

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Agenda

Thursday, April 23, 2026

6:30 PM

2nd Floor Conference Room

## Zoning Board of Appeals

Michael Walsh, Chair

Naim Harrison

Bob Evely, Vice Chair

Taylor Walker

Eleanor Gilchrist

**A. Call to Order**

**B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**

[Zoning Board of Appeals Board – Regular Meeting Minutes – December 4, 2025, 6:30 PM](#)

**C. Ongoing Business**

**D. New Business**

**1. 2026-133: ZBA2026-001**

Request variance from Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards requesting relief from the minimum front setback requirement.

Attachments:

- 1. Staff Report
- 2. Variance Application\_Redacted
- 3. Proposed Site Plan

**2. 2026-134: ZBA2026-002**

Request variance from Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards requesting relief from the minimum side setback requirement.

Attachments:

- 1. Staff Report
- 2. Variance Application\_Redacted
- 3. Proposed Site Plan

**3. 2026-135: Appeal of Community Development Director's Decision**

Request that the Zoning Board of Appeals reverse the staff determination and recognize 5266 Buford HWY as an existing nonconforming place of assembly.

Attachments:

- 1. Appeal Packet
- 2. Request for Continuance

**E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

**F. Adjourn**

# City of Norcross

*65 Lawrenceville Street*

*Norcross, GA 30071*



## Meeting Minutes

Thursday, December 4, 2025

6:30 PM

2nd Floor Conference Room

## Zoning Board of Appeals

**Michael Walsh, Chair**

**Naim Harrison**

**Bob Evely, Vice Chair**

**Taylor Walker**

**Eleanor Gilchrist**

## A. Call to Order

The meeting was called to order at 6:33 PM by Chair Michael Walsh.

## B. Roll Call

Attendee Name	Title	Status	Arrived
Michael Walsh	Chair	Present	
Bob Evely	Board member	Present	
Taylor Walker	Board member	Present	
Eleanor Gilchrist	Board member	Present	
Naim Harrison	Board member	Present	

## C. Approval of Previous Meetings Minutes

A motion to approve the October 23, 2025, Zoning Board of Appeals Meeting Minutes.

*RESULTS: APPROVED [UNANIMOUS] 5-0*

*MOVER: MICHAEL WALSH, CHAIR*

*SECONDER: NAIM HARRISON, BOARD MEMBER*

*AYES: WALSH, WALKER, HARRISON, EVELY, GILCHREST*

## D. Ongoing Business

## E. New Business

### 1. 2025-348: ZBA2025-013 551 Sunset Drive

#### Staff Presentation

- Staff presented the findings of the requested variances, which included relief from Chapter 200 – Land Use and Zoning, Article I – Zoning Districts and Use Provisions, Division 2 – Single-Family Residential Districts, Section 201-6(b) R-100 Lot Development Standards, requesting relief from the minimum front setback requirement.

#### Applicant Comments

- The applicant, Darron Kusman, spoke on the need for setback reductions, sewer gravity flow, and the existing infrastructure currently in place on the property.

#### Discussion

- Board Member Bob Evely provided brief remarks regarding the front yard setback requirement.
- Board Member Eleanor Gilchrist provided brief remarks regarding the trees on the property and landscaping.
- During public comment, Marlene Janos asked about the green space on the property.

**Motion**

A motion to approve Application ZBA2025-013 with the following conditions:

1. The variance granted shall allow a reduction of the front yard setback adjacent to Roma Way from the code-required 50 feet to 20 feet for Lot 1 and Lot 2, as shown on the site plan dated 10/17/2025.
2. The variance granted shall allow a reduction of the front yard setback from the code-required 50 feet to 40 feet for Lot 4, as shown on the site plan dated 10/17/2025.

*RESULT: APPROVED [UNANIMOUS] 5-0*

*MOVER: MICHAEL WALSH, CHAIR*

*SECONDER: NAIM HARRISON, BOARD MEMBER*

*AYES: WALSH, WALKER, HARRISON, EVELY, GILCHREST*

**F. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA****G. Adjourn**

The meeting adjourned at 6:55 PM by Chair Michael Walsh, seconded by Board Member Naim Harrison. The vote was unanimous, 5-0.



## Variance

<b>Case Number</b>	<b>ZBA2026-001</b>
<b>Hearing Date</b>	April 23, 2026
<b>Petitioner</b>	Jefry Chacon
<b>Property Location</b>	993 East Gloucester Place
<b>Current Zoning</b>	R100 (Single-Family Residential)
<b>Proposed Zoning</b>	N/A
<b>Character Area</b>	Character Area 11: South Norcross Neighborhoods
<b>Site Acreage</b>	.33 Acres
<b>District</b>	6
<b>Land Lot</b>	224
<b>Parcel #</b>	6224A 119
<b>Taxes Paid</b>	N/A
<b>Historic District</b>	N/A

**Requested Variances:** Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards requesting relief from the minimum front setback requirement.

### **COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS**

Findings:

1. The granting of the variance may not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Should the ZBA decide to grant approval, Staff recommends the following conditions:

Condition:

1. The variance granted shall be allowed to encroach into the front yard setback 15 feet adjacent to Lancelot Drive as submitted on the site plan dated 3/2/2026.

**Variance Criteria:**

Please see below for the staff interpretation of the variance criteria. The applicant has also prepared answers to the variance criteria that can be viewed in the application.

**Factor: (1) Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

**Analysis:** There are extraordinary and exceptional conditions pertaining to the particular property in question due to size, shape or topography. The double-frontage condition supports consideration of the requested variance, as strict application of the UDO would make it difficult to use property in a way similar to other homes in the neighborhood.

**Supports Requested Use: Yes.**

**Factor: (2) Whether the application of the UDO to this particular piece of property would create unnecessary hardship.**

**Analysis:** The existing lot has two front yards adjacent to Glochester Place and Lancelot Drive, with a front yard setback requirement of 50 feet. For the proposed residence to adhere to both front yard setbacks, the buildable area, orientation, and functionality of the proposed home may be impacted. Since the building line setback is measured from the right-of-way of both streets, and with a lot depth of 108 feet along the side of Lancelot Drive, adhering to the code required 50-foot building setback would effectively reduce the buildable area of the lot by approximately 45 percent or greater. Application of the UDO to this particular piece of property may create an unnecessary hardship.

**Supports Requested Use: Yes**

**Factor: (3) Whether such conditions are peculiar to the particular piece of property involved.**

**Analysis:** Such conditions may not necessarily be considered peculiar to the particular piece of property involved, as corner lots exist in the immediate vicinity of the subject property and could be considered a normal component of a single-family residential subdivision development. However, the lots in the immediate vicinity could perhaps have nonconformities as it pertains to setbacks, historical variances or been given an exception to the front yard requirements as prescribed in UDO code section 206-8.

**Supports Requested Use: No**

**Factor: (4) Whether such conditions are the result of any actions of the property owner.**

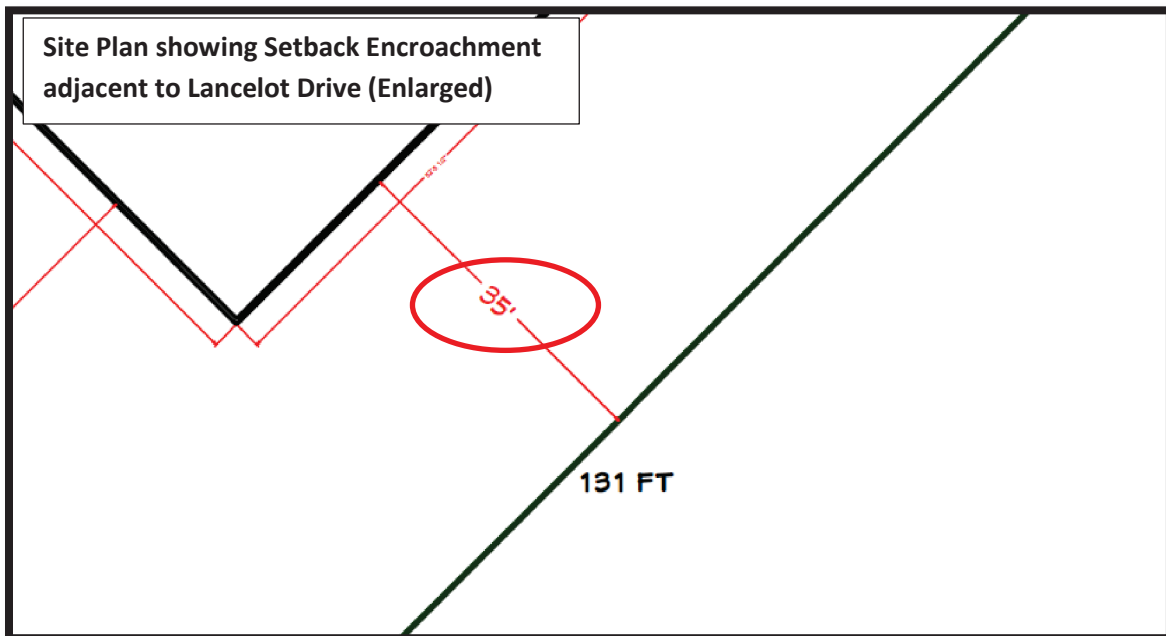
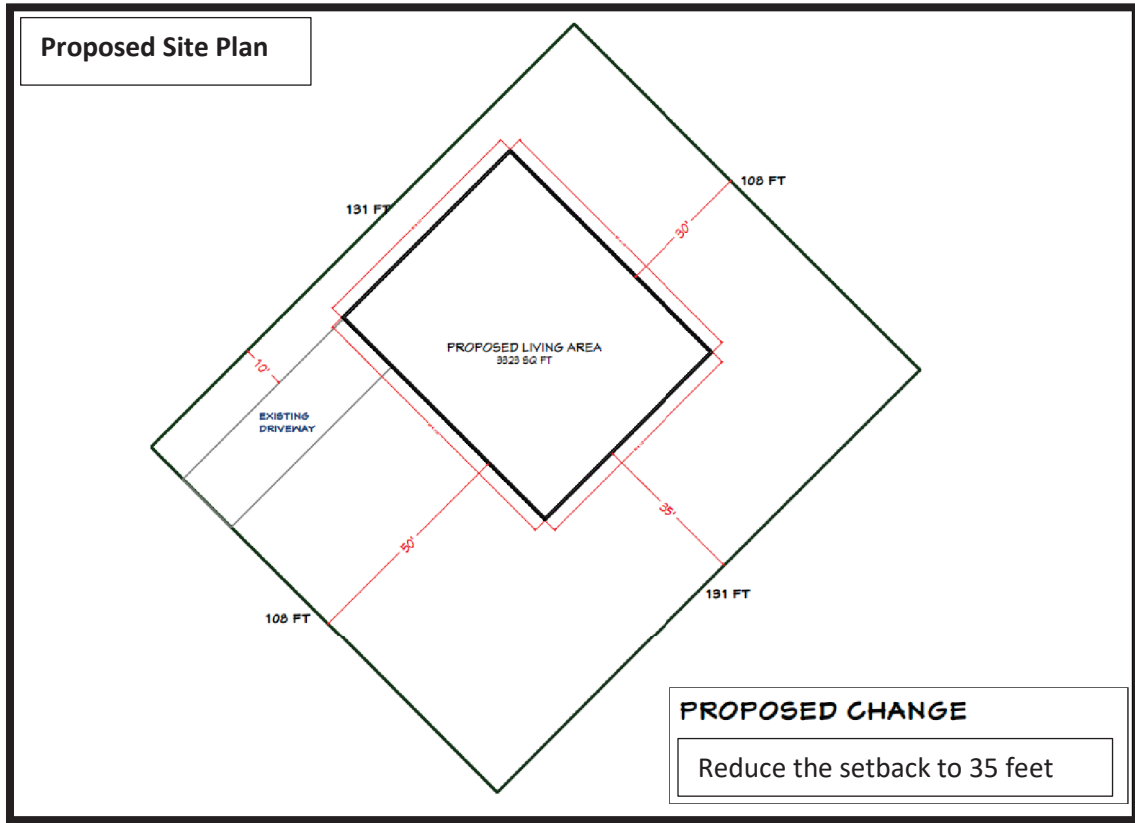
**Analysis:** Such conditions may be considered the result of actions of the property owner. While the owner did not create the required setbacks, a smaller home could possibly adhere to the required 50-foot front setback adjacent to Lancelot Drive. Pursuant to the Unified Development Ordinance, Section 102-2. Defined Terms, a definition is provided for front yards and also a chart to depict front yards, side yards, and rear yards. The chart is referenced and attached to this analysis. Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards outlines the 50-foot front yard setback requirement.

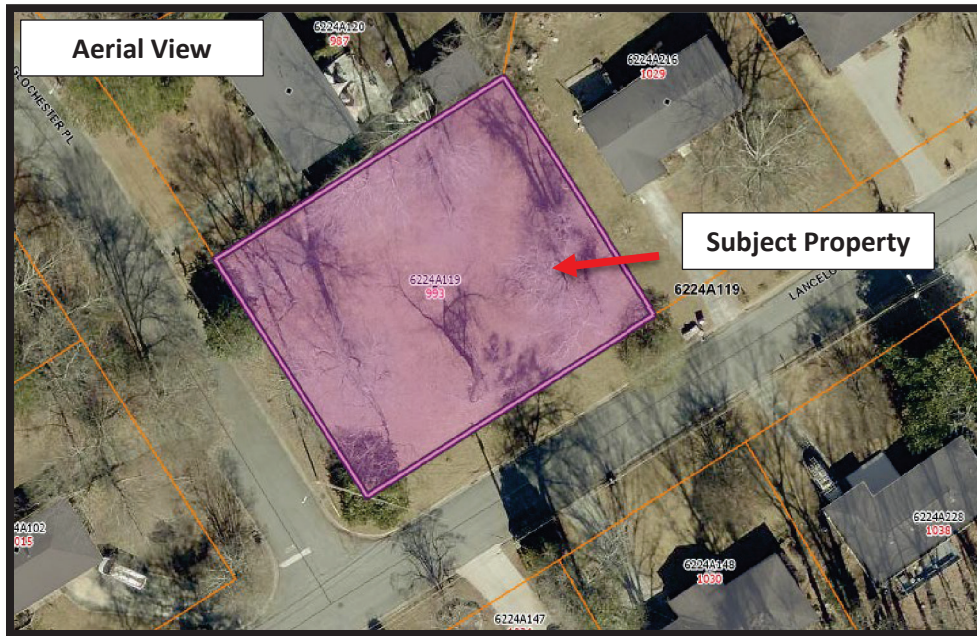
**Supports Requested Use: No**

**Factor: (5) Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.**

**Analysis:** The requested relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

**Supports Requested Use: Yes**





**Summary of the applicant’s proposal**

The applicant’s proposed site plan shows a proposed 3,323 square foot single-family dwelling on a .33 (14,374.8 square foot) acre lot. The proposed home meets the prescribed 50-foot front setback adjacent to Glochester Place, and the required side setbacks of 10 feet on one side, but a total of 25 feet for both sides. The applicant is requesting to reduce the front yard setback adjacent to Lancelot Drive from code required 50 feet to 35 feet. The site plan as presented adheres to maximum impervious coverage allowance of 35 percent.

**Current zoning district for the property**

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.

**UDO Chapter 100-General and Administrative Provisions, Article 2 Definitions, Section 102-2. Defined Terms- Depiction of Yards:**





# APPLICATION FOR A VARIANCE TO THE PLANNING AND ZONING BOARD OF APPEALS

### PROPERTY OWNER INFORMATION

Owner's Name: Corporate Dissolution Services LLC, Mark Ledbetter CEO  
Owner's Address: 3115 Tangle Blew Path, Dacula GA 30019  
Phone: [REDACTED] Email: [REDACTED]

### APPLICANT INFORMATION

Contact Name: Jefry Chacon  
Company Name: Atlanta Local Home Buyers, LLC  
Phone: [REDACTED] Email: [REDACTED]

### PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: R6224A-119 Size in Acres: 0.33 Number of existing structures: 0  
Current Zoning: R-100 Project Name: 993 E Glochester  
Address: 993 E Glochester PI NW Norcross, GA 30071

### DESCRIPTION OF REQUESTED VARIANCE

We are looking for a variance that will help us with the setback from Lancelot from 50 feet to 35 feet and reduce the back setback from 40 feet to 30 feet

### ACTION REQUESTED FROM THE BOARD OF APPEALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Site plan (to scale) of subject property indicating area of variance  Legal description  Vicinity Map
- Include a narrative that explains the reason for the requested variance

**STATEMENT**

Has the subject property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals, Planning and Zoning Board, or any other City Board in the past 24 months?  YES  NO

If yes, list the board and reference number: \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT'S SIGNATURE**



03/03/2026

Signature

Date

**CITY USE ONLY BELOW THIS LINE**

Date received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Application Number: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Meeting Date: \_\_\_\_\_


**DEADLINE AND HEARING SCHEDULE**

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

**(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS REQUIRED)**

**CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS**

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

                      Jeffry Chacon  
SIGNATURE OF APPLICANT      DATE                      TYPE OR PRINT NAME AND TITLE

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

**DISCLOSURE OF CAMPAIGN CONTRIBUTION**

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

NO (YES or NO)

Jeffry Chacon

YOUR NAME

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

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

Attach additional sheets if necessary to disclose or describe all contributions

**CRITERIA FOR EVALUATING VARIANCE REQUESTS**

1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

Yes, please see site plan attached

2. Whether the application of UDO to this particular piece of property would create an unnecessary hardship.

No

3. Whether such conditions are peculiar to the particular piece of property involved

No

4. Whether such conditions are the result of any actions of the property owner

No

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO

No



# Ownership Affidavit & Designation of Agent

## I. Ownership.

/ Corporate Dissolution

I, Mark Ledbetter Services LLC, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) \_\_\_\_\_

Location address: 093 EAST GLOCHESTER PLACE, NORCROSS GA

for which this Application is submitted.

