Court	3.85	195.0	\$20,326.00	\$119,104.00
Executive Way	3.79	1083.0	\$111,838.00	\$230,942.00
Crest Trace Court	3.79	113.3	\$13,627.00	\$244,569.00
Wexford Lane	3.76	1221.2	\$145,879.00	\$390,448.00
Goshen Springs Road	3.75	3617.6	\$606,124	\$996,572.00
Landings Court	3.69	687.8	\$82,055.00	\$1,078,627.00
Charmaine Bend	3.57	1376.8	\$106,004.00	\$1,184,631.00
Rockies Court Northwest	3.52	464.6	\$35,688.00	\$1,220,319.00
Davidson Drive Northwest	3.51	1167.4	\$90,348.00	\$1,310,667.00
Kimberly Lane Northwest	3.44	1264.9	\$102,500.00	\$1,413,167.00
Wexford Court	3.39	206.1	\$16,680.00	\$1,429,847.00
Hollow Ridge Lane	3.03	655.1	\$54,942.00	\$1,484,789.00
Lancelot Drive	3.09	3848.2	\$326,256.76	\$1,811,045.76
Sharon Drive Northwest	3.09	795.7	\$67,572.90	\$1,878,618.66
Oak Cove	3.07	824.2	\$70,018.88	\$1,948,637.54
Queens Court Northwest	3.07	1075.9	\$91,131.50	\$2,039,769.04
Sunset Drive	3.05	3940.0	\$334,082.80	\$2,373,851.84
			\$2,373,851.84	

Denotes commercial road



**City of Norcross
Department of Public Works**

**INVITATION TO BID
2025 ROAD RESURFACING PHASE 2
ITB PW 25-14**

City of Norcross

Department of Public Works

INVITATION TO BID 2025 ROAD RESURFACING PHASE 2 ITB PW 25-14

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program.

All work must be completed in 120 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

The BID package should be clearly marked "ITB PW 25-14 – 2025 ROAD RESURFACING PHASE 2" on its face and submitted by **12:00 p.m. on August 22, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your package to:

City of Norcross – Public Works
345 Lively Avenue
Norcross, GA 30071
Attn: Charlene Marsh, Capital Projects Manager
ITB PW 25-14 – 2025 ROAD RESURFACING PHASE 2

Both printed and electronic copies must contain the same information.

Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on August 8, 2025**. A Q&A addendum will be posted within a week.

An ***optional, but highly recommended*** pre-bid meeting with a site visit will take place on **August 8, 2025, at 11:00 a.m.** at the Public Works department located at 345 Lively Avenue Norcross GA 30071.

BIDS will be opened and publicly read at **12:05 p.m. on August 22, 2025**, at the address noted above.

No BID will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No BID may be withdrawn within thirty (30) days after the BID opening. Requests for withdrawals must be submitted in writing. All BIDS shall remain firm for 90 days after bid opening.

We appreciate your interest in the City of Norcross!

1.0 INTRODUCTION

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program. The 19 roads are displayed in the maps included as Appendix B.

1.1 PROJECT SCOPE

The project will consist of milling and resurfacing to include repairing the existing pavement base where needed resurfacing of adjacent driveways to meet street pavement grades adjustments of water valves and manholes and the insulation of pavement striping and markings as directed. Please refer to exhibits attached. The scope includes 19 roads within city limits, listed below.

Commercial:

Goshen Springs Road

Residential:

Western Hills Court
Ballard Way
Crest Hollow Court
Executive Way
Crest Trace Court
Wexford Lane
Landings Court
Charmaine Bend
Rockies Court Northwest

Davidson Road Northwest
Kimberly Lane Northwest
Wexford Court
Sunset Drive
Lancelot Drive
Sharon Drive Northwest
Oak Cove
Queens Court Northwest
Hollow Ridge Lane

- A. Streets scheduled for milling and resurfacing will consist of the furnishing of all materials, labor, and equipment for the complete construction including but not limited to repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, maintaining traffic control measures, milling existing pavement, installing tack coat, installing asphaltic concrete surface, course applying high density mineral bond, adjustments of water valves & manholes, and the installation of pavement striping, and markings as directed, performing cleanup and related work.
- B. At locations where the asphalt is higher than the gutter, the milling depth will be greater than the inlay depth. The milled surface at those locations shall be 1.5" below the gutter and the completed asphalt surface shall be flush with the gutter.
- C. Patching shall include 4" depth milling down to existing subgrade and compacted subgrade, 4" of 19mm superpave.
- D. The pavement to be placed after milling the existing wearing course is 1.5" 9.5 mm superpave asphalt on residential streets (18 streets total), and 1.5" 12.5mm superpave surface course on non-residential (1 streets total)
- E. Striping shall be required for the non-residential street.

- F. Load tickets that meet Georgia Department of Transportation specifications must accompany all delivered materials. The contractor must supply copies of all asphalt tickets to the city.
- G. AC-20 or AC-30 bituminous tack shall be used on these projects. All surfaces shall be cleaned completely and thoroughly dried before any tack is applied. Tack shall not be applied when the pavement is wet. Bituminous tack shall be applied between .04 and .06 gallons per square yard. All materials and equipment used to perform the bituminous tack coat shall be considered incidental to the work and included in the bid price for other pay items.
- H. Roll curb shall be per Gwinnett County Detail 607.
- I. Contractor shall be responsible for implementing and maintaining all necessary traffic control measures. Contractor shall submit a traffic control plan to the City for approval prior to commencing. Any operations at a given location traffic control plan shall at minimum conform to the requirements set forth in the MU TCD.
- J. Manhole Adjustment and Water Valve Box Adjustment: It shall be the Contractor's responsibility to note and mark the location of each water valve box and manhole covers on the streets to be resurfaced prior to the resurfacing work then locate and adjust each of these after resurfacing.
- K. Structures shall be adjusted within 10 days after the road is resurfaced.
- L. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
- M. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
- N. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
- O. Concrete having a minimum compressive strength of 3000 psi at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.
- P. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the City Engineer or Department of Public Works, Utilities and Parks.
- Q. The unit prices bid for Manhole adjustment and Water Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
- R. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- S. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- T. In the event an existing casting or structure is found to be structurally deficient, it shall be reported to the Public Works, Utilities and Parks Department for evaluation.

1.2 GENERAL INFORMATION

1. It is extremely important that project schedules ARE met. Only those firms with the necessary resources and a commitment to complete all work on schedule should submit a bid.
2. The City of Norcross will expect to liaise with a single project manager representing the prime contractor (and the sub-contractors).
3. The City will select the most responsive, lowest bidder whose bid best represents the best interest of the City.
4. The City of Norcross reserves the right to cancel this solicitation at any time when it is determined to be in the best interest of the City.
5. The City of Norcross also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
6. The City of Norcross reserves the right to approve sub-contractors.
7. Any selection made because of this notice will be based strictly on qualifications and adherence to the submission guidelines, without regard to race, color, religion, sex, or national origin.
8. It is the responsibility of all firms interested in submitting a bid for this advertisement to routinely check the posting on the website for any revisions to this solicitation and addenda issued.
9. It is the responsibility of all firms to read this advertisement in detail and provide all requested information including forms and appendices.
10. Incomplete submittals will be considered non-responsive, thus disqualified. Late submittals will not be accepted.

1.3 BID SUBMISSION GUIDELINES

Bidding requirements will consist of the following:

1. Statement of Qualifications and Equipment
2. Bid Form
3. References
4. Acknowledgement of Addenda
5. Bid Bond (if bid amount is over \$30,000)
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

1.4 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.5 COMMUNICATIONS WITH STAFF

All questions about this ITB should include the company name and the referenced ITB section in the following format:

- Company Name
1. Question
Citation of relevant section of the ITB
 2. Question
Citation of relevant section of the ITB

2.0 REQUIREMENT

Bid must include labor and all materials as specified; no substitutions for materials are allowed unless approved by City of Norcross.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BIDS.

2.1 GENERAL CONDITIONS

2.1.1 Qualifications

2.1.1.1 Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude. Bidders must provide their own materials and tools for this contract.

2.1.1.2 Bidders may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any bid, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

2.1.1.3 During the term of the agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:

1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
2. Employer's liability insurance with a minimum of \$250,000.

3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined at least \$1,000,000 aggregate.
4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.

2.1.1.4 Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client

2.2 GUARANTEE TO ACCOMPANY BID

- 2.2.1** If the bid amount is greater than \$30,000.00, then bids must be accompanied by an acceptable bid bond in an amount not less than five percent (5%) of the bid amount per section. Failure to submit a bid bond will be a cause for rejection.

2.3 JOINT VENTURES

- 2.3.1** Joint Ventures between two contractors will not be allowed. The General Contractor shall be required to perform all aspects of this projects and will not be allowed to sub-contract these items.

2.4 AUTHORITY TO SIGN

- 2.4.1** Bidder must ensure that the legal proper name of their firm and/or corporation is printed OR typed as appropriate on all documents.

2.5 RIGHTS RESERVED

- 2.5.1** The City of Norcross reserves the right to reject any or all bids, to waive informalities or to re-advertise. It is understood that all bids are made subject to this agreement, and that the City of Norcross reserves the right to decide which bids it deems the most qualified and lowest cost. In arriving at this decision, full consideration will be given to the experience and qualifications of the Bidder, their financial responsibility, costs and bid amount, work of this type successfully completed and past performance with the City of Norcross.
- 2.5.2** Bidders are advised to examine all corresponding documents carefully and to make examinations of the site(s) of the proposed work, as necessary, to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding conditions under which the work will be performed. The City will not be

responsible for the Bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.

- 2.5.3** Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal and may be cause for rejection.

2.6 AWARD OF CONTRACT

- 2.6.1** Contract will be made to the **most responsive and responsible lowest bidder**. Contracts will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with submission guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.

The contract will be awarded to the most qualified vendor whose bid will cost the least and prove to be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to make the determination.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities, and to make an award deemed in its best interest.

The City reserves the option to negotiate terms, conditions, and pricing with the most responsive, responsible and lowest bidder at its discretion.

2.6.1.1 The bid evaluation will be based on the following criteria:

- Bid price
- Compliance with submission guidelines and specifications (including any required forms and documents)
- Ability to perform scope of work and meet deadlines
- References

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your evaluation if we are not able to contact your references, or they do not respond in time. References will be contacted within a week of the submission deadline.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide three (3) recent reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

- 2.6.2** Prior to award of the Contract, the successful Bidder will be required to

submit a schedule to the City, demonstrating the Bidder's ability to commence and proceed in a timely manner. Due to time constraints on this contract, it is mandatory that the work be performed simultaneously and immediately. A bidder's failure to demonstrate the ability to proceed as required may result in contract cancellation, as deemed in the City's best interest.

- 2.6.3 Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, contract cancellation, re-advertising of any and/or all these contracts, or awarding any or all of the contract to the next **most responsive and responsible lowest bidder**.
- 2.6.4 If the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this ITB.

2.7 PRODUCTION REQUIREMENTS

- 2.7.1 The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to specifications in the ITB within 90 days from the Notice to Proceed.

2.8 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

- 2.8.1 Payment shall be provided based on the cost schedule provided in bidder's response. Bidder shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to **Donald Maxwell, Stormwater & Roads Superintendent at 345 Lively Ave, Norcross, GA 30071**. The invoice shall contain a complete itemization of services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' Purchase Order Number. After work has commenced, progress payments shall be made monthly, based on the value of work completed as provided in the contract documents.
- 2.8.2 The City shall retain a maximum of 10% of each progress payment; provided, however, when 50% of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage.

2.9 LOCATION AND SITE(S)

- 2.9.1** The site(s) of the proposed work is within City limits of the City of Norcross, Georgia.
- 2.9.2** The Contractor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in the appendices or as directed by the Department of Public Works, Utilities and Parks.
- 2.9.3** The Contractor, before submitting a bid is required to visit the site(s) and acquaint themselves with the actual conditions and the location of any and/or all obstructions that may exist on the site(s).
- 2.9.4** The Contractor is responsible for the location of, above and below ground utilities and structures, which may be affected by the work.

2.10 COMPLIANCE WITH OSHA STANDARDS AND REGULATIONS

- 2.10.1** The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

2.11 MATERIALS

- 2.11.1** Unless otherwise specified in the Contract, the bidder shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of this project.
- 2.11.2** All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required shall expressly run to the benefit of the City.

2.12 INSPECTION

The City of Norcross does not commit to having a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards or any retesting that is required will be at the Contractor's expense.

2.13 NON-COLLUSION

- 2.13.1** Bidder(s), by submitting a bid, certify that the accompanying bid is not the result of, or affected, by any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

2.14 CONTRACT REQUIREMENTS

- 2.14.1** The successful bidder is required to do the following within ten (10) days of Notice:

- 2.14.1.1.1** Return to the Department of Public Works, Utilities & Parks contract documents executed by the authorized representative attested by the corporate secretary treasurer.
- 2.14.1.1.2** Provide Insurance Certificates as specified in the ITB Checklist.
- 2.14.1.1.3** Provide bonding as required by the ITB documents.

- 2.14.2** Failure to execute the contract, bonds, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified bidder, or the work may be re-advertised. The Contract and Contract Bonds shall be executed in duplicate to the City of Norcross.

- 2.14.3** Liquidated Damages: In the event of any delay which is not the fault or responsibility of the Contractor or any supplier to the Contractor, the Contractor is entitled to additional days for performance of this Contract. Contractor shall not be entitled to any additional money for any delay which they encounter. The Contractor's sole remedy shall be to obtain an extension of time from the Owner within which this Contract is to be performed. Under no circumstances shall the Contractor be entitled to assert any claim of entitlement against the Owner for actual or consequential damages resulting from delays. In conformity with the "time is of the essence" provisions of this contract, the amount of liquidated damages for this contract shall be in the amount of \$300 per workday for every day the contract is not completed after 90 days from the time of the Notice to Proceed.

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

No permits are anticipated for this project.

2.15.2 Work Hours

Monday through Friday 8:00am to 8:00 pm.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Department of Public Works, Utilities and Parks.

2.15.4 Residential Refuse

The Contractor is required to contact the Public Works Department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.

2.15.5 Project Briefing

All bidders are required to schedule an appointment with the Stormwater and Roads Superintendent in order to inspect each work site. The Superintendent can be reached at donald.maxwell@norcrossga.net or 678-421-2069.

2.15.6 Disposal of Refuse

The Contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

APPENDIX A
ITB PW 25-14
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	July 23, 2025, 11:00 a.m.
Pre-bid Meeting (<u>Optional but highly recommended</u>)	August 8, 2025, 11:00 a.m.
Deadline for Written Questions	August 8, 2025, 5:00 p.m.
Bids Due	August 22, 2025, 12:00 p.m.
Public Opening and Reading	August 22, 2025, 12:05 p.m.
Bid Review/Evaluation	August/September 2025
Contract Award (On/about)	October 2025

APPENDIX B

ITB PW 25-14

MAPS



7/11/2025 5:43:46 PM

Norcross Paving

Wexford Lane Start Wexford Drive end Wexford Drive. - Wexford Court - Wexford Drive end Cuddy Sack

0 50 100
ft

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7/11/2025 5:47:23 PM

Norcross Paving

Davidson Drive Start Beaver Run Road end at end of street

0 50 100
ft

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7/11/2025 5:38:57 PM

Norcross Paving

Crest Trace Court - Start Hollow Ridge Lane End Cuddy Sack-- Crest Hollow Court Start Hollow Trace Way end Cuddy Sack

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ft

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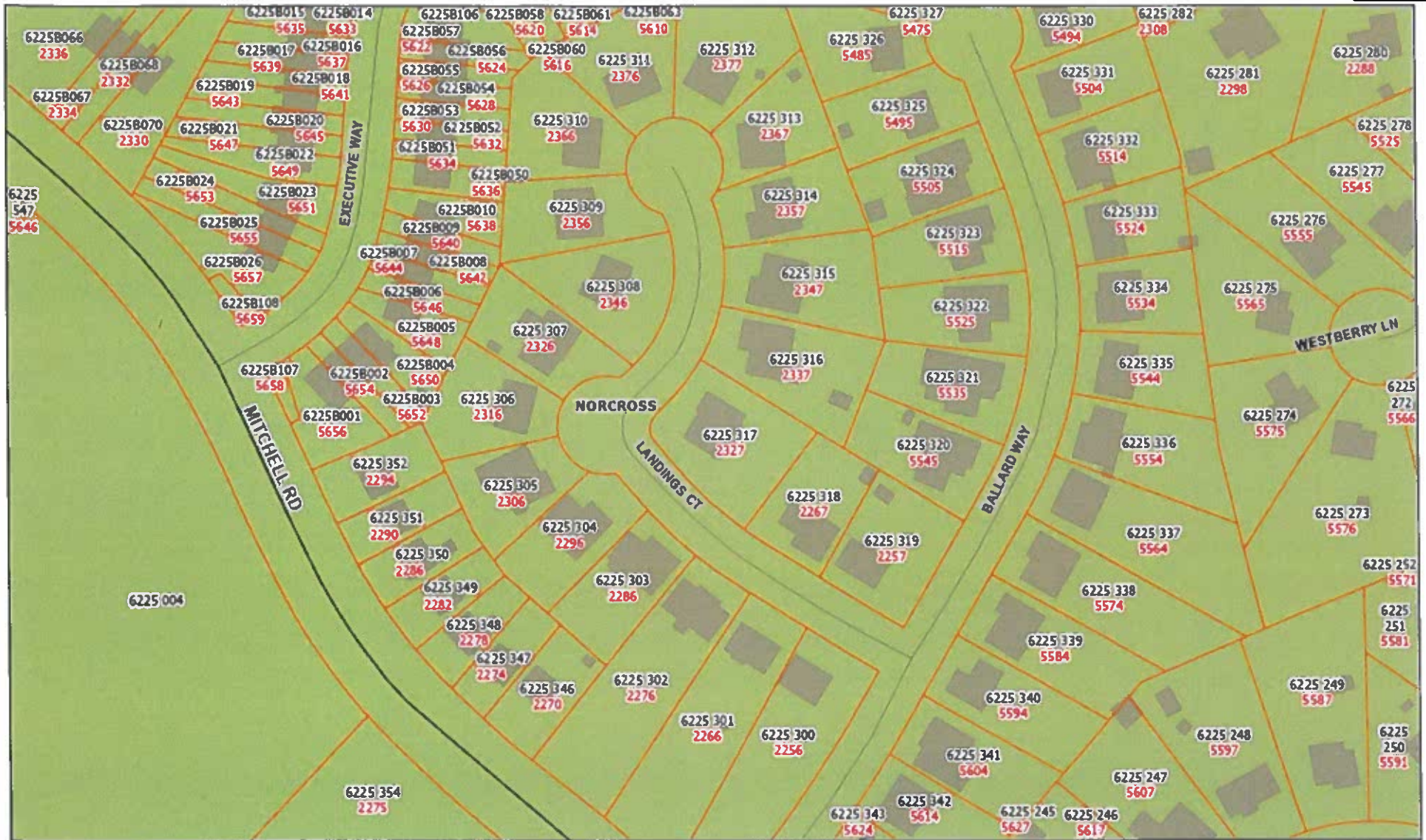
7/11/2025 5:27:05 PM

Norcross Paving

Goshen Springs Road - Commercial Road - Start Jimmy Carter Blvd End Center way

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Attachment: ITB Packet - 2025 Road Resurfacing Phase 2 (ITB PW 25-14) (25-7421 : Award of Contract for



7/11/2025 3:40:31 PM

Norcross Paving

Landings Court Start Ballard Way end Cuddy Sack

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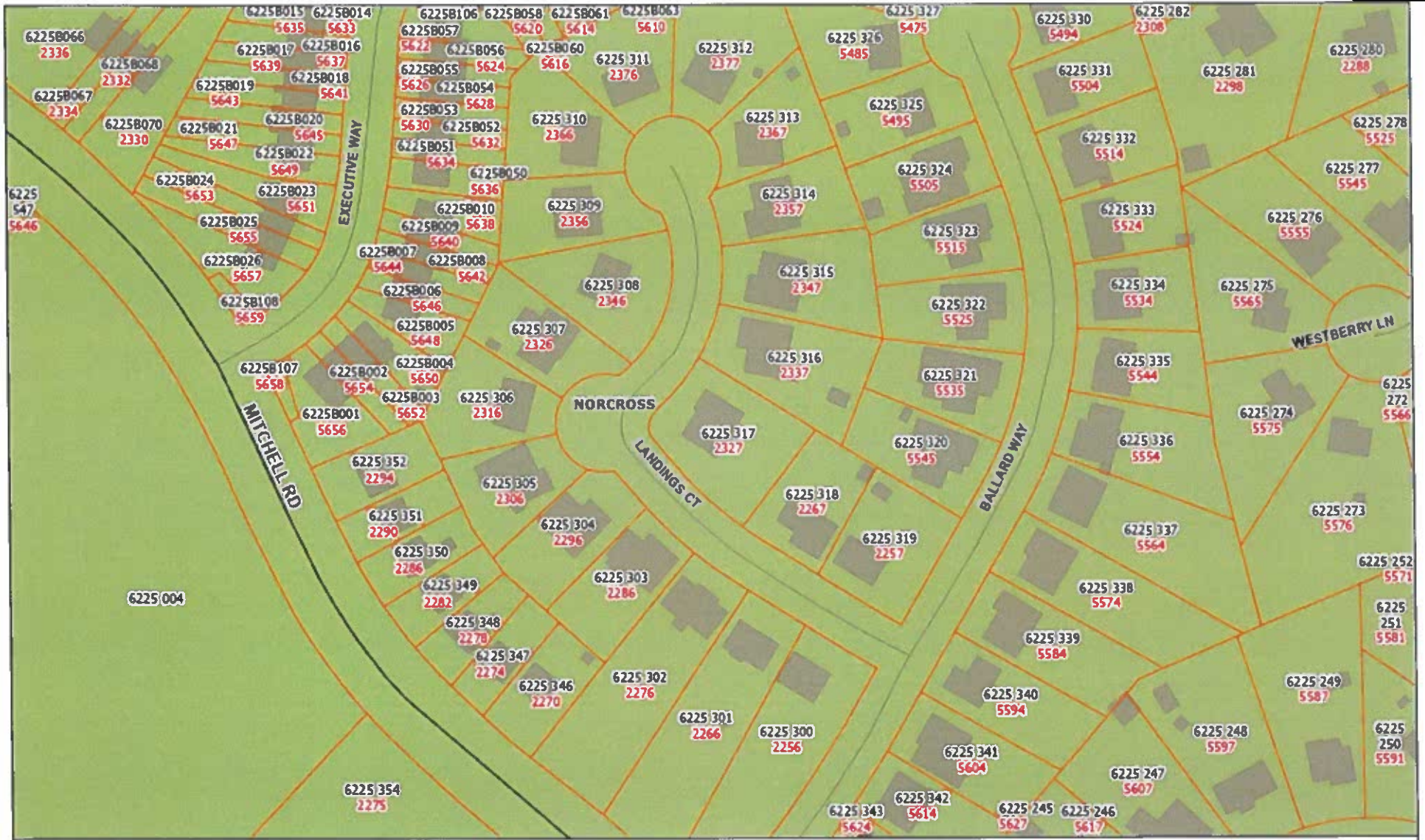
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Norcross Paving

Executive Way Start Mitchell Road end Cuddy Sack

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Norcross Paving

Ballard Way - Start Mitchell Road End Cuddy Sack

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7/11/2025 3:34:46 PM

Norcross Paving

Charmaine Bend - Start Mitchell Road End Mitchell Road

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ft

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7/11/2025 3:30:27 PM

Norcross Paving

Sharon Drive Start Hammond Drive End Cuddy Sack



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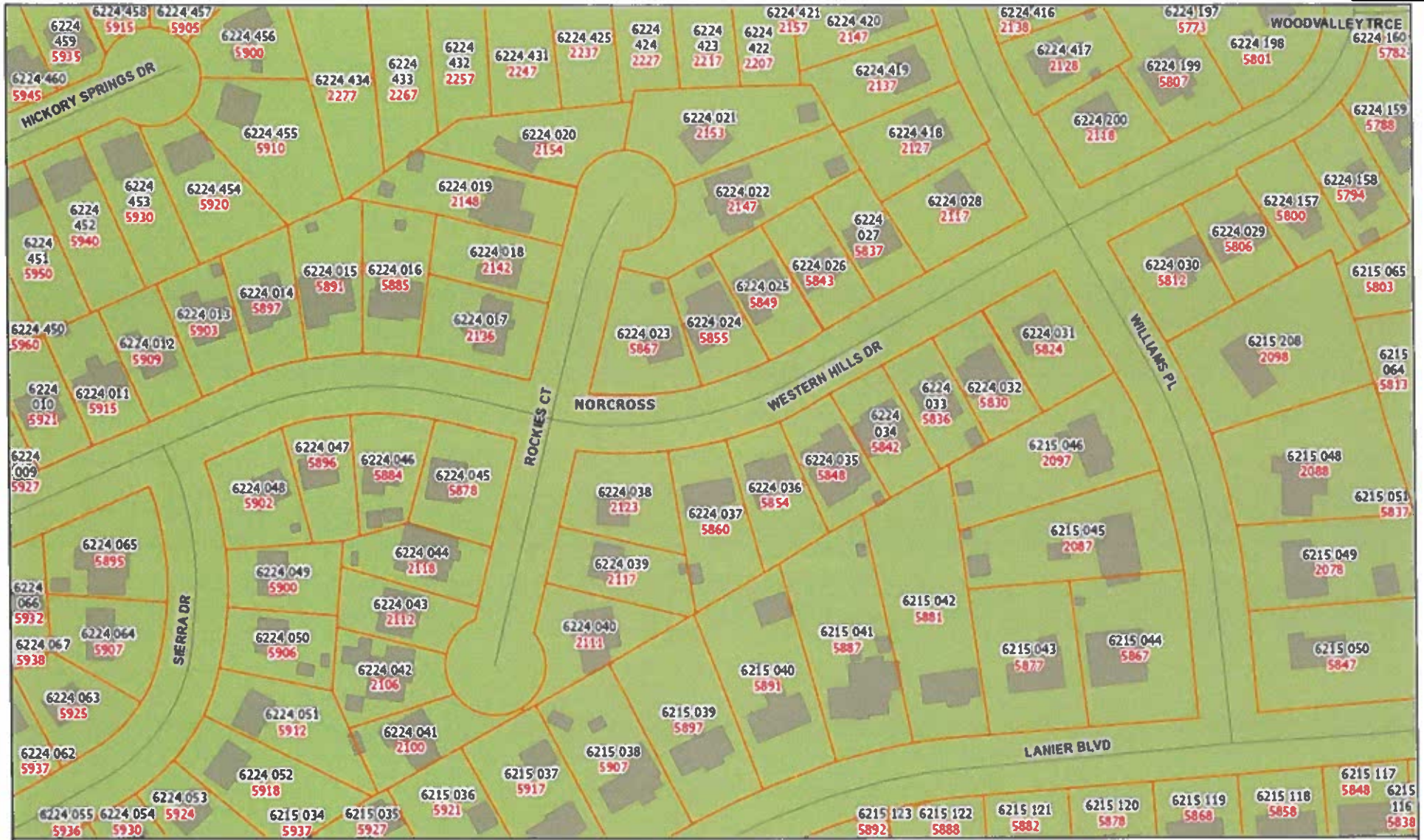
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Norcross Paving

Kimberly Lane Start Hammond Drive end Sharon Drive

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ft

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7/11/2025 3:22:44 PM

Norcross Paving

Rockies Court - Start Cuddy Sack end Cuddy Sack

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7/11/2025 7:41:02 PM

Norcross Paving

Western Hills Court - Start Western Hills Drive end at Parking lot



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Attachment: ITB Packet - 2025 Road Resurfacing Phase 2 (ITB PW 25-14) (25-7421 : Award of Contract for



7/11/2025 7:45:55 PM

Norcross Paving

Lancelot Drive - Start Gloucester Place End Cuddy Sack



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7/11/2025 7:49:17 PM

Norcross Paving

Hollow Ridge Lane Start Hollow trace way end Cuddy sack

0 50 100
ft

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7/14/2025 11:27:17 AM

Norcross Paving

Queens Court Northwest- Start Holcomb Bridge Road end Cuddy Sack



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7/14/2025 11:31:46 AM

Norcross Paving

Sunset Drive - Start North Peachtree Street end Cuddy Sack



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7/14/2025 11:34:39 AM

Norcross Paving

Oak Cove - Start North Peachtree Street end Cuddy Sack

0 50 100
ft

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APPENDIX C

ITB PW 25-14

STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder:
- b. Permanent main office address, email address, & pertinent contact numbers:
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your proposed project personnel with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document.

Experience:

- e. Attach a list of 3-5 similar projects completed in the last 5 five years.
- f. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- g. Contracts recently executed with similar governmental clients and similar scopes of work (including gross amount of each contract and the approximate dates of completion)
- h. Have you ever failed to complete any work awarded to you, if so, where, and why?
- i. Have you ever defaulted on a Contract, if so, where, and why?
- j. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- k. How long do you warrant a project?
- l. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- m. Implementation plan and timeline for the project
- n. List your major equipment available for this contract.
- o. List any subcontractors whom you would expect to use for the contract.

APPENDIX D
ITB PW 25-14
BID FORM

This form is mandatory, and must be included in the bid packet:

ITB PW 25-14 2025 ROAD RESURFACING					
BID SCHEDULE (19 STREETS)					
Pay Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Milling 1.5" Depth (L= 23,480.7 Ft X W=22 FT)	SY	58,202		
2	Inlay Asphalt (1.5 " 12.5mm Superpave) - Goshen Springs Road	Tons	796		
3	Patching 19mm Superpave 4 Inch Depth)	Tons	5,652		
4	Inlay Asphalt (1.5" 9.5mm Superpave) – Residential Streets	Tons	3,983		
5	Thermoplastic Solid 24" (Stop Bar)	Each	22		
6	Thermoplastic Crosswalk	Each	3		
7	Manhole Adjustments	Each	96		
8	Valve Adjustments	Each	9		
9	Striping - Goshen Springs Road	L/F	3,617		
10	Crack Sealing	C/L Miles	4.44		
11	Mobilization	Lump Sum	1		
12	Traffic Control	Lump Sum	1		
13	Traffic Loops - Goshen Springs Road	Lump Sum	1		
SUM (ALL PAY ITEMS):					\$

BIDDER, in compliance with the Invitation to Bid for the construction of this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Firm Address: _____

Non-residential Street (1)
Goshen Springs Road
Residential Streets (18)
Western Hills Court
Ballard Way
Crest Hollow Court
Executive Way
Crest Trace Court
Wexford Lane
Landings Court
Charmaine Bend
Rockies Court Northwest
Davidson Road Northwest
Kimberly Lane Northwest
Wexford Court
Sunset Drive
Lancelot Drive
Sharon Drive Northwest
Oak Cove
Queens Court Northwest
Hollow Ridge Lane

APPENDIX E

ITB PW 25-14 REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide four (4) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for _____

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX F
ITB PW 25-14
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)

☐ No addenda were received:

Acknowledged for:

(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX G
ITB PW 25-14
PACKET CHECKLIST

Submission of this appendix is not required. The checklist is provided to assist submitters in ensuring that submissions are responsive.

- ✓ Statement of Qualifications and Equipment
- ✓ References Form *or* 4 Letters of Reference
- ✓ Acknowledgement of Addenda Form
- ✓ Bid Form (Sealed in Separate Envelope)
- ✓ Bid Bond
- ✓ Certificate of Liability Insurance
- ✓ E-Verify Contractor Affidavit
- ✓ SAVE Public Benefit Affidavit
 - *A copy of a secure and verifiable document must be submitted as well. See document titled "Secure and Verifiable Documents" in supplemental documents section for examples.*
- ✓ Two Paper Copies and One USB Copy



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7422	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Award of Contract for Annual Seasonal Color Container Services		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Award of Contract for Annual Seasonal Color Container Services](#)
2. [Container Locations and Inventory](#)
3. [RFP PW 25-13 Packet](#)

Title

Award of Contract for Annual Seasonal Color Container Services

Drafter

Charlene Marsh



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: Charlene Marsh, Procurement & Capital Projects Manager

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7422

Title: Award of Contract for Annual Seasonal Color Container Services

CC: Eric Johnson, City Manager
 Len Housley, Director of Public Works

Recommendation

Approve contract for Annual Seasonal Color Container Services between the City of Norcross and selected firm.

Background

The current contract for the city's annual seasonal color container services was awarded to The Garden Goddess, Inc dba Gardens by Design for the April 2024 and April 2025 seasons for \$35,272.00. The Public Works department issued a request for proposals (RFP PW 25-13) for the services. The initial contract term will be one (1) year with two (2) renewal options. The scope includes biweekly maintenance and biannual installations for 100 containers distributed across 11 locations (see attachment #1).

Submissions are due on August 22, 2025, at 11:00am. Following the Procurement & Capital Projects Manager's review of all submissions for responsiveness and responsibility, an evaluation committee comprised of City staff will review and score the proposals based on the following criteria:

- Experience & Qualifications – up to 35 points
- Technical Consideration (Proof of Sample) – up to 20 points
- Approach – up to 15 points
- References – up to 10 points

Following the committee's review, weights will be allocated to each firm's score based on the sealed cost proposal (maximum of 20 points). Final scores will be calculated based on a combination of the composite scores and the cost proposal score. Staff will recommend the firm with the highest score at the September 2, 2025, regular meeting.

Financial Impact

Exact vendor costs will be provided at the September 2, 2025, regular meeting.

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

1. Continues to define Norcross' sense of place

Attachments

Container Locations and Inventory
RFP PW 25-13 Packet

CONTAINER LOCATIONS AND INVENTORY

LOCATION	NUMBER OF CONTAINERS
PUBLIC WORKS	3
WELCOME CENTER	12
CITY HALL	2
COMMUNITY ARTS CENTER	8
JONES ST	15
WINGO ST	3
HOLCOMB BRIDGE	2
SOUTH PEACHTREE ST	44
SKIN ALLEY	3
HUMAN RESOURCES	5
COTTON GIN	3

Total Count: 100



City of Norcross
Department of Public Works

REQUEST FOR PROPOSALS
ANNUAL SEASONAL COLOR
CONTAINER SERVICES
RFP PW 25-13

City of Norcross

Public Works Department

REQUEST FOR PROPOSALS ANNUAL SEASONAL COLOR CONTAINER SERVICES RFP PW 25-13

INSTRUCTIONS:

The proposal package should be clearly marked “**RFP PW 25-13 – ANNUAL SEASONAL COLOR CONTAINER SERVICES**” on its face and submitted by **11:00 a.m. on August 22, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your RFP package to:

Charlene Marsh
Procurement & Capital Projects Manager
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information. Return address must be clearly marked on the outside of the proposal packet.

There will be an optional, highly recommended, pre-proposal meeting on **August 8, 2025, at 10:00 a.m.** at the Norcross Public Works building, located at 345 Lively Avenue, Norcross GA 30071.

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. on August 8, 2025**. Questions and answers will be posted in an addendum on the [City Website](#).

No proposal will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No proposal may be withdrawn within thirty (30) days after the proposal deadline. Requests for withdrawals must be submitted in writing. All proposals shall remain firm for 90 days after the submission deadline.

We appreciate your interest in the City of Norcross!

Attachment: RFP PW 25-13 Packet (25-7422 : Award of Contract for Annual Seasonal Color Container Services)

RFP/RFQ CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP/RFQ for the City of Norcross

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFP/RFQ and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-Proposal meeting** if one is offered, these conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/RFQ.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP/RFQ. All addenda issued for this RFP/RFQ will be posted on the City's website and will include all questions asked and answered concerning the RFP/RFQ.
5. _____ **Follow the format required in the RFP/RFQ** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided,** i.e., reference form, sample budget form, certification forms, etc.
8. _____ **Check the City website for RFP/RFQ addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the RFP/RFQ.
9. _____ **Review and read the RFP/RFQ document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 **INTRODUCTION**

The City of Norcross is seeking requests for proposals for the Annual Seasonal Color Container Maintenance Services for designated areas within the City of Norcross as illustrated in attached exhibits. The initial contract term is 1 year with two (2) options for renewal.

1.1 **PROJECT SCOPE**

All Seasonal Color Container contract services shall be provided on a bi-weekly basis Monday through Friday, excluding major Holidays, or as determined by the City prior to commencement of the contract, at all locations specified in **Appendix B** unless otherwise noted as exceptions. The Seasonal Color Maintenance work will include but is not limited to bi-weekly quality checks, grooming (deadheading, pruning of dead material, etc.), removing of litter in the containers, and fertilization every 6 weeks. All work must be conducted according to industry standards. Responsibility of watering will be assumed by City staff, except for at time of planting, which will be done by Contractor.

Seasonal installation will be executed in October and April. The plant choices will differ in height, growing habit, color, and textures with an emphasis on drought tolerance. Plant Material will be replaced throughout the year as needed with particular attention to festival dates in October, December, April, May, and July. All pest/disease control and fertilization will be done through organic methods, unless otherwise permitted by City staff.

1.2 **SPECIFICATIONS**

All Seasonal Color Container Maintenance contract services shall be provided in accordance with the maintenance specifications. Seasonal Color Container Maintenance must be provided according to the included maintenance checklist.

Installation

Plant diversity and a varietal palette of textural/colorful material will be installed with at least three different species in each container. The ‘Thriller-Filler-Spiller’ design concept shall be incorporated for creating visually appealing containers. Containers shall be planted densely and fill in quickly to cover voided space/bare soil.

The vendor is encouraged to experiment with asymmetry in their designs and avoid monoculture installations of similar containers city-wide, in order to create interests and appeal throughout downtown streets, storefronts, facilities, etc. The vendor may suggest rearrangements of containers and groupings of containers deemed necessary for optimal plant growth/health and/or for visual appeal. City staff may move containers at their own discretion.

A well-draining but retentive soil medium that is best suited for optimal plant growth/health will be replaced or topped off as needed.

Important considerations must be taken and adequate site planning performed to ensure appropriate plant material is selected for the site conditions per container, such as amount of sun, awning coverage, pedestrian accessibility, vehicle visibility, business activity, etc.

Thriller: A tall focal plant as the centerpiece

Filler: Medium-sized plants around the centerpiece to fill space

Spiller: Trailing plants that spill over the edges of the container

Plant selection

Vendor must submit seasonal installation plant selection for review. The landscape manager may suggest alternatives and accommodation must be met within reason depending on plant availability, pricing, suitability, etc.

The vendor will select plants not prone to pest/disease issues or that require routine pest management and are encouraged to source plants grown without the use of neonicotinoids.

Invasive plants

No invasive plants as listed by the Georgia Invasive Species Council, Georgia Invasive Species Task Force, Georgia Forestry Commission, University of Georgia, Georgia Department of Natural Resources, and Georgia Department of Agriculture shall be used. This includes exotic species of concern not yet categorized as invasive within the state of Georgia with the potential to become invasive or that are categorized as invasive within neighboring southeastern states.

Examples (not limited to):

- Hedera helix, English ivy
- Dryopteris erythrosora, autumn fern
- Wisteria sinensis, Chinese Wisteria
- Akebia quinata, chocolate vine
- Clematis terniflora, sweet autumn virginibower
- Nandina domestica, sacred bamboo
- Vinca major, big periwinkle
- Vinca minor, common periwinkle
- Buddleia davidii, butterfly bush

Maintenance

Checklist

- ✓ Check for any diseases or pests and treat accordingly, using pollinator friendly methods
- ✓ Hand pull any weeds that may be present
- ✓ Prune all dead or diseased material and haul plant debris away
- ✓ Throw away any trash, litter, or debris that may be in the containers
- ✓ Check to ensure moisture level of growing medium is satisfactory for plant health and make City staff aware if it is not
- ✓ Place containers in original location if they have been moved in between visits
- ✓ Every 3rd visit (6 weeks) apply organic fertilizer

The vendor shall inspect pots for damage and cleanliness during maintenance visits. Any soil spillage, debris, marks, stains, etc. shall be removed. Any damage or excess markings not easily removable shall be notified to the landscape manager. The vendor shall incorporate integrated pest management and use pesticides as a last resort.

Pesticides, including herbicides, insecticides, nematicides, fungicides, miticides, etc. must be confirmed and approved with the landscape manager prior to their use. There shall be no use of neonicotinoids.

Permanent Containers

Some containers throughout the city contain permanent centerpieces/features. These will be noted in the attached in Appendix B. These containers shall be underplanted seasonally. Permanent features will be maintained and evaluated for recommended replacements by the vendor or landscape manager seasonally. Permanent replacements will be billed as additional work.

1.3 REQUIREMENTS

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by City of Norcross staff.

1.4 SITE INFORMATION

All work will be performed within City of Norcross city limits. Locations are further specified in Appendix B.

1.5 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.6 RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this RFP should include the company name and the referenced RFP section in the following format:

Company Name
 1. Question
 Citation of relevant section of the RFP
 2. Question
 Citation of relevant section of the RFP

1.7 SUBMISSION GUIDELINES & INSTRUCTIONS

Cover Letter

Include a cover letter introducing the company and its interest in the project.

Statement of Qualifications & Equipment

Answer all questions listed in **Appendix C**, “statement of qualifications and equipment.”

Proposed Work Plan/Approach

Provide responses to the following:

1. Provide examples of plants and plant combinations you would use for both Autumn/Winter installations as well as Spring/Summer installations.
2. Provide an example of an integrated pest management (IPM) plan you would have in place for at least one kind of common pest or disease of your choosing.
3. If a new container were to be added to the inventory, what would you, as a vendor, use as growing medium?

Proof of Samples

Provide proof of sample and examples of current inventory.

References

Submit references form, attached as **Appendix C**, or submit four letters of reference.

Please note that the City of Norcross will not serve as a reference, in the event that your firm has worked with the City previously.

Cost Proposal

Include the cost proposal form provided in **Appendix D**.

Certificate of Liability Insurance

See “General Conditions” section of RFP document for full insurance requirements.

Conflict of Interest Form

Disclosure of disputes or conflicts of interest relating to the City of Norcross, Norcross Development Authority, Gwinnett County, any other relevant and related agencies, organizations, or businesses.

E-Verify and SAVE Affidavit Forms

Required for all contractors and subcontractors. The necessary documents accompany the posting as supplemental documents (not included in packet appendices).

Bid Bond

Required for bid amounts over \$30,000

1.8 EVALUATION CRITERIA

The proposal evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	35
Technical Consideration (Proof of Sample)	20
Approach	15
References	10
Cost Proposal	20
Total	100

The City of Norcross reserves the right to interview top-scoring firms.

2.0 **GENERAL CONDITIONS**

PROPOSERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR PROPOSALS.

2.1 QUALIFICATIONS

- 2.1.1** Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
- 2.1.2** Proposers may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any proposals, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.
- 2.1.3** Proposers must provide their own materials (fertilizers/soil amendments, growing medium, tools, plant materials, etc.) for this contract. Proof of samples and examples of current inventory will be provided in the proposal for evaluation.
- 2.1.4** Liability Insurance: During the term of the Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:
 - 1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
 - 2. Employer's liability insurance with a minimum of \$250,000.
 - 3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined at least \$1,000,000 aggregate.
 - 4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.
- 2.1.5** Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

2.2 AUTHORITY TO SIGN

- 2.2.1** Proposers must ensure that the legal proper name of their firm and/or corporation is printed or typed as appropriate on all documents.

