

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, July 6, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Recording:

[RCM Audio/Video 07-06-2026 - Zoom](#)

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

The meeting was called to order by Mayor Newton at 6:33 pm.

B. Invocation**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)**

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Remote	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	

E. Presentation of Previous Meeting Minutes for Acceptance**1. 2026-238: Approval of Previous Meeting Minutes**

A motion to approve the June 1, Mayor and Council – Special Called Meeting and Regular Council Meeting Minutes; the June 15, Policy Work Session; and the Executive Session Minutes.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

F. Set Agenda As Presented for Scheduled Meeting

Acceptance of the Agenda and Approval of the Consent Agenda.

A motion to accept the Agenda and approve the Consent Agenda, moving the following items to discussion:

2026-216 Banking Services Request for Proposals (RFP)

2026-211 Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

A motion to add an agenda item from the floor: Approval of DDA's sale of 29 Jones Street, release of Security Deed, acceptance of the Quitclaim Deed, and other associated closing documents.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Andrew Hixson, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

A motion to move item #1, Abandonment of Right-of-Way along a portion of Beutell Street, from the consent agenda to the Public Hearing.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies

H. Floor Open to Citizens Desiring to Address the Governing Authority

1. 2026-198: Comments by Citizens

Anne Hall: Shared information about the 4th Annual Photo Contest and encouraged residents to participate. This year's theme is "**Celebration**," and she invited community members to submit photos that capture celebrating good times in Norcross. The contest is sponsored by the City of Gwinnett, and residents are encouraged to submit photos showcasing celebrations and special moments. She advised that additional information regarding participation and submissions can be found at norcrossgalleryandstudios.org.

Kathleen Ellen: Thanked the City for the recent 4th of July fireworks display and shared her appreciation for the effort put into celebrating America's 250th birthday. She also expressed her gratitude for Marshall Cheek's service to the City, sharing that she appreciated his candidness, thoughtful questions, and the way he listened to his fellow Council Members. She shared that she will miss him and is thankful for his service to the community.

Mary Dowdy: Spoke on behalf of HNBA (Historic Norcross Business Association) and as a resident regarding the proposed business license fee increase. She shared concerns about the impact the 115% increase could have on business owners and the future discussion regarding gross receipts. She expressed hope that there will be opportunities for business owners to meet with the City to better understand the process, what information is needed, and how data should be provided. She also shared her appreciation for the flower boxes on Park Place and the Magnolia development, while expressing disappointment that townhomes are no longer being considered for the project.

Anna Balkan: Owner of a jewelry store in Historic Norcross, spoke on behalf of local businesses and shared concerns about the challenges facing brick-and-mortar businesses. She shared that many businesses have closed since COVID and that local businesses continue to compete with online retailers like Amazon. She expressed concerns about additional expenses, such as advertising and social media efforts, that businesses take on to attract customers but may not directly increase gross receipts. Ms. Balkan asked the Council to consider the impact on small businesses and approach the decision to increase gross receipts with consideration.

Chris Casey: Thanked City staff for the 4th of July celebration and expressed appreciation for the quick cleanup afterward. She also thanked staff for addressing her concerns regarding the blue railing and safety bars. She also shared suggestions for improving communication and transparency, including making board minutes available more quickly, providing livestreaming for all meetings, and improving resident notifications for those who sign up for updates. She noted that the website is user-friendly but encouraged improvements to meeting minutes to make information more timely and complete.

Faye McFarland: Expressed appreciation for the Police Department and shared that they responded quickly to a noise complaint she reported. She also encouraged continued attention from Code Enforcement regarding noise ordinance concerns and abandoned vehicles.

2. 2026-199: Comments by Council

3. 2026-200: Comments by City Manager

I. Public Hearings

1. 2026-172: Certificate of Appropriateness COA 2026-005 503 North Peachtree St.

A motion to approve application COA2026-005, subject to the following conditions:

1. Demolition approved for existing structure.
2. Front elevation: Door to match drawing, not color rendering.
3. Roof to be weathered wood architectural shingles.

The applicant shall recycle the bricks, doors, and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.

5. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.

6. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.

7. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.

8. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

2. 2026-94: Business and Occupational License Tax

A motion to approve changes to the Schedule of Fees for Business Occupation Taxes for FY27, as described in Section 16-133 of the Norcross Code of Ordinances.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

3. 2026-223: Abandonment of Right of Way along a portion of Beutell Street

A motion authorizing the City's abandonment of a 160-foot-long right-of-way located between Beutell Street and the Norfolk Southern Right-of-way pursuant to O.C.G.A. § 32-7-1 et seq.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

J. Reports of the Mayor and Councilmembers

a. General Announcements

JULY CALENDAR OF EVENTS

Day of Play

Tuesday, July 7 | 5:00 – 6:30 p.m. | Lillian Webb Park

Movie Monday: Karate Kid: Legends

Monday, July 13 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

World Cup Watch Party

Wednesday, July 15 | 2:00 p.m. | Lillian Webb Park

Summer Concert Series: Guardian of the Jukebox

Friday, July 17 | 7:30 & 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, July 18 | 8:00 a.m. | 45 South Cafè

Policy Work Session

Monday, July 20 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Piedmont Pathway Open House

Thursday, July 23 | 6:00 - 8:00 p.m. | Cultural Arts & Community Center

Jazz in the Alley: The Human DJ & Elizabeth Odom

Saturday, July 25 | 7:30 – 9:30 p.m. | Betty Mauldin Park

Movie Monday: Jungle Cruise

Monday, July 27 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Summer Concert Series: The Ray Howard Band

Friday, July 31 | 7:30 – 9:30 p.m. | Thrasher Park

K. Board Appointments

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

Zoning Board of Appeals:

A motion to approve the reappointment of the following applicants and terms as presented:

Michael Walsh 6/1/2030

Taylor Walker 6/1/2030

Eleanor Gilchrist 6/1/2030

L. Consent Agenda

A motion to approve the consent agenda as presented.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Josh Bare, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

1. 2026-217: Budget Amendment — Motor Vehicle Fund Appropriation for Public Safety Building Project

A motion to appropriate and amend the FY26 Budget to transfer \$100,000 from the Motor Vehicle Fund to the Capital Improvement Projects Fund for payment of a portion of the Public Safety Building construction costs.

3. 2026-219: Change Order for Economic Development Video Production Contract

A motion to approve a change order to increase the budget for Economic Development video production services by \$1,000.

4. 2026-210: Contract Award for 2026 Road Resurfacing

A motion to approve the award of a contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.

M. Items for Discussion

2. 2026-216: Banking Services Request for Proposals (RFP)

A motion to approve the release of the Request for Proposals (RFP) for Banking Services, as amended to remove Section 4(a), and authorize staff to advertise the solicitation to qualified financial institutions.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

5. 2026-211: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

A motion to approve the nomination of Councilmember Bruce Gaynor to serve on the SS4A Quarterly Steering Committee.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Matt Myers, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

6. 2026-239: Approval of DDA's sale of 29 Jones Street, release of Security Deed, acceptance of the Quit Claim Deed, and other associated closing documents

A motion to approve the Downtown Development Authority's sale of the Building Parcel associated with 29 Jones Street, the release of the security deed, cancellation of the note, acceptance of the Quitclaim Deed, and other closing documents.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Matt Myers, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

N. Adjourn in memory of

O. Adjourn to Executive Session for Legal, Personnel, and Real Estate Councilmember

Hixson motioned to adjourn the meeting at 8:16 pm, seconded by Councilmember Bare. RESULT:

APPROVED [UNANIMOUS] 4-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Myers, Gaynor

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk