

# **City of Norcross**

*65 Lawrenceville Street*

*Norcross, GA 30071*



## **Meeting Agenda**

**Thursday, June 25, 2026**

**6:30 PM**

**2nd Floor Conference Room**

## **Zoning Board of Appeals**

**Michael Walsh, Chair**

**Bob Evely, Vice Chair**

**Naim Harrison**

**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 — Regular Meeting Minutes — May 28, 2026 6:30 PM](#)

**C. Ongoing Business****1. 2026-168: ZBA2026-003 (293 Academy Street)**

Requested Variances: Chapter 200-Land Use and Zoning, Article 2-Supplemental and Accessory Use Standards, Section 202-2.h.1.b Supplemental Use Standards, requesting relief from the provision that no fence shall extend into or across the front yard of any residence in the national historic district or local historic district.

## Attachments:

1. Staff Report
2. Redacted Application
3. Additional Information

**D. New Business****1. 2026-226: Appeal of Community Development Director's Decision**

A formal appeal to the Director's decision under the Unified Development Ordinance Section 202-2.c regarding the above-referenced property and a request for permission to file for a variance to allow outside storage on the entire portion of the site on the south side of the creek (identified as 5324 B Old Norcross Road).

## Attachments:

1. Appeal Letter
2. Proposed Site Plan
3. Exhibit A
4. Redacted Application
5. Inbox - Email Exchange
6. RZ2025-005\_Official Ordinance
7. COO2026-023\_TEMPORARY CERTIFICATE OF OCCUPANCY

**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, May 28, 2026

6:30 PM

2nd Floor Conference Room

## Zoning Board of Appeals

Michael Walsh, Chair

Bob Evely, Vice Chair

Naim Harrison

Taylor Walker

Eleanor Gilchrist

## A. Call to Order

The meeting was called to order at 6:32 PM by Chair Michael Walsh.

## B. Roll Call

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

## C. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.

A motion to approve the April 23, 2026, Zoning Board of Appeals Meeting Minutes.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: Michael Walsh, Chair

SECONDER: Naim Harrison, Board Member

AYES: Walsh, Walker, Harrison, Evely, Gilchrest

## D. Ongoing Business — None

## E. New Business

### 1. 2026-168: ZBA2026-003

The applicant, Taylor Metzger, requested that the variance application be tabled to the June 25, 2026, ZBA Hearing.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: Michael Walsh, Chair

SECONDER: Naim Harrison, Board Member

AYES: Walsh, Walker, Harrison, Evely, Gilchrest

### 2. 2026-169: Appeal of Community Development Director's Decision

#### Item Summary

The appellants, Victor Zambrano and Joe Zambrano, appealed the Director's decision to deny a Certificate of Occupancy/Business License for the continuance of a place of worship at 5266 Buford Highway. The property is zoned C-2 (General Business) and OI (Office Institutional) and consists of approximately 0.54 acres.

The denial was based on a six-month lapse in renewal of the business license for the use. Additionally, the Unified Development Ordinance requires a minimum one-acre site for places of worship in commercial or mixed-use districts, provided parking requirements can be met (one parking space per 150 square feet of gross floor area in the largest assembly room).

**Staff Presentation**

Helen Balch, Community Development and Planning Director, presented the findings of the appeal and explained the basis for staff's denial of the Certificate of Occupancy/Business License.

City Attorney Bill Diehl provided a brief overview of the procedural aspects of the appeal.

**Appellant Presentation**

The appellants, Victor Zambrano and Joe Zambrano, presented their request and stated that the place of worship should remain a legal nonconforming use at the property.

They noted the following:

- The parcel contains 18 parking spaces.
- The congregation consists of approximately 40 members.
- Services are held on Saturdays and Sundays.
- Services begin at 2:00 p.m. and last approximately two hours.

**Board Action / Motion**

After careful deliberation, the Zoning Board of Appeals accepted the appellants' request to allow the place of worship to remain a legal nonconforming use at 5266 Buford Highway.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: Michael Walsh, Chair

SECONDER: Bob Evely, Vice Chair

AYES: Walsh, Walker, Harrison, Evely, Gilcrest

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

The meeting adjourned at 7:00 PM by Chair Michael Walsh, seconded by Naim Harrison. The vote was unanimous, 5-0.



## Variance

<b>Case Number</b>	<b>ZBA2026-003</b>
<b>Hearing Date</b>	May 28, 2026
<b>Petitioner</b>	Benjamin Metzger
<b>Property Location</b>	293 Academy Street
<b>Current Zoning</b>	R75 (Single-Family Residential)
<b>Proposed Zoning</b>	N/A
<b>Character Area</b>	Character Area 7A: Historic Downtown Norcross
<b>Site Acreage</b>	.20 Acres
<b>District</b>	6
<b>Land Lot</b>	255
<b>Parcel #</b>	6255 448
<b>Taxes Paid</b>	N/A
<b>Historic District</b>	Yes

**Requested Variances:** Chapter 200-Land Use and Zoning, Article 2-Supplemental and Accessory Use Standards, Section 202-2.h.1.b Supplemental Use Standards, requesting relief from the provision that no fence shall extend into or across the front yard of any residence in the national historic district or local historic district.

### **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:

Conditions:

1. The variance granted shall allow a fence no taller than four (4') feet to be in the front yard of a property located within the National Historic District;
2. Fence shall be setback a minimum of three (3') feet from the edge of the property line;
3. A fence permit shall be applied for with the Community Development Department prior to installation; and
4. Materials shall be consistent with the renderings included in this analysis.

**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.

**Supports Requested Use: No**

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

**Analysis:** While there is no hardship based on size, shape, or topography of the land itself, the applicant will not be able to install a front yard fence based on UDO section 202-2.h.1.b. without a variance granted by the Zoning Board of Appeals.

**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 vicinity are also located in the National Historic District. Fences that exist on residential properties in the National Historic District are more than likely to be legal nonconforming since this rule was enacted on December 8, 2020.

**Supports Requested Use: No**

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

**Analysis:** One of the existing fence provisions offered in the Unified Development Ordinance does not allow installation of a fence in the front yard of a residence located in the National Historic District, so therefore the applicant is seeking relief from that provision to install a three (3') foot tall picket fence for privacy purposes.

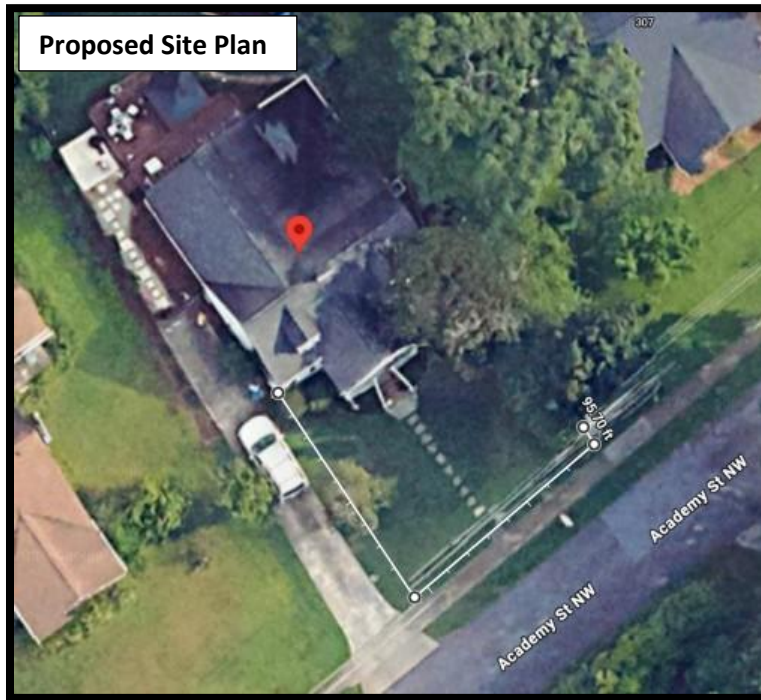
**Supports Requested Use: No**

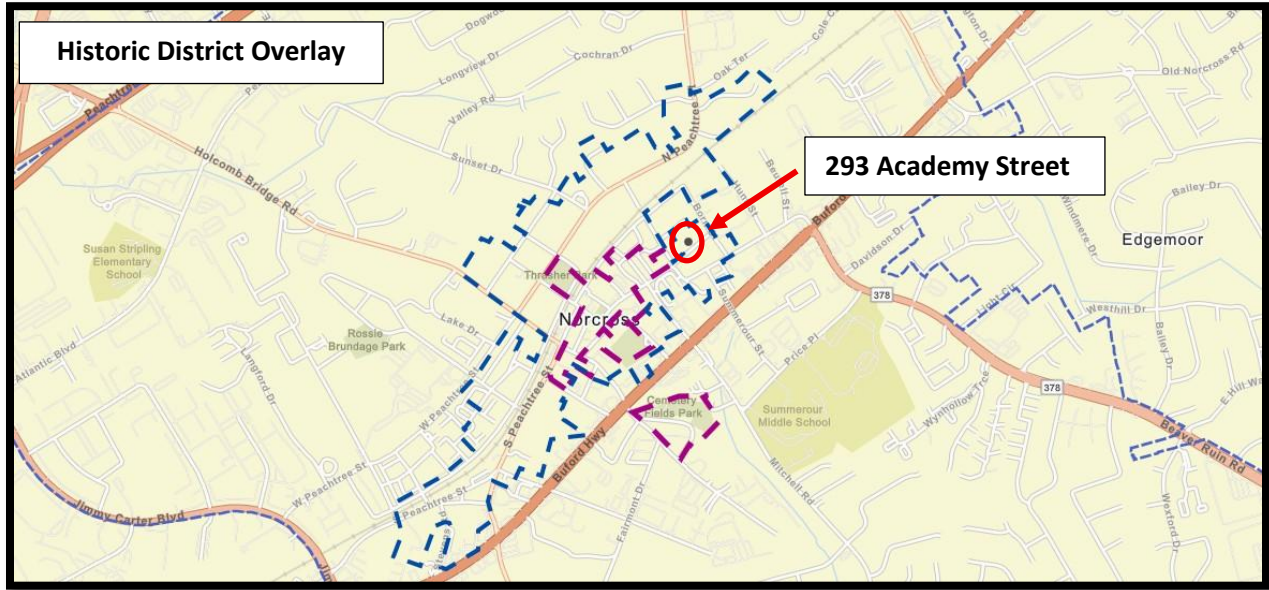
**Factor: (5) Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.**

**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 is requesting to install a three (3’) foot tall wood picket fence with a gate in the front and side yard.

**Current zoning district for the property**

The R75 single-family residence zoning district is intended primarily for single-family residences and related uses on medium sized lots in the city.



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

PROPERTY OWNER INFORMATION

Owner's Name: Benjamin Metzger
Owner's Address: 293 Academy St. Norcross GA 30071
Phone: [Redacted] Email: [Redacted]

APPLICANT INFORMATION

Contact Name: Benjamin Metzger
Company Name: nsc
Phone: [Redacted] Email: [Redacted]

PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: \_\_\_\_\_ Size in Acres: .5 Number of existing structures: 1
Current Zoning: \_\_\_\_\_ Project Name: 293 Academy St. fence
Address: \_\_\_\_\_

DESCRIPTION OF REQUESTED VARIANCE

Putting a 3ft tall fence in the front yard

ACTION REQUESTED FROM THE BOARD OF APPEALS

[Blank lines for action requested]

**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: COA 2025-013



**APPLICANT'S SIGNATURE**

4-1-26

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.

*[Signature]*                      4-2-26                      Benjamin Taylor Metzger  
 SIGNATURE OF APPLICANT      DATE                                      TYPE OR PRINT NAME AND TITLE

*[Signature]*                      4-2-26                      Benjamin Taylor Metzger  
 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)

\_\_\_\_\_  
 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.

No

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

~~No~~  
Keeping our three girls safe from entering the busy street.

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.

I, Benjamin Metzger, hereby attest to ownership of the property described below:

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

Location address: \_\_\_\_\_

for which this Application is submitted.

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

Benjamin Taylor Metzger

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.)

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

**IV. Acknowledgement.**

• **Individual**

[Signature]  
Signature

Print Name: Benjamin Metzger  
Address: 293 academy St.  
Norcross GA, 30071  
Phone #: [Redacted]

• **Government Entity**

Benjamin Taylor Metzger  
Print Government Name

By: [Signature]  
Signature

Print Name: Benjamin Metzger  
Title: owner  
Department: \_\_\_\_\_

• **Corporation/LLC**

Print Corporation/LLC Name \_\_\_\_\_

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

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

• **Partnership**

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

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

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

**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/ (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**

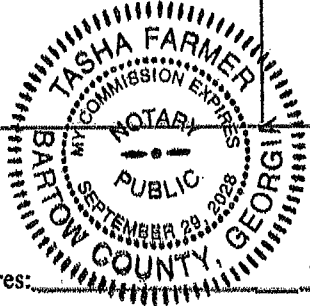
Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Of \_\_\_\_\_, personally appeared \_\_\_\_\_ partner/agent on behalf of \_\_\_\_\_ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary [Signature]  
TASHA FARMER  
Print Notary Name

NOTARY STAMP:

My commission expires: \_\_\_\_\_

Identification Method:  Personally known.  
 Produced I.D. - Type: \_\_\_\_\_



Sept 2028



# FenceWorks of Georgia

Est. 2006

300 Piedmont Court, STE A, Atlanta, GA 30340

(770) 452-9900

Office@FenceWorksGA.com

Customer:	Taylor Metzger		
Address:	293 Academy St NW		
City:	Norcross	Zip	30071
Email:		Cell	

Job Address (if different):	<i>For Office Use:</i>
	Materials Ordered <input type="checkbox"/>
	Materials Delivered <input type="checkbox"/>

Footage	Fence Type	Height
96	Rooftop	3
	Picket Fence	





**Subject to Statement of Conditions**

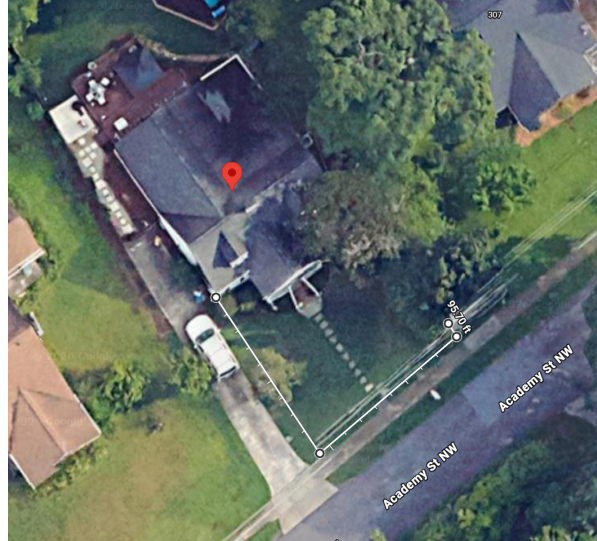
**10 Year Warranty** against defects in workmanship. FenceWorks will exchange up to 15% of pickets for 10 years (labor not included). Wood components, when exposed to the elements are subject to warpage, cracking, mold, mildew, rot & discoloration. All posts set in wet concrete.

Customer agrees to obtain all required permits, mark all property lines, and mark any underground pipes, wires or other structures that may be damaged during installation. FenceWorks will not be held liable for damages to any unmarked structures.

Approximate Picket Spacing (May Vary)	
Spacing:	2"

Gates			
Qty	Width	Height	Description
2	4'w	3'h	Single gates

Wood Specifications			
Post		Panel / Picket	
			
Style	Capped	Rooftop	
Type	P.T. Pine	Cedar	
Size	4" x 4"	3.5" Pickets	
Post Cap	Slim White	Rails	2
Design	Face	P.T. Pine	
Other		Straight	




Top of Fence	Panel Direction
Slope with Grade (less Space)	Face OUT

**Comments or Special Instructions**

**\$1,998 96' of picket fence**  
**\$780 Painting white (best to wait 90 days after install)**

Metal & Vinyl Specifications	

**Financing Options Available**

<b>Total Price:</b>	<b>\$2,778.00</b>	
Materials Deposit (50%):	\$1,389.00	
Terms: 50% Materials Deposit, balance due upon completion		
No Fee for Check or eCheck   Credit Card Fee 3.3%   Financing Fee 3.9%		
Bids are valid for 14 Days.		

Ornamental Specifications		Chain Link Specifications	
Post Cap		Fabric / Gauge	
		Top Rail	
		Line Posts	
Finials		Terminal Posts	
		Gate Posts	
Color		Gate Frame	
Picket		Barbed Wire	
Post		Tension Wire	

Accepted by Purchaser:		Date:	
Estimator:	<b>Tony Plagman</b>	Date:	<b>03/23/26</b>
Phone:	<b>(770) 714-1144</b>		
Email:	<b>Tony@FenceWorksGA.com</b>		

04/30/2026

City of Norcross  
Zoning Board of Appeals  
65 Lawrenceville Street  
Norcross, GA 30071

**Re: Appeal to Director's Decision — UDO §202-2.c**  
**Property: 5324 Old Norcross Road (including 5324 B Old Norcross), Norcross, GA 30071**  
**Applicant/Owner: 5324 ON, LLC**  
**Parcel: R6241 010**

Dear Members of the Zoning Board of Appeals:

This letter constitutes a formal appeal to the Director's decision under Unified Development Ordinance Section 202-2.c regarding the above-referenced property and a request for permission to file for a variance to allow outside storage on the entire portion of the site on the south side of the creek (identified as 5324 B Old Norcross Road).

#### Background and Request

- 5324 B comprises approximately 1.75 acres on the south side of the creek. 5324, approximately 3.68 acres on the north side of the creek is unaffected by this appeal and remains in conformance with UDO requirements; existing outside storage on the north side is located behind the building fronting Old Norcross Road and complies with the UDO.
- The requested variance would permit outside storage oriented toward Old Norcross Road and not toward the residential property located to the rear of 5324 B. The residences located on Green Valley Drive to the south are approximately 155 feet from the property line which is heavily wooded and the residences do not face the subject property, minimizing any direct visual or privacy impacts.

- As required by the rezoning to Light Industrial, we will or have installed a hedge screen along the fence line on Old Norcross Road consisting of 9 to 12 Nellie Stevens hollies, 10'-12' installed height. At full maturity these plantings will reach approximately 20'-30' tall, providing substantial screening from the road.

- The Director's decision denying authorization to pursue this variance prevents the owner / tenants from utilizing all of 5324 B for outside storage. The property was rezoned with the intended use of outside storage in mind. Physical constraints — specifically an overhead power line crossing the site and setbacks from the creek bisecting the parcel would make redevelopment impractical and significantly limit alternative productive uses of the parcel.

#### Basis for Relief

- Granting this appeal to allow filing for a variance will direct outside storage away from adjacent residences (toward Old Norcross Road), thereby minimizing impact to any of the residential properties behind 5324 B.

- The unique physical constraints of the property (overhead power lines and creek setbacks) constitute practical difficulties that support a variance request under the UDO standards. Not allowing the appeal would deprive the owner of the reasonable use of the property that the rezoning intended and that is otherwise consistent with the surrounding commercial uses along Old Norcross Road.

Requested Action

- We respectfully request that the Zoning Board of Appeals reverse (or modify) the Director's decision under UDO §202-2.c and authorize the property owner to file for a variance to permit outside storage on the full 1.75 acres on the south side of the creek (5324 B Old Norcross), subject to conditions the Board considers appropriate to ensure code compliance.

