

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, May 4, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/614/media>

<https://youtube.com/live/wVBUWu6OFCE?feature=share>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Invocation - Councilmember Hixson**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)****E. Presentation of Previous Meeting Minutes for Acceptance**

[Regular Council Meeting – Regular Meeting – April 6, 2026, 6:30 PM](#)

[Urban Redevelopment Agency – Special Called Meeting – April 6, 2026, 7:00 PM](#)

[Mayor and Council – Special Called Meeting – April 9, 2026, 6:00 PM](#)

[Urban Redevelopment Agency – Special Called Meeting – April 9, 2026, 6:00 PM](#)

[Mayor and Council – Special Called Meeting – April 20, 2026, 6:30 PM](#)

[Policy Work Session – Regular Meeting – April 20, 2026, 6:30 PM](#)

F. Set Agenda as Presented for Scheduled Meeting**G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies****H. Floor Open to Citizens Desiring to Address the Governing Authority**

a. Comments by Citizens

b. Comments by Council

c. Comments by City Manager

I. Public Hearings**1. 2026-67: TEXT2026-002; Amendments to the Unified Development Ordinance to Chapter 100, Article III, Section 103 Review Authority and Section 104-3 Decision Making Responsibilities**

Approval of amendments to the Unified Development Ordinance as presented.

Attachments:

1. Agenda Report - TEXT2026-002 Amendment to Admin Appeals
2. TEXT2026-002_104-3 Amendments Administrative Appeals 4.16.2026
3. TEXT2026-002_On-the-record Review and Appeal to the Mayor and Council Form
4. Item 202667-TEXT2026-002_Draft Ordinance

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- 2. 2026-83: TEXT2026-003; Amendments to the Unified Development Ordinance to Chapter 100, Article II; Defined Terms and Chapter 200, Article I**
Approval of staff's recommended amendments to the Unified Development Ordinance.

Attachments:

1. Agenda Report - TEXT2026-003 Amendment to the UDO
2. TEXT2026-003_UDO Amendment Ch 100 Art II and Ch 200 Art I
3. Item 2026-83_TEXT2026-003_Draft Ordinance

J. Reports of the Mayor and Councilmembers

a. General Announcements

MAY CALENDAR OF EVENTS

Mother's Day Pop-Up

Saturday, May 9 | 12:00 - 5:00 p.m. | Downtown Norcross

Movie Monday: Now You See Me Now You Don't

Monday, May 11 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Day Of Play

Friday, May 12 | 5:00 - 6:00 p.m. | Lillian Webb Park

Coffee With Council

Saturday, May 16 | 8:00 a.m. | 45 South Cafè

Policy Work Session

Monday, May 18 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Summer Concert Series: Face 2 Face

Friday, May 22 | 7:30–9:30 p.m. | Thrasher Park

Memorial Day Observance

Monday, May 25 | City Hall Closed

Memorial Day Remembrance

Monday, May 25 | 10:00 a.m. | Thrasher Park

Movie Monday: How To Train Your Dragon

Tuesday, May 26 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

K. Board Appointments

There are no appointments or reappointments for the Mayor and Council to consider at this time.

L. Consent Agenda**1. 2026-157: Selection of City Manager Executive Search Firm**

Selection of a firm to provide city manager search services following the Mayor & Council's interviews with the shortlisted firms.

Attachments:

1. Agenda Report -Selection of City Manager Executive Search Firm
2. Staff Evaluation Summary - RFP HR 26-06

2. 2026-149: Expanded Downtown Parking Planning and Design

Approve plan to complete 100% design and construction plans and authorize release of an RFP for construction proposals.

Attachments:

1. Agenda Report - RCM-Expanded Downtown Parking
2. Updated Rendering
3. Project Schedule -Expanded DT Parking

3. 2026-145: FY26 Road Resurfacing Invitation to Bid (ITB)

Approve FY26 road resurfacing priorities and release for an Invitation to Bid (ITB).

Attachments:

1. Agenda Report - Road Resurfacing ITB V3
2. FY26 Road Pavement Condition presentation
3. Norcross master road list status
4. Budget Amendment to appropriate and allocate LMIG funds

4. 2026-143: Approve Phase II White Squirrels of Norcross - Pinnacle Park

Approve the Pinnacle Park expansion of the White Squirrels of Norcross art hunt project as a Phase II of the original project. Placement of public art at this location widens and enhances community identity, creating excitement for the project and elevating interest in Norcross' Pinnacle Park arboretum.

Attachments:

1. Agenda Report - White Squirrels of Norcross - Phase II

5. 2026-144: Request for Approval to Issue RFP for Data Analytics Service

Approve request to issue RFP for a Data Analytics Service.

Attachments:

1. Agenda Report - Mobile Data Analytics
2. Data Analytics Scenarios & info
3. RFP 26-07 Mobile Data Analytics

- 6. 2026-110: Barton Street Hydrologic & Hydraulic Study**
Approve staff's recommendations for remediation of the identified structures at Barton St., Buchanan st, and North Peachtree St.
- Attachments:
1. Agenda Report - Barton Street Hydrologic & Hydraulic Study
 2. Presentation
 3. [Barton Street Hydrologic & Hydraulic Study](#)
- 7. 2026-153: Amendment to Ordinance Regulating Parking of Oversized and Commercial Vehicles on Public Streets**
Request for Council to amend Chapter 3, Article III, of the Norcross Code of Ordinances for the regulation of parking for oversized vehicles and commercial vehicles on public streets.
- Attachments:
1. Agenda Report- Parking Ordinance 4.15.2026(5298750.1)
 2. Draft Ordinance Parking Oversized Vehc. 4.15.24(5298746.1)
- 8. 2026-154: Extension and Amendment of Professional Services Agreement with RedSpeed Georgia, LLC**
Request for Council to approve the Extension and Amendment of Professional Service Agreement between the City and RedSpeed Georgia, LLC
- Attachments:
1. Agenda Report-Red Speed Renewal 4.15.2026(5298742.1)
 2. Proposed Contract Amendment and Extension
- 9. 2026-156: Amendment to Code of Ordinance Section 2-35 to Update Provisions for Public Participation at City Council Meetings**
Request for Council to amend Code of Ordinances § 2-35 regarding public participation at council meetings.
- Attachments:
1. Agenda Report - Amendment to Sec 2-35
 2. Amendment 2-35 Revisions Clean
- 10. 2026-150: Request for Approval to Install Dog Watering Stations in City Parks**
Staff recommend and propose options for Council discussion and approval for installing dog watering stations at our parks.
- Attachments:
1. Agenda Report - Dog watering station drinking fountains
 2. Fountain Configurations and Costs

M. Items for Discussion

N. Adjourn in memory of

O. Adjourn to Executive Session for Legal, Personnel, and Real Estate

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, April 6, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

Meeting Recording:

<https://norcrossga.portal.civicclerk.com/event/613/files>

<https://youtube.com/live/POP95QuYdyY?feature=share>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

The meeting was called to order by Mayor Craig Newton at 6:35 p.m.

B. Invocation – Mayor Pro Tem Gaynor**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)**

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

E. Presentation of Previous Meeting Minutes for Acceptance

A motion to approve the minutes of the following meetings: March 3, 2026, Regular Council Meeting and executive session; and March 16, 2026, Policy Work Session and executive session.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Marshall Cheek, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Bare, Myers, Gaynor

ABSENT: Andrew Hixson, Councilmember

F. Set Agenda As Presented for Scheduled Meeting

A motion to accept the agenda and approve the Consent Agenda, with the following items being moved to discussion:

2026-71: Ethics Ordinance Revision

2026-89: Bond Financing for the Public Safety Building

2026-107: Direction for Executive Search Services RFP

2026-103: Approval of Construction Budget for Expanded Downtown Parking

2026-XXX: Approval of Joint Special Response Team (Walk-on Item)

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Bruce Gaynor, Mayor Pro Tem

AYES: Cheek, Bare, Myers, Gaynor

ABSENT: Andrew Hixson, Councilmember

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**H. Floor Open to Citizens Desiring to Address the Governing Authority****1. 2025-374: Comments by Citizens**

Arlene Beckles — State Representative, thanked the Mayor for working with her on HB 1116 and provided legislative updates related to seniors and healthcare, including SB 444 (AI coverage protections), SB 503 (insurance fraud protections), SB 220 (medical cannabis access), SB 428 (mental health), and HB 1000 (senior benefit and gas price relief). She also discussed homestead exemption protections, estate planning improvements, and suggested providing a paper newsletter for older residents without internet access.

Jyot Singh — Candidate for House District 97 in the Democratic primary, spoke on growth and development, emphasizing strong local government, community engagement, and increased access to healthcare and education for working families.

Barbara Morgan — Spoke in support of the rezoning and development proposed by Robert Furrow, stating the project would positively impact the City and be a good addition to Academy Street. She expressed opposition to prohibiting private alleys and adding on-street public parking, and supported the off-street parking proposed in the plan.

Kay Nation — Spoke regarding the Historic Demolition Project at 146 N Barton St. and stated the project size increased from an initial estimate of 2,600 square feet to approximately 4,900 square feet, including a three-car garage and porches. She expressed concern that the proposal has changed, prefers a Victorian-style design without a three-car garage, and stated the project should have returned to the ARB for review.

Jim Eyre spoke about redeveloping the Peachtree parking lot, noting that several parking studies have been completed and pricing has been obtained for striping and concrete work. He stated the next step is project phasing.

2. 2025-375: Comments by Council**3. 2025-376: Comments by City Manager****I. Public Hearings****1. 2026-82: RZ2025-007 290 and 300 Academy Street**

A motion to approve RZ2025-007, 290 and 300 Academy Street to PRD (Planned Residence District), as submitted, subject to the following conditions:

1. The PRD zoning designation shall be restricted to a single-family home development with a maximum of 15 units.
2. The property shall be developed in general conformance with the conceptual site plan depicting all lot sizes and setbacks, dated 11/18/2025, with review and approval by the Community Development and Planning Coordinator.

3. Rebuild plans for Lots 6, 7, and 8 are subject to Mayor and Council consideration through a public hearing, contingent upon the approval of the historic demolition of the existing dwelling at 300 Academy Street.
4. It is acknowledged that the Gwinnett County Fire Marshal or other reviewing agency may require modifications to the site for oversized vehicles (such as fire and garbage trucks) and minor adjustments to the site concept plan; review and approval by the Community Development Director in response to Gwinnett County comments is allowed.
5. All utilities shall be buried.
6. All common areas, including but not limited to the stormwater system, shall be maintained by the HOA.
7. Stormwater management plan, including the detention facility, is subject to the approval of the City Engineer.
8. Final landscape plan is subject to the approval of the Community Development and Planning Department.
9. Alternate Condition if City Council does not approve the private alley proposed in the site plan:
 - a. Alley will be public with a right-of-way extending from proposed back-of-curb to back-of-curb.
 - b. Rear yard setbacks on all lots shall be zero.
 - c. Curbs and gutters shall be sloped ("roll back") concrete, with slope design determined by the owner/developer.
 - d. Alley paving pitch and slope may be inward toward the proposed center storm drain.
 - e. Brick, stone, or concrete pavers on a stone or concrete base may be used in lieu of asphalt for paving material.
10. Front yard fence/wall option:
 - a. A fence/wall is allowed in all front yards on all lots. The design shall incorporate metal, brick, stone, and/or wood with landscaping or hedges or any combination thereof. The design shall be consistent on all lots and not exceed 4' in height.
 - b. Points of entry in front yard fences/walls may have unique designs that vary from lot to lot and shall not exceed 8'.
 - c. Walls on side and rear yards shall be of metal, brick, stone, concrete, or wood and shall not exceed 10'.
 - d. The developer will work with staff to develop a solution for parking.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Bruce Gaynor, Mayor Pro Tem

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Myers, Gaynor, Bare

ABSENT: Andrew Hixson

2. 2025-324: COA2025-027; Consideration of a Historic Demolition and New Home

A motion to approve the demolition of the property located at 146 N. Barton Street, with the provision that the owner reuse appropriate historic elements of the house and leave the determination of what follows to the Architectural Review Board and staff.

RESULT: APPROVED [3-2]

MOVER: Bruce Gaynor, Mayor Pro Tem

SECONDER: Matt Myers, Councilmember

AYES: Bruce Gaynor, Matt Myers

NAYS: Marshall Cheek, Josh Bare

TIE BREAKER: Mayor Craig Newton (in favor)

ABSENT: Andrew Hixson

3. 2026-122: Amendment of Urban Redevelopment Plan

A motion to approve the amendment to the Urban Redevelopment Plan as presented.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Marshall Cheek, Councilmember

AYES: Cheek, Bare, Myers, Gaynor

ABSENT: Andrew Hixson

J. Reports of the Mayor and Councilmembers**a. General Announcements APRIL CALENDAR OF EVENTS**

First Friday Concert: 80HD

Friday, April 10 | 7:00 - 9:00 p.m., Cultural Arts & Community Center

Neighborhood Cleanup & Recycling Day,

Saturday, April 11 | 8:00 a.m. - 12:00 p.m. | Norcross Public Works

'Nocross Then & Now' Exhibit

Monday, April 13 - April 23 | Welcome Center & History Museum

Movie Monday: F1: The Movie

Monday, April 13 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Day Of Play

Friday, April 17 | 5:00 - 6:00 p.m. | Lillian Webb Park

Coffee With Council

Saturday, April 18 | 8:00 a.m. | 45 South Café

Bluesberry Beer & Music Festival

Saturday, April 18 | 3:00 - 10:00 p.m. | Betty Mauldin Park

Policy Work Session

Monday, April 20 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Hispanic Business Outreach Event

Thursday, April 23 | 10:30 a.m. - 12:30 p.m. | Cultural Arts & Community Center

Sustainability Social Celebration

Thursday, April 23 | 5:00 - 7:00 p.m. | Cultural Arts & Community Center

GA Cities Week: Norcross Innovation Cluster Showcase

Saturday, April 25 | 9:00 a.m. - 1:00 p.m. | Lillian Webb Park

Movie Monday: Steel Magnolias

Monday, April 27 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Mother's Day Pop-Up
Saturday, May 9 | 12:00 - 5:00 p.m. | Downtown Norcross

K. Board Appointments

The Mayor and Council will consider an appointment to the following Commission:
One applicant satisfied the requirements to be considered for appointment to the Norcross Public Arts Commission, which has one (1) vacancy.

A motion to Approve the appointment of the following candidate and unexpired term as presented:

Norcross Public Arts Commission
Angela Faustina - December 1, 2027

RESULT: APPROVED [UNANIMOUS] 4-0
MOVER: Josh Bare, Councilmember
SECONDER: Matt Myers, Councilmember
AYES: Cheek, Bare, Myers, Gaynor
ABSENT: Andrew Hixson, Councilmember

L. Consent Agenda

A motion to approve the consent agenda.

RESULT: APPROVED [UNANIMOUS] 4-0
MOVER: Josh Bare, Councilmember
SECONDER: Bruce Gaynor, Mayor Pro Tem
AYES: Cheek, Bare, Myers, Gaynor
ABSENT: Andrew Hixson, Councilmember

- 1. 2026-104: Appropriation of 2023 SPLOST Administration and Transportation funds**
A motion to approve appropriation of 2023 SPLOST Administration and Transportation funds for the Public Safety Building & additional paving projects.
- 2. 2026-99: Resolution to update Authorized users for Georgia Fund 1**
A motion to approve a resolution authorizing the City's Finance Director and Assistant Finance Director to access the Georgia Fund 1 investment account managed by the Georgia Office of the State Treasurer (OST), and to establish a separate Georgia Fund 1 account for the Electric Fund and transfer the appropriate investment balance into the new account.
- 3. 2026-100: Award of Contract for Safety Action Plan**
A motion to approve the award of the contract for the Safety Action Plan between the City of Norcross and Kimley-Horn.
- 4. 2026-101: Approval of Contract Award for Thrasher Lightning**
A motion to approve the contract for the Thrasher Park Lighting Project as presented.

5. 2026-125: Approval of Joint Special Response Team Memorandum of Understanding

Motion to approve the Joint Special Response Team Memorandum of Understanding as presented.

Attachments:

- Joint Special Response Team, Memorandum of Understanding

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Cheek, Myers, Gaynor, Josh

ABSENT: Andrew Hixson

M. Items for Discussion**6. 2026-71: Ethics Ordinance Revision**

A motion to approve the adoption of the Ethics Ordinance and resolution to update the existing ordinance to the model ordinance published by the Georgia Municipal Association, including Sec. 2-308, Procedure and Hearings (d)(1)(b); Sec. 2-309, Report to Mayor and Council (a)(3); and modification of Sec. 2-311, Time Limitations, from 90 days to 18 months.

RESULT: APPROVED 3-1

MOVER: Matt Myers, Councilmember

SECONDER: Marshall Cheek, Councilmember

AYES: Cheek, Myers, Gaynor

NAY: Josh Bare

ABSENT: Andrew Hixson

7. 2026-89: Bond Financing for the Public Safety Building

A motion to approve \$6,000,000 for bond financing of the Public Safety Building, authorizing staff to present the amount to the bank to obtain an interest rate, with the item moving to the Special Called Meeting scheduled for April 9, 2026, for further consideration.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Marshall Cheek, Councilmember

AYES: Cheek, Myers, Gaynor, Josh Bare

ABSENT: Andrew Hixson

8. 2026-107: Direction for Executive Search Services RFP

A motion to move forward with the following companies: Slavin Management Consultants, Arndt Municipal Support, and Colin Baenziger and Associates, to schedule an in-person presentation at the Special Called Meeting on April 20, 2026.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Bruce Gaynor, Mayor Pro Tem

SECONDER: Marshall Cheek, Councilmember

AYES: Cheek, Myers, Gaynor, Josh

ABSENT: Andrew Hixson

9. 2026-103: Approval of Construction Budget for Expanded Downtown Parking

A motion to approve a construction budget amendment for the Expanded Downtown Parking Project.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Cheek, Myers, Gaynor, Josh

ABSENT: Andrew Hixson

N. Adjourn in memory of**O. Adjourn to Executive Session for Legal, Personnel, and Real Estate**

Councilmember Myers made a motion to adjourn the meeting at 9:27 pm, seconded by Councilmember Cheek. The vote was unanimously passed, 4-0.

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, April 6, 2026

7:00 PM

2nd Floor Conference Room

Special Called Meeting of the Urban Redevelopment Agency

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/674/files>

A. Call to Order by Mayor Craig Newton at 9:33 pm

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

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

C. Comments by Citizens**D. Public Hearings****E. Items for Discussion****1. 2026-123: Public Safety Building Bonding Process and Approval**

A Motion to table this agenda item to a Special Called Meeting.

RESULT: APPROVED [4-0]

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Cheek, Myers, Gaynor, Josh

ABSENT: Andrew Hixson, Councilmember

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

Councilmember Matt Myers motioned to adjourn the meeting at 9:33 pm, seconded by Mayor Pro Tem Gaynor. The vote was unanimous, 4-0.

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Thursday, April 9, 2026

6:00 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

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

C. Comments by Citizens**D. Public Hearings****E. Items for Discussion****1. 2026-89: Bond Financing for the Public Safety Building**

A motion to approve the Authorizing Resolution for the Norcross URA Revenue Bond, the 2026 Intergovernmental Contract between the City and the URA, the Home Office Payment Agreement, the Limited Warranty Deed, the Validation Documents, and any other documents necessary to effectuate the placement and validation of the 2026 Norcross URA Bond.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Bare, Myers, Cheek

ABSENT: Bruce Gaynor, Andrew Hixson

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

Councilmember Myers motioned to adjourn the meeting, seconded by Councilmember Bare. The vote was unanimous, 3-0.

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Thursday, April 9, 2026

6:00 PM

2nd Floor Conference Room

Special Called Meeting of the Urban Redevelopment Agency

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Chair	Present	
Bruce Gaynor	Board Member	Absent	
Andrew Hixson	Board Member	Absent	
Josh Bare	Board Member	Present	
Matt Myers	Board Member	Present	
Marshall Cheek	Board Member	Present	

C. Comments by Citizens**D. Public Hearings****E. Items for Discussion****1. 2026-123: Public Safety Building Bonding Process and Approval**

A motion to approve the Urban Redevelopment Agency's execution of the Authorizing Resolution for the Norcross URA Revenue Bond, the URA Bond Resolution, the 2026 Intergovernmental Contract, the Home Office Payment Agreement, and other customary documents that may need execution to finalize and validate the bond.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Josh Bare, Board Member

SECONDER: Marshall Cheek, Board Member

AYES: Bare, Myers, Cheek

ABSENT: Bruce Gaynor, Andrew Hixson

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

Board Member Myers motioned to adjourn the meeting at 6:29 pm, seconded by Board Member Bare. The vote was unanimous, 3-0.

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, April 20, 2026

4:00 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Meeting Recording:

<https://youtube.com/live/Px8lLeOmOxM?feature=share>

A. Call to Order by Mayor Craig Newton at 4:02 pm

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

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

C. Comments by Citizens**D. Public Hearings****E. Items for Discussion****1. 2026-157: Selection of City Manager Executive Search Firm**

This matter was referred to the May 4, 2026, Regular Council Meeting for a final vote.

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

Mayor Pro Tem Gaynor motioned to adjourn the meeting at 6:21 pm, seconded by Councilmember Matt Myers.
The vote was unanimous, 5-0.

G. Signed by _____ Mayor Craig Newton**H. Attest _____ Monique Philip, City Clerk**

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, April 20, 2026

6:30 PM

2nd Floor Conference Room

Policy Work Session

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

Meeting Recording:

<https://norcrossga.portal.civicclerk.com/event/184/media>

A. Roll Call (recorded)

Mayor Newton called the meeting to order at 6:35 p.m.

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

B. Citizen Input

Mary Dell: Commented on the parking plan, expressing support for increasing parking spaces in a way that minimizes visual and environmental impact. She stated that she hopes the library remains a community-focused space rather than being used for business purposes. She also expressed support for the use of data services to better understand where visitors are coming from and how they are spending time in the area. Additionally, she addressed the business occupation tax item noting the shift from a business tax per person to a revenue-based model, and recommended that Council meet with the Historic Business Association to discuss potential impacts before moving forward with any changes.

Jacques Andrea: Spoke regarding Item 3, the Historic Norcross Library. He acknowledged the proposed business plan for a reading room/literacy center and expressed support for the importance of literacy. However, he opposed moving forward with this or any individual business use, stating that operating a business in the historic library is inconsistent with the character of the property and the surrounding residential area, and does not align with the City's initial intent for the space to serve as a community facility.

Brad Arnold: The idea of introducing commercial business into an R-1 zoned area is concerning. There is insufficient parking to support a business, and the property is located on a very narrow one-way street. These factors raise significant concerns about the appropriateness of placing a commercial use at this location.

Joe George: Believes the City should have control over how the Norcross Historic Library property is utilized. Believes the property would be better suited under public control rather than private ownership, and sees this as the most prudent way forward."

Jim Eyre: Noted that at a couple of meetings ago, audit findings were discussed regarding banking transfers with United and Truist. Four accounts were initially established, two of which were unused and later consolidated. As a result, service fees were charged to the unused accounts, and one account became overdrawn; however, it has since been refunded, and efforts are underway to close the remaining accounts. He also referenced the expanded downtown parking project, which includes 12 additional parking spaces and 12 additional trees. The project map was expanded toward the fire station and Carlisle area, and there are still a few items that need to be addressed regarding the UDO. Item number 5 was also mentioned regarding data analytics, which he believes has significant application in both the private and public sectors.

C. Board Updates

Norcross Public Arts Commission

D. General Updates

Electric Rates - Cathy Johnson, ECG

Status of Piedmont Pathway Study - Carlos Perez and Patrick Peters

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

The Mayor and Council will not consider any appointments or reappointments to Boards, Commissions, or Authorities at this meeting.

H. Items for Discussion

- 1. 2026-148: RZ2026-001; 6011 Western Hills Drive; JSL Properties Management, LLC; Rezoning from OI (office institutional) zoning district to C1 (neighborhood business) District.**

RESULT:

This matter was referred to the Policy Work Session Meeting on May 18, 2026. Additional conditions were discussed, including notification of nearby neighbors. Questions were raised regarding hours of operation and whether tobacco products, alcohol, or electronic gaming would be offered. The City Attorney will also review alcohol restrictions in the City's ordinance.

- 2. 2026-67: TEXT2026-002; Amendments to the Unified Development Ordinance to Chapter 100, Article III, Section 103 Review Authority and Section 104-3 Decision Making Responsibilities**

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 3. 2026-83: TEXT2026-003; Amendments to the Unified Development Ordinance to Chapter 100, Article II; Defined Terms and Chapter 200, Article I**

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 4. 2026-149: Expanded Downtown Parking Planning and Design**

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 5. 2026-146: Norcross Historic Library Request for Proposals (RFP)**

RESULT:

No action was taken at this time, as further discussion with Council was recommended prior to placing the item back on the agenda. Council agreed that a small group (Myers, Cheek, Bare) will review the item and expressed interest in advertising the library for public use, noting the importance of community engagement and exploring how residents would like to utilize the space, including the ability to book the facility. Members of Council also supported a mixed-use approach, similar to the community center, where the space could be used for both special events and weekly/monthly scheduled programming.

6. 2026-145: FY26 Road Resurfacing Invitation to Bid (ITB)

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

7. 2026-143: Approve Phase II White Squirrels of Norcross - Pinnacle Park

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

8. 2026-144: Request for Approval to Issue RFP for Data Analytics Service

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

9. 2026-110: Barton Street Hydrologic & Hydraulic Study

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026

10. 2026-94: Business Occupation Tax Discussion

RESULT:

This matter was discussed in detail, with Council agreeing that a system needs to be established to collect the necessary information from all 1,500+ businesses in Norcross. It was suggested that a system be developed first, with implementation of collecting gross receipts and prior year tax returns from businesses beginning in 2028. This item was referred to the Policy Work Session Meeting on May 18, 2026 for further discussion.

11. 2026-93: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance

RESULT:

This matter was referred to the Policy Work Session Meeting on May 18, 2026. This item was discussed in detail, with Council reaching consensus on Recommendations 3, 4, and 5.

Recommendation 3: Consensus for the City Manager to move forward with installing appropriate signage.

Recommendation 4: Council is in agreement to convert Uber-designated spots to 15-minute parking.

Recommendation 5: New businesses would pay the City for use of public parking rather than constructing parking on-site. A system similar to those used in other communities was discussed, including a 2:00 AM–4:00 AM no-parking window to discourage overnight or habitual parking. Signage may be installed as an interim measure prior to the adoption of the ordinance. The City Attorney noted the ordinance will be ready next month.

12. 2026-153: Amendment to Ordinance Regulating Parking of Oversized and Commercial Vehicles on Public Streets

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

13. 2026-154: Extension and Amendment of Professional Services Agreement with RedSpeed Georgia, LLC

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 14. 2026-156: Amendment to Code of Ordinance Section 2-35 to Update Provisions for Public Participation at City Council Meetings**

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 15. 2026-150: Request for Approval to Install Dog Watering Stations in City Parks**

RESULT:

This matter was referred to the Regular Council Meeting on May 4, 2026.

- 16. 2026-140: Update on potential budget-balancing strategies**

RESULT:

No action was taken at this time. Several strategies were discussed. The City Manager noted he brought the item forward to share potential revenue options under consideration, with the full summer planned for budget discussions. The intent was to gather early feedback from Council.