2.3 RIGHTS RESERVED

- 2.3.1** The City of Norcross reserves the right to reject any or all proposals, to waive informalities or to re-advertise. It is understood that all proposals are made subject to this agreement, and that City of Norcross reserves the right to decide which proposal(s) it deems the most qualified. In arriving at this decision, full consideration will be given to the experience and qualifications of the Proposer, work of this type successfully completed and past performance with the City of Norcross.
- 2.3.2** Proposers are advised to examine the site(s) of the proposed work, as are necessary, to familiarize themselves with location conditions, which may affect the proposed work. Proposers are also advised to fully inform themselves regarding conditions under which the work will be performed. The City of Norcross will not be responsible for the Proposer's errors or misjudgment, nor for any information on location conditions or general laws and regulations.
- 2.3.3** Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, or other financial documents or reporting *may* be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected.
- 2.3.4** Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

2.4 AWARD OF CONTRACT

- 2.4.1** The contract will be awarded to the most qualified firm whose proposal will provide the best value and be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to make the determination.
- 2.4.2** Prior to award of the Contract, the successful Proposer will be required to submit a schedule to the City, demonstrating the Proposer's ability to commence and proceed in a timely manner. A Proposer's failure to demonstrate the ability to proceed as required may result in contract cancellation.
- 2.4.3** Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, contract cancellation or re-advertising of any and/or all these contracts.
- 2.4.4** Prior to execution of a Contract, a Utility Coordination Meeting may be

required between Vendor(s), utility agencies and City of Norcross Public Works to ensure clarity and commitments concerning inter-related work schedules.

2.5 PRODUCTION REQUIREMENTS

- 2.5.1** Time is of the utmost importance of this project. The successful Proposer will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to the specifications in the RFP.

2.6 LOCATION AND SITE(S)

- 2.6.1** All work is within City limits of the City of Norcross, Georgia.
- 2.6.2** The Vendor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in this RFP.
- 2.6.3** The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

2.7 NON-COLLUSION

- 2.7.1** Vendor(s), by submitting a proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

2.8 MATERIALS

- 2.8.1** Unless otherwise specified in the Contract, Vendor shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of the Work.
- 2.8.2** All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of the City.

2.9 CONTRACT REQUIREMENTS

- 2.9.1** The successful Vendor is required to do the following within ten (10) days of Notice:

- 2.9.1.1.1** Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
- 2.9.1.1.2** Provide Insurance Certificates as specified in the RFP documents.

2.9.2 Failure to execute the Contract or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the RFP guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified Vendor, or the work may be re-advertised or constructed by City forces.

2.10 SCHEDULE

- 2.10.1** Schedule: The Vendor shall provide to the City a schedule of activities at hunter.rawls@norcrossga.net. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.

APPENDIX A
RFP PW 25-13
SCHEDULE OF EVENTS

Event:**Date:**

Release of RFP

July 23, 2025, at 11:00 a.m.

Pre-proposal Meeting

August 8, 2025, at 10:00 a.m.

Deadline for Written Questions

August 11, 2025, at 5:00 p.m.

Proposals Due

August 22, 2025, at 11:00 a.m.

Proposal Evaluation

August/September 2025

Contract Award (On/about)

October 2025

APPENDIX B
RFP PW 25-13
CONTAINER LOCATIONS AND INVENTORY

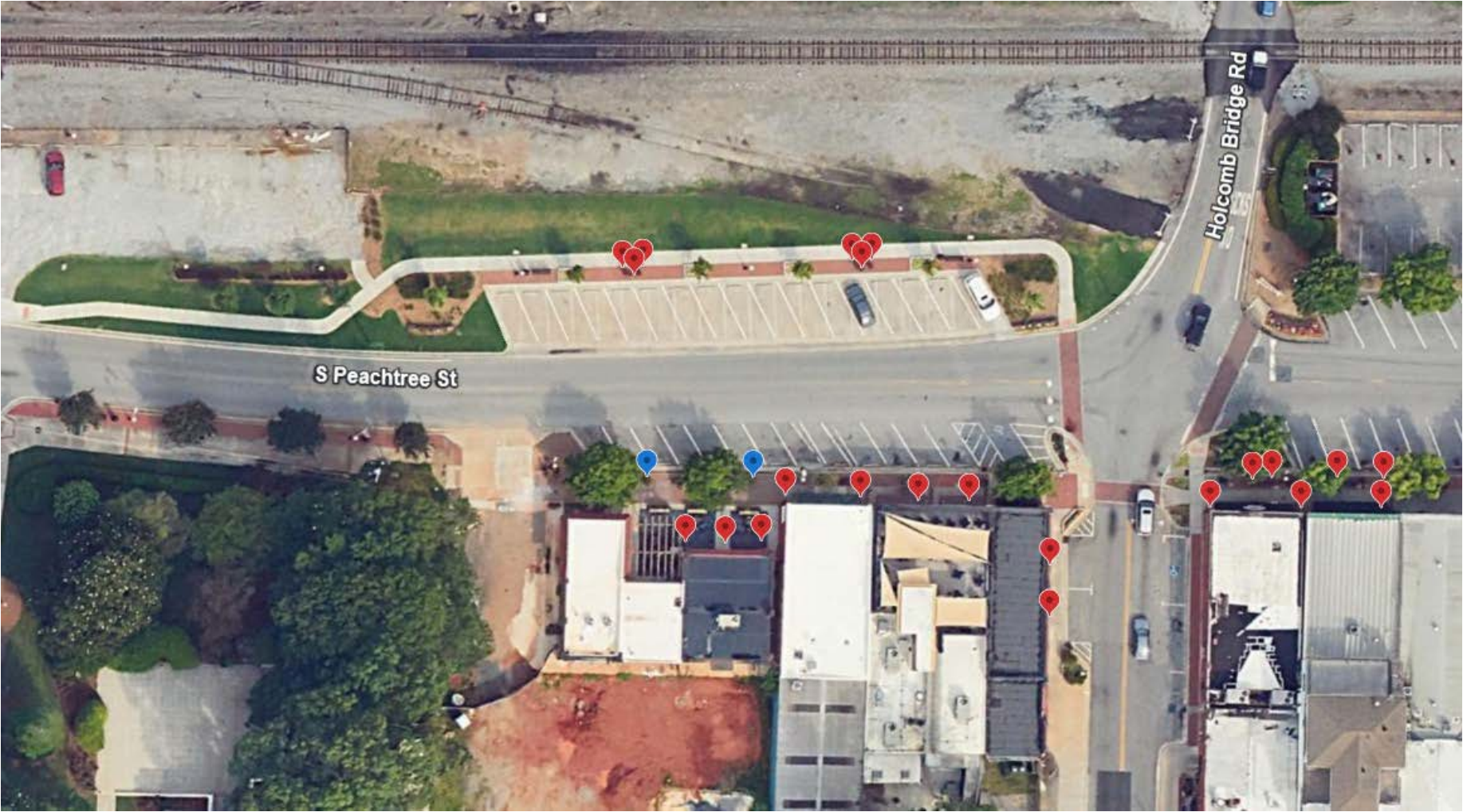
LOCATION	CONTAINER QUANTITY
Public Works	3
Welcome Center	12
City Hall	2
Community Arts Center	8
Jones St	31
Wingo St	3
Holcomb Bridge	2
South Peachtree St	44
Skin Alley	3
Human Resources	5
Cotton Gin	3
Total number of containers:	116

LINK TO GOOGLE EARTH PROJECT FILE

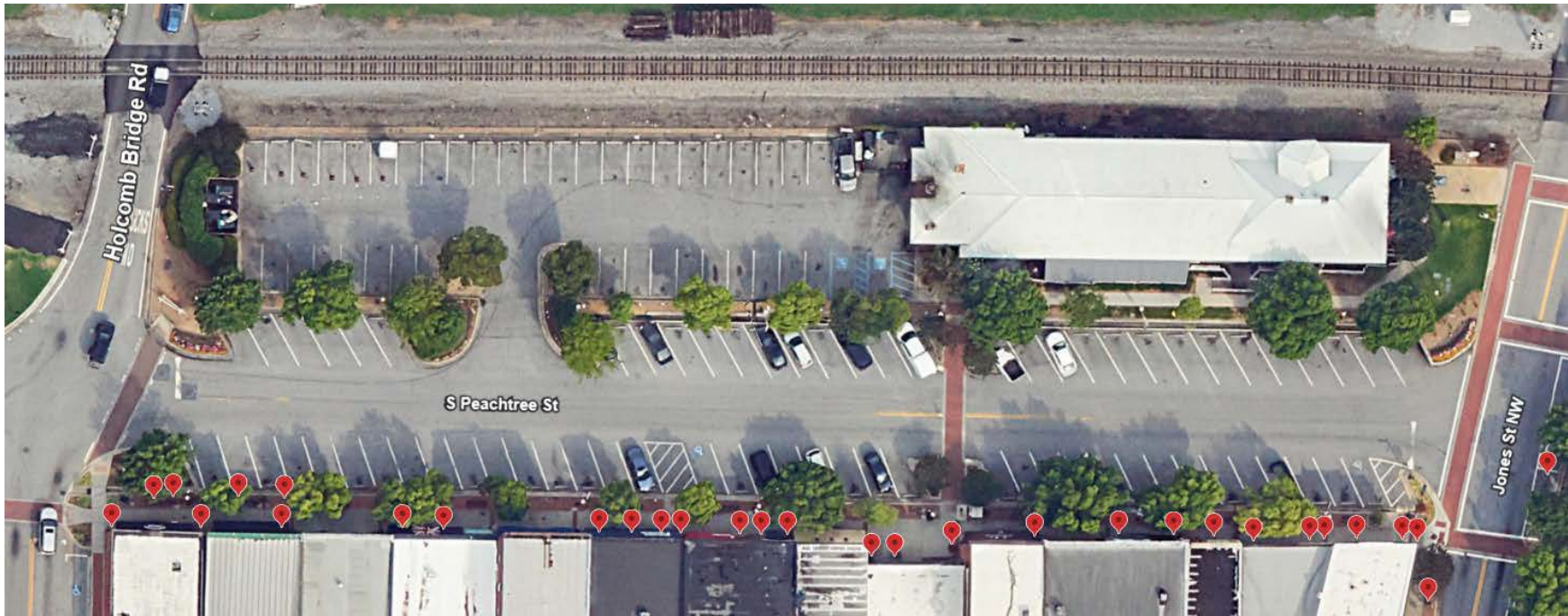
A Google Earth project file is provided here showing the location of containers city-wide. This project file may be utilized by the landscape manager to submit maintenance audits and service requests. Seasonal containers are marked in red. Containers with permanent centerpieces and/or perennials are marked in blue. These containers shall be under-planted seasonally. Permanent features will be maintained and evaluated for recommended replacements by the vendor or landscape manager seasonally. Permanent replacements will be billed as additional work.

Locations of planters may shift to other locations listed as seen fit by the City.

S Peachtree St & Holcomb Bridge Rd



S Peachtree St & Jones St



City Hall
65 Lawrenceville St

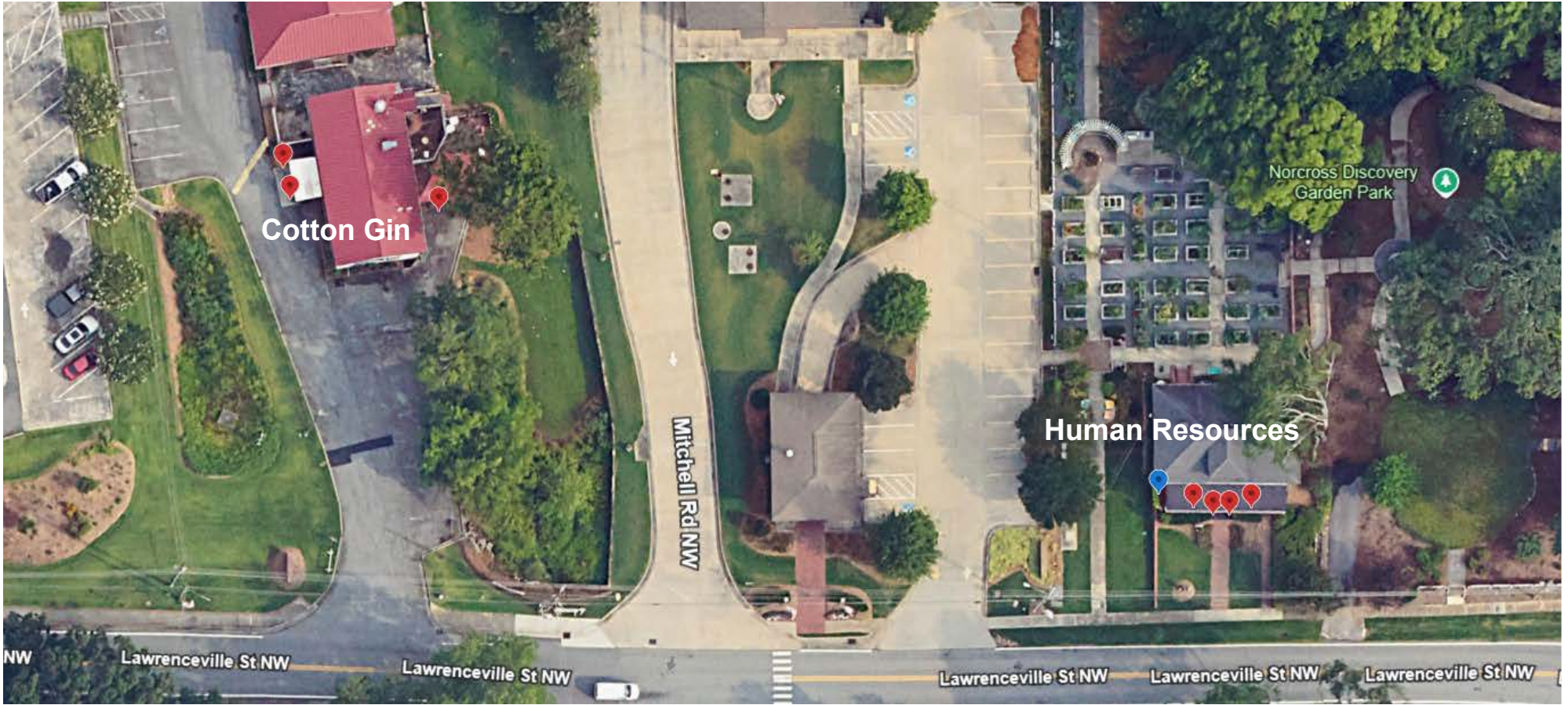
Welcome Center
17 College St

Community Center
10 College St

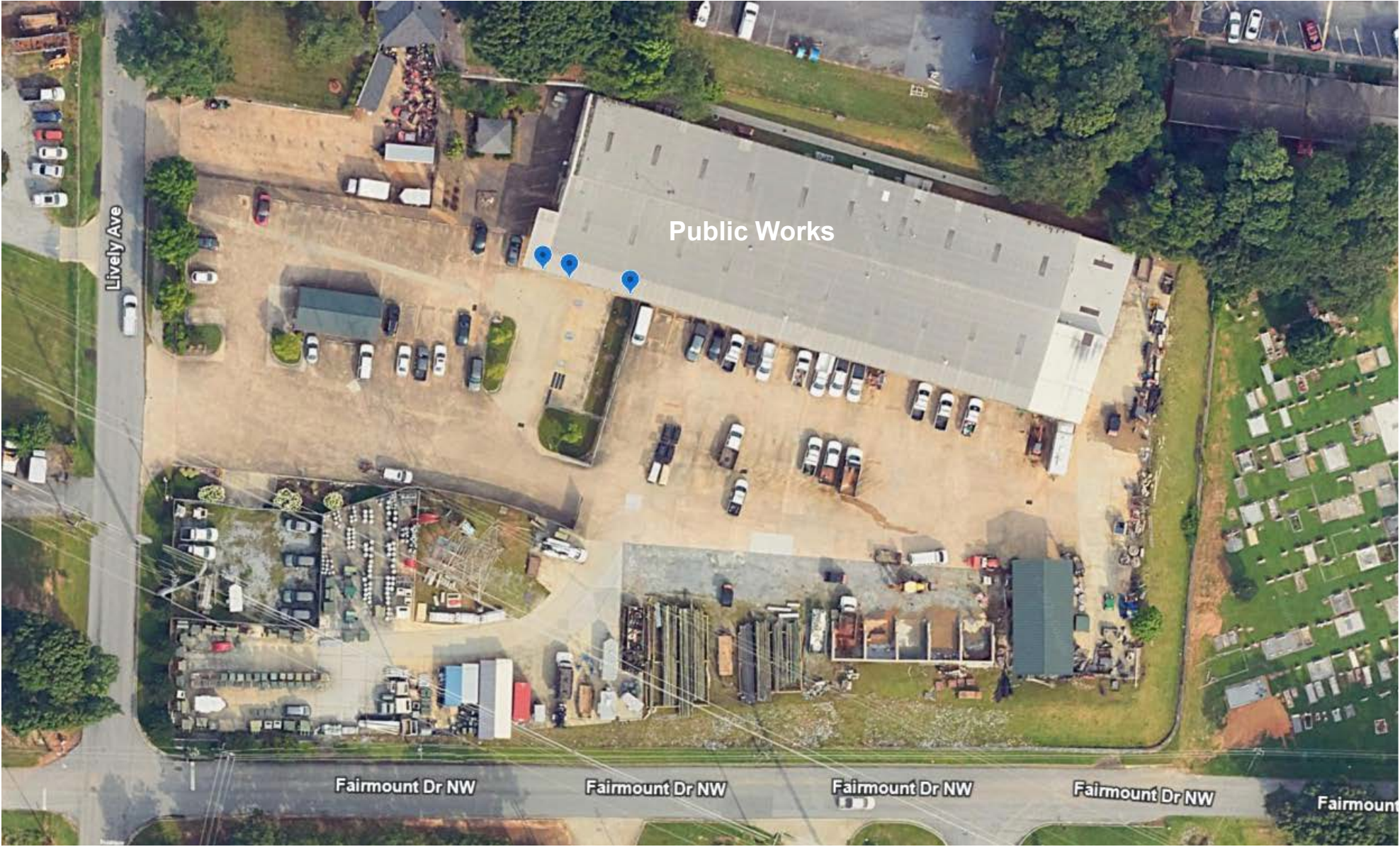


Cotton Gin
125 Lawrenceville St

Human Resources
189 Lawrenceville St



Public Works
345 Lively Ave



APPENDIX C
RFP PW 25-13
STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder:
- b. Permanent main office address, email address, & pertinent contact numbers:
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your proposed project personnel with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.

Experience:

- e. Attach a list of 3-5 similar projects completed in the last 5 five years.
- f. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- g. Contracts recently executed with similar governmental clients and similar scopes of work (including gross amount of each contract and the approximate dates of completion)
- h. General character of work performed by your company.
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. How long do you warrant a project?
- m. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- n. Implementation plan and timeline for the project
- o. List your major equipment available for this contract.
- p. List any subcontractors whom you would expect to use for the contract.

APPENDIX D

RFP PW 25-13 REFERENCES

References for _____

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX D
RFP PW 25-13
REFERENCES

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX E
RFP PW 25-13
COST PROPOSAL

For lump sum, please combine costs for 2 biannual installations and monthly maintenance for 12 months.

ITEM	COST
Biannual Installation #1 – Year 1	\$
Biannual Installation #2 – Year 1	\$
Maintenance per Month – Year 1	\$
Lump Sum – Year 1	\$
Proposed Annual % Increase	_____ %

BIDDER, in compliance with the Invitation to Bid for the construction of this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Firm Address: _____

Attachment: RFP PW 25-13 Packet (25-7422 : Award of Contract for Annual Seasonal Color Container Services)



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7370	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Text2025-001 Proposed Unified Development Ordinance Amendments		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Text2025-001 Proposed Unified Development Ordinance Amendments](#)
2. [Draft Proposed Ordinance Changes](#)

Title

Text2025-001 Proposed Unified Development Ordinance Amendments

Drafter

Community Development



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: Community Development

Meeting Date: August 18, 2025 - Policy Work Session (PWS)

Item No.: 25-7370

Title: Changes to the Unified Development Ordinance

CC: Eric Johnson, City Manager

Recommendation

Adopt the recommendation for approval from the Planning and Zoning Board for several proposed changes to the Unified Development Ordinance (items to be removed are in strikethrough, items to be added are in bold, underlined italics on the attached draft ordinance documents). Feedback provided by the community at the meeting on August 4th has been incorporated where appropriate into this latest set of ordinance changes.

Background

City Staff (Assistant City Manager, Public Works Director, Community Development Director, and City Engineer) have worked with the City's Legal Department to develop updates to the City's Unified Development Ordinance in response to a moratorium on the creation of new private streets within the City. The city has historically adopted Gwinnett County's ordinances by reference in the UDO with respect to infrastructure standards, development conformance, sureties, maintenance and inspections and development design.

City staff propose to import those sections of the Gwinnett County ordinance directly into the city ordinance, with modifications specific to Norcross, and to include an appendix of Norcross Standard Details. This allows the city to have direct control over those sections of ordinance and respond as necessary when updates and changes may be needed relative to ongoing development within the city. These changes are for new sections of Chapter 400 of the UDO.

In addition, Staff have identified a number of sections of the existing UDO in Chapters 100 and 400 that need updates or modification to language to make requirements more clear and to add more robust processes for plat reviews in response to public request to provide additional transparency to the development process.

New Sections of the UDO:

Chapter 400 Land Development

Article I Division 6 Infrastructure, Streets, and Sidewalks (Sec 401-38 et seq)

New Article adopted in its' entirety from Gwinnett County, with changes, to include street rights-of-way minimums, and Appendix A Norcross Standard Drawings for streets, intersections, cul-de-sacs, etc. Includes a new 40' minimum ROW for dead-end or non-through local streets shorter than 500' and serving 10 or fewer single-family homes.

Division 7, Development Conformance, Sureties, and Maintenance (Sec 401-50 et seq)

New Article adopted in its' entirety from Gwinnett County, with changes, to include the Certificate of Development Conformance (CDC) packet, bonds and sureties and maintenance responsibilities in general prior to project completion/close out.

Division 8 Inspections and Division 9 Development Design Standards (Sec 401-53 et seq)

Two new articles, adopted in their entirety from Gwinnett County, with changes to include the incorporation, again, of new Appendix A, Norcross Standard Drawings for streets, intersections, cul-de-sacs, etc., design of lots, access, and rights-of-ways.

Edited Sections of the UDO

Chapter 100 General and Administrative Provisions

Article II Definitions/Defined Terms (Sec 102-2)

Edits the definitions section to include new definitions for new additions to the UDO and edits other definitions for clarity.

Article IV Procedures/Decision making responsibilities (Sec 104-3) and Administrative Review (Sec 104-7)

Edits the procedures for the initial approval of or revisions to Preliminary and Final Plats to include a preliminary public meeting for review and recommendation from the Planning and Zoning Board, followed by a final public meeting and approval by the Mayor and Council before final staff approval is granted, removing the once sole administrative action for preliminary plats and is responsive to the public request for more transparency in the land development process.

Edits also revise the administrative processes for administrative variances to limit the staff administrative variance process to 10% of the standard in the UDO for things such as setbacks. Administrative variances for parking demarcation and height are proposed to be removed from the administrative variance authority of staff.

Proposed changes would also replace the requirement for a notarized letter of consent from adjoining property owners with a letter sent by staff through the US Mail (not certified) to the immediately adjoining property

owners of record advising of the request for an administrative variance with a window for those property owners to provide comments to staff prior to the Community Development Director taking final action on a request for an administrative variance. Relief may always be sought from the Zoning Board of Appeals should the Director choose not to exercise his/her administrative authority, or if a request for administrative relief is not sought.

****Note, staff is recommending a written notification of immediately adjacent neighbors for the administrative variance option. While there was discussion at the Policy Work Session on whether to do a radius notification, it did not appear that there was an overall direction to move toward written administrative variance notification based on a radius surround the subject property***

Article V Plan Submittal Specifications (Sec 105-3)

Edits the plan submittal specifications to add a line for the date of Mayor and Council review and action on a preliminary plat.

Chapter 400, Article I Land Development Standards/Division 1 In General (Sec 401)

Edits the adopted sections of the Gwinnett UDO by removing references to sections that Norcross is now fully adopting into its UDO and editing the reference numbers to sections that have recently been amended by Gwinnett for purposes of consistency as well as clearly stating how relief is pursued, if requested, from these remaining sections.

Chapter 400, Article III Site and Subdivision Regulations

Preliminary Plats (Sec 403-5)

Adds in language that the Planning and Zoning Board and Mayor and Council will now review all preliminary plats and that the Community Development Director can forward those plats for consideration by both entities and choose to include or not include specific conditions associated with his/her recommendation for approval and reemphasizing that Staff approval is dependent on Mayor and Council approval.

Minor subdivision, expedited approval (Sec 403-6)

Removes this from the UDO all together

Final Plats (Sec 403-8)

Adds in language that final plats are reviewed by the Planning and Zoning Board prior to being reviewed by the Mayor and Council

Exemption Plats (Sec 403-10)

Edits the section to include a change to Section 403-10 that provides that no lot previously divided through an exemption plat (two-lot split) can be further subdivided unless following the provisions for both a preliminary plat and a final plat.

Chapter 400, Article VI, Outdoor Lighting

Edits the section to include a new Section 406-7.5 regarding Street Lighting for New Subdivisions, modified from the original Gwinnett County UDO.

Financial Impact: N/A

Consistent with Comprehensive Plan?

Yes

1. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

Attachments

Draft proposed ordinance changes

Next Steps

Final Public Hearing on September 2, 2025

Update

For clarity, new sections within Chapter 400 of the UDO and Norcross Standard Details of Appendix A mimic Gwinnett County standards and ordinances with edits and additions for Norcross. Additional changes to existing sections within Chapters 100 and 400 of the UDO do not necessarily mimic Gwinnett County standards but are based on feedback on processes and research of ordinances and best practices in other metro area jurisdictions.

DRAFT**Ordinance TEXT2025-001 _____****An Amendment to the City Code or Ordinances**

Chapter and Purpose: Subpart B Unified Development Ordinance, Section as noted.

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that all following provisions shall become and be made part of the Code of the City of Norcross.

- I. Amendment to edit the language as noted on the attached, to add those items shown as underlined and to delete those items as shown by strikethrough, any items completely deleted are reserved. For purposes of defined terms, new definitions are to be added where they fit alphabetically within the existing defined terms section:

Sec. 102-2. - Defined terms.

The following words, terms and phrases, when used in this UDO, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Note that for flood-plain management, specific definitions exist in Chapter 400, Article IV which only relate to items applicable to that section.

H

Height of building means the vertical distance measured from the average grade plane to the highest finished roof surface in the case of flat roofs, or to a point at the average height of the highest roof in the case of a roof having a pitch—**A steeple or belltower included on a place of worship is exempt from the height standards of the district in which it is located**

O

Outdoor storage means the keeping within an unroofed area of any goods, material, **and** merchandise **which is incidental to the primary use,** or vehicles in the same place for more than 24 hours for the primary purpose of storage. **Excludes the storage of vehicles with more than 4 axles which are not ancillary to a primary use on the site with an active business license.**

P

Plat, combination means the joining of two **or more** recorded parcels into one.

Plat, exemption means the division of one lot into two separately recorded lots where the property owner does not have to go through the subdivision process of this UDO. The parcels of land subdivided that resulted in the exemption plat shall not be further subdivided **unless done so under the regulations for preliminary plats and final plats** for two calendar years after the initial subdivision.

S

Street: means a thoroughfare that affords the principal means of access to abutting property. This includes streets, roads, highways, avenues, alleys, sidewalks and other public places or ways.

Street, Arterial: A Principal Arterial, Major Arterial, or Minor Arterial street as defined and designated in the Long Range Road Classification Map as adopted in the city comprehensive plan.

Street, Collector: A street shown as such in the Long Range Road Classification Map as adopted in the city comprehensive plan. The primary purpose of a Collector Street is to collect and distribute traffic between the Local Streets and the Major and Minor Arterial Streets and to provide access to adjacent properties.

Street, Cul-de-Sac: A street having one end open to traffic and being permanently terminated within the development by a vehicular turnaround. For the purpose of designation, a cul-de-sac street shall be interpreted to begin at the intersection of two or more streets nearest to the vehicular turnaround.

Street, Local Non-Residential: A surface street intended primarily to provide local access to adjacent

existing or planned commercial or industrial development and not for through traffic.

Street, Local Residential: A surface street intended primarily to provide local access to adjacent residential development and not for through traffic.

Street, Major Arterial: A street shown as such in the Long Range Road Classification Map as adopted in the city comprehensive plan. The primary purpose of a Major Arterial Street is to carry longer trip length segments and larger volumes of traffic to, from and through the City and adjoining regions.

Street, Major Intersection: The intersection of two or more public streets in which at least one of the streets is an arterial or major collector as designated by the Long Range Road Classification Map as adopted in the city comprehensive plan.

Street, Marginal Access: A local street which is parallel to and adjacent to a major thoroughfare and which provides access to adjacent properties and protection from through traffic.

Street, Minor Arterial: A street shown as such in the Long Range Road Classification Map as adopted in the city comprehensive plan. The primary purpose of a Minor Arterial Street is to carry medium length trip segments and moderate volumes of traffic to, from and through the City.

Street, Minor Collector: A through street having the primary function of connecting subdivisions or other areas to Major Collector streets or other major thoroughfares or functioning as a central route within a subdivision channeling traffic from the local streets to an abutting major thoroughfare or another Minor Collector street. For the purposes of this ordinance, a central but non-through route within a subdivision or other project will be considered as a Minor Collector, if the Average Daily Traffic generated by the development on the route will exceed 2000 trips.

Street, Principal Arterial: A street shown as such in the Long Range Road Classification Map as adopted in the city comprehensive plan. The primary purpose of a Principal Arterial Street is to carry very long trip length segments and very large volumes of traffic to, from and through the City and the adjoining region.

Street, Private: An access way similar to and having the same function as a public street, providing access to more than one property, but held in private ownership (as distinct from a "driveway").

Street, Public: A right-of-way dedicated to and accepted by the City of Norcross for vehicular traffic or over which the City of Norcross may hold a prescriptive easement for public access and including designated and numbered U. S. and State Highways. For the purposes of this ordinance, the term "public street" shall be limited to those which afford or could afford a direct means of vehicular access to abutting property and exclude limited access roadways which abut a property but from which direct access may not be allowed under any circumstances.

Street Jog: The alignment or offset of roads intersecting the same street.

Subdivision means the division of a tract or parcel of land resulting in two or more newly defined lots or building sites for the purpose, whether immediately or in the future, of sale, other transfer of ownership or land development, and includes divisions of land resulting from or made in connection with the layout or development of a new street or roadway or a change in an existing

street or roadway.

~~Subdivision, minor means more than two lots, but less than four lots, in which no public improvements, such as streets, stormwater drainage facilities or public utilities, are to be made.~~

Chapter 100, ARTICLE IV. PROCEDURES

Section 104-3 Decision Making Responsibilities

Figure 104-3(c) Quasi-Judicial Action Approval Processes

Approval Process KEY: R = Review & Recommendation D = Final Decision A = Appeal PH = Public Hearing PM = Public Meeting	Cross-reference	Review and Approval Authority						
		UDO Administrator	Architectural Review Board	Historic Preservation	Tree Preservation Board	Zoning Board of Appeals	Planning and Zoning Board	Mayor and City Council
Design Review								
Minor Design Plan*	Sec. 104-6D	D						
Major Design Plan*	Sec. 104-6D	R	D					
<u>Preliminary Plat</u>	<u>Sec 405-3</u>	<u>R</u>					<u>R</u>	<u>R-PM</u>
Final major subdivision plat approval <u>and revisions</u>	Sec. 403-8	R					<u>R</u>	D- <u>PHM</u>
<u>Preliminary Plat Amendments</u>		<u>R</u>					<u>R</u>	<u>R-PM</u>
Major Design Plan in Local Historic District	Sec. 104-6E	R		D				
Historic Review—Cert. of Appropriateness in National Historic District	Sec. 104-6F	R	D					
Historic Review—Cert. of Appropriateness in Local Historic District	Sec. 104-6E	R		D				
Demolition permit in national historic district	Sec. 104-5	R	R					D-PH
Demolition permit in local historic district	Sec. 104-5	R		R				D-PH
Variances, Exceptions, and Appeals								
Variance	Sec. 104-6K	R				D-PH		
Appeals of Administrative Decision other than Tree Removal	Sec. 104-6C	R				A		
Appeal of Administrative Decision regarding Tree Removal	Sec. 104-6C	R			A			
Appeals of decisions by the ARB, HPC, or TPB	Sec. 104-6C	R						A
Stream buffer variance	Sec. 104-5	R						D-PH

- (d) Permits that may be approved by a UDO Administrator through the administrative review process fall under three different review sub-categories: building review by the city Building Official, engineering review by the City Engineer, and zoning review by the Zoning Administrator. The following table summarizes the different administrative permits that may be granted under this UDO and which UDO Administrator review them.

Figure 104-3(d) Administrative Action Processes

Approval Process	Cross-reference	Review and Approval Authority		
		Building Official	City Engineer	Zoning Administrator
Administrative Variance	Sec. 104-7A		■	■
Building Permit ¹	Sec. 104-7B	■	■	
Certificate of Appropriateness	Sec. 104-7C			■
Certificate of Completion	Sec. 104-7D	■		
Certificate of Occupancy	Sec. 104-7E	■		
Change of Occupancy certificate	Sec. 104-7F	■		
Commercial Filming Permit	Sec. 104-7G		■	■
Demolition Permit ²	Sec. 104-7H	■		■ ³
Development Permit	Sec. 104-7I	■	■	■
Exemption Plat	Sec. 403-10	■	■	■
Land Disturbance Permit	Sec. 104-7J	■	■	■
Plat Amendments		■	■	■
Preliminary Plat	Sec. 403-5		■	■
Parking Waiver	Sec. 104-7K			■
Sign Permits ⁴	Sec. 104-7L	■		■
Temporary Outdoor Activities Permit	Sec. 104-7M	■	■	■
Temporary Outdoor Retail Display Permit	Sec. 104-7N	■	■	■
Trade Permits, both commercial and residential ⁵	Sec. 104.7P	■		
Tree Removal, both commercial and residential	Sec. 104-7O		■	■
Utility Permits	Sec. 104-7Q		■	
Zoning verification letter	Sec. 104-7R			■

Notes:

- 1 Building Permits fall under the following categories: Single-family townhome; Single-family Detached Home; Duplex; Residential 4-plex; Condominium; New commercial construction; Residential remodel; and Residential Storage
- 2 Demolition Permits fall under the following categories: Residential demolition outside of the historic district; Residential demolition inside the historic district; Residential interior or limited demolition;

Commercial interior or limited demolition; and Commercial demolition removal of entire building or section

- 3 Zoning Administrator reviews demolition permits inside the historic district only
- 4 Sign Permits fall under the following categories: Temporary sign; New monument sign; Building sign
- 5 Trade permits are first classified as being either residential or commercial, and then may be for electrical repairs and upgrades, gas line repairs and upgrades, HVAC repairs and upgrades, low voltage repairs and upgrades, plumbing repairs and upgrades, or re-roof .

Sec. 104-7. Administrative review.

The following requirements apply to all applications that can be approved by a UDO administrator. Unless specified elsewhere in this section, the procedures for initiation, application, and review of an administrative review are included in the provisions of subsection 104-4(b), common application requirements.

(a) Administrative variances.

- (1) *Power to grant administrative variances.* The Director shall have the power to grant administrative variances (except for density and use variances) from the development standards as established in the UDO where, in his/her opinion, the intent of the UDO can be achieved, and equal performance obtained by granting an administrative variance.
- (2) *Limitations on administrative variances.* The authority to grant administrative variances shall be limited to variances from the following requirements:
 - a. Front yard or yard adjacent to public street—~~variance not to exceed ten feet.~~ **up to 10% of the standard required in this UDO**
 - b. Side yard—~~variance not to exceed five feet.~~ **up to 10% of the standard required in this UDO**
 - c. Rear yard—~~variance not to exceed ten feet.~~ **up to 10% of the standard required in this UDO**
 - d. Accessory structure placement for lots without a rear yard.
 - e. Height—~~variance up to but not exceeding ten feet~~ **up to 10% of the standard required in this UDO**, provided that no increase in the height for a sign or fence may be granted nor may the variance result in an increase in the number of stories than would otherwise be allowed under the applicable zoning district.
 - f. Buffers—the dimensions or screening treatment of a buffer as required by the UDO may be reduced by no more than 50 percent where the comprehensive plan recommends a more compatible land use on the neighboring property than that for which said property is actually zoned, or in other situations where the intent of the required buffer can be equally or otherwise achieved; provided, however, that no buffer required as a condition of a rezoning or of a grant of a special use permit shall be modified.
 - g. Reduction in parking spaces—as per the provisions of section 203-10, off-street automobile parking and loading.

- ~~h. Demarcation of parking spaces—parking spaces may be left unmarked, provided all of the following conditions are present:~~
- ~~1. The parking lot must be designed to serve only a multi-family residential project which is designed and intended for rental occupancy.~~
 - ~~2. The parking lots must be designed in relation to the internal circulation system such that the areas reserved for parking are easily identified and clearly distinct from the interior driveways because of their location, design, orientation, or configuration, such as in parking areas with a single interior driveway having parking spaces located perpendicular to and along the sides of the access driveway, allowing the curbing to delineate the exterior dimension of the single parking bay.~~
 - ~~3. Approval for the elimination of the striping has been obtained by the applicant in writing from the City Engineer.~~

(3) *Application procedures.*

- a. *Application form and documentation.* The application for an administrative variance shall be in such a form and contain such information and documentation as shall be prescribed by the Community Development Department, but shall contain at least the following:
1. Name and address of the applicant.
 2. Legal description of the subject property.
 3. Size of the subject property.
 4. A statement of the hardship imposed on the applicant by the zoning ordinance and a statement of why the administrative variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located.
 - ~~5. A notarized letter of consent for proposed administrative variance from adjoining property owners.~~
 6. A non-refundable application fee shall accompany the application, as established from time to time by the Mayor and City Council, to defray the actual cost of processing the application.
 7. A site plan drawn to the requirements of chapter 100, article V, plan submittal requirements.
- b. *Standards for issuance of administrative variances.* In deciding whether to grant an application for an administrative variance, the Director of the Community Development Department shall consider all of the applicable standards provided in the UDO **and after the Director or his/her designee has sent written notice via US Mail to the property owner of record based on Gwinnett County Tax Records for all properties immediately adjacent to or directly across the street from the subject property and allowing those property owners to provide comment to the Director within 10 calendar days of notice.**

It is the duty of the Director to review such facts, **comments**, and evidence in light of the general spirit and intent of the UDO to balance the public health, safety, morality, aesthetics, and general welfare of the city and its citizens against the injury to a specific

applicant that would result from the strict application of the provisions of the code on the applicant's property, and to determine whether the request conforms to the standards of the review in the UDO.

Sec 104-7 (i) *Development permit.*

(3) *Development permit application requirements.*

- a. The application for a development permit shall be submitted to the Community Development Department in a digital format (unless otherwise required by the city) and must include the following:
 1. Application on the form furnished by the Community Development Department, requesting review for issuance of a development permit.
 2. Three copies of:
 - i. The preliminary plat, **once appropriately reviewed and approved at all levels**, or site plan requesting or reflecting project approval by the Community Development Department.
 - ii. The construction plans prepared in conformance with the specifications and standards in this UDO, section 105-4.
 3. Two copies of the hydrology study.
 4. One copy of the soil tests (if applicable).
 5. Payment of any development permit fee.

Chapter 100, Article V Plan Submittal Specifications

Section 105-3 Preliminary plat specifications

Section 105-3(c)

- (4) *Preliminary plat approval certification.* The following certification statement shall appear in the approved preliminary plat application package:

The undersigned hereby certifies that this Preliminary Plat has been reviewed and approved by the city in accordance with the city's Unified Development Ordinance **and was reviewed by the Mayor and Council on this date** This approval expires in one year from this date if the owner/developer fails to secure Final Plat approval by that time.

Community Development Director Date

Owner/Developer Date

Chapter 400 Land Development, Article I Land Development Standards, Division 1 In General

Sec. 401-1. Adopted portions of the Gwinnett County Unified Development Ordinance.

The following chapters of the land development standards of the county unified development ordinance, as described in title 3, development and permitting, or as amended, are hereby adopted as a general ordinance of the city to the extent that the development regulations are not inconsistent with this UDO or city local amendments under section 401-2:

- ~~(1) Chapter 330 10 330 20 chapter 340 90, development conformance, performance surety, maintenance surety and continuing maintenance.~~
- ~~(2) Chapter 350, inspections.~~
- ~~(3) Chapter 360, development design standards.~~
- (4) Chapter 800, stormwater management.
- (5) Chapter 810, stormwater conveyance systems.
- ~~(6) Chapter 900, infrastructure, streets, sidewalks, multi-use paths, greenways.~~
- ~~(7) Chapter 910, street lighting.~~
- (8) Chapter 380 ~~1000~~, public utilities installation.

A copy of the current Gwinnett County Unified Development Ordinance and any additions, deletions or local amendments thereto shall be maintained in the office of the Community Development Department and be available for inspection by the public.

Sec. 401-2. Local amendments.

For the purposes of applying portions of the Gwinnett County Unified Development Ordinance, the following sections and chapters of the Gwinnett County Unified Development Ordinance are amended as follows:

(1) Section 110-40. Definitions.

- a. *Board of commissioners*, read Mayor and City Council.
- b. *Comprehensive plan*, read City of Norcross Comprehensive Plan as amended.
- c. *County*, read city.
- d. *Department*, read Community Development Department.
- e. *Engineering department*, read Community Development Department and/or consulting city engineer as applicable.
- f. *Erosion control regulations*, read Norcross UDO, Chapter 400, Article II, Erosion, Sediment and Pollution Control.
- g. *Planning commission*, read city Planning and Zoning Board.
- h. *Zoning resolution*, read Norcross UDO, Chapter 200 as amended.

~~(2) Section 360-10. Incorporation of Standard Drawings.~~

~~Section 360-10.3 Standard drawings. Add under drawings sheet #106 the following: Retaining walls over two feet high constructed of railroad ties treated with oil based preserving processes (creosote) shall be prohibited except on single family owner occupied lots.~~

~~(3) Section 360-70. Access and right of way requirements; and street improvement and construction requirements.~~

~~Section 360-70.1(D) The creation of private streets must be heard and approved by Council at a public meeting. The Council shall consider whether the creation of a private street is in the best interest of the citizens of the city, the impact to interconnectivity within the city road network, and the creation of future maintenance issues. Should the Council approve the use of a private street, the street and privately owned utility area shall be constructed to the roadway construction standards of the City of Norcross, as contained herein. All private streets shall be owned in common by a home owners association within a development and shall be recorded as a common area parcel. All private streets shall have a street sign stating, "Private Street" or "Private Road" installed in a prominent location prior to the recording of a final plat.~~

(4) Section 810-10 General Requirements. Add to the text of Section 810-10 the following:

Section 810-10.4 Surface drainage. All drainage in right-of-way or proposed right-of-way shall be piped using reinforced concrete pipe. Also, road culverts, even if private roads, shall be reinforced concrete pipe. **Any modifications to these requirements shall follow the provision for Quasi-judicial relief as outline in Section 104-6 of the City of Norcross UDO.**

~~(5) Section 900-90. Sidewalks.~~

~~Section 900-90.1. Delete the text of Section 900-90.1 and replace with the following: Sidewalks shall be required in all new developments requiring a development permit excluding minor development permits.~~

~~Section 900-90.2.G.~~ Delete the text of sub-section 900-90.2.G. and replace with the following: Escrow alternative. The cost of sidewalk installation along city maintained roads may be set aside in escrow with the City if proposed road improvements by the City may impact the location of a sidewalk, or if the sidewalk cannot be constructed due to topographic or utility constraints. Costs shall be set at a linear rate by the City Engineer and are subject to include construction, acquisition, and engineering costs for sidewalk projects within the City.

~~Section 900-90.3.~~ Delete the text of Section 900-90.3.A. and replace with the following: "Sidewalks shall be constructed to as per the requirements of Sec. 205-4, and shall be required on both sides of the right-of-way."

- (6) ~~Section 380.10 Placement of Utilities 1000-70. Underground facilities.~~ Add to the text of new Section 1000-70 380.10.3 the following:

~~Section 380.10.3 1000-70.5.~~ In residential subdivisions all electrical utilities shall be under ground.