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

Please complete the appropriate section below:

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

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:  
Mark A Ledbetter, CEO

Provide Names of General Partners:  
\_\_\_\_\_

Secretary of State Registration Number: 16001586

Name/Address of Registered Agent: Georgia Registered Agent LLC 8735 Dunwoody Place, 6, Atlanta, GA, 30350, USA

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

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

Owner's Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

## III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

### IV. Acknowledgement.

• Individual

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

• Government Entity

\_\_\_\_\_  
Print Government Name

By: \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_

• Corporation/LLC

Corporate Dissolution Services LLC  
Print Corporation/LLC Name

By: Mark A Ledbetter

Print Name: Mark A Ledbetter  
Its: CEO / Owner  
Address: 3115 Tangle Blew Path  
Dacula GA 30019  
Phone #: \_\_\_\_\_

• Partnership

\_\_\_\_\_  
Print Partnership Name

By: \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**NOTARY INFORMATION (Please use appropriate block.)**

STATE OF Texas  
COUNTY OF Harris

• Individual

Before me, this 05 day of March, 2026 personally appeared MARK A. LEDBETTER who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

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

• Corporation/LLC

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

• Partnership

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

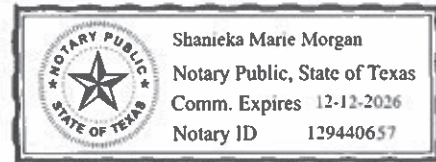
Signature of Notary

Shanieka Marie Morgan  
Print Notary Name  
Shanieka Marie Morgan, Notary Public

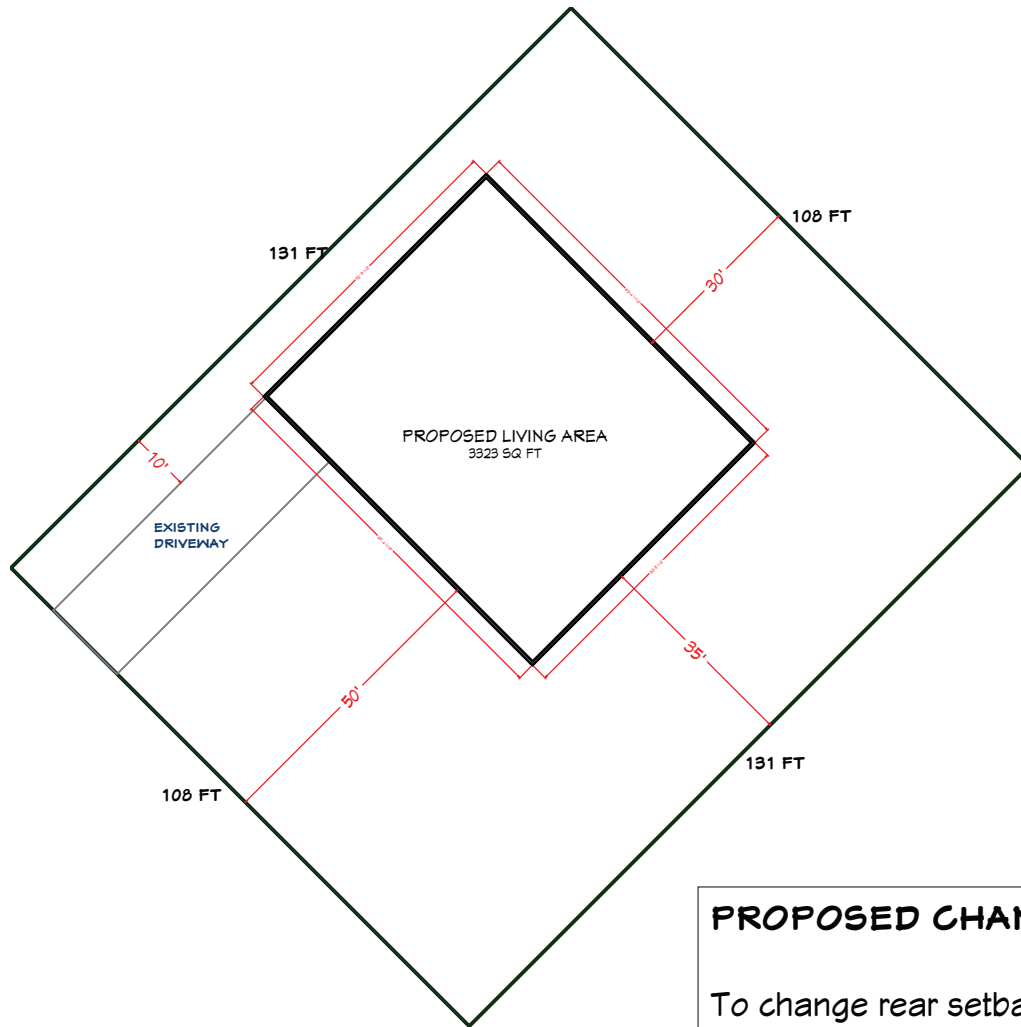
NOTARY STAMP:

My commission expires: 12/12/2026

Identification Method: Personally known.  
 Produced I.D. - Type: Drivers License



Notarized Online with NotaryLive.com



**PROPOSED CHANGE**  
 To change rear setback from 40' to 30'

**Site Plan**  
 Mark Ledbetter  
 993 E Glochester Place  
 Norcross GA 30071

DATE: 3/2/2026  
 PROVIDED BY:  
 Ty Rosales  
 Calyon Construction  
 ty.rosales@calyonconstruction.com  
 678-472-4894



## Variance

<b>Case Number</b>	<b>ZBA2026-002</b>
<b>Hearing Date</b>	April 23, 2026
<b>Petitioner</b>	John Grovenstein
<b>Property Location</b>	150 Buchanan Street
<b>Current Zoning</b>	R100 (Single-Family Residential)
<b>Proposed Zoning</b>	N/A
<b>Character Area</b>	Character Area 4: North Peachtree Street Neighborhoods
<b>Site Acreage</b>	.36 Acres
<b>District</b>	6
<b>Land Lot</b>	254
<b>Parcel #</b>	6254 450
<b>Taxes Paid</b>	N/A
<b>Historic District</b>	Yes

**Requested Variances:** Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards requesting relief from the minimum side setback requirement.

### **COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS**

Findings:

1. The granting of the variance may not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Should the ZBA decide to grant approval, Staff recommends the following condition:

Condition:

1. The variance granted shall be allowed to encroach 10 feet into the side setback adjacent to the western property line for a proposed 283 square foot deck with steps and landings per site plan dated 3/10/2026.

**Variance Criteria:**

Please see below for the staff interpretation of the variance criteria. The applicant has also prepared answers to the variance criteria that can be viewed in the application.

**Factor: (1) Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

**Analysis:** There are no known extraordinary and exceptional conditions pertaining to the particular property in question due to size, shape or topography. The lot meets the prescribed requirements for a R100 lot and there is adequate space in the rear yard for a deck addition to be placed.

**Supports Requested Use: No**

**Factor: (2) Whether the application of the UDO to this particular piece of property would create unnecessary hardship.**

**Analysis:** Application of the UDO to this particular piece of property would not create an unnecessary hardship as there is adequate space behind the home to construct a rear addition like a covered deck.

**Supports Requested Use: No**

**Factor: (3) Whether such conditions are peculiar to the particular piece of property involved.**

**Analysis:** Such conditions may not necessarily be considered peculiar to the particular piece of property involved, as parcels adjoining and in the immediate vicinity are rectangular with approximately 75 feet in width, deep rear yards, and homes built right at the side building line setbacks. The R100 code requires that 25 feet of that 75 feet be dedicated to the principal building side setbacks.

