

# City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



## Meeting Agenda

Monday, May 18, 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

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/185/media>

<https://youtube.com/live/OiDS9r3zqTc?feature=share>

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

Planning and Zoning Board

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

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

- Architectural Review Board
- Discovery Garden Board
- Planning and Zoning Board
- Zoning Board of Appeals

**H. Items for Discussion****1. 2026-185: Municipal Court Base-Fine Schedule Procedures**

Discussion of Municipal Court Base-Fine Schedule Procedures and Authority and Creation of Associated Policy.

Attachments:

1. Agenda Report - MC Base-Fine Schedule Procedures, Authority and Policy

**2. 2026-148: RZ2026-001; 6011 Western Hills Drive; JSL Properties Management, LLC; Rezoning from OI (office institutional) zoning district to C1 (neighborhood business) District.**

Approval of RZ2026-001 with staff recommendations.

Attachments:

1. Agenda Report - RZ2026-001
2. Staff Report
3. Rezoning Application Redacted
4. Proposed Floor Plan
5. Impact Analysis
6. Historical Code Enforcement Violations
7. Certificate of Mailing Redacted

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- 3. 2026-63: Acceptance and Appropriation of Grant Funds for Amplified! Project**  
Accept and appropriate \$1,000 received in Grant funds from the Gwinnett Creativity Fund for the Amplified! Project.
- Attachments:
1. Agenda Report - Accept and Appropriate Grant Funds for Amplified Norcross Project
  2. Budget Amendment Item 26-05182026NPAC1
- 4. 2026-151: Approval of a Norcross Forever Stamp Collection**  
Approve the Norcross Forever Stamps & Stamp Books for distribution by local retailers and at the Norcross Welcome Center.
- Attachments:
1. Agenda Report - 2026 Norcross Forever Stamp Collection
  2. Mock-up of Stamps and Stamp book
- 5. 2025-358: Adoption of the Norcross Public Arts Commission Bylaws**  
Adopt the proposed Norcross Public Arts Commission (NPAC) Bylaws to formalize the commission's operational structure, governance procedures, membership standards, and defined responsibilities consistent with municipal policies and City Charter authority.
- Attachments:
1. Agenda Report - Adoption of the Norcross Public Arts Commission Bylaws
  2. NPAC Draft Bylaws
- 6. 2026-179: Consideration of Repurposing the Former Welcome Center**  
Proposal to consider repurposing the prior Welcome Center on Lawrenceville Street, currently housing City HR staff, to a small gathering place for Norcross upon availability.
- Attachments:
1. Agenda Report - Consideration of Repurposing the Former Welcome Center
  2. Slide Presentation – Welcome House v2.pptx 03132026
- 7. 2026-180: AT&T Switched Ethernet on-Demand (ASEoD)**  
Approval of the proposed AT&T ASEoD platform for the City of Norcross, which will provide increased internet bandwidth, network security, and failover for the entire city's internet network infrastructure
- Attachments:
1. Agenda Report - ASEoD Proposal
  2. AT&T Price Quote
- 8. 2026-181: AT&T Hosted Voice Services**  
Approval of a city-wide uniform communication platform.
- Attachments:
1. Agenda Report - AT&T HVS Proposal
  2. AT&T Hosted Voice Service Proposal
  3. Proposed ATT Unified Communication Systems

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- 9. 2026-183: Artificial Intelligence (AI) Governance & Risk Policy**  
Approval of the proposed Artificial Intelligence (AI) Governance & Risk Policy that will establish Norcross's first policy of this type in order to keep up with the ever-changing enhancements, functionality, and risk mitigation in the AI field.
- Attachments:
1. Agenda Report - AI Policy
  2. Artificial Intelligence (AI) Governance & Risk Policy
- 10. 2026-182: Perimeter Protection for State Champion American Elm Tree**  
Approve an option to protect the perimeter and critical root zone of the Norcross State Champion American Elm tree.
- Attachments:
1. Agenda Report - Champion Elm Fence
  2. Agenda Item from July 15, 2024, PWS
  3. Champion Elm Area to Fence
  4. Fence Type Sample
  5. Off Limits Protected Area sign
  6. Cost estimates
- 11. 2026-186: On-Street Public Parallel Parking for the Academy/Lawrenceville Streets Residential Development**  
Approve or disapprove on-street public parallel parking design, the city portion of costs required for budget amendment, and a waiver for tree removal fees.
- Attachments:
1. Agenda Report - On-Street Public Parking
  2. Public Parallel Parking Design
- 12. 2026-93: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance**  
Approve recommended Policies and Actions and direct the Community Development staff to prepare for consideration amendments to the Unified Development Ordinance (UDO) to better facilitate economic and business development by eliminating minimum parking requirements for commercial uses in Historic Downtown Norcross.
- Attachments:
1. Agenda Report - Downtown Parking Policies
- 13. 2026-94: Business Occupation Tax Discussion**  
Consider changes to the assessment of the Business Occupation Tax in Norcross to better align with prevailing practices in peer communities and to generate additional General Fund revenue.
- Attachments:
1. Agenda Report - Business Occupation Tax
  2. Business Occupation Tax Analysis 04-14-26

**14. 2026-152: City Hall Renovation Discussion**

Direct City Staff to develop and present at City Council Retreat a straw man proposal with Needs Assessment and Scoping for City Hall Renovations. This will facilitate Mayor and Council discussion as well as empower staff to begin planning phases with a conceptual project timeline for Mayor and Council to discuss at the City Council Retreat on June 28.

Attachments:

1. Agenda Report - City Hall Renovations

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

**J. Signed by \_\_\_\_\_ Mayor Craig Newton**

**K. Attest \_\_\_\_\_ Monique Philip, City Clerk**