Respectfully,



Derek Griffin  
80 W. Wieuca Road, N.E.,  
Suite 170  
Atlanta, GA 30342  
404.822.7205  
[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

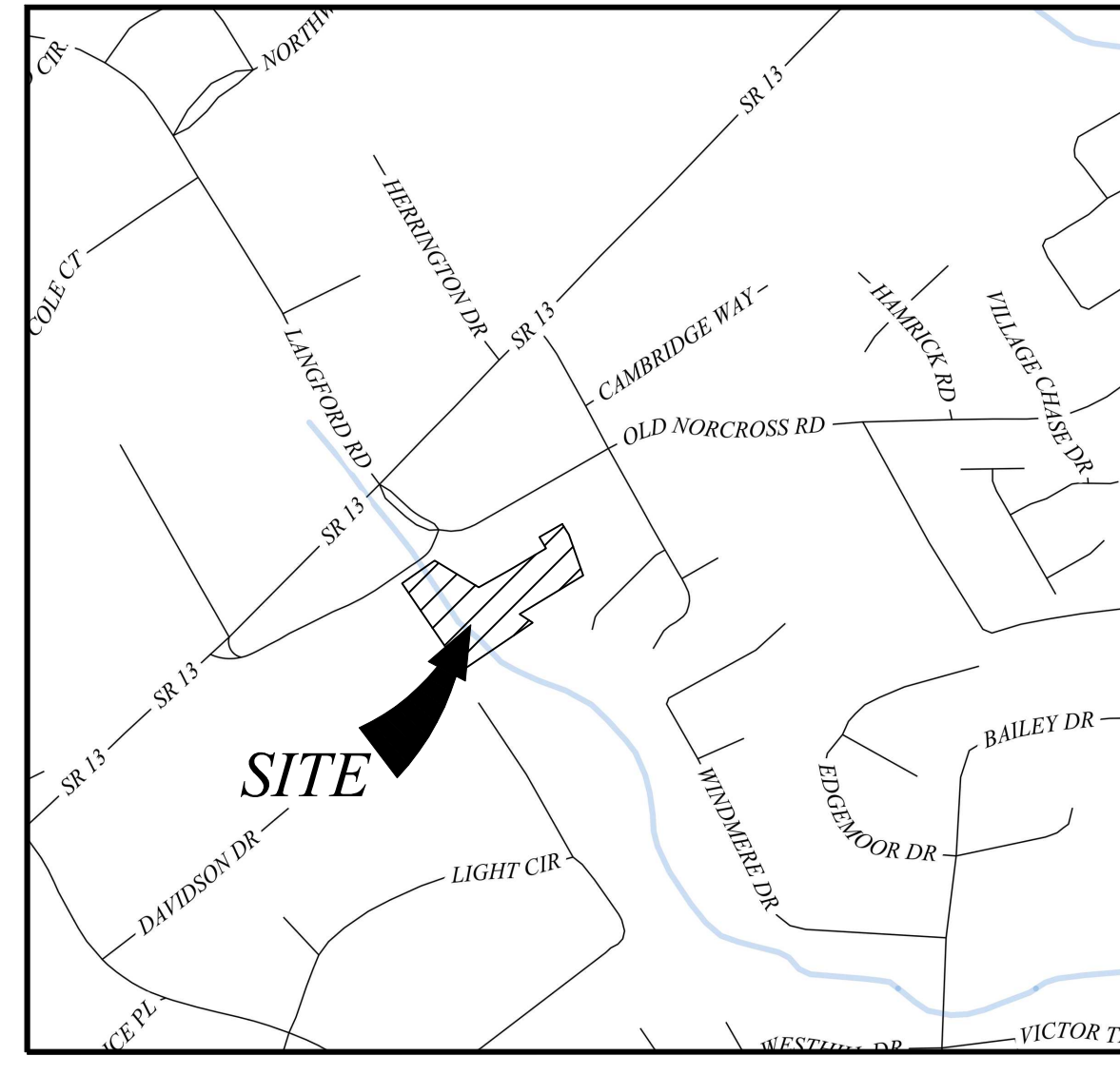
cc: William Waddell  
Brittany Mathis

# BASELINE SURVEYING & ENGINEERING, INC.

P.O. BOX 269  
WATKINSVILLE, GA 30677

WWW.BASELINEGA.COM

PHONE: 706-769-6610



**VICINITY MAP**  
NOT TO SCALE

**PROJECT DATA**

PROFESSIONAL CONTACT: BASELINE SURVEYING & ENGINEERING  
STEVEN R. CRIM, GA. RES#3600  
P.O. BOX 269 WATKINSVILLE, GA 30677  
STEVEN@BASELINEGA.COM 706-769-6610

- TOTAL PROJECT ACREAGE: 5.18 ACRES
- TAX PARCEL #: R6241 010
- NO ATTEMPT WAS MADE TO LOCATE UTILITIES OR IMPROVEMENTS ON OR ADJACENT TO THE SUBJECT PROPERTY EXCEPT AS SHOWN HEREON.
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A COMPLETE TITLE SEARCH.
- ZONED C2
- THIS PROPERTY MAY BE SUBJECT TO ANY EASEMENTS OR RIGHT OF WAYS OF RECORD, SHOWN OR NOT SHOWN

**PLAT FOR:**  
5324 ON, LLC

LAND LOT 241  
6th LAND DISTRICT  
GWINNETT COUNTY  
PHYSICAL ADDRESS:  
5324 OLD NORCROSS ROAD  
NORCROSS, GA 30071

REVISIONS	DATE

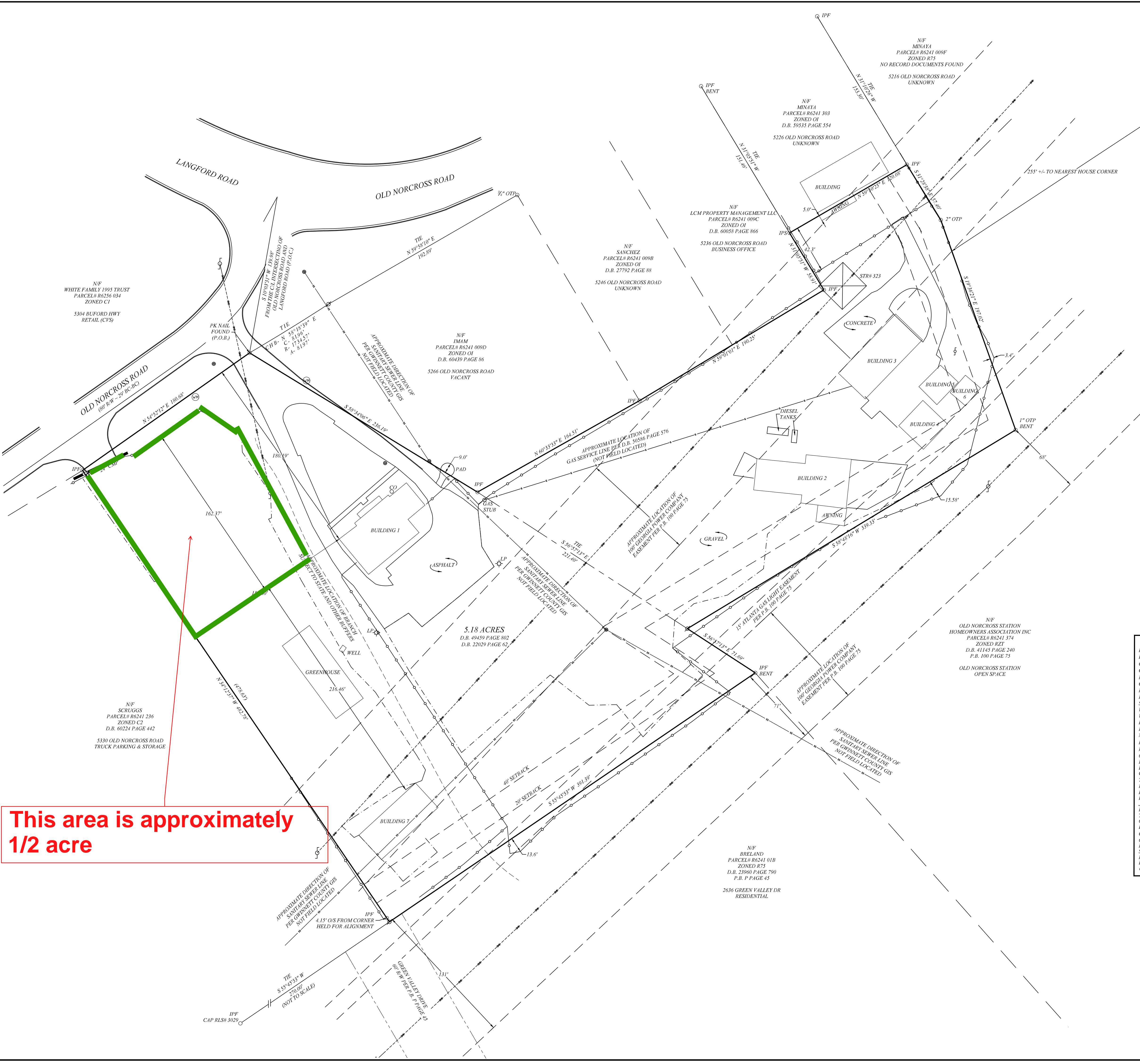
**DATE**  
11/14/25

**PROJECT**  
25-4158S

**EXHIBIT**

**SHEET**  
1 OF 1

**This area is approximately 1/2 acre**



- PLAT ABBREVIATIONS**
- IPF - IRON PIN FOUND
  - IPS - IRON PIN SET
  - GM - GAS METER
  - CR - CABLE RISER
  - RW - RIGHT OF WAY CENTERLINE
  - P.O.C. - POINT OF COMMENCEMENT
  - P.O.B. - POINT OF BEGINNING
  - SSMH - SANITARY SEWER MANHOLE
  - WT - WATER VALVE
  - WM - WATER METER
  - FH - FIRE HYDRANT
  - PP - POWER POLE
  - NF - NOW OR FORMERLY
  - DB - DEED BOOK
  - PG - PAGE
  - OHE - OVERHEAD ELECTRIC
  - PB - PLAT BOOK
  - LL - LAND LOT
  - GCB - GATE CONTROL BOX
  - TR - TELEPHONE RISER
  - DWCB - DOUBLE WING CATCH BASIN
  - HW - HEAD WALL
  - FES - FLARED END SECTION
  - JB - JUNCTION BOX
  - DI - DROP INLET
  - TRN - TRANSFORMER
  - OTF - OPEN TOP PIPE
  - EMH - ELECTRIC MANHOLE
  - GEN - GENERATOR
  - OCS - OUTLET CONTROL STRUCTURE
  - PL - PROPERTY LINE
  - SS - SANITARY SEWER
  - BSL - BUILDING SETBACK LINE
  - FIRM - FEDERAL INSURANCE RATE MAP
  - CO - CLEAN OUT

- SYMBOL LEGEND**
- ⊗ - CALCULATED POINT
  - - IRON MARKER FOUND
  - - 1/2" IRON PIN SET
  - ⊠ - CONCRETE MONUMENT
  - - FENCE



**GRID NORTH**

READINGS ARE BASED ON NORTH AMERICAN DATUM OF 1983 GEORGIA STATE PLANE COORDINATE SYSTEM WESTERN ZONE.

**GRAPHIC SCALE**



1 INCH = 40 FEET

**FIELD SURVEY CLOSURE STATEMENT**

THE FIELD DATA UPON WHICH THIS PLAT WAS BASED WAS PERFORMED USING A DUAL FREQUENCY EGNSS 2017 GNSS RECEIVER. THE DATA WAS COLLECTED USING A REAL TIME KINEMATIC APPLICATION AND HAS A RELATIVE POSITIONAL ACCURACY OF 0.04 FEET AT THE 95% CONFIDENCE LEVEL AND WAS NOT ADJUSTED.

THE FIELD WORK WAS COMPLETED ON AUGUST 13, 2025

**PLAT CLOSURE STATEMENT**

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 249,000 FEET.

STEVEN R. CRIM  
GEORGIA REGISTERED LAND SURVEYOR #8660  
P.O. BOX 269  
WATKINSVILLE, GA 30677  
706-769-6610

THIS PLAT IS NOT VALID OR RECORDABLE UNLESS SAID SURVEYOR'S SIGNATURE APPEARS IN ORIGINAL BLUE INK OVER THE STAMP.

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATED AND HAS BEEN PREPARED IN CONFORMITY WITH MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW.

N/F  
BRELAND  
PARCEL# R6241 01B  
ZONED R75  
D.B. 23969 PAGE 790  
P.B. P. PAGE 45  
2636 GREEN VALLEY DR  
RESIDENTIAL

N/F  
OLD NORCROSS STATION  
HOMEOWNERS ASSOCIATION INC  
PARCEL# R6241 374  
ZONED RZ1  
D.B. 4145 PAGE 240  
P.B. 100 PAGE 75  
OLD NORCROSS STATION  
OPEN SPACE

N/F  
SANCHEZ  
PARCEL# R6241 009B  
ZONED OI  
D.B. 27792 PAGE 88  
5246 OLD NORCROSS ROAD  
UNKNOWN

N/F  
LCM PROPERTY MANAGEMENT LLC  
PARCEL# R6241 009C  
ZONED OI  
D.B. 60028 PAGE 866  
5236 OLD NORCROSS ROAD  
BUSINESS OFFICE

N/F  
MINAYA  
PARCEL# R6241 009F  
ZONED R75  
NO RECORD DOCUMENTS FOUND  
5216 OLD NORCROSS ROAD  
UNKNOWN

N/F  
MINAYA  
PARCEL# R6241 303  
ZONED OI  
D.B. 59535 PAGE 354  
5226 OLD NORCROSS ROAD  
UNKNOWN

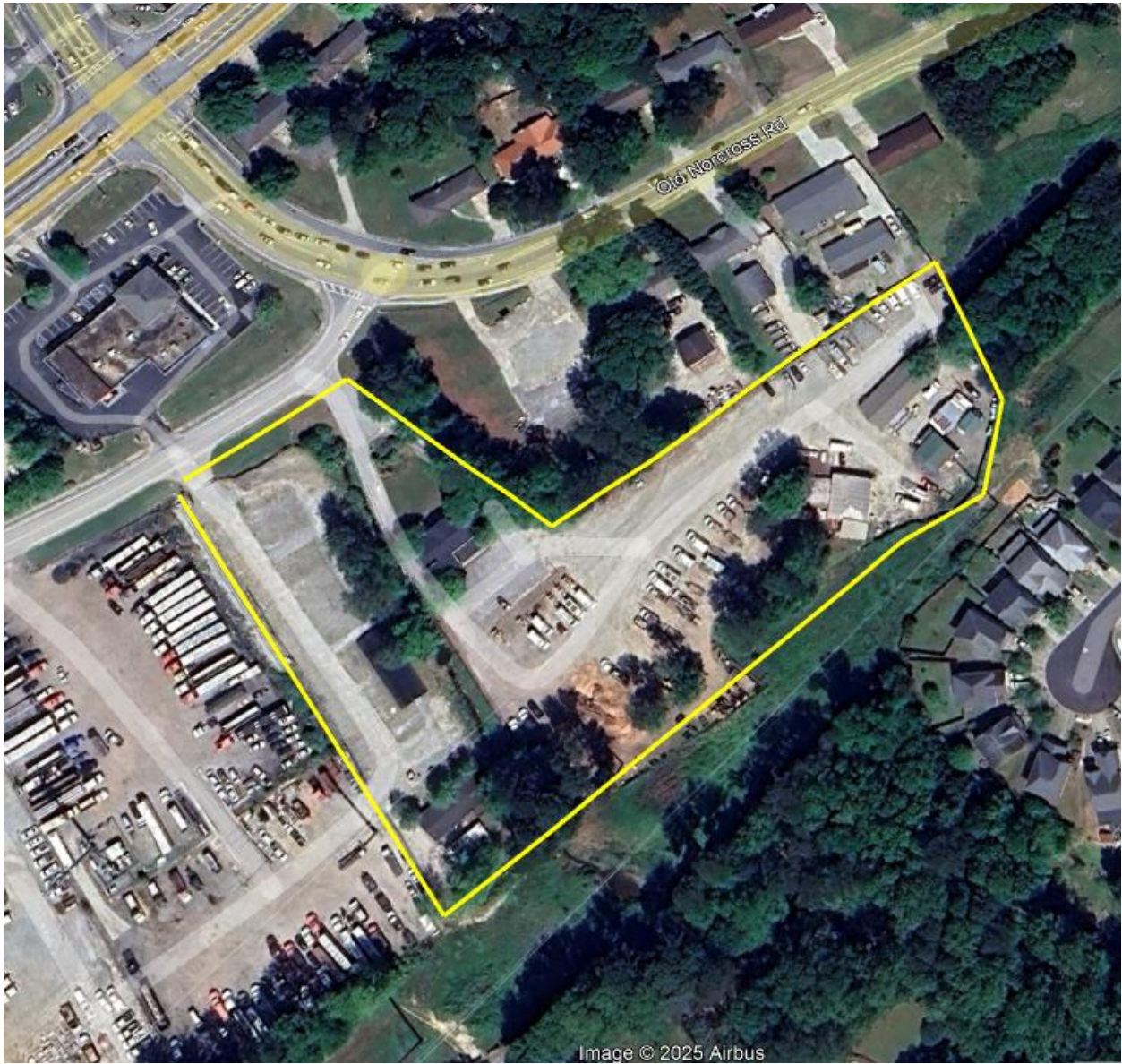
N/F  
WHITE FAMILY 1995 TRUST  
PARCEL# R6236 034  
ZONED C1  
5304 BUFORD HWY  
RETAIL (CVS)

N/F  
IMAM  
PARCEL# R6241 009D  
ZONED OI  
D.B. 60439 PAGE 86  
5266 OLD NORCROSS ROAD  
VACANT

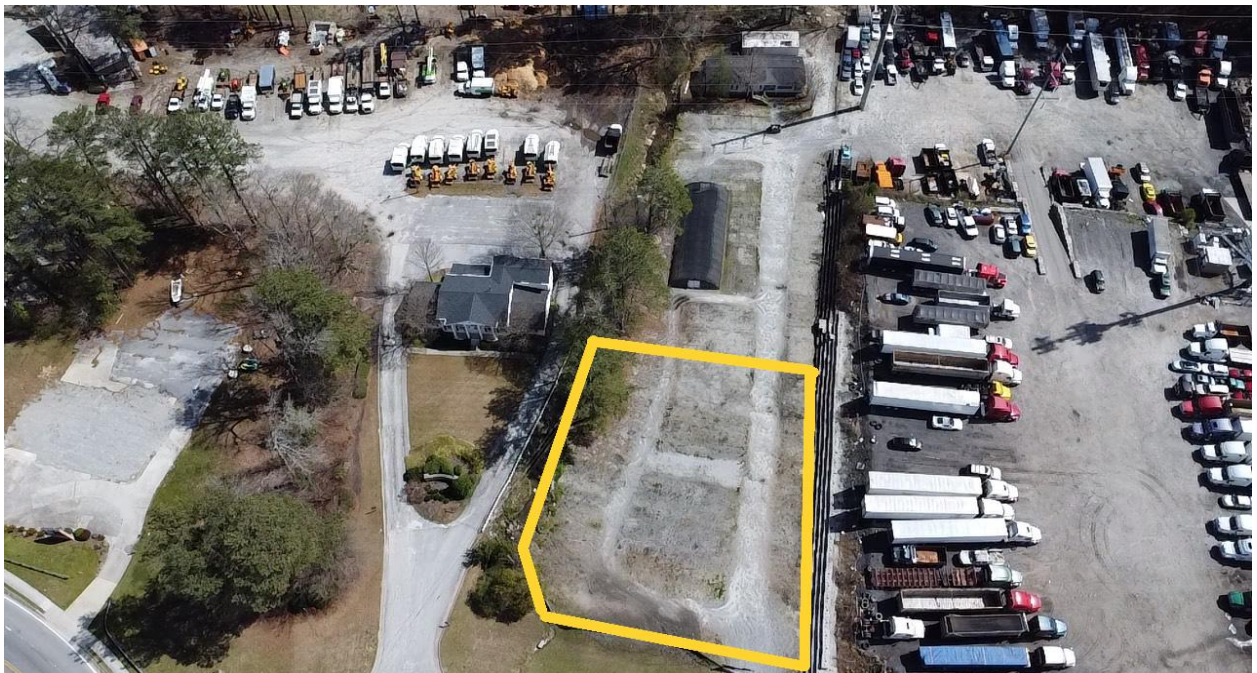
5.18 ACRES  
D.B. 49459 PAGE 802  
D.B. 22029 PAGE 62

N/F  
SCREGGS  
PARCEL# R6241 236  
ZONED C2  
D.B. 60224 PAGE 442  
5330 OLD NORCROSS ROAD  
TRUCK PARKING & STORAGE

# Site Aerial



# Requested Variance Area



## Street View w New Plants Installed





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

**PROPERTY OWNER INFORMATION**

Owner's Name: 5324 ON, LLC / William H. Waddell

Owner's Address: 155 Annie Chandler Trail, Lawrenceville, GA 30045

Phone: [REDACTED] Email: [REDACTED]

**APPLICANT INFORMATION**

Contact Name: William H. Waddell

Company Name: 5324 ON, LLC

Phone: [REDACTED] Email: [REDACTED]

**PROPERTY INFORMATION FOR REQUESTED VARIANCE**

Tax Parcel Number: R6241 010 Size in Acres: 5.24 Number of existing structures: 7

Current Zoning: M-1 Project Name: 5324 Old Norcross Road

Address: 5324 / 5324B Old Norcross Road, Norcross, GA

**DESCRIPTION OF REQUESTED VARIANCE**

Allow outside storage on the entirety of land located at 5324B  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION REQUESTED FROM THE BOARD OF APPEALS**

Grant appeal to allow for variance that would allow for outside storage on the entirety of land located at 5324B  
\_\_\_\_\_  
\_\_\_\_\_

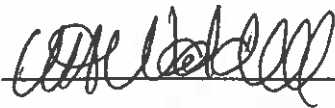
**REQUIRED ATTACHMENTS**

- 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: Mayor, Council, Planning and Zoning Board. Ref # RZ 2025-005



Signature

**APPLICANT'S SIGNATURE**

5/30/24

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.