- I. Adjourn to Executive Session for Legal, Personnel, and Real Estate**

- J. Signed by _____ Mayor Craig Newton**

- K. 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 Philip

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, AICP
Community Development & Planning Director

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-67

Title: TEXT2026-002; Amendments to the Unified Development Ordinance to Chapter Chapter 100, Article III, Section 103 Review Authority and Section 104-3 Decision Making Responsibilities

CC: Eric Johnson, MPA , City Manager
Tracy Rye, AICP, Assistant City Manager

Recommendation

Approval of amendments to the Unified Development Ordinance as presented.

Background

The purpose of the proposed amendment is to require a regular appeal process for decisions of the Architectural Review Board (ARB), Tree Preservation Board (TPB), and Historic Preservation Commission (HPC), in order to ensure consistency with O.C.G.A. § 36-66-5.1(a)(2). The amendment clarifies the procedures and authority for appeals of ARB decisions, and clarifies language in the authority for the Tree Preservation Board and the Architectural Review Board.

Financial Impact

N/A

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

1. Continues to define Norcross' sense of place
 - a. Policy 1-6: Regularly review the UDO in the light of new court rulings, best practices, and issues that may have arisen for possible amendment.

Attachments

1. TEXT2026-002_104-3 Amendments Administrative Appeals 4.16.26
2. TEXT2026-002_On-the-record Review and Appeal to the Mayor and Council Form
3. Item 2026-67_TEXT2026-002_Draft Ordinance

Update

The Planning & Zoning Board recommends approval of amendments as presented. The Mayor and City Council requested a review of the Boards' authorities with updated language. At the April 20, 2026, policy session meeting, the Mayor and City Council concurred on the draft language.

Sec. 104-3. Decision making responsibilities.

- (a) There are three basic categories of development reviews and actions associated with such reviews pursuant to this UDO:
- (1) Legislative actions involve a change in land use policy or any final legislative action detailed in O.C.G.A. § 36-66-3(4). A public hearing is required, and final approval must be made by the Mayor and City Council. Examples include, but are not limited to, rezoning decisions, special use permits and comprehensive plan amendments.
 - (2) Quasi-judicial actions involve the application of discretionary standards required by this UDO to an application other than a zoning decision as defined in O.C.G.A. § 36-66-3(4). It requires a public hearing, and procedural due process. Examples include variances, special use permits and appeals of administrative decisions, as well as design reviews that require interpretation of a set of design guidelines.
 - (3) Administrative actions involve the application of the standards of the UDO to an application by a UDO Administrator (section 103-4, UDO Administrators). A public hearing is not required. An administrative approval typically occurs late in the development process. Examples include building permits, sign permits, and certificates of occupancy.
- (b) The following table summarizes the review and approval authority of various review bodies involved in Legislative reviews, for each associated approval processes.

Figure 104-3(b) Legislative 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 Commission	Planning and Zoning Board	Mayor and City Council
Annexations	Sec. 104-5K	R			R-PH	D-PH
Concept plan approval submitted with a rezoning application ¹	Sec. 403-4	R/D			R-PH	D-PH
Concurrent variance request	Sec. 104-5	R			R-PH	D-PH
Planned development approval submitted with a rezoning to a PRD district ²	Sec. 104-5	R	R		R-PH	D-PH
Special exceptions	Sec. 104-5	R				D-PH
Special use permit	Sec. 104-6G	R			R-PH	D-PH

Telecommunications permit	Sec. 104-5	R			R-PH	D-PH
Text amendment (comprehensive plan or UDO)	Sec. 104-5	R			R-PH	D-PH
Zoning map amendment (rezoning)	Sec. 104-5	R			R-PH	D-PH

Notes **Applicable to Figure 104-3(b):**

1 Sketch plans not requiring rezoning or special use permit approval can be approved by the Community Development Director as part of the preliminary plat review process. Whereas sketch plans submitted as part of a required rezoning will be reviewed as part of that rezoning.

2 Rezoning to or within the PRD district require an approved concept plan and architectural renderings of proposed buildings reviewed first by the Architectural Review Board, before the application is submitted to the Planning and Zoning Board.

(c) The following table summarizes the review and approval authority of various review bodies involved in Quasi-Judicial reviews, for each associated approval processes.

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 Commission	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 ¹					
Preliminary plat	Sec. 405-3	R					R	R-PM
Final subdivision plat approval and revisions	Sec. 403-8	R					R	D-PM
Preliminary plat amendments		R					R	R-PM
Major Design Plan in Local Historic District	Sec. 104-6E	R		D ¹				

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(Supp. No. 44)

Historic Review—Cert. of Appropriateness in National Historic District and Regular Cert. of Appropriateness outside of the National Historic District	Sec. 104-6F	R	D ¹					
Historic Review—Cert. of Appropriateness in Local Historic District	Sec. 104-6E	R		D ¹				
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
<i>Variances, Exceptions, and Appeals</i>								
Variance	Sec. 104-6K	R				D-PH		
Appeals of Administrative Decision other than Tree Removal	Sec. 104-6C	R				A ¹		
Appeal of Administrative Decision regarding Tree Removal	Sec. 104-6C	R			A ¹			
Appeals of decisions by the ARB, HPC, or TPB	Sec. 104-6C	R						A
Stream buffer variance	Sec. 104-5	R						D-PH

Notes applicable to Figure 104-3(c);

1 All final decisions and appeals indicated with superscript (1) shall be subject to an on-the-record review and appeal to the Mayor and Council for the City of Norcross pursuant to subsection (e) of this ordinance.

- (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	

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(Supp. No. 44)

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	■	■	■
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

(e) Secondary Appeal of Quasi-Judicial Decisions to Mayor and Council. Certain quasi-judicial decisions rendered by an inferior board or commission of the City as indicated in Figure 104-3(c) shall be subject to secondary review and appeal to the Mayor and City Council as provided herein. Until such review and appeal is made and a written decision rendered, the appellant shall not have exhausted administrative remedies or preserved issues for any subsequent judicial review.

(1) All appeals under this subsection shall be filed in writing with the Director of Community Development within twenty-one (21) days of the underlying body's vote on the decision.

(2) Any appeal of such decision shall be an on-the-record appeal by the Mayor and City Council, reviewing only the documents, testimony, and any other evidence admitted in the underlying quasi-judicial forum. The City staff shall provide the Mayor and City Council with the record at least fourteen (14) days prior to the item coming before the Council for a final decision.

(3) In filing the application, the appellant shall provide a description of the underlying decision sufficient to identify the applicable record, state the error(s) appellant contends the underlying body made in rendering its decision, provide a concise statement of appellant's arguments with citations to applicable authority, and identify the evidence that supports appellant's arguments, if any. Such a statement shall separately enumerate bases for appeal and the arguments and evidence presented as to each. The Community Development Department shall create and make available forms to any appellant; however, an appellant shall be under no obligation to use such forms so long as the appellant provides sufficient information and detail as required herein.

(4) Upon receiving an appeal provided for in this section, the Director of Community Development shall cause the appeal to be placed on the next available City Council meeting cycle considering notice requirements. Written notice of such appeal and hearing shall be delivered by mail or to the last known email address to the appellant and to other parties in interest, including the property owner, applicant, and any other party-in-interest in the underlying case.

(5) At the meeting during which a final decision by the Mayor and City Council may be reached, the appellant shall be given at least ten (10) minutes to present his/her arguments on the appeal. Other parties in interest who wish to be heard shall be given at least ten (10) minutes to rebut arguments presented by the appellant.

(6) Upon hearing arguments and considering the evidence, the City Council may, by majority vote, take any of the following actions relative to the enumerated errors in the appeal:

(i) Sustain the decision of the underlying board or commission (i.e., deny the appeal and uphold the decision);

(ii) Reverse the decision of the underlying board or commission and enter an order consistent with the power and authority of the underlying body (e.g., granting or denying a Certificate of Appropriateness in an ARB appeal);

(iii) Vacate the decision of the underlying board or commission and remand the proceeding with direction to the underlying body to consider certain evidence or interpretations;

(iv) Where additional time is required, table the matter for subsequent adjudication provided that notice is given to the appellant and other parties in interest as to when the appeal will be considered and a decision may be rendered.

Sec. 103-5. Architectural Review Board (ARB).

(a) ARB powers.

- (1) The Architectural Review Board (ARB) is hereby created.
- (2) The ARB shall be the review authority of ~~permit applications~~ designs proposals for Certificate of Appropriateness related to the following:
 - a. New construction residential facades, including paint color;
 - b. New construction commercial facades;
 - c. Modifications to existing commercial facades;
 - d. Public building facades;
 - e. Public monuments and pavilions;
 - ~~f. Solar panel landscape screening and any other applicable landscape regulations in this UDO.~~
- (3) The authority of the ARB shall encompass all areas within the city limits except where the property in question fall under the authority of the Historic Preservation Commission.

(b) ARB membership and terms.

- (1) The ARB shall consist of five members appointed by the Mayor and City Council. A minimum of three members must be citizens of the city.
- (2) The ARB membership shall include at least one architect or engineer, and one citizen at large.
- (3) The ARB shall elect its chairperson and vice-chairperson from among its members. The chairperson and vice-chairperson shall serve for one year or until they are re-elected, or their successors are elected.
- (4) The term of office of each member of the ARB shall be three years with staggered terms, as determined by the Council upon initial appointment. Members shall serve at the pleasure of the City Council.
- (5) Any member of the ARB shall be disqualified to act upon a matter in which the member has an interest.

(c) ARB rules and standards.

- (1) The ARB shall set a meeting date which will recur each month for the purposes of reviewing applications for certificate of appropriateness.
- (2) The standards that the ARB shall use as the basis of its approvals are the architectural design guidelines of the city, and the policies of the adopted comprehensive plan. Current copies of such standards shall

be printed and maintained at the Community Development Department and shall be made available to the public for distribution, inspection and copying to the general public during normal business hours.

- (3) The rules governing the calling and conducting of ARB meetings are set forth in section 103-3, general rules of procedure; meetings; minutes, and records.
- (d) Appeal of ARB decision. Appeals of decisions of the ARB shall be taken to the City Council pursuant to section 104-3(e), in the following manner:
 - (1) ~~Any person, jointly or severally, aggrieved or adversely affected by any decision of the ARB may within 30 calendar days of the decision request in writing an appeal to the City Council.~~
 - (2) ~~The city shall fix a reasonable time for the hearing of the appeal by the City Council and give at least 15 calendar days public notice thereof and due notice to the parties in interest.~~
 - (3) ~~City Council shall decide within 30 calendar days from the date of the hearing unless such time is extended with the approval of the appealing party.~~

Sec. 103-6. Historic Preservation Commission (HPC).

- (a) *HPC powers.* The Historic Preservation Commission (HPC) is hereby established and created, and is authorized to:
 - (1) Prepare and maintain an inventory of all property within the city of Norcross having the potential for designation as historic property;
 - (2) Recommend to the City Council specific districts, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;
 - (3) Review application for certificates of appropriateness, and grant or deny same in accordance with the provisions of this UDO;
 - (4) Recommend to the City Council that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed;
 - (5) Restore or preserve any historic properties acquired by the city;
 - (6) Promote the use of facade easements and conservation easements, as appropriate, in accordance with the provisions of the Georgia Uniform Conservation Easement Act (O.C.G.A., § 44-10-1 et seq.)
 - (7) Conduct educational programs on historic properties located within the city and on general historic preservation activities;
 - (8) Make such investigation and studies of matters relating to historic preservation, including consultation with historic preservation experts, the City Council or the HPC itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
 - (9) Seek out local, state, federal or private funds for historic preservation and seek pre-approval from City Council for any grant request and make recommendations on the findings to the City Council concerning the most appropriate uses of any funds acquired;
 - (10) Consult with historic preservation experts in the Division of Historic Preservation of the Department of Natural Resources or its successor and the Georgia Trust for Historic Preservation, Inc.;
 - (11) Submit to the Historic Preservation Division of the Department of Natural Resources (or its successor) a list of historic properties of historic districts designated;
 - (12) Perform historic preservation activities as the official agency of the city historic preservation program;
 - (13) Employ persons, if necessary, to carry out the responsibilities of the HPC;

-
- (14) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The HPC shall not obligate the city without prior consent;
 - (15) Review and make comments to the Historic Preservation Division of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and
 - (16) Participate in private, state and federal historic preservation programs and with the consent of the City Council, enter into agreements to do the same.
- (b) *HPC Membership and terms.*
- (1) The HPC shall consist of five members appointed by the City Council. All members shall be residents of the city, or the owner of a property in the historic district, and a majority of the members shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.
 - (2) To the extent available in the city, at least three members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.
 - (3) Members shall serve three-year terms.
- (c) *HPC rules and standards.*
- (1) The HPC shall adopt rules and standards for the transaction of its business and for consideration of application for designation of certificates of appropriateness, such as by-laws, removal of membership provision, and design guidelines and criteria. The HPC shall have the flexibility to adopt rules and standards without amendment to this chapter.
 - (2) The HPC shall provide for the time and place of regular meetings and a method for the calling of special meetings.
 - (3) The HPC shall select such officers as it deems appropriate from among its members.
 - (4) A quorum shall consist of a majority of the members.
 - (5) The HPC shall be subject to all conflict of interest laws set forth in the state statutes and in the City Charter.
 - (6) The HPC shall have the authority to accept donations and to augment existing commission budgets.
 - (7) A public record shall be kept of the HPC proceedings and actions.
- (d) *Appeals of HPC decisions.* Appeals of decisions of the HPC shall be taken to the City Council pursuant to section 104-3(e), in the following manner:
- (1) Any person, jointly or severally, aggrieved or adversely affected by any decision of the HPC may, within 30 calendar days of the decision, or, in the case of a failure of the HPC to act, within 15 days of the expiration of the 45 day period allowed for the HPC action, request in writing an appeal to the City Council;
 - (2) The city shall fix a reasonable time for the hearing of the appeal by the City Council and give at least 15 calendar days public notice thereof and due notice to the parties in interest;
 - (3) City Council shall decide within 30 calendar days from the date of the hearing unless such time is extended with the approval of the appealing party;
 - (4) City Council may approve, modify and approve, or reject the determination made by the HPC, if the City Council finds that the HPC abused its discretion in reaching its decision;

(5) In reviewing a decision of the HPC, the City Council may remand the matter to the HPC for further action. When a decision is made by the City Council on appeal to approve a plan, said approval shall constitute final plan approval for purposes of this article.

(6) Decisions shall be made based on the record presented to the HPC and the substantial evidence standard shall apply.

(7) All decisions of the City Council regarding appeals of decisions of the HPC shall be final and shall in all instances be subject to judicial review in the manner prescribed by law.

Sec. 103-8. Tree Preservation Board (TPB).

(a) TPB powers.

(1) A Tree Preservation Board is hereby established to assist the Community Development Department in interpreting and enforcing the provisions of this UDO and to advise and make recommendations to the Community Development Department's arborist and the Mayor and City Council on matters pertaining to the preservation of trees and the conservation of tree units within the city.

(2) The Tree Preservation Board shall have the power to grant variances to this chapter 200, article V based on a hardship not created by the applicant.

(3) The Tree Preservation Board shall have the power to hear appeals of any person aggrieved or adversely affected by an administrative decision made by the Community Development Director made pursuant to authority granted under Chapter 200, Article V in or otherwise in the course of administering the provisions of this UDO pertaining to the preservation of trees and the conservation of tree canopy cover within the city.

(b) TPB membership and terms.

(1) The Tree Preservation Board shall consist of five members appointed by the Mayor and City Council.

(2) The members shall be residents or property owners of the city, except that up to two members may be nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction field.

(3) Each member of the Tree Preservation Board shall serve for three years.

(c) TPB rules and standards.

(1) Meetings. The Tree Preservation Board shall meet not less frequently than quarterly and shall establish rules and regulations for its operations consistent with the provisions of this UDO and chapter 200.

(2) The Tree Preservation Board shall have the power to adopt and promulgate such further administrative guidelines and standards as may be necessary or desirable to carry out the provisions of this UDO and chapter 200. The maintenance of the city's community tree species list shall be the responsibility of the Tree Preservation Board.

(3) Current copies of the community tree species list and other such administrative guidelines, standards, or regulations shall be maintained at the Community Development Department and shall be made available to the public for inspection and copying during normal business hours.

(d) Appeals of TPB decisions. Appeals of decisions of the TPB shall be taken to the City Council pursuant to section 104-3(e), in the following manner:

(1) Any person, jointly or severally, aggrieved or adversely affected by any decision of the TPB may within 30 calendar days of the decision request in writing an appeal to the City Council.

-
- (2) The city shall fix a reasonable time for the hearing of the appeal by the City Council and give at least 15 calendar days public notice thereof and due notice to the parties in interest.
 - (3) City Council shall decide within 30 calendar days from the date of the hearing unless such time is extended with the approval of the appealing party.
 - (4) In reviewing a decision of the TPB, the City Council may remand the matter to the TPB for further action. When a decision is made by the City Council on appeal to approve a plan, said approval shall constitute final plan approval for purposes of this article.
 - (5) Decisions shall be made based on the record presented to the TPB and the substantial evidence standard shall apply.
 - (6) All decisions of the City Council regarding appeals of decisions of the TPB shall be final and shall in all instances be subject to judicial review in the manner prescribed by law.



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 Philip

On-the-record Review and Appeal to the Mayor and Council for the City of Norcross

UDO § 104-3(e) Appeal of Quasi-judicial Decision by a City Board or Commission

This form governs appeals of certain decisions rendered by the City's Board of Zoning Appeals, the Historic Preservation Board, the Tree Preservation Board, and the Architectural Review Board. This form can be used by an appellant (the challenger of a decision) to articulate the basis for an appeal and the decision the appellant believes was incorrectly decided by the underlying board or commission.

This form is not intended and does not provide legal advice. City Staff cannot assist you in completing this document. You are encouraged to consult with an attorney to determine your rights and obligations.

I. APPELLANT'S INFORMATION

Name of Appellant: _____

Address: _____

Appellant's Standing
(e.g., Applicant, neighbor, etc): _____

II. THE UNDERLYING DECISION

Name of Board or Commission: _____

Date of Decision: _____

Item Number: _____

Decision (Approval or Denial) _____

III. ENUMERATION OF ERRORS

Separately state each error you believe was committed by the underlying board or commission. An error may be an erroneous conclusion, an incorrect interpretation of applicable regulation, or



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 Philip

any other challenge to the ultimate decision. You should provide sufficient detail for the Council to identify your contentions, identify the facts you believe the Council should consider, and the applicable regulations or ordinances that you believe should be reviewed. Any facts cited must have been presented in the hearing before the board or commission.

Error No. 1	Description of Error:	
	Record facts to be reviewed by Council:	
	Applicable regulations or Ordinance Provisions:	
	Succinct Statement of Argument on Appeal:	
Error No. 2	Description of Error:	



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 Philip

	Record facts to be reviewed by Council:	
	Applicable regulations or Ordinance Provisions:	
	Succinct Statement of Argument on Appeal:	
Error No. 3	Description of Error:	
	Record facts to be reviewed by Council:	
	Applicable regulations or Ordinance Provisions:	



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Councilmember: Matt Myers • **Councilmember:** Marshall Cheek • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

	Succinct Statement of Argument on Appeal:	

DRAFT

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE CHAPTER 100, ARTICLE III, SECTION 103 REVIEW AUTHORITY TO CLARIFY LANGUAGE IN THE AUTHORITY FOR THE TREE PRESERVATION BOARD AND THE ARCHITECTURAL REVIEW BOARD, AMENDMENT TO UDO SECTION 104-3 DECISION MAKING RESPONSIBILITIES TO CLARIFY PROCEDURES AND AUTHORITY FOR APPEALS OF THE ARCHITECTURAL REVIEW BOARD DECISIONS, TO REPEAL INCONSISTENT PROVISIONS, AND TO SET AN EFFECTIVE DATE

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the Unified Development Ordinance in the Norcross Municipal Code originally codified as Ordinance Number 08-2019 and as subsequently amended by ordinance by the Mayor and City Council (hereinafter the “UDO”) 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 the following provisions shall become and be made a part of the Official Code of the City of Norcross and the UDO.

I. AMENDMENT TO UDO Section 103

Chapter 100, Article III, Section 103-5 shall be amended to clarify language in the review authority specifically for “design proposals for Certificate of Appropriateness” and appeal process. Section 103-6 shall be amended to clarify the appeal process, section 103-8 shall be amended to clarify language on appeal process and review authority and powers for the Tree Preservation Board.

Sec. 103-5. Architectural Review Board (ARB).

(a) *ARB powers.*

- (1) The Architectural Review Board (ARB) is hereby created.
- (2) The ARB shall be the review authority of design proposals for Certificate of Appropriateness related to the following:
 - a. New construction residential facades, including paint color;
 - b. New construction commercial facades;
 - c. Modifications to existing commercial facades;
 - d. Public building facades;
 - e. Public monuments and pavilions;
- (3) The authority of the ARB shall encompass all areas within the city limits except where the property in question fall under the authority of the Historic Preservation Commission.

(b) *ARB membership and terms.*

- (1) The ARB shall consist of five members appointed by the Mayor and City Council. A minimum of three members must be citizens of the city.
- (2) The ARB membership shall include at least one architect or engineer, and one citizen at large.
- (3) The ARB shall elect its chairperson and vice-chairperson from among its members. The chairperson and vice-chairperson shall serve for one year or until they are re-elected, or their successors are elected.

- (4) The term of office of each member of the ARB shall be three years with staggered terms, as determined by the Council upon initial appointment. Members shall serve at the pleasure of the City Council.
- (5) Any member of the ARB shall be disqualified to act upon a matter in which the member has an interest.
- (c) *ARB rules and standards.*
 - (1) The ARB shall set a meeting date which will recur each month for the purposes of reviewing applications for certificate of appropriateness.
 - (2) The standards that the ARB shall use as the basis of its approvals are the architectural design guidelines of the city, and the policies of the adopted comprehensive plan. Current copies of such standards shall be printed and maintained at the Community Development Department and shall be made available to the public for distribution, inspection and copying to the general public during normal business hours.
 - (3) The rules governing the calling and conducting of ARB meetings are set forth in section 103-3, general rules of procedure; meetings; minutes, and records.
- (d) Appeal of ARB decision. Appeals of decisions of the ARB shall be taken to the City Council pursuant to section 104-3(e).

Sec. 103-6. Historic Preservation Commission (HPC).

- (a) *HPC powers.* The Historic Preservation Commission (HPC) is hereby established and created, and is authorized to:
 - (1) Prepare and maintain an inventory of all property within the city of Norcross having the potential for designation as historic property;
 - (2) Recommend to the City Council specific districts, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;
 - (3) Review application for certificates of appropriateness, and grant or deny same in accordance with the provisions of this UDO;
 - (4) Recommend to the City Council that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed;
 - (5) Restore or preserve any historic properties acquired by the city;
 - (6) Promote the use of facade easements and conservation easements, as appropriate, in accordance with the provisions of the Georgia Uniform Conservation Easement Act (O.C.G.A., § 44-10-1 et seq.)
 - (7) Conduct educational programs on historic properties located within the city and on general historic preservation activities;
 - (8) Make such investigation and studies of matters relating to historic preservation, including consultation with historic preservation experts, the City Council or the HPC itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
 - (9) Seek out local, state, federal or private funds for historic preservation and seek pre-approval from City Council for any grant request and make recommendations on the findings to the City Council concerning the most appropriate uses of any funds acquired;

- (10) Consult with historic preservation experts in the Division of Historic Preservation of the Department of Natural Resources or its successor and the Georgia Trust for Historic Preservation, Inc.;
- (11) Submit to the Historic Preservation Division of the Department of Natural Resources (or its successor) a list of historic properties of historic districts designated;
- (12) Perform historic preservation activities as the official agency of the city historic preservation program;
- (13) Employ persons, if necessary, to carry out the responsibilities of the HPC;
- (14) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The HPC shall not obligate the city without prior consent;
- (15) Review and make comments to the Historic Preservation Division of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and
- (16) Participate in private, state and federal historic preservation programs and with the consent of the City Council, enter into agreements to do the same.

(b) *HPC Membership and terms.*

- (1) The HPC shall consist of five members appointed by the City Council. All members shall be residents of the city, or the owner of a property in the historic district, and a majority of the members shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.
- (2) To the extent available in the city, at least three members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.
- (3) Members shall serve three-year terms.

(c) *HPC rules and standards.*

- (1) The HPC shall adopt rules and standards for the transaction of its business and for consideration of application for designation of certificates of appropriateness, such as by-laws, removal of membership provision, and design guidelines and criteria. The HPC shall have the flexibility to adopt rules and standards without amendment to this chapter.
- (2) The HPC shall provide for the time and place of regular meetings and a method for the calling of special meetings.
- (3) The HPC shall select such officers as it deems appropriate from among its members.
- (4) A quorum shall consist of a majority of the members.
- (5) The HPC shall be subject to all conflict of interest laws set forth in the state statutes and in the City Charter.
- (6) The HPC shall have the authority to accept donations and to augment existing commission budgets.
- (7) A public record shall be kept of the HPC proceedings and actions.

(d) *Appeals of HPC decisions.* Appeals of decisions of the HPC shall be taken to the City Council pursuant to section 104-3(e).

Sec. 103-8. Tree Preservation Board (TPB).

- (a) *TPB powers.*
 - (1) A Tree Preservation Board is hereby established to advise and make recommendations to the Community Development Department's arborist and the Mayor and City Council on matters pertaining to the preservation of trees and the conservation of tree units within the city.
- (b) *TPB membership and terms.*
 - (1) The Tree Preservation Board shall consist of five members appointed by the Mayor and City Council.
 - (2) The members shall be residents or property owners of the city, except that up to two members may be nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction field.
 - (3) Each member of the Tree Preservation Board shall serve for three years.
- (c) *TPB rules and standards.*
 - (1) Meetings. The Tree Preservation Board shall meet not less frequently than quarterly and shall establish rules and regulations for its operations consistent with the provisions of this UDO and chapter 200.
 - (2) Current copies of the community tree species list and other such administrative guidelines, standards, or regulations shall be maintained at the Community Development Department and shall be made available to the public for inspection and copying during normal business hours.

II. Amendment to UDO Section 104

Chapter 100, Article III, Section 104-3 shall be stricken and replaced in its entirety with the provisions provided below.

Sec. 104-3. Decision making responsibilities.

- (a) There are three basic categories of development reviews and actions associated with such reviews pursuant to this UDO:
 - (1) Legislative actions involve a change in land use policy or any final legislative action detailed in O.C.G.A. § 36-66-3(4). A public hearing is required, and final approval must be made by the Mayor and City Council. Examples include, but are not limited to, rezoning decisions, special use permits and comprehensive plan amendments.
 - (2) Quasi-judicial actions involve the application of discretionary standards required by this UDO to an application other than a zoning decision as defined in O.C.G.A. § 36-66-3(4). It requires a public hearing, and procedural due process. Examples include variances, special use permits and appeals of administrative decisions, as well as design reviews that require interpretation of a set of design guidelines.
 - (3) Administrative actions involve the application of the standards of the UDO to an application by a UDO Administrator (section 103-4, UDO Administrators). A public hearing is not required. An administrative

approval typically occurs late in the development process. Examples include building permits, sign permits, and certificates of occupancy.

- (b) The following table summarizes the review and approval authority of various review bodies involved in Legislative reviews, for each associated approval processes.

Figure 104-3(b) Legislative 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	Architect ural Review Board	Historic Preservat ion Commiss ion	Planni ng and Zoning Board	Mayo r and City Coun cil
Annexations	Sec. 104-5K	R			R-PH	D-PH
Concept plan approval submitted with a rezoning application ¹	Sec. 403-4	R/D			R-PH	D-PH
Concurrent variance request	Sec. 104-5	R			R-PH	D-PH
Planned development approval submitted with a rezoning to a PRD district ²	Sec. 104-5	R	R		R-PH	D-PH
Special exceptions	Sec. 104-5	R				D- PH
Special use permit	Sec. 104-6G	R			R-PH	D-PH
Telecommunications permit	Sec. 104-5	R			R-PH	D-PH
Text amendment (comprehensive plan or UDO)	Sec. 104-5	R			R-PH	D-PH
Zoning map amendment (rezoning)	Sec. 104-5	R			R-PH	D-PH

Notes Applicable to Figure 104-3(b):

1 Sketch plans not requiring rezoning or special use permit approval can be approved by the Community Development Director as part of the preliminary plat review process. Whereas sketch plans submitted as part of a required rezoning will be reviewed as part of that rezoning.

2 Rezoning to or within the PRD district require an approved concept plan and architectural renderings of proposed buildings reviewed first by the Architectural Review Board, before the application is submitted to the Planning and Zoning Board.

- (c) The following table summarizes the review and approval authority of various review bodies involved in Quasi-Judicial reviews, for each associated approval processes.

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	Archite ctural Review Board	Historic Preserva tion Commis sion	Tree Preservati on Board	Zoning Board of Appeal s	Planni ng and Zonin g Board	Mayor and City Counc il
Design Review								
Minor Design Plan*	Sec. 104- 6D	D						
Major Design Plan*	Sec. 104- 6D	R	D ¹					
Preliminary plat	Sec. 405- 3	R					R	R-PM
Final subdivision plat approval and revisions	Sec. 403- 8	R					R	D-PM
Preliminary plat amendments		R					R	R-PM
Major Design Plan in Local Historic District	Sec. 104- 6E	R		D ¹				
Historic Review—Cert. of Appropriateness	Sec. 104- 6F	R	D ¹					

in National Historic District and Regular Cert. of Appropriateness outside of the National Historic District								
Historic Review—Cert. of Appropriateness in Local Historic District	Sec. 104-6E	R		D ¹				
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
<i>Variances, Exceptions, and Appeals</i>								
Variance	Sec. 104-6K	R				D-PH		
Appeals of Administrative Decision other than Tree Removal	Sec. 104-6C	R				A ¹		
Appeal of Administrative Decision regarding Tree Removal	Sec. 104-6C	R			A ¹			
Stream buffer variance	Sec. 104-5	R						D-PH

Notes applicable to Figure 104-3(c);

¹ All final decisions and appeals indicated with superscript (¹) shall be subject to an on-the-record review and appeal to the Mayor and Council for the City of Norcross pursuant to subsection (e) of this ordinance.

- (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

Process	Approval	Cross-reference	Review and Approval Authority		
			Building Official	City Engineer	Zoning Administrator
Administrative Variance		Sec. 104-7A S		■	
Permit ¹	Building	Sec. 104-7B S	■		■
	Certificate of Appropriateness	Sec. 104-7C S			■
	Certificate of Completion	Sec. 104-7D S	■		
	Certificate of Occupancy	Sec. 104-7E S	■		
	Change of Occupancy certificate	Sec. 104-7F S	■		
	Commercial filming permit	Sec. 104-7G S			■
Permit ²	Demolition	Sec. 104-7H S	■		■ ³
	Development Permit	Sec. 104-7I S	■	■	■
Plat	Exemption	Sec. 403-10 S	■		■
	Land disturbance permit	Sec. 104-7J S	■	■	■
Waiver	Parking	Sec. 104-7K S			■

Sign Permits ⁴	S cc. 104-7L		■		■
Temporary Outdoor Activities Permit	S cc. 104-7M		■		■
Temporary Outdoor Retail Display Permit	S cc. 104-7N		■		■
Trade Permits, both commercial and residential ⁵	S cc. 104.7P		■		
Tree Removal, both commercial and residential	S cc. 104-7O		■		■
Utility Permits	S cc. 104-7Q		■		
Zoning verification letter	S cc. 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
 - (e) Secondary Appeal of Quasi-Judicial Decisions to Mayor and Council. Certain quasi-judicial decisions rendered by an inferior board or commission of the City as indicated in Figure 104-3(c) shall be subject to secondary review and appeal to the Mayor and City Council as provided herein. Until such review and appeal is made and a written decision rendered, the appellant shall not have exhausted administrative remedies or preserved issues for any subsequent judicial review.

- (1) All appeals under this subsection shall be filed in writing with the Director of Community Development within twenty-one (21) days of the underlying body's vote on the decision.
- (2) Any appeal of such decision shall be an on-the-record appeal by the Mayor and City Council, reviewing only the documents, testimony, and any other evidence admitted in the underlying quasi-judicial forum. The City staff shall provide the Mayor and City Council with the record at least fourteen (14) days prior to the item coming before the Council for a final decision.
- (3) In filing the application, the appellant shall provide a description of the underlying decision sufficient to identify the applicable record, state the error(s) appellant contends the underlying body made in rendering its decision, provide a concise statement of appellant's arguments with citations to applicable authority, and identify the evidence that supports appellant's arguments, if any. Such a statement shall separately enumerate bases for appeal and the arguments and evidence presented as to each. The Community Development Department shall create and make available forms to any appellant; however, an appellant shall be under no obligation to use such forms so long as the appellant provides sufficient information and detail as required herein.
- (4) Upon receiving an appeal provided for in this section, the Director of Community Development shall cause the appeal to be placed on the next available City Council meeting cycle considering notice requirements. Written notice of such appeal and hearing shall be delivered by mail or to the last known email address to the appellant and to other parties in interest, including the property owner, applicant, and any other party-in-interest in the underlying case.
- (5) At the meeting during which a final decision by the Mayor and City Council may be reached, the appellant shall be given at least ten (10) minutes to present his/her arguments on the appeal. Other parties in interest who wish to be heard shall be given at least ten (10) minutes to rebut arguments presented by the appellant.
- (6) Upon hearing arguments and considering the evidence, the City Council may, by majority vote, take any of the following actions relative to the enumerated errors in the appeal:
 - (i) Sustain the decision of the underlying board or commission (i.e., deny the appeal and uphold the decision);
 - (ii) Reverse the decision of the underlying board or commission and enter an order consistent with the power and authority of the underlying body (e.g., granting or denying a Certificate of Appropriateness in an ARB appeal);

(iii) Vacate the decision of the underlying board or commission and remand the proceeding with direction to the underlying body to consider certain evidence or interpretations;

(iv) Where additional time is required, table the matter for subsequent adjudication provided that notice is given to the appellant and other parties in interest as to when the appeal will be considered and a decision may be rendered.

VII. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

VIII. EFFECTIVE DATE.

This ordinance shall become effective immediately and shall remain in effect until revised or repealed by further action by the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this Day of _____, 2026.

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 Philip

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, AICP
Community Development & Planning Director

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-83

Title: TEXT2026-003; Amendments to the Unified Development Ordinance, Chapter 100, Article II Defined Terms and Chapter 200, Article I Zoning Districts and Use Provisions

CC: Eric Johnson, MPA, City Manager
Tracy Rye, AICP, Assistant City Manager

Recommendation

Approval of staff's recommended amendments to the Unified Development Ordinance.

Background

To ensure consistency with the recently approved Unified Development Ordinance amendments which removed references to the Comprehensive Plan, staff has identified and proposed corresponding code revisions in the following sections:

- Chapter 100, Article 2, Section 102-2-Defined Terms
- Chapter 200, Article 1, Section 201-9-RTH townhouse residence
- Chapter 200, Article 1, Section 201-14- General provisions, mixed-use and commercial districts
- Chapter 200, Article 1, Section 201-19-HX historic mixed-use
- Chapter 200, Article 1, Section 201-20-NX neighborhood mixed-use
- Chapter 200, Article 1, Section 201-26- M1 light industry
- Chapter 200, Article 1, Section 201-27-M2 heavy industry

Planning and Zoning Board Recommendation: At their March 4, 2026, hearing, the Planning and Zoning Board recommended approval with staff's conditions, with the correction to allow mixed use to remain permitted as of right in the HX, Historic-Mixed Use, Zoning District.

Financial Impact

N/A

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

1. Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
 - a. Policy 1-6: Regularly review the UDO in the light of new court rulings, best practices, and issues that may have arisen for possible amendment.

Attachments

1. TEXT2026-003_UDO Amendment_ch 100 Art II and ch 200 Art I
2. Item 2026-83_TEXT2026-003_Draft Ordinance

Update

-

At the March Policy Session, the Mayor and City Council requested to revisit definitions and propose clearer language to ensure mixed use development proposals meet the intent of the ordinance. At the April 20, 2026, Policy Session, the Mayor and City Council concurred on the proposed language, there was no discussion on the item.

Ordinance 2026-XXX

An Amendment to the City Code of Ordinance

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 the following provisions shall become and be made part of the Code of the City of Norcross.

1. Amendment to edit the language as noted on the attached, to add those items shown as underlined and highlighted, and delete those items shown as red strikethrough, any items completely deleted are reserved. For purposes of defined items, new definitions are 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.

D

Damaged tree means a tree that has 25 percent or more of the critical root zone disturbed.

Demolition means the removal of structural members.

Density bonus refers to a provision of this UDO that allows a parcel to accommodate additional square footage or additional residential units beyond the maximum otherwise permitted, in exchange for the provision of an amenity specified in this UDO that provides a public benefit.

Density, gross, refers to the number of square feet of a building, or number of lots or dwelling units on a tract of land divided by the total acres of a parcel or tract of land prior to development or subdivision, including all streets or rights-of-way, open space, floodplain, and other unsubdivided or unused portions of the tract of land.

Density, net, refers to the number of square feet, lots, or dwelling units on a tract of land, less area for, open space, floodplain, wetland, and other unusable portions of the tract of land.

Department means the Community Development Department of the city of Norcross, Georgia.

Design professional means a professional licensed by the state in the field of engineering, architecture, landscape architecture, forestry, geology, or land surveying; or a person that is a certified professional in erosion and sediment control (CPESC) with a current certification by EnviroCert, Inc. Design professionals shall practice in a manner that complies with applicable state law governing professional licensure.

Destroyed tree means a tree which has damage to any of its parts causing the tree's survival beyond three growing seasons to be unlikely as determined by the city arborist.

Destruction (related to trees) includes, but is not limited to, excessive topping out, girdling, limbing, chopping or otherwise cutting a tree to the extent that its demise is imminent. Any actions resulting in the death of a tree.

Detention means the temporary storage of stormwater runoff in a stormwater detention facility for the purpose of controlling the peak discharge.

Detention facility means a detention basin or structure designed for the storage of stormwater runoff and gradual release of stored water at controlled rates.

Developer means a person who undertakes land development activities.

Development means any manmade change to improved or unimproved real estate including but not limited to buildings or other structures, mining, dredging, filling, cleaning, grubbing, grading, paving, any other installation of impervious cover, excavation or drilling operations or storage of equipment or materials. It also means any redevelopment.

Diameter at breast height (DBH) means the diameter of a tree trunk measured in inches at a height of 4.5 feet above the ground line for individual trunks, and at the narrowest point below the fork for trees forked below 4.5 feet.

Director means the Director of the Community Development Department, or his or her designee, of the city of Norcross.

Discretionary development proposal means any application for a change of land use district, preliminary plat, conditional use permit, development permit, or certificate of appropriateness, special use permits, zone changes and zoning map amendments. For purposes of this UDO, a determination of applicability shall be made at the first discretionary development proposal encountered.

Discharge means the direct or indirect release of water, fluid, materials or other matter to a conveyance or surface that drains to a conveyance.

District means the Gwinnett County Soil and Water Conservation District.

Division means the Environmental Protection Division (EPD) of the Georgia Department of Natural Resources.

Drainage easement means an easement appurtenant or attached to a tract or parcel of land allowing the owner of adjacent tracts or other persons to discharge stormwater runoff onto the tract or parcel of land subject to the drainage easement.

Drainage structure means a device composed of a virtually non-erodible material such as concrete, steel, plastic or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for storm water management, drainage control, or flood control purposes.

Dripline means a vertical line extending downward from the outermost tips of a tree's branches, creating a more or less circular projection on the ground.

Drive-in restaurant means a building or portion thereof where food or beverages are sold in a form ready for consumption and where all or a significant portion of the consumption takes place or is designed to take place outside the confines of the building, often in a motor vehicle on the site. Note: a drive-thru pick-up window does not necessarily indicate a drive-in restaurant.

Driveway means a privately owned and maintained path, appropriately surfaced with asphalt, concrete (pervious or impervious), gravel as allowed or other hard durable surface, connecting directly with a public thoroughfare, and used for accessing a structure or an improved area such as a garage, carport or exterior parking pad; such area primarily designated for vehicular parking, stopping, standing or turnaround.

***Duplex* means a residential structure designed for two-family occupancy.**

Dwelling means one or more rooms designed for the occupancy, cooking and sleeping of one or more persons living as a family.

Dwelling, duplex means a building designed for two families, or housekeeping units, living independently of each other in separate dwelling units connected by a common firewall or floor/ceiling.

Dwelling, multi-family means a single building or group of buildings designed to contain three (3) or more separate dwelling units, each intended for independent residential use. Units may share common elements such as hallways, entrances, parking, or amenities. containing three or more dwelling units or in the case of a duplex, two dwelling units, each of which has direct access to the outside or a common hallway leading outside. These may include duplexes, triplexes, fourplexes, apartments, and condominiums.

Dwelling, single-family attached means a dwelling built on the ground floor and sharing a common wall, usually on both sides of the property, such as in the case of a townhome. This does not include stacked units, where some dwelling units are built above others.

Dwelling unit, accessory (ADU) means a room or set of rooms that has been designed or configured to be used as a separate dwelling unit and has that been established by permit. An ADU can be attached or detached or constructed as a live/work unit. A detached ADU is the same concept, but the living area is in a separate accessory structure, normally a backyard cottage or garage flat.

M

Manufactured home means a building, transportable in one or more sections, built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term *manufactured home* includes any structure commonly referred to as a *mobile home* regardless of the date of manufacture. The term *manufactured home* also includes parked trailers, travel trailers and similar transportable structures placed on a site for 180 consecutive days or longer and intended to be improved property.

Massing refers to the exterior form of a building, a structure or a series of buildings seen as a whole, encompassing bulk, shape, height, width, scale, proportion, and the spatial relationships of buildings, landscaping, and open space.

Material change in appearance means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, or landscape feature within a historic district, such as:

- (1) A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;
- (2) Demolition or relocation of a historic structure;
- (3) Commencement of excavation for construction purposes;
- (4) A change in the location of advertising visible from the public rights-of-way; or
- (5) The erection, alteration, restoration or removal of any buildings or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features, except exterior paint alterations.

Mean sea level means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For purposes of this chapter, the term is synonymous with National Geodetic Vertical Datum (NGVD) and the North American Vertical Datum (NAVD) of 1988.

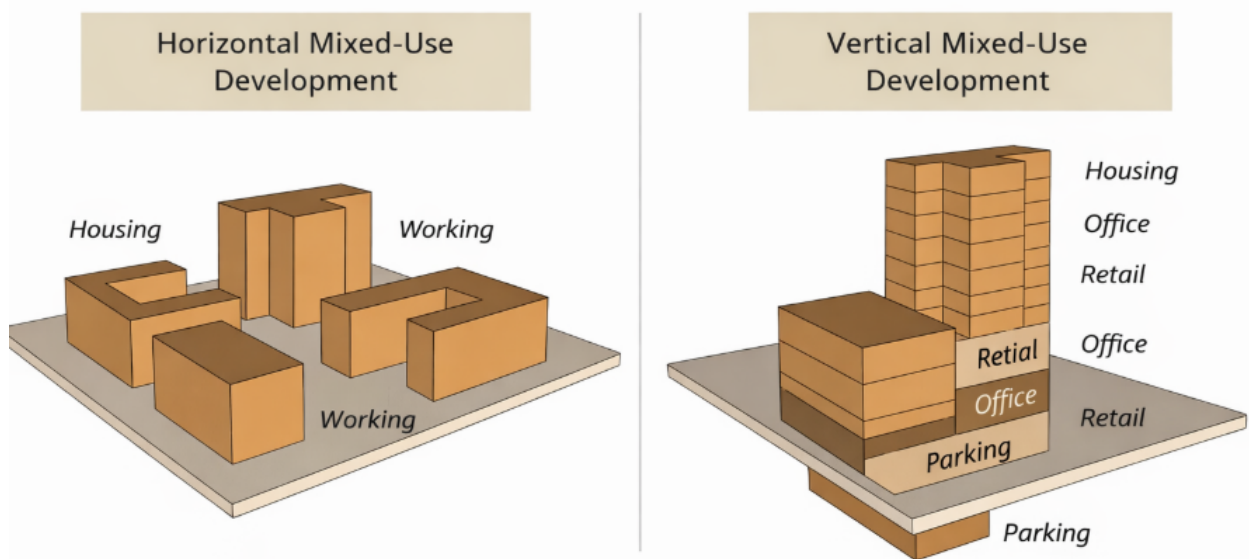
Medium tree means a tree expected to grow to a maximum height of 25 to 40 feet at maturity under urban conditions.

Metropolitan River Protection Act means a state law referenced as O.C.G.A. § 12-5-440 et seq., which addresses environmental and developmental matters in certain metropolitan river corridors and their drainage basins.

Mini-warehouse means a structure containing separate storage spaces of varying sizes leased, rented or owned on an individual basis. No storage of chemicals or flammable goods is allowed.

Mixed use development means the use of a single building or a single property for more than one type of land use; residential, retail/commercial, office, or institutional where each use makes up at least 20 percent of the gross floor area, with the purpose of serving adjoining residences as well as the region, excluding accessory uses. The uses are designed to work together as one coordinated development with shared access, walkways, and parking. The mixed use development may be horizontal or vertical.

Mixed-use development means development of a single building or single parcel to contain two or more of the following types of uses: residential, retail/commercial, office, or institutional, and in which each of such uses constitute at least 20 percent of the gross floor area, excluding accessory uses. Mixed uses may be combined vertically within the same building or placed side by side on the same parcel; provided they are in close proximity, planned as a unified and complementary whole, and functionally integrated with interconnected vehicular and pedestrian access and parking areas.



Source: Classified and clustered data constellation: An efficient approach of 3D urban data. 15 January 2016, Version of Record 15 January 2016. (revision by ai)

Mobile home or mobile building means a detached, single-family dwelling or other use type factory-manufactured structure with tongue, axles and wheels when originally built designed for occupancy; made to be transported after fabrication on wheels. Removal of the wheels and placement on a foundation do not change its classification. Travel trailers and recreational vehicles are not mobile homes.

Modular home or modular building means a factory fabricated transportable building consisting of units designed to be assembled at a building site on a permanent foundation into a structure to be used for residential or commercial purposes.

Motel means any structure consisting of one or more buildings, with more than five short term occupancy units that are directly accessed from an exterior door, with provisions for transient living, sanitation, and sleeping, that is specifically constructed, kept, used, maintained, advertised, and held out to the public to be a place where temporary lodging of 14 days or less is offered for pay to persons, is not intended for long-term occupancy.

Motor vehicle related retail means any retail facility that primarily sells parts, accessories, tools, equipment, oils, and fluids for the maintenance of automobiles, motorcycles, trucks, and trailers.

Motor vehicle related use refers to any use primarily involving motor vehicle related retail (see definition), vehicle repair, vehicle service, vehicle maintenance, or vehicle sales.

Motor vehicle repair means any building, structure, improvements, or land used for the repair, service, and maintenance of automobiles, motorcycles, trucks, trailers, or similar vehicles, not including body work or vehicle painting.

Motor vehicle sales means a facility that sells, rents, or leases new or used passenger vehicles, trucks, and other consumer motor vehicles such as motorcycles, boats, and recreational vehicles. Motor vehicle sales include auto broker businesses.

MS4 permit means the NPDES permit issued by Georgia Environmental Protection Division for discharges from the municipal separate storm sewer system of the city.

Multi-tenant building means a single building containing multiple uses or tenants where there are specific exterior entrance ways for individual uses. **This applies to non-residential development only.**

Multi-tenant development means a single development containing multiple buildings where there are specific exterior entrance ways for the individual buildings. **This applies to non-residential development only.**

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
<i>Principal building</i>		
Front (from right-of-way)	10'	
Side	5' side yard end unit	0' interior unit/ 5' side yard end unit
Rear	40'	
<i>Accessory building</i>		
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 for townhomes 35' for single-family detached	
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.

DIVISION 4. MIXED-USE AND COMMERCIAL DISTRICTS

Sec. 201-14. General provisions, mixed-use and commercial districts.

The intent of the mixed-use and commercial districts is to encourage the creation of new, and the enhancement of, existing mixed-use and commercial areas that primarily serve a variety of retail, service and office needs at a variety of intensities.

A development in which a single principal use is located in the front portion of a site and multifamily residential use is located in the rear portion shall not constitute a mixed-use development. Mixed-use development requires the integration of two or more distinct principal land uses within a single building, parcel, or coordinated development, where each principal use generally comprises at least twenty percent (20%) of the total gross floor area, exclusive of accessory uses. This requirement is intended to ensure meaningful integration of uses and to distinguish mixed-use development from developments in which multiple uses are merely separated within the same site.

(Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-19. HX historic mixed-use.

- (a) *HX purpose.* The HX historic mixed-use district is established to provide for a variety of retail, service, office, public and semi-public uses, with the inclusion of limited residential uses, in a pedestrian-friendly environment to promote live-work and mixed-use opportunities.
- (b) *HX lot development standards.*

Lot dimensions	
Minimum lot area	None
Minimum lot width	None
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way) build-to-line	0'-10'
Side	0'
Rear	0'
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 15'
Rear	5' unless abutting a residential district, then 15'
Maximum height	
Principal	40'
Accessory	20'
Impervious surface coverage	100%
Note: Maximum multi-family density as allowed in the comprehensive plan character area	

- (c) *HX 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.

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(Supp. No. 44)

- (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
- (4) Signs—see chapter 200, article IV, sign regulations.
- (d) *HX 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—household residence.*
 - a. ~~Accessory dwelling unit. Residential (dwelling) over retail~~
 - (2) *Sales and rental of goods, merchandise, and equipment.*
 - a. Retail sales less than 5,000 square feet.
 - b. Studio or meeting facility less than 19,999 square feet.
 - (3) *Services—office, clerical, repair, research, and personal not primarily related to the sale of goods or merchandise.*
 - a. Banks and financial institutions—no drive-in facilities.
 - b. Business college or business school operated as a business enterprise.
 - c. Day care center.
 - d. Medical or dental office or clinic.
 - e. Personal service.
 - f. Professional and business office.
 - g. Professional service.
 - (4) *Educational, cultural, religious, philanthropic, social, or fraternal.*
 - a. Libraries, museums, art galleries, art centers, and similar uses.
 - (5) *Food and drink.*
 - a. Restaurant—no drive-in or drive-thru.
 - b. Microbreweries/microdistilleries.
 - c. Brew pubs.
 - (6) *Mixed-use.*
 - a. Mixed-use as defined in chapter 100, article II.
- (e) *HX 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) *Residential—household residence.*
 - a. Townhouse.
 - (2) *Residential—miscellaneous, lodging, rooms for rent situations.*
 - a. Bed and breakfast.
 - b. Hotel.
 - (3) *Sales and rental of goods, merchandise, and equipment.*
 - a. Retail sales greater than 5,000 square feet.

- b. Studio or meeting facility greater than 20,000 square feet.
 - c. Any retail establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (4) *Services—office, clerical, repair, research and personal—not primarily related to the sale of goods or merchandise.*
 - a. Outdoor theater.
 - b. Any service establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (5) *Educational, cultural, religious, philanthropic, social, or fraternal.*
 - a. Places of public assembly.
 - b. Private college, university, community college—including associated facilities such as dorms, offices, athletic fields.
 - c. Libraries, museums, art galleries, art centers, and similar uses.
 - d. Private schools, trade or vocational schools.
 - e. Social, fraternal, clubs, and lodges.
- (6) *Recreation, amusement, entertainment.*
 - a. Activity conducted entirely within a building or substantial structure—theater, bowling alley, skating rink, movie theater, game room, etc.
 - b. Event halls.
- (7) *Storage and parking.*
 - a. Automobile parking garage or parking lot not located on a lot on which there is another principal use to which the parking is related.
- (f) **HX Accessory Dwelling Unit Residential (dwelling) over retail uses.**
 - (1) Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.
 - (2) Residential over retail unit in the HX district—may be permitted if it meets the following criteria:
 - a. The principal use and secondary use shall be subject to fire separation as required by the county Fire Marshal;
 - b. The dwelling unit must not occupy ground floor frontage (storefront) on South Peachtree Street or Jones Street;
 - c. The dwelling unit must not displace any space that has been actively used within the preceding 12 months for retail, office, or food service, not including passive storage;
 - d. The exterior appearance of any new construction will be subject to the approval of the HPC; and
 - e. Only one accessory dwelling unit per lot is permitted.

Sec. 201-20. NX neighborhood mixed-use.

- (a) ***NX Purpose.*** The NX Neighborhood Mixed-Use District is established to provide suitable locations for a compatible mix of dense residential uses, convenience goods, services, office uses and dedicated open space in a compact, walkable environment. Buildings with mixed-uses are required to include a non-residential use at street level. **Effective on the date of this ordinance, NX neighborhood mixed-use is an inactive zoning district. No new zoning applications will be accepted for this district; properties or parcel assemblages governed by this pre-existing zoning district may continue to be developed.**

- (b) ***NX Lot Development Standards.***

Lot dimensions	
Minimum lot area	None
Minimum lot width	None
Minimum lot frontage	None
Maximum residential density	
Townhome	6 dua
Multi-family residence	30 dua
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	0' (at sidewalk)
Side	0' Required 20' each yard if abutting residential district
Rear	0' Required 40' if abutting residential district
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	See the appropriate comprehensive plan character area narrative
Accessory	20'
Impervious surface coverage	80%

Note: Maximum multi-family density as allowed in the comprehensive plan character area.

- (c) ***NX 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) *NX 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. Townhouse.
- b. Multi-family residence.

(2) *Sales and rental of goods, merchandise and equipment.*

- a. Art gallery.
- b. Retail sales < 5,000 square feet.
- c. Studio or meeting facility < 5,000 square feet.

(3) *Services—office, clerical, repair, research and personal not primarily related to the sale of goods or merchandise.*

- a. Banks and financial institutions.
- b. Day care center.
- c. Home occupation.
- d. Medical or dental office or clinic.
- e. Personal service.
- f. Professional and business office.
- g. Professional service.

(4) *Educational, cultural, religious, philanthropic, social or fraternal.*

- a. Places of public assembly.
- b. Private college, university, community college—including associated facilities such as dorms, offices, athletic fields.
- c. Libraries, museums, art galleries, art centers and similar uses.
- d. Private schools, trade or vocational schools.
- e. Social, fraternal, clubs and lodges.

(5) *Recreation, amusement, entertainment.*

- a. Activity conducted entirely within a building or substantial structure (e.g., theater).