**Supports Requested Use: No**

**Factor: (4) Whether such conditions are the result of any actions of the property owner.**

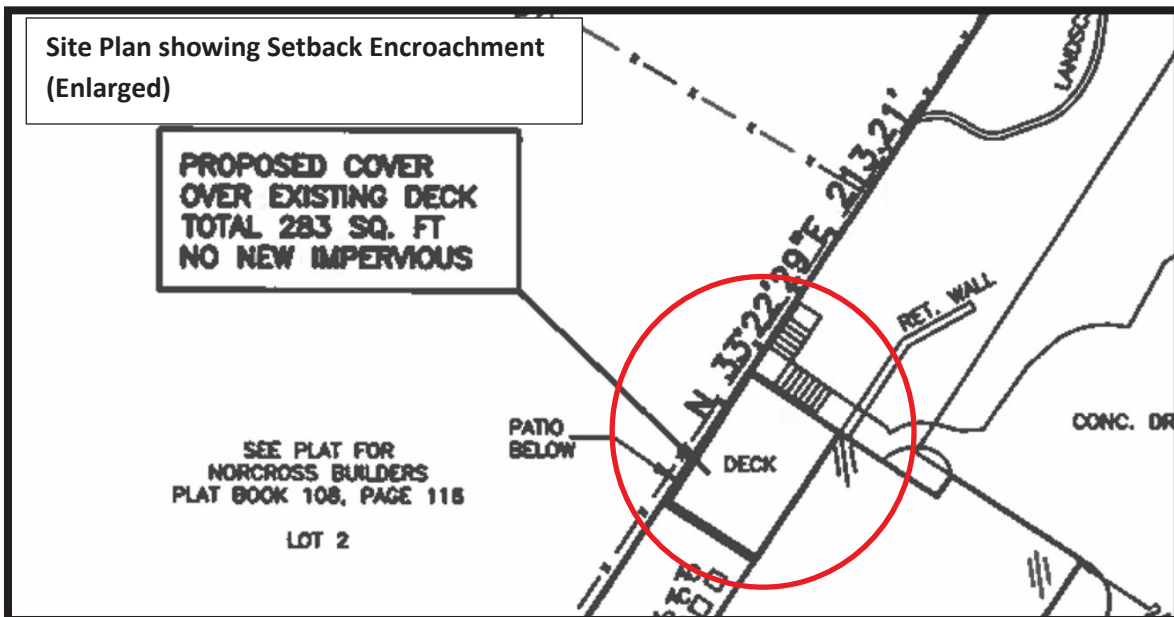
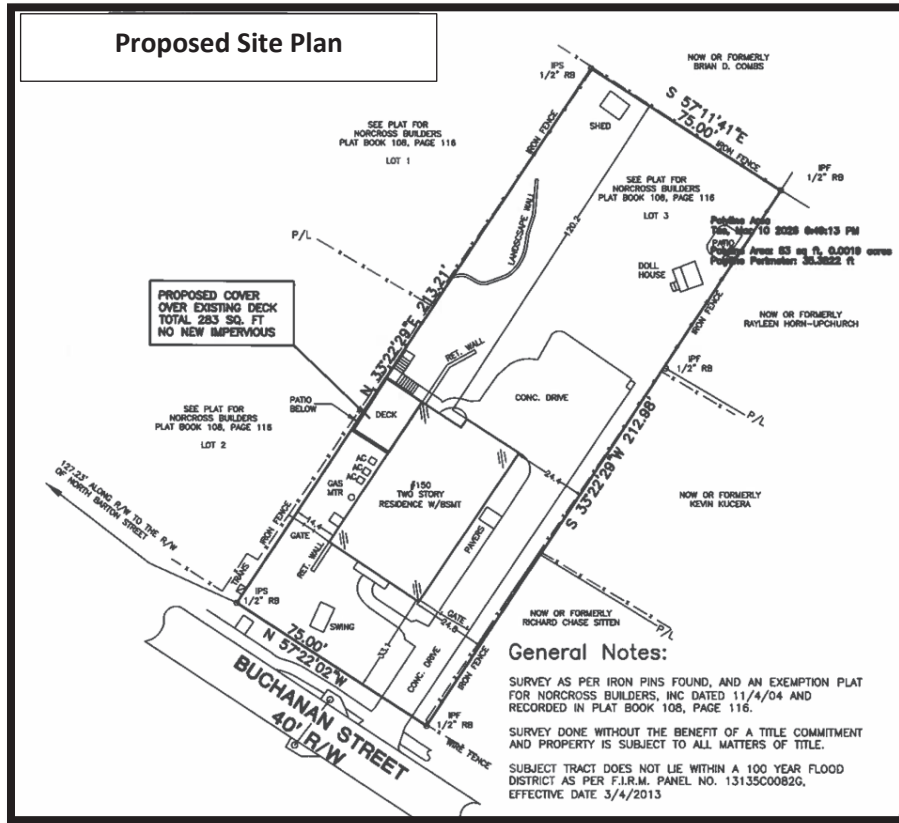
**Analysis:** The existing side deck (that will be demolished and rebuilt) predates the current property owners, who acquired the property in 2018 according to the Gwinnett County Tax Assessor. There are no historical variances on file for the property and the public records available for the property do not indicate when the existing deck was constructed. However, rebuilding the deck will require full compliance with the Unified Development Ordinance, which prescribes a five (5') foot setback for unenclosed decks.

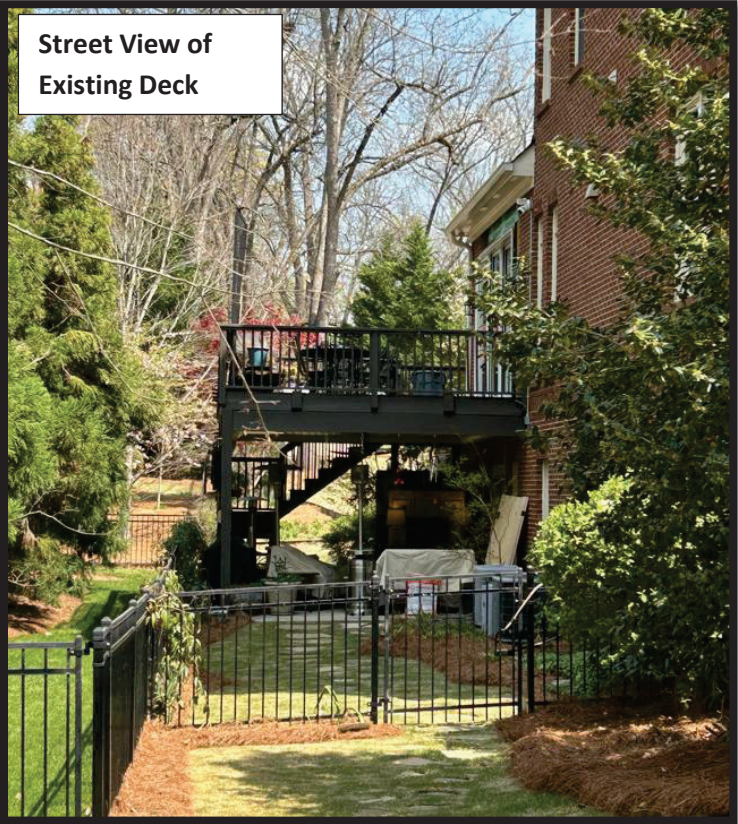
**Supports Requested Use: No**

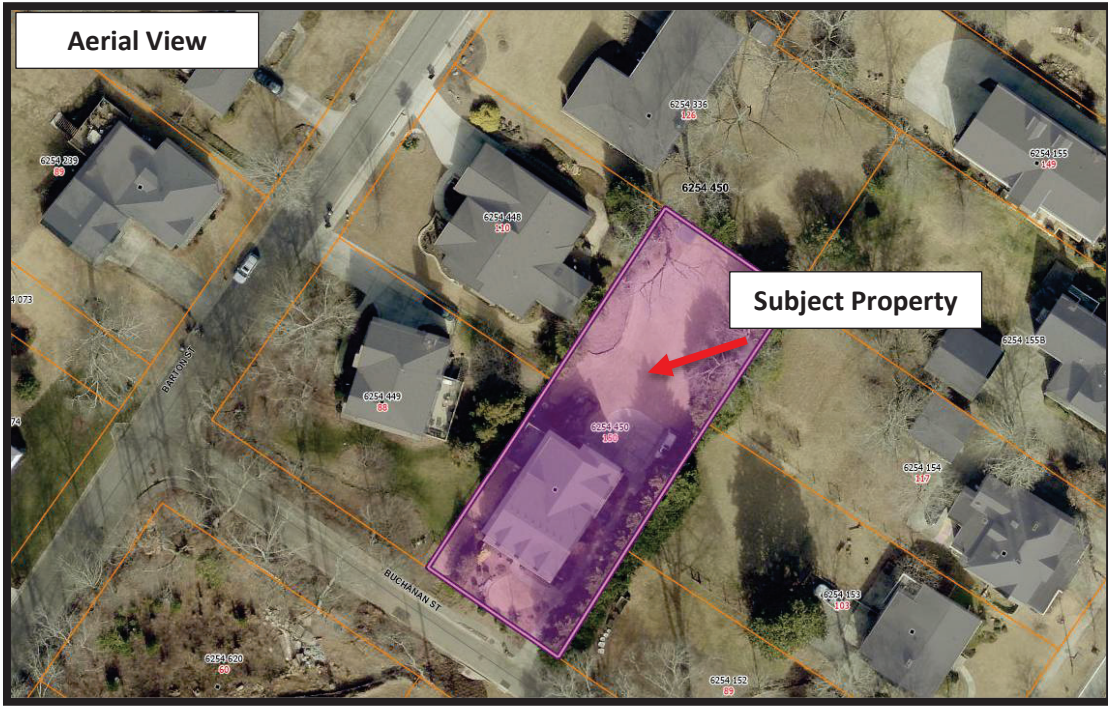
**Factor: (5) Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.**

**Analysis:** The requested relief, if granted, may not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

**Supports Requested Use: Yes**







**Summary of the applicant's proposal**

The applicant's proposed site plan shows a proposed side yard 283 square-foot covered deck, steps, and landings. The applicant intends to demolish an existing 283 square-foot uncovered deck and rebuild it with a roof. The applicant is requesting to waive the side yard setback to 0 feet to rebuild up to the property line. The site plan as presented adheres to maximum impervious coverage allowance of 35 percent. There are no known variances on the file for the property.

**Current zoning district for the property**

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.



# APPLICATION FOR A VARIANCE TO THE PLANNING AND ZONING BOARD OF APPEALS

## PROPERTY OWNER INFORMATION

Owner's Name: John/Lisa Grovenstein

Owner's Address: 150 Buchanan Street, Norcross, GA 30071

Phone: [REDACTED] Email: [REDACTED]

## APPLICANT INFORMATION

Contact Name: John Grovenstein

Company Name:

Phone: [REDACTED]

Email: [REDACTED]

## PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: R6254 456    Size in Acres: .32    Number of existing structures: 3

Current Zoning: Residential    Project Name: Covered Deck

Address: 150 Buchanan Street, Norcross, GA 30071

## DESCRIPTION OF REQUESTED VARIANCE

To replace deteriorating 20-year plus open deck structure with a roofed structure that will maintain the integrity of the deck by protecting the structure from water damage.

## ACTION REQUESTED FROM THE BOARD OF APPEALS

Approval to maintain the footprint of the existing deck structure which is closer to the adjoining property line <sup>than</sup> the current code permits.

## CRITERIA FOR EVALUATING VARIANCE REQUESTS

1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

Narrow infill lot with significant drainage from North Peachtree St. which limited the placement of my home and the adjacent home structures.

2. Whether the application of UDO to this particular piece of property would create an unnecessary hardship.

Yes. The footprint of the home (as originally built and approved), would have to be reduced.

