

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Tuesday, August 18, 2026 6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Bill McLees, Vice Chair

Hugh Cooper

Naim Harrison

Barbara Grayson

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	Present	
Naim Harrison	Board member	Present	
Bill McLees	Board member	Present	

B. Approval of Previous Meetings Minutes

Approval of the July 21, 2026, meeting minutes of the Architectural Review Board.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Jeff Hopper, Chair

SECONDER: Naim Harrison, Board Member

AYES: Hopper, McLees, Harrison, Grayson

C. Unfinished Business

D. New Business

1. 2026-286: COA2025-004 (372 Lawrenceville Street)

Summary of the Request

The applicant seeks to change certain materials due to the discontinuation of materials previously approved by the Architectural Review Board (ARB).

Architectural Review Board Approval

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

1. Right front elevation: Replace wood column with brick (note: columns were originally conditioned to be 10x10).
2. Rear elevation: Deck in lieu of slab.
3. Brick to be Frasier Canyon.
4. Mortar to be Ivory Buff.
5. Field Paint: SW 9577 Soft Suede.
6. Trim Paint: SW 7032 Warm Stone.
7. Per Design Standard 3.10.1.2, mechanical systems (HVAC, utility boxes) located on the ground must be completely screened using opaque fencing or natural-looking landscape screening.
8. 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.
9. 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, if applicable.

10. Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
11. 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: Barbara Grayson, Board Member

SECONDER: Bill McLees, Vice Chair

AYES: Hopper, McLees, Harrison, Grayson

2. 2026-287: COA2026-011 (53 Born Street)

Summary of the Request

The applicant is proposing a garage in the rear yard.

Architectural Review Board Approval

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

1. Columns to be 6 x 6 cedar.
2. Per Design Standard 3.10.1.2, mechanical systems (HVAC, utility boxes) located on the ground must be completely screened using opaque fencing or natural-looking landscape screening.
3. 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.
4. 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, if applicable.
5. Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
6. 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: Jeff Hopper, Chair

SECONDER: Bill McLees, Vice Chair

AYES: Hopper, McLees, Harrison, Grayson

3. 2026-288: COA2026-012 (352 Wingo Street)

Summary of the Request

The applicant is proposing a front garage addition, modifications to the roof, a change to the brick color, and other aesthetic improvements.

Architectural Review Board Action

The Architectural Review Board decided to **table** the application for the following reasons: The ARB determined that the application could not be approved as submitted due to insufficient and inconsistent documentation. Key concerns included inaccurate renderings, incomplete and difficult-to-review plans, unresolved questions regarding the roof design, and uncertainty surrounding the structural rear deck. Given the lack of clarity regarding critical structural elements, the Board tabled the application pending the submission and review of complete, accurate architectural drawings.

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

Jeff Hopper motioned to adjourn the meeting at 7:25 pm, seconded by Naim Harrison. The vote was unanimous, 4-0.