(6) *Food and drink.*

- a. Restaurant—no drive-in or drive-thru facility.

(7) *Miscellaneous semi-public facilities and utilities.*

- a. Library.
- b. Museum.
- c. Utility transmission and monitoring facility.

(8) *Mixed-use.*

- a. Mixed-use as defined in chapter 100, article II.

- (e) *NX 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) *Sales and rental of goods, merchandise and equipment.*

- a. Retail sales 5,000—24,999 square feet.
- b. Studio or meeting facility 5,000—19,999 square feet.

- (f) *NX accessory uses.* Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.

(Ord. No. 08-2019, § I, 6-3-2019)

Sec. 201-26. M1 light industry.

- (a) *M1 purpose.* The M1 light industry district is comprised of lands that are located on, or have ready access to, a major street or state highway and are well adapted to industrial development but whose proximity to residential or commercial districts makes it desirable to limit industrial operations and processes to those that are not objectionable by reason of the emission of noise, vibration, smoke, dust, gas, fumes, odors or radiation and that do not create fire or explosion hazards or other objectionable conditions.
- (b) *M1 lot development standards.*

Lot dimensions	
Minimum lot area	1 acre
Minimum lot width	100'
Minimum lot frontage	None
Minimum setbacks	
Principal building	
Front (from right-of-way)	50'
Side	20' 50' if abutting residential district
Rear	15' 50' if abutting a residential district
Accessory building	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	See the appropriate comprehensive plan character area; otherwise 65', with minimum 1 st floor height of 28', 40' if abutting residential, with minimum 1 st floor height of 28'
Accessory	No higher than the principal building
Impervious surface coverage	70%

- (c) *M1 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) *M1 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) *Sales and rental of goods, merchandise and equipment*.
 - a. Equipment rental—including heavy equipment or outdoor storage.
 - b. Farm and heavy equipment, mobile home, recreational vehicles and equipment—including sales and service.
 - c. Garden supply center and greenhouse—including outdoor storage.
 - d. Microbrewery/microdistillery.
 - e. Open air market and outdoor flea market.
 - f. Plumbing, electrical, pool and home building supply showroom and sales center.
 - (2) *Services—office, clerical, repair, research and personal not primarily related to the sale of goods or merchandise*.
 - a. Building, electrical or plumbing contractor.
 - b. Business college or business school operated as a business enterprise.
 - c. Machine or welding shop.
 - d. Professional and business office.
 - e. Professional service.
 - f. Taxi cab or limousine service.
 - (3) *Manufacturing, wholesale, and warehousing*.
 - a. Building material or other outdoor storage yard—excluding junk yard.
 - b. Business that services industries.
 - c. Cold storage plant.
 - d. Food processing.
 - e. Manufacturing, artisanal.
 - f. Manufacturing, light.
 - g. Radio, recording or television studio and broadcasting station.
 - h. Warehouse.
 - i. Wholesale trade/distribution office—with showroom.
 - j. Wholesale warehouse.
 - k. Similar industry that meets district standards.
 - l. Microbreweries.
 - (4) *Educational, cultural, religious, philanthropic, social or fraternal*.
 - a. Places of public assembly.

- b. Private school, trade or vocational.
 - c. Library.
 - d. Museum.
 - e. Art galleries, art centers and similar uses.
 - f. College, university, community college—including associated facilities such as dorms, offices, athletic fields, etc.
- (5) *Recreation, amusement, entertainment.*
- a. Activity conducted entirely within building or substantial structure—theater, bowling alley, skating rink, shooting range, movie theatre, game room, etc.
 - b. Activity conducted outside enclosed building or substantial structure—driving range, etc.
 - c. Adult entertainment.
 - d. Massage therapy.
- (6) *Motor vehicle related sales and service.*
- a. Automobile vehicle rental.
 - b. Emission inspection station.
 - c. Motor vehicle repair and maintenance—including paint and body work.
 - d. Motor vehicle repair and maintenance—not including substantial body work.
 - e. Motor vehicle sales and rental—including repair and body work as an accessory use.
- (7) *Storage and parking.*
- a. Landscaping service.
 - b. Mini-warehouse—no flammable or hazardous materials.
 - c. Parking of fleet vehicles or storage of equipment outside enclosed structures accessory to the permitted use on site.
- (8) *Services and enterprise related to animals.*
- a. Animal hospital or veterinarian clinic—including outdoor kennel or boarding.
- (9) *Miscellaneous semi-public facilities and utilities.*
- a. Telecommunications antenna.
 - b. Telecommunications tower.
- (e) *M1 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) *Sales and rental of goods, merchandise and equipment.*
- a. Any retail establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property and which meets the intent and purpose of the district.
- (2) *Services—office, clerical, repair, research and personal—not primarily related to the sale of goods or merchandise.*

- a. Any service establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property and which meets the intent and purpose of the district.
- (f) *M1 accessory uses.* Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.
- (Ord. No. 08-2019, § I, 6-3-2019; Ord. No. 05-2021, § I, 5-3-2021)

Sec. 201-27. M2 heavy industry.

- (a) *M2 purpose.* The M-2 heavy industry district provides a location for industrial operations and processes conducted both indoors and outdoors, and which due to their intensity of use and potential off-site impacts, should be located on or have ready access to a major thoroughfare or state highway.
- (b) *M2 lot development standards.*

Lot dimensions	
Minimum lot area	1 acre
Minimum lot width	100'
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	50'
Side	20' 50' if abutting residential district
Rear	15' 50' if abutting a residential district
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	See the appropriate comprehensive plan character area narrative; otherwise if not stated in the comprehensive plan 65', with minimum 1 st floor height of 28', 40' if abutting residential, with minimum 1 st floor height of 28'
Accessory	No higher than the principal building
Impervious surface coverage	70%

- (c) *M2 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) *M2 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) *Sales and rental of goods, merchandise and equipment.*
 - a. Farm and heavy equipment, mobile home, recreational vehicles and equipment—including sales and service.
 - (2) *Services—office, clerical, repair, research and personal not primarily related to the sale of goods or merchandise.*
 - a. Bus station or terminal—private.
 - b. Machine or welding shop.
 - c. Professional and business office.
 - (3) *Manufacturing, wholesale, and warehousing.*
 - a. Building material or other outdoor storage yard—excluding junk yard.
 - b. Business that services industries.
 - c. Cold storage plant.
 - d. Manufacturing, artisanal.
 - e. Manufacturing, heavy.
 - f. Manufacturing, light.
 - g. Truck terminal.
 - h. Warehouse.
 - i. Similar industry that meets district standards.
 - (4) *Motor vehicle related sales and service.*
 - a. Motor vehicle repair and maintenance—including paint and body work.
 - b. Motor vehicle repair and maintenance—not including substantial body work.
 - (5) *Storage and parking.*
 - a. Landscaping service.
 - b. Mini-warehouse—no flammable or hazardous materials.
 - c. Parking of fleet vehicles or storage of equipment outside enclosed structures accessory to the permitted use on site.
 - (6) *Agriculture, silviculture, mining, quarrying operations.*
 - a. Yard trimming composting.
- (e) *M2 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) *Services—office, clerical, repair, research and personal—not primarily related to the sale of goods or merchandise.*
 - a. Any service establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property and which meets the intent and purpose of the district.

-
- (f) *M2 accessory uses*. Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE CHAPTER 100, ARTICLE II, SECTION 102-2 DEFINED TERMS TO CLEAN UP REDUNDANT LANGUAGE AND CLARIFY DEFINITIONS, AMENDMENT TO UDO CHAPTER 200, ARTICLE I ZONING DISTRICTS AND USE PROVISIONS TO REMOVE REFERENCES TO THE COMPREHENSIVE PLAN SECTIONS 201-9, 201-14 TO ADD LANGUAGE TO ENSURE MIXED USE DEVELOPMENT PROPOSALS MEET THE INTENT OF THE ORDINANCE, TO REPEAL INCONSISTENT PROVISIONS, AND TO SET AN EFFECTIVE DATE

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the Unified Development Ordinance in the Norcross Municipal Code originally codified as Ordinance Number 08-2019 and as subsequently amended by ordinance by the Mayor and City Council (hereinafter the “UDO”) 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 the following provisions shall become and be made a part of the Official Code of the City of Norcross and the UDO.

I. AMENDMENT TO UDO Section 103

Chapter 100, Article II, Section 102-2 shall be amended to refine definitions to “Mixed Use Development”, “Dwelling, Multifamily”, “Multi-tenant Building”, “Multi-tenant Development”, and remove redundancy by striking “Duplex”. For purposes of defined items, new definitions are 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.

D

Damaged tree means a tree that has 25 percent or more of the critical root zone disturbed.

Demolition means the removal of structural members.

Density bonus refers to a provision of this UDO that allows a parcel to accommodate additional square footage or additional residential units beyond the maximum otherwise permitted, in exchange for the provision of an amenity specified in this UDO that provides a public benefit.

Density, gross, refers to the number of square feet of a building, or number of lots or dwelling units on a tract of land divided by the total acres of a parcel or tract of land prior to development or subdivision, including all streets or rights-of-way, open space, floodplain, and other unsubdivided or unused portions of the tract of land.

Density, net, refers to the number of square feet, lots, or dwelling units on a tract of land, less area for, open space, floodplain, wetland, and other unusable portions of the tract of land.

Department means the Community Development Department of the city of Norcross, Georgia.

Design professional means a professional licensed by the state in the field of engineering, architecture, landscape architecture, forestry, geology, or land surveying; or a person that is a certified professional in erosion and sediment control (CPESC) with a current certification by EnviroCert, Inc. Design professionals shall practice in a manner that complies with applicable state law governing professional licensure.

Destroyed tree means a tree which has damage to any of its parts causing the tree's survival beyond three growing seasons to be unlikely as determined by the city arborist.

ORDINANCE NO. 2026-XXX

Destruction (related to trees) includes, but is not limited to, excessive topping out, girdling, limbing, chopping or otherwise cutting a tree to the extent that its demise is imminent. Any actions resulting in the death of a tree.

Detention means the temporary storage of stormwater runoff in a stormwater detention facility for the purpose of controlling the peak discharge.

Detention facility means a detention basin or structure designed for the storage of stormwater runoff and gradual release of stored water at controlled rates.

Developer means a person who undertakes land development activities.

Development means any manmade change to improved or unimproved real estate including but not limited to buildings or other structures, mining, dredging, filling, cleaning, grubbing, grading, paving, any other installation of impervious cover, excavation or drilling operations or storage of equipment or materials. It also means any redevelopment.

Diameter at breast height (DBH) means the diameter of a tree trunk measured in inches at a height of 4.5 feet above the ground line for individual trunks, and at the narrowest point below the fork for trees forked below 4.5 feet.

Director means the Director of the Community Development Department, or his or her designee, of the city of Norcross.

Discretionary development proposal means any application for a change of land use district, preliminary plat, conditional use permit, development permit, or certificate of appropriateness, special use permits, zone changes and zoning map amendments. For purposes of this UDO, a determination of applicability shall be made at the first discretionary development proposal encountered.

Discharge means the direct or indirect release of water, fluid, materials or other matter to a conveyance or surface that drains to a conveyance.

District means the Gwinnett County Soil and Water Conservation District.

Division means the Environmental Protection Division (EPD) of the Georgia Department of Natural Resources.

Drainage easement means an easement appurtenant or attached to a tract or parcel of land allowing the owner of adjacent tracts or other persons to discharge stormwater runoff onto the tract or parcel of land subject to the drainage easement.

Drainage structure means a device composed of a virtually non-erodible material such as concrete, steel, plastic or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for storm water management, drainage control, or flood control purposes.

Dripline means a vertical line extending downward from the outermost tips of a tree's branches, creating a more or less circular projection on the ground.

Drive-in restaurant means a building or portion thereof where food or beverages are sold in a form ready for consumption and where all or a significant portion of the consumption takes place or is designed to take place outside the confines of the building, often in a motor vehicle on the site. Note: a drive-thru pick-up window does not necessarily indicate a drive-in restaurant.

Driveway means a privately owned and maintained path, appropriately surfaced with asphalt, concrete (pervious or impervious), gravel as allowed, or other hard durable surface, connecting directly with a public thoroughfare, and used for accessing a structure or an improved area such as a garage, carport, or exterior parking pad; such area primarily designated for vehicular parking, stopping, standing, or turnaround.

Dwelling means one or more rooms designed for the occupancy, cooking, and sleeping of one or more persons living as a family.

Dwelling, duplex means a building designed for two families, or housekeeping units, living independently of each other in separate dwelling units connected by a common firewall or floor/ceiling.

Dwelling, multi-family means a single building or group of buildings designed to contain three (3) or more separate dwelling units, each intended for independent residential use. Units may share common elements such as hallways, entrances, parking, or amenities.

Dwelling, single-family attached means a dwelling built on the ground floor and sharing a common wall, usually on both sides of the property, such as in the case of a townhome. This does not include stacked units, where some dwelling units are built above others.

Dwelling unit, accessory (ADU) means a room or set of rooms that has been designed or configured to be used as a separate dwelling unit and has that been established by permit. An ADU can be attached or detached or constructed as a live/work unit. A detached ADU is the same concept, but the living area is in a separate accessory structure, normally a backyard cottage or garage flat.

M

Manufactured home means a building, transportable in one or more sections, built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term *manufactured home* includes any structure commonly referred to as a *mobile home*, regardless of the date of manufacture. The term *manufactured home* also includes parked trailers, travel trailers, and similar transportable structures placed on a site for 180 consecutive days or longer and intended to be improved property.

Massing refers to the exterior form of a building, a structure, or a series of buildings seen as a whole, encompassing bulk, shape, height, width, scale, proportion, and the spatial relationships of buildings, landscaping, and open space.

Material change in appearance means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, or landscape feature within a historic district, such as:

- (1) A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;
- (2) Demolition or relocation of a historic structure;
- (3) Commencement of excavation for construction purposes;
- (4) A change in the location of advertising visible from the public rights-of-way; or
- (5) The erection, alteration, restoration or removal of any buildings or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features, except exterior paint alterations.

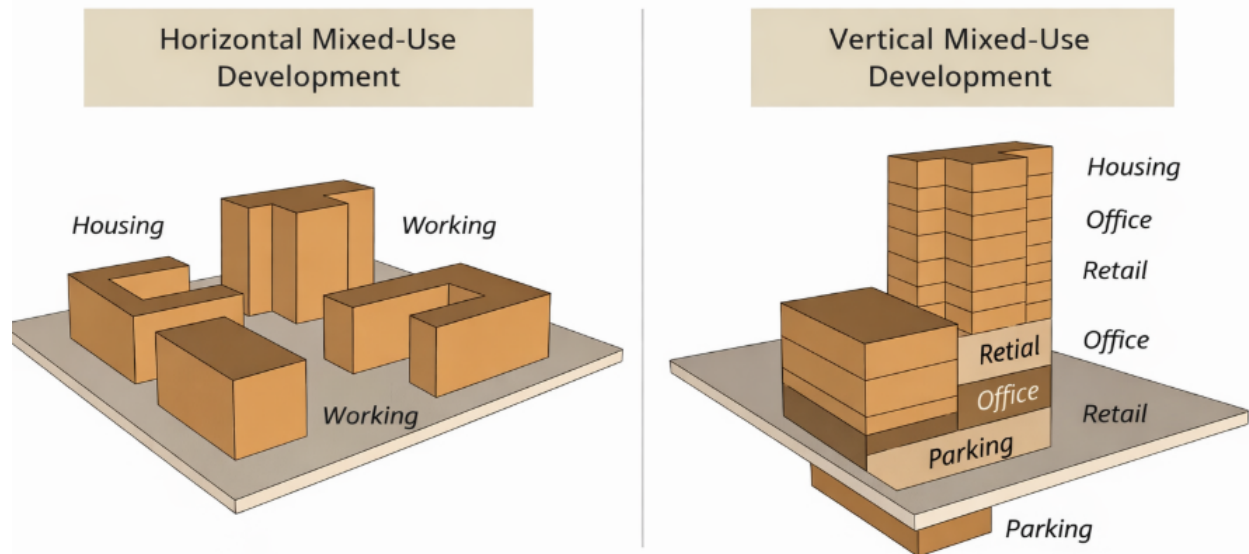
Mean sea level means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For purposes of this chapter, the term is synonymous with National Geodetic Vertical Datum (NGVD) and the North American Vertical Datum (NAVD) of 1988.

Medium tree means a tree expected to grow to a maximum height of 25 to 40 feet at maturity under urban conditions.

Metropolitan River Protection Act means a state law referenced as O.C.G.A. § 12-5-440 et seq., which addresses environmental and developmental matters in certain metropolitan river corridors and their drainage basins.

Mini-warehouse means a structure containing separate storage spaces of varying sizes leased, rented or owned on an individual basis. No storage of chemicals or flammable goods is allowed.

Mixed use development means the use of a single building or a single property for more than one type of land use; residential, retail/commercial, office, or institutional where each use makes up at least 20 percent of the gross floor area, with the purpose of serving adjoining residences as well as the region, excluding accessory uses. The uses are designed to work together as one coordinated development with shared access, walkways, and parking. The mixed use development may be horizontal or vertical.



Source: Classified and clustered data constellation: An efficient approach of 3D urban data. 15 January 2016, Version of Record 15 January 2016. (revision by ai)

Mobile home or *mobile building* means a detached, single-family dwelling or other use type factory-manufactured structure with tongue, axles, and wheels when originally built, designed for occupancy; made to be transported after fabrication on wheels. Removal of the wheels and placement on a foundation do not change its classification. Travel trailers and recreational vehicles are not mobile homes.

Modular home or *modular building* means a factory fabricated transportable building consisting of units designed to be assembled at a building site on a permanent foundation into a structure to be used for residential or commercial purposes.

Motel means any structure consisting of one or more buildings, with more than five short term occupancy units that are directly accessed from an exterior door, with provisions for transient living, sanitation, and sleeping, that is specifically constructed, kept, used, maintained, advertised, and held out to the public to be a place where temporary lodging of 14 days or less is offered for pay to persons, is not intended for long-term occupancy.

ORDINANCE NO. 2026-XXX

Motor vehicle related retail means any retail facility that primarily sells parts, accessories, tools, equipment, oils, and fluids for the maintenance of automobiles, motorcycles, trucks, and trailers.

Motor vehicle related use refers to any use primarily involving motor vehicle related retail (see definition), vehicle repair, vehicle service, vehicle maintenance, or vehicle sales.

Motor vehicle repair means any building, structure, improvements, or land used for the repair, service, and maintenance of automobiles, motorcycles, trucks, trailers, or similar vehicles, not including body work or vehicle painting.

Motor vehicle sales means a facility that sells, rents, or leases new or used passenger vehicles, trucks, and other consumer motor vehicles such as motorcycles, boats, and recreational vehicles. Motor vehicle sales include auto broker businesses.

MS4 permit means the NPDES permit issued by Georgia Environmental Protection Division for discharges from the municipal separate storm sewer system of the city.

Multi-tenant building means a single building containing multiple uses or tenants where there are specific exterior entrance ways for individual uses. **This applies to non-residential development only.**

Multi-tenant development means a single development containing multiple buildings where there are specific exterior entrance ways for the individual buildings. **This applies to non-residential development only.**

II. Amendment to UDO Section 201-9

Chapter 200, Article II, section 201-9 shall be stricken and replaced in its entirety with the provisions provided below.

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
<i>Principal building</i>		
Front (from right-of-way)	10'	
Side	5' side yard end unit	0' interior unit/ 5' side yard end unit
Rear	40'	
<i>Accessory building</i>		
From principal structure	5'	
Front	Not allowed	
Side	5'	
Rear	5'	
Maximum height	Single-family detached	Townhomes
Principal	45' maximum for townhomes 35' for single-family detached	
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.

III. Amendment to UDO Section 201-14

Chapter 200, Article II, Section 201-14, shall have additional language to identify what does not constitute a mixed-use development.

Sec. 201-14. General provisions, mixed-use and commercial districts.

The intent of the mixed-use and commercial districts is to encourage the creation of new and the enhancement of existing mixed-use and commercial areas that primarily serve a variety of retail, service, and office needs at a variety of intensities.

A development in which a single principal use is located in the front portion of a site and multifamily residential use is located in the rear portion shall not constitute a mixed-use development. Mixed-use development requires the integration of two or more

distinct principal land uses within a single building, parcel, or coordinated development, where each principal use generally comprises at least twenty percent (20%) of the total gross floor area, exclusive of accessory uses. This requirement is intended to ensure meaningful integration of uses and to distinguish mixed-use development from developments in which multiple uses are merely separated within the same site.

IV. Amendment to UDO Sections 201-19, 201-26, and 201-27

Chapter 200, Article I, sections 201-19, shall have references to the Comprehensive Plan removed and shall allow residential (dwelling) over retail as a permitted use.

Sec. 201-19. HX historic mixed-use.

- (a) *HX purpose.* The HX historic mixed-use district is established to provide for a variety of retail, service, office, public, and semi-public uses, with the inclusion of limited residential uses, in a pedestrian-friendly environment to promote live-work and mixed-use opportunities.

- (b) *HX lot development standards.*

Lot dimensions	
Minimum lot area	None
Minimum lot width	None
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way) build-to-line	0'-10'
Side	0'
Rear	0'
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 15'
Rear	5' unless abutting a residential district, then 15'
Maximum height	
Principal	40'
Accessory	20'
Impervious surface coverage	100%

- (c) *HX 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) *HX 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—household residence.*

a. Residential (dwelling) over retail

- (2) *Sales and rental of goods, merchandise, and equipment.*
- a. Retail sales less than 5,000 square feet.
 - b. Studio or meeting facility less than 19,999 square feet.
- (3) *Services—office, clerical, repair, research, and personal not primarily related to the sale of goods or merchandise.*
 - a. Banks and financial institutions—no drive-in facilities.
 - b. Business college or business school operated as a business enterprise.
 - c. Day care center.
 - d. Medical or dental office or clinic.
 - e. Personal service.
 - f. Professional and business office.
 - g. Professional service.
- (4) *Educational, cultural, religious, philanthropic, social, or fraternal.*
 - a. Libraries, museums, art galleries, art centers, and similar uses.
- (5) *Food and drink.*
 - a. Restaurant—no drive-in or drive-thru.
 - b. Microbreweries/microdistilleries.
 - c. Brew pubs.
- (6) *Mixed-use.*
 - a. Mixed-use as defined in chapter 100, article II.
- (e) *HX 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) *Residential—household residence.*
 - a. Townhouse.
 - (2) *Residential—miscellaneous, lodging, rooms for rent situations.*
 - a. Bed and breakfast.
 - b. Hotel.
 - (3) *Sales and rental of goods, merchandise, and equipment.*
 - a. Retail sales greater than 5,000 square feet.
 - b. Studio or meeting facility greater than 20,000 square feet.
 - c. Any retail establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
 - (4) *Services—office, clerical, repair, research and personal—not primarily related to the sale of goods or merchandise.*
 - a. Outdoor theater.

b. Any service establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.

(5) *Educational, cultural, religious, philanthropic, social, or fraternal.*

a. Places of public assembly.

b. Private college, university, community college—including associated facilities such as dorms, offices, athletic fields.

c. Libraries, museums, art galleries, art centers, and similar uses.

d. Private schools, trade or vocational schools.

e. Social, fraternal, clubs, and lodges.

(6) *Recreation, amusement, entertainment.*

a. Activity conducted entirely within a building or substantial structure—theater, bowling alley, skating rink, movie theater, game room, etc.

b. Event halls.

(7) *Storage and parking.*

a. Automobile parking garage or parking lot not located on a lot on which there is another principal use to which the parking is related.

(f) ***HX Accessory Dwelling Unit Residential (dwelling) over retail uses.***

(1) Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.

(2) Residential over retail unit in the HX district—may be permitted if it meets the following criteria:

a. The principal use and secondary use shall be subject to fire separation as required by the county Fire Marshal;

b. The dwelling unit must not occupy ground-floor frontage (storefront) on South Peachtree Street or Jones Street;

c. The dwelling unit must not displace any space that has been actively used within the preceding 12 months for retail, office, or food service, not including passive storage;

d. The exterior appearance of any new construction will be subject to the approval of the HPC; and

e. Only one accessory dwelling unit per lot is permitted.

V. Amendment to the UDO Section 201-20

Chapter 200, Article I, Section 201-20 shall be amended to identify the zoning district NX neighborhood mixed use as inactive. Properties shall continue to govern parcel assemblages with this pre-existing zoning district.

Sec. 201-20. NX neighborhood mixed-use.

- (a) *NX Purpose.* The NX Neighborhood Mixed-Use District is established to provide suitable locations for a compatible mix of dense residential uses, convenience goods, services, office uses, and dedicated open space in a compact, walkable environment. Buildings with mixed-uses are required to include a non-residential use at street level. Effective on the date of this ordinance, NX neighborhood mixed-use is an inactive zoning district. No new zoning applications will be accepted for this district; properties or parcel assemblages governed by this pre-existing zoning district may continue to be developed.

(b) *NX Lot Development Standards.*

Lot dimensions	
Minimum lot area	None
Minimum lot width	None
Minimum lot frontage	None
Maximum residential density	
Townhome	6 dua
Multi-family residence	30 dua
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	0' (at sidewalk)
Side	0' Required 20' each yard if abutting residential district
Rear	0' Required 40' if abutting residential district
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	See the appropriate comprehensive plan character area narrative
Accessory	20'
Impervious surface coverage	80%

Note: Maximum multi-family density as allowed in the comprehensive plan character area.

(c) *NX 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) *NX 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. Townhouse.
- b. Multi-family residence.

- (2) *Sales and rental of goods, merchandise and equipment.*
- a. Art gallery.
 - b. Retail sales < 5,000 square feet.
 - c. Studio or meeting facility < 5,000 square feet.
- (3) *Services—office, clerical, repair, research and personal not primarily related to the sale of goods or merchandise.*
- a. Banks and financial institutions.
 - b. Day care center.
 - c. Home occupation.
 - d. Medical or dental office or clinic.
 - e. Personal service.
 - f. Professional and business office.
 - g. Professional service.
- (4) *Educational, cultural, religious, philanthropic, social or fraternal.*
- a. Places of public assembly.
 - b. Private college, university, community college—including associated facilities such as dorms, offices, athletic fields.
 - c. Libraries, museums, art galleries, art centers and similar uses.
 - d. Private schools, trade or vocational schools.
 - e. Social, fraternal, clubs and lodges.
- (5) *Recreation, amusement, entertainment.*
- a. Activity conducted entirely within a building or substantial structure (e.g., theater).
- (6) *Food and drink.*
- a. Restaurant—no drive-in or drive-thru facility.
- (7) *Miscellaneous semi-public facilities and utilities.*
- a. Library.
 - b. Museum.
 - c. Utility transmission and monitoring facility.
- (8) *Mixed-use.*
- a. Mixed-use as defined in chapter 100, article II.
- (e) *NX 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) *Sales and rental of goods, merchandise, and equipment.*
- a. Retail sales 5,000—24,999 square feet.
 - b. Studio or meeting facility 5,000—19,999 square feet.
- (f) *NX accessory uses.* Supplemental regulations for accessory uses are in Chapter 200, Article II, Supplemental Use Standards, as applicable.
- (Ord. No. 08-2019, § I, 6-3-2019)

V. Amendment to UDO section 201-26 and 201-27

Chapter 200, Article I, sections 201-26 and 201-27 shall have references to the Comprehensive Plan removed.