William H. Waddell 5/30/26 \_\_\_\_\_  
 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)

\_\_\_\_\_  
 William H. Waddell

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 \_\_\_\_\_

REVISED February 2024

## 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.**

This is a unique piece of property due to the development limitations created by the overhead power lines and the creek that bisects the property. The shape is another condition that makes it unique in that 5324B appears to be a separate parcel from 5324 and the useable property for 5324B extends beyond the useable property of 5324 toward Old Norcross Road.

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

As it specifically relates to 5324B (land south of the creek) the application of the code creates an use issue due to where the existing building at 5324 is located. Outside storage is permitted on 5324 bc the land is to the rear of the main permitted building on the site. Using the 5324 main permitted building as the front building of the parcel only allows for roughly 60% of 5324B to be used for outside storage even though it does not create any kind of screen from Old Norcross Road.

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

The conditions are peculiar to given the shape of the site and the age and location of the buildings.

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

Property owner has not changed the characteristics of the site or changed the location of the existing buildings which have been on the property for over 30 years.

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

If relief were granted it would not cause any detriment to the public good. Old Norcross Road is not heavily traveled and the property lends itself to outside storage uses due to the lack of redevelopment potential caused by the creek and power lines. We have screened the frontage of 5324B with trees per the conditions imposed when we rezoned the site to create a buffer from the street. Given the age and locations of the buildings the purpose and intent of the UDO would still be relevant for new or future development sites as developers would have the opportunity to plan around the UDO standards.



# Ownership Affidavit & Designation of Agent

## I. Ownership.

I, William H. Waddell, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) R6241 010

Location address: 5324 Old Norcross Road, Norcross, GA 30071

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: 5324 ON, LLC

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:

William H. Waddell

Pattie Brown

Pamela Bowen

Provide Names of General Partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secretary of State Registration Number: 09015939

Name/Address of Registered Agent: Pamela Bowen / 1529 Monroe Drive, Monroe, GA 30655

## 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: Derek Griffin

Address: 80 W. Wieuca Road, N.E., Suite 170 Atlanta, GA 30342

Contact Person: Derek Griffin

Telephone No.: [REDACTED]

## 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.)

\_\_\_\_\_

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

**IV. Acknowledgement.**

• Individual

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

• Government Entity

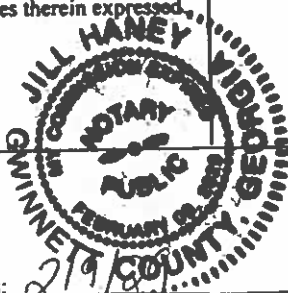
Print Government Name \_\_\_\_\_  
 By: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_

• Corporation/LLC

5324 ON, LLC  
 Print Corporation/LLC Name \_\_\_\_\_  
 By: William Waddell  
 Signature \_\_\_\_\_  
 Print Name: WILLIAM H. WADDELL  
 Its: WADDELL  
 Address: 5324 ON, LLC  
CHANDLER TRAIL  
 Phone #: \_\_\_\_\_  
LAWRENCEVILLE, GA  
30045

• Partnership

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

NOTARY INFORMATION (Please use appropriate block.)		
STATE OF <u>GEORGIA</u> COUNTY OF <u>WINNETT</u>		
<p>• Individual</p> <p>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.</p>	<p>• Corporation/LLC</p> <p>Before me, this <u>30</u> day of <u>April</u>, 20<u>20</u>, personally appeared <u>William Waddell</u> of _____ a <u>Georgia</u> (State) 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.</p>	<p>• Partnership</p> <p>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.</p>
<p>• Government Entity</p> <p>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.</p>		
<p><u>Jill Haney</u>                  Signature of Notary</p> <p><u>Jill Haney</u>                  Print Notary Name</p>	NOTARY STAMP: My commission expires: <u>2/2/23</u> Identification Method: <input checked="" type="checkbox"/> Personally known. <input type="checkbox"/> Produced I.D. - Type: _____	

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

**Re: 5324 B Old Norcross Road Business License**

---

**From** LeDarius Scott <LeDarius.Scott@norcrossga.net>

**Date** Fri 4/3/2026 10:01 AM

**To** Derek Griffin <dgriffin@allied-cp.com>

**Cc** Helen Balch <Helen.Balch@norcrossga.net>

Hey Derek,

I am copying in Helen as I am out of the office for most of the day attending an event. If her schedule permits, she can give you a call. If not, I will call you when I am back in the office later today.

Best,

LeDarius Scott, AICP, CNU-A  
Senior Planner  
City of Norcross

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---

**From:** Derek Griffin <dgriffin@allied-cp.com>

**Sent:** Friday, April 3, 2026 9:54 AM

**To:** LeDarius Scott <LeDarius.Scott@norcrossga.net>

**Subject:** Re: 5324 B Old Norcross Road Business License

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

LeDarius, if you could give me a call and 10 minutes, I really need to understand what my tenant can do on the site between the red line and Old Norcross Road. Please call my cell. Thank you.

Derek Griffin  
Allied Commercial Properties, LLC  
80 W. Wieuca Road, N.E. Suite 170  
Atlanta, GA 30342  
(O) 404.500.5507  
(C) 404.822.7205  
dgriffin@allied-cp.com

On Apr 2, 2026, at 5:01 PM, LeDarius Scott <LeDarius.Scott@norcrossga.net> wrote:

Good afternoon Derek,

After speaking with Helen, it has been determined that compliance with the rezoning conditions and UDO will be required.

I updated the site plan with a new redline to show where the trailers can be placed. The trailers can be placed behind the redline shown.

The office is open on Friday.

Sincerely,

<Outlook-ej5tzalc.png>

---

**From:** Derek Griffin <dgriffin@allied-cp.com>

**Sent:** Thursday, April 2, 2026 4:10 PM

**To:** LeDarius Scott <LeDarius.Scott@norcrossga.net>; Helen Balch <Helen.Balch@norcrossga.net>; Abisai Perez <abisai@southeastpinestraw.net>

**Cc:** Sharon Morrow <Sharon.Morrow@norcrossga.net>; Daniel Yue <Daniel.Yue@norcrosspd.com>; Bruce Avery <Bruce.Avery@norcrossga.net>

**Subject:** RE: 5324 B Old Norcross Road Business License

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

LeDarius, wanted to see if you had a chance to speak with Helen regarding the potential landscape enhancement. Also would you let me know if your office is open and working tomorrow? Thanks

Derek Griffin

**Allied Commercial Properties, LLC**

80 W. Wieuca Road N.E., Suite 170

Atlanta, GA 30342

(O) 404.500.5507

(C) 404.822.7205

Email: [dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

---

**From:** LeDarius Scott <LeDarius.Scott@norcrossga.net>

**Sent:** Wednesday, April 1, 2026 12:11 PM

**To:** Derek Griffin <dgriffin@allied-cp.com>; Helen Balch <Helen.Balch@norcrossga.net>; Abisai Perez <abisai@southeastpinestraw.net>

**Cc:** Sharon Morrow <Sharon.Morrow@norcrossga.net>; Daniel Yue <Daniel.Yue@norcrosspd.com>; Bruce Avery <Bruce.Avery@norcrossga.net>

**Subject:** Re: 5324 B Old Norcross Road Business License

Hey Derek,

I will run that proposed compromise by Helen when she is back in the office, but in the meantime, draw up a simple landscape plan showing how many trees will be planted adjacent to Old Norcross Road. I will have our arborist take a look at it and provide feedback.

Thanks,

<image001.png>

---

**From:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>  
**Sent:** Wednesday, April 1, 2026 10:42 AM  
**To:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** RE: 5324 B Old Norcross Road Business License

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

I forgot to add the attachment to the last email. Updated CO reflecting the correct address of 5324 B.

Derek Griffin  
**Allied Commercial Properties, LLC**  
80 W. Wieuca Road N.E., Suite 170  
Atlanta, GA 30342  
(O) 404.500.5507  
(C) 404.822.7205  
Email: [dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

---

**From:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>  
**Sent:** Wednesday, April 1, 2026 9:44 AM  
**To:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** Re: 5324 B Old Norcross Road Business License

Good morning Derek,

The trailers could be placed where the footprint of the greenhouse was, which would be in the rear yard of building one and acceptable for zoning compliance.

Best,

<image001.png>

---

**From:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>  
**Sent:** Tuesday, March 31, 2026 4:58 PM

**To:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** RE: 5324 B Old Norcross Road Business License

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Thanks LeDarius.

Derek Griffin  
**Allied Commercial Properties, LLC**  
80 W. Wieuca Road N.E., Suite 170  
Atlanta, GA 30342  
(O) 404.500.5507  
(C) 404.822.7205  
Email: [dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

---

**From:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>  
**Sent:** Tuesday, March 31, 2026 4:58 PM  
**To:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** Re: 5324 B Old Norcross Road Business License

I will discuss this further with staff and provide everyone with an answer as soon as possible.

Sincerely,

LeDarius Scott, AICP, CNU-A  
Senior Planner  
City of Norcross

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---

**From:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>  
**Sent:** Tuesday, March 31, 2026 4:55:06 PM  
**To:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** RE: 5324 B Old Norcross Road Business License

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LeDarius the greenhouse is no longer on the site. Just to be clear it was just a temporary type structure that was built with 2x4's and a sheet plastic cover. It was in disrepair and going to fall apart

so they removed it. I don't know what else we can do as the building on the site has been there for 25+ years with all the utilities to the building and the building is only 25' to 30' off the rear property line.

Derek Griffin  
Allied Commercial Properties, LLC  
80 W. Wieuca Road N.E., Suite 170  
Atlanta, GA 30342  
(O) 404.500.5507  
(C) 404.822.7205  
Email: [dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

---

**From:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>  
**Sent:** Tuesday, March 31, 2026 4:50 PM  
**To:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** Re: 5324 B Old Norcross Road Business License

Hey Derek,

Thank you for your patience. Staff is asking that the trailers parked on site be relocated to the rear yard of the existing green house on site (see the redline example attached). Outdoor storage is allowed in M1 but cannot be located in the front yard of a property.

Please let me know if you still have concerns, I am occupied with meetings throughout the rest of the week, but can respond to my emails rather quickly.

Best,

<image001.png>

---

**From:** Derek Griffin <[dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)>  
**Sent:** Tuesday, March 31, 2026 12:05 PM  
**To:** LeDarius Scott <[LeDarius.Scott@norcrossga.net](mailto:LeDarius.Scott@norcrossga.net)>; Helen Balch <[Helen.Balch@norcrossga.net](mailto:Helen.Balch@norcrossga.net)>; Abisai Perez <[abisai@southeastpinestraw.net](mailto:abisai@southeastpinestraw.net)>  
**Cc:** Sharon Morrow <[Sharon.Morrow@norcrossga.net](mailto:Sharon.Morrow@norcrossga.net)>; Daniel Yue <[Daniel.Yue@norcrosspd.com](mailto:Daniel.Yue@norcrosspd.com)>  
**Subject:** 5324 B Old Norcross Road Business License

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

LeDarius and Helen, I spoke with Sharon concerning Southeast Pinestraw's application for a business license at the above referenced location. Sharon mentioned you are both in a training workshop for the day and I wanted to see if I could respond to LeDarius' email to hopefully expedite the process of allowing Abisai to obtain the business license for their company. Please see below and attached. I think there is some confusion and hopefully this clears it up  
Officer Daniel,

Looking at the trailers at 5324 Old Norcross, (to be clear Save a Tree is the existing tenant at 5324 Old Norcross Rd for over 10 years. SE Pinestraw will be the new tenant at 5324 B Old Norcross (south side of the creek) I am thinking officer Daniel was not aware of there being 2 tenants. We have had some issues with both utilities and USPS with the address) they are considered outdoor storage which is allowed in M1-Light Industry meeting the requirements below:

202-2 (c) Building materials and outdoor storage yards.

(1 )Shall not be located within a required front yard; See attached survey showing existing building on site. Building #7 for your reference which has been on the site for over 25 years. If you see the buildings outlined in yellow on the first page of the survey, buildings 1-6 are all part of the site Save a Tree uses on the north side of the creek. For this exercise building #7 is the building in question for the business license.

(2) Shall be set back at least 25 feet from any side or rear property lines and shall be screened by a solid fence at least eight feet high set back a similar distance from any side or rear property lines, appropriately landscaped and maintained; and The side property line to the south of the site is a 20' high retaining wall. Rear property line is fenced and has a buffer of over 50' with the power line easement. Also important to note that this is one parcel of land so while the creek bisects the property it is not a property line so no setback or screening should be required to the north as it is one parcel of land with multiple tenants.

(3) If an outdoor storage yard is established in connection with a permitted building, (the building was not permitted and has been on site for over 25 years) it shall meet the above requirements. LeDarius if you remember this is the recent zoning case we completed at the end of 2025. Per our call with the city attorney we were able to use the site "as is" as long as we did not change anything as it relates to the building or any type of construction.

(4) There will be no variances to the screening and distance requirements when abutting residential uses.

Where is their office located? The office is located in the rear of the site as denoted on the attached survey (building #7). I am assuming building 1 (see the attached survey look at building #7), if so, the trailers will need to be relocated to the rear yard of the building and be at least 25 feet from the side and rear property lines, which we can verify with a site plan and in person. There is only approximately 25' to 30' behind the existing building to the property line.

In the meantime, a hold has been placed on the COO/Business License. If possible please respond today at lease so we know you are in receipt. SE Pinestraw is currently in limbo as they cannot use the site for their business until we get this resolved. Thanks

Derek Griffin

**Allied Commercial Properties, LLC**

80 W. Wieuca Road N.E., Suite 170

Atlanta, GA 30342

(O) 404.500.5507

(C) 404.822.7205

Email: [dgriffin@allied-cp.com](mailto:dgriffin@allied-cp.com)

<5324 B Old Norcross Road Holly Plan.pdf>

<RZ2025-005\_DRAFT ORDINANCE.docx>

**AN AMENDMENT TO THE OFFICIAL  
ZONING MAP FOR THE CITY OF NORCROSS WITH  
CONDITIONS TO ZONING AS APPLICABLE TO THE PROPERTY  
COMMONLY KNOWN AS 5324 OLD NORCROSS ROAD (PIN R6241 010).**

**ENACTING CLAUSE.** The Mayor and City Council of the City of Norcross, Georgia, hereby ordain that the adopted Zoning Map for the City of Norcross is 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 Zoning Map.

**I. AMENDMENT TO ZONING MAP**

The property commonly known as 5324 Old Norcross Road (PIN R6241 010) and more particularly described in the attached Exhibit 1 (the "Subject Property") came before the Norcross City Council on December 1, 2025, for a public hearing considering the rezoning of the Subject Property. The public hearing was conducted and, having considered the zoning decision before the legislative body, the Subject Property was Zoned M1 Light Industrial, subject to the following conditions:

1. The property shall be developed in general conformance with the site plan dated receipt 08/19/2025; and in conformity with the City of Norcross Unified Development Ordinance.
2. Provide a ten (10) foot landscape strip adjacent to all public rights-of-way.
3. No auto-oriented commercial use allowed.

**II. REPEALER**

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

**III. 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 5 day of December, 2025.

  
\_\_\_\_\_  
Craig Newton, Mayor

ATTEST:

  
\_\_\_\_\_  
Monique Philip, City Clerk

# CITY OF NORCROSS



## TEMPORARY CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2024 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2026-023 Project Address: 5324-B OLD NORCROSS RD

Property Owner: SOUTHEAST PINESTRAW AND MULCH SERVICES LLC

Property Owner Address: 5324-B OLD NORCROSS RD

Project Description: SOUTHEAST PINESTRAW AND MULCH SERVICES LLC (CONDITIONAL LANDSCAPE AGREEMENT)

*-Conditioned Landscape 30 Day signed agreement, Landscape Plan attached.  
- J. AA*

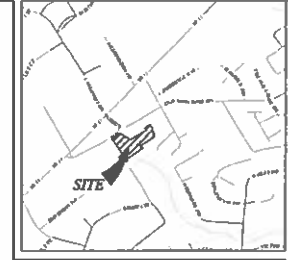
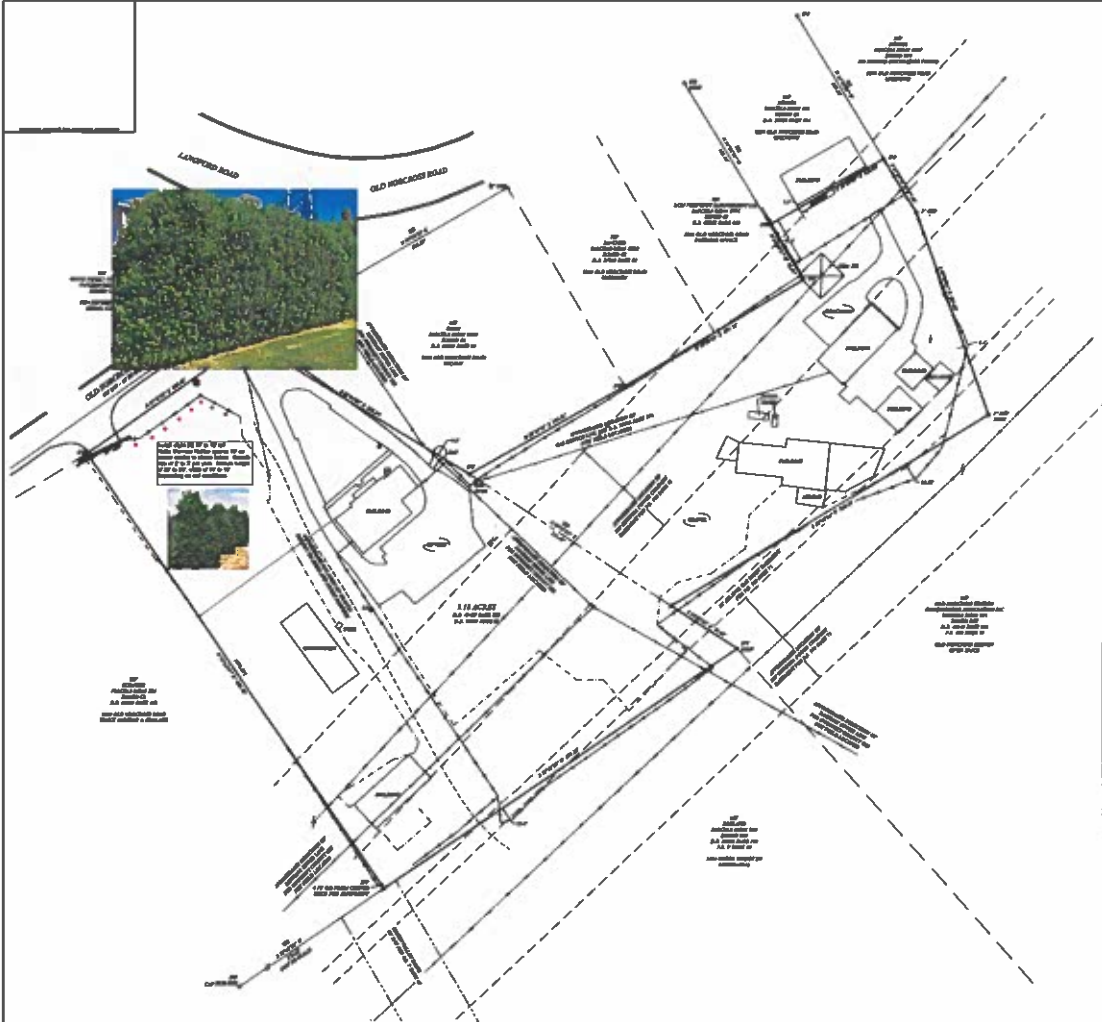
This Certificate of Occupancy shall be made null and void if change of use, occupancy, physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) are identified. This document shall be available for inspection at the building at all reasonable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

Zoning : M1 Building Occupancy: COMMERCIAL Building Type: \_\_\_\_\_

*Day 7*

BUILDING OFFICIAL

Date: APRIL 07, 2026



**BASELINE**  
**SURVEYING &**  
**ENGINEERING, INC.**  
 P.O. BOX 269  
 WATKINSVILLE, GA 30677  
 WWW.BASELINEGA.COM  
 PHONE: 706-769-6610

**VICINITY MAP**  
 NOT TO SCALE

**PROJECT DATA**  
 1. PROJECT NUMBER: 25-41588  
 2. SHEET NO. 1 OF 1  
 3. DATE: 08/19/2025  
 4. PROJECT LOCATION: 3324 OLD HORNCROSS ROAD, NORCROSS, GA 30071

**PLAT FOR:**  
 3324 ON, LLC  
  
 LAND LOT 341  
 6th LAND DISTRICT  
 GWINNETT COUNTY  
 PHYSICAL ADDRESS:  
 3324 OLD HORNCROSS ROAD  
 NORCROSS, GA 30071

**SURVEY CERTIFICATION**  
 I, the undersigned, being a duly licensed Professional Surveyor in the State of Georgia, do hereby certify that I am the author of the foregoing plat and that the same is a true and correct copy of the original as the same appears in my files.