- ~~(7) Section 900-150 Walkways.~~ A walkway shall be provided from all buildings to an adjacent public right-of-way, as follows:

- a. ~~Parcels under two acres shall provide a walkway with a minimum width of five feet, except as specified in "exceptions" below.~~
- b. ~~Parcels two acres or larger shall provide a walkway that conforms to subsection 205-4(d)6), except as specified in "exceptions" below.~~
- c. ~~Exceptions. Walkways and landscape strips are not required for existing buildings or uses when the applicant demonstrates that their installation would do any of the following:~~
 1. ~~Render the parcel non-conforming with regards to parking; or~~
 2. ~~Result in a ten percent or more reductions in the number of parking spaces on the parcel; or~~
 3. ~~Require the construction of retaining walls, site grading, site excavation, or site fill; or~~
 4. ~~Is determined by the Director to be infeasible because of topographic or other site-specific constraints.~~
- d. ~~The required or provided walkway surface shall be hardscape but may not be asphalt.~~
- e. ~~The required or provided landscape strip shall be planted in accordance with the standards of section 205-4.~~

- ~~(8) Section 900-160 Inter-parcel access.~~

- a. ~~Inter-parcel access, joint driveways, cross access drives, and access easements shall be provided as follows, except where the Director determines that they are infeasible because of topographic or other site specific constraints;~~
- b. ~~Inter-parcel vehicular connections or provision of a future inter-parcel driveway stub (with appropriate cross-access easements) shall be required between abutting commercial, office, industrial or attached residential parcels;~~

- c. ~~Joint driveways and cross section easements shall be established between abutting commercial, office, industrial or attached residential parcels;~~
- d. ~~Driveways providing inter parcel access shall be designed with a design speed of 25 mph and a two-way travel aisle with a minimum of 20 feet to accommodate automobiles, service vehicles, and loading vehicles; and~~
- e. ~~Required inter parcel access shall not be gated or otherwise access controlled.~~

Chapter 400 Land Development, Article I Land Development Standards, New Divisions 6, 7, 8, and 9

Division 6. - Infrastructure, Streets, and Sidewalks

Sec 401-38. Street Classification and Right-of-Way Requirements.

(a) Street Classifications.

- (1) Dedication of Street Right-of-Way. Right-of-way for all existing and proposed public streets within a project shall be dedicated in accordance with the street classifications as shown on the officially adopted Long Range Road Classification Map in Norcross Comprehensive Plan or as required by Director or Designee of City of Norcross.
- (2) Street Improvements. All streets and project access improvements shall be constructed or improved to the standards as established in the UDO. Roadway improvements shall be made in accordance with the street classifications as shown on the officially adopted Long Range Road Classification Map.

(b) Minimum Right-of-Way and Street Improvements.

- (1) Right-of-Way and Pavement Widths. Minimum widths of street right-of-way and roadway pavement shall be as shown on Table 401-38(b) unless a modification is granted by the Director.

Table 401-38(b). Minimum Right-of-Way and Roadway Widths for New Streets
and
Project Access Improvements.

<u>Street Category</u>	<u>Minimum Right-Of-Way¹</u>	<u>Minimum Roadway²</u>
<u>Major Collector</u>	<u>80'</u>	<u>52'</u>
<u>Minor Collector</u>	<u>60' TO 80'</u>	<u>28'</u>
<u>Local Street</u>	<u>60'³</u>	<u>32'</u>
<u>Non-residential</u>	<u>60' radius</u>	<u>50' radius</u>
<u>Non-residential Cul-De-Sac</u>		
<u>Local Street</u>	<u>50'⁴</u>	<u>28'</u>
<u>Residential — Urban</u>	<u>50' radius</u>	<u>40' radius</u>
<u>Residential — Urban Cul-de-sac</u>		

¹ The greater right-of-way width shall apply under circumstances as described in Section 401-38(b).

² Roadway width dimensions are back-of-curb to back-of-curb except where noted.

³ Utility easement shall be provided in a location and size as required by the Gwinnett County Department of Water Resources.

⁴ The minimum right-of-way may be reduced to 40 feet, and the sidewalk width to 4' for a dead-end local street that is shorter than 500 feet and serves 10 or fewer single-family homes.

(2) Street Rights-of-Way.

- a. The minimum width of street right-of-way shall be dedicated based upon the street classification as shown on the officially adopted Long Range Road Classification Map and as contained in the UDO.

- b. Additional street right-of-way width shall be required to be dedicated at intersections or other locations to accommodate required traffic safety improvements (e.g., deceleration lanes, turning lanes, storage lanes, medians, or realignments), future projects identified in official planning documents, or within 500 feet of a major intersection and minimum right-of-way standards would be inadequate to accommodate the improvements.
- c. If a new street or thoroughfare is proposed by the officially adopted Long Range Road Classification Map or the State of Georgia to adjoin or traverse the property, permits shall not be issued until the Community Development Department has submitted the project to the Mayor and Council for review in order to seek a determination if the City of Norcross should acquire the right-of-way or if a study of alternate routes should be undertaken.

Sec 401-39. Requirements for New Streets and Roadways.

- (a) Construction Standards. Streets, whether public or private, shall be constructed or improved at least to the standards contained in this UDO in accordance with the category of said streets or as otherwise required by the Mayor and Council.
- (b) General Layout Requirements.
 - (1) Conformance. The arrangement, character, extent, width, grade, and location of all streets shall conform at a minimum to the officially adopted Long Range Road Classification Map and this UDO.
 - (2) Local Streets and Minor Collectors.
 - a. Local streets shall be laid out so that their use by through traffic will be discouraged. Minor collectors shall be provided to channel through traffic movements within a development, where appropriate to the design and a major thoroughfare is not proposed by the officially adopted Long Range Road Classification Map. Minor collectors also may be provided as central routes within large residential subdivisions, where appropriate to the design, based on project traffic demands exceeding 2,000 trips per day (ADT). Traffic calming measures for new local streets are required to encourage and maintain maximum vehicle operating speeds of 25 mph. In order to achieve this objective, the maximum length of roadway section between speed control points shall be 500 feet. Such design and construction should be in substantial conformance with the City of Norcross Traffic Calming Design Guide for traffic calming measures and requirements.
- (3) Cul-de-sac Streets.
 - a. Dead end streets designed to have one end permanently closed shall provide a cul-de-sac or other approved turnaround and may be no more than 600 feet in length. Additional length necessitated by topography or property configuration may be approved by the City Engineer.
 - b. The length of a cul-de-sac street shall be measured from the center of the cul-de-sac or other approved turnaround to the center of the intersection with another street, whether a through street or another cul-de-sac or dead-end street.

- c. Eyebrow cul-de-sac (half cul-de-sacs) will be allowed only at "right-angled" intersections having an interior angle between 80 degrees and 100 degrees.
 - d. Cul-de-sacs shall conform to the layout and dimensional requirements as shown in the Standard Drawings in Appendix A
- (4) Substandard Streets. In the event that a development has access to a substandard street (i.e., a dirt or gravel road), the following project access improvements shall be required:
- a. If the abutting substandard street provides access to the development and is dirt or gravel, the street shall be upgraded by the developer to a paved roadway from the project entrance to the nearest standard paved road along the route of access.
 - b. Off-site project access improvements required under Subsection 401-39(b)(4)(a), above, and Chapter 400 shall at a minimum, result in a full-section roadway meeting the requirements of a local residential roadway. Responsibilities shall be as follows:
 - 1. The Developer shall design the road and provide the labor, equipment, and materials required for roadway improvements and necessary drainage improvements.
 - 2. If the City desires the roadway to be improved to a standard greater than that for a local residential roadway, the City shall provide or pay the cost of the additional materials and labor.
 - 3. All right-of-way required for these off-site improvements shall be acquired by the developer at no expense to the City.
 - 4. In the event that access to a new development is through an existing local City maintained Road, the Developer and/or Builder is responsible for any and all damages to the existing road. Developer and/or Builder may be required to document existing conditions of this access road prior to any construction, may be required to post a bond or some form of guarantee and make necessary repairs as deemed appropriate per the Public Works Director.
 - c. Half Streets. Half-streets (new boundary streets having one-half of the minimum required right-of-way or pavement width) shall not be allowed nor access to same be permitted should it exist.
- (5) Improvements along State Highways or Gwinnett County roadways. For any development which abuts a state highway or Gwinnett County roadway, or other right-of-way controlled by the State of Georgia, improvements to the roadway and the location and design of any street or driveway providing access from the state highway or county roadway shall comply with the standards and requirements of the Georgia Department of Transportation or the Gwinnett County Department of Transportation. A permit for the proposed access or improvements shall be required to have been approved by the Georgia Department of Transportation or the Gwinnett County Department of Transportation and incorporated into the construction drawings for the project prior to issuance of a development permit by the Department.
- (6) Dead End Streets.
- a. A dead-end street shall be provided to the boundary of a subdivision where necessary to provide access to a land-locked abutting property, for planned continuity of future

circulation, for improved access for public safety vehicles, or for the extension of public water or other utilities to neighboring lands. Such dead-end streets shall be designed so as to allow their reasonable extension and shall be located so as to be reasonably incorporated into a street design for the neighboring property. The stub street requirement may be waived by the Community development director.

- b. Dead end streets on abutting property shall be extended into a proposed subdivision and incorporated into the street design of the development. This requirement may be modified by the Community development director. in cases of serious topographical hardship or dissimilar zoning which would create unacceptable land use conflicts between the two developments. This modification may be conditioned on the provision of easements necessary for the extension of public utilities, the provision of cul-de-sac or other permanent turnaround on the dead-end street, or the removal of the dead-end street back to its nearest intersection.
 - c. Where a dead-end street (other than a cul-de-sac) serves more than three lots, the developer shall be required to provide a temporary vehicular turnaround within the right-of-way. This requirement may be waived if extension of the dead-end street is approved and under construction prior to its inclusion in a Final Plat.
 - d. Where a street dead ends at the property boundary and the street exceeds 600 feet in length, a permanent cul-de-sac or other approved turnaround shall be required. In this situation, right-of-way to the property boundary shall be required, but the pavement shall not be extended to the property boundary beyond the edge of the paved cul-de-sac or other approved turnaround. In no case shall a dead-end street exceed 2000 feet in length unless approved by the Community development director due to unusual topographic conditions or property configuration.
 - e. Connections for future extension of all public utilities shall be constructed as part of the subdivision. Curb returns shall be constructed as part of the subdivision. Curb returns shall be provided to the future "stub" street roadway location, and curb and gutter shall be installed across the roadway stub at the right-of-way line (extended).
 - f. The right-of-way for the "stub" street shall be dedicated as part of the Final Plat. Slope easements or construction easements, if required by the street design, shall be shown on the Final Plat.
- (7). Service Roads. Where a development borders on or contains a railroad right-of-way, or limited access highway right-of-way or major thoroughfare, a public street may be required to be constructed and dedicated within the development approximately parallel to and on each side of such right-of-way.
- (c) Reserve Strips. Land in private ownership adjacent to public rights-of-way which could control or are intended to control access to streets, alleys, or public lands shall not be permitted unless their control is given to the City under ownership, dedication, or easement conditions approved by the City Attorney or acceptable to the Public Works Director. No development shall be designed so as to deny access to abutting properties.
- (d) Street Jogs.
- (1). Street jogs shall either directly align or have offsets as shown in Table 401-41(h), as measured between centerlines of said streets.

- (2). All Major Thoroughfares shall provide offsets as required by the Community Development Department, where alignment is not desirable or feasible, but in no case be spaced less than 600 feet apart as measured between centerlines of said streets.

Sec 401-40. Project Access Improvements.

(a) Project access improvements for single-family detached, single-family attached, and duplex residential subdivisions.

- (1). When property that abuts upon an existing or proposed City road is to be developed or redeveloped as a single-family detached, attached, or duplex subdivision and the City street will provide access to the property, project access improvements to the City road (deceleration lanes, turn lanes, etc.) shall be provided by the developer as required herein. Two remote entrances shall be required for developments with more than 120 dwelling units unless an administrative modification is granted by the Community Development Director and an administrative variance is granted by the Gwinnett County Fire Marshal.
- (2). A deceleration lane shall be required to be provided at each project driveway or subdivision street entrance that is provided street access to a Minor Collector Street or Major Thoroughfare. In the event a street has an existing or proposed median, and the developer desires to construct a median break to serve the subdivision, a left turn lane leading to the median break shall be required to be provided by the developer if approved by the Community Development Department and shall meet the standards contained herein. The preferred spacing for median breaks shall be 2,000 feet between the centerlines of the openings, and the minimum spacing for median breaks shall be 1,000 feet between centerlines of the openings. Other factors will also be considered, such as distance to other median openings, adjacent land use, expected traffic volumes, and the resulting volume of U-turns that are likely to occur without the median opening. Meeting the spacing criteria is not, in itself, an indication that median openings will be allowed.
- (3). Deceleration lanes shall have a length of 200 feet, with an additional 50-foot taper length, a pavement width of 12 feet (exclusive of curb and gutter) and shall be provided with curb and gutter. Additional right-of-way to accommodate the deceleration lane and an 11-foot shoulder measured from back of curb shall be dedicated by the developer to the city at no cost. Associated stormwater infrastructure as deemed necessary by the construction of the deceleration lane shall also be required.
- (4). A left turn lane shall be provided into each project driveway or subdivision street that accesses a Minor Collector or Major Thoroughfare in accordance with the Georgia Department of Transportation.
- (5). Other project access improvements may be required by the Community Development Department in order to ensure adequate site access, pedestrian access, convenience and safety to the motoring public.
- (6). The developer shall be responsible for the relocation of public or private utilities and stormwater infrastructure, as may be occasioned by the required Project Access Improvements.

(b) Project Access Improvements for Multifamily and Non-residential Developments.

- (1). When property that abuts upon an existing or proposed City road is to be developed or redeveloped for multifamily or non-residential uses and the City road will provide access to

the property, project access improvements to the City road (deceleration lanes, turn lanes, etc.) shall be provided by the developer.

- (2). A deceleration lane shall be required to be provided at each project driveway or subdivision street entrance, as applicable, that is provided street access to a Minor Collector Street or Major Thoroughfare. In the event a street has an existing or proposed median, and the developer desires to construct a median break to serve the project, a left turn lane leading to the median break shall be required to be provided by the developer if approved by the Community Development Department and shall meet the standards contained herein. The preferred spacing for median breaks shall be 2000 feet between the centerlines of the openings, and the minimum spacing for median breaks shall be 1000 feet between centerlines of the openings. Other factors will also be considered, such as distance to other median openings, adjacent land use, expected traffic volumes, and the resulting volume of U-turns that are likely to occur without the median opening. Meeting the spacing criteria is not, in itself, an indication that median opening will be allowed.
- (3). Deceleration lanes shall have a length of 200 feet, with an additional 50-foot taper length, pavement width of 12 feet (exclusive of curb and gutter) and shall be provided with curb and gutter. Additional right-of-way to accommodate the deceleration lane and an 11-foot shoulder shall be dedicated by the developer to City at no cost. Associated drainage improvements as deemed necessary by the construction of the deceleration lane shall also be required.
- (4). A left turn lane shall be provided into each project driveway or subdivision street that accesses a Minor Collector or Major Thoroughfare in accordance with the Georgia Department of Transportation.
- (5). Other project access improvements may be required by the Community Development Department upon the recommendation of the Public Works Department in order to ensure adequate site access, pedestrian access, convenience and safety to the motoring public.
- (6). The developer shall be responsible for the relocation of public or private utilities and stormwater infrastructure, as may be occasioned by the required Project Access Improvements.
- (c) If alternate project access improvements are requested, the applicant shall have a traffic study performed, at their expense but at the direction of the City Engineer, utilizing a traffic professional from the City's on-call list. Should the results of the traffic study validate alternate access improvements, the applicant can pursue approval from Public Works and the Community Development Director based on recommendation from the City Engineer.

Sec 401-41. Driveway Design Standards.

- (a) Angle and Improvements. Driveways shall generally intersect streets at right angles. The portion of a driveway located within a public right-of-way shall be paved.
- (b) Driveway Design Standards. Driveways serving single-family detached or duplex residences may be no less than 10 feet wide at the right-of-way line and shall provide a radius to the back of curb or edge of pavement of the roadway of no less than 5 feet. Driveways shall provide a parking area of at least 18 feet deep measured from the edge of the sidewalk or curb if a

sidewalk is not present or required. All other driveway curb cuts on public streets shall conform to the standards shown on the driveway details contained in Appendix A.

(1). Driveway Detail 1 (32-foot Width, 25-foot Radius) for:

- a. Commercial and Retail Uses (over 80,000 Square Feet).
- b. Office/Institutional/Cultural Uses (Over 100,000 Square Feet).
- c. Multifamily Residential Developments (Over 200 Units).
- d. Mobile or Manufactured Home Developments (Over 200 Lots).
- e. Service Stations.

(2). Driveway Detail 2 (28-foot Width, 25-foot Radius) for:

- a. Commercial and Retail Use Sites (80,000 Square Feet or Less).
- b. Office/Institutional/Cultural Use Complexes (100,000 Square Feet or Less).
- c. Multifamily Residential Developments (200 Units or Fewer).
- d. Mobile or Manufactured Home Developments (200 Lots or Fewer).

(3). Driveway Detail 3 (32-foot Width, 40-foot Radius) for:

- a. Industrial Sites.

(4). Driveway Detail 4 (Optional Design with Island) for:

- a. Private Commercial/Office Street Entrances.
- b. Private Entrances to Multifamily Residential Developments (Over 200 Units).
- c. Private Entrances to Mobile or Manufactured Home Developments (Over 200 Lots).
- d. All driveways and driveway curb cuts on State highways or Gwinnett County roadways shall conform to Georgia Department of Transportation standards or Gwinnett County Standard.

(c) Driveways on collector or higher-classification roads: Driveways shall be configured to enable vehicles to turn around on-site, eliminating the need to back onto the roadway.

(d) Maximum Number of Driveways. Developments shall be limited to one driveway access on City maintained roadways. Additional driveways may be permitted subject to the review and approval of the Public Works Department.

(e) Auxiliary Lanes. Along any Major Thoroughfare, a deceleration lane, acceleration lane, larger turning radius, traffic islands, or other devices or designs may be required to avoid specific traffic hazards which would otherwise be created by the proposed driveway location.

(f) Corner Sight Distance. All driveways approaching a Minor Collector or Major Thoroughfare shall provide adequate corner sight distance, and shall meet or exceed the following design standards:

(1). The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach to the Highway (AASHTO Case B1). The time to execute the maneuver is based on recommendations contained in NCHRP Report 383, Intersection Sight

Distance. The sight distances, for a two-lane road, are the distances traveled at the arterial speed during 7.5 seconds. The time is increased by 0.5 seconds for each additional lane to be crossed.

- (2). The sight distances given in Table 401-41(g) are for undivided highways and streets. If the highway or street is divided, the effect of the median should be considered in determining the required sight distance. Based on the conditions, it may be feasible for the crossing maneuver to be done in two stages with a stop in the median. However, the intersection should only be treated in this manner if the signing and marking is accordingly provided. Otherwise, the sight distance requirements should be increased to account for the additional width that must be crossed. See AASHTO Green Book, Chapter 9 Intersections, for adjustments due to grades greater than 3 percent and design vehicles other than passenger cars.

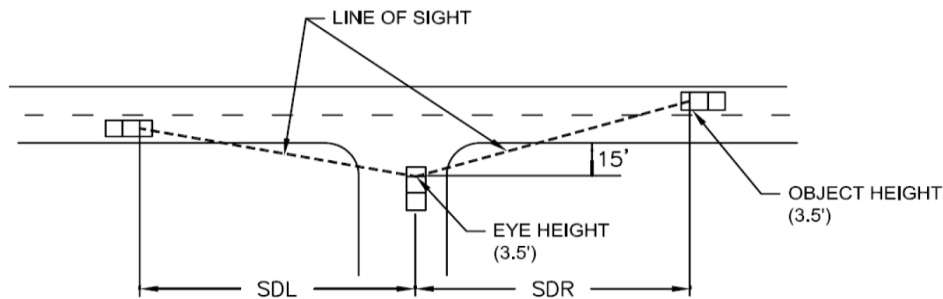


Table 401-41(g). Sight Distance.

<u>SIGHT DISTANCE (FEET)</u>							
<u>SPEED, MPH</u>	<u>2 Lane</u>		<u>3 Lanes</u>		<u>4 Lanes</u>		<u>5 Lanes</u>
	<u>SDL=SDR</u>	<u>SDL</u>	<u>SDR</u>	<u>SDL</u>	<u>SDR</u>	<u>SDL</u>	<u>SDR</u>
<u>25</u>	<u>280</u>	<u>280</u>	<u>295</u>	<u>280</u>	<u>310</u>	<u>295</u>	<u>335</u>
<u>30</u>	<u>335</u>	<u>335</u>	<u>355</u>	<u>335</u>	<u>375</u>	<u>355</u>	<u>400</u>
<u>35</u>	<u>390</u>	<u>390</u>	<u>415</u>	<u>390</u>	<u>440</u>	<u>415</u>	<u>465</u>
<u>40</u>	<u>445</u>	<u>445</u>	<u>475</u>	<u>445</u>	<u>500</u>	<u>475</u>	<u>530</u>
<u>45</u>	<u>500</u>	<u>500</u>	<u>530</u>	<u>500</u>	<u>565</u>	<u>530</u>	<u>600</u>

- (g) Separation and Spacing. All driveways except those serving residential units on individual lots shall meet the following criteria:

- (1). Minimum separation for driveways, public roads, and side streets:

Table 401-41(h). Minimum Separation for Driveways, Public Roads, and Side Streets.

<u>Posted Speed</u>	<u>Minimum</u>
<u>MPH</u>	<u>Driveway Spacing</u>
<u>25</u>	<u>125</u>
<u>30</u>	<u>219</u>
<u>35</u>	<u>244</u>
<u>40</u>	<u>294</u>
<u>45</u>	<u>369</u>

- (2). Driveway Spacing. Spacing shall be measured from centerline to centerline of driveways, public roads, or side streets. Where there is an arterial or major collector intersecting with a side street, the measurement may be taken from the edge of pavement or back of curb, as opposed to the centerline of the arterial/major collector. Greater separation may be required for safe operation of intersections and right or left turning lanes. Whenever possible, proposed driveways along one side of a street shall coincide with existing or proposed driveways on the opposite side of such street. If offset driveways cannot be avoided, the same driveway spacing criteria as given in Table 401-41(h) should be provided. Spacing shall be measured from centerline to centerline. If the Highway involved is a divided facility and the driveways do not align with a median crossover, the driveway spacing would only apply to the adjacent driveway on the same side of the Highway as provided in Table 401-41(h).
- (3). Interior Driveways. The placement of the first interior drive which intersects the driveway from a city -maintained roadway should be as far as possible from the road for safe, more efficient operation. The distance between the roadway traffic and the first internal movement shall be a minimum of 200 feet as referenced in the Georgia Department of Transportation Regulations for Driveway Encroachment Control Manual, Figure 3-1.2. Lots less than 500 deep should maintain, a minimum distance of 100 feet. The distance required should be maintained or increased so as to avoid interference with the mainline traffic flow for large sites with high volumes, heavy truck traffic, and on high volume roadways. If no other design alternatives exist and interior drives are proposed which do not meet minimum spacing, the left turning movement should be restricted with a raised barrier. Site planning should be done such that Interior Driveways accommodate the right of way at least 100 feet of storage.

Sec 401-42. Street Intersections.

- (a) Angle of Intersection. Intersections shall generally be at right angles and shall not be at an angle of less than 85 degrees, unless approved by the Public Works Department, nor less than 80 degrees unless the intersection is signalized, in which case the angle of the intersection may be reduced subject to the review and approval of the Public Works Department.
- (b) Maximum Grade. Street intersections should be designed with a flat grade wherever possible, but in no case should the grade exceed 2 percent in normal situations (or 4 percent in topographical hardship situations on local streets).

(c) Intersection Approaches: Horizontal Alignment.

- (1). New local streets which approach an intersection with a street in a category higher than itself on a horizontal curve having a centerline radius less than 240 feet shall provide a tangent section of roadway at least 30 feet long. Minor Collectors approaching an intersection with a Major Thoroughfare on a horizontal curve having a centerline radius of less than 550 feet shall also provide the 30-foot tangent section. The tangent length shall be measured along the centerline of the street, from the right-of-way line of the intersecting street, extended, to the point of tangency with the centerline of the curve section.
- (2). New Major Thoroughfares shall provide tangent sections at intersections with streets in equal or higher categories as needed to provide adequate stopping distances at their design speeds.

(d) Intersection Approaches: Vertical Alignment.

- (1). For intersections with local or minor collector streets, a leveling of the street at a grade not exceeding 2 percent shall be provided but no level approach distance is required for streets approaching at less than 7 percent, and a minimum 25-foot level approach distance shall be provided for streets approaching at a grade of 7 percent or more.
- (2). As a street approaches an intersection with a major thoroughfare, there shall be a suitable leveling of the street at a grade not exceeding two percent and for a distance not less than the following minimums, as set forth in Table 401-42(d) below:

Table 401-42(d). Approach Distances at Major Intersections.

<u>Approaching Street Category</u>	<u>Minimum Approach Distance</u>
<u>Major Collector</u>	<u>75 Feet</u>
<u>Minor Collector</u>	<u>75 Feet</u>
<u>Local</u>	<u>50 Feet</u>

* Distance of the approach is measured from edge of pavement of the intersecting street to the point of curvature in the approaching street.

(e) Intersection Radii. Intersection radii for roadways measured at back of curb and for the right-of-way lines shall be as set forth in Table 401-42(e) below. For intersecting streets of different classifications, the larger radii shall be provided. In all cases, adequate right-of-way shall be provided to maintain minimum of 11 feet from back-of-curb. Larger radii may be required for streets intersecting at angles less than 90 degrees.

Table 401-42(e). Intersection Radii.

<u>Street Category</u>	<u>Roadway Radii</u>	<u>R/W Radii</u>
<u>Major Collector</u>	<u>40 Feet</u>	<u>20 Feet</u>
<u>Minor Collector-Residential</u>	<u>25 Feet</u>	<u>9 Feet</u>
<u>Minor Collector-Non-residential</u>	<u>40 Feet</u>	<u>20 Feet</u>
<u>Local Residential</u>	<u>20 Feet</u>	<u>9 Feet</u>
<u>Local-Commercial or Office</u>	<u>25 Feet</u>	<u>11 Feet</u>
<u>Local-Industrial</u>	<u>40 Feet</u>	<u>25 Feet</u>

* Intersecting right-of-way lines may be joined by an arc having the minimum radius shown, or by a miter which cuts across the right-of-way lines connecting the points where the required radius would have otherwise been tangent.

(f) Islands. Islands in street intersections shall conform to the design requirements of the Standard Drawings in the Appendix A of the UDO. In no case shall anything in an island extend more than three feet above the street grade within the right-of-way, except traffic regulatory devices and other infrastructure erected or approved by the Public Works Department. No island shall be approved which contains less than 100 square feet.

(g) Intersection Corner Sight Distance.

- (1). Intersections shall be designed with adequate corner sight distance for each street which approaches a street in an equal or higher street category (except an intersection of two local streets). Where necessary, backslopes shall be flattened and horizontal or vertical curves lengthened to provide the minimum required sight distance.
- (2). The minimum corner sight distance shall meet the standards as shown in Table 401-41(g) Sight Distance.
- (3). The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach to the Highway (AASHTO Case B1). The time to execute the maneuver is based on recommendations contained in NCHRP Report 383, Intersection Sight Distance. The sight distances, for a two-lane road, are the distances traveled at the arterial speed during 7.5 seconds. The time is increased by 0.5 seconds for each additional lane to be crossed. The sight distances given in Table 401-41(g) are for undivided highways. If the highway is divided, the effect of the median should be considered in determining the required sight distance. Based on the conditions, it may be feasible for the crossing maneuver to be done in two stages with a stop in the median. However, the intersection should only be treated in this manner if the signing and marking is accordingly provided. Otherwise, the sight distance requirements should be increased to account for the additional width that must be crossed. See AASHTO Green Book, Chapter 9 Intersections, for adjustments due to grades greater than 3 percent and design vehicles other than passenger cars.

(h) Obstructing Visibility at Intersections. In all zoning districts, no fence, wall, structure, shrubbery, or other obstruction to vision between the heights of 3 feet and 15 feet, except utility poles, light or street sign standards or tree trunks shall be permitted within 20 feet of the intersection of the right-of-way lines of streets, roads, highways, or railroads.

(i) Turning Lanes at Intersections. Right turning lanes may be required to meet traffic demands or

safety concerns. When provided, turning lanes shall meet the following criteria:

- (1). Storage length — A minimum of 150 feet of storage length for turning lanes on any arterial roadway shall be used. A minimum of 100 feet of storage length for turning lanes on all collectors shall be used.
- (2). Taper Length — The minimum taper length shall be 50 feet.
- (3). Left turning lanes from arterial roads shall be subject to longer storage lengths and tapers and as determined on a case-by-case basis.

Sec 401-43. Street Design Standards.

(a) Street Grades and Design Speeds.

- (1). Minimum grade for all Local and Minor Collector Streets shall be 1.5 percent. Minimum grades for all major collector and arterial streets shall conform to Georgia Department of Transportation standards and regulations.
- (2). Minimum grade of less than 1.5 percent on a local street may be approved by the Public Works Department, based on adequate engineering designs, where at least 1.5 percent cannot reasonably be achieved due to topographical limitations imposed by the land. In such cases, a Record Drawing, and such computations as necessary shall be provided after construction to establish that the street will drain in accordance with this UDO. Street sections where unacceptable pooling, excessive spread at catch basins, or other hazardous conditions occur shall be reconstructed or otherwise improved to eliminate such conditions.
- (3). Minimum vehicle design speeds and maximum grades allowable in the City of Norcross by street classification shall be as shown in Table 401-43(a). This requirement may be modified by the Mayor and Council in cases of topographical hardship or property configuration.
- (4). Maximum grade on any cul-de-sac turnaround shall be 6 percent.

Table 401-43(a). Minimum Design Speeds and Maximum Grades.

<u>Street Category</u>	<u>Maximum Grade</u>	<u>Design Speed</u>
<u>Major Collector</u>	<u>10%</u>	<u>40 MPH</u>
<u>Minor Collector</u>	<u>10%</u>	<u>30 MPH</u>
<u>Local</u>	<u>15%*</u>	<u>25 MPH</u>

* Grades between 11 percent and 15 percent shall not exceed a length of 150 feet and shall require an "as graded" survey prior to the installation of the curb or utilities. The distance shall be measured as the tangent length between points of curvature.

(b) Vertical Street Alignment.

- (1). All changes in street profile grades having algebraic difference greater than one percent shall be connected by a parabolic curve having a minimum length (L) equal to the product of the algebraic difference between the grades in percent (A) and the design constant (K) assigned to the street according to its category (i.e., $L=KA$).
- (2). Constant (K) values are shown in the Table 401-43(b) for both desirable and minimum acceptable ("hardship") conditions. In all cases, the "desirable" value shall be used, unless it cannot be achieved due to topographic conditions beyond the developer's control. In such hardship situations, the Department may approve a lesser value to the extent required by

the hardship situation, but in no event less than the value shown in Table 401-43(b) as "minimum."

Table 401-43(b). Constant (K) Values for Vertical Curves.

	<u>Crest Curves</u>		<u>Sag Curves</u>	
<u>Street Category</u>	<u>Minimum</u>	<u>Desirable</u>	<u>Minimum</u>	<u>Desirable</u>
<u>Major Collector</u>	<u>44</u>	<u>80</u>	<u>64</u>	<u>70</u>
<u>Minor Collector</u>	<u>19</u>	<u>30</u>	<u>37</u>	<u>37</u>
<u>Local</u>	<u>12</u>	<u>20</u>	<u>26</u>	<u>26</u>

(c) Horizontal Street Alignment.

- (1). All new streets shall adhere to the standards governing horizontal curvature and superelevation as set forth in Table 401-43(c)(1) below:

Table 401-43(c)(1). Horizontal Curves.

<u>Street Category</u>	<u>Minimum Radius (Ft.)</u>	<u>Maximum Superelevation</u>
<u>Major Collector</u>	<u>560</u>	<u>0.04</u>
<u>Minor Collector</u>	<u>300</u>	<u>0.04*</u>
<u>Local</u>	<u>181</u>	<u>0.00</u>

* No superelevation will be allowed on Minor Collectors internal to residential subdivisions

- (2). Superelevation for horizontal curves shall be calculated utilizing the following formula:

R = minimum radius curve

v = vehicle design speed (MPH)

e = rate of superelevation (decimal of a foot rise per foot roadway)

f = side friction factor

Vehicle Design Speed (v) 30 40 50

Side Friction Factor (f) .16 .15 .14

- (3). Widening section along existing streets shall be designed reflecting existing curvature and superelevation, if any, unless the existing street has been included in a specific design by the Gwinnett County Department of Transportation or Georgia Department of Transportation which calls for different standards, in which case the project will be coordinated with the overall design.
- (4). Superelevation runoff. Roadway edge curves shall be provided for tangent runout (bringing edge from a normal crown to centerline elevation) and superelevation runoff (from the end of tangent runout to the point of design superelevation) in accordance with design standards of the Georgia Department of Transportation or other professional engineering standards.
- (5). Tangents and compound curves. Between reverse horizontal curves there shall be not less than the minimum centerline tangents shown in Table 401-43(c)(5) unless otherwise specified by the Georgia Department of Transportation. Compound radii curves are prohibited. At least the "desirable" length shall be provided unless hardship conditions of topography or property configuration will not allow lengths greater than those shown as

"minimum." For compound circular curves, the ratio of the flatter radius to the sharper radius shall not exceed 1.5 to 1.

Table 401-43(c)(5). Tangents.

<u>Street Category</u>	<u>Minimum Tangent Length</u>	<u>Desirable Tangent Length</u>
<u>Major Collector</u>	<u>100</u>	<u>120 Feet</u>
<u>Minor Collector</u>	<u>75</u>	<u>90 Feet</u>
<u>Local</u>	<u>50</u>	<u>60 Feet</u>

Note: Minimum tangents are based on the distance traveled in 1.7 seconds at the design speed for each category of street. Desirable length is based on distance traveled in 2.0 seconds.

(d) Horizontal and Vertical Clearances.

(1). Horizontal clearances.

- a. A shoulder of no less than 11 feet from the back of curb or edge of pavement, appropriately graded and having gentle slopes of not more than 0.5 inch per foot and rounded cross-sectional design shall be maintained along all streets. Beyond the shoulder but within the right-of-way, slopes shall not exceed 1 foot of rise for each 2 feet of horizontal distance on a cut slope, and 1 foot of fall for each 3 feet of horizontal distance on a fill slope.
- b. Along all public streets, a clear zone shall be provided per current AASHTO standards wherein nothing may be located above ground level except traffic/street signs, public utility structures, driveways, and mailboxes.
- c. At selected locations, such as the outside of a sharp curve, a wider clear zone with greater horizontal clearances provided to any roadside obstruction may be required.
- d. The Department of Transportation, in accordance with O.C.G.A. § 32-6-51, is authorized to remove or direct the removal of any sign, signal, device, or other structure erected, placed, or maintained on the right-of-way of a public road which because of its nature, construction, or operation constitutes a danger to or interferes with the vision of drivers of motor vehicles.

(2). Vertical clearances. Vertical clearance at underpasses shall be at least 14.5 feet over the entire roadway width.

Sec 401-44. Street Construction Standards and Specifications.

- (a) Specifications. Unless otherwise specifically set forth herein, all of the materials, methods of construction, and workmanship for the work covered in reference to street construction shall conform to the latest specifications of the Georgia Department of Transportation.
- (b) Subgrade Preparation for All Streets.
 - (1). Subgrade preparation shall be in accordance with Georgia Department of Transportation specifications.
 - (2). Removal of unsuitable material. If any sections of the subgrade are composed of topsoil, organic, or other unsuitable or unstable material, such material shall be removed and replaced with suitable material and then thoroughly compacted as specified for fill or stabilized.

- (3). Compaction. Fill shall be placed in uniform, horizontal layers not more than 8 inch thick (loose measurement). Moisture content shall be adjusted as necessary to compact material to 95 percent of maximum dry density except for the top 12 inches which shall be compacted to 98 percent of maximum dry density.
 - (4). Brought to line and grade. After the earthwork has been completed, all storm drainage, water, and sanitary sewer utilities have been installed within the right-of-way as appropriate, and the backfill in all such ditches thoroughly compacted, the subgrade shall be brought to the lines, grades, and typical roadway section shown on the plans.
 - (5). Utility trenches to be compacted. All utility crossings within the right-of-way must be installed prior to subgrade approval. All manhole covers must be flush with top of intermediate course if there is a delay in applying the final surface course for new roadway pavement. Manhole covers will be required to be adjusted flush when final surface course is installed. Utility trenches cut in the subgrade shall be backfilled as specified herein. Compaction tests at the rate of 1 per 150 feet of trench shall be provided to verify compaction.
 - (6). Roll testing required. The subgrade must pass roll testing prior to placement of the base material. The roll test of the subgrade and base material shall be observed and approved by a Department Development Inspector prior to paving.
 - (7). Temporary traffic surface. When the street is to be used for construction traffic before the paving work is completed, a layer of stone (except crusher run) shall be laid as a traffic surface. This material shall not be used as a part of the base material. It may be worked into the subgrade, or it shall be removed before the base course is set up for paving.
 - (8). Provisions to drain low points. Provisions shall be made to drain low points in the road construction when the final paving is delayed. A break in the berm section is required when the curbing has not been constructed. Drainage under the curb to side slopes after installation is required, using minimum four-inch diameter pipe sections. Vegetated or stabilized swales should be considered for managing road construction runoff. Swales shall be constructed in accordance with the Georgia Stormwater Management Manual.
- (c) Project Access Improvement Standards.
- (1). Sections wider than 4 feet in width. For sections 4 feet or greater in width, the section shall comply with the construction standards for new streets, in accordance with the street's category as shown on the officially adopted -Long Range Road Classification Map. The base course must pass all testing prior to paving. If a delay is expected, then the base must be sealed and retested prior to paving.
 - (2). Sections less than 4 feet in width. For sections less than 4 feet in width, a minimum of 8 inches of Graded Aggregate Base shall be provided below the widening section. 6 inches of class "B" concrete shall be poured until 1.5" below the adjacent pavement surface. The final asphaltic surface course of 1.5 inches of 9.5 mm Superpave Type II for local roads and 1.5 inches of 12.5 mm Superpave Type II for collector roads shall be applied flush with the adjacent pavement surface.
- (d) New Local and Minor Collector Streets. At the minimum the following standards shall apply to new local and minor collector streets in residential subdivision and non-residential projects.

- a. The base course shall consist of at least 8 inches of graded aggregate base. After being thoroughly compacted and brought to proper section, an intermediate course of 2 inches of 19 mm Superpave shall be applied.
- b. The final asphaltic surface course of 1.5 inches of 9.5 mm Superpave Type II shall be applied.
- c. If a delay in paving is anticipated, then the base course shall be primed the same day it is compacted and cured in accordance to Georgia DOT standards.
- d. Upon the final acceptance of the final surface course, a maintenance bond for a period not to exceed 18 months following the date of approval of Development Conformance shall be required.

(e) New Major Collector. At the minimum the following standards and GDOT specification shall apply to new major collector streets

- a. The base course shall consist of at least 10 inches of graded aggregate base. After being thoroughly compacted and brought to proper section, an intermediate course of 4 inches of 19 mm Superpave shall be applied.
- b. The final asphaltic surface course of 1.5 inches of 9.5mm Type II Superpave (volumes less than 10,000 ADT), OR 1.5 inches of 12.5mm Superpave (volumes greater than 10,000 ADT).
- c. If a delay in paving is anticipated, then the base course shall be primed the same day it is compacted and cured in accordance to Georgia DOT standards.
- d. Upon the final acceptance of the final surface course, a maintenance bond for a period not to exceed 18 months following the date of approval of Development Conformance shall be required.

Sec 401-45. Curbs and Gutters.

- (a) Curb and Gutter Required. All new streets and Project Access Improvements shall be provided with curb and gutter. All gutters shall drain smoothly with no areas of ponding.
- (b) Residential Curbing. Residential curbing shall meet the following requirements:
 - (1). Concrete shall be Class "B" (as defined by Georgia Department of Transportation) and have a minimum strength of 3,000 PSI at 28 days.
 - (2). Typical minimum section shall be 6" × 24" × 12".
 - (3). Vertical curbing only. Rollback curbing may be specified in townhouse on the garage side the townhouse street,
- (c) Industrial or Commercial Curbing. Industrial or commercial curbing shall meet the following requirements:
 - (1). Concrete shall be Class "B" (as defined by Georgia Department of Transportation) and have a minimum strength of 3,000 PSI at 28 days.
 - (2). Typical minimum section shall be 8" × 24" × 14".
 - (3). Vertical curbing only.
- (d) Collector Curbing. Collector curbing shall meet the following requirements:

(1). Concrete shall be Class "B" (as defined by Georgia Department of Transportation) and have a minimum strength of 3,000 PSI at 28 days.

(2). Typical minimum section shall be 8" x 30" x 14".

(3). Vertical curbing only.

(e) Construction Methods.

(1). Curb and gutter shall be set true to line and grade, be field staked, and finished to the section shown on the plans.

(2). Line and grade shall be field staked for grades less than two percent and grades over 10 percent, and within 100 feet in both directions from all low points.

(3). One-half inch expansion joints or pre-molded bituminous expansion joint material shall be provided at all structures and radius points and at intervals not to exceed 250 feet in the remainder of the curb and gutter.

(4). Inferior workmanship or unprofessional construction methods resulting in unacceptable curb and gutter will be cause for rejection of the finished work.

(5). Disturbed areas along all curbing shall be backfilled, stabilized, and grassed.

Sec 401-46. Sidewalk Requirements.

(a) Sidewalks. Sidewalks and curb ramps shall be constructed in all new development or redevelopment along all abutting or internal streets, existing or new, private, or public. Whenever a discrepancy occurs between the design and construction standards of this UDO and any state or federal regulation, then the most restrictive shall apply.

(b) Sidewalk and curb ramp installation and timing. Sidewalks and curb ramps shall be installed as follows:

(1). Developers shall connect proposed sidewalks on developed property to the adjacent property's sidewalks.

(2). Residential subdivision projects. Sidewalks and curb ramps, where required, shall be installed on new internal streets (both sides including "eyebrow" turnarounds and cul-de-sacs) and on abutting external streets (abutting side).

(3). Residential subdivision developer's responsibility. Developers shall install sidewalks and curb ramps on abutting external streets, "passive" recreation areas, common area and open space prior to the approval of the Final Plat. Sidewalks on "active" recreation area lots shall be installed prior to issuance of a Certificate of Occupancy.

(4). Homebuilder responsibility. Homebuilders shall install sidewalks, and curb ramps not required to be installed by developers, on residential lots prior to release of the Certificate of Occupancy for a home.

(5). Non-residential and non-subdivision projects. Sidewalks shall be installed on new internal streets (both sides including cul-de-sac and "eyebrow" turnarounds) and on abutting external streets (abutting side) by the lot owner or developer prior to the issuance of a Certificate of Occupancy.

(6). Performance surety. Performance surety for sidewalks and ramps not yet installed must be approved by the Public Works Director. The surety shall be in an amount acceptable to the City.

(7). Escrow alternative. The cost of sidewalk installation may be set aside in escrow with the Public Works Department if proposed road improvements by the City may impact the location of a sidewalk or if the sidewalk cannot be constructed due to topographic or utility constraints. Costs shall be set by the City and are subject to include construction, acquisition, and engineering costs for sidewalk projects within the City.

(c) Sidewalk design and construction standards. Sidewalks shall be constructed in accordance with the requirements of this section. The Public Works Director is authorized to grant Modifications upon specific application due to topographic or drainage difficulty

(1). Width. Sidewalks shall be at least 5 feet wide on new internal subdivision streets and on abutting external streets.

(2). Setback. Sidewalks shall be located at least 2 feet from the back of curb. The area between the curb and the sidewalk shall consist of grass or landscaping and shall be consistent with the requirements of this UDO. Where no curb exists, or if road improvements are proposed for installation by the City, sidewalks, including appropriate storm-water infrastructure, shall be constructed in a location acceptable to the City.

