

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, August 5, 2026

6:30 PM

2nd Floor Conference Room

Planning and Zoning Board

Walter Bell, Vice Chair

David Grayson, Vice Chair

Tom Doherty

Antonio Henson

Marlene Janos

- A. Call to Order**
- B. Roll Call**
- C. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**

[Planning and Zoning Board – Regular Meeting – June 1, 2026, 6:30 PM](#)

- D. Ongoing Business**
- E. New Business**

- 1. 2026-271: TEXT2026-005**

Staff is recommending striking Unified Development Ordinance Section 103-7.6, "All members shall serve without compensation," to allow Planning and Zoning Board Members to serve with compensation.

Attachments:

 - 1. Agenda Report - TEXT2026-005
 - 2. Sec 103-7 P&Z Pay
- 2. 2026-272: TEXT2026-006**

Consideration of a text amendment to the Unified Development Ordinance (UDO) to clarify that all motor vehicle-related sales and service operations within the C2, General Business zoning district shall require a Special Use Permit. This amendment addresses an inconsistency in the current ordinance and establishes a uniform standard for these uses.

Attachments:

 - 1. Agenda Report - TEXT2026-006
 - 2. Sec. 201_18. ____C2_general_business.

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

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Wednesday, July 1, 2026

6:30 PM

2nd Floor Conference Room

Planning and Zoning Board

Walter Bell, Chair

David Grayson, Vice Chair

Tom Doherty

Antonio Henson

Marlene Janos

A. Call to Order

The meeting was called to order by Chair Walter Bell at 6:30 p.m.

B. Roll Call

Attendee Name	Title	Status	Arrived
Walter Bell	Chair	Present	
Tom Doherty	Board member	Present	
Antonio Henson	Board member	Present	Arrived after approval of the meeting minutes
David Grayson	Vice Chair	Present	
Marlene Janos	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 1, 2026, regular meeting minutes.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Tom Doherty, Board member

SECONDER: Marlene Janos, Board member

AYES: Bell, Grayson, Doherty, Janos

ABSENT: Henson

D. Ongoing Business — None

E. New Business

1. 2026-231: Preliminary Plat 2026-002 (Hunt St. and Beutell St.)

Item Summary

Staff provided a summary of the proposal, noting that the preliminary plat is for consideration of a Planned Residence District subdivision and that the subject parcels were rezoned in 2024. Staff also explained that preliminary plats require a public meeting and review by the Planning and Zoning Board, Mayor, and Council.

Applicant Presentation

The applicant, Musah Lotallah, spoke about the project and the challenges associated with the approval conditions, including communication with the school board and the railroad company. He also discussed the right-of-way acquisition between Lots 14 and 15.

Board Recommendation

The Planning and Zoning Board recommended approval and referred the item to the August 3rd Policy Work Session for Council's consideration.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: David Grayson, Board member

SECONDER: Marlene Janos, Board member

AYES: Bell, Henson, Grayson, Doherty, Janos

2. 2026-93: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance; TEXT2026-004

Item Summary

Staff provided a summary of the proposal, noting that at the May 18, 2026, Policy Work Session, the Mayor and Council directed staff to prepare amendments to the Unified Development Ordinance (UDO) to: (1) eliminate minimum off-street parking requirements in Historic Downtown Norcross for certain land use categories, and (2) create a framework for a parking in-lieu fee system for new businesses located in the Downtown Parking District to help offset the costs of providing and maintaining public parking.

Board Recommendation

The Planning and Zoning Board recommended approval and referred the item to the August 3rd Policy Work Session for Council's consideration.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: Antonio Henson, Board member

SECONDER: David Grayson, Vice Chair

AYES: Bell, Henson, Grayson, Doherty, Janos

3. 2026-232: Official Zoning Map Adoption

Item Summary

Staff provided a summary of the proposal, noting that to reflect the proposed Downtown Parking (DP) District code, staff created a Downtown Parking District layer to be added to the GIS map to show the new special district. Staff also noted that the proposed Official Zoning Map includes map amendments (rezonings) that have occurred over the past several years.

Board Recommendation

The Planning and Zoning Board recommended approval and referred the item to the August 3rd Policy Work Session for Council's consideration.

RESULT: APPROVED [UNANIMOUS] 5-0

MOVER: David Grayson, Vice Chair

SECONDER: Marlene Janis, Board Member

AYES: Bell, Henson, Grayson, Doherty, Janos

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

G. Adjourn

Board member Marlene Janos made a motion to adjourn the meeting at 7:05 pm, seconded by Board member Tom Doherty. The vote was unanimous, 5-0.



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Planning and Zoning Board
From: LeDarius Scott, Senior Planner
Meeting Date: August 5, 2026
Item No.: 2026-272
Title: TEXT2026-005
CC: David Versel, Interim Community Development Director

Recommendation

Staff recommends approval of the request.

Background

Staff is recommending striking Unified Development Ordinance Section 103-7.6 "All members shall serve without compensation" to allow for Planning and Zoning Board Members to serve with compensation.

Financial Impact

N/A

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

1. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Update

Sec. 103-7. - Planning and Zoning Board (P&Z).

(a) *P&Z powers.* The Planning and Zoning Board shall have all the powers, duties and responsibilities set forth by state law, City Charter and this UDO. The Planning and Zoning Board shall be advisory in nature and will review all matters before them in full recognition of the criteria set forth in the city comprehensive plan. The Planning and Zoning Board shall make appropriate recommendations for approval, approval with conditions, or denial to the Mayor and City Council for their consideration and final action.

(b) *P&Z membership and terms.*

(1) The Planning and Zoning Board shall consist of five members, who shall be residents of the city, recommended by the Mayor and appointed by the City Council.

(2) Any vacancy in membership shall be filled for the unexpired term in the same manner as the initial appointment.

(3) The terms of the members shall be for four years. Members are eligible for reappointment.

(4) Chairperson. The Planning and Zoning Board shall elect its chairperson and vice-chairperson from among its members. The chairperson and vice-chairperson shall serve for one year or until they are re-elected, or their successors are elected.

(5) Secretary of the board. The Planning and Zoning Board shall appoint a secretary, who may be an officer or an employee of the city.

~~(6) All members shall serve without compensation.~~

(c) *P&Z rules and standards.*

(1) The Planning and Zoning Board shall determine its time of meeting.

(2) All meetings of the Planning and Zoning Board at which official action is taken shall be open to the public.

(3) All records of the Planning and Zoning Board shall be a public record.

(4) In reviewing text and map amendments to the UDO, P&Z will make recommendations based on the zoning standards prescribed in subsection [103-11\(a\)](#), standards governing the exercise of zoning power.

(5) In reviewing requests to amend the comprehensive plan, P&Z will make recommendations based on the standards prescribed in subsection [103-11\(b\)](#), standards and factors governing review of proposed amendments to the Comprehensive Plan.

(6) In reviewing requests for special use permits, P&Z will make recommendations based on the standards and factors governing review of special use permit request, subsection [103-11\(c\)](#).

(d) *Appeals of P&Z recommendations.* There are no appeals from this group's decisions as they are only a recommending body to the Mayor and City Council.

DRAFT



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Planning and Zoning Board
From: LeDarius Scott, Senior Planner
Meeting Date: August 5, 2026
Item No.: 2026-272
Title: TEXT2026-006
CC: David Versel, Interim Community Development Director

Recommendation

Staff recommends approval of the request.

Background

The C2, General Business zoning district currently permits three types of motor vehicle-related sales and service operations by right. Six types of motor vehicle-related sales and service operations are allowed only with a special use permit.

One use, motor vehicle service and fuel station, is listed as both a permitted-by-right use and a special use permit use within the C2 district. When conflicting provisions exist in the Unified Development Ordinance, the more restrictive standard applies, requiring a special use permit for this use.

To eliminate this discrepancy and provide consistency, staff recommends that all motor vehicle-related sales and service operations be classified as special use permit uses within the C2, General Business zoning district.

Financial Impact

N/A



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

1. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Update

Sec. 201-18. C2 general business.

- (a) *Purpose.* The C2 general business district is established to provide adequate space in appropriate locations along major streets, thoroughfares and at intersections for various types of business and service uses. These uses should include the retailing of major goods and services, general office facilities, and public functions that would serve a community area of several neighborhoods. Development of uses in the district characteristically occupies a larger area than in the C1 neighborhood business district because it is intended to serve a greater population and to offer a wider range of goods and services. Orientation and expansion of this district should occur as an increase in depth at major intersections rather than as a strip-like extension along the street or thoroughfare.
- (b) *C2 Lot development standards.*

Lot dimensions	
Minimum lot area	None
Minimum lot width	None
Minimum lot frontage	None
Minimum setbacks	
<i>Principal building</i>	
Front (from right-of-way)	50'
Side	If provided, 10' each yard Required 20' each yard if abutting residential district
Rear	If provided, 10' each yard Required 40' if abutting residential district
<i>Accessory building</i>	
From principal structure	5'
Front	Not allowed
Side	5' unless abutting a residential district, then 15'
Rear	5' unless abutting a residential district, then 15'
Maximum height	
Principal	35'
Accessory	20'
Impervious surface coverage	80%

- (c) *C2 supplemental regulations.*
- (1) Accessory use standards—see chapter 200, article II, supplemental and accessory use standards.
 - (2) Landscape and buffering—see chapter 200, article V, tree conservation, buffers, and landscaping.
 - (3) Parking and loading—see chapter 200, article III, parking and loading requirements.
 - (4) Signs—see chapter 200, article IV, sign regulations.
- (d) *C2 permitted uses.* The following uses shall be permitted as of right in this district. Supplemental regulations for uses are in chapter 200, article II, supplemental use standards, as applicable.
- (1) *Residential—miscellaneous, lodging, rooms for rent situations.*
 - a. Hotel.
 - (2) *Sales and rental of goods, merchandise, and equipment.*