DATE	DESCRIPTION

- PLAN ABREVIATIONS**
- AD: ADJACENT PROPERTY
  - AL: ALLEY
  - AS: ASSESSOR'S MAP
  - CA: COMMON AREA
  - CE: CURB EASEMENT
  - CH: CHURCH
  - CL: CENTERLINE
  - CO: COMMON OWNERSHIP
  - CR: CROWN RIGHT
  - CS: COMMON SUEWATER
  - CU: CURB
  - DC: DRAINAGE CANAL
  - DE: DEED
  - DI: DRAINAGE
  - DL: DRAINAGE LINE
  - DM: DRAINAGE MAIN
  - DN: DRAINAGE NEST
  - DO: DRAINAGE OPENING
  - DP: DRAINAGE POND
  - DS: DRAINAGE STRUCTURE
  - DT: DRAINAGE TRENCH
  - DU: DRAINAGE UTILITY
  - EA: EASEMENT
  - EC: EASEMENT CURB
  - ED: EASEMENT DRIVE
  - EE: EASEMENT ENTRY
  - EF: EASEMENT FENCE
  - EG: EASEMENT GATE
  - EH: EASEMENT HATCH
  - EI: EASEMENT INTERSECTION
  - EJ: EASEMENT JUNCTION
  - EK: EASEMENT KICK
  - EL: EASEMENT LINE
  - EM: EASEMENT MOUND
  - EN: EASEMENT NOTCH
  - EO: EASEMENT OPENING
  - EP: EASEMENT POND
  - EQ: EASEMENT QUARTER
  - ER: EASEMENT RIGHT
  - ES: EASEMENT SIDE
  - ET: EASEMENT TRENCH
  - EU: EASEMENT UTILITY
  - EV: EASEMENT VALLEY
  - EW: EASEMENT WALKWAY
  - EX: EASEMENT EXISTING
  - FA: FENCE
  - FB: FENCE BARRIER
  - FC: FENCE CORNER
  - FD: FENCE DRIVE
  - FE: FENCE ENTRY
  - FF: FENCE FENCE
  - FG: FENCE GATE
  - FH: FENCE HATCH
  - FI: FENCE INTERSECTION
  - FJ: FENCE JUNCTION
  - FK: FENCE KICK
  - FL: FENCE LINE
  - FM: FENCE MOUND
  - FN: FENCE NOTCH
  - FO: FENCE OPENING
  - FP: FENCE POND
  - FQ: FENCE QUARTER
  - FR: FENCE RIGHT
  - FS: FENCE SIDE
  - FT: FENCE TRENCH
  - FU: FENCE UTILITY
  - FW: FENCE WALKWAY
  - FX: FENCE EXISTING
  - GA: GATE
  - GB: GATE BARRIER
  - GC: GATE CORNER
  - GD: GATE DRIVE
  - GE: GATE ENTRY
  - GF: GATE FENCE
  - GG: GATE GATE
  - GH: GATE HATCH
  - GI: GATE INTERSECTION
  - GJ: GATE JUNCTION
  - GK: GATE KICK
  - GL: GATE LINE
  - GM: GATE MOUND
  - GN: GATE NOTCH
  - GO: GATE OPENING
  - GP: GATE POND
  - GQ: GATE QUARTER
  - GR: GATE RIGHT
  - GS: GATE SIDE
  - GT: GATE TRENCH
  - GU: GATE UTILITY
  - GW: GATE WALKWAY
  - GX: GATE EXISTING
  - HA: HATCH
  - HB: HATCH BARRIER
  - HC: HATCH CORNER
  - HD: HATCH DRIVE
  - HE: HATCH ENTRY
  - HF: HATCH FENCE
  - HG: HATCH GATE
  - HH: HATCH HATCH
  - HI: HATCH INTERSECTION
  - HJ: HATCH JUNCTION
  - HK: HATCH KICK
  - HL: HATCH LINE
  - HM: HATCH MOUND
  - HN: HATCH NOTCH
  - HO: HATCH OPENING
  - HP: HATCH POND
  - HQ: HATCH QUARTER
  - HR: HATCH RIGHT
  - HS: HATCH SIDE
  - HT: HATCH TRENCH
  - HU: HATCH UTILITY
  - HW: HATCH WALKWAY
  - HX: HATCH EXISTING
  - IA: INTERSECTION
  - IB: INTERSECTION BARRIER
  - IC: INTERSECTION CORNER
  - ID: INTERSECTION DRIVE
  - IE: INTERSECTION ENTRY
  - IF: INTERSECTION FENCE
  - IG: INTERSECTION GATE
  - IH: INTERSECTION HATCH
  - II: INTERSECTION INTERSECTION
  - IJ: INTERSECTION JUNCTION
  - IK: INTERSECTION KICK
  - IL: INTERSECTION LINE
  - IM: INTERSECTION MOUND
  - IN: INTERSECTION NOTCH
  - IO: INTERSECTION OPENING
  - IP: INTERSECTION POND
  - IQ: INTERSECTION QUARTER
  - IR: INTERSECTION RIGHT
  - IS: INTERSECTION SIDE
  - IT: INTERSECTION TRENCH
  - IU: INTERSECTION UTILITY
  - IW: INTERSECTION WALKWAY
  - IX: INTERSECTION EXISTING
  - JA: JUNCTION
  - JB: JUNCTION BARRIER
  - JC: JUNCTION CORNER
  - JD: JUNCTION DRIVE
  - JE: JUNCTION ENTRY
  - JF: JUNCTION FENCE
  - JG: JUNCTION GATE
  - JH: JUNCTION HATCH
  - JI: JUNCTION INTERSECTION
  - JJ: JUNCTION JUNCTION
  - JK: JUNCTION KICK
  - JL: JUNCTION LINE
  - JM: JUNCTION MOUND
  - JN: JUNCTION NOTCH
  - JO: JUNCTION OPENING
  - JP: JUNCTION POND
  - JQ: JUNCTION QUARTER
  - JR: JUNCTION RIGHT
  - JS: JUNCTION SIDE
  - JT: JUNCTION TRENCH
  - JU: JUNCTION UTILITY
  - JW: JUNCTION WALKWAY
  - JX: JUNCTION EXISTING
  - KA: KICK
  - KB: KICK BARRIER
  - KC: KICK CORNER
  - KD: KICK DRIVE
  - KE: KICK ENTRY
  - KF: KICK FENCE
  - KG: KICK GATE
  - KH: KICK HATCH
  - KI: KICK INTERSECTION
  - KJ: KICK JUNCTION
  - KK: KICK KICK
  - KL: KICK LINE
  - KM: KICK MOUND
  - KN: KICK NOTCH
  - KO: KICK OPENING
  - KP: KICK POND
  - KQ: KICK QUARTER
  - KR: KICK RIGHT
  - KS: KICK SIDE
  - KT: KICK TRENCH
  - KU: KICK UTILITY
  - KW: KICK WALKWAY
  - KX: KICK EXISTING
  - LA: LINE
  - LB: LINE BARRIER
  - LC: LINE CORNER
  - LD: LINE DRIVE
  - LE: LINE ENTRY
  - LF: LINE FENCE
  - LG: LINE GATE
  - LH: LINE HATCH
  - LI: LINE INTERSECTION
  - LJ: LINE JUNCTION
  - LK: LINE KICK
  - LL: LINE LINE
  - LM: LINE MOUND
  - LN: LINE NOTCH
  - LO: LINE OPENING
  - LP: LINE POND
  - LQ: LINE QUARTER
  - LR: LINE RIGHT
  - LS: LINE SIDE
  - LT: LINE TRENCH
  - LU: LINE UTILITY
  - LW: LINE WALKWAY
  - LX: LINE EXISTING
  - MA: MOUND
  - MB: MOUND BARRIER
  - MC: MOUND CORNER
  - MD: MOUND DRIVE
  - ME: MOUND ENTRY
  - MF: MOUND FENCE
  - MG: MOUND GATE
  - MH: MOUND HATCH
  - MI: MOUND INTERSECTION
  - MJ: MOUND JUNCTION
  - MK: MOUND KICK
  - ML: MOUND LINE
  - MM: MOUND MOUND
  - MN: MOUND NOTCH
  - MO: MOUND OPENING
  - MP: MOUND POND
  - MQ: MOUND QUARTER
  - MR: MOUND RIGHT
  - MS: MOUND SIDE
  - MT: MOUND TRENCH
  - MU: MOUND UTILITY
  - MW: MOUND WALKWAY
  - MX: MOUND EXISTING
  - NA: NOTCH
  - NB: NOTCH BARRIER
  - NC: NOTCH CORNER
  - ND: NOTCH DRIVE
  - NE: NOTCH ENTRY
  - NF: NOTCH FENCE
  - NG: NOTCH GATE
  - NH: NOTCH HATCH
  - NI: NOTCH INTERSECTION
  - NJ: NOTCH JUNCTION
  - NK: NOTCH KICK
  - NL: NOTCH LINE
  - NM: NOTCH MOUND
  - NN: NOTCH NOTCH
  - NO: NOTCH OPENING
  - NP: NOTCH POND
  - NQ: NOTCH QUARTER
  - NR: NOTCH RIGHT
  - NS: NOTCH SIDE
  - NT: NOTCH TRENCH
  - NU: NOTCH UTILITY
  - NW: NOTCH WALKWAY
  - NX: NOTCH EXISTING
  - OA: OPENING
  - OB: OPENING BARRIER
  - OC: OPENING CORNER
  - OD: OPENING DRIVE
  - OE: OPENING ENTRY
  - OF: OPENING FENCE
  - OG: OPENING GATE
  - OH: OPENING HATCH
  - OI: OPENING INTERSECTION
  - OJ: OPENING JUNCTION
  - OK: OPENING KICK
  - OL: OPENING LINE
  - OM: OPENING MOUND
  - ON: OPENING NOTCH
  - OO: OPENING OPENING
  - OP: OPENING POND
  - OQ: OPENING QUARTER
  - OR: OPENING RIGHT
  - OS: OPENING SIDE
  - OT: OPENING TRENCH
  - OU: OPENING UTILITY
  - OW: OPENING WALKWAY
  - OX: OPENING EXISTING
  - PA: POND
  - PB: POND BARRIER
  - PC: POND CORNER
  - PD: POND DRIVE
  - PE: POND ENTRY
  - PF: POND FENCE
  - PG: POND GATE
  - PH: POND HATCH
  - PI: POND INTERSECTION
  - PJ: POND JUNCTION
  - PK: POND KICK
  - PL: POND LINE
  - PM: POND MOUND
  - PN: POND NOTCH
  - PO: POND OPENING
  - PP: POND POND
  - PQ: POND QUARTER
  - PR: POND RIGHT
  - PS: POND SIDE
  - PT: POND TRENCH
  - PU: POND UTILITY
  - PW: POND WALKWAY
  - PX: POND EXISTING
  - QA: QUARTER
  - QB: QUARTER BARRIER
  - QC: QUARTER CORNER
  - QD: QUARTER DRIVE
  - QE: QUARTER ENTRY
  - QF: QUARTER FENCE
  - QG: QUARTER GATE
  - QH: QUARTER HATCH
  - QI: QUARTER INTERSECTION
  - QJ: QUARTER JUNCTION
  - QK: QUARTER KICK
  - QL: QUARTER LINE
  - QM: QUARTER MOUND
  - QN: QUARTER NOTCH
  - QO: QUARTER OPENING
  - QP: QUARTER POND
  - QQ: QUARTER QUARTER
  - QR: QUARTER RIGHT
  - QS: QUARTER SIDE
  - QT: QUARTER TRENCH
  - QU: QUARTER UTILITY
  - QW: QUARTER WALKWAY
  - QX: QUARTER EXISTING
  - RA: RIGHT
  - RB: RIGHT BARRIER
  - RC: RIGHT CORNER
  - RD: RIGHT DRIVE
  - RE: RIGHT ENTRY
  - RF: RIGHT FENCE
  - RG: RIGHT GATE
  - RH: RIGHT HATCH
  - RI: RIGHT INTERSECTION
  - RJ: RIGHT JUNCTION
  - RK: RIGHT KICK
  - RL: RIGHT LINE
  - RM: RIGHT MOUND
  - RN: RIGHT NOTCH
  - RO: RIGHT OPENING
  - RP: RIGHT POND
  - RQ: RIGHT QUARTER
  - RR: RIGHT RIGHT
  - RS: RIGHT SIDE
  - RT: RIGHT TRENCH
  - RU: RIGHT UTILITY
  - RW: RIGHT WALKWAY
  - RX: RIGHT EXISTING
  - SA: SIDE
  - SB: SIDE BARRIER
  - SC: SIDE CORNER
  - SD: SIDE DRIVE
  - SE: SIDE ENTRY
  - SF: SIDE FENCE
  - SG: SIDE GATE
  - SH: SIDE HATCH
  - SI: SIDE INTERSECTION
  - SJ: SIDE JUNCTION
  - SK: SIDE KICK
  - SL: SIDE LINE
  - SM: SIDE MOUND
  - SN: SIDE NOTCH
  - SO: SIDE OPENING
  - SP: SIDE POND
  - SQ: SIDE QUARTER
  - SR: SIDE RIGHT
  - SS: SIDE SIDE
  - ST: SIDE TRENCH
  - SU: SIDE UTILITY
  - SW: SIDE WALKWAY
  - SX: SIDE EXISTING
  - TA: TRENCH
  - TB: TRENCH BARRIER
  - TC: TRENCH CORNER
  - TD: TRENCH DRIVE
  - TE: TRENCH ENTRY
  - TF: TRENCH FENCE
  - TG: TRENCH GATE
  - TH: TRENCH HATCH
  - TI: TRENCH INTERSECTION
  - TJ: TRENCH JUNCTION
  - TK: TRENCH KICK
  - TL: TRENCH LINE
  - TM: TRENCH MOUND
  - TN: TRENCH NOTCH
  - TO: TRENCH OPENING
  - TP: TRENCH POND
  - TQ: TRENCH QUARTER
  - TR: TRENCH RIGHT
  - TS: TRENCH SIDE
  - TT: TRENCH TRENCH
  - TU: TRENCH UTILITY
  - TW: TRENCH WALKWAY
  - TX: TRENCH EXISTING
  - UA: UTILITY
  - UB: UTILITY BARRIER
  - UC: UTILITY CORNER
  - UD: UTILITY DRIVE
  - UE: UTILITY ENTRY
  - UF: UTILITY FENCE
  - UG: UTILITY GATE
  - UH: UTILITY HATCH
  - UI: UTILITY INTERSECTION
  - UJ: UTILITY JUNCTION
  - UK: UTILITY KICK
  - UL: UTILITY LINE
  - UM: UTILITY MOUND
  - UN: UTILITY NOTCH
  - UO: UTILITY OPENING
  - UP: UTILITY POND
  - UQ: UTILITY QUARTER
  - UR: UTILITY RIGHT
  - US: UTILITY SIDE
  - UT: UTILITY TRENCH
  - UU: UTILITY UTILITY
  - UW: UTILITY WALKWAY
  - UX: UTILITY EXISTING
  - VA: VALLEY
  - VB: VALLEY BARRIER
  - VC: VALLEY CORNER
  - VD: VALLEY DRIVE
  - VE: VALLEY ENTRY
  - VF: VALLEY FENCE
  - VG: VALLEY GATE
  - VH: VALLEY HATCH
  - VI: VALLEY INTERSECTION
  - VJ: VALLEY JUNCTION
  - VK: VALLEY KICK
  - VL: VALLEY LINE
  - VM: VALLEY MOUND
  - VN: VALLEY NOTCH
  - VO: VALLEY OPENING
  - VP: VALLEY POND
  - VQ: VALLEY QUARTER
  - VR: VALLEY RIGHT
  - VS: VALLEY SIDE
  - VT: VALLEY TRENCH
  - VU: VALLEY UTILITY
  - VW: VALLEY WALKWAY
  - VX: VALLEY EXISTING
  - WA: WALKWAY
  - WB: WALKWAY BARRIER
  - WC: WALKWAY CORNER
  - WD: WALKWAY DRIVE
  - WE: WALKWAY ENTRY
  - WF: WALKWAY FENCE
  - WG: WALKWAY GATE
  - WH: WALKWAY HATCH
  - WI: WALKWAY INTERSECTION
  - WJ: WALKWAY JUNCTION
  - WK: WALKWAY KICK
  - WL: WALKWAY LINE
  - WM: WALKWAY MOUND
  - WN: WALKWAY NOTCH
  - WO: WALKWAY OPENING
  - WP: WALKWAY POND
  - WQ: WALKWAY QUARTER
  - WR: WALKWAY RIGHT
  - WS: WALKWAY SIDE
  - WT: WALKWAY TRENCH
  - WU: WALKWAY UTILITY
  - WW: WALKWAY WALKWAY
  - WX: WALKWAY EXISTING
  - XA: EXISTING
  - XB: EXISTING BARRIER
  - XC: EXISTING CORNER
  - XD: EXISTING DRIVE
  - XE: EXISTING ENTRY
  - XF: EXISTING FENCE
  - XG: EXISTING GATE
  - XH: EXISTING HATCH
  - XI: EXISTING INTERSECTION
  - XJ: EXISTING JUNCTION
  - XK: EXISTING KICK
  - XL: EXISTING LINE
  - XM: EXISTING MOUND
  - XN: EXISTING NOTCH
  - XO: EXISTING OPENING
  - XP: EXISTING POND
  - XQ: EXISTING QUARTER
  - XR: EXISTING RIGHT
  - XS: EXISTING SIDE
  - XT: EXISTING TRENCH
  - XU: EXISTING UTILITY
  - XW: EXISTING WALKWAY
  - XX: EXISTING EXISTING

**WORKS PROVIDED**

- ORIGINAL REPORT
- HIGH QUALITY PLOT
- COMPLETE SURVEY
- OTHER

**GRID NORTH**  
 NAD 83  
 GRAPHIC SCALE  
 1 INCH = 40 FEET

**OWNER'S USE**  
 THIS PLAT IS TO BE USED FOR THE PURPOSES SPECIFIED IN THE INSTRUMENT WHICH IS REFERENCED BY THIS PLAT. IT IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR.

**FIELD BOOKS CHECKED**  
 I have checked the field books and find them to be correct and complete. I have also checked the computations and find them to be correct.

**DATE**  
 08/19/2025

**PROJECT**  
 25-41588

**RETRACEMENT  
 BOUNDARY  
 SURVEY**

**SHEET**  
 1 OF 1