

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Tuesday, June 16, 2026

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Barbara Grayon, Vice Chair

Naim Harrison

Bill McLees

A. Call to Order

The meeting was called to order by Chair Jeff Hopper at 6:01 pm.

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Barbara Grayson	Vice Chair	Present	
Naim Harrison	Board member	Present	
Bill McLees	Board member	Present	
Hugh Cooper	Board member	Not Present	

B. Approval of Previous Meetings Minutes

Approval of the May 19, 2026, meeting minutes of the Architectural Review Board.

RESULT: APPROVED [UNANIMOUS] 4-0
MOVER: Naim Harrison, Board Member
SECONDER: Bill McLees, Board Member
AYES: Hopper, McLees, Harrison, Grayson

C. Unfinished Business

D. New Business

1. 2026-208: COA2026-007 (455 North Peachtree Street)

ARB Conditional Approval

The Architectural Review Board granted approval of the application, subject to staff recommendations and the following conditions:

- Install four-inch trim around all windows.
- Install a stone water table on all elevations.
- The approval assumes general conformance with the City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for complying with any applicable design standards or UDO code sections not addressed in the staff report or ARB approval.
- The applicant will be required to install tree density units as specified by the Arborist, along with all other required landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance, if applicable.
- Submit any changes to ARB-approved components for approval at a future public hearing.
- Complete an architectural inspection before the certificate of completion or occupancy is released to confirm compliance with the ARB approval.

RESULT: APPROVED [UNANIMOUS] 4-0
MOVER: Naim Harrison, Board Member
SECONDER: Bill McLees, Board Member
AYES: Hopper, McLees, Harrison, Grayson

2. 2026-209: COA2026-008 (551 Sunset Drive)**ARB Conditional Approval**

The Architectural Review Board granted approval of the application, subject to staff recommendations and the following conditions:

- Use Natural Linen paint color in place of Kangaroo for the lap siding.
- On the pool elevation, use board and batten on the arch and Caviar paint color.
- On the pool elevation, use a half-light door with frosted glass.
- On the street elevation, use door type CCR8100R (Therma-Tru door).
- Obtain an administrative variance to allow placement of an accessory structure on a lot without a rear yard prior to issuance of a building permit.
- Per Design Standard 3.10.1.2, completely screen ground-level mechanical systems, including HVAC units and utility boxes, using opaque fencing or natural-looking landscape screening.
- The approval assumes general conformance with the City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for complying with any applicable design standards or UDO code sections not addressed in the staff report or ARB approval.
- The applicant will be required to install tree density units as specified by the Arborist, along with all other required landscaping and foundation plantings.
- Submit any changes to ARB-approved components for approval at a future public hearing.
- Complete an architectural inspection before the certificate of completion or occupancy is released to confirm compliance with the ARB approval.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Jeff Hopper, Chair

SECONDER: Barbara Grayson, Vice Chair

AYES: Hopper, McLees, Harrison, Grayson

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

Barbara Grayson motioned to adjourn the meeting at 6:37 pm, seconded by Naim Harrison. The vote was unanimous, 4-0.