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- a. Art gallery.
 - b. Equipment rental—no heavy equipment or outdoor storage.
 - c. Plumbing, electrical, pool, and home building supply showrooms and sales—no outdoor storage.
 - d. Motorcycle sales, rental, and service.
 - e. Retail sales.
 - f. Studio or meeting facility.
- (3) *Services—office, clerical, repair, research, and personal not primarily related to the sale of goods or merchandise.*
- a. Banks and financial institutions.
 - b. Building, electrical, or plumbing contractors—no outside storage.
 - c. Business college or business school operated as a business enterprise.
 - d. Day care center.
 - e. Funeral home.
 - f. Massage therapist, certified.
 - g. Medical or dental office or clinic.
 - h. Motorcycle service.
 - i. Outdoor theater.
 - j. Personal service.
 - k. Professional and business office.
 - l. Professional service.
 - m. Taxicab or limousine service.
- (4) *Manufacturing, wholesale, and warehousing.*
- a. Radio, recording, or television studio and broadcast station.
- (5) *Educational, cultural, religious, philanthropic, social, or fraternal.*
- a. Places of public assembly.
 - b. Private college, university, community college—including associated facilities such as dorms, offices, athletic fields.
 - c. Libraries, museums, art galleries, art centers, and similar uses.
 - d. Private schools, trade or vocational schools.
 - e. Social, fraternal, clubs, and lodges.
- (6) *Recreation, amusement, entertainment.*
- a. Activity constructed entirely within a building or substantial structure—theater, bowling alley, skating rink, shooting range, movie theater, game room, etc.
 - b. Pool hall or billiard hall—three or more tables.
- (7) *Food and drink.*

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- a. Catering or food preparation businesses.
 - b. Restaurant.
 - c. Microbreweries/microdistilleries.
 - d. Brew pubs.
- ~~(8) Motor vehicle related sales and service operations.~~
- ~~a. Auto parts store—no on-premise installation.~~
 - ~~b. Emissions inspection station.~~
 - ~~c. Motor vehicle service and fuel station.~~
- (9) *Storage and parking.*
- a. Automobile parking garage or parking lot not located on a lot on which there is another principal use to which the parking is related.
- (10) *Services and enterprises related to animals.*
- a. Veterinarian clinic—no outdoor boarding.
- (11) *Miscellaneous semi-public facilities and utilities.*
- a. Library.
 - b. Museum.
 - c. Utility transmission and monitoring facility.
- (e) *C2 special permit uses.* The following uses shall be considered special permit uses in this district. Supplemental regulations for uses are in article II, supplemental use standards, as applicable.
- (1) *Residential—miscellaneous, lodging, rooms for rent situations.*
- a. Extended stay hotel.
- (2) *Sales and rental of goods, merchandise, and equipment.*
- a. Building material sales.
 - b. Fuel sales.
 - c. Fuel sales when accessory to a permitted retail use.
 - d. Garden supply center and greenhouse.
 - e. Any retail establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.
- (3) *Services—office, clerical, repair, research, and personal—not primarily related to the sale of goods or merchandise.*
- a. Hospital, clinic or other medical treatment facility greater than 10,000 square feet.
 - b. Tattoo and/or body piercing establishment.
 - c. Any service establishment not specifically permitted but which is similar to the listed uses, compatible with uses on adjoining property, and which meets the intent and purpose of the district.

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- (4) *Manufacturing, wholesale, warehousing.*
- a. Wholesale warehouse—no outdoor storage.
- (5) *Recreation, amusement, entertainment.*
- a. Event halls.
 - b. Activity conducted outside an enclosed building or substantial structure—golf driving range, etc.
- (6) *Motor vehicle related sales and service operations.*
- a. Automobile vehicle rental.
 - b. Car wash.
 - c. Motor vehicle repair and maintenance—including painting and bodywork.
 - d. Motor vehicle repair and maintenance—not including substantial bodywork.
 - e. Motor vehicle sales or rental—with repair and bodywork as an accessory use.
 - f. Motor vehicle service and fuel station.
 - g. Auto-parts store-no on-premise installation
 - h. Emissions inspection station
- (7) *Miscellaneous semi-public facilities and uses.*
- a. Telecommunications antenna.
 - b. Telecommunications tower.
- (f) *C2 accessory uses.* Supplemental regulations for accessory uses are in chapter 200, article II, supplemental use standards, as applicable.
- (Ord. No. 08-2019, § I, 6-3-2019; Ord. No. 05-2021, § I, 5-3-2021; Ord. No. 06-2023, § I, 7-10-2023)