3. Whether such conditions are peculiar to the particular piece of property involved

yes

4. Whether such conditions are the result of any actions of the property owner

No. All current structures were existing when the property was purchased.

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO

No. The placement of the current and adjacent structures is consistent with other infill projects that have been completed in the last 20 years.



# Ownership Affidavit & Designation of Agent

## I. Ownership.

I, John Nesbitt Grovenstein hereby attest to ownership of the property described below:

Parcel I.D. Number(s) RG254 450

Location address: -150 Buchanan St., Norcross, GA 30071

for which this Application is submitted.

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

John Nesbitt Grovenstein Lisa Ray Grovenstein

Please complete the appropriate section below:

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

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary of State Registration Number: \_\_\_\_\_

Name/Address of Registered Agent: \_\_\_\_\_

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

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

Owner's Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

## III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

\_\_\_\_\_  
\_\_\_\_\_

**IV. Acknowledgement.**

• Individual

*[Handwritten Signature]*  
Signature

Print Name: John Grovengain  
Address: 150 Buchanan St  
Norcross, GA 30071  
Phone #: [Redacted]

• Corporation/LLC

Print Corporation/LLC Name \_\_\_\_\_  
By: \_\_\_\_\_  
*Signature*  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

• Partnership

Print Partnership Name \_\_\_\_\_  
By: \_\_\_\_\_  
*Signature*  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

• Government Entity

Print Government Name \_\_\_\_\_  
By: \_\_\_\_\_  
*Signature*  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_

**NOTARY INFORMATION (Please use appropriate block.)**

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

• Individual

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

• Government Entity

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

• Corporation/LLC

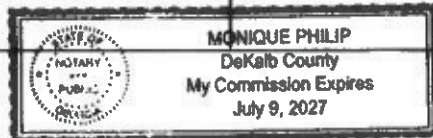
Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_ corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• Partnership

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

*[Handwritten Signature]*  
Signature of Notary

NOTARY STAMP:



Monique Philip  
Print Notary Name

My commission expires: July 9, 2027

Identification Method:  Personally known.  Produced I.D. - Type: Driver's license



**SURVEY DATA.**

95% OF THE DATA SHOWN FOR THIS PLAT WAS OBTAINED UTILIZING GPS. IT INCLUDES ALL HORIZONTAL AND VERTICAL CONTROL POINT INFORMATION. THE EQUIPMENT USED TO OBTAIN THIS DATA WAS A CARLSON BRX7 WITH A CARLSON RT4 TABLET AND A TOPCON GT 1003 ROBOTIC TOTAL STATION. THE TECHNIQUE WAS RTK CORRECTED MEASUREMENTS. THE RELATIVE POSITIONAL ACCURACY OBTAINED ON THE POINTS UTILIZED ON THIS SURVEY WERE 0.08 FEET HORIZONTALLY AND 0.03 VERTICALLY AT THE 95% CONFIDENCE LEVEL.

FIELD WORK COMPLETED ON MARCH 5, 2026

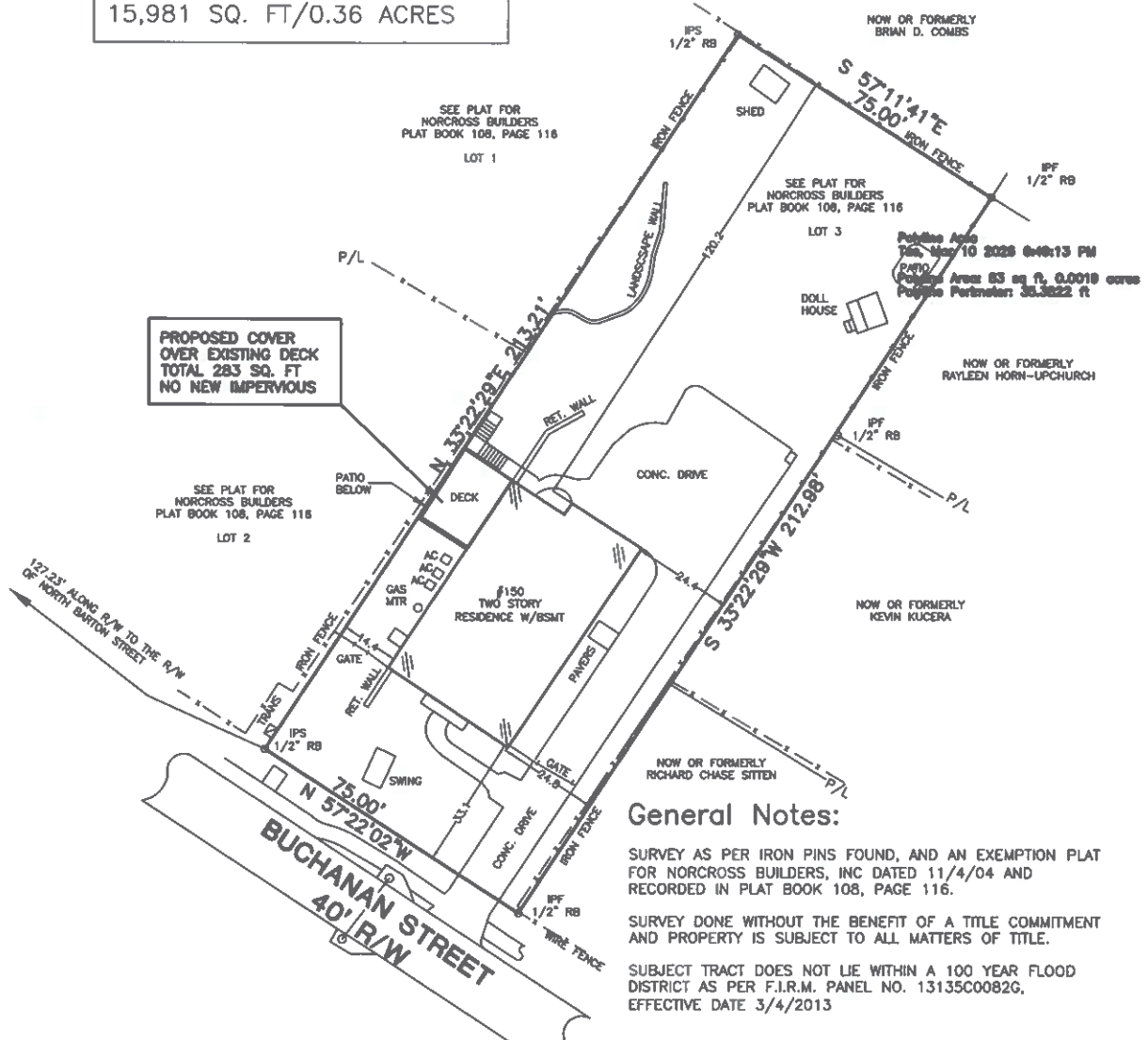
SURVEY BEARINGS WERE ROTATED TO GEORGIA WEST STATE PLANE COORDINATE SYSTEM USING 1983 DATUM AND VERTICAL DATUM OF 1988.

THIS PLAT HAS BEEN CALCULATED FOR PRECISION AND WAS FOUND TO BE ACCURATE WITHIN 1 FOOT IN 116,585 FEET.

**LEGEND**

- |     |                    |     |                         |
|-----|--------------------|-----|-------------------------|
| R/W | RIGHT OF WAY       | FES | FLARED END SECTION      |
| PVT | PAVEMENT           | JB  | JUNCTION BOX            |
| WM  | WATER METER        | HW  | HEADWALL                |
| B/L | BUILDING LINE      | CL  | CENTER LINE             |
| E   | PROPERTY LINE      | CD  | DRAINAGE DIRECTION      |
| A   | FIRE HYDRANT       | HN  | HOUSE NUMBER            |
| ○   | VALVE              | IPF | IRON PIN FOUND          |
| —○— | WATER MAIN         | IFS | IRON PIN SET            |
| MH  | MANHOLE            | —E— | ELECTRIC POWER          |
| —S— | SEWER LINE         | R   | RADIUS OF CURVATURE     |
| DE  | DRAINAGE EASEMENT  | CB  | DOUBLE WING CATCH BASIN |
| SE  | SEWER EASEMENT     | SW  | SINGLE WING CATCH BASIN |
| —G— | GAS LINE           | PP  | POWER POLE              |
| PP  | POWER POLE         | A   | ARC OF CURVE            |
| N&C | NAIL IN CAP        | INV | INVERT                  |
| LP  | LIGHT POLE         | DI  | DROP INLET              |
| EE  | EXISTING ELEVATION | PE  | PROPOSED ELEVATION      |

**TOTAL AREA:**  
15,981 SQ. FT/0.36 ACRES



PROPOSED COVER OVER EXISTING DECK  
TOTAL 283 SQ. FT  
NO NEW IMPERVIOUS

SEE PLAT FOR NORCROSS BUILDERS  
PLAT BOOK 108, PAGE 116

SEE PLAT FOR NORCROSS BUILDERS  
PLAT BOOK 108, PAGE 116

SEE PLAT FOR NORCROSS BUILDERS  
PLAT BOOK 108, PAGE 116

Public Area  
Time: Mon 10 2026 6:48:13 PM  
Public Area 63 sq ft, 0.0019 acres  
Public Portion: 35.3822 ft

**General Notes:**

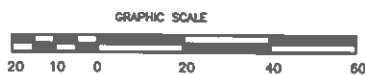
SURVEY AS PER IRON PINS FOUND, AND AN EXEMPTION PLAT FOR NORCROSS BUILDERS, INC DATED 11/4/04 AND RECORDED IN PLAT BOOK 108, PAGE 116.

