

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Tuesday, May 19, 2026

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Barbara Grayson, Vice Chair

Hugh Cooper

Naim Harrison

Bill McLees

A. Call to Order

The meeting was called to order by Chair Jeff Hopper at 6:00 pm.

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Barbara Grayson	Vice Chair	Not 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 April 21, 2026, meeting minutes of the Architectural Review Board.

RESULT: APPROVED [UNANIMOUS] 3-0
MOVER: Bill McLees, Board Member
SECONDER: Naim Harrison, Board Member
AYES: Hopper, McLees, Harrison
ABSENT: Grayson, Cooper

C. Unfinished Business – None

D. New Business

1. 2026-174: COA2025-027

ARB Conditional Approval

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

- Front elevations as per 5/19/2026 submitted drawings.
- Garage doors as per 5/19/2026 submitted drawings.
- Left side elevation: all windows 1 over 1.
- Left and right-side elevations: Top gables to contain matching front elevation architectural pediments.
- Trim on second story windows to have consistent dimensions (1x4 or 1x6).

RESULT: APPROVED [UNANIMOUS] 3-0
MOVER: Jeff Hopper, Chair
SECONDER: Naim Harrison, Board Member
AYES: Hopper, McLees, Harrison
ABSENT: Grayson, Cooper

2. 2026-171: COA2026-004**ARB Conditional Approval**

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

- All board-and-batten siding shall have 16-inch spacing between battens.
- Dormers and the covering over the side door shall have a single roof design.
- On the left-side elevation, board-and-batten siding shall begin 7 feet above the second floor and shall be separated by an 8-inch band board.
- On the rear elevation, the sliding door shall consist of three panels.
- On the right-side elevations:
 - The door shall be a half-light design instead of a three-quarter-light design.
 - The bay window to the right of the door shall have trim extended to the top of the panel.
 - A light fixture shall be installed over each garage bay.
 - Garage door specifications shall be submitted for administrative approval.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Jeff Hopper, Chair

SECONDER: Naim Harrison, Board Member

AYES: Hopper, McLees, Harrison

ABSENT: Grayson, Cooper

3. 2026-172: COA2026-005**ARB Conditional Approval**

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

- The existing home was deemed non-contributing and ARB recommended demolition subject to the following conditions and staff's recommendations:
 - Front elevation: Door to match drawing, not color rendering.
 - Roof to be Weathered Wood architectural shingles.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Jeff Hopper, Chair

SECONDER: Naim Harrison, Board Member

AYES: Hopper, McLees, Harrison

ABSENT: Grayson, Cooper

This item will move forward to the Mayor and Council Policy Work Session on June 15, 2026, for consideration by Council

4. 2026-173: COA2026-006**ARB Conditional Approval**

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

- Removal of the staff condition prohibiting horizontal siding on chimneys was removed.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Jeff Hopper, Chair

SECONDER: Naim Harrison, Board Member

AYES: Hopper, McLees, Harrison

ABSENT: Grayson, Cooper

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

Jeff Hopper motioned to adjourn the meeting at 7:30 pm, seconded by Naim Harrison. The vote was unanimous, 3-0.