Sec. 201-26. M1 light industry.

- (a) *M1 purpose.* The M1 light industry district is comprised of lands that are located on, or have ready access to, a major street or state highway and are well adapted to industrial development but whose proximity to residential or commercial districts makes it desirable to limit industrial operations and processes to those that are not objectionable by reason of the emission of noise, vibration, smoke, dust, gas, fumes, odors or radiation and that do not create fire or explosion hazards or other objectionable conditions.
- (b) *M1 lot development standards.*

Lot dimensions	
Minimum lot area	1 acre
Minimum lot width	100'
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	50'
Side	20' 50' if abutting residential district
Rear	15' 50' if abutting a residential district
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	65', with minimum 1 st floor height of 28', 40' if abutting residential, with minimum 1 st floor height of 28'
Accessory	No higher than the principal building
Impervious surface coverage	70%

- (c) *M1 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) *M1 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) *Sales and rental of goods, merchandise, and equipment.*
 - a. Equipment rental—including heavy equipment or outdoor storage.
 - b. Farm and heavy equipment, mobile home, recreational vehicles, and equipment—including sales and service.
 - c. Garden supply center and greenhouse—including outdoor storage.
 - d. Microbrewery/microdistillery.
 - e. Open air market and outdoor flea market.

- f. Plumbing, electrical, pool, and home building supply showroom and sales center.
- (2) *Services—office, clerical, repair, research, and personal not primarily related to the sale of goods or merchandise.*
 - a. Building, electrical, or plumbing contractor.
 - b. Business college or business school operated as a business enterprise.
 - c. Machine or welding shop.
 - d. Professional and business office.
 - e. Professional service.
 - f. Taxi cab or limousine service.
- (3) *Manufacturing, wholesale, and warehousing.*
 - a. Building material or other outdoor storage yard—excluding junk yard.
 - b. Business that services industries.
 - c. Cold storage plant.
 - d. Food processing.
 - e. Manufacturing, artisanal.
 - f. Manufacturing, light.
 - g. Radio, recording or television studio and broadcasting station.
 - h. Warehouse.
 - i. Wholesale trade/distribution office—with showroom.
 - j. Wholesale warehouse.
 - k. Similar industry that meets district standards.
 - l. Microbreweries.
- (4) *Educational, cultural, religious, philanthropic, social, or fraternal.*
 - a. Places of public assembly.
 - b. Private school, trade, or vocational.
 - c. Library.
 - d. Museum.
 - e. Art galleries, art centers, and similar uses.
 - f. College, university, community college—including associated facilities such as dorms, offices, athletic fields, etc.
- (5) *Recreation, amusement, entertainment.*
 - a. Activity conducted entirely within building or substantial structure—theater, bowling alley, skating rink, shooting range, movie theatre, game room, etc.
 - b. Activity conducted outside enclosed building or substantial structure—driving range, etc.
 - c. Adult entertainment.
 - d. Massage therapy.
- (6) *Motor vehicle related sales and service.*
 - a. Automobile vehicle rental.

- b. Emission inspection station.
 - c. Motor vehicle repair and maintenance—including paint and body work.
 - d. Motor vehicle repair and maintenance—not including substantial body work.
 - e. Motor vehicle sales and rental—including repair and body work as an accessory use.
- (7) *Storage and parking.*
- a. Landscaping service.
 - b. Mini-warehouse—no flammable or hazardous materials.
 - c. Parking of fleet vehicles or storage of equipment outside enclosed structures accessory to the permitted use on site.
- (8) *Services and enterprises related to animals.*
- a. Animal hospital or veterinarian clinic—including outdoor kennel or boarding.
- (9) *Miscellaneous semi-public facilities and utilities.*
- a. Telecommunications antenna.
 - b. Telecommunications tower.
- (e) *M1 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) *Sales and rental of goods, merchandise, and equipment.*
- a. Any retail establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (2) *Services—office, clerical, repair, research, and personal—not primarily related to the sale of goods or merchandise.*
- a. Any service establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (f) *M1 accessory uses.* Supplemental regulations for accessory uses are in Chapter 200, Article II, Supplemental Use Standards, as applicable.

Sec. 201-27. M2 heavy industry.

- (a) *M2 purpose.* The M-2 heavy industry district provides a location for industrial operations and processes conducted both indoors and outdoors, and which due to their intensity of use and potential off-site impacts, should be located on or have ready access to a major thoroughfare or state highway.
- (b) *M2 lot development standards.*

Lot dimensions	
Minimum lot area	1 acre
Minimum lot width	100'
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	50'
Side	20' 50' if abutting residential district
Rear	15' 50' if abutting a residential district
<i>Accessory building</i>	

From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 25'
Rear	5' unless abutting a residential district, then 25'
Maximum height	
Principal	65', with minimum 1 st floor height of 28', 40' if abutting residential, with minimum 1 st floor height of 28'
Accessory	No higher than the principal building
Impervious surface coverage	70%

(c) *M2 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) *M2 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) *Sales and rental of goods, merchandise, and equipment.*
 - a. Farm and heavy equipment, mobile home, recreational vehicles, and equipment—including sales and service.
- (2) *Services—office, clerical, repair, research, and personal not primarily related to the sale of goods or merchandise.*
 - a. Bus station or terminal—private.
 - b. Machine or welding shop.
 - c. Professional and business office.
- (3) *Manufacturing, wholesale, and warehousing.*
 - a. Building material or other outdoor storage yard—excluding junk yard.
 - b. Business that services industries.
 - c. Cold storage plant.
 - d. Manufacturing, artisanal.
 - e. Manufacturing, heavy.
 - f. Manufacturing, light.
 - g. Truck terminal.
 - h. Warehouse.
 - i. Similar industry that meets district standards.
- (4) *Motor vehicle related sales and service.*
 - a. Motor vehicle repair and maintenance—including paint and body work.
 - b. Motor vehicle repair and maintenance—not including substantial body work.
- (5) *Storage and parking.*
 - a. Landscaping service.

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- b. Mini-warehouse—no flammable or hazardous materials.
 - c. Parking of fleet vehicles or storage of equipment outside enclosed structures accessory to the permitted use on site.
- (6) *Agriculture, silviculture, mining, quarrying operations.*
- a. Yard trimming composting.
- (e) *M2 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) *Services—office, clerical, repair, research, and personal—not primarily related to the sale of goods or merchandise.*
- a. Any service establishment not specifically permitted, but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (f) *M2 accessory uses.* Supplemental regulations for accessory uses are in Chapter 200, Article II, Supplemental Use Standards, as applicable.

VI. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

VII. EFFECTIVE DATE.

This ordinance shall become effective immediately and shall remain in effect until revised or repealed by further action by the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this Day of _____, 2026.

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 Philip

AGENDA REPORT

To: Mayor and Council

From: Camille Washington, Human Resources Director
Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: Monday, May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 26-157

Title: Selection of City Manager Executive Search Firm

CC: Eric Johnson, City Manager

Recommendation: Selection of a firm to provide city manager search services following the Mayor & Council's interviews with the shortlisted firms.

Background: After five years of service to the City of Norcross, City Manager Eric Johnson formally submitted his resignation on March 26, 2026, effective September 11, 2026. His announcement initiated a proactive leadership transition, including the issuance of a Request for Proposals (RFP) to assist in the search for his successor.

As part of the RFP process, the city received several proposals from qualified firms. A committee of five staff members evaluated each submission and assigned scores based on the criteria established in the RFP. The evaluation results were then forwarded to the Mayor and Council for further review and to identify a shortlist of firms to be invited for interviews.

Following discussions on April 6, 2026, Regular Council Meeting, the Mayor and Council selected the top three firms to advance to the next phase of the selection process: Arndt Municipal Support, Colin Baenziger & Associates, and Slavin Management Consultants.

The contract will be awarded in accordance with the terms outlined in the selected firm's technical and cost proposals.

Financial Impact: Dependent upon the successful firm's submitted cost proposal

Consistent with the Comprehensive Plan? Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments:

1. RFP Packet – City Manager Executive Search Services
2. Staff Evaluation Summary – RFP HR 26-06
3. Arndt Municipal Support – submission
4. Colin Baenziger and Associates – submission
5. Slavin Management Consultants – submission

RFP HR 26-06 (CITY MANAGER EXECUTIVE SEARCH SERVICES)

STAFF EVALUATION SUMMARY

AVERAGE OF ALL EVALUATORS

CRITERIA	ARNDT MUNICIPAL SUPPORT	COLIN BAENZIGER AND ASSOCIATES	CORPORATE PLUS, LTD	FIND GREAT PEOPLE	GMP CONSULTANTS	MGT	MAX POINTS
Experience & Qualifications	20.0	25.3	19.8	18.5	19.3	19.3	30
Proposed Approach & Timeline	19.5	19.3	17.3	18.0	19.5	17.3	25
References	14.3	10.8	7.3	11.3	1.8	7.0	15
<i>Proposal Subtotal (before price)</i>	<i>53.8</i>	<i>55.3</i>	<i>44.3</i>	<i>47.8</i>	<i>40.5</i>	<i>43.5</i>	<i>70</i>
<i>Cost Proposal Score</i>	<i>16.7</i>	<i>14.6</i>	<i>17.6</i>	<i>11.0</i>	<i>20.2</i>	<i>13.6</i>	<i>30</i>
<i>Composite Score (Technical + Cost)</i>	<i>70.4</i>	<i>69.9</i>	<i>61.8</i>	<i>58.8</i>	<i>60.7</i>	<i>57.1</i>	<i>100</i>
<i>Local Preference Score</i>	<i>0.0</i>	<i>0.0</i>	<i>2.5</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>5</i>
<i>GRAND TOTAL (Composite + Local Preference)</i>	<i>70.4</i>	<i>69.9</i>	<i>64.3</i>	<i>58.8</i>	<i>60.7</i>	<i>57.1</i>	<i>105</i>
COST PROPOSAL AMOUNT	\$28,500.00	\$32,500.00	\$27,000.00	\$43,000.00	\$23,500.00	\$35,000.00	

CRITERIA	PROJEX+	S RENEE NARLOCH AND ASSOCIATES	SLAVIN MANAGEMENT CONSULTANTS	SUMTER LOCAL GOVERNMENT CONSULTING	WBCP	MAX POINTS
Experience & Qualifications	17.0	16.3	24.0	22.5	17.3	30
Proposed Approach & Timeline	15.0	18.3	21.5	20.8	17.8	25
References	7.3	8.0	12.8	6.3	5.3	15
<i>Proposal Subtotal (before price)</i>	<i>39.3</i>	<i>42.5</i>	<i>58.3</i>	<i>49.5</i>	<i>40.3</i>	<i>70</i>
<i>Cost Proposal Score</i>	<i>18.1</i>	<i>17.0</i>	<i>30.0</i>	<i>19.8</i>	<i>12.8</i>	<i>30</i>
<i>Composite Score (Technical + Cost)</i>	<i>57.3</i>	<i>59.5</i>	<i>88.3</i>	<i>69.3</i>	<i>53.1</i>	<i>100</i>
<i>Local Preference Score</i>	<i>2.5</i>	<i>0.0</i>	<i>5.0</i>	<i>0.0</i>	<i>0.0</i>	<i>5</i>
<i>GRAND TOTAL (Composite + Local Preference)</i>	<i>59.8</i>	<i>59.5</i>	<i>93.3</i>	<i>69.3</i>	<i>53.1</i>	<i>105</i>
COST PROPOSAL AMOUNT	\$26,250.00	\$27,950.00	\$15,820.00	\$24,000.00	\$37,000.00	

NOTE: Figures are rounded to the nearest tenth.



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 Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-149

Title: Expanded Downtown Parking Planning and Design

CC: Eric Johnson, City Manager

Recommendation

Approve plan to complete 100% design and construction plans and authorize release of an RFP for construction proposals.

Background

Recent: At the April 20 Policy Work Session, Council asked for 2 modifications to the parking and tree design. Those changes are reflected in the new update (See Attached). These modifications still maintain an increase of 12 parking spaces as previously briefed.

Columbia Engineering has been under contract since March 2025 to create concepts, surveys, 60% planning and design, cost estimates, and complete 100% design plans for a future expanded downtown parking project.

The following is a list of notable actions taken to date:

- Council update on April 21, 2025-concept plan rendering
- Council update on May 5, 2025-concept plan review and budget amendment
- Council update on May 19, 2025-updated plan rendering
- Council update on June 16, 2025-refined and updated plan rendering
- Brief to PG&T Board on June 25, 2025-gathered concerns and input
- Brief to Tree Board on July 9, 2025-gathered concerns and input
- Council update on August 4, 2025-provided feedback from boards and rendering revision 6. Council approved revision 6 for civil design planning.
- Council update on October 20, 2025-update on civil engineering plans.
- Site and terrain walk on November 7, 2025, with PG&T and Tree Boards
- Council update on December 15, 2025. Council discussed rendering and draft plans for ongoing 60% design. Provided recommended changes.
- Council update on January 5, 2026. Council approved progress with minor changes
- Council update on February 16, 2026. Council reviewed plans and asked for minor updates.

- Council update on March 2, 2026. Council approved 60% design and funding for 100% design completion.
- Council update on March 16, 2026. Council requested minor plan changes, and a construction budget amendment was presented.
- Council update on April 6, 2026. Council presented design plan to make changes to increase parking and approved \$2,841,355 for a construction budget.

During the April 6, Regular Council Meeting, Council asked for another option to further increase parking spaces. A meeting with Columbia Engineering, Public Works, Jim Eyre, and the City Arborist was conducted on April 13. As a result, an updated plan (rendering) is provided that shows an increase of 12 parking spaces. However, this landscape/tree design does not meet City Code for design. It does focus on increasing tree count while balancing more parking spaces.

Financial Impact

- Budgets approved by Council:
 - \$189,000 for Planning and Engineering
 - \$2,841,355 for Construction

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

Goal 2, Policy 2-5: Provide pleasant, accessible public gathering places.

Goal 3, Policy 3-5: Encourage parking to be located behind and to the side of buildings.

Goal 6, Policy 6-2: Maximize the use of existing facilities and services.

Attachments

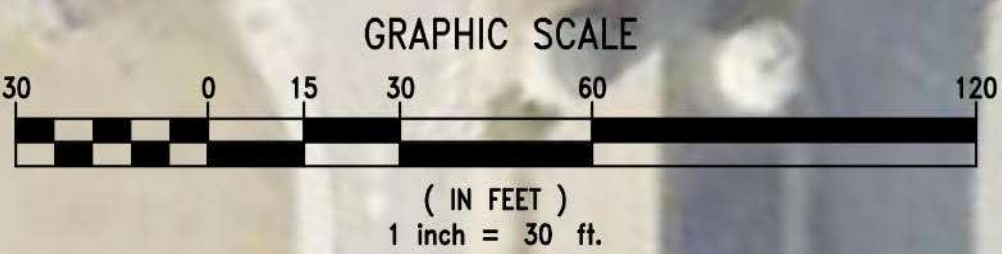
- 1-Updated Rendering
- 2-Project Schedule

Update



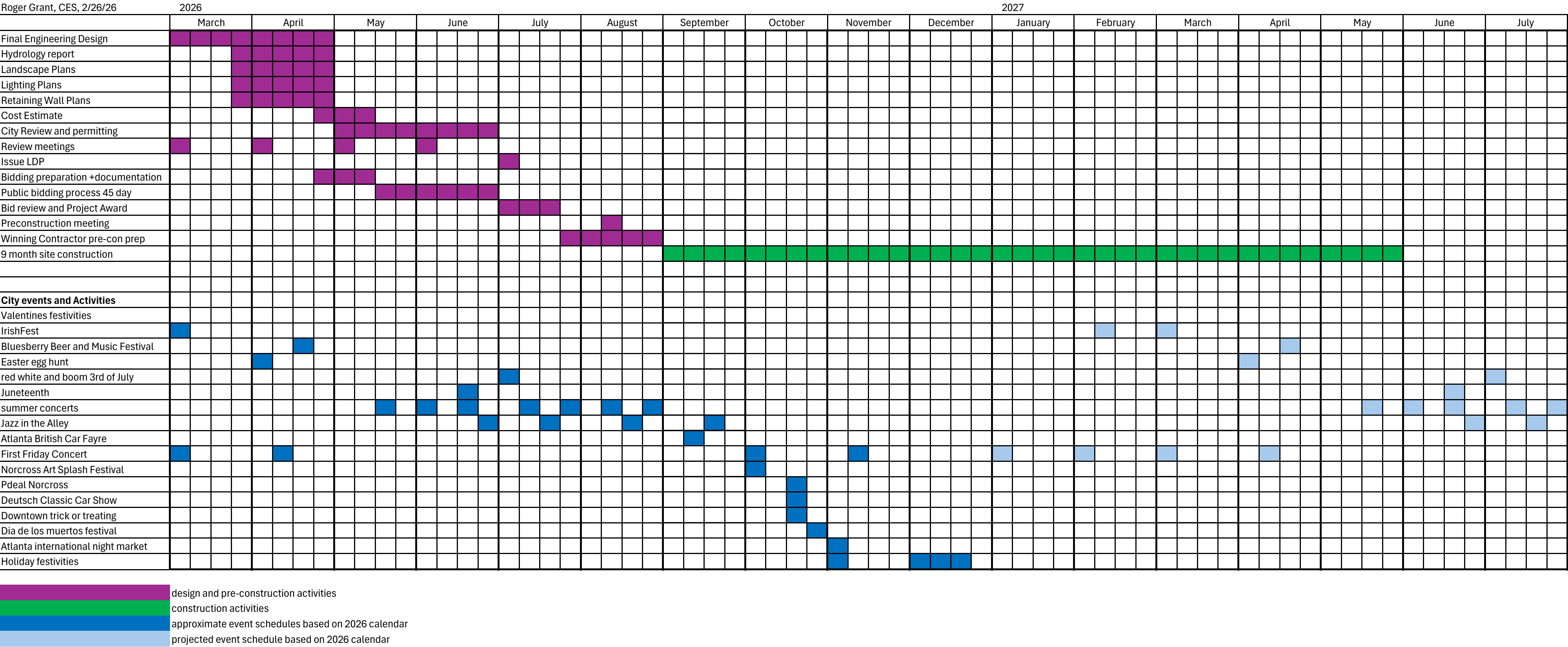
SITE DATA: CITY HALL LOT	
EXISTING PARKING AREAS	
CITY HALL FRONT	5 (3 HC)
CITY HALL SIDE (DRIVE THRU)	8 (2 HC)
CITY HALL REAR (CONCRETE AREA)	6
JONES STREET PUBLIC PARKING	17
JONES STREET ON STREET PARKING	1
IRON HORSE SIDE PARKING	10
WINGO STREET PUBLIC PARKING	19 (2 HC)
EXISTING PARKING OVERALL	66 (7 HC)
PROPOSED PARKING AREAS	
CITY HALL FRONT	4 (4 HC)
CITY HALL REAR	60 (2 HC)
JONES STREET PUBLIC PARKING	15
JONES STREET ON STREET PARKING	0
IRON HORSE SIDE PARKING	10
WINGO STREET PUBLIC PARKING	44
SKIN ALLEY PLAZA PARKING (SPECIAL USE)	8
PROPOSED PARKING OVERALL	141 (6 HC)
NET PARKING CHANGE	+75 SPACES

**DOWNTOWN NORCROSS
PARKING AND PLAZA**
APRIL 24, 2026 REVISED
COLUMBIA ENGINEERING/NV5



Downtown Norcross parking - Preliminary Project Schedule

Roger Grant, CES, 2/26/26





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 Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-145

Title: FY26 Road Resurfacing Invitation to Bid (ITB)

CC: Eric Johnson, City Manager

Recommendation

Approve FY26 road resurfacing priorities and release for an Invitation to Bid (ITB).

Background

Since June 2024, Public Works, through awards to various contractors, have paved 71 Roads equating to 21.4 miles-52% of City maintained roads. Road improvement status and costs are provided in the “FY26 Road Pavement Condition” briefing attached.

Based on PCI priorities, Public Works is recommending 19 roads for resurfacing. This recommendation consists of 5 commercial and 14 residential roads. The larger number of roads submitted for an ITB will benefit the city by receiving lower costs from economies of scale.

The individual paving costs for the 19 roads calculates to \$2.35M and we expect the proposals from the ITB solicitation to come in lower (25-30%) based on the last 2 executed ITBs. Roads recommended for paving are listed on page 6 of the “FY26 Road Pavement Condition” briefing.

For the 13 CDBG roads, we will be notified sometime in July for FY26 Grant submission for \$695,747.00 from Gwinnett County. Upon notification of award amount, we can proceed with a subsequent CDBG ITB. If award amount allocated is less than requested, the savings from the 19 roads project should cover costs with no additional funds needed for appropriation.

Financial Impact

- Up to \$2,108,724.00 comprised of:
 - \$1.5 Million 2023 SPLOST (approved by Council on April 6, 2026)
 - \$400K in LMIG remaining after last ITB.
 - \$208,724.19 is LRA/LMIG 2026 (Check received on April 13, 2026)

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

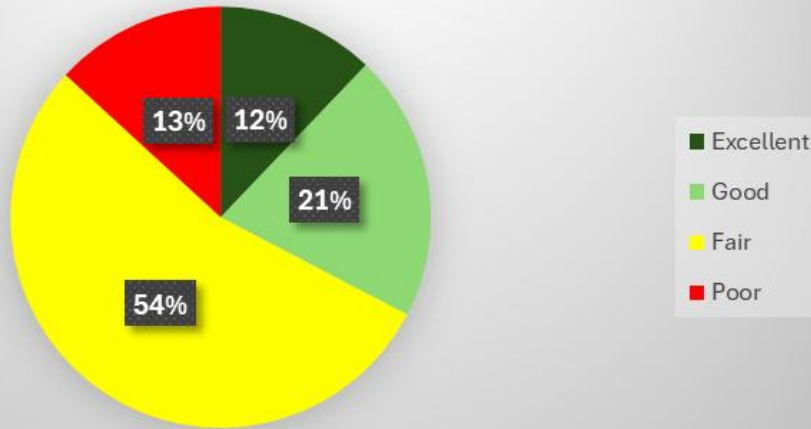
Goal 3, Policy 3-1: Promote safe and efficient transportation for pedestrians, cyclists, transit riders, and drivers.

Goal 3, Policy 3-4: Enhance the existing roadway network to improve safety and limit congestion.

Attachments

- 1- FY26 Road Pavement Condition presentation
- 2- Norcross master road list status
- 3- Budget amendment to appropriate and allocate LMIG funds

Norcross Road Pavement Condition June 2024

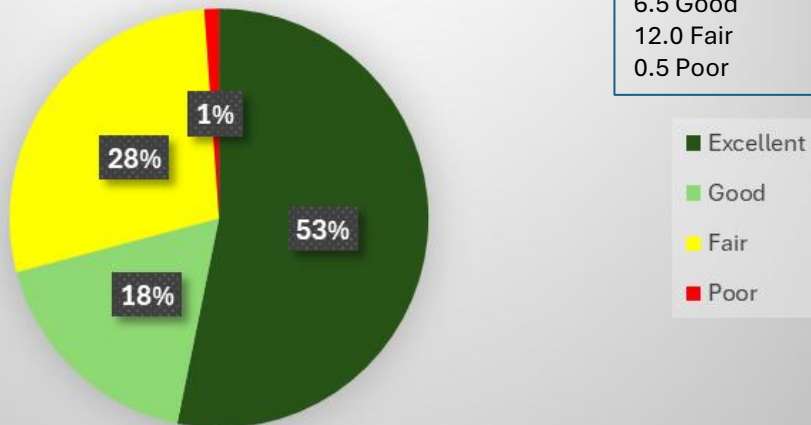


41.2 Road Miles City Maintained

Paved 71 Roads since June 2024:

- ✓ **Total Costs: \$8.9M w/grants**
- ✓ **City Costs: \$5.6M**
- 21.4 Miles=52% of City Roads
- 23 Roads-2024 (7.1 Miles-\$4.6M)
- 29 Roads-2025 Phase 1 (9.8 Miles-\$2.6M)
- 19 Roads-2025/26 Phase 2 (4.5 Miles-\$1.6M)

Norcross Road Pavement Condition January 2026



Miles:
22.6 Excellent
6.5 Good
12.0 Fair
0.5 Poor

Summary			
2026 Ranking by Street			
Qualitative Rating	Numerical Rating	Length (miles)	Total (miles)
Excellent	1.00 to 1.50	22.6	22.6
	1.51 to 2.00	4.0	
Good	2.01 to 2.50	2.1	6.50
	2.51 to 3.00	2.4	
Fair	3.01 to 3.50	9.6	12.00
	3.51 to 4.00	0.3	
Poor	4.01 to 5.00	0.3	0.05
Total (miles)		41.2	41.2

2024 paving projects from Transportation SPLOST				
Name	Total Cost	Grant Funds	City Cost	Vendor
ITB PW 23-25 (2 Roads)	\$886,465.37	\$ 688,322.00	\$198,143.37	Atlanta Paving
Atlantic Blvd	\$1,194,200.00	\$ 835,940.37	\$ 358,259.63	Sunbelt
ITB PW 24-03 (13 Roads)	\$1,615,641.32	\$ 130,298.32	\$1,485,343.00	Atlanta Paving
ITB PW 24-09 (7 Roads)	\$932,518.01	\$ 46,625.90	\$885,892.11	Blount Construction
Total 23 Roads	\$4,628,824.70	\$ 1,701,186.59	\$ 2,927,638.11	
ITB PW 23-25 grant details		ITB PW 24-03 grant details		
CDBG Reimbursement	\$ 688,322.00	LMIG	\$ 130,298.32	
Atlantic Blvd Grant fund details		ITB PW 24-09 grant details		
LMIG Specific	\$ 670,302.00	LMIG	\$ 46,625.90	
LMIG 2025	\$ 165,638.37			
Total	\$ 835,940.37			
2025 paving projects from Transportation SPLOST				
Name	Total Cost	Grant Funds	City Cost	Vendor
ITB PW 25-09 (29 Roads)	\$2,623,499.00	\$203,210.52	\$2,420,288.48	Blount Construction
ITB PW 25-14 (19 Roads)	\$1,616,153.00	\$ 1,408,755.93	\$ 207,397.07	Sunbelt
Total 48 Roads	\$4,239,652.00	\$1,611,966.45	\$2,627,685.55	
ITB PW 25-09 Grant Fund details				
LMIG LRA 2025 Supplemental	\$203,210.52			
ITB PW 25-14 Grant Fund details				
LMIG Balance	\$ 600,000.00			
GC 2014 SPLOST Reimburse	\$ 558,755.93			
GC CDBG	\$ 250,000.00			
Total	\$1,408,755.93			
	Total Cost	Grant Funds	City Cost	
Total 71 Roads	\$8,868,476.70	\$ 3,313,153.04	\$ 5,555,323.66	

Detailed
Cost Summary

23 Roads Resurfaced in Calendar Year 2024

4 ITBs-Atlanta Paving/Blount/Sunbelt

Best Friend Rd



Atlantic Blvd

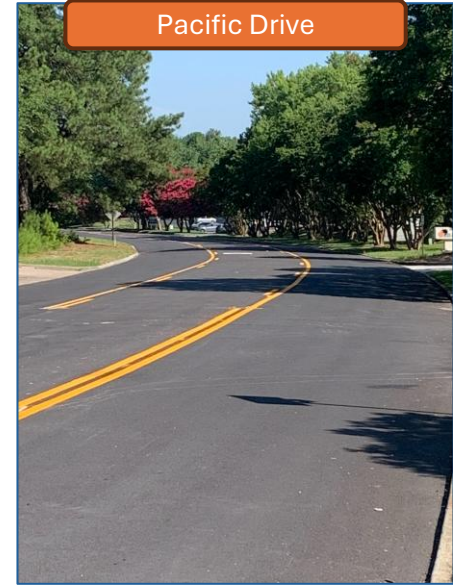


Chastain Mannor



Baldwin Court
Beaver Ridge Circle
Chastain Manor Drive
Marshes Glenn Drive
Northbelt Parkway Northwest
Pacific Drive
Peterson Place Northwest
Stanstead Circle
Station Circle
Woodland Road Northwest
Lanier Terrace Northwest
Oak Terrace
Weyden Court
Camelot Way Northwest
Leeds Drive
Moore Lane
Stanstead Court
Mauldin Court
Best Friend Road
Atlantic Boulevard
Spike Street Northwest
Hollow Trace Way
Pinnacle Way

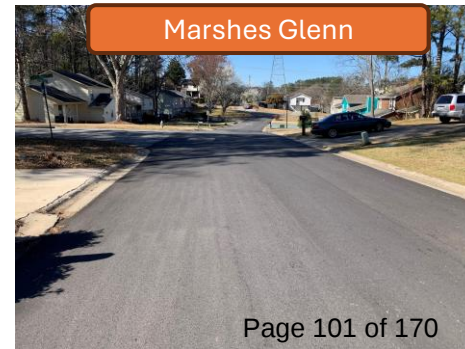
Pacific Drive



Mauldin Court



Marshes Glenn



29 Roads Resurfaced in Calendar Year 2025-Phase 1

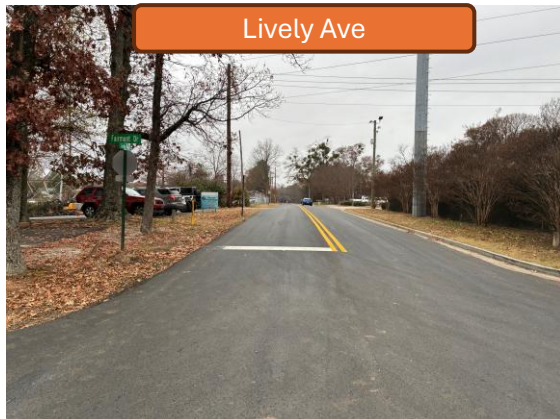
ITB PW 25-09-Blount Co.



Everglades Trail & Lane



Huddersfield & Goodwick Way

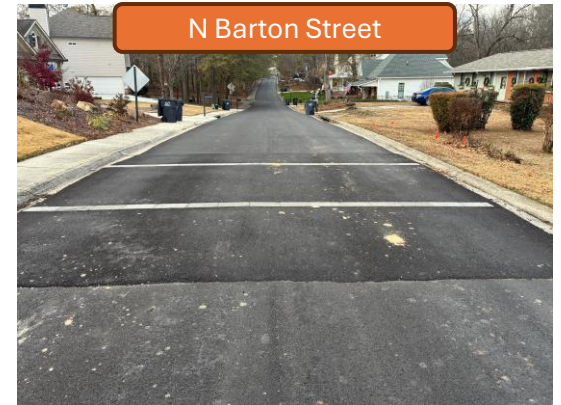


Lively Ave

Glochester Place Northwest
Williams Place Northwest
Lively Avenue
Kelly Street Northwest
Park Drive Northwest
Hickory Springs Dr NW
Lanier Boulevard Northwest
South Barton Street
Everglades Trail
Anamanda Close
Hammond Drive Northwest
Everglades Lane
Coventry Circle
North Peachtree Street Northwest
Fairmont Drive Northwest
Everglades Lane Northwest
Jones Street Northwest
Williams Street
Huddersfield Way
North Barton Street
Western Hills Drive
Born Street Northwest
Thrasher Street Northwest
College Street Northwest
East Glochester Place Northwest
Goodwick Way N West
Carlyle Street Northwest
Summertown Drive
Thames Court Northwest



Fairmont Drive



N Barton Street



Carlyle Street

19 Roads Resurfaced in Calendar Year 2025/26-Phase 2

ITB PW 25-14-Sunbelt



Sunset Drive



Lancelot Drive



Kimberly Lane



Western Hills Court



Ballard Way



Landings Court



Executive Way

Balard Way
Crest Hollow Court
Executive Way
Crest Trace Court
Wexford Lane
Goshen Springs Road
Landings Court
Charmaine Bend
Rockies Court Northwest
Davidson Drive Northwest
Western Hills Court
Kimberly Lane Northwest
Wexford Court
Lancelot Drive
Sharon Drive Northwest
Oak Cove
Queens Court Northwest
Sunset Drive
Hollow Ridge Lane

Remaining Priorities for Poor and Fair Roads

Street Name	Weighted Score	Total Length
Magnolia Street Northwest	4.36	264.9
Bolton Circle	3.56	2261.6
Price Place Northwest	3.46	2059.9
Unity Drive	3.41	1403.6
Financial Drive Northwest	3.33	2005.6
South Cemetery Street	3.10	3539.2
Summerour Street	3.05	1512.8
Ruth Street Northwest	3.05	610.1
Terrace Garden Way	3.03	336.5
New Castle Circle Northwest	3.02	610.6
Glenn Hollow Lane	3.00	1169.0
Sierra Drive Northwest	2.98	644.8
Buchanan Street Northwest	2.98	799.5
Georgetown Park Drive	2.96	1117.8
Dogwood Circle	2.91	2480.0
Terrace Club Court	2.91	520.5
Hunt Street Northwest	2.91	378.2
Norcross Glen Trace	2.90	858.6
Bishops Crossing Northwest	2.89	438.9
North Hampton Road Northwest	2.88	827.2
Doc's Creek Court	2.87	294.3
Ashington Court	2.86	266.1
Carroll Court	2.85	1862.8
Avon Court Northwest	2.83	220.6
Reeves Street Northwest	2.83	667.5
Freeman Circle	2.81	206.4
Sheffield Road Northwest	2.80	1669.8
Wexford Drive	2.75	2263.9

Lawrenceville Street Northwest	2.74	4277.6
Shawnee Trail	2.73	886.3
Valley Road Northwest	2.72	1245.6
Rails Way	2.72	3594.3
Westberry Lane	2.69	505.1
Eton Court Northwest	2.69	405.0
Exeter Circle	2.69	637.1
Sunset Hills Drive	2.67	925.1
South Peachtree Street	2.67	4815.6
Derbyshire Court Northwest	2.67	209.1
Newbury Road Northwest	2.66	3495.9
Cochran Drive	2.65	1862.1
Heron Court	2.64	489.7
Hoot Owl Trail	2.63	1066.2
Lyme Bay Circle	2.62	247.8
Ivy Cove	2.61	615.3
Langford Lane Northwest	2.60	682.3
Stevens Road	2.59	336.2
Marshes Court	2.58	176.1
West Peachtree Street Northwest	2.57	4351.8
Longview Drive Northwest	2.55	2804.8
Reseda Court	2.53	495.9

19 Roads Recommended for ITB-\$2.35M-5.6 Miles

Roads submitted for FY26 CDBG

Commercial Roads

12.5 Miles
Estimate: \$4.3 M

Norcross Roads Listed Worst to Best Condition

(City Maintenance Responsibility)

Street Name	Weighted Score	Total Length		Prior PCI
Magnolia Street Northwest	4.36	264.9	\$13,200.00	
Bolton Circle	3.56	2261.6	\$492,730.00	
Price Place Northwest	3.46	2059.9	\$209,783.75	
Unity Drive	3.41	1403.6	\$113,373.48	
Financial Drive Northwest	3.33	2005.6	\$184,990.72	
South Cemetery Street	3.10	3539.2	\$300,242.18	
Summerour Street	3.05	1512.8	\$128,146.80	
Ruth Street Northwest	3.05	610.1	\$51,663.20	
Terrace Garden Way	3.03	336.5	\$28,435.32	
New Castle Circle Northwest	3.02	610.6	\$51,914.15	
Glenn Hollow Lane	3.00	1169.0	\$68,117.85	
Sierra Drive Northwest	2.98	644.8	\$37,516.60	
Buchanan Street Northwest	2.98	799.5	\$46,667.35	
Georgetown Park Drive	2.96	1117.8	\$64,095.05	
Dogwood Circle	2.91	2480.0	\$142,507.00	
Terrace Club Court	2.91	520.5	\$30,168.00	
Hunt Street Northwest	2.91	378.2	\$22,091.70	
Norcross Glen Trace	2.90	858.6	\$50,028.70	
Bishops Crossing Northwest	2.89	438.9	\$25,473.35	
North Hampton Road Northwest	2.88	827.2	\$48,051.55	
Doc's Creek Court	2.87	294.3	\$17,199.10	
Ashington Court	2.86	266.1	\$16,244.90	
Carroll Court	2.85	1862.8	\$92,199.30	
Avon Court Northwest	2.83	220.6	\$13,140.65	
Reeves Street Northwest	2.83	667.5	\$38,852.55	
Freeman Circle	2.81	206.4	\$12,045.90	
Sheffield Road Northwest	2.80	1669.8	\$96,977.85	
Wexford Drive	2.75	2263.9	\$131,376.95	
Lawrenceville Street Northwest	2.74	4277.6	\$248,214.05	
Shawnee Trail	2.73	886.3	\$51,582.90	
Valley Road Northwest	2.72	1245.6	\$72,460.25	
Rails Way	2.72	3594.3	\$208,484.10	
Westberry Lane	2.69	505.1	\$29,458.25	
Eton Court Northwest	2.69	405.0	\$23,613.25	
Exeter Circle	2.69	637.1	\$36,883.05	
Sunset Hills Drive	2.67	925.1	\$53,636.25	
South Peachtree Street	2.67	4815.6	\$279,114.75	
Derbyshire Court Northwest	2.67	209.1	\$12,073.85	
Newbury Road Northwest	2.66	3495.9	\$202,671.73	
Cochran Drive	2.65	1862.1	\$107,939.30	
Heron Court	2.64	489.7	\$28,585.85	
Hoot Owl Trail	2.63	1066.2	\$61,880.56	
Lyme Bay Circle	2.62	247.8	\$14,354.55	
Ivy Cove	2.61	615.3	\$35,719.75	
Langford Lane Northwest	2.60	682.3	\$39,552.30	
Stevens Road	2.59	336.2	\$14,145.40	
Marshes Court	2.58	176.1	\$7,671.40	
West Peachtree Street Northwest	2.57	4351.8	\$182,680.15	
Longview Drive Northwest	2.55	2804.8	\$117,505.60	
Reseda Court	2.53	495.9	\$21,006.75	
Weyden Trail	2.50	105.2		
Gaines Street	2.45	1435.7		
Autry Street Northwest	2.44	2953.5		
Lake Drive Northwest	2.44	828.7		
Dogwood Walk Lane	2.42	898.1		
Rowan Street	2.41	474.0		
Beutell Street Northwest	2.40	980.0		
Woodvalley Trace	2.36	2397.4		
Hunter Street Northwest	2.34	2542.8		
Doncaster Court	2.32	544.6		
Woodvalley Close	2.29	187.3		
Glenn Hollow Court	2.28	179.6		
Marshes Glenn Court	2.28	176.4		
Hoot Owl Cove	2.23	119.0		
Rakestraw Street Northwest	2.22	643.2	Paved 2017 LMIG	
Nesbit Street Northwest	2.20	1391.6		
Chatham Circle	2.20	3026.4		
Ewing Street	2.13	315.8		
Norcross Parkway	2.12	996.3	Paved 2018 LMIG	
Britt Avenue Northwest	2.12	636.8		
Brundage Lane	2.02	520.7		
Hill Street Northwest	2.00	438.3	Paved 2017 LMIG	
Langford Drive Northwest	1.98	4580.6		
Peachtree Corners East	1.93	2217.3	Paved 2018 LMIG	
Ridgecrest Drive Northwest	1.91	917.1		
Ken Manor Way	1.82	462.0		
Skin Alley Street	0.00	387.3	Pavers N/A	
Twin Creeks Drive	1.49	1434.5		
Creek Branch Court	1.36	249.3		
Business Park Drive	1.00	2318.0	Paved 2021 LMIG	
Norcross Industrial Court	1.25	815.2	Paved 2023 LMIG	

Legend:

Commercial RDs
CDBG 2026 Eligible

Paved 2016 LMIG
Storm water and sidewalk

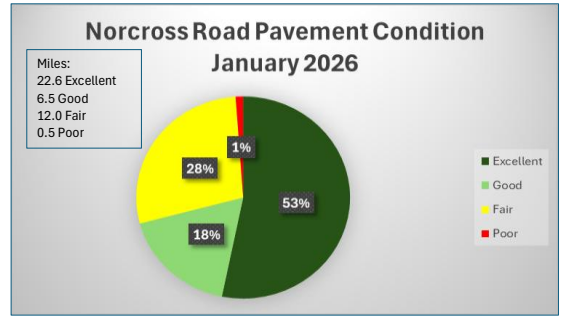
19 Roads Recommended for ITB-\$2.35M-5.6 Miles

Paved 2017 LMIG

Paved 2016
Paved 2016

CDBG26
CDBG26

\$4,363,267.99 12 Miles



Summary			
2026 Ranking by Street			
Qualitative Rating	Numerical Rating	Length (miles)	Total (miles)
Excellent	1.00 to 1.50	22.6	22.6
Good	1.51 to 2.00	4.0	6.50
	2.01 to 2.50	2.1	
Fair	2.51 to 3.00	2.4	12.00
	3.01 to 3.50	9.6	
Poor	3.51 to 4.00	0.3	0.05
	4.01 to 5.00	0.3	
Total (miles)		41.2	41.2

Pinnacle Court	1.24	285.2	Paved 2023 LMIG		
Academy Street Northwest	1.20	597.9	Paved 2023 LMIG		
Northbelt Drive	1.09	688.3	Paved 2023 LMIG		
Webb Drive Northwest	1.05	395.7	Paved 2023 GC		
Baldwin Court	1.00	311.5	Paved 2024 SPLOST	Previous	2024-23 Roads
Beaver Ridge Circle	1.00	2623.6	Paved 2024 SPLOST	Previous	
Chastain Manor Drive	1.00	1586.1	Paved 2024 SPLOST	Previous	
Marshes Glenn Drive	1.00	5050.0	Paved 2024 CDBG	Previous	
Northbelt Parkway Northwest	1.00	2344.3	Paved 2024 SPLOST	Previous	
Pacific Drive	1.00	3396.3	Paved 2024 SPLOST	Previous	
Peterson Place Northwest	1.00	1210.9	Paved 2024 SPLOST	Previous	
Stanstead Circle	1.00	2592.8	Paved 2024 SPLOST	Previous	
Station Circle	1.00	4681.0	Paved 2024 CDBG	Previous	
Woodland Road Northwest	1.00	692.0	Paved 2024 SPLOST	Previous	
Lanier Terrace Northwest	1.00	233.6	Paved 2024 SPLOST	Previous	
Oak Terrace	1.00	1051.3	Paved 2024 SPLOST	Previous	
Weyden Court	1.00	134.1	Paved 2024 CDBG	Previous	
Camelot Way Northwest	1.00	1036.4	Paved 2024 CDBG	Previous	
Leeds Drive	1.00	309.7	Paved 2024 CDBG	Previous	
Moore Lane	1.00	418.8	Paved DEC 2024	Previous	
Stanstead Court	1.00	169.3	Paved DEC 2024	Previous	
Mauldin Court	1.00	359.5	Paved DEC 2024	Previous	
Best Friend Road	1.00	441.2	Paved DEC 2024	Previous	
Atlantic Boulevard	1.00	4036.7	Paved DEC 2024	Previous	
Spike Street Northwest	1.00	426.0	Paved DEC 2024	Previous	
Hollow Trace Way	1.00	725.9	Paved DEC 2024	Previous	
Pinnacle Way	1.00	3659.7	Paved DEC 2024	Previous	
Glochester Place Northwest	1.00	1305.4	Paved OCT 2025	Previous	2025-29 Roads ITB PW 25-09
Williams Place Northwest	1.00	1580.5	Paved OCT 2025	Previous	
Lively Avenue	1.00	2721.6	Paved DEC 2025	Previous	Phase 1
Kelly Street Northwest	1.00	576.1	Paved OCT 2025	Previous	
Park Drive Northwest	1.00	1208.7	Paved NOV 2025	Previous	
Hickory Springs Dr NW	1.00	1029.2	Paved OCT 2025	Previous	
Lanier Boulevard Northwest	1.00	2985.3	Paved OCT 2025	Previous	
South Barton Street	1.00	492.9	Paved OCT 2025	Previous	
Everglades Trail	1.00	3008.8	Paved OCT 2025	Previous	
Anamanda Close	1.00	1433.5	Paved OCT 2025	Previous	
Hammond Drive Northwest	1.00	4211.7	Paved OCT 2025	Previous	
Everglades Lane	1.00	504.3	Paved OCT 2025	Previous	
Coventry Circle	1.00	413.6	Paved OCT 2025	Previous	
North Peachtree Street Northwest	1.00	4293.6	Paved OCT 2025	Previous	
Fairmount Drive Northwest	1.00	2162.3	Paved DEC 2025	Previous	
Everglades Lane Northwest	1.00	299.8	Paved OCT 2025	Previous	
Jones Street Northwest	1.00	565.9	Paved NOV 2025	Previous	
Williams Street	1.00	256.0	Paved OCT 2025	Previous	
Huddersfield Way	1.00	3673.6	Paved OCT 2025	Previous	
North Barton Street	1.00	999.7	Paved OCT 2025	Previous	
Western Hills Drive	1.00	4388.4	Paved OCT 2025	Previous	
Born Street Northwest	1.00	774.1	Paved OCT 2025	Previous	
Thrasher Street Northwest	1.00	4024.0	Paved OCT 2025	Previous	
College Street Northwest	1.00	686.5	Paved OCT 2025	Previous	
East Glochester Place Northwest	1.00	2085.1	Paved OCT 2025	Previous	
Goodwick Way N West	1.00	2277.3	Paved OCT 2025	Previous	
Cartyle Street Northwest	1.00	927.4	Paved OCT 2025	Previous	
Summertown Drive	1.00	2680.8	Paved OCT 2025	Previous	
Thames Court Northwest	1.00	206.4	Paved OCT 2025	Previous	
Balard Way	1.00	678.7	Paved NOV 2025 CDBG	Previous	2025-19 Roads ITB PW 25-14
Crest Hollow Court	1.00	195.0	Paved DEC 2025	Previous	
Executive Way	1.00	1083.0	Paved NOV 2025	Previous	Phase 2
Crest Trace Court	1.00	113.3	Paved DEC 2025	Previous	
Wexford Lane	1.00	1221.2	Paved FEB 2026	Previous	
Goshen Springs Road	1.00	3617.6	Paved MAR 2026	Previous	
Landings Court	1.00	687.8	Paved NOV 2025 CDBG	Previous	
Charmaine Bend	1.00	1376.8	Paved DEC 2025	Previous	
Rockies Court Northwest	1.00	464.6	Paved NOV 2025 CDBG	Previous	
Davidson Drive Northwest	1.00	1167.4	Paved FEB 2026	Previous	
Western Hills Court	1.00	265.2	Paved NOV 2025 CDBG	Previous	
Kimberly Lane Northwest	1.00	1264.9	Paved NOV 2025 CDBG	Previous	
Wexford Court	1.00	206.1	Paved FEB 2026	Previous	
Lancelot Drive	1.00	3848.2	Paved DEC 2025	Previous	
Sharon Drive Northwest	1.00	795.7	Paved NOV 2025 CDBG	Previous	
Oak Cove	1.00	824.2	Paved FEB 2026	Previous	
Queens Court Northwest	1.00	1075.9	Paved FEB 2026	Previous	
Sunset Drive	1.00	3940.0	Paved FEB 2026	Previous	
Hollow Ridge Lane	1.00	655.1	Paved DEC 2025	Previous	
		41.2 Miles			

Finance Department Budget Adjustment Entry

Purpose:		Appropriate LMIG funds received for Public Works FY26 road resurfacing priorities		
Item Number:		2026-042026PW1		
Effective Date:		5/4/2026		
Description		Account Number	Increase/Debit	Decrease/Credit
Budgeted Fund Balance		100-389500		400,000
Intergovernment Revenue - LMIG		100-336106		208,724
Public Works - LMIG Project			608,724	
		Totals	608,724	608,724



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

AGENDA REPORT

To: Mayor and Council

From: Elizabeth Simpson, NPAC Chair

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-143

Title: Approve Phase II White Squirrels of Norcross - Pinnacle Park

CC: Eric Johnson, City Manager

Recommendation: Approve the Pinnacle Park expansion of the White Squirrels of Norcross art hunt project as a Phase II of the original project. Placement of public art at this location widens and enhances community identity, creating excitement for the project and elevating interest in Norcross' Pinnacle Park arboretum.

Background

The White Squirrels of Norcross project scope includes installation of 13 total white squirrels to be installed around the Historic Norcross area, one of which will be mobile and relocated from time to time. NPAC has received many requests to install white squirrels at Pinnacle Park along the walking trails. We are very excited about installing Pinnacle as that adds inclusivity and broadens the footprint of public art installation that brings community together. In keeping with our Master Arts and Culture Plan, this installation lessens a perceived cultural divide and exemplifies inclusiveness for all of Norcross.

NPAC would like to further collaborate with the Parks, Green Spaces, & Trails board to design the WSN Phase II art hunt experience in a manner that invites more visitors to Pinnacle Park and enhances our Arboretum. Squirrel statues would be nestled among the many varieties of trees and along the winding creek near lookout spots, to help engage and educate the community. The initial scope would be 5 – 7 squirrel statues.

NPAC requests approval on Phase II of the White Squirrels of Norcross project with a focus on Pinnacle Park. This will allow NPAC to apply for grants against Phase II and to include Phase II in our fundraising activities.

Financial Impact

Allows for grant application and fundraising.

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

Update



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 Philip

AGENDA REPORT

To: Mayor and Council

From: Stephanie Newton, Director of Cultural Arts & Tourism/Downtown Manager

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-144

Title: Request for Approval to Issue RFP for Data Analytics Service

CC: Eric Johnson, City Manager

Recommendation

Approve request to issue RFP for a Data Analytics Service

Background

The City of Norcross is seeking proposals for a mobile data analytics solution that will provide foot traffic insights related to special events and merchant activity through the use of flexible geofence boundaries. Access to accurate attendance projections will enable the City to allocate staff and resources more efficiently for events. Providing downtown businesses with meaningful visitor data will help drive increased activity within the historic district. Reliable, measurable data will also strengthen grant applications, inform marketing strategies, evaluate the effectiveness of promotional efforts, provide credible insights to potential event sponsors, and support more efficient use of City resources.

Additionally, departments such as Economic Development and Public Works could leverage this data to support their initiatives. Economic Development could use it to better recruit and retain businesses, while Public Works could analyze park and facility usage or monitor traffic patterns to more effectively plan and deploy city amenities and resources.

The data insights generated will support several strategic goals:

- Enhance existing events through targeted marketing and inform the development of new event concepts.
- Provide downtown businesses with actionable insights to better plan for peak and slower periods.
- Support economic development efforts by offering reliable market data to recruit new businesses and anticipate parking and infrastructure needs.
- Help identify target and growth markets and support more efficient allocation of City marketing funds.
- Help attract sponsorships and grant funding, support business recruitment and retention, and guide infrastructure investments based on actual usage and demand.



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 Philip

Financial Impact

Projected cost of \$19,000 annually. A total of \$19,000 has been allocated in the current fiscal year budget for this initiative, per approval by Council.

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

Goal 4: Maintains a Vibrant Economy and Continue to Facilitate Job Growth

- Policy 4-4: Encourage the development of downtown as a vibrant center for culture, government, dining, residential and retail diversity.
- Policy 4-5: Provide ongoing support for Business Retention, Recruitment and Expansion.
- Policy 4-7: Accommodate new development while enhancing existing local assets.

Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

- Policy 6-1: Continue efforts to reach out to the diverse population within Norcross through existing community groups and local businesses.
- Policy 6-2: Maximize the use of existing facilities and services.
- Policy 6-15: Continue to support local arts and cultural events through the provision of facilities, logistics and marketing efforts.

Attachments

RFP 26-07 Mobile Data Analytics
Data Analytics Scenarios & info (PPT)

Benefits of Data: Real-World Scenarios

Events: Imagine...

- Arriving early to the Easter Egg Hunt and watching larger crowds than ever before
 - Instead of estimates, data confirms steady year-over-year growth
 - Data could guide how many eggs to order, how to manage flow, and when it's time to scale up
- Standing in the middle of the International Night Market, surrounded by a diverse, energetic crowd
 - Data reveals exactly where attendees come from, helping refine marketing and expand the event's reach each year

Benefits of Data: Real-World Scenarios

Economic Development: Imagine...

- A dining and entertainment business eyeing downtown Norcross but unsure of demand
 - Data on visitor origins, income, and dwell time replaces uncertainty with a clear picture of a strong, supportive market
- A co-working operator exploring downtown Norcross, needing proof of weekday activity
 - Data shows consistent daytime traffic from nearby employees, demonstrating a built-in audience for workspace
- The opportunity to bring a high-end hotel in downtown Norcross
 - Data on where visitors stay and what they do nearby paints a clear picture of demand to support new development

Benefits of Data: Real-World Scenarios

Downtown Marketing & Promotion: Imagine...

- A Saturday evening downtown, full of energy and visitors from beyond Gwinnett
 - Data shows when and where people arrive, informing campaigns and extended programming to boost nightlife and business activity

Public Works: Imagine...

- A busy Saturday at a city park where nothing is unexpected
 - Data reveals peak times and usage trends, allowing staff to plan ahead, optimize maintenance, and add amenities before needs overtake capacity



CITY OF NORCROSS

REQUEST FOR PROPOSALS MOBILE DATA ANALYTICS SERVICES RFP 26-07

CITY OF NORCROSS

REQUEST FOR PROPOSALS

MOBILE DATA ANALYTICS SERVICES

RFP 26-07

The City of Norcross is seeking competitive sealed proposals from qualified companies for a mobile data analytics solution to provide foot traffic analytics related to special events and merchant activity, using flexible geofence boundaries. The information should be presented in various report formats that offer customized searches. The data collected and analyzed through the solution will be used to strengthen and grow existing events, provide downtown business with actionable insights, and assist city departments with strategic planning. Interested firms shall be licensed, insured, and bonded. The initial contract term will be for 1-year, with up to 2 additional renewal option years.

The proposal package should be clearly marked “**RFP 26-07– MOBILE DATA ANALYTICS SERVICES**” on its face and submitted by **11:00 a.m. on (DATE TBD)**, 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 **(DATE TBD)**, at the Norcross City Hall, 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 (DATE TBD)**. 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!

INTRODUCTION

The City of Norcross is seeking proposals for a mobile data analytics solution to provide foot traffic analytics related to special events and merchant activity, using flexible geofence boundaries. Having accurate attendance projections will allow the City to allocate staff and resources more efficiently for events. Providing downtown businesses with meaningful visitor insights will help increase traffic to the historic district. Access to credible, measurable data will also strengthen grant applications, guide marketing decisions, evaluate the success of promotional efforts, and ensure more effective use of City resources. The city will not consider systems that must live on the city's local servers. Intended implementation to begin by DATE TBD 2026.

PROJECT DESCRIPTION

The primary users of the platform will be the Cultural Arts & Events department; however, the platform should accommodate future usage by other city departments such as Parks and Economic Development. The platform dashboard would allow the City to conduct customized searches using flexible geofence boundaries, depending on the data needed. The City would maintain a clear privacy policy to ensure that all collected data is anonymized and scrubbed of any personally identifiable information. The data collected and analyzed will support several strategic goals:

- Strengthen existing events through more targeted marketing and data-driven growth strategies, while also informing the development of new event concepts.
- Provide downtown businesses with actionable insights to plan for peak traffic times and implement targeted promotions during slower periods.
- Assist the Economic Development Department in recruiting new businesses by providing reliable market data and helping forecast parking demand and infrastructure needs.

The platform should allow staff to collect and analyze key data points, including:

- Total attendance at special events
- Demographic profiles of event attendees
- Geographic origin of visitors
- Peak days and times in downtown Norcross

SCOPE OF WORK

The city is seeking a mobile data analytics solution that provides the following features:

- Collection of historical and current data/mobile data on special events attendance
- Data analysis and report generation based on client needs and objectives
- Geofencing capabilities
- Onboarding, training, and technical support of program use
- Maintenance of a clear data privacy policy
- Timely technical support and troubleshooting

SCHEDULE OF EVENTS

Release of RFP	TBD
Optional Pre-Proposal Meeting	TBD
Deadline for Written Questions	TBD
Proposals Due	TBD
Proposal Evaluation	TBD
Contract Award	TBD

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

SUBMISSION GUIDELINES & INSTRUCTIONS

Firms must submit two paper copies and one USB copy of the proposal. A complete submission includes the following components:

- 1. Cover letter**
Proposals should include a cover letter introducing the company and experience with similar projects. This letter should summarize why the firm is interested in the project.
- 2. Statement of Qualifications**
The statement of qualifications (attached in Appendix A) should be completed in its entirety. Requested information includes firm details, experience, and project approach.
- 3. References Form**
Submission may be accompanied by a reference form containing at least 4 references (attached in Appendix B) OR a minimum of 4 letters of reference. References must be for projects of similar size and scope.
- 4. Acknowledgement of Addenda**
Attached as Appendix D
- 5. Certificate of Liability Insurance**
Insurance requirements detailed in “General Conditions” section.
- 6. E-Verify Contractor & SAVE Affidavits (with required documentation)**
- 7. Cost Proposal**
Cost proposal form is attached in Appendix C and *must be submitted in a sealed envelope.*

EVALUATION CRITERIA

The proposal evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	20
Proposed Approach & Timeline	20
References	10
Cost Proposal	50
Local Firm Credit (Bonus)	5
Total	105

Experience & Qualifications – Experience and qualifications of the team personnel, as demonstrated by resumes, organizational chart, and other information provided. Experience of the firm in executing successful and relevant projects including other city-wide safety action plans.

Proposed Approach & Timeline – Evidence of thorough understanding of the project scope, quality and detail of the proposed approaches to the completion of the required tasks. Evidence of team’s capacity and availability to provide the proposed services in a timely fashion. Evidence of ease of use and security.

References – Quality and relevance of references, as well as responsiveness of references contacted by City staff.

Local Firm—Businesses with a current and valid City of Norcross Business License shall receive a ‘local firm’ credit of 5 points added to their technical (pre-cost proposal) score. Businesses with a valid business license within the boundaries of Gwinnett County or another Gwinnett County city will receive a credit of 2.5 points.

Cost Proposal— The cost proposal will not factor into the committee’s evaluation of the technical proposal. Scores will be determined by weights assigned based on proposed cost.

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

GENERAL CONDITIONS

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

I. QUALIFICATIONS

- A. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and

magnitude.

- B. 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.
- C. Proposers must provide their own materials for this contract.
- D. 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.
- E. 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.

II. AUTHORITY TO SIGN

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

III. RIGHTS RESERVED

- A. 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.

- B. 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.
- C. 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.
- D. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

IV. AWARD OF CONTRACT

- A. 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.
- B. 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.
- C. 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.
- D. 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.

V. PRODUCTION REQUIREMENTS

- A. 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.

VI. LOCATION AND SITE(S)

- A. All work is within City limits of the City of Norcross, Georgia.
- B. 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.
- C. The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

VII. NON-COLLUSION

- A. 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.

VIII. MATERIALS

- A. 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.
- B. 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.

IX. CONTRACT REQUIREMENTS

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

- A. Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
- B. Provide Insurance Certificates as specified in the RFP documents.
- C. 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.

X. SCHEDULE

- A. Schedule: The Vendor shall provide to the City a schedule of activities at stephanie.newton@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 26-07

STATEMENT OF QUALIFICATIONS

All questions must be answered. Information given must be clear and comprehensive.

ABOUT THE FIRM

1. Name of Bidder
2. Permanent main office address, email address, & pertinent contact numbers
3. 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?
4. Attach a list of your proposed project personnel with job titles, responsibilities, and resumes

EXPERIENCE

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

APPROACH

1. Please provide a narrative describing your proposed solution and how it fits the City of Norcross' needs. The following areas must be addressed:
 - a. Implementation timeline
 - b. Data collection & analytics methodology
 - c. Data security/privacy
 - d. Available data reporting tools
 - e. Customization of features
 - f. Levels of access/account types
 - g. Retention schedule for data collected
 - h. Training and customer support
 - i. Proposed pricing model (license quantities, solution as a service, etc.)

APPENDIX B
RFP PW 26-03
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 three (3) 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: _____

APPENDIX B
RFP PW 26-03
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 C
RFP PW 26-07
COST PROPOSAL FORM

This form must be submitted in a sealed envelope.

Project Name: _____

ITEM	DESCRIPTION	COST
1.	Year 1 subscription	\$
1.	Year 2 subscription	\$
2.	Year 3 subscription	\$

Please attach a clear breakdown of annual fees described above (including licensing fees, training, customer service, etc.)

(Optional) Additional Modules:

ITEM	MODULE DESCRIPTION	COST
1.		\$
3.		\$
4.		\$
5.		\$
6.		\$

APPENDIX C
RFP PW 26-07
COST PROPOSAL FORM

BIDDER, in compliance with the Request for Proposals associated with 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 implementation of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to implement 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: _____

Signature: _____

Firm Address: _____

APPENDIX D
RFP PW 26-07
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

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

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX E

RFP 26-07

CHECKLIST

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. *Use of this appendix is not required but highly recommended to ensure responsiveness of proposal.*

_____ Two Hard Copies & One Electronic Copy of Bid Package (*including completed appendices and all required forms*)
Bid Package Components:

- _____ Cover Letter
- _____ Statement of Qualifications
- _____ Cost Proposal Form (in Sealed Envelope)
- _____ References Form ***or*** Letters of Reference
- _____ Acknowledgement of Addenda Form
- _____ Certificate of Liability Insurance
- _____ [E-Verify Contractor & SAVE Affidavits](#) (with secure and verifiable document)

Mail or deliver to:

City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Attn: Charlene Marsh, Procurement and Capital Projects Manager
RFP PW 26-07 – MOBILE DATA ANALYTICS PLATFORM



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 Philip

AGENDA REPORT

To: Mayor and Council

From: Amir Mahfoozpour

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-110

Title: Barton Street Hydrologic & Hydraulic Study

CC: Eric Johnson, City Manager

Recommendation

Approve staff's recommendations for remediation of the identified structures at Barton St., Buchanan st, and North Peachtree St.

Background

Bowman Consulting Group was retained by the City of Norcross to perform a hydrologic and hydraulic (H&H) analysis of the existing stormwater inlet and conveyance system along Barton Road, Park Drive, and Buchanan Street within the City. Bowman conducted a survey of the existing inlet and pipe infrastructure and developed an existing-conditions model to establish a baseline for the evaluation of localized flooding. A technical study was subsequently prepared to document the findings and present recommended remedial measures. City staff has reviewed the study and recommends the following improvements:

1. Structure #9 approximately in front of 117 N. Peachtree St.
 - Replace the existing curb inlet with a pedestal top to enhance the hydraulic performance of the structure
 - Approximate Cost: \$2,000.
2. Structure #2 at the western corner of Buchanan St. and Barton St.

Option A:

- Add three combination inlets (drop inlet and throat)
- Approximate Cost: \$20,000

Option B:

- Construction of 9-foot single-wing catch basin to improve runoff capture.
- Approximate Cost: \$20,000.

Financial Impact

Up to \$62,000

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

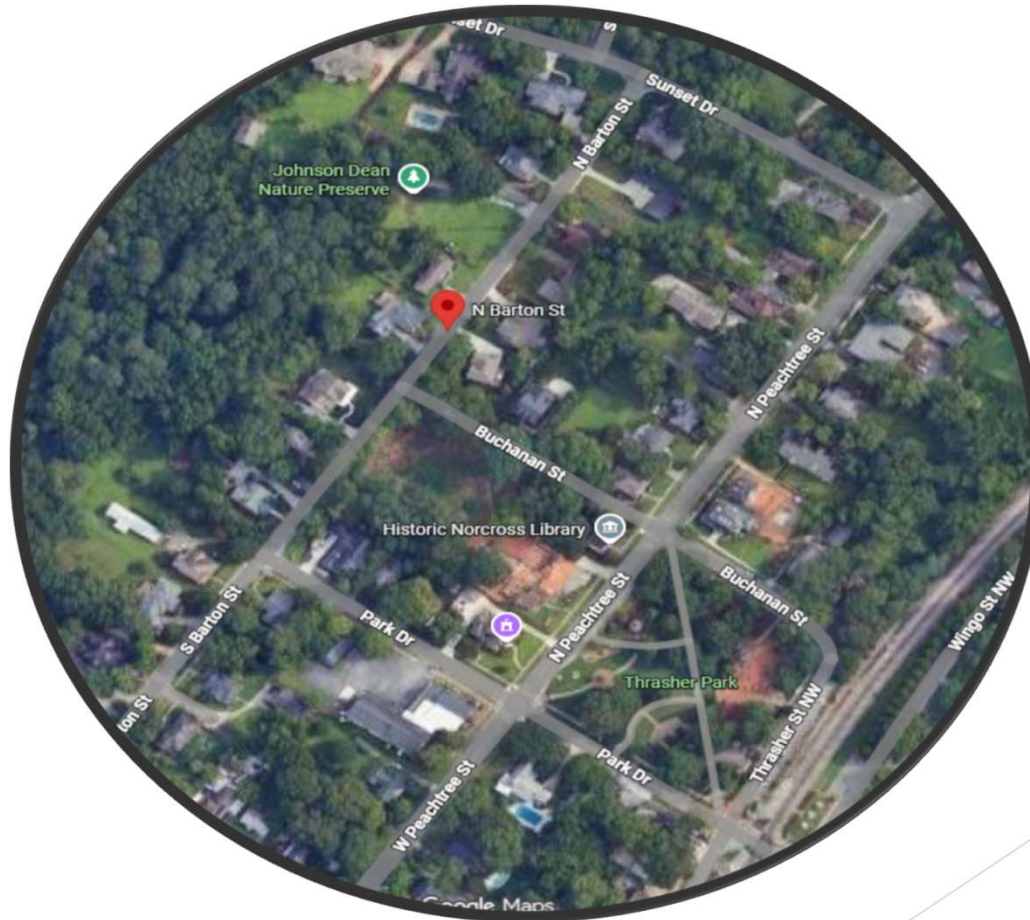
Policy 3-1: Promote Safe and efficient transportation for pedestrians, cyclists, transit riders, and drivers.

Attachments

- Presentation
- Hydrologic and Hydraulic Study

Update

Barton St - Stormwater Study



Background

- ▶ To address concerns regarding the performance of the City's stormwater infrastructure along Barton Street, Bowman Consulting Group was retained by the City of Norcross to perform a hydrologic and hydraulic (H&H) analysis of the existing stormwater inlet and conveyance system along Barton Road, Park Drive, and Buchanan Street within the City.
- ▶ A survey of the existing inlet and pipe infrastructure was conducted to model existing conditions.
- ▶ A technical study was then prepared, including findings and recommended remedial measures.

Methodology

- ▶ Two design storms were used to identify potential system deficiencies.
 1. 25-year storm was used as the benchmark event.
 2. 100-year storm was used as a worst-case scenario to ensure that system improvements are robust enough to handle extreme but foreseeable runoff conditions.

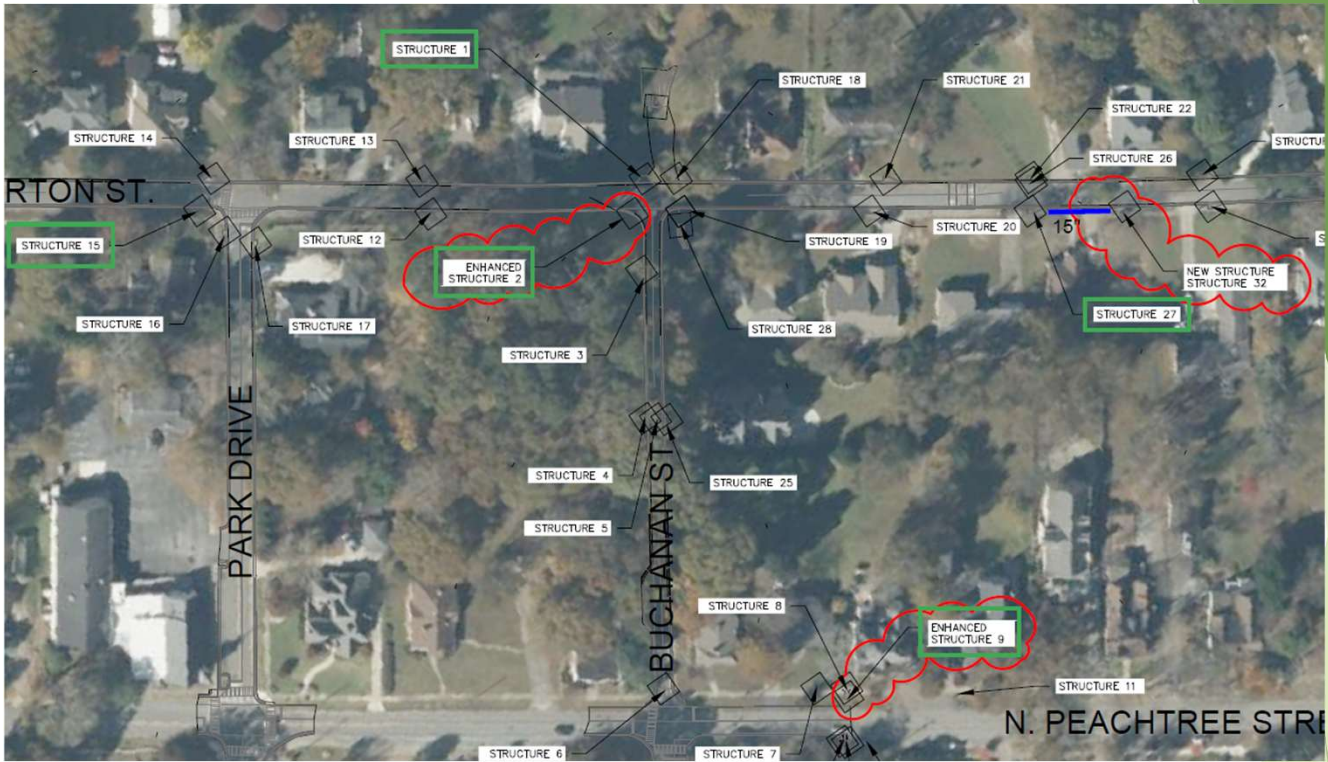
Study Case 1

25-Years Storm Event

- A 25-year storm event has a 4% probability of occurring in any given year.
- Based on NOAA Atlas 14 data for Norcross, a 25-year event is approximately equal to 5.9 inches of rainfall in 24 hours.
- Inlets Structure will be evaluated for submergence and flow spread.

Duration	Average recurrence interval (years)					
	1	2	5	10	25	50
5-min	0.408 (0.328-0.520)	0.469 (0.377-0.598)	0.571 (0.458-0.729)	0.658 (0.526-0.842)	0.781 (0.611-1.02)	0.879 (0.676-1.15)
10-min	0.597 (0.481-0.761)	0.686 (0.552-0.875)	0.836 (0.671-1.07)	0.964 (0.770-1.23)	1.14 (0.895-1.49)	1.29 (0.989-1.69)
15-min	0.728 (0.586-0.928)	0.837 (0.674-1.07)	1.02 (0.818-1.30)	1.18 (0.939-1.50)	1.40 (1.09-1.82)	1.57 (1.21-2.06)
30-min	1.02 (0.825-1.31)	1.18 (0.949-1.50)	1.44 (1.15-1.84)	1.66 (1.32-2.12)	1.97 (1.54-2.57)	2.22 (1.70-2.90)
60-min	1.31 (1.05-1.67)	1.50 (1.21-1.91)	1.82 (1.46-2.33)	2.10 (1.68-2.69)	2.51 (1.96-3.28)	2.83 (2.18-3.72)
2-hr	1.59 (1.30-2.00)	1.82 (1.48-2.28)	2.21 (1.79-2.78)	2.55 (2.06-3.21)	3.04 (2.42-3.93)	3.45 (2.69-4.47)
3-hr	1.78 (1.46-2.22)	2.02 (1.66-2.52)	2.44 (2.00-3.04)	2.81 (2.29-3.51)	3.36 (2.70-4.31)	3.82 (3.01-4.91)
6-hr	2.19 (1.82-2.68)	2.46 (2.04-3.01)	2.93 (2.43-3.60)	3.36 (2.77-4.13)	4.00 (3.25-5.05)	4.53 (3.62-5.75)
12-hr	2.72 (2.29-3.29)	3.04 (2.56-3.67)	3.59 (3.01-4.34)	4.08 (3.41-4.95)	4.81 (3.97-5.98)	5.42 (4.39-6.76)
24-hr	3.28 (2.60-3.90)	3.70 (3.15-4.39)	4.40 (3.74-5.24)	5.01 (4.24-5.97)	5.88 (4.89-7.16)	6.58 (5.39-8.06)
2-day	3.81 (3.29-4.45)	4.36 (3.76-5.09)	5.26 (4.53-6.16)	6.03 (5.17-7.07)	7.10 (5.98-8.49)	7.94 (6.58-9.56)

Overloaded
Structures during 25-
years event



Structure ID	Pool Height at Gutter (ft)	Gutter Spread (ft)
1*	Submerged, >1.0 ft*	Too Wide*
2	0.53 (submerged)	3.67
9	0.17	6.98 (too wide)
15	0.50 (submerged)	0.00
27	0.54 (submerged)	3.76

Structure #2

- Increase the inlet length of Structure #2 at the western corner of Barton and Buchanan.
- Option A: three (3) feet to 12 feet, addition of three (3) combination grated inlet catch basin boxes. (total 4) (Remediation cost estimate: \$20k)
- Option B: Construction of 9-foot single-wing catch basin (Remediation cost estimate: \$20k) (staff recommend option B)

► Existing Condition:



► Proposed Condition A



► Proposed Condition B



Structure #9

- Replace Structure 9 at North Peachtree with a Pedestal Top Inlet, increasing the inlet length from two (2) feet to six (6) feet
- Remediation cost estimate: \$2k (only material)

► Existing Condition:



► Proposed Condition



Structure #27

- Add one (1) additional curb inlet on Barton Road, titled Structure 32. Structure 32 will connect to Structure 27 further down Barton Road via a new pipe
- Remediation cost estimate: \$40k
- Staff does not recommend remediation, as no evidence or reported complaints of flooding have been identified in this area and because there is no flow spread onto the adjacent road, the curb is not overtopped

► Existing Condition:



► Proposed Condition



PRE: 0.54 (submerged)	PRE: 3.76
POST: 0.39	POST: 1.31

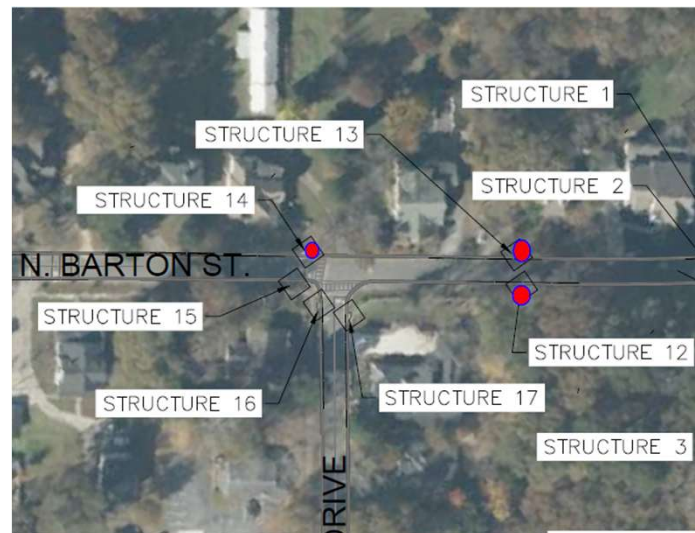
Structure #15

- Remediation is not recommended because there is no flow spread onto the adjacent road, the curb is not overtopped, and downstream inlets 14, 13, and 12 have sufficient capacity to convey the bypass flow without resulting in flooding.

► Existing Condition:



► Structures 12,13&14



PRE: 0.50 (submerged)	PRE: 0.00
POST: 0.50 (submerged)	POST: 0.00

Structure #1

- Flow depth 6.7 inches. Inlet's throat 6 inches and catch basin top 10". The curb will not be overtopped.
- There is no flow spread onto the adjacent road.
- Based on a review of Google Street View imagery, no signs of erosion were observed at the top of Structure #1, indicating that overtopping has not occurred frequently.
- Remediation is not recommended.

► Aug 2013

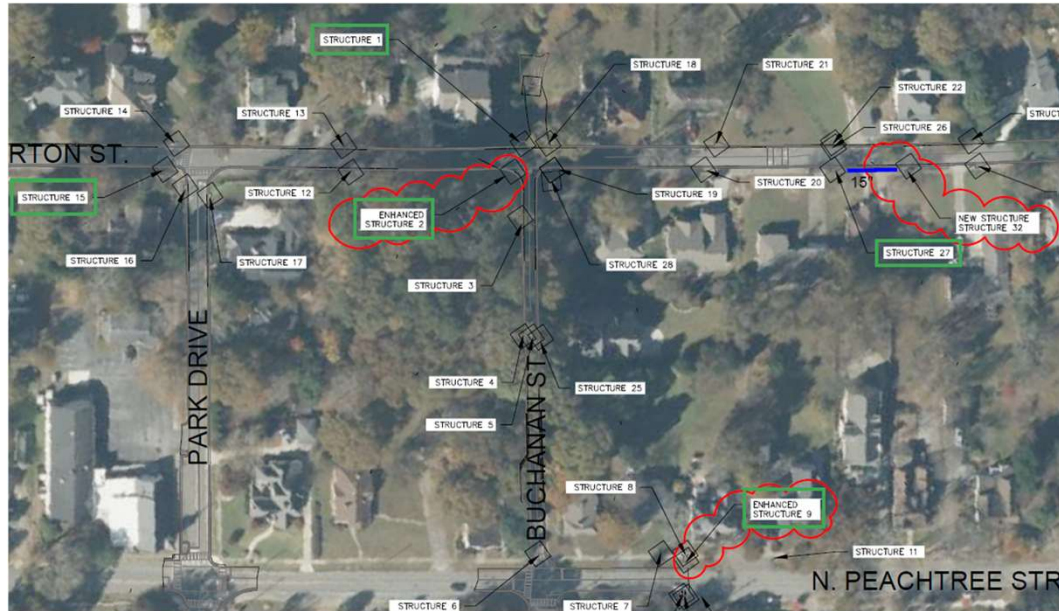


► Apr 2023



► Dec 2024





Inlets' structure performance 25-years storm event

Pre- and Post-Remediation Conditions

Structure ID	Pool Height at Gutter (ft)	Gutter Spread (ft)
1	PRE: Submerged	PRE: Too Wide
	POST: 0.56 (submerged)	POST: 1.19
2	PRE: 0.53 (submerged)	PRE: 3.67
	POST: 0.39	POST: 1.5
9	PRE: 0.17	PRE: 6.98 (too wide)
	POST: 0.04	POST: 2.19
15	PRE: 0.50 (submerged)	PRE: 0.00
	POST: 0.50 (submerged)	POST: 0.00
27	PRE: 0.54 (submerged)	PRE: 3.76
	POST: 0.39	POST: 1.31

Flow Depth in Pipes 25-years event

- Pipes 2,6,8,9,10,11&25 in the existing network are experiencing full flow during the 25-year storm.
- Two scenario of the proposed conditions were considered:
 1. Pipes were not sized up
 2. Pipes' diameter were increased so these pipes were no longer flowing full
- The comparison of these two models yielded very little difference and did nothing to improve flooding at the five (5) problematic inlets.
- As a result: No Pipe remediation is recommended.

Pipe ID	Existing Conditions	Increased Diameter
2	Pipe Size: 18" RCP	Pipe Size: 24" RCP
	Flow Depth: 1.50' (Full)	Flow Depth: 1.77'
6	Pipe Size: 18" RCP	Pipe Size: 24" RCP
	Flow Depth: 1.50' (Full)	Flow Depth: 0.97'
8	Pipe Size: 18" RCP	Pipe Size: 24" RCP
	Flow Depth: 1.50' (Full)	Flow Depth: 1.24'
9	Pipe Size: 18" RCP	Pipe Size: 24" RCP
	Flow Depth: 1.50' (Full)	Flow Depth: 1.25'
10	Pipe Size: 18" CMP	Pipe Size: 24" CMP
	Flow Depth: 1.50' (Full)	Flow Depth: 0.91'
11	Pipe Size: 15" RCP	Pipe Size: 18" RCP
	Flow Depth: 1.25' (Full)	Flow Depth: 0.91'
25	Pipe Size: 18" CMP	Pipe Size: 24" CMP
	Flow Depth: 1.50' (Full)	Flow Depth: 1.60'

Study Case 2

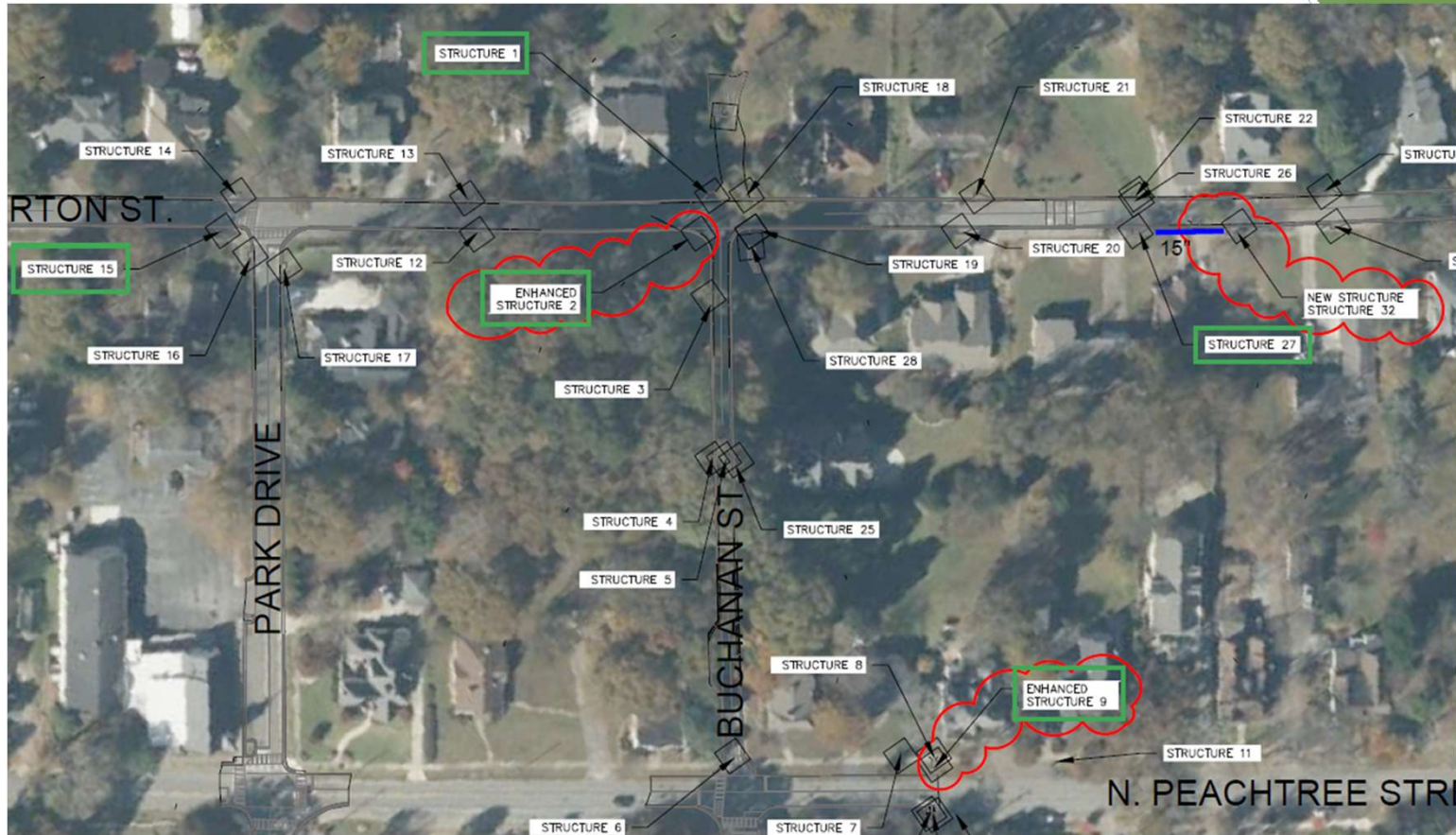
100-Years Storm Event

- A 100-year storm event has a 1% probability of occurring in any given year.
- Based on NOAA Atlas 14 data for Norcross, a 100-year event is equal to 7.3 inches of rainfall in 24 hours.
- Inlets Structure will be evaluated for submergence and flow spread.

PF tabular

PDS-based point precipitation frequency estimates with 90% confidence

Duration	Average recurrence interval (years)						
	1	2	5	10	25	50	100
5-min	0.408 (0.328-0.520)	0.469 (0.377-0.598)	0.571 (0.458-0.729)	0.658 (0.526-0.842)	0.781 (0.611-1.02)	0.879 (0.676-1.15)	0.979 (0.734-1.30)
10-min	0.597 (0.481-0.761)	0.686 (0.552-0.875)	0.836 (0.671-1.07)	0.964 (0.770-1.23)	1.14 (0.895-1.49)	1.29 (0.989-1.69)	1.43 (1.08-1.90)
15-min	0.728 (0.586-0.928)	0.837 (0.674-1.07)	1.02 (0.818-1.30)	1.18 (0.939-1.50)	1.40 (1.09-1.82)	1.57 (1.21-2.06)	1.75 (1.31-2.32)
30-min	1.02 (0.825-1.31)	1.18 (0.949-1.50)	1.44 (1.15-1.84)	1.66 (1.32-2.12)	1.97 (1.54-2.57)	2.22 (1.70-2.90)	2.47 (1.85-3.27)
60-min	1.31 (1.05-1.67)	1.50 (1.21-1.91)	1.82 (1.46-2.33)	2.10 (1.68-2.69)	2.51 (1.96-3.28)	2.83 (2.18-3.72)	3.17 (2.38-4.22)
2-hr	1.59 (1.30-2.00)	1.82 (1.48-2.28)	2.21 (1.79-2.78)	2.55 (2.06-3.21)	3.04 (2.42-3.93)	3.45 (2.69-4.47)	3.87 (2.95-5.08)
3-hr	1.78 (1.46-2.22)	2.02 (1.66-2.52)	2.44 (2.00-3.04)	2.81 (2.29-3.51)	3.36 (2.70-4.31)	3.82 (3.01-4.91)	4.30 (3.30-5.60)
6-hr	2.19 (1.82-2.68)	2.46 (2.04-3.01)	2.93 (2.43-3.60)	3.36 (2.77-4.13)	4.00 (3.25-5.05)	4.53 (3.62-5.75)	5.10 (3.98-6.55)
12-hr	2.72 (2.29-3.29)	3.04 (2.56-3.67)	3.59 (3.01-4.34)	4.08 (3.41-4.95)	4.81 (3.97-5.98)	5.42 (4.39-6.76)	6.06 (4.79-7.65)
24-hr	3.28 (2.80-3.90)	3.70 (3.15-4.39)	4.40 (3.74-5.24)	5.01 (4.24-5.97)	5.88 (4.89-7.16)	6.58 (5.39-8.06)	7.30 (5.85-9.06)
2-day	3.81	4.36	5.26	6.03	7.10	7.94	8.80



Overloaded Inlets during 100-years event

Inlets' structure performance 100-years storm event

Existing Conditions and Post-Remediation Conditions

- **Existing Condition**

Overloaded Inlets' structure

- 1 (submerged)
- 2 (spread)
- 9 (spread)
- 15 (submerged)
- 27 (spread)

- **Proposed Condition**

Inlets' structure after remediation

- 1 (submerged)
- 15 (submerged)
- Flow depth in both about 7 inches
- Inlet's throat 6 inches
- The curb will not be overtopped
- Based on a review of Google Street View imagery, no signs of erosion were observed at the top of Structure #1, indicating that overtopping has not occurred frequently.



QUESTIONS,



COMMENTS,



CONCERNS?



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 Philip

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police
William Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: May 4, 2026 – Regular Council Meeting

Item No.: 2026-153

Title: Ordinance to Regulate Parking of Commercial and Oversized Vehicles in Public Streets and Parking Areas

CC: Eric Johnson, City Manager

Recommendation

Request for Council to amend Chapter 34, Article III, of the Norcross Code of Ordinances to for the regulation of parking for oversized vehicles and commercial vehicles on public streets.

Background

The City currently does not regulate parking for commercial and oversized vehicles (including, vehicles with trailers or campers) on its public streets or public parking areas. This ordinance amendment provides such regulation and allows the City's police and code enforcement to enforce the ordinance to ensure that public streets are not obstructed and that public parking remains generally open to the public, available, and sightly.

The regulations preclude oversized vehicles from being parked in public areas for greater than three hours. Vehicles greater than eight feet wide and ten feet tall (most small to medium sized box trucks are 90" to 96" in height) cannot be parked except when delivering to a commercial business between 5:00 am and 8:00 am.

Financial Impact

No direct financial impact.

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

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

Attachments

Proposed Ordinance Amendment

**AN ORDINANCE TO AMEND THE NORCROSS CODE OF ORDINANCES SECTIONS
70 THROUGH 74 OF ARTICLE 34 TO REGULATE PARKING OVERSIZED AND
COMMERCIAL VEHICLES ON PUBLIC STREETS, TO PROVIDE FOR
MECHANISMS OF ENFORCEMENT FOR VIOLATIONS, TO REPEAL
CONFLICTING ORDINANCES, AND TO PROVIDE AN EFFECTIVE DATE**

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 City has the power by its charter to provide for and regulate public streets and throughfares;

WHEREAS the size of many of the City's existing public streets and rights of way are limited by historic development patterns and provides limited opportunity for on-street parking,

WHEREAS many of the City's public streets are of a residential or historic-commercial nature and maintaining the character of such streets preserves the City's commercial appeal and its residential aesthetics;

WHEREAS the extended and overnight parking of commercial and oversized vehicles on residential streets or in the City's historic commercial center is found to obstruct and to contribute to excessive and disproportionate use of on-street parking and/or to harm the residential character of the City's neighborhood streets;

NOW THEREFORE, the City provides regulation of commercial and oversized vehicles as contained herein:

SECTION 1.

The reserved Sections 34-70 through 34-74 of Chapter 34 Article III of the Norcross Code of Ordinances are hereby amended and replaced in their entirety with the provisions below, and to provide as follows:

Sec. 34-70. Purpose.

The purpose of this article is:

- (1) to ensure that public streets remain unobstructed at all times in order to allow for the free flow of traffic, and
- (2) to ensure that public streets are not used for storage of recreational vehicles, boats, campers, trailers, and other similar equipment.

Sec. 34-71. Large vehicle on-street or public parking.

As applicable to on-street parking or parking areas owned and/or operated by the City, except as otherwise exempted herein no person shall:

- (1) Park or stand any bus, truck, or other freight- or passenger-carrying vehicle in excess of one-half ton capacity upon any public street or highway for a period longer than three hours at any time during the day or night.
- (2) Stop or stand any truck or bus with a body more than eight feet wide or ten feet tall on any street or public place without the driver or chauffeur being actually present and in charge thereof.
- (3) Park or stand any truck camper, camper trailer, motor home, boat, boat trailer, recreational vehicle, or other trailer on any public street, highway, or public place for more than 12 hours at any time during the day or night.

Any vehicle in violation of this article and which remains in violation for a period of 24 hours or more shall be presumed to be abandoned and may be impounded by the police department.

Sec. 34-72. Exemptions.

- (a) Vehicles associated with the provision of services for residences and/or residential properties, such as, but not limited to, construction, landscaping, moving, utilities, etc., may park on the street adjacent to or near the residence they are serving while those services are ongoing for up to 12 hours.
- (b) Commercial vehicles delivering goods or inventory to a commercial business between the hours of 5:00 AM and 8:00 AM.
- (c) Vehicles and equipment otherwise prohibited by this article may park on the street if authorized by the city.
- (d) In no event shall a vehicle exempted from this article block the flow of traffic on a public street, highway or other public place. A law enforcement officer may direct the removal of any exempt vehicle determined to be obstructing the flow of traffic or being stored on the public street, highway or public space.

Sec. 34-73. Enforcement of chapter.

This chapter shall be enforced by any authorized law enforcement officer. Where there has been a violation of this chapter, the law enforcement officer in his discretion may issue a citation, warning and/or order the person to remove the vehicle from the public street, highway or public place.

Sec. 54-74. Penalties for violation of chapter.

Any person violating a provision of this chapter shall be fined a sum not exceeding \$1,000.00 or may be confined to jail for a term not exceeding 60 days, or both.

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 as of the vote adopting this ordinance.

[Intentionally Blank; Signatures on Following Page]

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this
____ day of _____, 2026 .

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 Philip

AGENDA REPORT

To: Mayor and Council

From: Bill Grogan, Chief of Police
William Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: May 4, 2026 – Policy Work Session (PWS)

Item No.: 2026-154

Title: Approval of Extension and Amendment of Professional Service Agreement with RedSpeed Georgia, LLC

CC: Eric Johnson, City Manager

Recommendation

Request for Council to approve the Extension and Amendment of Professional Service Agreement between the City and RedSpeed Georgia, LLC

Background

The City's contract with RedSpeed Georgia, LLC is continuing on a year-to-year renewal basis and requires an extension and amendment. This amendment would extend the term of the contract until December 31, 2031. The City reserves the right to cancel the contract with sixty (60) days' notice. The timing of the renewal will allow for a referendum to be held in 2031 along with municipal elections, in the event that that City Council elects to proceed with renewal of the contract and system.

The amendment also warrants RedSpeed's compliance with state law and indemnifies the City against any claim arising from the system's noncompliance with applicable law. Recent changes in the applicable law will require some changes to school zone cameras and the notices provided to offenders. For example, flashing lights will need to be installed to signify the camera-system's operations during applicable hours.

Financial Impact

No direct financial impact.



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 Philip

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

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

Attachments

Proposed Contract Amendment and Extension

EXTENSION AND AMENDMENT OF PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY OF NORCROSS, GEORGIA AND RedSpeed GEORGIA, LLC.

This Extension and Amendment to the Professional Service Agreement Between the City of Norcross, Georgia and RedSpeed Georgia, LLC (the “**Extension**”) is effective as of the date of signature by the parties (“Effective Date”) and is made and entered by and between the City of Norcross, Georgia, a municipal corporation duly and legally created by the General Assembly of the State of Georgia, acting by and through its duly elected Mayor and Council (the “**City**”), and RedSpeed Georgia, LLC (“RedSpeed”). The City and RedSpeed are sometimes collectively referred to herein as the “**Parties**,” and each, a “**Party**.”

RECITALS

- A. On or about October 21, 2019, the Parties entered into the Professional Services Agreement for RedSpeed to provide the City with a Speed Photo Enforcement System in school zones (the “**Agreement**”).
- B. On or about December 20, 2019, the Parties entered into Addendum 1 of the Agreement to, among other things, state that RedSpeed would provide a customer credit to the City;
- B. Pursuant to Paragraphs 5 and 15 of the Agreement, the Parties seek to extend the Agreement for a term of years as stated herein.
- C. Capitalized terms used and not defined herein shall have their meanings under the Agreement. Upon execution of this Extension by the Parties, all references to the “**Agreement**” shall be deemed to refer to the Agreement
- D. as modified by this Extension and any and all prior amendments.

TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows:

- 1. **Term.** Paragraph 5 of the Agreement shall be stricken and replaced in its entirety with the following:

The term of this Agreement shall be extended until its conclusion on December 31, 2031, unless otherwise extended or agreed to by the parties. Notwithstanding this term, the services may be terminated as provided below

RedSpeed’s services may be terminated:

- a. By mutual written consent of the parties.

- b. For cause, by either party where the other party fails in any material way to perform its obligations under this Agreement and the defaulting party fails to cure the default within thirty (30) days after receiving written notice. The terminating party must provide written notice to the other party of its intent to terminate and state with reasonable specificity the grounds for termination.
- c. For convenience, by either party in the event that state legislation or a decision by a court of competent jurisdiction prohibits the deployment of the SPE Systems that is the subject of this Agreement, but only following the exhaustion of all legal challenges and appeals that may occur challenging such state legislation or judicial determination. To the extent it becomes necessary, the Parties to this Agreement acknowledge that this agreement shall be tolled during the time it takes to determine such legal challenges.
- d. For convenience of the City. The City reserves the right to terminate by giving written notice to RedSpeed sixty (60) days prior to the effective date of such termination. If the City elects to terminate the agreement under this subsection during the first twelve (12) months of the initial contract term, the City shall pay termination costs related to unamortized costs up to the lesser of ten thousand dollars (\$10,000.00) or program revenues through the date of termination.

Upon termination of this Agreement, either for breach or because it has reached the end of its term or as a result of giving an early termination notice, the parties recognize that the City will have to process traffic law violations that occur prior to the termination date of the Agreement and that RedSpeed must assist the City in this regard. Accordingly, the parties shall take the following actions, and shall have the following obligations, which survive termination during the wind-down period: the City shall cease using the SPE System, shall return or allow RedSpeed to recover all provided equipment within a reasonable time not to exceed ninety (90) days from the termination date, and shall not generate further images to be processed. Unless directed by the City not to do so, RedSpeed shall continue to process all images taken by the City before termination and provide all services associated with processing in accordance with this Agreement and shall be entitled to all Fees specified in the Agreement as if the Agreement were still in effect. RedSpeed shall provide the City with all revenues owed to the City accruing prior to the date of termination and RedSpeed shall be entitled to its fees pursuant to this Agreement, from said accrued revenues provided to the City.

2. **Indemnities and Warranties.** Paragraph 12 of the Agreement shall be stricken in its entirety and replaced with the following:

RedSpeed shall comply with all laws, ordinances and regulations governing the use of photo enforcement systems applicable to this Agreement and shall comply with the maintenance procedures, statutory requirements, and manufacturer

recommendations for operation of SPE System and/or school safety zone (as described in O.C.G.A. § 40-14-18 and elsewhere in applicable regulation and law) equipment which affect this Agreement, and shall indemnify and save harmless the City against claims arising from the violations of the maintenance procedures, statutory requirements, and manufacturer recommendations for operation of the equipment.

RedSpeed agrees to protect, defend, indemnify, and hold harmless the City and the City's officers, employees, and agents from and against any and all losses, penalties, damages, settlements, fines, claims, costs, charges for other expenses, or liabilities of every and any kind including any award of attorney fees and any award of costs in connection with or arising from any gross negligence, intentional or reckless act or omission by RedSpeed or any of RedSpeed's officers, employees, agents, contractors, or subcontractors in performing the work agreed to or performed by RedSpeed under the terms of this Agreement. Without limiting the foregoing, any and all claims, suits or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, violations of any decree of any court in connection with or arising from any gross negligence, intentional or reckless act or omission by RedSpeed shall be included in this indemnity.

RedSpeed shall maintain the following minimum scope and limits of insurance:

- a. Commercial General Liability Insurance including coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability with a combined single limit of \$1,000,000 per occurrence. Such insurance shall name the City as additional insured for liability arising from RedSpeed's operation.
- b. Workers' Compensation, as required by applicable state law, and Employers Liability Insurance with limits of not less than \$500,000 each accident. RedSpeed shall always maintain Workers' Compensation insurance coverage in the amounts required by law, but shall not be required to provide such coverage for any actual or statutory employee of the City.
- c. Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by RedSpeed with a minimum \$1,000,000 per occurrence combined single limit bodily injury and property damage.

RedSpeed shall require any subcontractors doing work under this Agreement to provide and maintain the same insurance, which insurance shall also name the City and the City's officers, employees and elected officials as additional insureds. Certificates showing RedSpeed is carrying the above described insurance, and evidencing the additional insured status specified above, shall be furnished to the City within thirty (30) calendar days after the date on which this Agreement is made. Such certificates shall show that the City shall be notified at least thirty (30) days in

advance of all cancellations of such insurance policies. RedSpeed shall forthwith obtain substitute insurance in the event of a cancellation.

The City may enter into this Agreement pursuant to applicable state and local law. The City shall be responsible for vehicle insurance coverage on any vehicles driven by the City employees. Coverage will include liability and collision damage.

RedSpeed will require all its subcontractors to provide the aforementioned coverage as well as any other coverage that RedSpeed may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors shall be the sole responsibility of RedSpeed.

Conflict. Except as expressly modified by this Extension, all the terms and conditions of the Agreement shall remain unchanged and in full force and effect. In the event of any conflict between the terms of this Extension and the terms of the Agreement and Amendment, the terms of this Extension shall control.

3. **Severability/Governing Law.** In the event that any one or more of the provisions contained in this Extension shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Extension shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. This Extension shall be governed by, and construed in accordance with the laws of Georgia.

4. **Electronic Signature/Counterparts.** “**Electronic Copy**” or “**Electronic Signature**” means, as applicable, an electronic copy or signature complying with the laws of Georgia. This Extension may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. All Parties agree that electronic means will not be used by any Party to modify or alter the content or integrity of this Amendment without the knowledge and consent of all other Parties. The Parties agree that the electronic signature of any Party to this Extension shall be as valid as an original signature of such Party and shall be effective to bind such Party to this Extension. The Parties may execute and electronically deliver copies of this Amendment and/or counterpart signature pages, which electronic copies shall be equally as effective as delivery of originally-executed counterparts.

[Signatures on Following Page]

IN WITNESS WHEREOF, the City and RedSpeed have caused this Extension to be executed as of the date set forth below.

This ____ day of April, 2026.

CITY OF NORCROSS, GEORGIA

By: _____
Name
Title

RedSpeed GEORGIA, LLC

By: _____
Robert Liberman
Manager



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 Philip

AGENDA REPORT

To: Mayor and Council

From: Mayor, Craig Newton

Meeting Date: April 20, 2026 – Policy Work Session

Item No.: 26-156

Title: Amendment to Code of Ordinance Section 2-35 to Update Provisions for Public Participation at City Council Meetings

Recommendation

Request for Council to amend Code of Ordinances § 2-35 regarding public participation at council meetings.

Background

The existing version of Code of Ordinances § 2-35 was drafted in 1998. Since adopting that Code section, the City has provided the public with multiple other opportunities for participation at Council meetings, some of which have been memorialized in other code sections. Those opportunities exceed those given by § 2-35. Additionally, there has recently been confusion as to the Code section's application to the open forum provided to citizens at council meetings and its application to public hearings required by state law. Given the age of the existing ordinance, the current practices for conducting council meetings, and the existence of confusion, it may be appropriate for council to consider an amendment to § 2-35.

Regarding public comment, the amendment memorializes the current practice of allowing residents three minutes to speak at the out-set of council meetings. During Policy Work Sessions, the public is asked to restrict comments to agenda items being considered at that meeting. During Regular Council Meetings, the public may speak to any issue facing the City. The amendment makes clear that public comment is not automatically provided at Special Called meetings but may be included in the agenda at the Mayor and Council's discretion.

Concerning the prior reference to public hearings, it's clear that § 2-35's reference to "public hearings" is a misnomer that is meant to apply to townhall meetings and not to public hearings traditionally held in contemplation with City Council action. Many, if not all, of the public hearings scheduled on the Mayor and Council agenda are required by state law and much of the procedural constraints are imposed by those statutes. For example, zoning hearings are governed by the

Zoning Procedures Law (O.C.G.A. § 36-66-1 *et seq*), condemnations are governed by Title 22 of the Official Code of Georgia. These state requirements preempt local ordinances providing procedures and process. Thus, the City must comply with state law notwithstanding its local ordinances in these contexts.

Financial Impact

No direct financial impact.

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

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

Attachments

Amendment 2-35 Revisions 4.15.26 V.2

Amendment 2-35 Revisions Clean

**AN ORDINANCE TO AMEND THE NORCROSS CODE OF ORDINANCES SECTION
2-35 OF ARTICLE 2 TO PROVIDE FOR THE OPPORTUNITY FOR PUBLIC
PARTICIPATION AT COUNCIL MEETINGS , TO PROVIDE FOR MECHANISMS OF
ENFORCEMENT FOR VIOLATIONS, TO REPEAL CONFLICTING ORDINANCES,
AND TO PROVIDE AN EFFECTIVE DATE**

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 City has historically provided opportunities for public participation at its council meetings;

WHEREAS such opportunities in their recent enforcement and custom have exceeded the requirements provided by applicable ordinance;

WHEREAS the City desires to codify its procedures for public participation to ensure transparent processes for participation;

NOW THEREFORE, the City amends its opportunities to codify these opportunities for engagement:

SECTION 1.

The Section 2-35 of Chapter 2 Article I of the Norcross Code of Ordinances are hereby repealed and replaced in its entirety with the provisions below and to provide as follows:

Sec. 2-35. Public Participation.

Public participation in meetings of the City Council shall be permitted in accordance with the provisions of this section.

(1) *Public comments.* The public shall be given opportunities to address the Mayor and Council as provided below:

a. At Regular Council Meetings any member of the public may address the Mayor and Council as to any item, issue, or event involving the City. Each commenter at this meeting shall be given a maximum three (3) minutes to address the Council.

b. At Policy Work Sessions any member of the public may address the Mayor and Council as to any item that is listed on the Mayor and Council's agenda at that meeting. Each commenter at this meeting shall be given a maximum of three (3) to address the Council.

c. At Special Called Meetings a period for public comment may or may not be provided, at the discretion of the Mayor and Council. The published agenda shall indicate whether or not public comment will be provided.

d. Notwithstanding these provisions, the public comment periods may be modified by a ruling made pursuant to the appropriate rules of order. Without limitations, such modifications may increase or decrease time limitations as to one, any or all commentors or may limit the amount of speakers who may speak at a meeting.

(3) *Decorum.* All participants in a meeting shall maintain decorum and may not engage in threats, harassment, personal attacks, or disruptive conduct that materially interferes with the orderly conduct of the meeting. Comments should be addressed to the meeting's chairperson. Individuals who violate any rules of the Council may be ruled out of order by the chairperson or on a point of order made by a Councilmember. A majority vote of the Council will rule on the point of order. An individual who violates the rules of decorum may be removed from the meeting at the direction of the chairperson.

(4) *Public hearings.* Public hearings required by state statute or regulation shall be conducted in the manner provided by state law. Rules for conducting these public hearings shall be read before the hearings are conducted.

(5) *Town Hall Meetings.* From time to time, the Council may schedule town hall meetings for the purpose of soliciting public comment on any subject of interest to the Council. Town Hall meetings may be held immediately prior to or following a meeting of the Council or at such other places and times as the Council may

determine. No official action shall be taken at any such town hall meeting.

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 as of the vote adopting this ordinance.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2026 .

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 Philip

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: May 4, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-150

Title: Options for Dog Watering Stations in Parks

CC: Eric Johnson, City Manager

Recommendation

Staff recommend and propose options for Council discussion and approval for installing dog watering stations at our parks.

Recommended Park locations with existing drinking fountains and plumbing:

- Rossie Brundage
- Veterans
- Thrasher (has bottle fillers)
- Lilian Webb
- Discovery Garden
- Pinnacle (has bottle fillers)

It is recommended we address Summerour Park separately. The current water fountain is in the fenced area of the playground. This fountain, due to its location inside the playground, causes recurring failures due to children placing mulch and other objects into the fountain. PW has been planning a project to relocate this fountain closer to the Summerour building, but requires a project to remove or cap existing structure and the installation of new water pipes and plumbing to a new location. Additionally, it is not safe to have dogs in the children's fenced playground area.

Background

Several municipal parks across Georgia have implemented drinking fountains that accommodate water for dogs. Staff recommend forest/dark green as the color branding of choice throughout Norcross Parks.

Utilizing existing water and plumbing locations will reduce costs. Intent is to locate new fountains where current fountains exist. Staff propose several configurations as provided in the attachment (photos/capabilities/costs).

- 3-Way Doggy & me with bottle fillers=\$66,529 (\$47,275 fountains/\$19,254 labor)
- 3-Way Doggy & me with ADA =\$60,054 (\$40,800 fountain/19,254 labor)
- 2-Way Doggy & me=\$48,354 (\$29,100 fountains/19,254 labor)
- 1-Way Doggy only=\$31,254 (\$12,000 fountains/\$19,254 labor). This option would require that the existing fountains remain, with the addition of the 1-Way Doggy only.

Financial Impact

\$66,529 to \$31,254 depending on course of action (from Recreation SPLOST).

Consistent with Comprehensive Plan?

Furtheres the City's Tradition of Strong Leadership and High Level of Quality Services:

- Policy 6-2: Maximize the use of existing facilities and services.

Attachments

- Fountain Configurations and Costs

Options to add Dog watering stations to Parks and Trails

3-Way: Doggy & Me w/Bottle Filler \$7,879.00



3-Way: Doggy & Me with ADA Compliance \$6,792.00



2-Way: Doggy & Me \$4,850.00



1-Way: Doggy only \$1,995.00



Labor: work required for installation and Plumbing is essentially the same for each product=\$3,209.00