SURVEY DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND PROPERTY IS SUBJECT TO ALL MATTERS OF TITLE.

SUBJECT TRACT DOES NOT LIE WITHIN A 100 YEAR FLOOD DISTRICT AS PER F.I.R.M. PANEL NO. 13135C0082G, EFFECTIVE DATE 3/4/2013

**SUBJECT PARCEL**

150 BUCHANAN STREET  
PIN: 6 254 450  
ZONED: R-100



This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-87.

*J. Scott Smith* 3/10/26  
J. SCOTT SMITH, PLS 3014 DATE

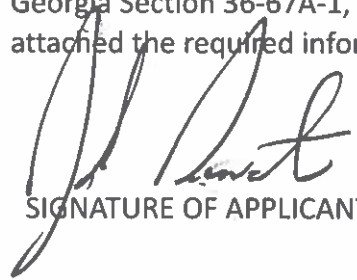


Boundary Survey				
John and Lisa Grovenstein				
CITY OF NORCROSS				
COUNTY: GWINNETT	LAND LOT (S): 254	DISTRICT: 8	STATE: GEORGIA	
SCALE: 1" = 20'	DATE: 3/10/26	DRAWN: J.S.S.	CHECKED: J.S.S.	JOB NO. 28134

**DIVERSIFIED TECHNICAL GROUP, L.L.C.**  
LAND SURVEYORS AND LAND PLANNERS  
Land Surveying Firm License# 587  
2700 BRASELTON HIGHWAY - SUITE 10-430  
Dacula, Georgia 30019  
PH. 770-614-7085  
EMAIL: DtgSurvey@yahoo.com

**CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS**

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


02/28/26
John Grovenstein  
 SIGNATURE OF APPLICANT      DATE      TYPE OR PRINT NAME & TITLE

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

**DISCLOSURE OF CAMPAIGN CONTRIBUTION**

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

no (YES or NO)

John Grovenstein YOUR NAME

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

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

Attach additional sheets if necessary to disclose or describe all contributions

**REQUIRED ATTACHMENTS**

- Site plan (to scale) of subject property indicating area of variance  Legal description  Vicinity Map
- Include a narrative that explains the reason for the requested variance

**STATEMENT**

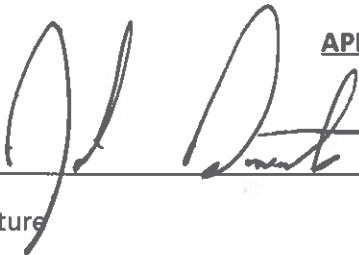
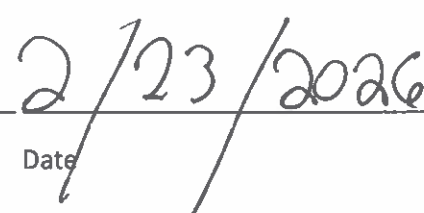
Has the subject property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals, Planning and Zoning Board, or any other City Board in the past 24 months? YES NO  X

If yes, list the board and reference number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S SIGNATURE**

 \_\_\_\_\_  \_\_\_\_\_  
Signature Date

**CITY USE ONLY BELOW THIS LINE**

Date received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Application Number: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**DEADLINE AND HEARING SCHEDULE**

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

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS REQUIRED)





**ZONING BOARD OF APPEALS – APPEAL PACKET**

**March 10, 2026**

**Property:** 5266 Buford Hwy, Norcross, GA

**Appellant:** Victor Zambrano, Member of the Ownership Entity & Authorized Representative of the Incoming Tenant (Iglesia de Jesucristo en Espíritu y Verdad)

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



## **Appeal of Staff Determination – Continuity of Use / Existing Nonconforming Assembly Use**

To the Members of the Zoning Board of Appeals:

I respectfully submit this appeal on behalf of both the property owner and the incoming tenant, Iglesia de Jesucristo En Espiritu y Verdad. The evidence demonstrates that the Assembly use at 5266 Buford Hwy has been continuous, legally recognized, and uninterrupted, and therefore qualifies as an existing nonconforming use under the City's Unified Development Ordinance.

### **I. Introduction**

The Assembly use has been continuous for several years, has never lapsed under the standards of the UDO, and has been consistently recognized by both Gwinnett County and the City of Norcross through uninterrupted Certificates of Occupancy. As a member of the ownership entity, I confirm that the property has remained in continuous use and has not experienced any period of vacancy or discontinuation that would trigger loss of nonconforming status.

### **II. Evidence of Continuous Assembly Use**

#### **1. Continuous Assembly Certificates of Occupancy (2021–Present)**

Both Gwinnett County and the City of Norcross have issued Certificates of Occupancy designating the building as Assembly. These COs have remained unchanged and uninterrupted since 2021.

#### **2. New Certificate of Occupancy Issued Under Applicant's Name**

Our current business license application passed all required inspections, including life-safety and building code reviews. The City of Norcross issued a new Certificate of Occupancy under our organization's name for Assembly use.

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



### **3. No 180-Day Cessation of Use (UDO Standard)**

There is no evidence of any lapse approaching or exceeding 180 days.

### **4. Prior Tenant's Business License History**

GO LIFE STUDIO FITNESS, the prior tenant, held active business licenses for the property for four consecutive years (2021–2024), demonstrating continuous and legally recognized Assembly operations. The Finance Department confirmed that the 2024 license remained active into 2025 until its administrative closure on July 17, 2025, due solely to lack of submitted renewal paperwork. Administrative closure does not indicate cessation of use.

### **5. Parking and Access Compliance**

The leased space is 950 sq. ft. and is supported by 18 parking spaces, including two handicap spaces.

### **III. Consistency with the Intent of the UDO**

The UDO protects continuous uses from being penalized due to administrative issues unrelated to actual use. The Assembly use never stopped, the COs never changed, and the business license history confirms continuity.

### **IV. Request for Relief**

I respectfully request that the Zoning Board of Appeals reverse the staff determination and recognize 5266 Buford Hwy as an existing nonconforming place of assembly.

### **V. Conclusion**

The record demonstrates that the Assembly use at 5266 Buford Hwy has been continuous, legally recognized, and fully compliant.

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



Respectfully,

A handwritten signature in black ink, appearing to read "Victor Zambrano", written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espíritu y Verdad

March 10, 2026

### Exhibit Index

- A – Certificates of Occupancy (2021–Present)
- B – New Certificate of Occupancy (2026)
- C – Ownership Statement Confirming Continuous Use
- D – Timeline of Occupancy and Use
- E – GO LIFE STUDIO FITNESS Business License History (2021–2024)
- F – Finance Department Communication Summary
- G – Business License Application & Inspection Approvals

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit A – Certificates of Occupancy (2021 – Present)**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com

# CITY OF NORCROSS



## CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2012 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2021-205 Project Address 5266 Buford Highway  
Property Owner: Heidy Ochoa  
Property Owner Address: \_\_\_\_\_  
Project Description: Ochoa Enterprises, LLC

Zoning: \_\_\_\_\_ Building Occupancy: Assembly Building Type: \_\_\_\_\_

Margo Rone City  
BUILDING OFFICIAL

Date: October 15, 2021

# CITY OF NORCROSS



## CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2018 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2025-221 Project Address: 5266 BUFORD HWY, FIRST FLOOR  
Property Owner: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC  
Property Owner Address: 5266 BUFORD HWY, FIRST FLOOR  
Project Description: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

This Certificate of Occupancy shall be made null and void if change of use, occupancy, physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) are identified. This document shall be available for inspection at the building at all reasonable times.

Zoning: C2 Building Occupancy: COMMERCIAL Building Type: \_\_\_\_\_

Mey Fai  
BUILDING OFFICIAL

Date: DECEMBER 19, 2025



**Exhibit B – New certificate of Occupancy (2026)**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com

# CITY OF NORCROSS



## CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2018 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2025-221 Project Address: 5266 BUFORD HWY, FIRST FLOOR

Property Owner: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

Property Owner Address: 5266 BUFORD HWY, FIRST FLOOR

Project Description: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

This Certificate of Occupancy shall be made null and void if change of use, occupancy, physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) are identified. This document shall be available for inspection at the building at all reasonable times.

Zoning : C2 Building Occupancy: COMMERCIAL Building Type: \_\_\_\_\_

  
 BUILDING OFFICIAL

Date: DECEMBER 19, 2025



# GWINNETT COUNTY CERTIFICATE OF OCCUPANCY



PERMIT NUMBER: TNC2025-02778

BUILDING ADDRESS: 5266 BUFORD HWY, NORCROSS, GA 30071	BUILDING NUMBER:	SUITE NUMBER:
CITY NORCROSS	BUILDING/TENANT AREA: 1184	
ZIP CODE: 30071	TYPE OF WORK: Tenant Change	
PARCEL NUMBER: 6256 040	BUILDING/TENANT KNOWN AS: IGLESIA DE JESUCRISTO	

## OFFICE OF THE FIRE MARSHAL Department of Fire and Emergency Services

NFPA OCCUPANCY CLASSIFICATION: Assembly  
OCCUPANT LOAD: 88

ADDITIONAL COMMENTS: CO sent to email on file.

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of the applicable laws, rules and regulations, codes, standards and ordinances for the uses and occupancy specified. This Certificate of Occupancy shall be made null and void if change of use, occupancy, or physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) identified. This document shall be available for inspection at the building at all reasonable times.

The Fire Marshal is authorized to, in writing, suspend or revoke this Certificate of Occupancy under the provisions of the Gwinnett County Code of Ordinances, Chapter 42, when it is determined that the premises described herein or portion thereof is in violation of any applicable law, rules and regulations, codes, standards, and ordinances or any provision thereof.

This inspection or permitting of any building, structure or plan under the requirements of the codes shall not be construed in any court as a warranty of the physical condition of such building or the adequacy of such plan. No jurisdiction nor any employee thereof shall be liable in court for damages for any defect or hazardous or illegal condition or inadequacy in such building or plan, nor for any failures of any component of such building, which may occur subsequent to such inspection or permitting.

ISSUED BY: BWARREN  
DATE ISSUED: 11/25/2025

TITLE: Inspector  
SIGNATURE: BWARREN

408 Hurricane Shoals Road, Lawrenceville, Ga 30045  
Office: (678) 518-4980, Fax: (678) 518-4901, Inspection Request: (678) 518-6277  
www.gwinnettfiremarshal.com

**POST IN A CONSPICUOUS PLACE AT THE MAIN ENTRANCE TO THE PREMISES**



**Exhibit C – Ownership Statement Confirming Continuous Use**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit C**

**Ownership Statement Confirming Continuous Use**

**Property: 5266 Buford Hwy, Norcross, GA**

**Owner: Vity Investments LLC**

**Representative: Victor Zambrano, Member of the Ownership Entity**

I, Victor Zambrano, in my capacity as a member of the ownership entity for the property located at 5266 Buford Hwy, Norcross, Georgia, hereby provide the following statement for inclusion in the official record of the Zoning Board of Appeals:

1. The property has maintained continuous Assembly use without interruption. At no point has the building been vacant, abandoned, or unused for a period approaching or exceeding 180 days.
2. The prior tenant operated into mid-2025, and the transition to the incoming tenant, Iglesia de Jesucristo en Espíritu y Verdad, occurred within a normal and reasonable timeframe that did not constitute a cessation of use under the Unified Development Ordinance.
3. The building's Certificates of Occupancy have continuously designated the use as Assembly since 2021, and the City of Norcross recently issued a new Certificate of Occupancy under the incoming tenant's name after all inspections were completed.

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



4. The property owner fully supports the incoming tenant's continuation of the Assembly use, which is consistent with the building's long-standing classification and historical operations.

5. The appeal submitted to the Zoning Board of Appeals is authorized and supported by the ownership entity, and all statements regarding continuity of use are accurate to the best of my knowledge and based on direct involvement with the property's management and tenant transitions.

This statement is provided to confirm the uninterrupted nature of the Assembly use and to support the recognition of the property as an existing nonconforming use under the City's Unified Development Ordinance.

Signed

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espiritu y Verdad

March 5, 2026

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit D – Timeline of Occupancy and Use**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit D**

**Timeline of Occupancy and Use**

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

The following timeline documents the continuous Assembly use of the property, the tenant transition period, and the absence of any 180-day lapse in use as defined by the Unified Development Ordinance.

**Timeline of Occupancy and Use (2021–2026)**

Date / Period	Event / Activity	Relevance to Continuity of Use
2021–2024	GO LIFE STUDIO FITNESS holds active business licenses each year.	Confirms legally recognized, continuous Assembly operations.
January–June 2025	Prior tenant continues operations into mid-2025.	Demonstrates active use during 2025.
July 17, 2025	Finance Department administratively closes 2025 renewal option due to missing paperwork.	Administrative closure does *not* indicate cessation of use; 2024 license remained active into 2025.
Mid-2025	Prior tenant vacates; property remains in active condition.	No vacancy approaching 180 days.
November 2025	Incoming tenant (Iglesia de Jesucristo en Espíritu y Verdad) submits	Shows prompt continuation of use.

5266 Buford Hwy, Norcross Ga. 30071  
 678-499-2907 vityinvestmentsllc@gmail.com



	business license application and inspection requests.	
Late 2025	All inspections passed (life-safety, building, fire).	Confirms building remains suitable for Assembly use.
Early 2026	City of Norcross issues new Certificate of Occupancy under incoming tenant's name.	Confirms continued Assembly use and no new use being established.
2026 (Present)	Incoming tenant preparing to occupy and continue Assembly operations.	Confirms ongoing continuity.

**Statement of Accuracy**

As a member of the ownership entity, I confirm that the above timeline accurately reflects the occupancy and use of the property and demonstrates that the Assembly use has never ceased for a period approaching or exceeding 180 days.

Respectfully,

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espíritu y Verdad

March 5, 2026

5266 Buford Hwy, Norcross Ga. 30071  
 678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit E – GO LIFE STUDIO FITNESS Business License History (2021–2024)**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit E**

**GO LIFE STUDIO FITNESS – Business License History (2021–2024)**

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

This exhibit documents the prior tenant’s legally recognized business operations at the property. GO LIFE STUDIO FITNESS maintained active business licenses for four consecutive years, demonstrating continuous Assembly use and confirming that the property was not abandoned or inactive.

**Business License Summary**

Year	Status	Notes
2021	Active	Business license issued by the City of Norcross.
2022	Active	Business license renewed and issued.
2023	Active	Business license renewed and issued.
2024	Active	Business license renewed and issued; remained active into 2025.
2025	Not renewed	Renewal option administratively closed July 17, 2025 due to missing paperwork (not cessation of use).

**Relevance to Appeal**

5266 Buford Hwy, Norcross Ga. 30071  
 678-499-2907 vityinvestmentsllc@gmail.com



- Confirms four consecutive years of legally recognized Assembly operations.
- Demonstrates no lapse in use during 2021–2024.
- Supports the argument that the property’s Assembly use was continuous and uninterrupted.
- Reinforces that the only gap was administrative, not operational, and therefore does not meet the UDO’s 180-day discontinuation standard.

Signed,

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano  
Member of the Ownership Entity  
Authorized Representative of the Incoming Tenant  
Iglesia de Jesucristo en Espíritu y Verdad  
March 5, 2026

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit F – Finance Department Communication to Planning Department –  
Administrative Closure Clarification**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



## Exhibit F

### **Finance Department Communication to Planning Department – Administrative Closure Clarification**

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

This exhibit documents the internal communication from the City of Norcross Finance Department to the Community Development & Planning Department regarding the prior tenant's business license status. The communication confirms that the 2025 business license renewal option for GO LIFE STUDIO FITNESS was administratively closed due to lack of submitted renewal paperwork, and not due to any cessation of use or vacancy at the property.

### **Summary of Finance-to-Planning Communication**

- The Finance Department informed Planning that GO LIFE STUDIO FITNESS held active business licenses from 2021 through 2024.
- The 2024 license remained active into 2025.
- The renewal option for 2025 was administratively closed on July 17, 2025 because the tenant did not submit renewal paperwork.
- Finance did not indicate any operational closure, vacancy, or cessation of use.
- Planning was made aware that the administrative closure was a paperwork issue, not a discontinuation of the Assembly use.

### **Relevance to Appeal**

- Confirms that the City recognized the prior tenant as active through 2024 and into 2025.
- Demonstrates that the only gap was administrative, not operational.
- Supports the argument that the Assembly use never ceased for 180 days, as required by the UDO to lose nonconforming status.

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



- Shows that Planning had direct knowledge of the administrative nature of the closure.

**Statement of Accuracy**

I affirm that this summary accurately reflects the communication between the Finance Department and the Planning Department regarding the prior tenant's business license status.

Signed,

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espíritu y Verdad

March 5, 2026

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**Exhibit G – Business License Application & Fee Payments**

5266 Buford Hwy, Norcross Ga. 30071  
678-499-2907 vityinvestmentsllc@gmail.com



**COO2025-221 - Iglesia**  
 Community Development Department  
 65 Lawrenceville Street Norcross, GA 30071  
 Printed on 11/21/2025

<p><b>Applicant</b>          Torrealba, Oscar          Iglesia de Jesucristo en          Espiritu y Verdad, Inc  <a href="mailto:generalinfo625@gmail.com">generalinfo625@gmail.com</a>          5266 Buford Hwy First Floor          Norcross, GA, 30071          [Redacted]  <a href="#">Change Applicant</a></p>	<p><b>Owner</b>          Zambrano, Victor          Vity Investments LLC  <a href="mailto:vityinvestmentsllc@gmail.com">vityinvestmentsllc@gmail.com</a>          5266 Buford Hwy 110          Norcross, GA, 30071          [Redacted]  <a href="#">Change Owner</a></p>	<p><b>Location</b>          5266 Buford Hwy          Norcross, GA, 30071          33.9492745, -84.19772239999999  <a href="#">Map in Google</a></p>
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Enter the information as possible (this is not required)

Zoning	C1
Building Occupancy	
Building Type	

Select to acknowledgement the statement below

I have reviewed the application for Change of Occupancy and understand the requirements that are included.	Yes
--	-----

Note - Initials can be used in lieu of signatures in the fillable PDF document



**Permit Payment Receipt**  
**Norcross, GA**  
 65 Lawrenceville St.  
 Norcross, Georgia 30071  
 Office: 770-448-2122

**Office: Norcross-Permits**  
**Category: Change of Occupancy Application**  
**Receipt Note: Norcross Review Fee**  
**Payment Type/Last 4 of CC: Visa-9279**  
**Payment Method: WEB**