(3). Cross slope. Sidewalks shall be constructed with a cross slope of 0.25 inch per foot. Sidewalks shall maintain this cross slope at driveway crossings or transition the sidewalk to a driveway with ramps and detectable warnings.

(4). Material. Class "B" concrete (as defined by Georgia Department of Transportation) with a minimum strength of 3,000 PSI at 28 days.

(5). Final stabilization. Disturbed areas resulting from sidewalk construction shall be backfilled, stabilized, and grassed or landscaped.

(6). Georgia Department of Transportation or Gwinnett County controlled roads. Sidewalks located in the right-of-way of roads under the jurisdiction of the Georgia Department of Transportation shall be constructed in accordance with Georgia Department of Transportation or Gwinnett County design and construction standards.

(7). Sidewalk curb ramp design and construction standards. Intersection radius curb ramps shall be provided at street intersections. Straight ramps may be provided at intersections of curbed driveways and at streets without sidewalks. Curb ramps shall meet the requirements of the Americans with Disabilities Act.

(8). Damage repair. Damage to roads, sidewalks, curbs, and ramps caused by construction or development activity shall be repaired at no cost to the City within 30 days or prior to issuance of a Certificate of Occupancy, whichever is earlier.

Sec 401-47. Traffic Control Devices.

(a) Traffic Control Signs. Street signs, traffic control signs, and devices such as striping and signalization, shall be provided through payment of fees to the Public Works Department for the installation thereof.

(b) Street Name Signs. Public street name signs shall have a green background with white legends mounted on channelized posts. Private street name signs shall have a blue

background with white legends mounted on channelized posts. Alternate post material is required in the City's Historic Districts. Alternate post material shall be subject to the review and approval of the Public Works Department. The posts and signs will be furnished and installed by the city at all street intersections. The developer (or homeowners association in the event an alternate signpost is chosen at a later date) shall pay the City costs.

(c) Traffic Signals and Signs. All traffic signals and signs shall conform to the Manual on Uniform Traffic Control Devices (no decorative traffic control devices will be allowed).

(d) Striping Requirements. All newly constructed streets having four or more lanes (including auxiliary lanes) and existing streets being widened with one or more additional lanes shall be striped or the payment of said striping costs shall be required from the Developer by the Public Works Department prior to the Approval of Development Conformance for the project. Striping shall be accomplished with paint meeting Georgia Department of Transportation standards conforming to the Manual on Uniform Traffic Control Devices.

(e) Payment of Fees. Payment for materials and installation of street name and traffic control signs in new developments shall be required by the Public Works Department prior to the approval of the Final Plat for new subdivision streets and the Approval of the Development Conformance for all other developments.

Sec 401-48. Traffic Calming Devices.

(a) Subdivision streets shall be designed in accordance with the City of Norcross Traffic Calming Guide.

(b) The traffic-calming plan is subject to review and approval by the Public Works Department. The Public Works Director may grant modifications.

Sec 401-49. Private Streets and Alleys.

(a) Private Streets and Alleys Permitted.

- (1). Application for approval of private street and/or alleys shall be considered by the City Council during the rezoning or special use permit process, if necessary. Otherwise, the City Council shall take up the use of private streets and alleys during the preliminary plat process and before a land disturbance permit is issued. Notwithstanding other provisions of the UDO, the City Council may impose conditions on the approval of private streets and alleys to ensure the health, safety, and welfare of the general public and to mitigate potential problems with private streets.
- (2). Alleys intended to serve as private access routes in the rear of buildings shall be permitted, constructed, and maintained as private driveways, and in substantial conformance with the UDO Design Guidelines. Application for approval of such private alleys shall be considered by the Mayor and Council in the same method as approval of private streets in Sec 401-49(a)(1).

(b) General Provisions.

- (1). It shall be unlawful for any person, firm, or corporation to construct a new private street or alley, or alter an existing private street or alley, or to cause the same to be done without first obtaining a development permit, for such construction or alteration, from the Department.
 - a. All private streets shall be constructed to the roadway construction standards for public streets as required by the UDO and contained herein. All alleys shall be designed and constructed as private driveways as required by the UDO. No permit for a private street or alley shall be issued unless the proposed roadway improvements are in conformity with the standards and requirements for public streets and the applicable provisions of the UDO.
 - b. For setback purposes, front setbacks shall be measured as if the streets were public streets, or as approved by individual variances. Rear setbacks of lots adjacent to alleys shall be a minimum of 5 feet measured from the rear property line of such lot.
 - c. The subdivider/developer shall comply with the Department of Fire and Emergency Services general order for security gate access if a gated development is proposed.
 - d. All provisions of the UDO regarding roadways, water lines, sewer lines, stormwater facilities and their appurtenance, including the design, submittal of plans, required improvements, etc., shall apply to all developments with private streets or alleys approved pursuant to this section.
 - e. The subdivider/developer shall comply with the standards and requirements of the Gwinnett County's Department of Water Resources for the installation of water and sanitary sewer mains within private developments/subdivisions.
 - f. The subdivider/developer shall establish a mandatory property owners association, with bylaws and/or covenants which shall include the following:
 1. Mandatory membership of all purchasers of lots therein and their successors
 2. Responsibility for maintenance, insurance, and taxes

3. Equitable sharing of the cost of maintenance

4. Authority to place liens on the real property of members who fail to pay their dues or assessments

7. No Final Plat or development permit involving any private street shall be approved unless said Final Plat or development permit conforms to the requirements of this section.

(c) Street Names and Address Assignments for Private Streets.

(1). Proposed names for private streets shall follow the same rules as for public streets.

a. The subdivider of land involving a private street shall install street signs with the street name and designation "private," as approved by the Public Works Department.

b. Address assignments will be in accordance with this UDO.

(d) Easements for Private Streets or Alleys.

(1). Easements for private streets and/or shall be designated on Preliminary and Final Plats as general purpose public access and utility easements, along with the name of said street. Said easement shall at minimum be of the same width as that required for the right-of-way of a public street as shown on the Long Range Road Classification Map for the type of public street (local, collector, etc.) most closely resembling the proposed private street.

(2). In cases where alleys are intended to serve as private service or access route, either with or without utility easement, for more than two properties, then the alleys shall have a minimum easement width of 20 feet and shall be designated on Final Plats as private access and utility easement, as applicable, and on its own discrete parcel to be dedicated to a private property association.

a. Easements for private streets and alleys shall not be included in any calculation of minimum lot size as established by this UDO.

b. In the cases of private streets where roadway improvements are not required (i.e., exemption plat, minor subdivision), the general purpose public access and utility easement for the private street shall be shown in a manner on the plat such that each lot fronting the private street extends to the centerline of the private street. No lot shall be permitted to be divided by the general purpose public access and utility easement required and established for a private street.

c. In the cases of private streets where roadway improvements are required, the general purpose public access and utility easement for a private street shall be drawn as its own discrete parcel to be dedicated to a private homeowners association (i.e., not shown to be a part of any lot).

(e) Maintenance.

(1). City of Norcross shall not maintain, repair, resurface, rebuild, or otherwise improve streets, signs, drainage improvements, or any other appurtenances within general purpose public access and utility easements established for private streets or alleys.

a. Gwinnett County assumes full responsibility for the repair and maintenance of the water and/or sanitary sewer mains and appurtenances, and any areas disturbed by

repair or maintenance efforts will be restored to as near to its original condition as is feasible. Permanent repairs to the streets and/or alleys shall be made by the homeowners associations or other entity having maintenance responsibility for the development. Driveways and sidewalks will be repaved, sodded or landscape areas will be graded, smoothed, reseeded or resodded where appropriate. Maintenance responsibility by Gwinnett County for individual sanitary sewer stubs shall extend to the end of the standard six-inch stub, and to the water meter for individual water lines.

b. A private maintenance covenant recorded with the Clerk of the Gwinnett County Superior Court shall be required for any private street, alley and other improvements within general purpose public access and utility easements established for private streets and alleys. The covenant shall set out the distribution of expenses, remedies for non-compliance with the terms of the agreement, rights to the use of easements, and other pertinent considerations. The covenant shall specifically include the following terms:

1. The covenant shall establish minimum annual assessments in an amount adequate to defray costs of ordinary maintenance and procedures for approval of additional needed assessments. The covenant shall also specify that the funds from such assessments will be held by a homeowners or property owners association in cases of a subdivision fronting on a private street or containing a private alley.
2. The covenant shall specify that the property owners association shall be responsible for the maintenance and repair of the stormwater drainage system and all common areas within the development.
3. The covenant shall include a periodic maintenance schedule.
4. The covenant for maintenance shall be enforceable by any property owner served by the private street or alley.
5. The covenant shall establish a formula for assessing maintenance and repair costs equitably to property owners served by the private street or alley.
6. The covenant shall run with the land.

c. The City Council may, at its discretion, as a condition of approving private streets, require a performance bond and/or maintenance bond be submitted by the subdivider and held by a homeowners or property owners association, or the Council may require that the subdivider pay an amount of money as recommended by the Public Works Director into an escrow account or other suitable account for the construction, maintenance and repair of private streets and stormwater management improvements, to be drawn from by the homeowners or property owners association as the need may arise.

(f) Specifications for Final Plats Involving Private Streets. No Final Plat involving a private street shall be approved by the Community Development Department for recording unless and until Mayor and Council have approved the use of private streets and it shall contain the following on the face of the plat:

- (1). Deed book and page reference to the recorded covenant required in Section 401-49(e) Maintenance, as listed above.

a. "City of Norcross has no responsibility to build, improve, maintain, or otherwise service the private streets, drainage improvements, and other appurtenances contained within the general public purpose access and utility easement or easements for private streets shown on this plat."

b. "Grant of Easement. The general purpose public access and utility easement(s) shown on this plat for private street(s) is hereby granted and said grant of rights shall be liberally construed to provide all necessary authority to the City, and to public or private utility companies serving the subdivision, for the installation and maintenance of utilities, including, but not limited to electric lines, gas lines, telephone lines, water lines, sewer lines, cable television lines, and fiber optic cables, together with the right to trim interfering trees and brush, together with a perpetual right of ingress and egress for installation, maintenance, and replacement of such lines."

Signature of Property Owner Date "

c. "Certificate of Dedication." All water and sewer lines installed within the general purpose public access and utility easement(s) shown on this plat for private street(s) are hereby dedicated to Gwinnett County."

(g) Requirement for Purchaser's Acknowledgement of Responsibilities for Private Street and/or Alley.

(1). Prior to the sale or as a condition of the closing of a real estate transaction involving any lot served by a private street or alley in the City, the purchaser of said lot shall execute a notarized Purchaser's Acknowledgement of Private Street and/or Alley Construction and Drainage Maintenance Responsibilities set forth below. A copy of the purchaser's acknowledgement shall be retained by the subdivider or seller and shall be required to be submitted as a condition of a Building Permit for a principal building on said lot:

"Purchaser's Acknowledgement of Private Street and/or Alley and Drainage Maintenance Responsibility."

(I) (We) have read the Declaration of Covenant which pertains to the lot that is the subject of this real estate transaction (insert address or attach legal description). (I) (We) understand that the Declaration of Covenant applies to the lot that (I am) (we are) purchasing and requires (me) (us) to provide a specified percentage or amount of the financing for the construction and maintenance of any private street (and/or alleys) and drainage facilities serving the lot which (I am) (we are) purchasing, and that owners of other lots in this plat may sue and recover for those costs which this covenant requires (me) (us) to pay, plus their damages resulting from (my) (our) refusal to contribute, plus reasonable attorney's fees. (I) (we) further understand that the City has no obligation to assist with the maintenance and improvement of the private street or alley, drainage facilities, and other appurtenances within the general purpose public access and utility easement for the private road serving the lot in question. (I) (we) understand that a copy of this purchaser's acknowledgement shall be required as a condition of the issuance of a building permit for a principal building on the lot (I am) (we are) purchasing.

<u> </u> Purchaser	<u> </u> Date	<u> </u> Purchaser	<u> </u> Date
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Division 7. Development Conformance, Sureties, and Maintenance

Sec 401-50. Development Conformance, Sureties and Maintenance, in General.

(a) Prerequisite to Final Plat, Certificate of Completion, or Certificate of Occupancy. The submittal and acceptance of a Certificate of Development Conformance shall be a prerequisite to the approval of a Final Plat or issuance of a Certificate of Occupancy or Certificate of Completion for any project, or portion thereof, included in a Land Disturbance Permit, except for single-family and two-family structures. The approval shall reflect the certification by the owner, being the subdivider or developer, that all site work and construction has been accomplished according to the terms of the approved plans and permits, and that all improvements intended for maintenance, supervision and/or dedication to the public are in compliance with appropriate standards, regulations, codes, and ordinances. Such approval shall be revoked in cases of fraud or whenever unauthorized changes are made to the site without the benefit of required permits.

(b) Submission Requirements. Upon completion of the project as authorized for construction by the land disturbance permit, the subdivider/developer, shall file the following items with the City Engineer:

- (1). A Certificate of Development Conformance in a form as required by the City Engineer, accompanied by an executed Development Performance and Maintenance Agreement and related surety bonds, or other surety forms, as appropriate and acceptable to the Director.
- (2). Record drawings of all stormwater management facilities.
- (3). Modifications to the limits of the 100-year floodplain (if any).
- (4). An "as-built" hydrology study for the project with the actual parameters from the record drawing of the stormwater management facilities.
- (5). A record drawing of the sanitary sewer facilities shall also be prepared and submitted to Gwinnett County for review and approval. If the owner is a corporation or LLC, the documents shall be executed by the President, or Vice-President, or LLC Manager/Member as appropriate and be affixed by a corporate seal, and either the corporate secretary shall attest to the signature and affix the corporate seal, or a Certificate of Corporate Resolution shall also be submitted.

(c) Certificate of Development Conformance Approval Process.

- (1). Following final inspection and approval of all record drawings, the City Engineer shall require an executed Certificate of Development Conformance from the subdivider/developer.
- (2). Final approval by the City Engineer shall not be shown on the Certificate of Development Conformance until all requirements of these and other applicable regulations have been met.
- (3). Once the City Engineer has approved the Certificate of Development Conformance and after all maintenance and performance bonds are released, the Community Development

Director or designee shall certify by signature on the original of the Certificate of Development Conformance that all of the requirements of this UDO and the conditions of zoning approval have been met, and that all other affected departments have approved the development or Final Plat.

- (4). For developments with private streets, all required improvements and installations must be completed in accordance to the applicable rules and regulations of the City of Norcross.

(d) Project Closeout and Continuing Maintenance.

- (1). Development Performance and Maintenance Agreement. Based on the approved Certificate of Development Conformance, the owner shall file a Development Performance and Maintenance Agreement with the Department, along with any required Certificate of Corporate Resolution and performance or maintenance surety, as a prerequisite to the approval of a Final Plat or issuance of a Certificate of Occupancy for any part of a project included in the development permit, except for single-family and two-family residential structures. The Development Performance and Maintenance Agreement shall be in a form as required by the City Engineer, and shall include the following:

- a. Maintenance surety shall be filed to warrant to the City that all newly completed street improvements including but not limited to street pavement, curbing, sidewalks, water and sewer lines, appurtenances, stormwater facilities, wall(s), berms, and required landscaping within the right-of-way shall be maintained in compliance with the standards and rules and regulations of the City of Norcross. Such surety shall:
- b. Be conditioned upon the faithful maintenance by the principal, being the subdivider, owner or developer of the public streets and drainage facilities within public streets or easements, in compliance with this UDO and all other applicable rules and regulations within a specified time, not less than 18 months;
- c. Be payable to, and for the indemnification of the City;
- d. Be an amount equal to 50 percent of the cost of construction of the work required, as calculated based on yearly contract prices or City contracts, where applicable;
- e. Be with a surety company entered and licensed to do business in the State of Georgia; and
- f. Be in a form acceptable to the City Engineer or to the City Attorney.

- (2). A Performance surety shall be filed to warrant to the City that all improvements and installations required for the Land Disturbance Permit or Final Plat approval, but not yet completed, shall:

- a. Be conditioned upon the faithful performance by the principal, being the subdivider, owner or developer of all work required to complete all improvements and installation for the development, or approved portion thereof, in compliance with this UDO and all other rules and regulations within a specified time, not to exceed 12 months, unless an extension for additional time is granted;
- b. Be payable to, and for the indemnification of, the City;

- c. Be in an amount equal to the cost of construction of the work required plus an additional 50 percent of said costs, as calculated based on the yearly contract prices or City contracts, where available;
 - d. Be with surety by a company entered and licensed to do business in the State of Georgia; and,
 - e. Be in a form acceptable to the City Engineer or the City Attorney.
- (3). Continuing Maintenance. The surety principal, being the subdivider, owner, or developer, shall be responsible for maintaining the public streets and drainage facilities within public rights-of-way or easements for the surety period after the date of approval of the Certificate of Development Conformance. Repairs shall be made for any deficiencies identified within the surety period or the bonds shall be called to complete same.
- (4). Indemnification. Indemnification of the City against any and all liability for damages arising as a result of errors or omissions in the design or construction of the development for a period of ten years. If liability is subsequently assigned or transferred to a successor in title or other person, a copy of such legal instrument shall be filed with the Clerk to Superior Court.
- (5). Transfer of Land Ownership during the Maintenance and/or Performance Agreement Time Period. No person, firm, partnership, association, corporation, estate, trust, developer, subdivider or any other owner or agent shall transfer title of any property by reference to, exhibition of, or any other use of any map or plat illustrating the subdivision of land of which there are active maintenance or performance bonds without first providing to the City of Norcross, as beneficiary, a newly executed Development Performance and Maintenance Agreement from the new owner or developer. All required performance or maintenance sureties acceptable to the City of Norcross shall accompany the new Agreement as deemed necessary.
- (e)Maintenance and Performance Surety.
- (1). The maintenance surety and the performance surety, required from the subdivider, owner/developer or the contractor employed by the owner/developer, may be in the form of cash deposited with the City, or a surety bond, or letter of credit from a bank or other financial institution in a form acceptable to the City Engineer or City Attorney.
- a. The surety bond shall be issued by a surety company authorized by law to do business in the State of Georgia pursuant to a current certificate of authority to transact surety business by the Commissioner of Insurance.
 - b. The letter of credit shall be an irrevocable letter of credit issued by a bank or savings and loan association, as defined in O.C.G.A Code Section 7-1-4.
 - c. The cash escrow shall be in the form of cashier's check issued to the City of Norcross by a bank or savings and loan, as defined in O.C.G.A Code Section 7-1-4
- (2). The performance surety and maintenance surety shall, in all cases, be provided in an amount as required in Section 401-50 (Gwinnett referenced a section of code that I couldn't find in their UDO) as applicable. All cost estimates which form the basis of the bond value shall be as prepared by or acceptable to the City Engineer.

(3). The Maintenance Bond period shall not be less than 18 months from the date of approval of the Certificate of Development Conformance for the installation of the public streets and drainage facilities improvements within the right-of-way unless an extension for an additional 12 months is requested by the subdivider or developer and granted by the City Engineer. The Performance Bond period of application shall not exceed 12 months unless an extension of an additional 12 calendar months has been requested by the subdivider or developer and granted by the City Engineer.

(4). If a period of 18 months elapses from the commencement of the maintenance period for any subdivision and defects, noncompliance, or violations still exist to the extent that the subdivision has not been accepted by the City, the City is authorized to withhold issuance of any and all permits or to refuse inspections to any subdivider/person on the project in dispute or any other project in which the subdivider/person may have a financial interest, or both, who violates or fails to comply with this UDO.

(f)Maintenance Agreement for Water and Sanitary Sewer Installation. An Owner and Developer Agreement required from the subdivider, owner/developer or the contractor employed by the owner/developer, for sanitary sewer installation and water main installation is required by the Gwinnett County Department of Water Resources. The Owner and/or developer agree that they or their contractor will maintain the installation for a period of one year from the date of final approval by correcting all defects or deficiencies in material and workmanship. The Owner and/or Developer further agree that the warranty period shall be extended an additional four years when the defects are a direct result of the installation of non-specified materials or the application of non-specified construction practices or methods.

Sec 401-51. Warranty, Surety and Maintenance for Trees and Landscape Materials.

(a) Upon final installation of new trees, shrubs or other landscape material planted to meet the requirements of this UDO, and following acceptance by the City Arborist in accordance with the procedures set forth herein, the owner shall either provide proof of warranty or post a Maintenance Bond or other acceptable surety, warranting the new trees, shrubs, or landscape material for a period of no less than one year. This section shall not apply to individual residential lot trees or street trees.

(b)Inspection.

(1). The City Arborist shall perform an inspection of the plantings and landscape materials required by this UDO prior to expiration of the one-year warranty or maintenance period. The owner shall be notified of any replacements or restoration that must be made to maintain compliance with this UDO.

(2). Required landscape material found to be dead or near death shall be replaced prior to release by the City Arborist of the warranty or maintenance surety. In no case shall replacement be delayed greater than 30 days from notification unless a performance bond is posted with the City.

(c)Performance Surety.

(1). Compliance Prior to Certificate of Occupancy or Final Plat Approval. In the event that new trees proposed to be planted to achieve the Tree Density Standard as set forth in the Tree

Regulations contained herein Section 205, or other trees or landscape material required to be planted as set forth in this Chapter, are not installed upon application for a Certificate of Occupancy or Final Plat approval as appropriate to the project, then a Performance Bond or other acceptable surety shall be posted with the City in accordance with the performance bonding requirements and provisions of this UDO.

(d) Compliance upon Permit Completion or Expiration. Properties where a permit is issued to conduct land-disturbing activities that do not require the issuance of a Certificate of Occupancy or the approval of a Final Plat, or said activities as authorized are completed or the permit expires, shall comply with the Tree Density Standard of Section 205, and as follows:

(1). Clearing, Clearing and Grubbing, or Grading Only Permits

a. Replacement trees proposed to be planted to achieve the Tree Density Standard of Section 205 which are not planted upon completion or prior to expiration of a clearing, clearing, and grubbing, or grading permit, shall be planted within 30 days of the completion or expiration of said permit unless a performance bond is posted with the Department.

(2). Development Permits

a. Replacement trees proposed to be planted to achieve the Tree Density Standard of Section 205 which are not planted upon expiration, as opposed to completion, of a development permit shall be planted within 30 days of expiration of said permit unless a performance bond is posted with the Department.

Division 8. Inspections

Section 401-53. Initiation of Development Activities.

(a) Initial Activities Required.

- (1). Following the issuance of any permit authorizing clearing, grubbing, grading or development of a site, a preconstruction conference shall be mandatory for all phases of construction and conducted before erosion and sediment control installation or any land disturbance takes place. Utility construction permits and retaining wall permits shall be issued prior to scheduling a pre-construction conference.
- (2). The development and ES&PC inspectors shall be contacted no less than 2 business days prior to scheduled start of construction to schedule the mandatory pre-construction conference. Attendees to include owner's representative, engineer, site work contractors, and utility contractors.
- (3). Site development related activities prior to this required pre-construction conference shall be a violation of the permitted scope of work. A Notice of Violation and a Stop Work Order may be issued on site and all work must stop until the pre-construction conference has been completed and all work prior to the pre-construction conference inspected for compliance with the rules, appropriate standards, regulations, codes, and ordinances, then, if warranted corrections to illegal work completed before the work associated with the approved permit can proceed.

(b)Erosion and Sediment Control Measures. Required preliminary erosion and sediment control measures must be installed in the field per the developer's authorized plans and inspected by the ES&PC inspector prior to actual grading or removal of vegetation. All erosion and sediment control measures shall be in place per State and City regulations as soon as or in conjunction with the commencement of activities and in continual coordination with the progress of the project and as per the authorized Erosion, Sedimentation and Pollution Control Plan.

- (1). Preliminary erosion and sedimentation control measures must be installed and operational prior to major grading operations.
- (2). Buffer areas required to be undisturbed per this UDO, conditions of zoning approval, per the Metropolitan River Protection Act, or any other applicable ordinance, or regulation shall be designated by approved protective tree fencing and shall be inspected by the ES&PC inspector prior to the commencement of any clearing, grubbing, grading, or development activities.

(c)Tree Protection Areas. Prior to the initiation of land-disturbing activities and throughout the clearing, grubbing and grading process the following must be accomplished for a designated tree protection area in accordance with any approved Buffer and Landscape Plan or Tree Protection Plan for the property, as set forth in this UDO:

- (1). For trees which are not to be disturbed or removed, required protective fencing, and tree protection area signage shall be established and maintained in place. These barriers must be maintained throughout the land disturbance process and shall not be removed until the final landscaping phase has begun.
- (2). The tree protection areas shall not be encroached for any reason or be used for storage of earth and other materials resulting from or used during the development process.
- (3). Construction site activities such as parking, materials storage, concrete washout, burning, etc., shall be arranged to prevent disturbance or damage within or to the tree protection areas.

(c)Stabilization for Erosion Control. If for any reason a lapse of 14 days occurs after initial land clearing, grubbing, and grading, or development activities have commenced, the developer and/or builder shall be responsible for re-establishing temporary vegetation cover of the site. If the lapse in construction activity extends beyond 30 days, permanent vegetative measures are required by Manual for Erosion and Sediment Control in Georgia and under the direction of the ES&PC inspector.

Section 401-54. Development Inspections.

(a)Development Inspections. The developer or contractor shall request all inspections at least 2 business days prior to commencement of any development or construction activity for each of the phases below as authorized by any permit for site work or development. Inspections shall be made by the development inspector and passed prior to authorization for continuation of further activity or proceeding into new phases. Newly installed underground infrastructure including but not limited to; stormwater pipes and water and sewer lines must be installed per design standards and inspected prior to cover up of any portion.

The following items refer to construction activities that require approval before the next phase of construction occurs:

- (1). Development of the site. Clearing, grubbing, grading or development of the site or any portion included under the permit.

- (2). Grading. Installation of slope and grade stakes, erosion controls and detention facilities.
- (3). Road Construction. The grading of areas for placement of the new roadway(s) shall be staked by the proper responsible parties as per the authorized plan.
- (4). Installation of storm drainage pipe, detention, or other storm water facilities. Installation of storm drainage pipe, detention, or other stormwater management facilities require a pre-construction conference before commencement.
- (5). Installation of sanitary sewer and appurtenances and/or water main extensions and appurtenances. Notification shall be made by the authorized utility contractor after obtaining a utility construction permit from Gwinnett County.
- (6). Curbing of roadways. Inspection shall be requested before the forms have been set (if used). Roadway width will be spot checked by string line between curb stakes. The developer or representative must be present for all "string line" related field inspections.
- (7). Sub-base or subgrade of streets. After compaction, the subgrade shall be string-lined for depth and crown. The subgrade shall pass a roll test with no defects, to the satisfaction of the development inspector.
- (8). Street base. The base will be string-lined for depth and crown and shall pass a roll test with no movement to the satisfaction of the development inspector.
- (9). Paving. A development inspector. shall be on site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be spot-checked, and evidence provided of quantity, thickness, and mix of installation.
- (10). Water Line. Shall install curb and gutter prior to installing the water lines.

(b) Responsibility for Quality and Design. The completion of inspections by the City of Norcross officials or employees and authorization for work continuation shall not transfer responsibility for the quality of the work performed or materials used from the contractor or developer, nor imply or transfer acceptance of responsibility for project design or engineering from the professional corporation or individual under whose hand or supervision the plans were prepared.

Division 9. Development Design Standards

Section 401-55. Incorporation of Standard Drawings.

(a) Department to Maintain Standard Drawings on File. The Public Works Department shall maintain on file for consultation and distribution a set of Standard Drawings, which may be updated administratively from time to time, illustrating details of construction and design of streets, stormwater management facilities, site improvements and other elements related to the development of land in accordance with this UDO and under the jurisdiction of the Public Works Department.

(b) Standard Drawings to Illustrate Standards. The Standard Drawings shall illustrate minimum acceptable standards for land development activities authorized under this UDO but shall not supersede more restrictive prudent design requirements or good engineering practices as applied to specific situations on a case-by-case basis.

(c) Standard Drawings Incorporated as Part of the Unified Development Ordinance. The Standard Drawings shall be treated as though a part of this UDO for application to the minimum standards for design and construction of improvements required herein and subject to the modification and waiver provisions of this UDO.

Section 401-56. Incorporation of the Norcross Parks, Greenspaces and Trails Master Plan.

(a) All developments shall be reviewed for conformance with the guidelines and policies of the Norcross Parks, Greenspaces and Trails Master Plan.

Section 401-57. Design of Lots.

(a) Building Setback Conformity. Building setback lines shall conform to the minimum setback requirements of Chapter 200 of this UDO except where a greater distance is required by another jurisdiction.

(b) Lots.

(1). Lots to conform to the Chapter 200 of this UDO. Lots shall conform to requirements of this UDO. No lot shall be created that is of a lesser dimension than that required to meet the standards established in Chapter 200 of this UDO, unless a variance is granted. However, this provision shall not apply when a conforming lot is made non-conforming as a result of public acquisition.

(2). Subdivisions shall be designed to minimize direct lot access to major thoroughfares.

a. Double frontage and reverse frontage lots shall be required for subdivisions along major thoroughfares where internal access can be provided. A no-access easement of at least ten feet in width, across which there shall be no right of access, shall be provided along the line of lots abutting such a traffic artery. When located along a major thoroughfare, the no-access easement shall be planted and/or screened as required by Chapter 200 of this UDO, when the backs of homes are oriented toward the street.

b. No-access easement planting or other screening treatments which are required by the UDO, or as a condition of zoning, shall be installed by the developer at no cost to the City of Norcross.

- (3). Flag lots prohibited. No plat shall be approved on which is shown a flag lot, as defined in this UDO.
- (4). Side Lot Lines. Side lot lines generally should be at right angles (90 degrees) to straight street lines or radial to curved street lines as much as practical. Side lot lines should be radial to the radius points of all cul-de-sacs. Variations of more than 10 degrees shall require modification approval from the Community Development Department and shall be approved when appropriate to the reasonable design pattern of the subdivision and efficient use of the land relative to topographic conditions.
- (5). The City Engineer may require notation that a House Location Plan (HLP) is required to be approved prior to issuance of a Building Permit on certain lots when particular care in locating the house or other improvements will be necessary. Such lots include, but are not limited to:
- a. A lot which presents particular or unusual difficulties for a builder to meet minimum required building setbacks;
 - b. A lot upon which is located an easement of unusual configuration;
 - c. A lot containing floodplain;
 - d. A lot upon which is located all or a part of a stormwater management facility;
 - e. A lot upon which is located a buffer which was required by Chapter 200 of this UDO or as a condition of zoning approval;
 - f. All duplex lots; and
 - g. All lots within, or partially within, the Chattahoochee River Corridor, or containing a River Corridor Tributary Buffer Zone.
- (6). The City Engineer may require notation that a Residential Drainage Plan (RDP) is required to be approved prior to issuance of a Building Permit on certain lots where additional (site specific) engineering will be necessary to properly grade the lot or locate the building or other improvements. Such lots include, but are not limited to:
- a. A lot containing floodplain where fill or other encroachment into the floodplain is planned or reasonably expected;
 - b. A lot containing severe topographic features intersecting the building site;
 - c. A lot containing a drainage easement with a pipe discharge or other facilities, or flow characteristics which may adversely affect the location of a building or other site improvement.
- (7). The City Engineer may require notation that a Residential Drainage Study (RDS) is required to be approved prior to issuance of a Building Permit on certain lots where particular attention to site grading will be necessary, but formal engineering is not needed. Such an RDS is conducted in the field where the effect of the site grading must be accomplished with adequate care so as not to create a drainage problem on neighboring property.

Section 401-58. Exceptions to Design of Lots.

(a) Signage and Landscape Features. The creation of an unbuildable lot in a proposed subdivision for the exclusive purpose of subdivision identification signage or subdivision entrance landscape features

is authorized only under the following circumstances (modification applications from the circumstances of this exception shall not be accepted):

- (1). The lot shall be located at an entrance to the subdivision as an "island" in the right-of-way of a local or minor collector street; and,
- (2). A mandatory property owner's association shall be required for the subdivision for ownership and maintenance of the lot as common area; and,
- (3). Right-of-way of a minimum width of 6 feet from back of curb shall be provided adjacent to the perimeter of the lot; and,
- (4). Landscape plantings within the right-of-way shall not extend more than 2.5 feet above the street grade.

(b)Stormwater Management and Utility Facilities. The creation of an unbuildable lot for the exclusive purpose of providing and maintaining a stormwater management or utility facility is authorized, provided that such a lot meets all applicable requirements set forth in this UDO and under the jurisdiction of the City of Norcross.

(c)Open Space. The creation of an unbuildable lot for the exclusive purpose of providing and maintaining open space or conservation space for the enjoyment of the community is authorized.

Section 401-59. Access and Right-of-Way.

(a)Project Access Improvements.

- (1). Every developer of land shall provide the project access improvements included in this UDO as shall be appropriate to serve the project, in accordance with these regulations and other pertinent Codes, Ordinances, and regulations of the City of Norcross. Said improvements and associated lands shall be provided at no cost to the City of Norcross, and shall be dedicated or otherwise transferred, as required, to the public in perpetuity and without covenant or reservation, except as otherwise provided herein.
- (2). For all business and industrial developments fronting a state highway, no land disturbance or building permits shall be issued until the approval of the Georgia Department of Transportation (DOT) has been obtained by the applicant on the entrances and exits, curb radii, drainage and other matters that are the appropriate concern of Georgia DOT.

(b)Access.

- (1). Large parcels to provide future street access. When land is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged and designed so as to allow for the opening of future streets and to provide access to those areas not presently served by streets.
- (2). Landlocking of adjacent property prohibited. No development shall be designed so as to completely eliminate street access to adjoining parcels of land. Every development shall be designed to facilitate access to adjoining properties which are developed or anticipated to be developed in a manner substantially similar to the subject property. Locations of inter-parcel access shall be as required by and subject to the approval of the Department.

- (3). Private streets to be constructed pursuant to roadway construction standards. Private streets as may be approved under the provisions of this UDO shall be constructed to the street construction standards of the City of Norcross, as contained in this UDO.

(c)Vehicular Access Easements. Vehicular access easements may be provided from a public street indirectly via easement subject to the following:

- (1). The easement shall be in a location and the access driveway shall have a width and alignment acceptable to the Public Works Department and the Gwinnett County Department of Fire and Emergency Services.
- (2). The access easement serves a single-family residence on a lot which is otherwise a buildable lot of record, and which is sharing a common driveway with more than one other single-family residence.
- (3). The sharing of a common driveway (or alley) by multiple residences.
- (4). The access easement was lawfully established as such under the code, ordinances, or regulations of the City of Norcross prior to the adoption of this UDO.
- (5). The access easement coincides with a private roadway or alley approved under the code, ordinances, or regulations of the City of Norcross.

(d)Dedication of Street Right-of-Way. Right-of-Way for all public streets, existing and proposed, shall be dedicated in accordance with the street classifications as shown on the officially adopted City of Norcross Long Range Road Classification Map or as required by Public Works Director or Designee of the City of Norcross.

(e)Greenway Access Dedication of Easement and Construction Requirements. Access, dedication of easement and/or construction of greenway trails shall be provided in accordance with the prioritized greenway network map of the most currently approved Norcross Parks, Greenspaces and Trails Master Plan, as follows:

- (1). Greenway Access. Unless a waiver is granted by the City Council or an exception is provided below, all developments that adjoin designated greenways as shown on the prioritized greenway network map of the Norcross Parks, Greenspaces and Trails Master Plan shall provide at least one multi-use path to the programmed or existing greenway. The multi-use path shall be paved or constructed with materials approved by Gwinnett County, and the route segment shall be a minimum of 10 feet in width. Multi-use path locations shall be reviewed and approved by the Department of Community Services.
- (2). Greenway Construction and Easement Dedication.
 - a. Within flood plains and stream buffers, greenway easements shall be dedicated and constructed to provide public access to trails as shown on the prioritized greenway network map of the Norcross Parks, Greenspaces and Trails Master Plan. Greenways shall be located so that the route is feasible for both construction and long-term maintenance. The specific location of the greenway shall be verified on the ground before approval and project release of the development. The amount of land required for greenway construction shall not exceed 5 percent of the land within the development excluding greenways located within a standard street right-of-way.
 - b. For all other locations, as established by the prioritized greenway network map of the Norcross Parks, Greenspaces and Trails Master Plan, dedication of easement shall be required for greenways lying outside of any floodplain or stream buffer or shall be

reserved either for public access greenway easement, dedication and construction, or other terms negotiated with the County.

- c. In coordination with the Public Works Department and Community Development and Planning Department, greenways with public access may be allowed to substitute for required sidewalks if the greenway alignment coincides with locations intended to be served by sidewalks.

(3). Limitations.

- a. Single-family residential zoning districts. The dedication or construction of greenways in single-family residential zoning districts is required for subdivisions that involve the creation of a new street. Existing single-family lots are exempt from greenway easement dedication and construction.
- b. All other zoning districts. Construction of the greenway is required in the following situations:
1. Whenever there is new development; or
 2. Whenever alterations to existing development are 25 percent or greater of the total improvements on the site; or
 3. Whenever new streets are constructed.

- (4). The construction and dedication of greenways shall be in accordance with the approved Norcross Parks, Greenspaces and Trails Master Plan design standards. Any deviation or modification of the construction standards contained herein shall be subject to the Procedures section of Section 104.

Section 401-60. Design of Blocks.

(a)Length, Width, and Shape. The lengths, widths, and shapes of blocks shall be determined with regard to:

- (1). Provision of adequate building sites suitable to the special needs of the type of use contemplated;
- (2). Applicable zoning requirements as to maximum length of street, lot size and dimensions;
- (3). Needs for convenient access, circulation, control, and safety of street traffic; and
- (4). Limitations and opportunities of topography.

(b)Pedestrian Access. In blocks over 500 feet long, an alley, sidewalks, pedestrian way, or pedestrian access easement, shall be provided through the block to other streets within the development.

Section 401-61. Residential Amenities, Open Space.

(a)Residential Amenities and Common Areas.

- (1). In subdivisions where land is required for open space use in accordance with this UDO, such land shall be deeded to a qualified Property Owners or Homeowner's Association, or other legal entity incorporated under the laws of Georgia upon the approval of the Final Plat containing said land. Said land shall be deeded with a restriction that the land shall be used exclusively for recreational purposes and shall be made available to all residents of the subdivision project on an equal basis. The qualified Property Association shall provide for the mandatory membership of all of the owners within the subdivision, and shall be responsible for the perpetuation, maintenance and function of the recreation areas and uses or facilities therein. The association shall have the authority and duty to assess its members for such maintenance and improvements as set forth in the instrument creating the association. All covenants shall be recorded simultaneously with the final subdivision plat.
- (2). In multifamily rental or condominium projects, land provided for open space in accordance with these requirements shall be held in the ownership of the owner of the project or Homeowner's Association.
- (3). The City of Norcross may lease or sell land reserved for public parks to a qualified Property Owners Association with a deed restriction that the land be used exclusively for open space, common area or public recreational purposes in perpetuity. The organization of a qualified Property Owners Association and its adequate financing for the discharge of its responsibilities shall be assured through acceptable private deed covenants running with the land or other such documents as approved by the Mayor and Council of the City of Norcross.
- (4). In a residential development, where usable open space is to be developed, permits for any amenities must be issued prior to 25 percent of the proposed residential units receiving a certificate of occupancy. All amenity areas must be completed prior to 75 percent of the proposed residential units receiving a certificate of occupancy.

Sec 401-62. Additional Requirements for Stormwater Facilities.

(a) Prior to or concurrent with the recording of a Final Plat for a subdivision, or issuance of a Certificate of Occupancy for a non-subdivision project, the developer, shall provide acceptable surety such as a bond or letter of credit, as determined by the City Engineer, providing for the stormwater management facility(ies) for a period of not less than 18 months. At the end of 18 months, the City may require the surety to be renewed due to anticipated improvements caused by such concerns as future construction activity within the project limits in the drainage basin. A renewed surety may be required up to a total maximum of 10 years. The surety for a facility shall be renewed during the ten-year period until:

- (1). The surface water drainage area within the project has undergone final stabilization and all planned site construction activity has been completed.**
- (2). All stormwater runoff in the surface water drainage area within the project is coming from undisturbed or stabilized areas.**
- (3). All stormwater facilities and infrastructure construction have been completed and permanent vegetation is established.**
- (4). If a temporary stormwater management facility is still in use at the end of the site construction, then the surety shall remain in place until the accumulation of acreage of undeveloped lots, lots with no completed permanent structure and no final stabilization, within the surface water drainage area within the project is less than 10 percent of the total area of the common development draining to the facility.**

(5). Two months prior to surety release, the permanent stormwater management facility shall be installed and cleaned out, as necessary. A new record survey, drawing and certification showing that the volume of the facility is equal to or greater than the volume shown in the record survey, drawing and certification when the facility was approved shall be submitted. Documentation demonstrating the required testing outlined in the Gwinnett County Stormwater Management Manual for the proposed stormwater BMP shall also be provided. As an alternative, a new record survey, drawing and certification showing that the facility complies with this UDO as specified in Section 800-20.7. shall be submitted. If deficiencies are found, the developer shall be required to update the stormwater BMP to comply with the approved development plans.

Chapter 400, Land Development, Article III Site and Subdivision Regulations

Sec. 403-5. Preliminary plat.

(a) Requirement for preliminary plat.

- (1) The purpose of a preliminary plat is to provide a review of a proposed subdivision at an intermediate point between the concept plan and a full set of construction plans. It is intended that this review will help ensure that the plans which are being prepared are in accordance with the UDO and with any conditions set forth in the approval of the concept plan.**
- (2) The specifications for preliminary plat preparation are defined in chapter 100, article V, section 105-3.**

- (3) The Community Development Department must first approve a preliminary plat for a ~~major~~ subdivision **after the review by the Planning and Zoning Board and Mayor and Council** prior to the issuance of a development permit or initiation of any land disturbing or construction activities.
 - (4) Minor subdivisions, as defined in chapter 100, article II of this UDO, follow the procedures under section 104-7(i), development permit plan review, and can be performed in conjunction with preliminary plat review, however, this in no way constitutes approval of the preliminary plat and is only done as a convenience to the owner/developer.
- (b) *Preliminary plat, supplemental information.* The following supplemental information shall be required for each submittal of a preliminary plat application:
- (1) A written summary of the proposed subdivision giving information as to the overall development plan including, as appropriate, the type and square footage of structures, number of housing units, types of land uses, anticipated traffic generation, and other pertinent information.
 - (2) Description of the anticipated utility systems required to serve the proposed subdivision including projected average and peak demands or flows for potable water (water availability report), fire protection, sanitary sewerage, and electrical power.
 - (3) Description of proposed stormwater management practices for the subdivision including the ownership and proper maintenance provisions of all stormwater detention facilities within the subdivision.
 - (4) Such additional information as may be reasonably required to obtain an adequate understanding of the subdivision.
- (c) *Preliminary plat review process.*
- (1) *Step 1:* The developer of a proposed subdivision shall meet with the UDO Administrator to discuss what is required for preliminary plat approval in terms of documents, fees, and schedules.
 - (2) *Step 2:* The developer shall submit to the Community Development Department complete sets of the preliminary plat application package, in a number of copies as established by the UDO Administrator, drawn to the specifications of section 105-3. The application shall include:
 - a. Existing and proposed covenants and restrictions.
 - b. A copy of the deed to the property.
 - c. Proof that taxes on the property have been paid.
 - d. Payment of the applicable application and review fees.
 - (3) *Step 3:* The preliminary plat application package shall be carefully checked by the UDO Administrator to determine whether it is complete. If it is incomplete, it will be returned to the developer with an explanation of why it is incomplete and what must be done to make it complete. The developer will then begin the process again with step 2, and no additional fee will be required.
 - (4) *Step 4:* If the preliminary plat application package is complete, it will be accepted by the UDO Administrator, and the date of acceptance will be noted. For every submittal, the Community

- Development Department shall have at least 20 working days for new applications, and 10 working days for re-submittals. for review of the preliminary plat, and preparation of review comments. The City Engineer will review the documents and identify any problems or corrections necessary before preliminary approval is granted. These reviews in step 4 will address the effect of the proposed subdivision or development project on the environment surrounding the property and anticipated problems with public utilities and facilities.
- (5) *Step 5:* After the preliminary plat has been accepted by the Community Development Department, the subdivider shall deliver a complete copy of the submittal to the county Water Resources Department. No subdivision will be approved until an impact analysis from the county Water Resources Department is completed.
 - (6) *Step 6:* If the subdivision includes or abuts a U.S. or state numbered highway, or if the proposed subdivision requires access to the state highway system, review by the Georgia Department of Transportation (GDOT) is required under O.C.G.A. § 32-6-151. The subdivider must respond to the recommendations of the GDOT prior to project approval by the city. If the written recommendations of the GDOT are not made within 30 days of receipt of the plat by GDOT, approval of GDOT shall be assumed as provided under state law. If the plat is recommended for rejection by GDOT, the reasons for rejection and requirements for approval shall be given in writing by GDOT to the Community Development Department. Such rejection by GDOT shall be binding on the Community Development Department unless the Community Development Department, by official action, overrules such department action.
 - (7) *Step 7:* Following review of the application, the Community Development Director may:
 - a. **Forward to the Planning and Zoning Board and Mayor and Council for review prior to granting** project approval;
 - b. **Forward to the Planning and Zoning Board and Mayor and Council for review prior to granting** project approval subject to further conditions; or
 - c. Deny the request due to noncompliance with the requirements, intent or purposes of this UDO.
 - (8) *Step 8:* The UDO Administrator shall assemble all comments and conditions related to compliance with this UDO and forward them to the applicant.
 - a. If the preliminary plat request is denied, the preliminary plat shall be returned to the applicant with an explanation of why it was found to be not acceptable, and with instructions as to what needs to be done to make it acceptable. The developer will then begin the process again at step 2 and new plat review fee will be required.
 - b. If the preliminary plat request is approved, the Community Development Director will sign the preliminary plat certification **following review by the Mayor and Council**, and the applicant will be authorized to proceed with the preparation of construction plans.
- (d) *Preliminary plat approval standards.*
- (1) *Applicant responsibilities.* The applicant is responsible for compliance with all codes, regulations and zoning requirements and for the satisfaction of all the noted and written comments.
 - (2) *Limits on administrative approval.* The Community Development Director may not administratively approve any preliminary plat that contains a lot or other feature that would

clearly require a variance in order to be reasonably usable, whether due to the presence of an unusual configuration, zoning compliance, lack of public utilities, or for any other reason.

- (3) *Project approval binding for 12 months.* The preliminary plat approval will remain in effect for a period of 12 consecutive months after which time it will become null and void, unless an extension of time request has been submitted to the Community Development Department for approval by the Mayor and City Council. Only one extension for another period not to exceed 12 months may be approved by the Mayor and City Council. The development must satisfy any changes to the UDO that may have been instituted since the first date of approval.
- (4) *Effect on status of dedication.* The approval of a preliminary plat by the Community Development Department shall not be deemed to constitute or affect an acceptance by the city of any street or other ground shown upon the plat.
- (5) *Improvements authorized.* Notwithstanding project approval or conditional project approval, no improvements are authorized before approval of construction plans by the Community Development Department as set forth in this article. Improvements must be installed according to construction plans as approved.
- (6) *Requests for appeals and variances.* Appeals of denials and appeals from conditions recommended by the Community Development Director shall be made to the Zoning Board of Appeals in accordance with the provisions for quasi-judicial review.

~~Sec. 403-6. Minor subdivision expedited review procedure.~~

- ~~(a) *Provisions for minor subdivision approval.* In the case of a minor subdivision as defined in chapter 100, article II, the subdivider may apply for final plat approval, without submitting a preliminary plat, provided:~~
 - ~~(1) The lots shall meet all zoning and other requirements of this UDO;~~
 - ~~(2) The subdivision shall provide all applicable improvements for a minor subdivision required in chapter 400, article I, land development standards; and~~
 - ~~(3) The property to be subdivided is not all or a portion of any property previously subdivided as part of a minor or major subdivision except in the case of a recombination or re-subdivision request under the provisions for minor subdivisions under sections 403-9, combination plat, and 403-10, exemption plat.~~
- ~~(b) *Consultation with the Community Development Department necessary.* A subdivider intending to proceed in accordance with the minor subdivision procedure shall first consult with the Community Development Department, supplying sufficient information to show that the specified conditions in subsection (a) above will be met.~~
- ~~(c) *Preparation of final minor subdivision plat.* After consulting with the Community Development Department, the subdivider shall submit a final minor subdivision plat meeting the applicable standards and containing the applicable statements and certifications of as specified for a final plat in section 403-8, final plat.~~
- ~~(d) *Review and recordation of minor subdivision plat.* Review, approval and recordation of the minor subdivision plat shall follow the same procedures for final subdivision plats.~~

Sec. 403-8. Final plat.

- (a) *Purpose.* The purpose of the final plat of a subdivision is to present an accurate depiction of the layout of the subdivision that has been constructed so that it can be properly recorded and then used as a permanent reference for the sale of the property included within the subdivision.
- (b) *General requirements for final plat approval.*
 - (1) Application for final plat approval. Prior to submission of an application for final subdivision plat approval, either:
 - a. All public improvements shall have been properly installed and completed in accordance with all requirements and standards of this UDO (other than traffic signs, street name signs, street striping, and signalization) and as-built surveys of the improvements shall have been approved by the Community Development Director as required in final plat requirements in section 105-5; or,
 - b. A guarantee in lieu of completed improvements shall have been received by the Community Development Department and approved by the Community Development Director as provided under the final plat requirements in section 105-5.
 - (2) An application for a final subdivision plat approval shall be made to the Community Development Department. The application shall include all documents, forms, certifications and other information required by O.C.G.A. § 15-6-67, and:
 - a. *Application.* A properly completed application form, as furnished by the UDO Administrator, requesting final subdivision plat review.
 - b. *Copy.* An electronic copy of the final subdivision plat package prepared in conformance with the final plat requirements in section 105-5.
 - c. *Surveys.* The as-built surveys of the improvements as required in the subsection 105-5(c) if the surveys have not been previously received and approved.
 - d. *Dedication deeds.* Executed deeds for the dedication of all street rights-of-way, easements and other public properties natural resource easements and conservation easements (as applicable).
 - e. *Affidavit from developer.* At the time the final plat is submitted to the Community Development Department, the subdivider must also submit an affidavit signed by the developer certifying that the streets, drainage structures and any other design features have been constructed according to the development construction drawings approved by the Community Development Department. This will include street grades, drainage structures, drainage pipe size and profiles, street paving specifications, utility locations, dam construction and any other facilities that have been incorporated into the development. This affidavit is clarified under adopted county UDO chapter 340-90.
 - f. *Letter of acceptance of water and sewer lines.* At the time the final plat is submitted to the Community Development Department, the subdivider must also submit a letter to the department from the county Water Resources Department. The letter shall verify the county Water Resources Department's acceptance of the subdivision's water and sewer lines.

- g. *Protective covenants.* Protective covenants shall be required for all subdivisions in which five or more lots are created. At a minimum, the protective covenants shall create a homeowners' association for the subdivision with mandatory membership of all property owners and mandatory dues and shall be recorded with the final plat.
 - h. *Proof of bonds.* Upon submission of the final plat, the subdivider must provide proof in writing on forms supplied by the Community Development Department that a maintenance bond, performance bond, letter of credit which shall be irrevocable and collateralized, or escrow account made payable to the city.
 - i. *Proof of payment.* The subdivider shall provide proof of payment for materials and for installation of traffic signs and street name signs to the Community Development Department. Payment of the cost of street striping or signalization, if required and not completed by the owner, shall also be included in the application.
 - j. *Streetlights.* All subdivision developers shall provide streetlights in accordance with the outdoor lighting standards of this UDO, chapter 400, article VI. Proof of payment for the construction and installation of the streetlights, an executed agreement with the appropriate utility company, and payment for the streetlights fund shall be provided to the UDO Administrator at the time the final plat is submitted.
 - k. *Fees.* The subdivider shall pay all applicable final subdivision plat filing and recording fees, as established by the City Council from time to time.
 - l. *Special certificate required to record any plat.* No plat, regardless of whether it is a plat or a random conveyance, a final plat or a revised final plat shall be recorded in the records of the Clerk of the county Superior Court of unless the plat conforms to these regulations and is stamped in red with a certificate which states that the plat has been approved according to the subdivision procedures of the city and that the Clerk of the county Superior Court of is authorized to record it and unless said certificate is signed and dated in red ink by either the Community Development Director or his or her designee.
- (c) *Review and approval process.*
- (1) *Step 1:* The developer of a proposed subdivision shall meet with the UDO Administrator to discuss what is required for final plat approval in terms of documents, fees, and schedules.
 - (2) *Step 2:* The developer shall submit two complete final plat application packages. If the subdivision includes or abuts a U.S. or state numbered highway, unless all of the lots in the subdivision contain five acres or more and no new street is involved, review by the Georgia Department of Transportation (GDOT) is required under O.C.G.A. § 32-6-151. If the subdivision is an exempt or minor subdivision or otherwise was not submitted for review as a preliminary plat, two additional copies of the final plat must be submitted to the UDO Administrator for forwarding to GDOT. The applicant must respond to the recommendations of the GDOT prior to final plat recording. If the written recommendations of the GDOT are not made within 30 days of receipt of the plat by GDOT, their approval shall be assumed as provided under state law.
 - (3) *Step 3:* An UDO Administrator shall review the application for completeness within five working days of submission. An incomplete application will be returned to the applicant with an explanation of why it is incomplete and what must be done to make it complete. The applicant will begin the process again with step 2 and no additional fee will be required.

- (4) *Step 4:* If the final plat application is complete, it will be accepted by the UDO Administrator, and the date of acceptance will be noted. For every submittal, the Community Development Department shall have 20 working days to review and identify any problems or corrections necessary before final approval is granted.
 - (5) *Step 5:* If the UDO Administrator concludes the final plat is not acceptable, the final plat will be returned to the applicant with an explanation of why it was found to not be acceptable, and with instructions as to what needs to be done to make it acceptable. The applicant will then begin the process again at step 2 and new plat review fee will be required.
 - (6) *Step 6:* If the UDO Administrator concludes that the final plat is acceptable and meet the various requirements set forth in the UDO, it shall be considered by the **Planning and Zoning Board** and Mayor and City Council at a regularly scheduled meeting not later than 45 days following the recommendation of the Department. The Community Development Director shall forward the dedication deeds to the Mayor and City Council for acceptance as part of this review.
 - (7) *Step 7:* Following acceptance and approval by the Mayor and City Council, the final plat will be recorded.
 - a. The applicant shall deliver to the Community Development Department a print of the final plat that is stamped in red with a certificate that states that the plat has been approved according to the subdivision procedures of the city.
 - b. After the plans of the subdivision have been approved and stamped and signed by the Community Development Director and signed by the City Manager or his/her designee, and the Director of Public Works for sidewalk and trail improvements, the UDO Administrator will reserve a plat book and page number, if necessary, for the subdivision for recording with the Clerk of Superior Court.
 - c. It shall be the applicant's responsibility to record the final plat.
 - d. Subsequent to the recording of the final plat, the original signed copy with all certificates endorsed thereon, and one digital copy, positioned correctly in Georgia NAD83 State Plane Coordinates (in U.S. survey feet to the hundredth of a foot) and compatible with the city GIS System, shall be filed with the records of the Community Development Department. The map book, volume and page numbers where the plat is recorded shall also be indicated on the copies.
- (d) *Acceptance of public improvements.*
- (1) If construction of any required public improvements was deferred at the time of final plat approval, said work must be completed and revised as-built surveys submitted to the Community Development Department within 24 months of the date of final plat recordation.
 - (2) The developer shall maintain the improvements in the development throughout the maintenance period. The maintenance period shall begin upon recordation of the final subdivision plat and shall extend from said date or from the date of completion of all deferred improvements, whichever occurs later. The maintenance period shall extend without interruption for a period of no less than 24 months or until 75 percent of all dwelling units authorized by the final plat have been issued certificates of occupancy, whichever occurs later. In no case, however, shall the maintenance period extend for more than 36 months from the date of completion of all deferred improvements.

- (3) Prior to expiration of the maintenance period, a final acceptance inspection of the public improvements shall be conducted by the Community Development Department and the county Water Resources Department.
- (4) The subdivider must correct all defects or deficiencies in materials and workmanship and make such repairs as necessary to approximate the as-built condition of the improvements. The subdivider shall execute such documents as required by the Community Development Director to ensure that the city is held harmless and indemnified from any claims arising from non-performance by the subdivider, including attorney's fees and costs incurred by the city in enforcing the requirements of the UDO, as may be amended.
- (5) Upon certification by the Community Development Director that the public improvements depicted on the as-built surveys are in conformance with the specifications of this UDO and are in good repair, the Community Development Director shall release the maintenance bond and accept the public improvements into perpetual maintenance on behalf of the city.
- (6) Notwithstanding anything herein to the contrary, dedication of proposed public rights-of-way, easements and improvements shall not be accepted without public approval by the Mayor and City Council of dedication deeds.
- (7) In the case of private roads, any improvement must meet the pavement design standards established by the county and materials testing reports must be submitted to and approved by the City Engineer prior to acceptance of any paved public improvement.
- (8) If stormwater detention is involved with private streets, the city cannot accept the street as a public street.

Sec. 403-10. Exemption plat.

The division of a buildable lot of record into two lots, provided:

- (1) Each proposed lot complies with all requirements of this UDO and is limited to single-family detached residential use.
- (2) Each proposed lot abuts upon and derives access from an existing public street.
- (3) All project related slope and utility easements as well as necessary street right-of-way shall be provided at no cost to the city as determined by the Community Development Department based upon the officially adopted road classification map comprehensive plan.
- (4) Each lot created may not be re-subdivided unless it complies with the provisions described herein for a **preliminary plat and a final plat** ~~period of at least two calendar years~~
- (5) Each proposed lot shall comply with any water and sewer requirements, as appropriate, whose approval shall be required prior to approval of the exemption plat by the Community Development Department.

Chapter 400 Land Development, Article VI Outdoor Lighting Standards

Sec 406-7.5. Street Lights for New Subdivisions.

(a) Street lights shall be provided by the developer in new subdivisions which propose the construction of a new street to be dedicated to the City or which propose lot access to existing City streets.

(b) Prior to the approval of a Final Plat, the developer shall submit a copy of the approved Subdivision Development Plan to the City Engineer. The development design professional shall prepare a street light design drawn on the Subdivision Development Plan based upon the requirements of this Section for review by the City Engineer or their designee. Once approved, the design shall be forwarded to the appropriate power provider and the developer shall pay the power provider the appropriate cost for materials and installation. Proof of payment to the power provider shall be required.

(c) All fixtures and poles shall meet the requirements of the City and all maintenance shall be the responsibility of the power provider. Fixtures shall be mounted a minimum of 16 feet above the ground. For subdivisions with street trees, fixtures shall be mounted a maximum of 14 feet above the ground. The City, in addition to other requirements, may require a light to be located at street intersections within the development.

(d) Upon acceptance of the street light installation by the City, the power provider shall submit monthly bills to Public Works for payment which will be assessed to the individual lots based on the policy for such billings in Norcross.

- II. Severability: If the provisions of any section, subsection, paragraph, subdivision or clause of his ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgement shall not affect or invalidate the remainder of any ordinance, section, subsection, paragraph, subdivision or clause of this ordinance.
- III. Repealer: All ordinances or parts thereof which are in conflict with any provision or any section, subsection, paragraph, subdivision or clause of this ordinance are hereby repealed to the extent of the conflict.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2025

Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk



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

City of Norcross

Legislation Details (With Details)

File #:	25-7418	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts](#)
2. [Representative Jurisdiction Survey of Accessory structures and ADUs Standards](#)
3. [UDO Sections 201-6, 201-7, 201-8, 201-9](#)

Title

Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts

Drafter

Deborah Rogoff-Ezra



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 Phillip

Agenda Report

To: Mayor and Council

From: Deborah Rogoff-Ezra, Community Development Director

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7418

Title: Request to Discuss Policy Direction Regarding Accessory Structures and Accessory Dwelling Units in Residential Districts

Recommendation

Provide policy direction on proposed text amendments to revise the processing protocol and development standards pertaining to customary ancillary accessory structures and accessory dwelling units.

Background:

Requests for new garage/accessory unit combinations, or an addition of an inhabitable space above an existing garage have been increasing in Norcross. The standards in the two separate sections of the code – Chapter 2, Article 1, sections 201-6 through 9 - individual detached residential zoning districts, and Chapter 2, Article 2, Section 202-3 were interpreted differently prior to May 2024 than after that date. The current planning staff have continued the post May 2024 interpretation based on the more restrictive height limit to ensure consistency in processing from one applicant to another, being that there have been applications for garages with ADUs almost monthly since February 2025.

This divergence in which standards take precedence - the standards in Section 202-3 (b) accessory dwelling units, or the standards in the individual Section 201 zoning districts - has resulted in a recent increase in the need for variances. The differentiation between standards for general accessory structures and accessory dwelling units is relatively vague and poses challenges of consistent determination for setback and height requirements for these proposed garage/ADU combination projects. As well, the current UDO does not include a definition for either customary subordinate accessory structures nor accessory dwelling units, which are distinct entities, furthering the challenges in the implementation of standards.

Complicating the application of the more restrictive standards to customary and ancillary accessory structures to ADUs, rather than the standards set forth in Section 202-3(b) Supplemental Standards has been the recent reliance on the variance procedure to allow for the two story heights required for an ADU over a garage. The administrative variance procedure, until the past few months, had been utilized by the Community Development Department as the primary means of approval for height over the minimum 12 feet established for customary ancillary structures, such as carports, gazebos, sheds, cabanas and similar buildings. This procedure requires notarized consent letters from adjoining property owners, whether or not they reside at the adjoining properties or are directly impacted by the development by virtue of topography, lot configuration, siting of existing structures, and other factors. In the past few months however, the applicants have not been able to receive the required consent forms from neighboring property owners, and as such, the application has been deemed incomplete. The refusal of an adjoining property owner to sign a consent letter does not constitute a denial of the variance request. It translates to the application being re-submitted as a variance application to be considered by the Board of Zoning Appeals, removing the CDD from the approval of the variance responsibility.

The present Community Development Department staff identified the inconsistencies between the two sections of the UDO and the application of the standards in the recent past early in their tenure. Based on experience, staff leans toward the interpretation used between the 2019 UDO adoption, when the text was amended to include ADUs and May 2024. This being that although two distinct and separate types of accessory structures are listed as by right uses in the Zoning District sections 201-6, 7, 8 and 9, the accessory height standards in each zone section establish a height maximum that implies a single story structure most often associated with customary ancillary accessory structures, with no standard established for a second story, or for ADUs specifically. With no regulatory mechanism identified for ADUs as a distinct permitted use in Section 201, staff referred to the Section 202-3 supplemental standards for ADUS, which limits the height to no more than the primary structure, with no other numerically (as in feet) restrictive language.

In order to provide clarity in the processing of ADU applications and implementation of specialized standards, staff drafted revised language in sections 201-6, 7, 8 and 9, as well as Section 202-3. The language addressed the inconsistencies and alleviated the need for processing a variance, either administrative or zoning action. New text was drafted to more clearly differentiate between a customary ancillary use to a residence, and an accessory dwelling unit. Definitions for accessory structure and accessory dwelling unit, as well as definitions for conditioned space and non-conditioned space to supplement the differentiation between customary accessory structures and those meant for human habitation were proposed for inclusion in Section 102-2 – Defined Terms.

This text amendment language was presented to the Planning and Zoning Board on July 2, 2025 for review and recommendation to Council. Due to the extremely large amount of text amendments being considered in Chapters 100 and 400, compounded by a significant representation of residents with questions and concerns related to the process and regulatory mechanisms associated with ADUs, section 200 of the code was tabled for a future meeting. A subsequent public hearing for an ADU over a garage was held by the Zoning Board of Appeals on July 26, 2025, attended by residents who

shared their concerns on the current UDO process. The application was approved, but the ADU issue clearly needs to be addressed and revised, both the standards and authority for approval.

Council has been discussing potential changes to the processing and approval responsibilities for ADUs. On August 5, 2025, a moratorium was enacted on acceptance of applications for new ADUs. Based on the presence of the moratorium, staff requests discussion to gain insight and direction from Council and how to proceed with the text amendments to the UDO. Staff is requesting Council consider if ADUs are still a viable option for Norcross? If so:

- Should ADUS be a use allowed by right or a Conditional Zoning Permit?
- If a Conditional Zoning Permit, should it apply only to detached ADUs? Or both attached (either as an addition to, or conversion of space within an existing primary residence) **and** detached (either stand alone or over a garage or other accessory structure)?
- Should ADUs be allowed in only R-100 and R-75? Is there a point where lot size gets too small to support detached ADUs?
- Should a detached ADU be required to meet the setback standards of the primary structure in each respective zone, or another specific standard? The 5' presently established in *Sections 201-6 to 9*, (individual single family residential zoning districts) of the UDO clearly is not an adequate distance for a structure that will be inhabited.
- How to address height? Based on input from the architectural and builder community, and common practice of representative jurisdictions in the Atlanta metro area (spreadsheet attached), the current 12' standard is felt to be generally too short for even customary accessory structures, particularly as our design guidelines require that accessory structures are consistent with the architectural features of the primary structure.
 - What might the appropriate baseline height be for customary accessory structures? An average of 15'? 16'? Something else higher or shorter?
 - Should ADUs have a taller allowable height? Should they be allowed over garages or other accessory structures?
- Should we require the property owner to live on site 12 months out of the year/provide proof of homestead?
- Should homeowners be allowed to offer ADUs for short term rental or long term only? If long term, how many months minimum? Would we require a business license for a rental ADU?
- Should annual inspections be performed? How do we monitor?

Based on the Council discussion and direction, and under the assumption that Council determines that ADUs are still a viable option for Norcross, staff can move forward with amending UDO text per one or a combination of, the following options:

1. Drafting language to require a Conditional Zoning Permit for a proposed project including an ADU, and establishing required standards for consideration;
2. Drafting language that establishes clear standards for ADUs by right in Section 202-3, and amending the Section 201 Lot Development Standards matrices to include standards for ADUS as a separate line item with the intent that limits the requisite for variances.
3. Drafting language that establishes clear standards for ADUs by right in Section 202-3, and amending the Section 201 Lot Development Standards matrices to include standards for ADUS as a separate line item with the exception of height standards. Regulation of height for ADUs would be reassigned as a legislative action. A public hearing would be required, and final approval must be made by the Mayor and City Council.

Financial Impact:

None at present

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

Representative Jurisdiction Survey of Accessory structures and ADUs Standards
UDO Sections 201-6, 201-7, 201-8, 201-9

ACCESSORY STRUCTURE/ADU COMPARISON BY JURISDICTION

JURISIDICITION	PERMITTED?	SQUARE FOOTAGE	DISTANCE BETWEEN STRUCTURES	HEIGHT	SETBACKS	PARKING REQUIRED
WOODSTOCK	YES	40% of primary	5'	15' excluding architectural appurtances for customary. Primary dwelling over 15' - cannot exceed height of primary structure	Form based	1 space
SUWANEE	YES - guest house	800 sq. ft.	N/A for detached. Considered part of principal building if attached by a covered breezeway	35'	Side Yard - 5' Rear Yard - 5'	As needed
LAWRENCEVILLE	NO ADUs Customary YES	N/A	N/A	Customary - 18'	Side Yard - 5' Rear Yard - 5'	N/A
ROSWELL	YES carriage House	750 - 1000 sq. ft.	20'	Average 24'	Street side - 30'-40' Interior side - 10'-15' Rear - 15'-20'	1 space
SANDY SPRINGS	Minor-customary major- ADU	1500 sq. ft.	form based	minor - average 24' A major residential accessory structure may not exceed 24'	form based	None
AVONDALE ESTATES	YES - Garden Cottage	30-40% of primary based on zone w/max 575 sq. ft. footprint	10'. No separation required if within building setbacks	Lesser of average 24' or height of primary structure	Interior Side - 10' Rear - 35 - 50'	None

CHAMBLEE	YES on minimum 6,000+ sq. ft. lots	Lesser of 50% of primary or 1000 s.f.	5' for detached. Considered part of principal building if attached with breezeway	34'	Street side - 15' Interior side - 5' Rear - 20' - 25'	1 space
BROOKHAVEN	YES	Lesser of 50% of primary or 1000 sq. ft.	10'	Avg 24'/2 story or lesser of height and number of principal building	Street side - 15' - 20' Interior side - 10' Rear - 10'	None
MARIETTA	YES	Additional 5,000 s.f. of land over min. lot size of district	N/A	Not to exceed height of primary structure	ADUs over 15' high Side - 10' Rear - Lesser of 35' or distance equal to height of building	N/A
PEACHTREE CORNERS	NO ADUs Customary YES	Lesser of 50% of primary or 800 s.f.	N/A	2 stories or 30'	15'	N/A
GWINNETT COUNTY	CONDITIONAL	50% of principal building	N/A	Not to exceed height of primary structure	Side - 5' to 10' Rear - 10' - 20'	1 space

PART II - CODE OF ORDINANCES
Chapter 200 - LAND USE AND ZONING
ARTICLE I. - ZONING DISTRICTS AND USE PROVISIONS
DIVISION 2. SINGLE-FAMILY RESIDENTIAL DISTRICTS

DIVISION 2. SINGLE-FAMILY RESIDENTIAL DISTRICTS

Sec. 201-4. Single-family residential districts, general provisions.

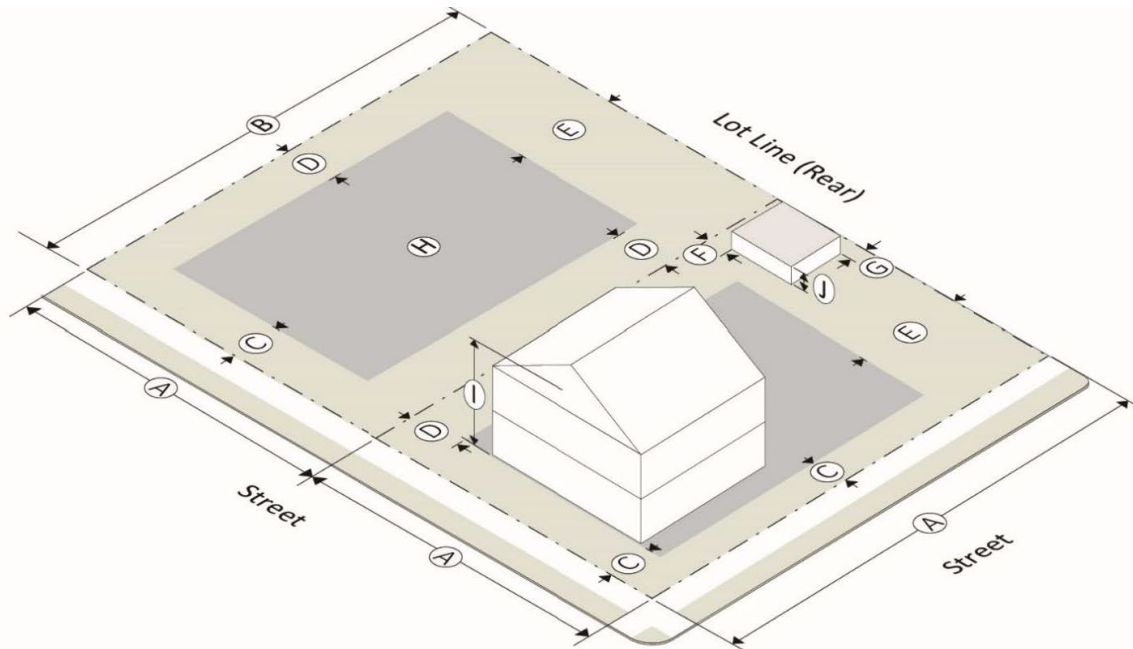
The intent of the single-family residential districts is to protect established residential neighborhoods with detached and attached one- family dwelling units as well as promote well designed and properly located similar future residential developments. The district provisions discourage any use that would substantially interfere with the residential nature of the districts. Compatible park, open space, utility and civic uses are permitted in these districts as identified in this article.

(Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-5. Interpretation of lot development standards for single-family residential districts.

The following table and graphics depict the interpretation of lot development standards for residential districts. The official definitions for these terms can be found in chapter 100, article II, definitions.

Ⓐ Lot width	Ⓔ Accessory side yard setback
Ⓑ Lot depth (interior or through lot only)	Ⓒ Accessory rear yard setback
Ⓒ Principal building front yard setback	Ⓕ Buildable area
Ⓓ Principal building side yard setback	Ⓘ Principal building maximum height
Ⓔ Principal building rear yard setback	Ⓛ Accessory building maximum height



Sec. 201-6. R100 single-family residence.

- (a) *R100 purpose.* The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.
- (b) *R100 lot development standards.*

Lot dimensions	
Minimum lot area	18,000 square feet 15,000 square feet if sewered
Minimum lot width	100'
Minimum lot frontage	50'
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	50'
Side	10' one side / 25' total
Rear	40'
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5'
Rear	5'
Maximum height	
Principal	35'
Accessory	12'
Impervious surface coverage	35%

-
- (c) *R100 supplemental regulations.*
- (1) Accessory use standards—see chapter 200, article II, supplemental and accessory use standards.
 - (2) Landscape and buffering—see chapter 200, article V, tree conservation, buffers, and landscaping.
 - (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
 - (4) Signs—see chapter 200, article IV, sign regulations.
- (d) *R100 permitted uses.* The following uses shall be permitted as of right in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.
- (1) *Residential.*
 - a. Single family detached dwelling.
 - (2) *Services.*
 - a. Existing cemetery.
 - (3) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Places of public assembly.
 - (4) *Miscellaneous semi-public facilities and uses.*
 - a. Utility transmission and monitoring facilities.
- (e) *R100 special permit uses.* The following uses shall be considered special permit uses in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.
- (1) *Miscellaneous lodging, rooms for rent situations.*
 - a. Bed and breakfast, but only when in a historic district overlay.
 - (2) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Elementary and secondary private education.
 - b. Nursery schools and kindergartens.
- (f) *R100 accessory uses.* The following uses shall be considered accessory uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) Customary residential accessory buildings.
 - (2) Accessory dwelling units.
 - (3) Home occupations.

(Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-7. R75 single-family residence.

- (a) *R75 purpose.* The R75 single-family residence zoning district is intended primarily for single-family residences and related uses on medium sized lots in the city.
- (b) *R75 lot development standards.*

Lot dimensions	
Minimum lot area	15,000 square feet 12,000 square feet if sewerred
Minimum lot width	75'
Minimum lot frontage	40'
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	25' if on minor road 50' if on county or state road
Side	10' one side / 25' total
Rear	40'
<i>Accessory building</i>	
From principal structure	5' min
Front	Not allowed
Side	5' min
Rear	5' min
Maximum height	
Principal	35'
Accessory	12'
Impervious surface coverage	35%

- (c) *R75 supplemental regulations.*
- (1) Accessory use standards—see chapter 200, article II, supplemental and accessory use standards.
 - (2) Landscape and buffering—see chapter 200, article V, tree conservation, buffers, and landscaping.
 - (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
 - (4) Signs—see chapter 200, article IV, sign regulations.
- (d) *R75 permitted uses.* The following uses shall be permitted as of right in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) *Residential.*
 - a. Single family detached dwelling.
 - (2) *Services.*
 - a. Existing cemetery.

- (3) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Places of public assembly.
- (4) *Miscellaneous semi-public facilities and uses.*
 - a. Utility transmission and monitoring facilities.
- (e) *R75 special permit uses.* The following uses shall be considered special permit uses in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.
 - (1) Educational, cultural, religious, philanthropic, social or fraternal.
 - a. Elementary and secondary private education.
- (f) *R75 accessory uses.* The following uses shall be considered accessory uses in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.
 - (1) Customary residential accessory buildings.
 - (2) Accessory dwelling units.
 - (3) Home occupations.

(Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-8. R60 single-family residence.

- (a) *R60 purpose.* The R60 single-family residence zoning district is intended primarily for single family residences and related uses on small sized lots in the city.
- (b) *R60 lot development standards.*

Lot dimensions	
Minimum lot area	7,500 square feet
Minimum lot width	60'
Minimum lot frontage	30'
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	25'
Side	7½ each side
Rear	25'
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5'
Rear	5'
Maximum height	
Principal	35'
Accessory	12'
Impervious surface coverage	45%

-
- (c) *R60 supplemental regulations.*
- (1) Accessory use standards—see chapter 200, article II, supplemental and accessory use standards.
 - (2) Landscape and buffering—see chapter 200, article V, tree conservation, buffers, and landscaping.
 - (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
 - (4) Signs—see chapter 200, article IV, sign regulations.
- (d) *R60 permitted uses.* The following uses shall be permitted as of right in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) *Residential.*
 - a. Single family detached dwelling.
 - b. Single family detached dwelling; manufactured or modular home.
 - (2) *Services.*
 - a. Existing cemetery.
 - (3) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Places of public assembly.
 - (4) *Miscellaneous semi-public facilities and uses.*
 - a. Utility transmission and monitoring facilities.
- (e) *R60 special permit uses.* The following uses shall be considered special permit uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Elementary and secondary private education.
- (f) *R60 accessory uses.* The following uses shall be considered accessory uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) Customary residential accessory buildings.
 - (2) Accessory dwelling units.
 - (3) Home occupations.
- (Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-9. RTH townhouse residence.

- (a) *RTH purpose.* The RTH townhouse residence zoning district is intended primarily for attached, single-family residences (townhomes) and related uses.

(b) *RTH lot development standards.*

Lot dimensions	Single-family detached	Townhomes
Minimum lot area	5,445 square feet	None: max 8 du/acre
Minimum lot width	40'	20'
Minimum lot frontage	20'	20'
Minimum setbacks	Single-family detached	Townhomes
Principal building		
Front (from right-of-way)	10'	
Side	5' side yard end unit	0' interior unit/ 5' side yard end unit
Rear	40'	
Accessory building		
From principal structure	5'	
Front	Not allowed	
Side	5'	
Rear	5'	
Maximum height	Single-family detached	Townhomes
Principal	See the appropriate comprehensive plan character area narrative; unless otherwise stated in the comprehensive plan 45' maximum	
Accessory	12'	
Impervious surface coverage	Single-family detached	Townhomes
	70%	

(c) *RTH supplemental regulations.*

- (1) Accessory use standards—see chapter 200, article II, supplemental and accessory use standards.
- (2) Landscape and buffering—see chapter 200, article V, tree conservation, buffers, and landscaping.
- (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
- (4) Signs—see chapter 200, article IV, sign regulations.

(d) *RTH permitted uses.* The following uses shall be permitted as of right in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.

(1) *Residential.*

- a. Single-family detached dwelling.
- b. Single-family detached dwelling; more than one housing unit per lot.
- c. Townhouse.

(2) *Services.*

- a. Existing cemetery.

-
- (3) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Places of public assembly.
 - (4) *Miscellaneous semi-public facilities and uses.*
 - a. Utility transmission and monitoring facilities.
 - (e) *RTH special permit uses.* The following uses shall be considered special permit uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
 - (1) *Educational, cultural, religious, philanthropic, social or fraternal.*
 - a. Elementary and secondary private education.
 - (f) *RTH accessory uses.* The following uses shall be considered accessory uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
 - (1) Customary residential accessory buildings.
 - (2) Home occupations.
- (Ord. No. 08-2019, § I, 6-3-2019; Ord. No. 14-2019, 11-4-2019)



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7419	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Formalizing Resolution on Accessory Dwelling Unit Moratorium		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Formalizing Resolution on Accessory Dwelling Unit Moratorium](#)
2. [Proposed Resolution](#)

Title

Formalizing Resolution on Accessory Dwelling Unit Moratorium

Drafter

William Diehl



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, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: Aug 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7419

Title: Formalizing Resolution on Accessory Dwelling Unit Moratorium

CC: Eric Johnson, City Manager

Recommendation

Approve a resolution formalizing the Accessory Dwelling Unit moratorium issued by City Council on August 4, 2025.

Background

The City has recently seen an increase in interest from homeowners wishing to construct ADUs in single-family residential districts. These pending applications have highlighted an opportunity to clarify ordinance requirements and development guidelines for this housing type. The applications have also raised policy concerns that the City Council may want to address in amendments to the UDO. Given these pending questions and the other associated UDO revisions proposed at the August 4 Regular Council Meeting, the City Council voted to place a moratorium on pending building, land disturbance, subdivision, and certificate of appropriateness applications involving the construction or development of an ADU.

The August 4 moratorium remains in place and precludes the submission of these types of applications. This agenda item, however, provides Council the opportunity to announce their findings regarding the need for a moratorium and to formalize the moratorium in a written resolution.

Financial Impact

None

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

- Proposed Resolution

A RESOLUTION ENACTING A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS, LAND DISTURBANCE PERMITS, BUILDING PERMITS, SUBDIVISION AND PLAT APPROVALS AND OTHER PERMITS OR APPROVALS ISSUED BY THE CITY OF NORCROSS, GEORGIA THAT PROVIDE FOR THE CONSTRUCTION OR DEVELOPMENT OF ACCESSORY DWELLING UNITS

The City of Norcross, Georgia (the “City”), by and through its City Council, has duly considered the forgoing and hereby adopts as a Resolution of the City Council the foregoing:

WHEREAS, the City’s Unified Development Ordinance (“UDO”) provides certain provisions for the use, location, standards of development and construction, floor area details, and other regulations applicable to Accessory Dwelling Units (“ADUs”) in Single-family Residential Zoning Districts;

WHEREAS, as those provisions apply to certain zoning districts and as the plain language of the ordinance must be interpreted, the UDO may not provide adequate direction or desirable regulation of ADUs in certain zoning districts within the City;

WHEREAS, the City Council voted on August 4, 2025 to impose a moratorium on all certificates of appropriateness, land disturbance permits, building permits, subdivision and plat approvals and other permits or approvals issued by the City that provide for the construction or development of ADUs;

WHEREAS, the City Council and City Staff would benefit from re-examining the UDO and its regulation of ADUs to provide the most comprehensive regulatory structure of this housing type and its appropriate uses and development standards within the City;

WHEREAS, during this re-examination, the City’s interests in preserving the health, safety, morals, aesthetics, and general welfare of the public would be served by imposing a moratorium through October 6, 2025, on the acceptance of all permit applications related to the construction and development of ADUs within the City of Norcross;

WHEREAS, the City Council desires the development of a cohesive and coherent policy regarding ADUs within the City and desires to promote community, housing, and infrastructure development through stable, predictable, and balanced development which furthers the interests of the City and the general public.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORCROSS, GEORGIA, that a moratorium be established precluding staff for the City of Norcross from considering or accepting any application for any certificate of appropriateness, land disturbance permit, building permit, subdivision or plating involving the construction or development of any ADU within the City;

BE IT FURTHER RESOLVED, that the moratorium was established by Motion at the August 4, 2025 City Council meeting, that the moratorium is ratified and restated through this Resolution, and that it shall continue through October 6, 2025;

BE IT FURTHER RESOLVED, that this moratorium shall not impact any application for permits, application for plat review, or any land use petition for rezoning or special use permit filed before August 4, 2025;

BE IT FURTHER RESOLVED that the City Council, having considered evidence and the opinions of experts, including those of City Staff, believes that the recitals of this resolution were adequately researched to reach an informed decision and that such recitals are fully valid, enforceable and constitutional; that every section, paragraph, sentence, clause or phrase of this Resolution is severable from any other section, paragraph, sentence, clause or phrase herein; that no section, paragraph, sentence, clause or phrase of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by a valid judgment or decree of any court of competent jurisdiction; it is further the express intent of the City Council that, in the event a court of competent jurisdiction were to declare by valid and final judgment that any such section, paragraph, sentence, clause, or phrase of this Resolution to be invalid, unconstitutional, or otherwise unenforceable, it shall not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clause, sentences, paragraphs or sections of the resolution shall remain valid, constitutional, enforceable, and of full force and effect;

BE IT FURTHER RESOLVED that all resolutions, ordinances, or acts of the City Council in conflict with this Resolution are, to the extent of the conflict, hereby repealed.

SO RESOLVED by the City Council for the City of Norcross, Georgia

ADOPTED THIS 18th DAY OF AUGUST, 2025.

CITY OF NORCROSS, GEORGIA

(SEAL)

By: _____
Craig Newton, Mayor

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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7393	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Downtown Parking Study Update		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Downtown Parking Study Update](#)
2. [Slide Presentation Regarding Downtown Parking Study Update](#)
3. [Downtown Norcross Parking Study - Technical Report](#)

Title
Downtown Parking Study Update

Drafter
David Versel



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 Phillip

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7393

Title: Downtown Parking Study Update

CC: Eric Johnson, City Manager

Recommendation

Discuss the findings and recommended actions from the Downtown Parking Study Update and provide guidance to city staff on how to proceed with the implementation of proposed management and ordinance changes.

Background

At the May Mayor & Council meeting, Kimley-Horn was authorized to proceed with an update to the 2019 Downtown Parking Study. The consultant's scope of services included five key elements:

1. Previous Plan Review – Review of the 2019 Downtown Norcross Parking Study and of the existing parking regulations in the city code
2. Parking Behavior Observations – Observe on-the-ground parking behavior during peak usage times and document findings in observation photographs and an occupancy heatmap on aerial imagery.
3. Policy Review and Benchmark Study – Assemble data on parking supply, demand, management strategies, policies, and requirements for new development in five “benchmark” communities in Metro Atlanta. Prepare a policy brief that compares these benchmark communities with Norcross and recommends parking management strategies that should be considered by the City of Norcross. The five benchmark communities selected were: Duluth, Woodstock, Acworth, Lawrenceville, and Buford.
4. Parking Valuation and Facility Siting – Identify potential future parking locations, compare the pros and cons of each location types, review the construction and operating costs associated with potential expansions to the public parking supply and evaluate options for the financing of additional parking.
5. Draft Ordinance Development – Develop a draft ordinance for parking regulation and management in Downtown Norcross.

Over the past two months, staff has worked closely with the consultant to advance the study. The consultant delivered a draft report in mid-July and staff provided extensive comments. A final report was delivered on August 5, 2025. This report contains specific recommendations for ordinance changes and parking management initiatives as well as general discussion of potential options for future parking expansion in Downtown Norcross.

Financial Impact

None

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

3. Increases Opportunities for Travel via Different Modes within and Outside the Community
4. Maintains a Vibrant Economy and Continue to Facilitate Job Growth

Next Steps

Mayor and Council to consider adoption of the Downtown Parking Study at the September 2 regular meeting. Should the study be adopted, staff would proceed with the implementation of the study's recommendations. This would include proposed changes to the Norcross Code of Ordinances that would be presented to Mayor and Council at a later date.

Attachments

Slide presentation containing findings and recommendations from Downtown Parking Study Update. This presentation supplements the presentation delivered for the July Policy Work Session.

Update

N/A



2025 Downtown Parking Study Update

August 18, 2025

Downtown Parking Study Update

- Kimley-Horn was retained by the City of Norcross to complete an update of the 2019 Downtown Parking Study
- Work began in May, report was delivered on August 5, 2025
- Project Scope:
 1. Previous Plan Review
 2. Parking Behavior Observations
 3. Policy Review and Benchmark Study
 4. Parking Valuation and Facility Siting
 5. Draft Ordinance Development

Top-Line Findings

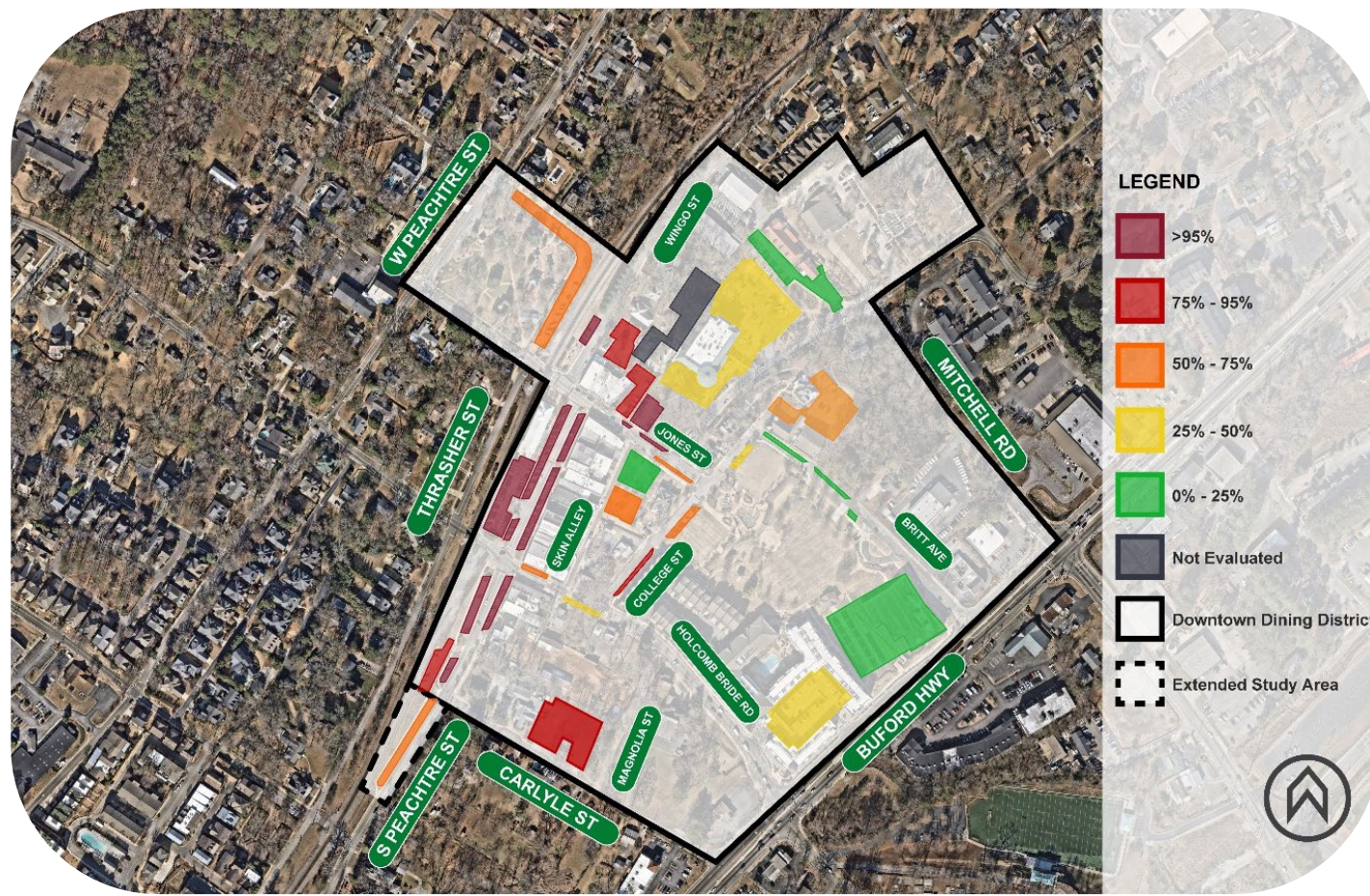
- There is a perceived parking shortage, but...
- ...Current parking demand can be met through better management
- Future growth would require additional parking supply
 - Currently proposed developments would add demand for 400+ spaces
- Benchmark cities all do more to manage parking than Norcross does
- Norcross is not ready to charge customers for parking

Recommended Actions

- Proceed with current project to add surface parking supply
- Implement time limits in core areas
- Encourage employees to park outside of core areas
- Pursue shared-use agreements with private lot owners
- Enhance pedestrian access
- Evaluate structured parking options
- Update parking ordinance to more accurately account for demand and to implement in-lieu fees
- Establish a data collection and monitoring system

Actual Usage: Friday, May 9, 2025

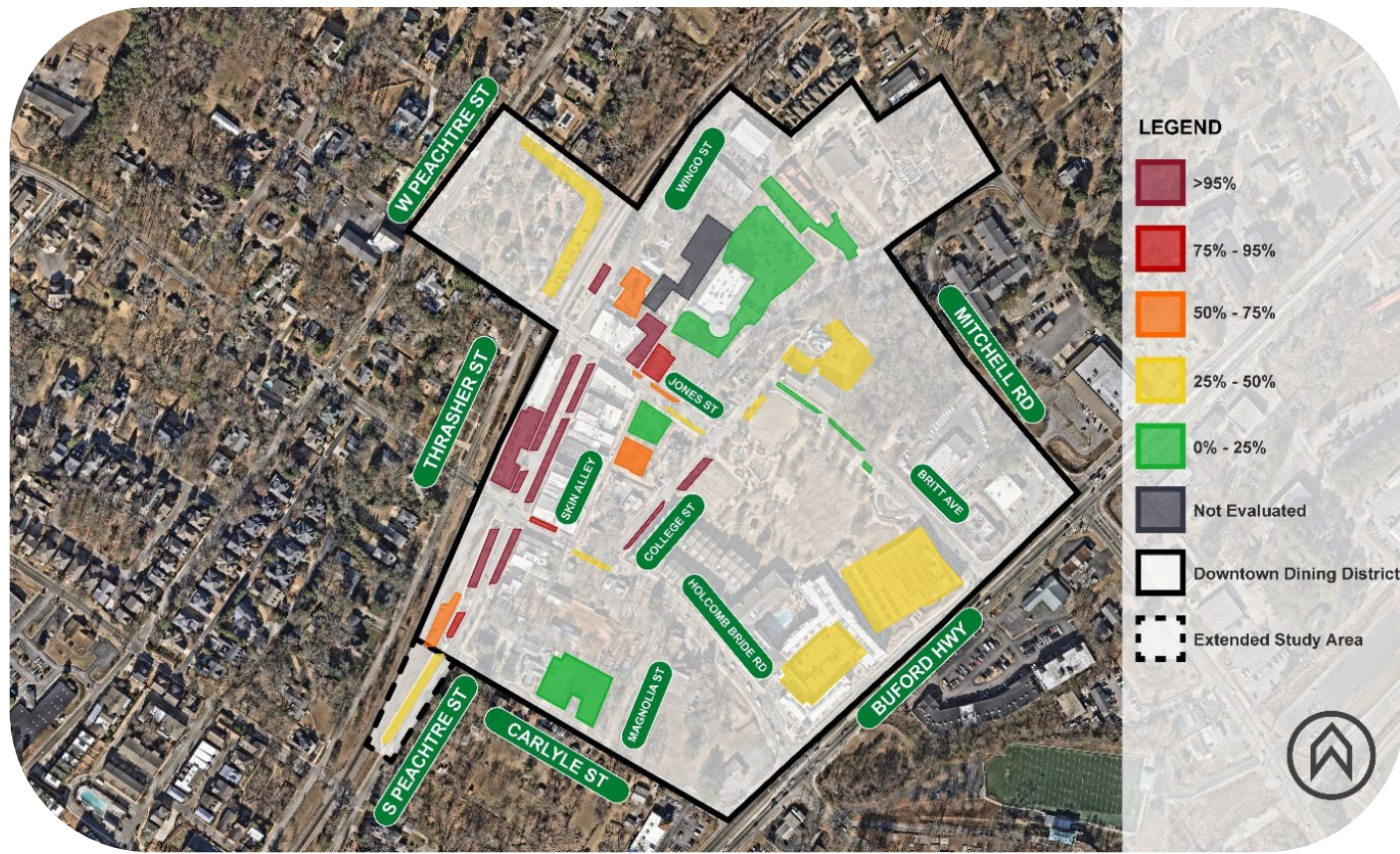
- On-Street
 - S Peachtree: 95%+
 - College: 50-75%
 - Thrasher Park: 50-75%
 - Others: <50%
- Off-Street
 - The Crossing: 95%+
 - Iron Horse lot: 75-95%
 - Wingo rear lot: 75-95%
 - S Ptree/Carlyle lot: 75-95%
 - City Hall lot: 25-50%



Attachment: Slide Presentation Regarding Downtown Parking Study Update (25-7393 :

Actual Usage: Saturday, May 17, 2025

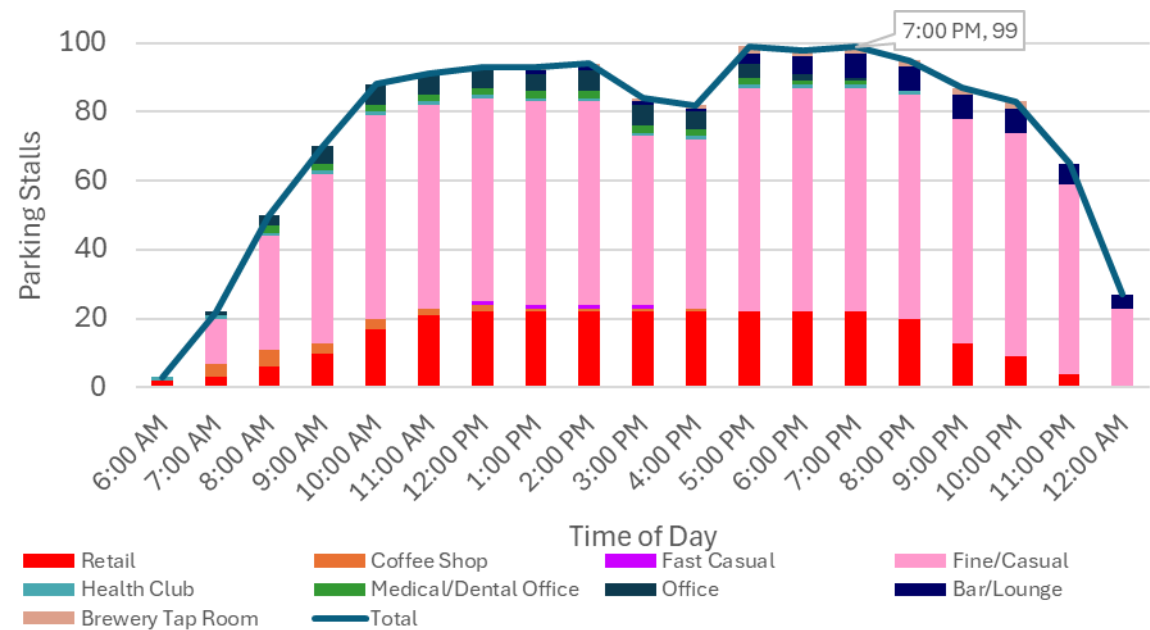
- On-Street
 - S Peachtree: 95%+
 - College: 95%+
 - Thrasher Park: 25-50%
 - Others: <50%
- Off-Street
 - The Crossing: 95%+
 - Iron Horse lot: 95%+
 - Wingo rear lot: 75-95%
 - S Ptree/Carlyle lot: 50-75%
 - City Hall lot: <25%



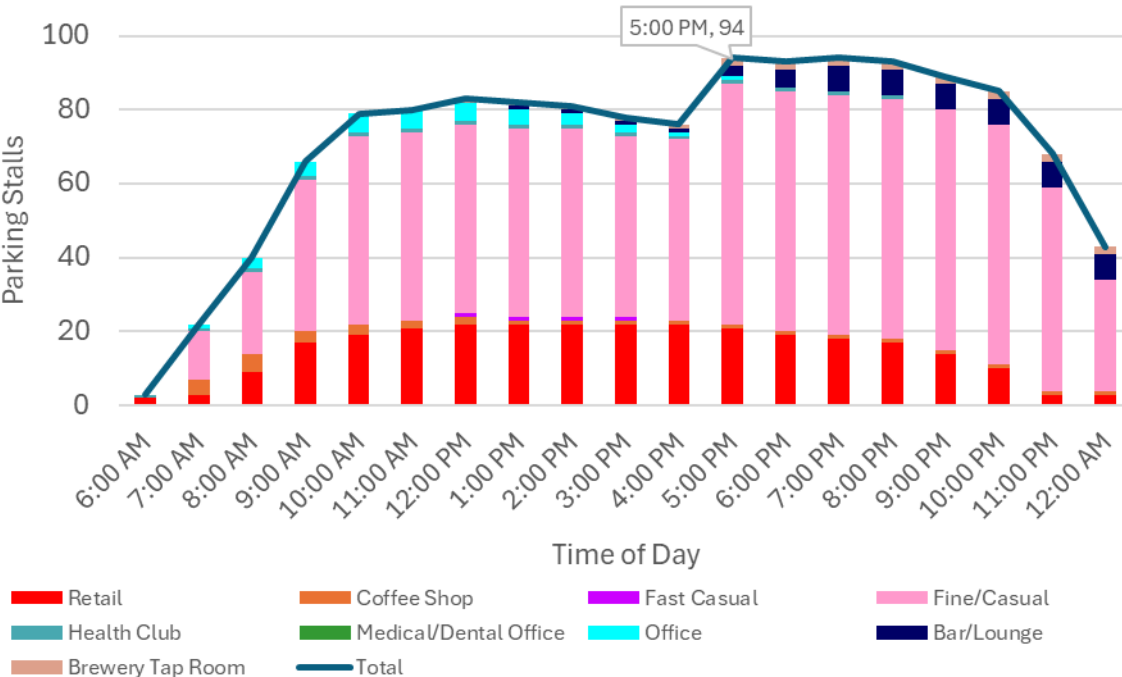
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Employee Parking Usage

WEEKDAY

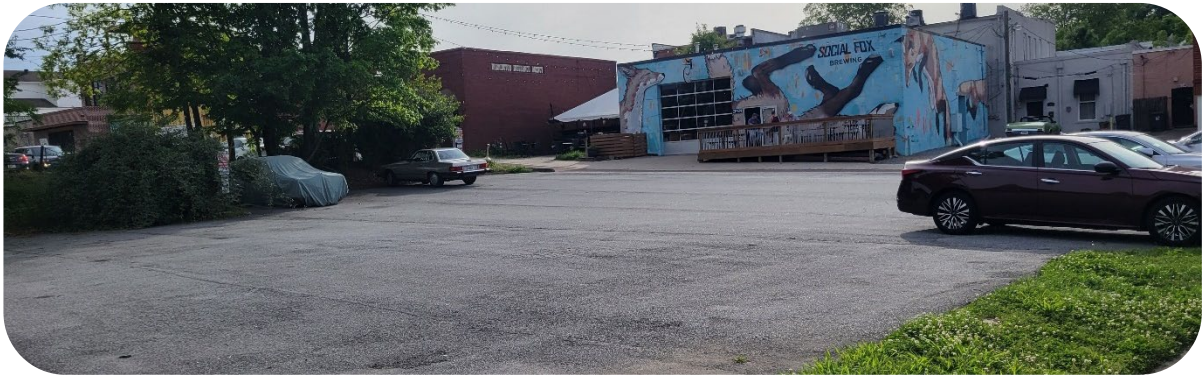


WEEKEND



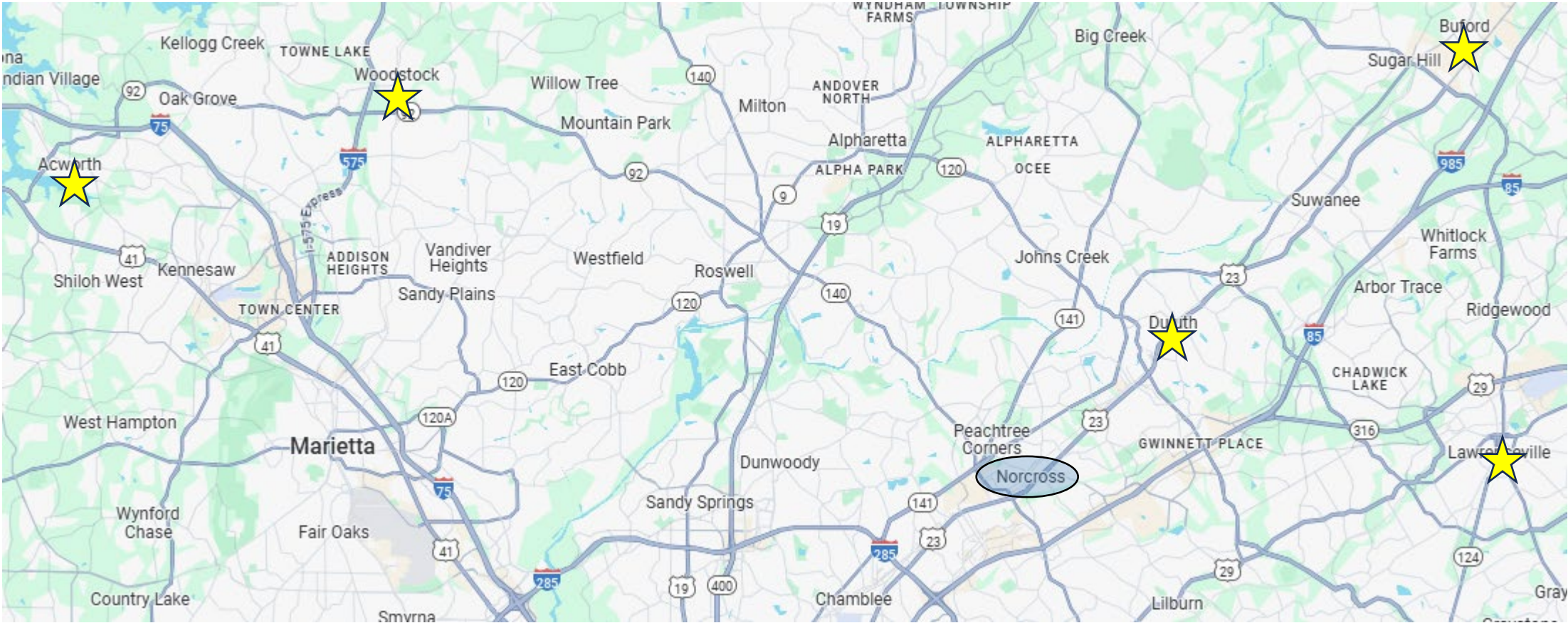
Observations

- Significant driver circling and queuing: 3-5 minutes is typical
- Dangerous and illegal U-turns across traffic to access open on-street spaces
- Private lots are nearly 100% vacant after 5pm
- Employees mainly park in on-street spaces on South Peachtree Street



Attachment: Slide Presentation Regarding Downtown Parking Study Update (25-7393 :

Benchmarks



Attachment: Slide Presentation Regarding Downtown Parking Study Update (25-7393 :

Benchmark Findings

- 4 of 5 benchmarks have structured parking
 - 3 are publicly-owned, Duluth has shared agreements with private owners
- 4 of 5 benchmarks have time limits on parking
- Only Woodstock has paid parking and it was just implemented
- Shared-use agreements can supplement parking at minimal cost
- Parking requirements are higher than in Norcross for most use types
- Lawrenceville has In-lieu fees for off-site parking; good model for Norcross

Tradeoffs: You Can't Have It All

- Kimley-Horn: “an effectively managed parking system requires drivers to pick two of the three desired parking attributes:
 - **Cost**
 - **Proximity**
 - **Reliability**”



Options for Future Expansion

- Option #1: Centrally Located Shared Lot
 - 50-60 spaces
 - Estimated cost: \$850,000
- Option #2: Additional Surface Parking at Fringe Location
 - 90 spaces
 - Estimated cost: \$1.4 million
- Option #3: Structured Parking as part of New Development
 - 200 spaces
 - Estimated cost: \$8.0 million

Area of Focus

- Focus on existing Downtown Dining District plus new S Peachtree lot
- Management and operational improvements will apply here
- Changes to ordinance will be limited to this area
- Emphasis on wayfinding, accessibility, and monitoring usage



Recommended Management Steps

- Implement 3-hour parking limits in core area
 - On-Street spaces on South Peachtree
 - Off-Street lot next to the historic Railroad Depot
 - No time limits on other surface or on-street parking
- Apply limits during business hours of 10AM to 8PM
 - Could be every day or could be limited to peak days (Thursday to Sunday)
- Enforce parking time limit violations
 - Establish parking violation fine system
 - Determine enforcement responsibility: in-house or third party
 - Consider investing in technology to track violations and issue citations
- Invest revenue from parking violations into future downtown improvements

Recommended Ordinance Changes

- Require applicants to present parking analysis to:
 - Demonstrate ability to supply off-site parking within the Downtown area
 - Demonstrate time-of-day parking demand for each proposed use
 - Identify proposed employee parking locations
- Update standards for parking reductions
 - Reduce or eliminate employee parking requirements if off-site public parking is used
 - Regulate employee parking through permitting and enforcement
- Implement In-Lieu Fee program to accommodate off-site public parking
 - One-time fee of \$875 for use of existing parking spaces
 - One-time fee of up to \$17,750 to offset capital costs of new parking development

2025 DOWNTOWN NORCROSS PARKING STUDY

A Strategic Approach to Planning for Growth



Prepared For: **The City of
Norcross, Georgia**

Prepared by: **Kimley»Horn**

August 2025

Table of Contents

Executive Summary	3
Baseline Assessment Findings	3
Lessons Learned from Benchmarked Cities.....	3
Industry Best Practices Applicable to Norcross	4
Strategies to Prepare for Future Growth.....	4
Overview of Recommendations.....	4
Existing Conditions	6
Benchmark Study and Industry Best Practices.....	16
Benchmark City Selection	16
Benchmark Study Conclusions	29
Industry Best Practices Review.....	30
Projected Parking Demand.....	35
Anticipated Development Impacts	35
Preparing for Future Needs	36
Expanding the Downtown Parking Supply	38
Future Expansion Sites for Consideration	38
Facility Type 1: Centrally Located Shared Parking Lot.....	38
Facility Type 2: New Parking Development Away from Downtown Center	39
Facility Type 3: Shared Parking to be Developed Alongside Residential Expansion	39
Conclusion and Recommendations Action Items	41
Recommended Action Items.....	41
Content for Future Parking Ordinance	43
Applicable boundaries	43
Minimum Parking Requirements.....	44
Accommodating Site-Constrained Adaptive Reuse Developments	48
Parking Management Regulations for Efficiency.....	51
Appendix A: Parking In-Lieu Fee Ordinance Template	53

Executive Summary

As Downtown Norcross continues to evolve as a vibrant, walkable, and economically dynamic district, the City of Norcross faces growing pressure on its existing parking infrastructure. Strategic planning is essential to accommodate future growth and maintain accessibility for residents, businesses, and visitors. This Executive Summary provides an overview of findings from the 2025 Downtown Norcross Parking Study.

BASELINE ASSESSMENT FINDINGS

The parking system in Downtown Norcross presently has sufficient capacity to handle typical peak parking demand. However, there is a perceived parking shortage due to the fact that both on-street and off-street surface lots along the core block of South Peachtree Street operate at an occupancy of 95% or higher during peak times. Parking facilities further from South Peachtree Street have parking availability, with occupancy observed between 25% and 50%. Although some of these remote lots are located relatively close to the downtown core, visibility and accessibility challenges make them less desirable.

- **Key Finding:** *Although there are technically “enough” parking spaces in Downtown Norcross’ existing parking system, there is a perception of a parking shortage in downtown. In the short term, this can be addressed through better management of parking and visibility and accessibility improvements to surrounding parking lots. As growth continues, the strain of finding proximate parking will likely increase, and additional parking supply will be needed.*

LESSONS LEARNED FROM BENCHMARKED CITIES

The 2025 Downtown Norcross Parking Study incorporates an assessment of five benchmarked cities in Georgia, which include: **Acworth, Buford, Duluth, Lawrenceville, and Woodstock**. These cities were selected based on key attributes similar to Downtown Norcross, such as proximity to a rail line, small city/town population sizes, historic downtowns seeking to preserve their character, and elevation or boundaries that constrain growth.

- **Key Finding:** *Providing a network of public parking facilities, managing access to parking that generates turnover, investing in structured parking, improving pedestrian connections to parking areas, and potentially implementing policies that generate revenue that can be reinvested into parking management and economic development are practices utilized by benchmarked cities.*

INDUSTRY BEST PRACTICES APPLICABLE TO NORCROSS

The core of Downtown Norcross, centered along South Peachtree Street, serves as a concentrated hub of activity, generating significant parking demand. However, the inventory of parking immediately adjacent to the downtown core is limited, necessitating strategic management to balance the needs of customers, visitors, and employees. Industry best practices include promoting turnover in high-demand areas, prioritizing on-street spaces for short-term use, and shifting employees to off-street lots. Advanced management measures include coordinating with private-sector developers to increase the public parking supply, providing a public parking facility that addresses future parking needs, and reinvesting parking revenue into system improvements and economic development initiatives.

- **Key Findings:** *Downtown Norcross is not ready to implement a paid parking regime at this time. Instead, the City can better address potential parking deficits by shifting employees to off-street facilities, using on-street parking for customers and visitors, and generating parking turnover in high-demand areas by enacting time limits in core areas. Allowing parking in-lieu fees in place of providing an on-site parking supply is another viable way for future businesses and developments to contribute to Downtown's parking needs.*

STRATEGIES TO PREPARE FOR FUTURE GROWTH

Parking demand in Downtown Norcross is expected to rise in the coming years due to proposed residential, commercial, and entertainment projects. To maintain accessibility and support continued economic growth, the City will need a phased, flexible approach to parking expansion. Near-term strategies should focus on cost-effective improvements such as developing a new surface lot, implementing time-limited parking to promote turnover, and pursuing shared-use agreements with private property owners. These actions will help optimize the existing supply and improve the parking experience for visitors and businesses. As demand grows, the City can evaluate opportunities for structured parking and advanced management tools to ensure the system remains flexible, efficient, and aligned with Downtown's evolving needs.

- **Key Findings:** A phased approach that begins with surface lots and shared-use agreements and evolves toward structured parking and long-term management tools will allow Norcross to meet future demand while preserving walkability, supporting economic development, and maintaining the character of its historic downtown.

OVERVIEW OF RECOMMENDATIONS

To support potential growth in Downtown Norcross while preserving its walkability and character, the City should pursue a phased, flexible parking strategy that balances short-term improvements with long-term investments. The following approaches are recommended:

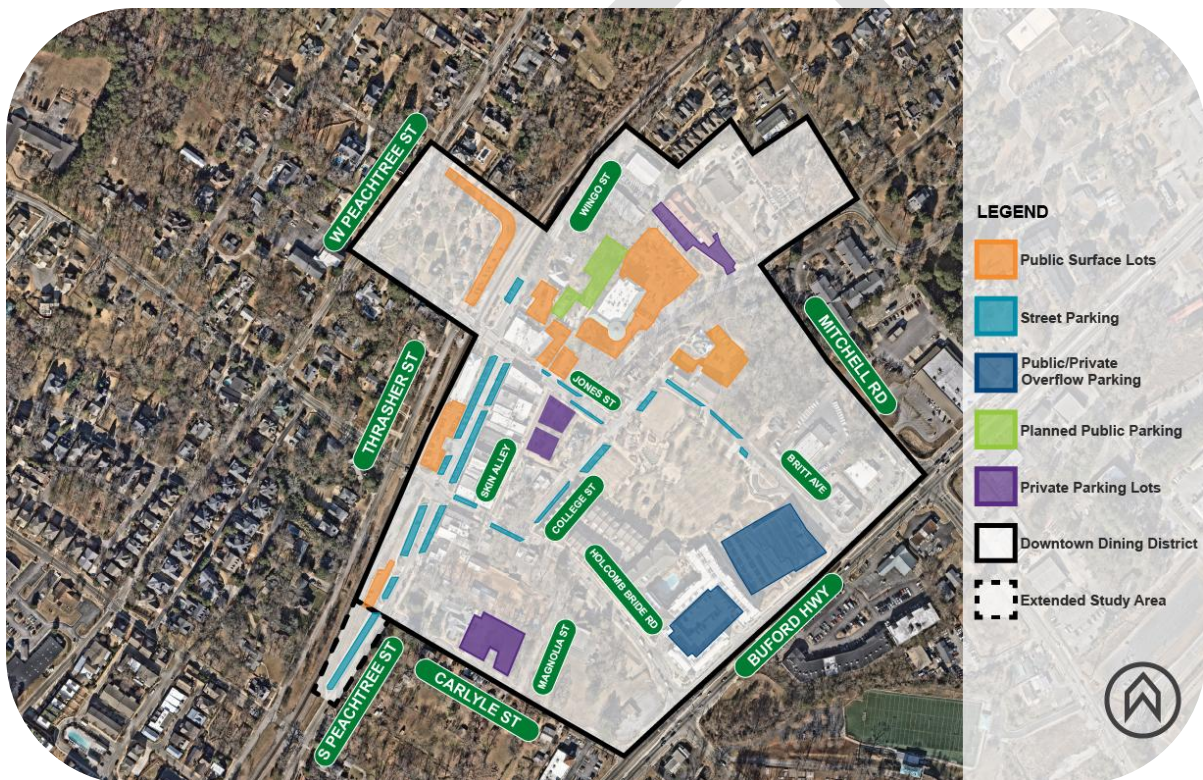
- **Expand parking supply**
Add new surface lots, starting with the Wingo/Jones Street expansion, and plan for future structured parking to meet growing demand.
- **Implement time-limited parking**
Introduce time limits in high-demand areas between 10:00 A.M. and 8:00 P.M. to increase turnover and improve access for short-term visitors. This will require a formal parking enforcement program.
- **Relocate employee parking**
Shift employee parking to off-street lots to free up prime on-street spaces for customers and improve overall system efficiency.
- **Pursue shared-use agreements**
Formalize partnerships with private lot owners to unlock underutilized spaces, especially during evenings and weekends.
- **Update parking ordinance**
Revise code to allow in-lieu fees, require parking utilization studies, and differentiate between employee and customer parking needs.
- **Enhance pedestrian access**
Improve wayfinding and sidewalk connectivity to encourage use of remote lots and reduce vehicle circulation downtown.
- **Evaluate structured parking**
Consider options for one or more future parking decks with pedestrian bridge access to address elevation challenges and support long-term growth.
- **Explore an in-lieu fee program**
Implement a per-space fee for developments unable to meet on-site minimums, funding shared public infrastructure. Based on national models, a one-time fee of \$875 per space is recommended for existing off-site facilities, and up to \$17,750 per space for new public infrastructure to offset capital costs.
- **Monitor and adapt strategies**
Establish a system for ongoing data collection and performance evaluation to refine policies as conditions evolve.

Existing Conditions

According to a 2024 inventory conducted by the City of Norcross and recent parking supply counts at developments, there are 938 existing parking spaces located in Downtown Norcross, of which 540 are managed by the City of Norcross. This parking supply is generally sufficient to meet current demand; however, during busier times, such as evenings and weekends, occupancy can approach near-capacity. .

Figure 1 Highlights public and private parking facilities in the Downtown Norcross parking system, which are included in this study.

Figure 1. Downtown Norcross Parking Areas



On-street public parking is available along the remainder of South Peachtree Street NW, adjacent to the downtown area, along College Street NW, and along Buchanan Street, near Thrasher Park. Public surface parking lots are available along Wingo Street, at Norcross City Hall, at Betty Mauldin Park, and at the Norcross Cultural Arts and Community Center. Some public parking is available at the Brunswick apartment complex and the Norcross Library during non-peak hours. Based on preliminary observations, the Norcross Library parking facility is generally underutilized by

commercial visitors due to library hours of operation and its distance from downtown attractions. Additionally, the 50 public spaces at The Brunswick apartment complex are underutilized by commercial visitors and are typically used by residents and their guests. There are also two private lots along Skin Alley that limit parking access to specific businesses in the area. The Carlyle House limits parking access to guests at this event venue. Similarly, although the Downtown Development Authority of Norcross owns the Iron Horse Tavern parking lot, parking access is presently limited to customers and employees of that business. All public parking in Downtown Norcross is free, with no time limit on parking duration.

Study Area Boundaries

Figure 2 demonstrates the boundaries of the Downtown Dining District, as well as the area along South Peachtree Street where additional parking was recently added. This study area boundary is utilized during this study's evaluation of the Norcross Code of Ordinances and recommendations.

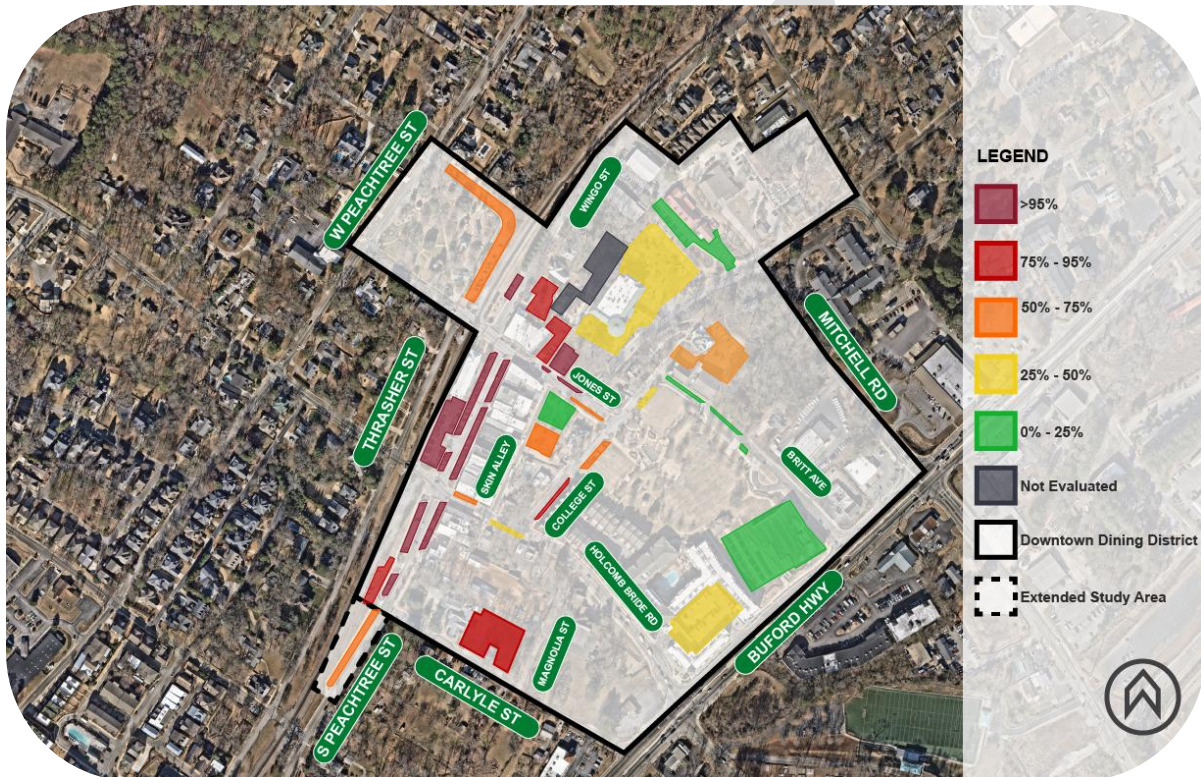
Figure 2. Downtown Dining District Boundaries



Observed Parking Behavior

Two site visits were conducted by the consultant: on Friday, May 9, 2025, between 6:00 P.M. and 9:00 P.M., and on Saturday, May 17, 2025, between 5:00 P.M. and 7:00 P.M. Observed parking occupancy in the Downtown Dining District on Friday, May 9th is illustrated in **Figure 3**.

Figure 3. Day 1 Parking Occupancy: Friday, May 9, 2025, 6:00 PM - 9:00 PM



During the May 9th parking observation period, on-street parking on South Peachtree Street was highly utilized with a typical occupancy rate of >95%. Throughout the observation period, there was limited parking turnover along South Peachtree Street and Wingo Street. Jones Street utilization was 75% - 85% occupied, with some observed turnover. College Street occupancy was within the 50% - 75% utilization range. Lastly, Britt Avenue and Holcomb Bridge Road had the lowest levels of observed occupancy, <50%. The distribution of observed on-street utilization indicates that South Peachtree Street, Wingo Street, and Jones Street have the highest parking demand within Downtown Norcross. Additionally, based on observed turnover, vehicles parked along these streets are often occupied by employees parking for extended periods of time.

When on-street parking spaces became available, they were quickly occupied by new vehicles. As seen in **Figure 4**, three vehicles were waiting to occupy an on-street parking space being vacated by a vehicle.

Figure 4. Observed Vehicle Queuing and Limited Availability



Drivers were observed circling the areas looking for available parking spaces. During peak times, key observations noted some downtown users circling the area for parking, typically finding an available space after approximately 3 to 5 minutes. Additionally, multiple drivers were observed making U-turns to quickly access available parking spaces.

Off-street parking on South Peachtree Street, Jones Street, and Wingo Street was also highly utilized, with occupancy typically >85%. Parking facilities that were further away from South Peachtree Street, such as the Brunswick, the Norcross Library, and the City Hall parking lot, were underutilized, with an observed occupancy <50%. This off-street parking behavior is similar to that reported in the 2019 Downtown Parking Study, leading to that study's conclusion that there are "enough" parking spaces in Downtown Norcross. However, due to the elevation changes and walking distance, these facilities have a lower demand than proximate parking facilities. As such, relying on these facilities to meet non-event parking demand is unrealistic.

Additionally, parking facilities that limit access to specific user groups, such as the Iron Horse Lot and 20 Skin Alley Lot, result in lower occupancy rates as they reduce the number of drivers that can park in the available spaces, as shown in **Figure 5**.

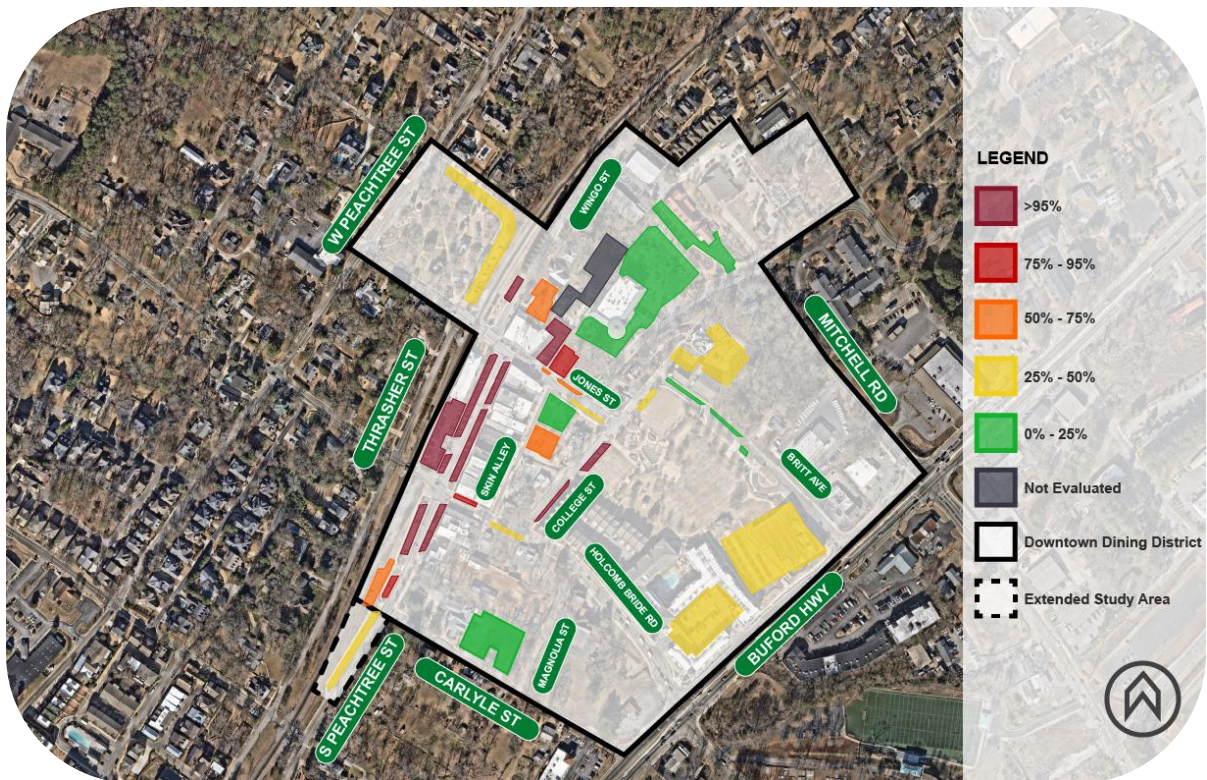
Figure 5. Limited Access Facility Resulting in Low Occupancy



Limiting access to parking facilities in high-demand areas decreases the efficiency of the parking system, resulting in an increased number of vehicles circling the area in search of parking. To optimize the parking system, public access should be maintained system-wide, and facilities that have low occupancy during peak periods should develop shared parking agreements with businesses that have unmet parking needs.

Parking occupancy was also observed on May 17th to evaluate if Day 1 observations were consistent during a second observation period. Additionally, utilization between 5:00 PM and 7:00 PM was assessed to evaluate parking demand during employee shift change. Parking utilization observed on Day 2 is illustrated in **Figure 6**.

Figure 6. Day 2, Saturday, May 17, 2025, 5:00 PM - 7:00 PM



Observed parking demand remained high along South Peachtree Street and Wingo Street, with increased demand also noted on College Street. These streets typically had occupancy rates above 95%. Other streets saw reduced demand compared to Day 1, with on-street parking generally between 25% and 75%.

Figure 7. Day 2, Observed Occupancy on South Peachtree Street



Overall, off-street parking occupancy was lower on Day 2. Parking utilization at facilities along South Peachtree maintained high rates of occupancy above 75%. The City Hall parking lot was underutilized, with occupancy <25%. Parking occupancy at the Norcross Library and Brunswick was between 25% and 50%. Occupancy at these facilities was primarily driven by an event during the observation period.

Figure 8. Parking Occupancy at the 45 Jones Street Public Parking Lot



The 20 Skin Alley lot remained underutilized during the Day 2 observations, with observed occupancy being less than 25%. Figure 9 shows parking occupancy at this facility during the observation period.

Figure 9. Day 2 Parking Occupancy at the 20 Skin Alley Lot



Employee Parking

Employee parking behavior is a key factor in observed parking demand. Based on observations, employees of Downtown businesses primarily used on-street parking to meet their parking demand. According to the City of Norcross Code of Ordinances Section 34-60(a), the City can regulate the location of employee parking in Downtown Norcross. Although this ordinance is intended to direct employees to use off-street parking facilities leased or owned by the City, the application of this regulation is limited. This program and any associated enforcement have largely been inactive since the COVID-19 pandemic. As a result, designated employee parking areas are not clearly reserved or monitored, often leaving employees without reliable access to those spaces. In turn, employees park proximate spaces near their place of employment, frequently occupying high-demand street parking along South Peachtree Street. These spaces are intended for short-term customer use but are often taken by employees for extended periods, contributing to overall parking congestion in Downtown Norcross.

The City of Norcross documented employment at Downtown businesses via a 2025 survey of these businesses. Employee parking demand was then estimated using reported needs and Urban Land Institute Shared (ULI) Parking Model time-of-day factors to estimate cumulative public parking needs and daily fluctuations. Demand was analyzed for eight business types: Bar/Lounge, Brewery Tap, Coffee Shop, Fast Casual Dining, Fine/Casual Dining, Health Club, Medical/Dental Office, Office, and Retail, with peak hours and corresponding demand summarized in **Table 1**.

Table 1. ULI Weekday and Weekend Peak Parking Hours by Land Use Type

Land Use Type	ULI Weekday Peak Hour(s)	ULI Weekend Peak Hour(s)
Bar/Lounge	7:00 PM – 10:00 PM	7:00 PM – 12:00 AM
Brewery Tap	7:00 PM	7:00 PM
Coffee Shop	8:00 AM	8:00 AM
Fast Casual Dining	1:00 PM	1:00 PM
Fine/Casual Dining	5:00 PM – 10:00 PM	5:00 PM – 10:00 PM
Health Club	5:00 PM – 6:00 PM	5:00 PM – 6:00 PM
Medical/Dental Office	8:00 AM – 5:00 PM	N/A
Office	10:00 AM – 11:00 AM	N/A
Retail	12:00 PM – 7:00 PM	12:00 PM – 4:00 PM

Figures 10 and 11 illustrate estimates of current employee parking demand by time of day on a typical weekday and weekend. These figures assume that parking trends in Downtown Norcross are aligned with national parking trends. Parking demand associated with government and institutional land uses is not included in this projection.

Figure 10. Employee Parking Demand, Typical Weekday

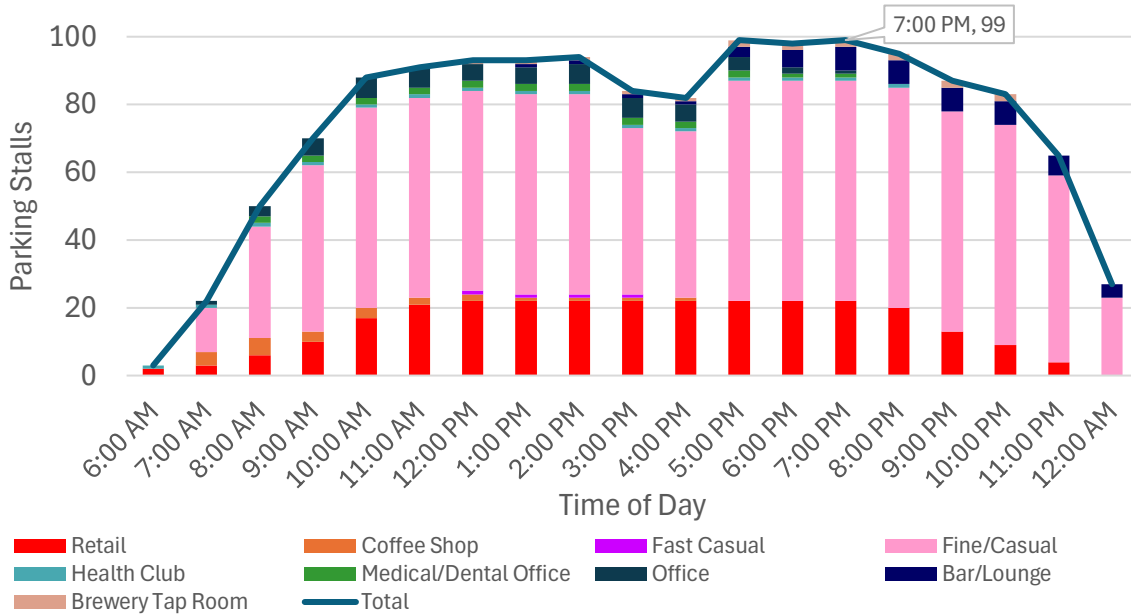
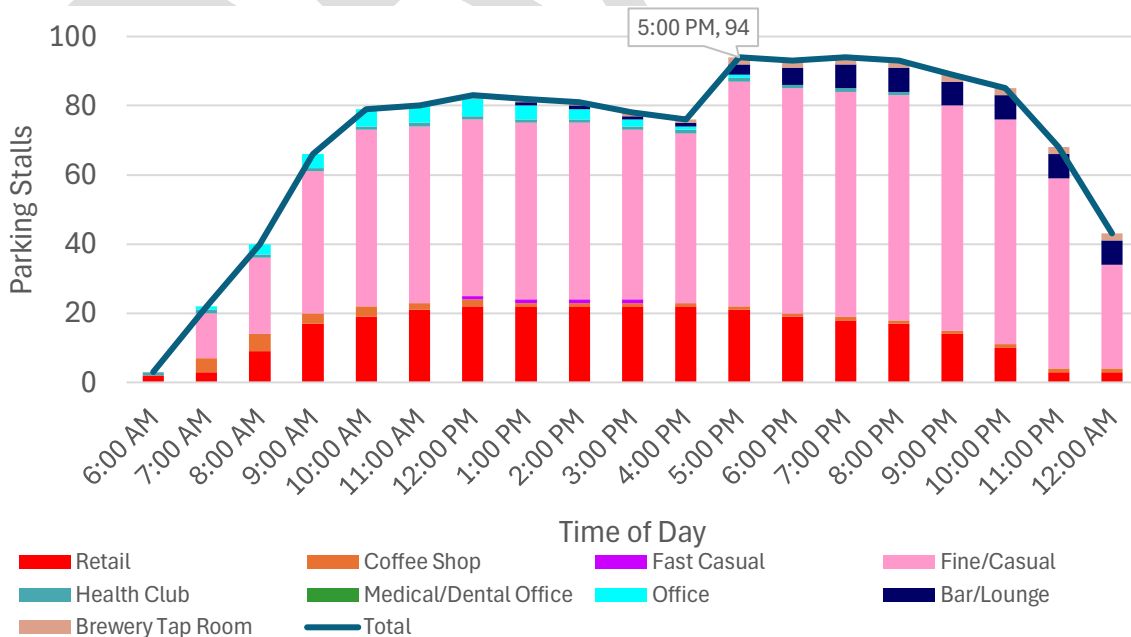


Figure 11. Employee Parking Demand, Typical Weekend Day



As seen in Figures 10 and 11, employee parking demand is expected to be lower during the workday, with demand increasing after 4:00 PM. Based on the percentage of employee parking demand expected to occur throughout the weekday, the peak employee demand hours were 5:00 PM and 7:00 PM, with a demand for 99 parking spaces. Similarly, the weekend peak employee hours were 5:00 PM and 7:00 PM, with a demand of 94 parking spaces. Based on the reported demand from responding businesses, the City of Norcross should factor in an employee parking demand of approximately 100 spaces to support Downtown businesses. Additional parking is likely needed to accommodate demand from the government, institutions, and businesses that did not respond to the 2025 survey.

As previously noted, employee parking demand is typically accommodated at proximate on-street parking spaces. This practice limits the availability of on-street parking for customers and short-term parking users. Ideally, in a Downtown environment with high demand for access to retail and restaurant land uses, on-street parking should have a high turnover rate. Parking turnover refers to the frequency with which a single parking space is used by different vehicles within a given time period. For example, if four different cars use the same space in one day, that space has a turnover of four. Higher turnover improves availability, giving more people the opportunity to park, especially in high-demand areas. By improving efficiency and managing user access for on-street parking spaces, the City of Norcross can better support Downtown's economic development and growth. While some businesses provide private parking or encourage alternative commuting methods, many employees rely on the limited supply of on-street and surface lot spaces shared with customers. This overlap becomes particularly challenging during peak periods, most notably in the afternoon and evening, when staffing levels increase alongside customer activity.

The consistent use of "high turnover" spaces by employees, often for extended durations, reduces availability for visitors and contributes to the perception of a strained parking system. This issue is especially evident along South Peachtree Street and adjacent to the historic downtown storefronts, where demand is already highest. Addressing this challenge by relocating employee parking away from the core commercial area would help preserve convenient spaces for patrons and enhance the overall efficiency of the downtown parking network.

Benchmark Study and Industry Best Practices

Building on successful parking management practices implemented by peer cities can increase the efficiency of Norcross's existing parking supply. Aligning local practices with industry standards can also identify opportunities for strategic growth and enhance the customer experience. This section explores parking management practices at five benchmarked cities and highlights industry best practices that should be considered for implementation.

BENCHMARK CITY SELECTION

Initially, ten cities in the Atlanta region were considered as potential benchmarks for Downtown Norcross. The initial list included Acworth, Buford, Duluth, East Point, Hapeville, Kennesaw, Lawrenceville, Marietta, Roswell, and Woodstock. Based on key attributes similar to Downtown Norcross, such as proximity to a rail line, comparable city population sizes, historic downtowns seeking to preserve their character, and elevation or boundaries that constrain growth, the list of benchmark cities was narrowed to five cities. The 2025 Downtown Norcross Parking Study incorporates an assessment of five benchmarked cities: **Acworth, Buford, Duluth, Lawrenceville, and Woodstock**. Benchmark cities were examined to identify common challenges and innovative solutions to address those challenges. The details of the benchmarked cities are provided in **Table 2**, with key findings summarized in this section.

Table 2. Benchmarked Local Peers

City	City Population	Total Parking Supply	Parking Deck Spaces	Downtown Zone Acreage	Paid Parking? (Y/N)	Time-Limited Parking? (Y/N)
Norcross, GA	18,043	~600	178	~60 acres	N	N
Duluth, GA	32,350	~950	260	~36 acres	N	Y
Woodstock, GA	38,473	1,976	633	~32 acres	Y	Y
Acworth, GA	22,379	~400	0	~58 acres	N	Y
Lawrenceville, GA	31,015	~1,200	600	~35 acres	N	Y
Buford, GA	18,273	~700	256	~40 acres	N	N

Minimum, maximum, and variable parking requirements were assessed across all benchmarked cities. Additionally, cities were evaluated to determine if alternatives to providing on-site parking, such as in lieu fees, were allowed at the City (see **Tables 3 – 9**).

Table 3. Commercial/Retail Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	2.5 spaces per 1,000 SF	125% of the minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Duluth, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Acworth, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	5 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Lawrenceville, GA	3.33 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 4. Restaurant (Not Fast Food) Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	10 spaces per 1,000 SF	125% of minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	6.67 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	13.33 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	20 spaces per 1,000 SF	N/A	N/A	No	N/A
Lawrenceville, GA	1 space per 2.5 Seats	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	7 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 5. Office Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	2.5 spaces per 1,000 SF	125% of minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	4.44 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	3.33 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	3.5 spaces per 1,000 SF	N/A	N/A	No	N/A
Lawrenceville, GA	3.33 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	3 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 6. Personal Services Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	3.33 spaces per 1,000 SF	125% of minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	2.5 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	N/A	N/A	N/A	No	N/A
Lawrenceville, GA	6.67 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	4 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 7. Places of Public Assembly Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	6.67 per 1,000 SF	125% of the minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	N/A	N/A	N/A	No	N/A
Buford, GA	1 space per 3 Seats	N/A	N/A	No	N/A
Duluth, GA	1 space per 3 Seats	N/A	N/A	No	N/A
Lawrenceville, GA	1 space per 5 Seats or 10 per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	3 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 8. Bar, Lounge, Brewery, or Taproom Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	6.67 spaces per 1,000 SF	125% of the minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	13.33 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Lawrenceville, GA	10 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	7 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 9. Medical/Dental Office Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	5 spaces per 1,000 SF	125% of the minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	4.44 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	4.5 spaces per 1,000 SF	N/A	N/A	No	N/A
Lawrenceville, GA	4 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	3.33 spaces per 1,000 SF	N/A	N/A	No	N/A

Table 10. Health Club or Spa/Fitness Club Ratio Comparison

City	Minimum Requirement	Maximum Requirement	Variable Requirements	In-Lieu Fee Allowed (Yes/No)	In-Lieu Fee Rate (If Applicable)
Norcross, GA	6.67 spaces per 1,000 SF	125% of the minimum requirement	Reductions available based on proximity to public parking, bus stops, or rideshare	No	N/A
Acworth, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Buford, GA	5 spaces per 1,000 SF	N/A	N/A	No	N/A
Duluth, GA	8 spaces per 1,000 SF	N/A	N/A	No	N/A
Lawrenceville, GA	6.67 spaces per 1,000 SF	N/A	N/A	Yes	\$100 per Off-Site Space
Woodstock, GA	4 spaces per 1,000 SF	N/A	N/A	No	N/A



Overview

Acworth, Georgia, with a population of 22,379, is an historic city in Cobb County that has preserved its small-town charm while supporting a vibrant and walkable downtown. Although the city does not operate any public parking decks, it maintains approximately 10 municipality-owned surface lots near the downtown area. These lots, along with on-street parking, are free but subject to a three-hour time limit enforced from 8:00 AM to 5:00 PM by the Acworth Police Department. While the city does not have a dedicated parking enforcement division, violations such as overstaying parking time limits or parking in restricted areas are addressed by police through citations and fines. Businesses are required to provide off-street parking, as designated by their municipal code parking minimums.

Case Study: Entertainment Zone Management

Acworth's downtown is uniquely enhanced by its alcohol containment zone, which allows for a "sip and stroll" experience within a defined boundary. Norcross employs a similar open container placemaking policy that encourages foot traffic throughout downtown and supports local businesses. The walkable layout, historic architecture, and community-focused policies make Acworth a strong benchmark for Norcross in terms of low-cost, lifestyle-driven downtown development.

Lessons Learned from Acworth

In 2011, the City of Acworth launched its on-street parking system time limit program. This program allowed people to park on the street for a maximum of three hours.

Initially, the program was met with resistance by business owners who voiced difficulty adjusting to parking time limits that impacted their ability to find a proximate parking space to their business. Employees also expressed frustration with not being able to park on-street for work schedules beyond three hours. These reactions are to be expected when introducing changes to the parking system.

- The City of Norcross should expect some resistance to the introduction of time limits. Coordination with business owners and employees will be critical throughout this process.

As a part of the program launch, the City of Acworth committed to not making changes to the on-street parking system within the first year of introducing time limits, allowing time for the community to adjust to the changes in parking regulations. Additionally, City leadership vocally supported the need for time-limited parking and encouraged business owners to be patient throughout the transition process.

- Buy-in, support, and advocacy from leadership are a critical part of successfully transitioning to time-limited parking. The City of Norcross should be prepared to commit to the transition period for at least one year after program initiation.

A key aspect of the launching and management of an on-street parking system is the inclusion of loading zones that allow businesses to access the curb for the delivery of goods and passengers. This can help to provide businesses with reliable curb access while prioritizing on-street spaces for turnover.

- The City of Norcross should develop a loading zone strategy plan and evaluate changes to the curb lane, such as passenger loading zones, parklets, and other non-parking-related uses.

Lastly, the City of Acworth paired its introduction of time-limited parking with a future TSPLOST effort to fund additional off-street parking. By connecting to a broader vision for parking access in their downtown area, Acworth was able to help business owners and voters overcome their initial apprehension about time-limited parking and eventually make additional investments in economic development and growth.

- Connect changes to the on-street parking system with off-street enhancements such as the addition of off-street parking that meets the parking needs of employees and business owners.



Overview

Buford, Georgia, with a population of 18,273, is a historically rooted city that has strategically invested in infrastructure to support its growing downtown. The city operates a public parking deck located at 70 East Moreno Street, offering 256 free parking spaces across four levels. While there are no surface lots with time limits or rate structures, on-street parking is subject to a two-hour limit. Parking enforcement is managed by the City Marshal's Department of Public Safety Section, which oversees violations such as unlicensed vehicles, improper lot use, and obstructing traffic. Businesses are required to provide off-street parking. A notable initiative for Buford is the construction of their downtown parking deck, highlighted on the city's website as a targeted effort to support economic development.

Case Study: Pedestrian Infrastructure Developments to Enhance Walkability from Parking Facilities

Buford has taken a thoughtful approach to integrating parking infrastructure with pedestrian connectivity. The city's downtown parking deck, located at 70 East Moreno Street, is on a site that is multiple levels below the elevation of its Main Street. The deck's design includes a pedestrian bridge that connects from its top level directly to the street level of South Harris Street, a short distance from Main Street. This feature enhances

walkability by providing a safe, direct route from the parking facility to key downtown destinations, encouraging foot traffic, and reducing the need for additional vehicle circulation within the core. The deck itself, offering 256 free parking spaces across four levels, was constructed not only to support economic development but also to preserve the historical character of the area. It sits on the former site of the Samples Milling Company, which was operational between the 1930s and 1960s. The site was primarily underutilized for the decade prior to the start of construction, and two non-operational buildings were removed to clear the site.

Lessons Learned from Buford

The City of Buford made a strategic investment in a centralized public parking facility built specifically to support economic development and growth. With limited on-street parking, the addition of the off-street parking garage was celebrated by downtown business owners. The site selection of the parking garage is of particular importance. Based on the site selection and construction of the garage, the facility helps users navigate elevation changes and improves connectivity to businesses on Main Street.

- A strategic investment in a parking garage should be considered as a long-term approach to meeting Downtown parking needs. Navigating the significant elevation change areas to the east of South Peachtree Street can be accomplished by providing a pedestrian bridge from the upper levels of a potential parking garage to South Peachtree Street, allowing users to navigate the elevation by using an elevator and pedestrian bridge. If Norcross chooses to build a public parking deck in the future, a pedestrian bridge could help address concerns about visitors being reluctant to walk uphill to reach downtown businesses from the structure.

The Buford Parking Garage connects parking, placemaking, and economic development. This catalytic project removed parking as a limiting factor to the area's growth.

- Leverage the addition of parking as an opportunity for placemaking and economic development. Ensure that the aesthetics of future parking facilities elevate the experience of visiting Downtown and spark growth in the area. The planned parking extension off Wingo Street and behind City Hall represents an opportunity to support placemaking and economic development. Plans include enhancements to the sidewalk running next to Betty Mauldin Park and perpendicular to Jones Street, but additional enhancements to the sidewalk along Lawrenceville Street could increase the desire to utilize public parking at City Hall. This strategy should be considered with any new development to maintain a cohesive and connected pedestrian experience in Downtown Norcross.



Overview

Duluth, Georgia, with a population of approximately 32,350, is a diverse and growing city in Gwinnett County. The city supports its downtown area with two public parking decks and nine municipality-owned surface lots. While most surface lots have a three-hour time limit, there are no fees for parking. On-street parking is free and largely unrestricted. The Duluth Compliance Code Division manages parking enforcement. Duluth's downtown is a model of walkability and placemaking, shaped by a comprehensive Downtown Master Plan that emphasizes pedestrian-friendly streetscapes, mid-block crossings, and vibrant public spaces, such as Parsons Alley. These features, along with a substantial amount of on-street parking and a balance between vehicle access and pedestrian comfort, make Duluth a strong benchmark for Norcross as it considers strategies to enhance its own downtown parking and mobility systems.

Case Study: Public/Private Parking Agreement at Courtyard Parking Deck

Duluth's Courtyard Marriott parking deck and Mathias parking deck exemplify how public-private partnerships can effectively expand parking access without requiring full municipal ownership. The Courtyard deck, which includes approximately 220 spaces, is privately owned by the hotel but made available to the public during business hours. The Mathias parking deck offers approximately 40 parking spaces near the downtown center and is available to the public after 5 PM on weekdays and all day on weekends. These shared parking arrangements enable the city to meet evening and event-based parking

demand while avoiding the full capital and operational costs of building and maintaining a fully public facility.

Lessons Learned from Duluth

For Norcross, which currently lacks a dedicated public parking deck, this model presents a practical and scalable solution. By partnering with private property owners of future developments such as hotels, mixed-use developments, or institutions, the City of Norcross could negotiate similar agreements to unlock underutilized parking during evenings and weekends. A public-private parking deck should be considered as part of future developments in areas closer to the downtown core. This approach would support downtown vibrancy, shift employee parking away from high-demand on-street parking, accommodate event demand, and improve access for residents and visitors, all while preserving valuable land for other uses. As Norcross continues to grow, leveraging public/private agreements could be a key strategy in building a flexible and cost-effective parking system.

- Connect parking management strategies and investments to a broader Master Plan for Downtown Norcross.
- Explore public/private partnerships to add future parking supply.



Overview

Lawrenceville, Georgia, with a population of 31,015, is the historic county seat of Gwinnett County and has embraced a progressive approach to downtown development. The city operates two public parking decks, the Downtown Parking Deck and the Luckie Street Parking Deck, which combined offer around 600 free parking spaces. Additionally, there are 10 city-owned surface lots located near downtown, all of which are free and have no time restrictions. On-street parking is also free, with a two-hour time limit enforced from 8:00 AM to 5:00 PM by the Lawrenceville Police Department. Although the city does not have a dedicated parking department, it enforces regulations through the issuance of citations and fines.

Lawrenceville requires businesses to provide off-street parking but also offers a flexible in-lieu fee option, allowing developers to contribute to public parking infrastructure instead of meeting on-site minimums. Lawrenceville's downtown structure is guided by a design-based zoning code and a master plan that emphasizes walkability, mixed-use development, and traditional town-building principles, such as building-to-line setbacks, generous storefront windows, and concealed parking. With strategically located free public lots, residential permit zones, and incentives for compact and electric vehicles, Lawrenceville offers a balanced and accessible parking environment that supports both economic growth and community character, making it a strong benchmark for Norcross.

Case Study: In-Lieu Fee Structure

Lawrenceville has adopted a flexible in-lieu fee structure that provides developers with an alternative to meeting traditional on-site parking minimums. Through its Downtown Parking Credit program, the city allows property owners to contribute financially to public parking infrastructure instead of constructing their own off-street spaces. This approach supports infill development and adaptive reuse projects, particularly in areas where space is limited or where walkability and shared parking are more appropriate than private lots.

Currently, the City of Norcross does not allow in-lieu fees. However, this model offers a valuable tool for encouraging downtown growth without overburdening developers or consuming valuable land for parking. By collecting fees that can be reinvested into strategically located public lots or shared-use facilities, Downtown Norcross could better align its parking supply with actual demand while promoting a more compact, pedestrian-friendly urban form. Lawrenceville's policy demonstrates how in-lieu fees can be used not only as a development incentive but also as a funding mechanism to support long-term parking and mobility goals.

Lessons Learned from Lawrenceville

Lawrenceville provides a compelling example of how parking policy can be leveraged to support broader downtown planning objectives. Rather than addressing parking as an isolated issue, the city integrates parking management into its comprehensive master plan, which focuses on walkability, infill development, and economic vitality. This integrated approach is evident in how parking infrastructure, zoning regulations, and urban design standards work in concert to create a cohesive and accessible downtown environment. As a result, parking investments not only meet current demand but also advance long-term development goals. Notably, Lawrenceville's adoption of in-lieu parking fees facilitates infill development and adaptive reuse, particularly in areas with limited space.

- Align parking management strategies and investments with a broader Downtown Norcross Master Plan.
- Explore the implementation of in-lieu parking fees to support and incentivize future development.



Overview

Woodstock, Georgia, with a population of 38,473, has grown rapidly over the past 20 years and has emerged as a leading national model for suburban downtown development. The city has made significant investments in downtown infrastructure, including a six-level public parking deck that provides 633 free parking spaces within a 5-minute walk to downtown businesses. In addition to the structured deck, Woodstock manages five city-owned surface lots and around 96 on-street spaces for a total of 297 spaces. In July 2025, the city implemented parking fees for these spaces with a variable rate structure: the first hour is free with vehicle registration, followed by \$2 per hour until the \$4 maximum rate. The city also offers a \$4 flat rate for overnight parking after 5 PM, designed for visitors who need to leave their vehicle overnight after a night out. The paid parking zones utilize a contactless scan-to-pay system and are enforced via license plate recognition (LPR), with a three-hour limit from 10:00 AM to 8:00 PM. This is supported by mobile payment options and a dedicated enforcement team. Under this new system, just 15% of the total 1,976 public parking spaces are in paid zones, ensuring that 85% of parking spaces provide free and long-term parking. Woodstock's downtown is a model of modern planning, blending walkability, mixed-use development, and smart parking management. The area features wide sidewalks with integrated retail and dining. These features make Woodstock a compelling benchmark for Norcross as it considers how to balance accessibility, technology, and economic development in its downtown.

Case Study: Contactless Paid Parking Model, Free Hour of Parking with Vehicle Registration

Woodstock has implemented a modern, user-friendly paid parking system that blends technology with accessibility. A typical goal of a paid parking system using this model is to increase turnover for these high-demand parking areas by redistributing long-term parking to the free parking deck and surface lots. The system is entirely mobile app-based, allowing users to pay via the app in designated zones. A key feature is the first hour of parking being free with vehicle registration, which encourages compliance while maintaining convenience for short-term visitors.

Lessons Learned from Woodstock

Woodstock's managed parking has a three-hour time limit from 10:00 AM to 8:00 PM. These hours allow the city to generate parking turnover and manage parking during peak hours, such as evenings. These hours of operation and the time limit help to encourage employees to park at free off-street parking locations, preserving on-street parking for customers and visitors.

- Consider setting maximum parking time limits for three hours and establishing hours of operation that encourage daytime and evening employees to park at off-street parking locations.

Woodstock made strategic investments in its public parking infrastructure as part of a broader growth strategy, recognizing that accessible parking was essential to downtown vibrancy and economic development. These investments included a public parking deck, multiple surface lots, and an expansion of on-street parking. Importantly, Woodstock only implemented paid parking after several years of sustained development and once its public deck was completed, ensuring that an adequate supply was in place before introducing pricing mechanisms.

- The City of Norcross should begin by investing in foundational infrastructure, starting with a cost-effective surface lot to expand capacity and support downtown activity. To improve the efficiency of the existing parking supply, the City should also implement time limits and explore managed parking strategies. While a public parking deck could eventually provide a significant increase in capacity, its cost may currently outweigh the benefits. An ongoing evaluation of public parking needs, including cost-benefit analyses, is recommended. In the long term, Norcross may consider advanced management tools, such as mobile app-based paid parking; however, such a system is not yet appropriate. For now, the City should prioritize time limits and targeted infrastructure investments to improve parking management in the downtown area.

BENCHMARK STUDY CONCLUSIONS

The benchmark study highlights critical industry best practices that can inform Norcross's approach to parking expansion and management.

- Three of five benchmark cities have established public parking decks, reinforcing the importance of structured parking in pedestrian-friendly downtown districts.
- Surface parking remains a key component, with most cities maintaining multiple lots. Four of five benchmarked cities regulate turnover in high-demand parking areas through time-limited parking.
- Woodstock stands out as the only city to implement a paid parking district, leveraging contactless mobile payments and structured rates to encourage turnover while preserving free, long-term options.
- Shared-use agreements, such as Duluth's Courtyard Marriott deck, demonstrate how cities can supplement parking capacity without full municipal ownership, a model that Norcross could adapt to optimize existing spaces.

Parking enforcement strategies vary widely among peer cities, with some relying on police departments and others utilizing dedicated compliance teams. Cities like Woodstock and Duluth have extended enforcement hours to manage demand during evening events and dining periods, enhancing accessibility beyond standard business hours. Acworth's alcohol containment zone and Lawrenceville's flexible in-lieu fee system demonstrate how zoning and economic tools can support downtown vibrancy. While these cities have implemented a mix of structured parking, shared-use agreements, and, in some cases, paid parking, the data suggests that such measures are most effective when tailored to specific local conditions. For Norcross, introducing paid parking is likely to be premature. Instead, the city should focus on foundational strategies such as improved enforcement, shared parking agreements, and better utilization of the existing supply to build a sustainable and adaptable parking system that supports future growth.

INDUSTRY BEST PRACTICES REVIEW

The 2019 Downtown Norcross Parking Study outlines parking management strategies that remain applicable to Norcross' parking system. Recommendations such as introducing time limits, enforcing on-street regulations, and reallocating employee parking to off-street facilities can help mitigate the parking strain being experienced in the Downtown Dining District. In support of Norcross's continued progress towards developing an efficiently managed on-street and off-street parking system, the City should embrace the following industry best practices.

1. Understand Trade-offs in the Parking Experience

An effectively managed parking system will inevitably result in tensions between a driver's parking experience. Ideally, a driver will be able to find a parking space that is proximate to their destination, reliably available when needed, and free of cost and time limitations. Unfortunately, in growing or mature Downtown environments, the ability to obtain all three of these desirable attributes is unfeasible. The quantity of free parking near a high-demand destination that is reliably available would fundamentally change the character of an area, converting it from a downtown location to areas resembling suburban shopping plazas. As detailed in **Figure 12**, an effectively managed parking system requires drivers to pick two of the three desired parking attributes: Cost, Proximity, or Reliability.

Figure 12. Pick Two: Trade-offs between Cost, Proximity, and Reliability



Option 1: Drivers can choose a parking space that is proximate to a high-demand location and reliably available when needed, but it will come at a cost.

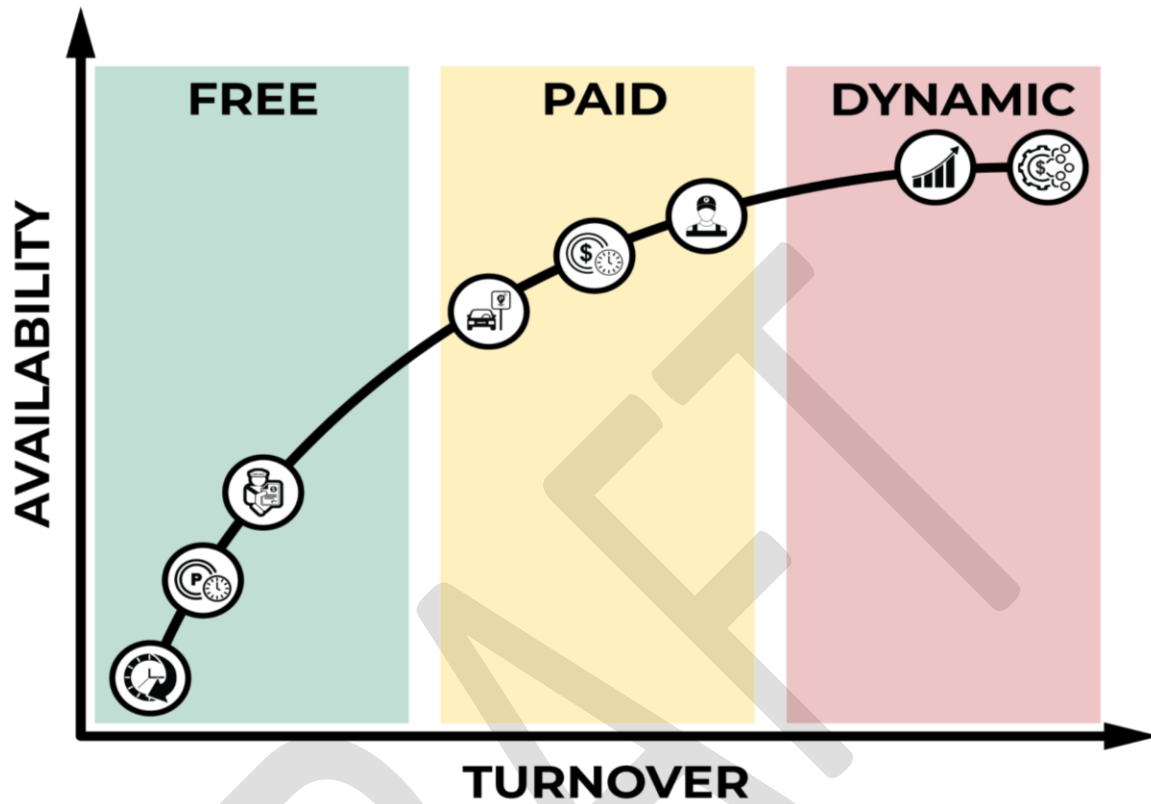
Option 2: Drivers can choose a parking space that is free of charge and proximate to a high-demand location; however, due to the demand of other users, the parking space may not be reliably available.

Option 3: Drivers can choose a parking space that is free of charge and reliably available, but it will not be located near a high-demand area. By understanding these trade-offs, the City of Norcross can establish a baseline expectation for drivers seeking access to businesses within the Downtown Dining District.

2. The Purpose of Managed Parking is to Generate Parking Turnover

Promoting parking turnover is a key goal of a managed parking system. Various management strategies can be implemented to foster the short-term use of on-street parking. As parking turnover increases, the likelihood of finding an available parking space when needed increases. Management strategies, such as free, time-limited parking, paid parking, and dynamic pricing, foster increasing levels of turnover, as shown in **Figure 13**.

Figure 13. Relationship between Parking Turnover and Availability



FREE PARKING	PAID PARKING	DYNAMIC PARKING
 Free Parking, No Time Limits	 Metered Parking, No Time Limits	 Metered Parking, with Escalating Rates
 Free Parking, with Time Limits	 Metered Parking, with Time Limits	 Metered Parking, with Escalating Rates and Enforcement
 Free Parking, with Time Limits and Enforcement	 Metered Parking, with Time Limits and Enforcement	

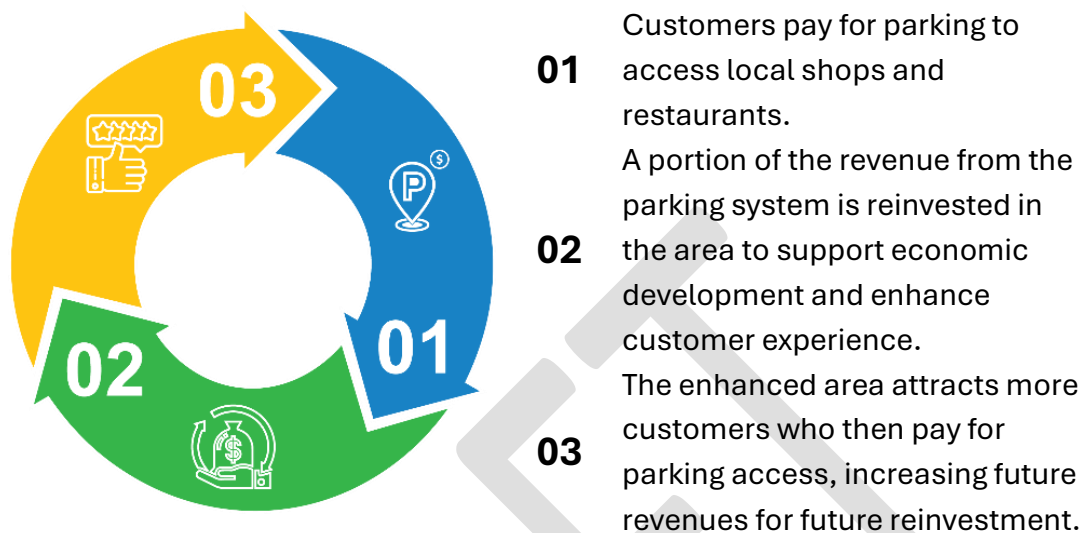
A combination of approaches and strategies is necessary to support an efficient curb environment. Additionally, strategies will vary based on each community/area. The purpose of parking enforcement is to ensure compliance with posted restrictions so that access to the curb can be maintained and safety concerns can be achieved. Generating parking revenue or attempting to ticket every violation are unwise goals for parking enforcement. Each management strategy and resulting turnover outcomes are detailed below:

- Free parking, with no time limits, has the lowest turnover rate.
- Free, time-limited parking generates low levels of turnover without enforcement.
- Free, time-limited parking generates moderate levels of turnover when enforcement is consistent.
- Metered parking without time limits generates moderate turnover based on a parkers' willingness to pay.
- Metered parking with time limits generates a high level of parking turnover based on the maximum time limit.
- Metered parking with time limits and enforcement generates consistently higher levels of turnover but can rely on punitive measures.
- Metered parking with escalating rates and no time limits generates higher levels of turnover based on a parkers' willingness to pay.
- Metered parking with escalating rates and consistent enforcement generates the highest turnover rates with limited punitive measures.

3. Developing A Virtuous Cycle

Managed parking and parking regulations that generate revenue can be a critical source for economic development. Parking systems that require drivers to pay for parking or systems that require the payment of in-lieu fees should reinvest generated funds into the parking and mobility system. By reinvesting funds generated by the parking system into improvements in the area where funds are generated, cities can develop a "Virtuous Cycle of Parking." This best practice is illustrated in **Figure 14**. When cities generate revenue from parking and reinvest a portion of the revenues into parking and mobility enhances, this reinvestment can serve as a driver of economic development, attracting additional customers and visitors who pay for parking, further generating funds that can support additional reinvestment.

Figure 14. Virtuous Cycle of Parking



4. Other Management Considerations

Valet parking is a widely used service that enhances convenience, particularly in areas where parking meters might reduce accessibility. While Norcross has previously attempted valet service with limited success, future demand could emerge from individual businesses, especially popular restaurants. However, the lack of parallel spaces along South Peachtree Street presents logistical challenges, meaning valet pick-up/drop-off may only be viable under the right conditions.

Projected Parking Demand

Downtown Norcross is experiencing a period of sustained growth, with several new developments planned that will introduce a mix of residential, commercial, and entertainment uses. These projects, while enhancing the vibrancy and economic vitality of the area, will also place additional pressure on the existing parking infrastructure. To ensure continued accessibility and support for local businesses, it is essential to anticipate and plan for the resulting increase in parking demand. An additional consideration when planning for new development is to plan for how many existing spaces will be removed during and after the construction of these developments.

ANTICIPATED DEVELOPMENT IMPACTS

Three key developments proposed in Downtown Norcross would significantly influence future parking needs:

- **A new restaurant and bar concept** featuring both indoor and outdoor dining areas, likely to generate high weekday-evening and weekend demand.
- **An entertainment-focused site** incorporating outdoor dining and flexible event space, which may attract large crowds during peak periods.
- **A mixed-use residential development** that includes multifamily housing, townhomes, and ground-floor commercial space, contributing to both resident and visitor parking needs.
- **A food truck/food hall development** which is expected to attract a steady flow of visitors and contribute additional parking demand, likely with higher turnover rates than other food and beverage establishments due to shorter visit durations.

While the exact square footage and operational characteristics of these developments are still evolving, preliminary estimates suggest that the cumulative impact could exceed several hundred additional parking spaces. These projections are based on current zoning requirements and typical demand ratios for similar land uses in comparable downtown environments.

Generalized Parking Demand Estimates

The City of Norcross currently maintains minimum parking requirements for various land uses within the Downtown Dining District. For the purposes of this study, the City's current minimums have been used to project future parking demand associated with

planned development. The following minimum parking requirements, as outlined in the current Norcross Unified Development Ordinance (UDO), will serve as the foundation for projecting future parking demand:

- **Residential (Multifamily and Townhomes):** 1.46 spaces per unit
- **Food and Beverage Establishments:** 10.00 spaces per 1,000 square feet
- **Commercial/Retail Uses:** 2.50 spaces per 1,000 square feet

Table 11 summarizes the projected parking needs based on these minimum ratios for new development within the downtown area.

Table 11. Future Projected Parking Demand

Land Use	Minimum Spaces	Square Footage/Units	Parking Spaces Needed
Residential	1.46 spaces/Unit	240 Units	350
Food and Beverage	10.00 spaces/ 1,000 SF	4,200 SF	42
Commercial	2.50 spaces/ 1,000 SF	4,000 SF	10
Estimated Total			402

It is important to note that this table does not account for the proposed food truck/food hall development, which is expected to contribute additional parking demand in Downtown Norcross. A development of this type is not specifically addressed in the Norcross UDO, nor national parking guidance such as those published by ULI or ITE. As such, a reasonable estimate of usage and parking needs for this development will need to be incorporated into future projections to ensure adequate planning. A food truck/food hall land use is expected to generate less overall parking demand than a traditional restaurant, due to higher customer turnover rates and a greater reliance on nearby street parking to accommodate visitors. Collectively, these developments could generate a demand for more than 400 parking spaces, particularly during evenings and weekends when residential, dining, and entertainment activities overlap.

PREPARING FOR FUTURE NEEDS

Proactive parking planning is essential to ensure accessibility to businesses and accommodate future growth. A multi-faceted approach is necessary to balance immediate expansion efforts with long-term strategies to meet increasing demand. With ongoing development, additional parking solutions will be required. This section outlines strategic measures for future parking expansion, including the identification of potential

sites and industry best practices that will guide the City’s approach. By benchmarking peer cities and overlaying growth projections, Norcross can implement smart policies such as shared parking agreements, managed on-street parking, and other innovative parking tools. Further preparation for future needs will include an update to ordinances specifically for the District, aligning parking policies to industry standards. The following subsections delve into expansion opportunities and strategic frameworks to ensure Downtown Norcross remains a welcoming and accessible destination.

DRAFT

Expanding the Downtown Parking Supply

The City of Norcross is actively considering strategies for parking expansion in its downtown area. In the early stages of development, there is a planned extension of Skin Alley and the reconfiguration/expansion of the City Hall parking lot. This extension will add approximately 60 – 70 parking spaces and improve both vehicular and pedestrian connectivity at the north end of Downtown Norcross.

FUTURE EXPANSION SITES FOR CONSIDERATION

As part of this study, Kimley-Horn has identified three potential options for future parking supply expansion that the City of Norcross should consider as Downtown Norcross continues to grow. These expansion strategies are explored across three potential facility types.

Facility Type 1: Centrally Located Shared Parking Lot

The City of Norcross should explore possibilities to consolidate existing surface parking lots centrally located within the Downtown area. A consolidated surface lot can be created through the assembly of multiple lots or the development of shared parking agreements across privately held parking facilities. The centrally located facility should be within a 5-minute walk to most Downtown businesses and avoid barriers to walkability, such as significant grade changes. Additionally, a public-private agreement creating designated employee parking at a centrally located surface lot would enable the relocation of employees who are currently parking on the street. This would improve the parking experience for Downtown visitors and customers by increasing the availability of high-demand on-street parking in front of the downtown businesses currently used by employees.

According to Gwinnett County Property Tax Assessor data, consolidating surface lot parcels within the study area could create a developable area of approximately 19,000 square feet, sufficient to accommodate an estimated 55 parking spaces. At a projected cost of \$15,000 per space, the purchase, design, and construction of the surface lot are expected to total approximately \$825,000. While operational costs for surface lots are typically low, implementing technology solutions, such as a mobile app for vehicle registration and stationary LPR cameras, can automate management and enforcement, thereby reducing long-term staffing needs. However, this adds to upfront capital costs. A stationary LPR system is estimated at \$6,500 per lane, resulting in a total technology cost of approximately \$26,000 for two entry and exit lanes. Altogether, the total initial investment is estimated at \$851,000. It is important to note that parcel consolidation in

Downtown Norcross may incur higher-than-average costs, potentially impacting the overall feasibility of surface lot development.

Facility Type 2: New Parking Development Away from Downtown Center

The City should consider developing future parking near the downtown center as part of future commercial developments. As underdeveloped parcels experience in-fill development, the City should facilitate opportunities to develop a public parking facility across one or multiple development parcels. Currently, site opportunities for commercial development in-fill are typically beyond a 5-minute walk to downtown attractions but offer the possibility of supporting a park-once environment. The exploration of parking facilities internal to future developments or incorporating public parking into planned structured parking would allow the City to develop public-private partnerships, support economic development, and enhance access to destinations. For this facility type, the City should identify locations in which a parking facility can mitigate the need to traverse large grade changes, increasing the Downtown visitors' and customers' willingness to walk. Another area that should be considered for a new parking development site is in the eastern section of Downtown Norcross.

Preliminary site analysis within the downtown study area suggests that this facility type could add approximately 90 parking spaces at a new surface lot, while also creating opportunities for about 13,500 square feet of infill development along parcel frontages. Parking supply could be further increased if structured parking is incorporated into potential development sites. At an estimated cost of \$15,000 per space, the total cost for land acquisition, design, and construction of the surface lot is projected at \$1.35 million. Notably, significant cost savings could be achieved if the facility is developed on public land or through a public-private partnership. Utilizing an automated management system similar to Facility Type 1, technology-related capital costs are projected at \$26,000, with minimal ongoing operational expenses, bringing the total estimated upfront investment to approximately \$1.376 million.

Facility Type 3: Shared Parking to be Developed Alongside Residential Expansion

Mid-to-large-scale mixed-use developments provide a unique opportunity to add structured parking. Currently, planned mixed-use developments in the study area could add over 400 parking spaces to Downtown's parking inventory. While much of this parking will be allocated to residential units within the development, new facilities also present an opportunity to expand the Downtown Norcross parking supply via shared parking. Strategically placing the structured parking facility could help customers and visitors navigate grade changes, improving connectivity to the downtown core.

Alternatively, the parking facility could be located on an adjacent site closer to the downtown center, even if that site is not currently included in the planned development, to help create a more cohesive and integrated district.

The typical construction cost for a structured parking space ranges from \$25,000 to \$40,000, depending on design, materials, and site conditions. When factoring in land acquisition, the total cost per space can increase significantly. According to Gwinnett County Property Tax Assessor data, the land value for a parcel of approximately 21,250 square feet, representative of Facility Type 3, is estimated at \$80,270. However, recent land sales in Downtown Norcross have ranged from \$1.5 million to \$2.1 million per acre, with an average price of \$1.7 million per acre. Accordingly, the acquisition cost for the parcel intended for the parking facility should be estimated at approximately \$830,000. Constructing a 200-space structured parking facility on this site is projected to cost roughly \$8 million. An additional evaluation of site-specific land acquisition and construction cost is needed to determine the actual cost of a future parking facility. While such a facility would help address current parking demand and some demand from future growth, further development may necessitate the development of an additional, similar facility. This level of investment would require substantial financial commitment from both the City of Norcross and a potential private-sector development partner.

Conclusion and Recommendations Action Items

Downtown Norcross is at a pivotal moment in its growth, with increasing development and community activity placing new demands on its parking infrastructure. While the current supply of 540 public parking spaces is adequate to support current demand, peak periods already strain capacity, and projections indicate a need for additional spaces to support potential near-term development.

This study has identified both immediate and long-term strategies to address these challenges. Key recommendations include:

- **Expanding the parking supply** through new surface lots and shared-use agreements.
- **Modernizing parking management** with tools such as time limits, paid parking in high-demand areas, and mobile payment systems.
- **Enhancing pedestrian connectivity** to improve access between parking facilities and downtown destinations.
- **Aligning with peer cities** to adopt proven best practices, including in-lieu parking fees, public-private partnerships, and structured parking investments.

By integrating these strategies, Norcross can create a flexible, sustainable parking system that supports economic development, preserves the character of its historic downtown, and enhances the visitor experience.

RECOMMENDED ACTION ITEMS

To move forward with the recommendations outlined in this report, the following actions are proposed:

- **Finalize and Adopt the Downtown Parking Ordinance Update**
Align parking minimums and development incentives with industry standards and the city's long-term vision.
- **Complete Design and Engineering for the Wingo/Jones Street Lot Expansion**
Advance planning and funding for the proposed 60 – 70 space expansion to address short-term parking needs.
- **Engage Private Property Owners for Shared-Use Agreements**
Pursue negotiations with owners of centrally located lots to formalize shared parking arrangements.

- **Develop a Parking Management Plan**
Establish policies for time-limited zones, enforcement protocols, and employee parking regulation.
- **Pursue Funding Opportunities**
Identify grants, public-private partnerships, and/or in-lieu fee structures to finance parking infrastructure improvements.
- **Enhance Wayfinding and Pedestrian Infrastructure**
Improve signage and sidewalk connectivity, particularly around City Hall and Betty Mauldin Park, to encourage use of underutilized lots.
- **Monitor and Evaluate**
Implement a system for ongoing data collection and performance evaluation to adapt strategies as Downtown Norcross evolves.

Content for Future Parking Ordinance

APPLICABLE BOUNDARIES

Parking management operations in Norcross should be concentrated within the Downtown Dining District, which serves as the central hub for activity and the primary source of parking demand in the downtown area. Downtown Norcross's mix of restaurants, retail, civic uses, and pedestrian traffic creates parking and transportation needs that differ significantly from adjacent residential neighborhoods. A targeted parking management strategy is needed to address these unique conditions, support business activity, and ensure the efficient use of existing resources.

The boundaries for this focused management effort should include the core Downtown Dining District, as well as the transitional area extending along South Peachtree Street. As shown in **Figure 15**, this expanded zone encompasses the City's newly developed surface parking lot and provides a logical framework for operational improvements. Managing this area as a distinct district will enable the City to improve wayfinding, monitor usage, and enhance access while aligning policies with downtown's evolving role as a destination for residents and visitors alike.

Figure 15. Recommended Boundaries for a Modernized Approach to Parking Management



MINIMUM PARKING REQUIREMENTS

Current minimum parking requirements are typically lower in Norcross than those in benchmarked peer cities. Additionally, the minimum ratios also fall below those recommended by national resources, such as the Urban Land Institute's Shared Parking Manual and the Institute of Transportation Engineers' (ITE) Parking Generation Manual. These national resources are widely used to estimate parking demand based on land use, time of day, and local context. They provide a more accurate reflection of actual parking needs in mixed-use, walkable environments like Downtown Norcross. The current minimum ratios in Norcross are intended to reduce overbuilt parking and support a pedestrian-friendly downtown. They may not adequately account for peak demand periods, particularly during evenings and weekends when dining, entertainment, and residential uses overlap. As a result, the existing standards risk underestimating cumulative demand, especially as the City considers allowing new development within the Downtown Dining District.

By aligning local policy with these updated standards, Norcross can better manage growth, reduce pressure on public parking assets, and support a more predictable and equitable development process. This approach also lays the groundwork for complementary strategies, such as shared parking agreements, in-lieu fee programs, and structured parking investments, which will be critical to maintaining a flexible and resilient parking system.

Table 12. Minimum Parking Ratio Comparison and Downtown Dining District Recommended Ratio*

Land Use	Norcross Minimum Ratio	Benchmarked Average Min.	ULI Parking Ratio	ITE Parking Ratio	Recommended Parking Ratio
Commercial/Retail	2.5 sp. per KSF	4.67 sp. Per KSF	3.5 sp. per KSF	3.11 sp. per KSF	3.5 sp. per KSF
Restaurant (Not Fast Food)	10 sp. per KSF	13.4 sp. per KSF	15.5 sp. per KSF	16.18 sp. per KSF	14 sp. per KSF
Office	2.5 sp. per KSF	3.52 sp. per KSF	3.8 sp. per KSF	1.95 sp. per KSF	3 sp. per KSF
Personal Services	3.33 sp. per KSF	4.54 sp. per KSF	N/A	N/A	4 sp. per KSF
Places of Public Assembly	6.67 sp. per KSF	11.6 sp. per KSF	N/A	13.94 sp. per KSF	10 sp. per KSF
Bar, Lounge, Brewery, or Taproom	6.67 sp. per KSF	8.07 sp. per KSF	16.5 sp. per KSF	5.66 sp. per KSF	8 sp. per KSF
Medical/Dental Office	5 sp. per KSF	4.25 sp. per KSF	4.6 sp. per KSF	2.63 sp. per KSF	4.5 sp. per KSF
Health Club or Spa/Fitness Club	6.67 sp. Per KSF	5.73 sp. per KSF	7.0 sp. per KSF	5.2 sp. per KSF	6.5 sp. per KSF

*sp. Per KSF = Spaces Per 1,000

While the City of Norcross legislatively implements minimum parking requirements, compliance varies depending on land use type, development intensity, and zoning changes. The UDO includes provisions that allow certain land uses to fulfill parking needs off-site rather than on their property. Although this flexible approach aims to reduce land devoted to parking, it has inadvertently contributed to growing parking shortages as business activity in the Downtown Dining District expanded.

Section 203-6: Location of required off-street parking spaces on other property

This section does not explicitly prevent multiple businesses or land uses from designating the same off-site parking facility located within 400 feet of their premises to satisfy their parking requirements. As currently written, the code could allow multiple businesses to rely on the same facility, potentially exceeding its available capacity. Furthermore, it does not prohibit property owners from entering into off-site parking lease agreements with multiple tenants that, in aggregate, surpass the facility's actual supply. Additionally, the code lacks provisions to prevent overlapping parking demand periods between the lessor and lessee. To ensure effective oversight and equitable access to off-site parking, lease agreements should require that sufficient parking is available during the specific time periods in which it is being leased. To address these regulatory gaps, the City of Norcross should revise its legislation to include:

- **Parking Utilization Studies for Off-site Parking**

Applicants should be required to demonstrate that their off-site parking location has availability and capacity to accommodate their parking needs.

Section 203-7: Sharing of Required Off-Street Parking Spaces

While allowing up to half of a land use's parking demand to be accommodated at a nearby closed facility can promote shared parking and efficient resource use, this provision lacks adequate safeguards to prevent overreliance on off-site parking. To ensure proper implementation and avoid unintended impacts, any land use applying for this exemption should:

- **Demonstrate time-of-day parking demand.**

The applicant should provide a time-of-day parking demand analysis to confirm that the on-site supply can meet peak parking needs during daytime hours. Off-site parking should only be used to meet demand during nights and weekends, and the applicant must show that a valid agreement is in place granting access to the off-site facility during those specific time periods.

- **Designate off-site parking as the primary parking location for employees, with on-site parking reserved for customers and visitors.**

This clear allocation will promote predictable parking behavior, help prioritize convenient access for customers, and reduce parking overages for land uses relying on off-site employee parking.

Section 203-10 – Parking Reductions

This section permits specific reductions in minimum parking requirements based on factors such as the presence of nearby parking, availability of alternative commute options, or shared parking arrangements. However, while these provisions offer flexibility, they do not establish a clear linkage between the actual availability and utilization of off-site parking and the justification for granting such reductions.

Section 203-10(1) allows for a 25% reduction in the required parking supply; however, it does not require the applicant to utilize the public parking facility identified as the basis for the reduction. Furthermore, there is no legislative requirement to demonstrate that the referenced public facility has sufficient capacity to accommodate the applicant's projected parking demand. The section also lacks clarity regarding what qualifies as an eligible public parking facility to meet off-site parking requirements. As a result, this provision has contributed to the overutilization of on-street parking by downtown employees, exacerbating observed parking deficits within Downtown Norcross. To mitigate these unintended outcomes, the section should be revised to include the following:

- **Differentiate between employee and customer parking demand.**
Businesses can manage parking more effectively by encouraging or requiring employees to park off-site, which helps preserve more convenient, on-site spaces for customer use and reduces overall demand on high-turnover parking areas.
- **Apply parking reductions specifically to employee parking demand rather than customer parking requirements.**
The code should allow for up to a 100% reduction in required employee parking if employee demand is accommodated at a designated public parking facility. To ensure proper implementation, employees should be required to obtain parking permits or decals for these facilities, which will provide documentation confirming their assigned off-site parking location and ensure accountability in parking management.

- **Define the types of public parking facilities eligible for off-site parking reductions.**

Only designated public surface lots and structured parking facilities should qualify for a reduction in a permittee's on-site parking requirements. On-street parking should be excluded from this provision, as relying on it may encourage employees to use high-demand curbside spaces, ultimately diminishing parking availability and convenience for customers and visitors.

- **Regulate employee off-site parking locations.**

Establish enforcement measures for employees who commit to parking in designated off-street public facilities but instead occupy on-street parking spaces during their shifts. This may include "out-of-zone" parking regulations, citations, or revocation of parking privileges to ensure compliance and preserve on-street spaces for customer and visitor use.

ACCOMMODATING SITE-CONSTRAINED ADAPTIVE REUSE DEVELOPMENTS

Imposing restrictions on parking space reductions can pose significant challenges for adaptive reuse projects, particularly in meeting minimum parking requirements. While off-site parking may meet employee demand, customer and visitor demand often exceeds the limited on-site supply. This issue is especially acute in the Downtown Dining District, where many parcels lack any on-site parking, making compliance with existing parking standards nearly impossible. As a result, when these properties are redeveloped without sufficient parking, the burden of managing overflow demand frequently falls on the City.

While the City's existing on-street and off-street parking resources may temporarily absorb excess demand, managing and operating these facilities involves ongoing costs. To address this challenge and offer flexibility for developments that cannot, or opt not to, meet their full parking requirements on-site, the City should consider establishing a parking in-lieu fee program. This approach would enable developers to contribute financially to shared parking solutions, supporting the City's efforts to fund, expand, and sustainably manage public parking infrastructure.

Of the five benchmarked cities, only Lawrenceville, GA, has implemented a parking in-lieu fee program. Known as the "Downtown Parking Program Fee," the policy was established in 2005 and fully implemented in 2018. Although its application has been limited, it serves as a model for mitigating the costs associated with managing and

providing shared parking resources. Unlike an impact fee, Lawrenceville's program is a voluntary contribution that allows applicants to count off-site public parking spaces toward their development requirements. The fee is triggered by a change of use that increases parking demand, such as a restaurant replacing a retail store. It is assessed during the evaluation of Interior Finish permits or Tenant Name Change applications. For new developments, it is included with the Land Disturbance Permit. The current structure imposes a one-time fee of \$100 per off-site space. For example, a developer seeking to utilize 36 off-site spaces would pay \$3,600. This fee was designed to offset the costs of managing and maintaining public parking infrastructure used to meet private development needs, provide an equitable and straightforward system for businesses and property owners, and encourage continued investment in Downtown without creating undue burdens on small lots. The City of Lawrenceville acknowledges that its current fee structure is not sufficient to fulfill its purpose, though, and it is currently studying a possible increase in the fee amount.

- **Key Takeaway:** The City of Norcross should implement a per-space fee for applications requesting reductions in minimum parking requirements. This fee should apply to Sections 203-6, 203-7, and 203-10 of the City's UDO. The fee should reflect the administrative costs of processing these requests, including the review or validation of parking occupancy studies. It should also account for the effort required to verify that any proposed off-site parking spaces are available and accessible during the times specified in the application.

Additional examples of parking in-lieu fee programs can offer valuable guidance in situations where the responsibility for meeting parking demand shifts to the City. These programs help offset the full spectrum of costs associated with providing and managing shared parking resources, including administrative, operational, and capital expenses. This encompasses funding for staffing and maintaining a parking management program, as well as the substantial costs of constructing and maintaining public parking infrastructure such as surface lots and parking structures.

Table 13 presents an expanded summary of parking in-lieu fee programs across the U.S., highlighting the importance of tailoring each program to local needs and the scale of public parking investment. In Downtown Norcross, efforts primarily focus on managing on-street parking to encourage turnover and improve availability, while the City also pursues new public surface lots, an initiative requiring significant capital and ongoing operational funding.

Table 13. Parking In-Lieu Fee Summary Table

City	Fee Per Space	Year	Use of Funds
Anacortes, WA	Market-based	2019	Public Off-Street Parking
Bend, OR	\$510	1992	Off-site alternatives
Beverly Hills, CA	\$15,000 - \$25,000 (\$6,000 in the Theater District)	1970 – 2020	Parking Districts
Coconut Grove, FL	\$10,000 or \$50/month	1993	Garage, transit, ped/landscaping
Del Mar, CA	~\$30,000	2008	Garage or shuttle
Eagle, ID	\$5,700 + Maintenance	1998	Central Business District Parking Improvement
Jackson, WY	\$1 - \$10,000	1994	Parking construction
Lake Forest, IL	\$14,000 - \$22,000	2010	Preserve downtown character
Libertyville, IL	\$15,000	2007	Shared downtown parking
Miramar, FL	Code-based provisions	2017	Parking Fund Agreements
Morro Bay, CA	Ordinance-based	2017	Structured/Shared Parking
Northampton, MA	\$2,000	2017	Improve/utilize existing spaces
Oak Bluffs, MA	\$50 - \$100 Annually		B-1 Business District Flexibility
Redlands, CA	Market-based	1991	In-fill/Historic development
Visalia, CA	City-assessed fee	2001	Alterations/New Use
Wynwood, FL	~\$12,000	2015	District parking, mobility

As illustrated in **Table 13**, parking in-lieu fees vary significantly depending on their intended purpose and geographic context. Fees designed to recover administrative and parking management costs for existing public parking facilities tend to be lower. In contrast, those intended to offset the capital costs of constructing new public parking are substantially higher. Based on the Future Expansion Sites analysis, the estimated cost of developing new parking facilities in Downtown Norcross ranges from approximately \$851,000 for a surface lot to \$8 million for a structured facility, depending on the number of spaces and type of development. Establishing a parking in-lieu fee

program that aligns with national best practices can provide the City with a flexible funding mechanism to recover administrative costs associated with off-site parking allowances and support long-term capital investments in public parking infrastructure. A model Parking In-Lieu Fee Ordinance is included in **Appendix A**.

- **Key Takeaway:** Based on national averages from implemented parking in-lieu fee programs, the City of Norcross should consider adopting a tiered fee structure. For parking accommodated at existing off-site public facilities, an administrative and maintenance in-lieu fee of up to \$875 per space is recommended. For spaces that require the development of new public parking infrastructure, a higher fee of up to \$17,750 per space should be considered to help offset capital construction costs.

PARKING MANAGEMENT REGULATIONS FOR EFFICIENCY

Implement Parking Time Limits with a 3-Hour Maximum:

To improve parking turnover and availability, the City should implement a 3-hour maximum time limit in designated on-street areas and off-street lots in the Downtown core. This regulation encourages more frequent vehicle turnover, increasing access for visitors, shoppers, and patrons. Clear and consistent signage should be installed at all regulated spaces to inform drivers of the 3-hour limit. Regular enforcement will be essential to ensure compliance and maintain the effectiveness of this policy.

Establish Hours of Operation from 10:00 AM – 8:00 PM:

The City should define and publicly communicate the hours during which parking regulations are actively enforced. Setting the hours of operation from 10:00 AM to 8:00 PM aligns enforcement with peak commercial and visitor activity periods, particularly in areas with high turnover demand such as downtown districts. Signage and public education should accompany implementation to avoid confusion. Outside of these hours, parking could remain unrestricted, reducing enforcement costs and allowing flexibility for residents and overnight users.

Establish an Overtime Parking Violation for Vehicles:

To support time limit enforcement, the City should formally adopt an overtime parking violation for vehicles that exceed the posted time limit. This violation should carry a monetary fine, sufficient to discourage non-compliance, with the option of escalating

penalties for repeat offenses. To effectively administer and enforce this regulation, the City should establish a formal parking enforcement program. This includes hiring and training parking enforcement personnel or contracting with a third-party service provider. The program should define enforcement procedures, citation processing, appeals, and fine collection protocols.

Additionally, the City should consider investing in technology such as mobile LPR systems to track vehicle durations and facilitate citation issuance. Digital platforms can also support real-time monitoring, data collection, and reporting to improve efficiency and transparency. Public outreach and signage are critical components of implementation, clearly communicating time limits, hours of enforcement, violation penalties, and payment or appeals options. Revenue generated from overtime parking fines can be reinvested into parking operations, downtown mobility improvements, or streetscape enhancements, further supporting community and economic development goals.

Appendix A: Parking In-Lieu Fee Ordinance Template

City of Norcross – Parking In-Lieu Fee Program Ordinance

Section 1. Purpose and Intent

This ordinance establishes a Parking In-Lieu Fee Program for the City of Norcross, enabling flexibility in meeting off-street parking requirements within the Downtown Dining District. The program supports efficient land use, encourages adaptive reuse and infill development, enhances walkability, and enables the City to invest in shared public parking infrastructure to accommodate increased parking demand in the downtown core.

Section 2. Applicability

- A. This program applies only to properties located within the Downtown Dining District, as designated in the Norcross Code of Ordinances.
- B. The program applies to:
 - a. New commercial or mixed-use developments;
 - b. Expansion of existing floor area or uses;
 - c. Adaptive reuse projects within existing structures, particularly historic buildings.
- C. The program does not apply to developments that:
 - a. Are primarily office- or automotive-oriented;
 - b. Are located outside of the Downtown Dining District;
 - c. Do not comply with the use or zoning eligibility requirements of this ordinance.

Section 3. Eligible Uses and Participation Conditions

- A. The following uses within the Downtown Dining District may be eligible to participate in the in-lieu program:
 - a. Restaurants, cafés, and bars with table service;
 - b. Food and beverage retail establishments;
 - c. General retail shops and boutiques;
 - d. Museums, galleries, or other nonprofit cultural institutions;
 - e. Adaptive reuse of locally or nationally registered historic structures.

- B. Properties with a combination of eligible and ineligible uses may qualify on a partial basis if:
 - a. The ground floor is used for eligible retail, dining, or cultural activities;
 - b. The square footage of eligible uses exceeds that of ineligible uses;
 - c. The application advances the City’s goals for a vibrant, walkable downtown.

Section 4. Fee Structure and Payment Process

- A. In-Lieu Fee Rate:
 - a. The fee per waived parking space shall be established by the Mayor and City Council by resolution. It may reflect the cost of constructing new public surface lots or structured parking facilities in Downtown Norcross.
 - b. Fees may vary depending on location within the downtown area and the type of use (e.g., restaurant vs. retail).
- B. Payment Timing:
 - a. Fees shall be paid before the issuance of a building permit or approval of a certificate of occupancy, whichever occurs first.
 - b. At the discretion of the City Manager, or their designee, payments may be made in up to four (4) annual installments, subject to Consumer Price Index adjustments and secured by an appropriate financial instrument.
- C. Fee Reductions or Installment Options may be considered for:
 - a. Small businesses occupying historic structures;
 - b. Long-standing businesses expanding their footprint;
 - c. Projects creating significant pedestrian or economic activity.

Section 5. Use of Funds

- A. Fees collected through the Parking In-Lieu Fee Program shall be deposited into a Downtown Parking Infrastructure Fund.
- B. These funds may only be used for:
 - a. Acquisition, planning, design, and construction of public parking facilities serving the Downtown Dining District;
 - b. Parking wayfinding, signage, and streetscape enhancements;

- c. Parking management tools, including enforcement, lighting, and technology upgrades.
- C. All facilities funded must remain accessible to the public during business and event hours and be managed in alignment with Norcross's broader parking and mobility strategy.

Section 6. Review and Approval

- A. Applicants shall submit a request to participate in the program to the City's Community Development Department, with sufficient justification and development plans.
- B. The Community Development Director shall review all applications for consistency with:
 - a. Zoning and land use requirements;
 - b. Parking demand projections and supply constraints;
 - c. Public infrastructure capacity and downtown mobility goals.
- C. The Planning and Zoning Board may be required to hold a public hearing and make a recommendation for:
 - a. Projects exceeding a specific square footage threshold;
 - b. Requests involving mixed-use or nonstandard configurations;
 - c. Any project where a waiver or fee reduction is sought.

Section 7. Transferability and Enforcement

- A. In-lieu parking rights shall only apply to the approved property and shall not be transferred to another site or project.
- B. A change in use that increases required parking shall trigger:
 - a. Additional in-lieu fee payments; or
 - b. Provision of on-site parking to meet the additional requirement.
- C. Failure to comply with the payment schedule or terms of approval may result in the withholding of certificates of occupancy or business licenses.

Section 8. Appeals

Any decision of the Community Development Director may be appealed to the Zoning Board of Appeals.

Section 9. Annual Review and Updates

The Community Development Department shall conduct an annual review of:

- The fee rate schedule;
- Available parking supply in the Downtown Dining District;
- Fund expenditures and project outcomes.

Recommendations for adjustments or expansions to the program shall be submitted to the City Council for consideration as part of the City's capital planning and downtown revitalization efforts.



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 #:	25-7420	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Time Limited Downtown Parking		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Time Limited Downtown Parking](#)
2. [Section 34-60 - Downtown Parking](#)

Title

Time Limited Downtown Parking

Drafter

Councilmember Josh Bare

Councilmember Bruce Gaynor



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 Josh Bare
Councilmember Bruce Gaynor

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7420

Title: Time Limited Downtown Parking

Recommendation: Suspend Section 34-60 – Downtown Parking for 60 days to facilitate revised language limiting parking in designated areas of downtown to three hours during specified time periods, designating areas for use by employees who require parking for longer time periods without the exclusive parking lot designation currently referenced in Section 34-60, and designating where 24-hour parking restrictions may be implemented to address vehicles parking for longer time periods.

Background: Section 34-60 (Ord. No. 18-2009) envisioned licensing “restricted parking lots” for employees of downtown businesses and issuing permits annually to each business to be assigned to employees. The Ordinance also contemplated “Customer or Visitor Parking Only” areas in which employees could not park.

The August 2025 parking study by Kimley-Horn identifies in key findings that the City of Norcross should “manage access to parking that generates turnover.” Through assessments of five benchmarked cities – Acworth, Buford, Duluth, Lawrenceville, and Woodstock – the study highlights the value of implementing time-limited parking – e.g., 2-hour parking or 3-hour parking “to increase turnover and improve access for short-term visitors,” as well as “shift[ing] employee parking to free up prime on-street spaces for customers and improve overall system efficiency.” The basis for tying these two initiatives comes from analysis that shows that employee parking demand peaks at key times of the day for customers and other visitors. These recommendations are part of a phased, flexible parking strategy to balance short-term improvements with long-term investments cited by the study’s authors. Where the Kimley-Horn recommendations appear to vary from the City’s historical intent is in assigning specific City-owned or City-managed lots for the exclusive use of employees of downtown businesses under the Ordinance. To illustrate: One of the most underused City parking areas is at City Hall. At present, municipal court operations exceed City Hall parking capacity on court dates. At night, City Hall provides overflow for events including Lionheart shows and Community Center events. But, City Hall has one of the lowest usage rates during times when downtown parking is a premium. Flexibility in identifying where downtown employees may park appears to be essential, and not contemplated in current ordinance language. That may account for the Ordinance not being implemented on adoption.

Separately, there are areas where vehicles are left in the same space for multiple days, further reducing opportunities for turnover of spaces. Restricting overnight parking creates new issues where someone should not drive themselves home. Limiting parking to 24 hours facilitates those who should leave their vehicle and seek an alternate means of getting home, while heading off those who abandon vehicles in public parking spaces for days at a time.

Financial Impact: The cost of signs can be accommodated within a SPLOST capital project approved in the FY 26 budget. Depending on the Council's decision on how existing parking requirements will change, and what enforcement mechanisms are developed, there may be both costs and revenues to be subsequently authorized.

Consistent with Comprehensive Plan? Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments: Section 34-60 – Downtown Parking.

Sec. 34-60. - Downtown parking.

(a) Designated parking areas for employees of downtown businesses.

(1) All businesses licensed to do business by the city that are located within the downtown area (hereinafter "downtown businesses") shall be eligible to apply to the City Manager annually for parking passes (hereinafter "permits") that will grant a license to the businesses for their employees to park in specific locations on property owned or leased by the city.

(2) Each such parking lot (hereinafter a "restricted parking lot") will be restricted exclusively for the use of employees of the businesses on Jones and South Peachtree Street and shall be prominently marked with signage that specifically identifies each such lot as being restricted parking for permit holders only and that vehicles without permits are subject to being towed.

(3) On or before November 15 of each year, each business shall complete an application on a form designated by the City Manager which shall, at a minimum, identify the business address, and state the number of employees for which such business wishes to assign permits.

(4) The City Manager shall allocate the number of permits to be issued to each business based on the number of permitted parking spaces available, and the number of permits applied for. Each such permit shall be numbered and shall expire on December 31 of the calendar year following the year in which the application was submitted. The City Manager, in his discretion, may extend the time for applications through December 15 of each calendar year for existing businesses and may accept applications out of time and issue additional permits for new businesses in the downtown area.

(5) Upon issuing the annual permits to each business, the City Manager shall, as a condition of granting the permits, provide each business with a certification form for each permit issued and a copy of this downtown parking ordinance [this [section 34-60](#)]. Each business shall provide a copy of this downtown parking ordinance to each employee to be issued a permit (hereinafter a "permit holder") and shall require each such person to certify, in writing, that he/she has been provided with a copy of the downtown parking ordinance, and that he/she has read and understands the new parking policy before issuing the permit to the employee. Each business shall retain the original certifications for each permit holder through the calendar year for which such permit is issued.

(6) Each business shall be responsible for maintaining a list of the names, addresses and vehicles of each permit holder. The business shall have sole discretion to determine which

employees receive such permits and shall require each permit holder to return the permit to the employer at the conclusion of his/her employment. The business shall have authority to reassign the permit of a former employee to another employee, so long as the business complies with the certification requirement in the paragraph next above.

(7) In the event that a permit is lost or stolen, the business shall apply for a replacement permit from the City Manager upon presentation of a written request for a replacement permit that identifies the lost or stolen permit number. The license to park in the restricted parking lots shall be revoked as to each such lost or stolen permit number.

(b) *Designated parking for downtown business customers.*

(1) The City Manager shall have authority to designate public parking areas in the downtown area as "customer or visitor parking only."

(2) Each such area designated as "customer or visitor parking only" shall be prominently marked by appropriate signage.

(3) Permit holders shall be required to park in any available restricted parking lot and shall not park in any area designated as "customer or visitor parking only" if there is a space available in a restricted parking lot.

(4) Persons that violate the provisions of this section shall be subject to a penalty as set forth in [section 34-80](#).

(5) The City Manager shall have the authority to restrict access to the restricted parking lots from time to time to accommodate maintenance, repairs and/or special events.

(Ord. No. 18-2009, 11-2-2009)



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City of Norcross

Legislation Details (With Details)

File #:	25-7423	Version:	
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On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Code of Ethics Ordinance Revisions		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Code of Ethics Ordinance Revisions](#)
2. [Revised Code of Ethics Ordinance](#)

Title
Code of Ethics Ordinance Revisions

Drafter
Councilmember Matt Myers



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 Phillip

AGENDA REPORT

To: Mayor and Council
From: Council Member Matt Myers
Meeting Date: August 18, 2025 – Policy Work Session (PWS)
Item No.: 25-7423
Title: Code of Ethics Ordinance Revisions
CC: Eric Johnson, City Manager

Recommendation: Adopt the revised Code of Ethics for the City of Norcross effective January 1, 2026.

Background: The City of Norcross' original Code of Ethics based on recommendations from GMA was adopted in 2019, and since then GMA has revised their guiding document. This revision is being proposed to align with not only GMA, Gwinnet County and other best practices for Code of Ethics as gathered from peer jurisdictions.

Financial Impact: None

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)
 Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments: Revised Code of Ethics Ordinance

ORDINANCE No. 25- _____

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF NORCROSS
GEORGIA; TO RECODIFY THE CODE OF ETHICS; TO PROVIDE FOR PENALTIES;
TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO
REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND
FOR OTHER PURPOSES.**

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code of Ordinances be numbered accordingly to accomplish that intention.

WHEREAS, the duly elected governing authority of the City of Norcross, Georgia (the “City”) is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the governing authority deems it essential to the proper operation of democratic government that the public officials, appointees, and staff be, and give the appearance of being, independent, impartial, and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

WHEREAS such measures are necessary to provide the public with confidence in the integrity of its government.

NOW THEREFORE it is the policy of the City that its officials, employees, appointees, and volunteers conducting official city business: Serve others and not themselves; Be independent, impartial and responsible; that they use resources with efficiency and economy; that they treat all people fairly; and that their exercise of power in their position be used for the well-being of their constituents; and that the City create an environment of honesty, openness and integrity.

NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED: That the Code of Ordinances of the City of Norcross, Georgia is hereby amended as provided.

SECTION 1.

The Code of Ordinances shall be stricken, amended, and replaced as provided below by striking code sections 2-300 to 2-309 in their entirety, thereby deleting Article VIII of the Code of Ordinance and replacing the same with sections to be numbered Sec 2-300 through 2-310, to be known as the City of Norcross Code of Ethics of 2025, which said sections shall thereafter read as follows:

Sec. 2-300. PURPOSE. The purpose of this code of ethics is to:

- (a) Encourage high ethical standards in official conduct by city officials;
- (b) Establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the interest of the city;
- (c) Require disclosure by such officials of private financial or other interest in matters affecting the city; and
- (d) Serve as a basis for disciplining those who refuse to abide by the Code's terms.

Sec. 2-301. SCOPE. The provisions of this code of ethics shall be applicable to all elected or appointed city officials and to the City's members of appointed committees and authorities. Notwithstanding anything herein to the contrary, state law and the charter of the city shall be controlling in the event of an actual conflict with the provisions of this code of ethics. This ordinance shall be interpreted to supplement, and not replace, said provisions of state law and the charter. This code of ethics shall not limit, abridge, amend, or modify in any way other remedies or procedural processes that may give rise from facts or circumstances implicated in any investigation or acquisition made in relationship with this code.

Sec. 2-302 DEFINITIONS. Solely for the purpose of this code of ethics:

- (a) **City official** or official, unless otherwise expressly defined does not include city employees but does mean the mayor, members of the city council, municipal court judges (including substitute judges), city manager, city clerk, city attorney, city solicitor and all other persons holding positions designated by the city charter, as amended. The term "city official" also includes all individuals, including city employees, appointed by the mayor and/or city council as appropriate to city authorities, commissions, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the mayor and/or city council.
- (b) **Decision** means any ordinance, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations of the council, board, or commission which can or may lead to a vote or formal action by that body.
- (c) **Employee** means any person who is a full-time or part-time employee of the city.
- (d) **Immediate family** means the spouse, mother, father, grandparent, brother, sister, son or daughter of any city official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.
- (e) **Incidental interest** means an interest in a person, entity or property which is not a substantial interest as defined herein and which has insignificant value.

(f) **Remote interest** means an interest of a person or entity, including a city official, which would be affected in the same way as the general public. For example, the interest of an official in the property tax rate, general city fees, city utility charges or a comprehensive zoning ordinance or similar matters is deemed remote to the extent that the official would be affected in common with the general public.

(g) **Substantial interest** means an interest, either directly or through a member of the immediate family, in another person or entity, where:

(1) the interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of \$5,000.00 or more of the equity or market value of the entity; or

(2) the funds received by the person from the other person or entity during the previous 12 months either equal or exceed (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services, or (b) ten percent of the recipient's gross income during that period, whichever is less;

(3) the person serves as a corporate officer or member of the board of directors or other governing board of a for-profit entity other than a corporate entity owned or created by the city council; or

(4) the person is a creditor, debtor, or guarantor of the other person or entity in an amount of \$5,000.00 or more.

Sec. 2-303 PROHIBITIONS.

(a) No city official shall use such position to secure special privileges or exemptions for himself or herself or others, or to secure confidential information for any purpose other than official duties on behalf of the city.

(b) No city official, in any matter before the council or other city body, relating to a person or entity in which the official has a substantial interest, shall fail to disclose for the record such interest prior to any discussion or vote or fail to recuse himself/herself from such discussion or vote as applicable.

(c) No city official shall act as an agent or attorney for another in any matter before the city council or other city body.

(d) No city official shall directly or indirectly receive, or agree to receive, any compensation, gift, reward, or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.

(e) No city official shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.

- (i) This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.
 - (ii) This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager, city administrator or chief of police).
 - (iii) Any official who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city council and the city clerk.
- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with state law.
- (h) No city official shall solicit or accept other employment to be performed, or compensation to be received, while still a city official if the employment or compensation could reasonably be expected to impair such official's judgment or performance of city duties.
- (i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to the city council and shall recuse himself/herself and take no further action on matters regarding the potential future employer.
- (j) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.
- (k) No city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- (l) A city official shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (m) A city official shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or persons within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (n) A city official shall not order any goods and services for the city without prior official authorization for such an expenditure. No city official shall attempt to obligate the City nor give the impression of obligating the city without proper prior authorization.

(o) No city official shall draw travel funds or per diem from the city for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the City therefore.

(p) No city official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of Norcross nor shall any city official engage in ex parte communication with a municipal court judge of the City of Norcross on any matter pending before the Municipal Court of the City of Norcross.

Sec. 2-304 CONFLICT OF INTEREST.

(a) A city official may not participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the official has a substantial interest.

(b) A city official who serves as a corporate officer or member of the board of directors of a nonprofit entity must disclose their interest in said entity to the mayor and council prior to participating in a vote or decision regarding funding of the entity by or through the city.

(c) Where the interest of a city official in the subject matter of a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

Sec. 2-305 BOARD OF ETHICS.

(a) The Board of Ethics shall consist of three (3) residents of the City appointed to the board by a majority of the city council. No member of the Board of Ethics shall be an employee of the City or an elected or appointed official of the City. At the Board's discretion it may hire professionals such as accountants and legal counsel for the administration of its duties. The Board shall elect a chair.

(b) All members of the Board of Ethics shall be residents of the city for at least one (1) year immediately preceding the date of taking office and shall remain a resident while serving on the Board.

(c) All members of the Board of Ethics shall serve two-year terms.

(d) No person shall serve as a member of the Board of Ethics if the person has, or has had within the preceding one (1) year period, any interest in any contract or contracting opportunity with the city or has been employed by the City.

(e) Members of the Board of Ethics with any permit or rezoning application pending before the city, or any pending or potential litigation against the city or any city official charged in the complaint shall be disqualified from serving on the Board of Ethics for that complaint. An alternate member of the Board of Ethics shall be selected in the same manner as the disqualified individual was selected pursuant to subsection (a) of this section.

(f) The members of the Board of Ethics shall serve without compensation. The city council shall provide meeting space for the Board of Ethics and, subject to budgetary procedures and requirements of the City, such supplies and equipment as may be reasonably necessary for the Board to perform its duties and responsibilities. Reasonable expenses, including compensation of professionals, incurred in the operation of the Board's official functions shall be paid for by the City or shall otherwise be reimbursable.

(g) No person shall serve on the Board of Ethics who has been convicted of a felony involving moral turpitude in this state or any other state, unless such person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude.

(h) No person shall serve on the Board of Ethics who is less than 21 years of age, who holds a public elective office, who is physically or mentally unable to discharge the duties of a member of the Board of Ethics, or who is not qualified to be a registered voter in the City of Norcross.

(i) Upon appointment, members of the Board of Ethics shall sign an affidavit attesting to their qualification to serve as a member of the Board of Ethics. A member of the

(j) Members of the Board of Ethics may be removed by majority vote of the city governing authority for cause including, but not limited to, failure to maintain any requirement for qualification to serve on the Board of Ethics.

Sec. 2-306 RECEIPT OF COMPLAINTS.

(a) All complaints against city officials shall be in written form and shall be filed with the city clerk, who will give the complaint to the City Manager and City Attorney. The City Manager shall provide copies of the Complaint to Mayor and Council and to the Board of Ethics within no more than seven (7) calendar days.

(b) All complaints shall be submitted and signed under oath, shall state the name and contact information of the complainant, shall be legibly drawn and shall clearly address facts, circumstances, and other matters within the scope of this ordinance. Complaints must reasonably describe the nature of the alleged violation and the facts and circumstances giving rise to the complaint

(c) Upon receipt of a complaint in proper form, the Board's chair shall review it to determine whether the complaint is unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council. If the Board's chair determines that a complaint does not reasonably give notice of an alleged violation or does not give sufficient facts and circumstances substantiating the claim, the chairman shall inform the complainant of the insufficiency and detail the facts that must be alleged to state a sufficient claim. The complainant shall have one opportunity, within seven (7) days of the notice, to amend its complaint. Upon recommendation by the chair, the Board of Ethics is empowered to dismiss in writing complaints

that it determines are unjustified, frivolous, patently unfounded or fail to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; provided, however, that a rejection of such complaint by the Board of Ethics shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the city official.

(d) Upon completion of its investigation of a complaint, the Board of Ethics is empowered to dismiss in writing those complaints which it determines are unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; provided, however, that a rejection of such complaint by the Board of Ethics shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the city official.

(e) The Board of Ethics is empowered to take evidence via subpoena for the production of city documents, and to subpoena witnesses to attend hearings and give testimony upon the subject matter of a complaint.

(f) The Board of Ethics is empowered to adopt forms for formal complaints, notices, and any other necessary or desirable documents within its jurisdiction where the city council has not prescribed such forms.

(g) Findings of the Board of Ethics shall be submitted to the City Council for action.

(h) To discourage the filing of ethics complaints solely for political purposes, ethics complaints against a person seeking election as a city official, whether currently serving as a city official or not, which are filed between the date of qualifying for municipal office and the date of certification of the election results will be held and will not be processed until the election results for that office have been certified.

Sec. 2-307 SERVICE OF COMPLAINT. The city clerk shall cause the complaint to be served on the city official charged as soon as practicable but in no event later than seven (7) calendar days after receipt of a proper, verified complaint. Service may be by personal service, by certified mail, return receipt requested or by statutory overnight delivery.

Sec. 2-308 PROCEDURE OF HEARINGS.

(a) At least one hearing shall be held within thirty (30) calendar days after filing of the complaint. The Board of Ethics shall conduct hearings in accordance with the procedures and regulations it establishes but, in all circumstances, at least one hearing shall include the taking of testimony of available witnesses.

(b) At any hearing held by the Board of Ethics, the city official who is the subject of inquiry shall have the right to written notice of any hearing at least seven (7) calendar days before each such hearing, to be represented by counsel, to hear and examine the evidence and witnesses and, to oppose or try to mitigate the allegations. The city official subject to the inquiry shall have also

have the right but not the obligation of submitting evidence and calling witnesses. Failure to comply with any time deadlines in this section of the ordinance shall not invalidate any otherwise valid complaint or in any way affect the power or jurisdiction of the Board of Ethics or the city council to act upon any complaint.

(c) The decision of the Board of Ethics, formed by majority vote of the board, shall be rendered to Mayor and Council within ninety (90) days after the filing of the complaint.

Sec. 2-309 RIGHT TO APPEAL.

(a) Any city official or complainant adversely affected by the findings or recommendations of the Board of Ethics may obtain judicial review of such decision.

(b) An action for judicial review may be commenced by filing a petition for review under the Superior and State Court Appellate Practice Act (O.C.G.A. 5-3-1 *et seq*) in the Superior Court of Gwinnett County within thirty (30) days after the decision of the Board of Ethics. The filing of such application shall act as supersedeas.

Sec. 2-310 VIOLATIONS. Any person violating any provision of this article is subject to:

- (a) Public reprimand or censure by the city council; or
- (b) Request for resignation by the city council.

SECTION 2.

The sections, subsections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any section, subsection, paragraph, sentence, clause or phrase shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining section, subsections, paragraphs, sentences, clauses and phrases of this ordinance.

SECTION 3.

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4.

The effective date of this ordinance shall be _____.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2025.

Craig Newton, Mayor

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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7326	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 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



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 Phillip

AGENDA REPORT

To: Mayor and Council

From: Councilmember Bruce Gaynor

Meeting Date: August 18, 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.

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



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7365	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	City Manager Follow-Up and Prioritization on Mayor and Council- Initiated Requests		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Monthly report on Requests and Inquiries - July PWS](#)

Title

City Manager Follow-Up and Prioritization on Mayor and Council-Initiated Requests

Drafter

Eric Johnson



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: Eric Johnson, City Manager

Meeting Date: August 18, 2025 – Policy Work Session (PWS)

Item No.: 25-7365

Title: Monthly report from City Manager on requests/inquiries from individual elected officials

Recommendation Receive monthly report from City Manager regarding Mayor and Council requests/inquiries.

Background At the June 2025 Policy Work Session, it was suggested that the City Manager schedule a monthly agenda item to be discussed at the end of the agenda identifying individual requests and inquiries from the Mayor and from individual City Councilmembers. A list will be provided for discussion at the meeting. The format/software used to produce and track the list may change over time.

Financial Impact: No added cost is anticipated.

Consistent with Comprehensive Plan? Goal 6 - Furthers the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps A list will be provided monthly at the Policy Work Session.



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 Phillip

City of Norcross

Legislation Details (With Details)

File #:	25-7424	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	8/18/2025 6:30 PM	In Control:	Policy Work Session
Title:	Downtown District Improvement Grant		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Downtown District Improvement Grant](#)

Title
Downtown District Improvement Grant

Drafter
Councilmember Matt Myers



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 Matt Myers
Meeting Date: August 18, 2025 – Policy Work Session
Item No.: 25 - 7424
Title: Downtown District Improvement Grant
CC: Eric Johnson, City Manager

Recommendation – Authorize the Economic Development Department to research and report back on a potential Downtown District Improvement Grant (“Grant”) to promote the growth of retail, office and/or restaurant businesses in the downtown area, coordinating with the Downtown Development Authority as appropriate.

Background – Retail, restaurants, entertainment and personal services businesses have been shown to provide for an active downtown district that will attract locals and visitors to the area. The intent of the Grant is to provide incentives for new development, and the material expansion of existing businesses by reimbursing costs for certain Tenant Improvements required to move in, or to expand a downtown business. The Grant could potentially be structured as a matching grant with clawback provisions tied to economic indicators and/or sale/transfer of the business or property.

Examples of similar programs that could potentially be used as a model for the Norcross Downtown District Improvements Grant can be found at links below.

<https://www.downtownorlando.com/Business/Incentives/DTO-Restaurant-Program>

<https://westchicago.org/news-archive-2025/city-expands-grant-program-to-boost-downtown-retail-restaurant-growth/>

<https://dia.jacksonville.gov/doing-business-with-us/doing-business-with-dia/commercial-incentives/retail-enhancement-grant-program>

Financial Impact – The concept proposes a program that will require funding through the City’s Economic Development Department – either through a prioritization of current year funding or through appropriation of unspent funds from FY 25 in the Economic Development Fund.

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

Goal 1: Continue to define Norcross’ unique sense of place.

Goal 4: Maintain a vibrant economy and facilitate job growth.