<b>Customer Name:</b>	
<b>Payor Name:</b>	Victor Zambrano
<b>Billing Address:</b>	3129 Commonwealth Way
<b>City/State/Zip:</b>	Milton, GA 30004
<b>Phone #:</b>	[REDACTED]
<b>Email:</b>	generalinfo625@gmail.com
<b>Payment Date:</b>	11/25/2025 4:29:23 PM
<b>Payment Clerk:</b>	
<b>Confirmation #:</b>	41288076

**Thank you for your payment.** You will see two transactions on your card related to your payment:

- 1) Permit billed by Norcross, GA
- 2) Service Fee billed by GovernmentWindow

<b>Project ID:</b>	COO2025-221
<b>Permit Amount:</b>	\$75.00
<b>Service Fee Amount:</b>	\$2.50
<b>Total Paid:</b>	<b>\$77.50</b>

-- CUSTOMER COPY --



**Permit Payment Receipt**  
Norcross, GA  
65 Lawrenceville St.  
Norcross, Georgia 30071  
Office: 770-448-2122

**Office: Norcross-Permits**

**Category: Change of Occupancy Application**

**Receipt Note: Re-Inspection Fee**

**Payment Type/Last 4 of CC: Visa-3887**

**Payment Method: WEB**

Customer Name:	
Payor Name:	Patricia Galindo
Billing Address:	4140 Idle Grass Pl
City/State/Zip:	Cumming, GA 30041
Phone #:	[REDACTED]
Email:	generalinfo625@gmail.com
Payment Date:	12/19/2025 10:46:06 AM
Payment Clerk:	
Confirmation #:	41796761

**Thank you for your payment.** You will see two transactions on your card related to your payment:

- 1) Permit billed by Norcross, GA
- 2) Service Fee billed by GovernmentWindow

Project ID:	COO2025-221
Permit Amount:	\$75.00
Service Fee Amount:	\$2.50
<b>Total Paid:</b>	<b>\$77.50</b>

-- CUSTOMER COPY --



# Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

APPLICATION INFORMATION				
Type of Application: <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Home Business <i>(complete the home-based business declaration for home businesses)</i>				
Reason for application: (Select all that apply)			This Business:	
<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Change of Location <input type="checkbox"/> New Owner <input type="checkbox"/> Change of Business Name <input type="checkbox"/> Change of Business Activity			<input checked="" type="checkbox"/> is in a standalone suite/building, OR <input type="checkbox"/> is sharing tenant space with an existing business	
APPLICANT				
Applicant's Name: Oscar Torreblanca				
Applicant's Address: 201 Myrtle St SW, Rome Ga 30161			Phone Number: [REDACTED]	Email: generalinfo625@gmail.com
BUSINESS INFORMATION				
Legal Business Name:		IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC		
Doing Business As (DBA):				
Business Address <i>(physical location)</i> : 5266 BUFORD HWY		Suite #: First Floor	City: Norcross	State: GA Zip Code: 30071
Mailing Address: 201 Myrtle St SW		Suite #:	City: Rome	State: Ga Zip Code: 30161
Description of the primary business activity: <b>Christian Church</b>				
Expected Opening Date: 11/26/25	NAICS Code: <a href="http://www.NAICS.com">www.NAICS.com</a>		813110	
BUSINESS OWNERSHIP INFORMATION				
<input type="checkbox"/> Sole Owner <input checked="" type="checkbox"/> Privately held Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Publicly Held Corporation <input type="checkbox"/> Publicly Held Corporation Subject to SEC Regulations <input type="checkbox"/> Other – Explain:				
Owner or President Name: Oscar Torreblanca		*Indicate if owner and president are different No		
Owner Home Address: 201 Myrtle St SW		Suite #:	City: Rome	State: Ga Zip Code: 30161
Owner Email Address: [REDACTED]		Phone Number: [REDACTED]		
Additional Business Contact Information				
On-site Business Manager:	Oscar Torreblanca	Phone Number:	[REDACTED]	Email: generalinfo625@gmail.com
Additional Contact: <small>Victor Zambrano</small>		Phone Number:	[REDACTED]	Email: <small>generalinfo625@gmail.com</small>



# Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

<b>BUSINESS SANITATION</b>		
<p>Per chapter 36-209 of the Norcross Code of Ordinances, "in order to obtain a business license, the applicant must show proof that sanitation service has been arranged with the city and appropriate deposits have been paid for the proposed business."</p> <p><input type="checkbox"/> My company is authorized to use Norcross Account Number _____ for sanitation</p> <p><input type="checkbox"/> My company will need to apply for Sanitation Account</p>	<p style="text-align: center; margin-top: 0;"><b>OFFICE USE ONLY</b></p> <p>CERTIFICATE # _____</p> <p>NAICS # _____</p> <p>SYSTEMS # _____</p> <p>FEE _____</p> <p>DATE _____</p>	
<b>BUSINESS ACTIVITY QUESTIONNAIRE</b>		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Outdoor storage, outdoor work, outdoor display, AND/OR outdoor temporary buildings.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Onsite sale or use of smoking related products, including Hookah, VAPE, Cigarettes, and Cigars
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Automotive repair, painting (body work), part sales AND/OR automotive sales, rental, or brokerage. Adult entertainment the depiction, display or featuring of specified anatomical areas.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	The manipulation of human tissue.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Selling/serving food AND/OR beverages. Selling AND/OR serving alcohol.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Arcade machines, pool tables (or other amusement devices) AND/OR dance floor.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Pawnbroker AND/OR precious metal dealer.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Washing of any equipment or vehicle AND/OR discharge of wastewater, rinse water to the ground, street or storm drain.
Provide detailed explanation for the items selected above (mandatory):		
2. The business location has the following active utilities: <input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Heating <i>If the location has not had active utilities in the past 6 months, coordinate with specific tradesmen to apply for utility activation permit</i>		
Is this business required by the State of Georgia to have a state license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please submit a copy of the state license</i>		
Will a business permanent or temporary sign be installed on the building or ground? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a separate sign permit is required</i>		
Will this business require interior or exterior alterations or installation of equipment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, a separate building permit is required</i>		
<b>COMMERCIAL LEASE INFORMATION</b>		
Term of Lease: 2 Years	Total Square Footage: 1300	
Lease Start Date: 10/26/2025	Lease End Date: 10/31/2027	



# Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

SUBMIT THE FOLLOWING WITH APPLICATION FORM (ALL BUSINESSES)

- Copy of Lease Agreement (Commercial based business only) or Proof of Property Ownership
- Copy of Government issued I.D. (i.e. Driver's License, Passport, Military, etc)
- Copy of Gwinnett County Fire Marshall Certificate of Occupancy  
 Contact 678-518-6000 - <https://aca-prod.acceia.com/GWINNETT/Welcome.aspx> (Online portal to schedule Fire inspection)
- Copy of GA Secretary of State License (if applicable)  
 Contact 478-207-2440 <https://sos.ga.gov/licensing-division-georgia-secretary-states-office>
- Copy of Gwinnett County Environmental Health approval (if applicable )  
 Contact 770-963-5732 - <https://www.gnrhealth.com/services/environmental-health-index/>
- GA Department of Agriculture approval (if applicable)  
 Contact 404-656-3600 - <https://www.agr.georgia.gov/foodsafety.aspx>
- Copy of Gwinnett County Water & Sewer Approval (if applicable)
- Contact 770-822-8000 - <https://www.gwinnettcounty.com/web/gwinnett/departments/water>

APPLICANT'S STATEMENT

Applicant affirms that the information specified on this application is a true and accurate representation of the proposed business activity on site. Failure to provide true and accurate information with respect to the proposed business activity on site may lead to revocation of certificate of occupancy or business license registration

Applicant Complete Name: Oscar Torreblanca	Applicant Signature:
Date: 11/25/25	

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**Re: Appeal Request Received**

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**From** General Info <generalinfo625@gmail.com>  
**Date** Mon 4/6/2026 1:05 PM  
**To** Helen Balch <Helen.Balch@norcrossga.net>  
**Cc** vityinvestmentsllc@gmail.com <vityinvestmentsllc@gmail.com>; LeDarius Scott <LeDarius.Scott@norcrossga.net>

You don't often get email from generalinfo625@gmail.com. [Learn why this is important](#)

**Caution:** This email came from outside Norcross Networks. Do not open attachments or click on links if you do not recognize the sender.

Dear Helen,


I am writing to request a postponement of the hearing currently scheduled for April 23rd.

I will be out of the country on that date and unable to attend in person. As the authorized representative for both the property owner and the incoming tenant, my presence is necessary to present evidence and address any questions from the Board. Therefore, I respectfully request that the hearing be moved to the next available ZBA meeting date.

I remain fully committed to the appeal process and to providing all required information to the City and the Board. Please let me know if any additional steps are needed to formalize this request.

Thank you for your time and consideration.

Warm regards,

Victor Zambrano  
Member of the Ownership Entity  
Authorized Representative of the Incoming Tenant  
Iglesia de Jesucristo en Espíritu y Verdad  


On Fri, Apr 3, 2026 at 2:40 PM Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)> wrote:

Good afternoon,

This email is to confirm that the appeal has been received and is it set to go before the ZBA on April 23rd, 2026, start time is 6:30 pm.

Thank you.



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## **Helen Balch, AICP**

### **Community Development & Planning Director**

[helen.balch@NorcrossGA.net](mailto:helen.balch@NorcrossGA.net)

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

[www.NorcrossGA.net](http://www.NorcrossGA.net)

*NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena*