

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Tuesday, September 15, 2026

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Bill McLees, Vice Chair

Naim Harrison

Barbara Grayson

A. Call to Order**B. Approval of Previous Meetings Minutes****[Architectural Review Board – Regular Meeting – August 18, 2026, 6:00 PM](#)****C. Unfinished Business****D. New Business**

- 1. 2026-318: COA 2026-013 (150 Buchanan St)**
Consideration of porch and patio addition.

Attachments:

1. Staff Report
2. Revised Plan
3. ARB Full Application

- 2. 2026-319: COA 2026-014 (746 Oak Terrace)**
Consideration of a façade improvement and addition to an existing home.

Attachments:

1. Staff Report
2. Set Plans
3. ARB Full Application

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

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.



Certificate of Appropriateness

Case Number	COA2026-013
Hearing Date	Sep 15, 2026
Petitioner	Stan Howington
Property Location	150 Buchanan St
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	Consideration of porch and patio addition.
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	0.32 acres
District	6
Land Lot	254
Parcel #	6254 450
Taxes Paid	Yes
Historic District	N/A

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

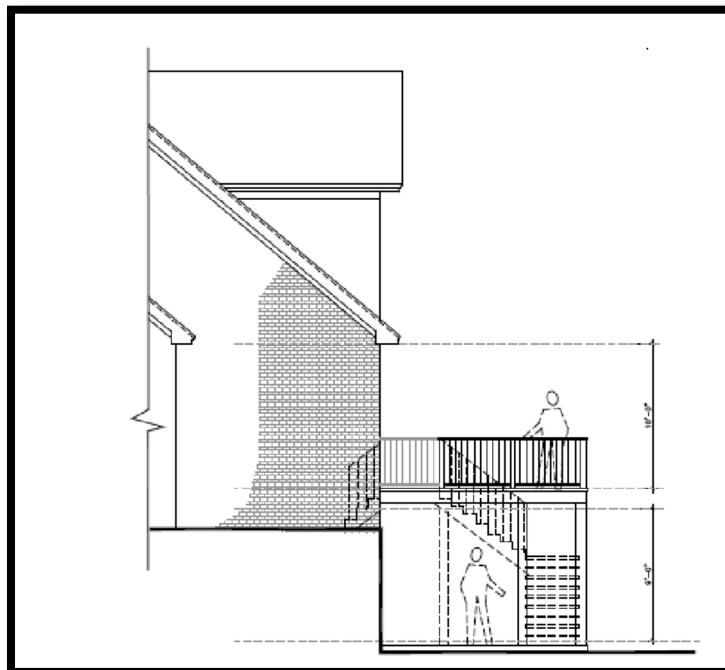
Should the ARB decide to grant approval, Staff recommends the following conditions:

1. 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.
2. 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.
3. 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.
4. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval

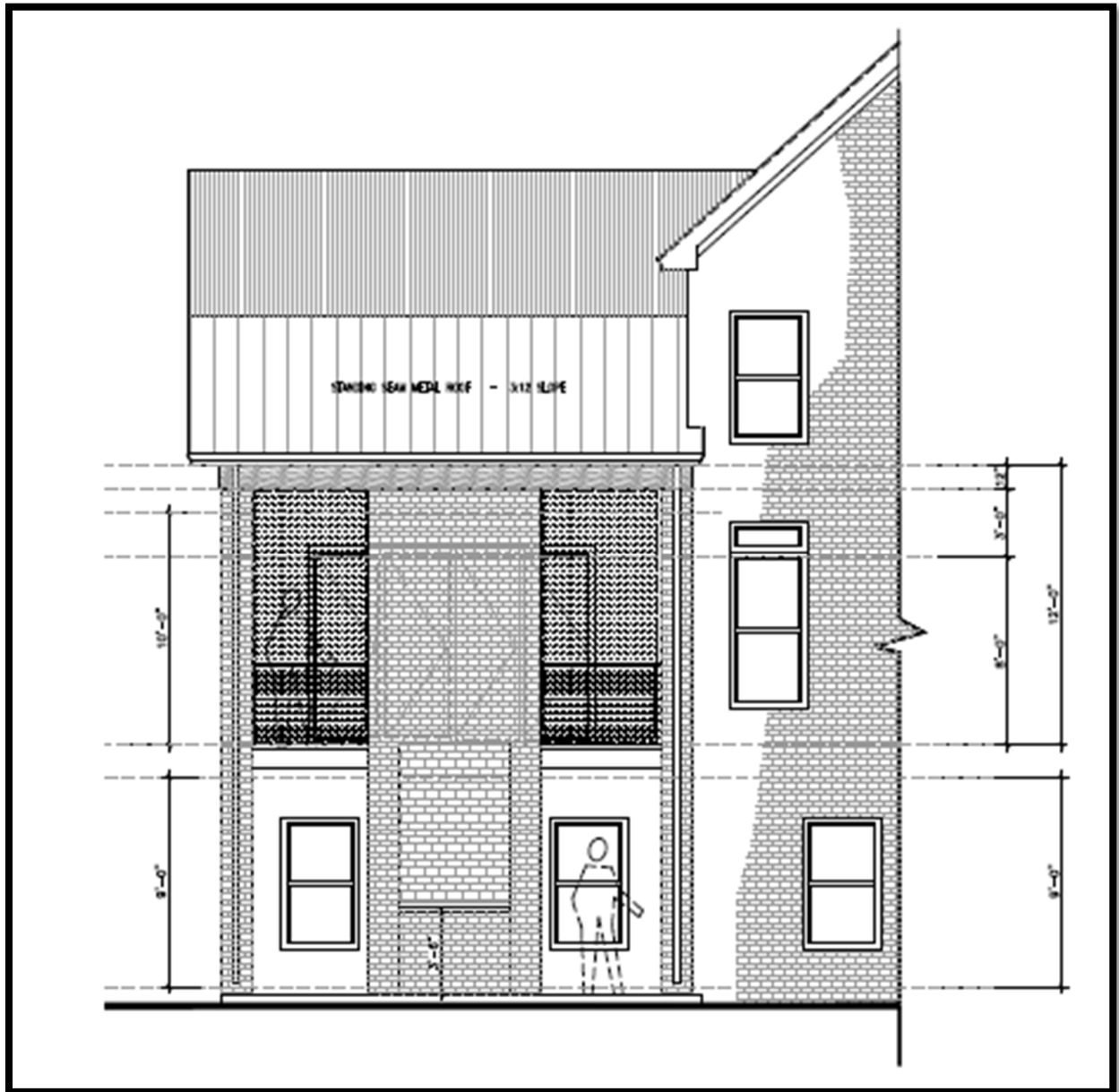
Existing Deck Elevation



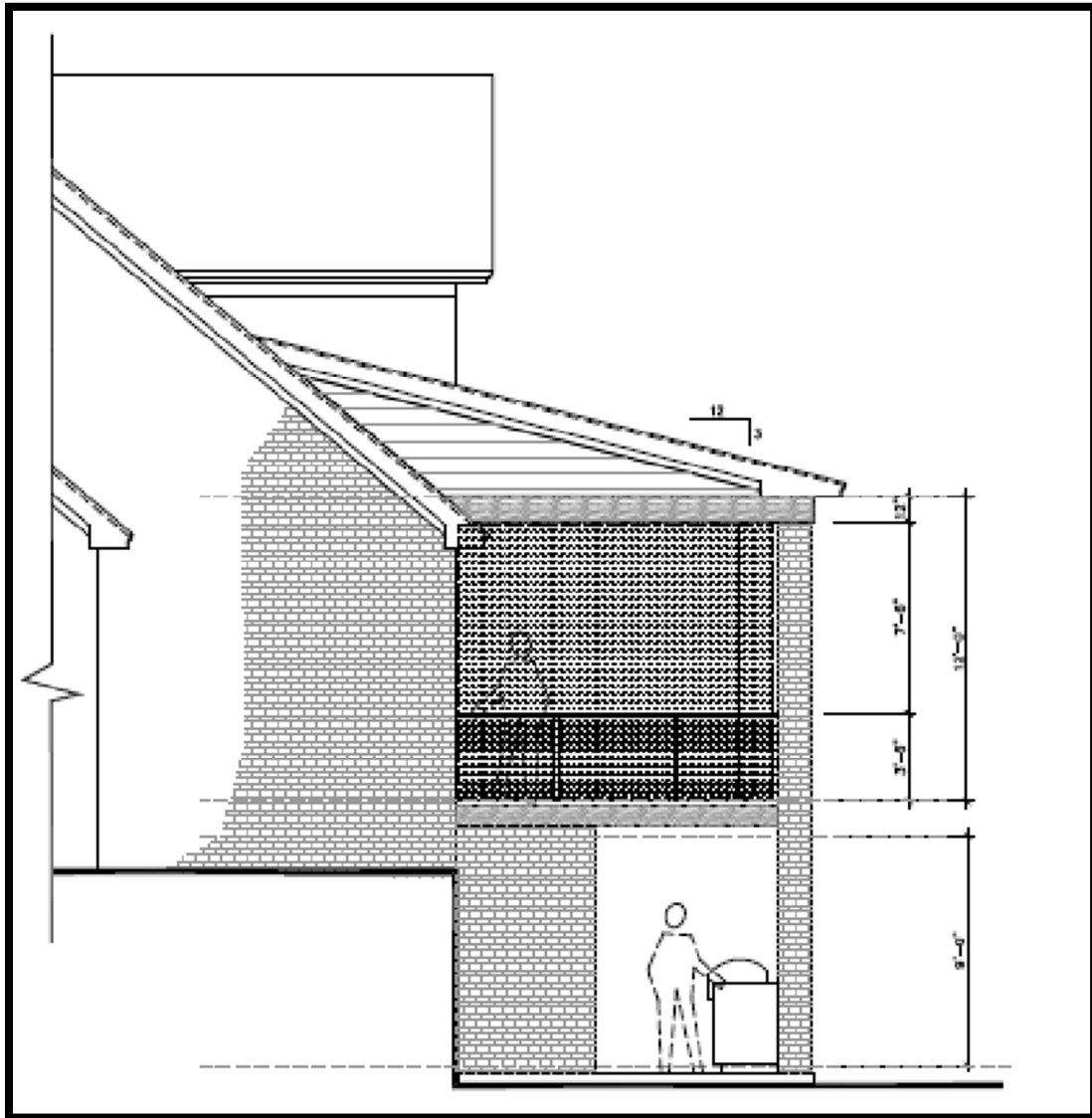
Existing Deck-Porch Elevation



Proposed New Porch Elevation

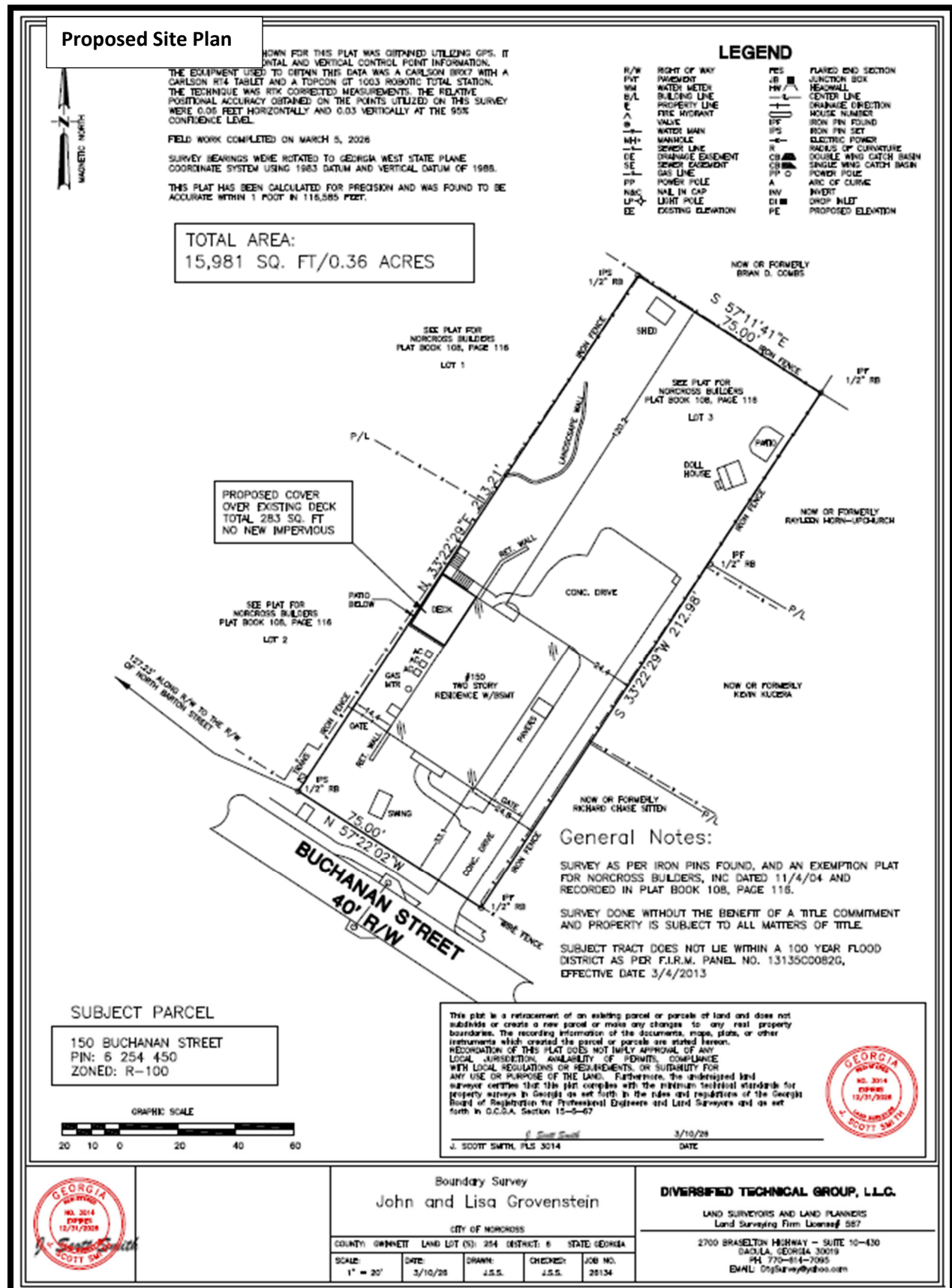


Proposed New Porch Side Elevation



ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	all materials to match existing home	
Primary Façade:		
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim		
Mortar		
Gutters		
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features	metal roof to be dark bronze	
Other Architectural		



Zoning Analysis of Proposed Site Plan

The proposed site plan shows the recently approved variance (ZBA2026-002) and the proposed porch and patio addition. A necessary administrative variance was required prior to the issuance of a building permit to allow for the placement of an accessory structure (proposed porch and patio addition) on the property.



Summary of the applicant's proposal

The applicant proposes to remove and replace the existing deck and construct a covered porch beneath it. The new deck is designed with a roof structure, creating a sheltered porch area underneath. The proposed architecture is attached to this analysis.

Architectural and Site Design Standards

3.4.1.1

Approved roofing materials include metal standing seam; tile; slate; stone; shingles with a slate, tile or metal appearance with a minimum thirty year life rating; and wood shake. Other materials to be approved on a case-by-case

3.4.1.2

New structures should have roof forms and orientation consistent with buildings within its area of influence. The use of flat, shed and low-pitched roofs hidden by a parapet wall are appropriate for nonresidential construction that is found along Main Street.

3.4.1.3

Roofs in view of the street or other public way must be maintained in an obviously attractive manner or must be visually screened.

3.4.3.1

Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.7.3.2

It is not permitted to use any material that does not provide a "traditional" balustrade look to a porch, for example, lattice is not permitted.

3.7.3.4

Appropriate porch supports will be of "traditional" design, such as square, round, turned, or tapered porch supports. A pier base may be utilized with a porch support and must be made of an approved building material.

3.7.3.5

In the district porches, and similar construction, should be made out of wood, or other appropriate material. Only terraces should feature a masonry floor (brick, stone or concrete).

Current zoning district for the property

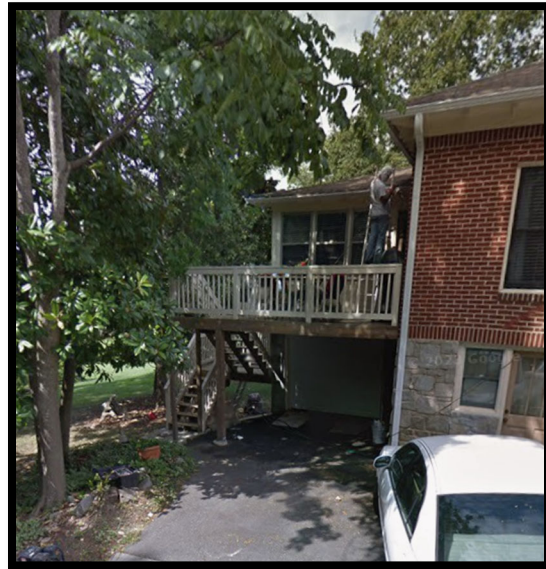
The R100 single-family residence zoning district is intended primarily for single-family residences and related uses on large-sized lots in the city.

Two Abutting Properties and Their Existing Architectural Deck Styles:

88 N Barton St

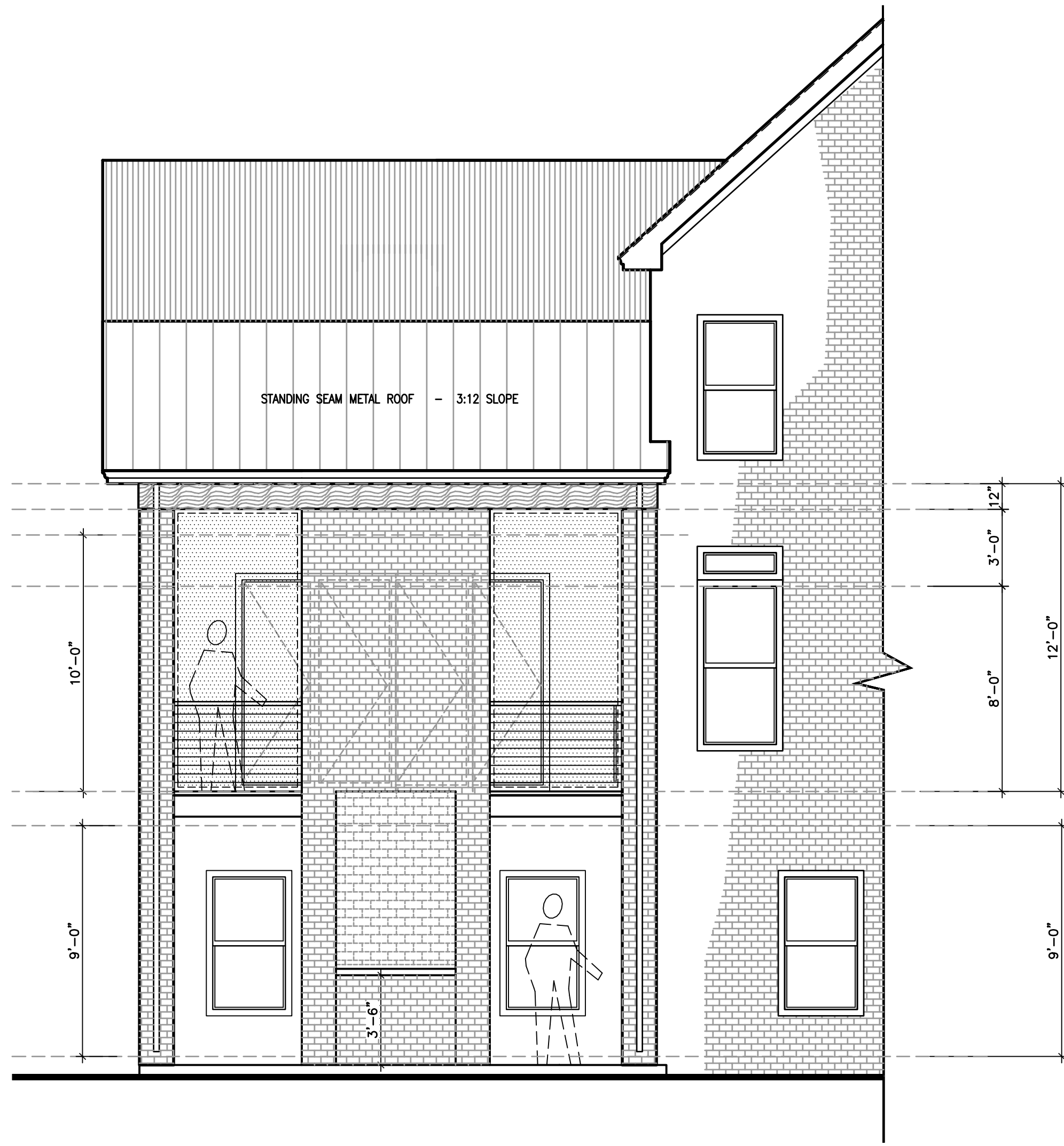


89 N Peachtree St

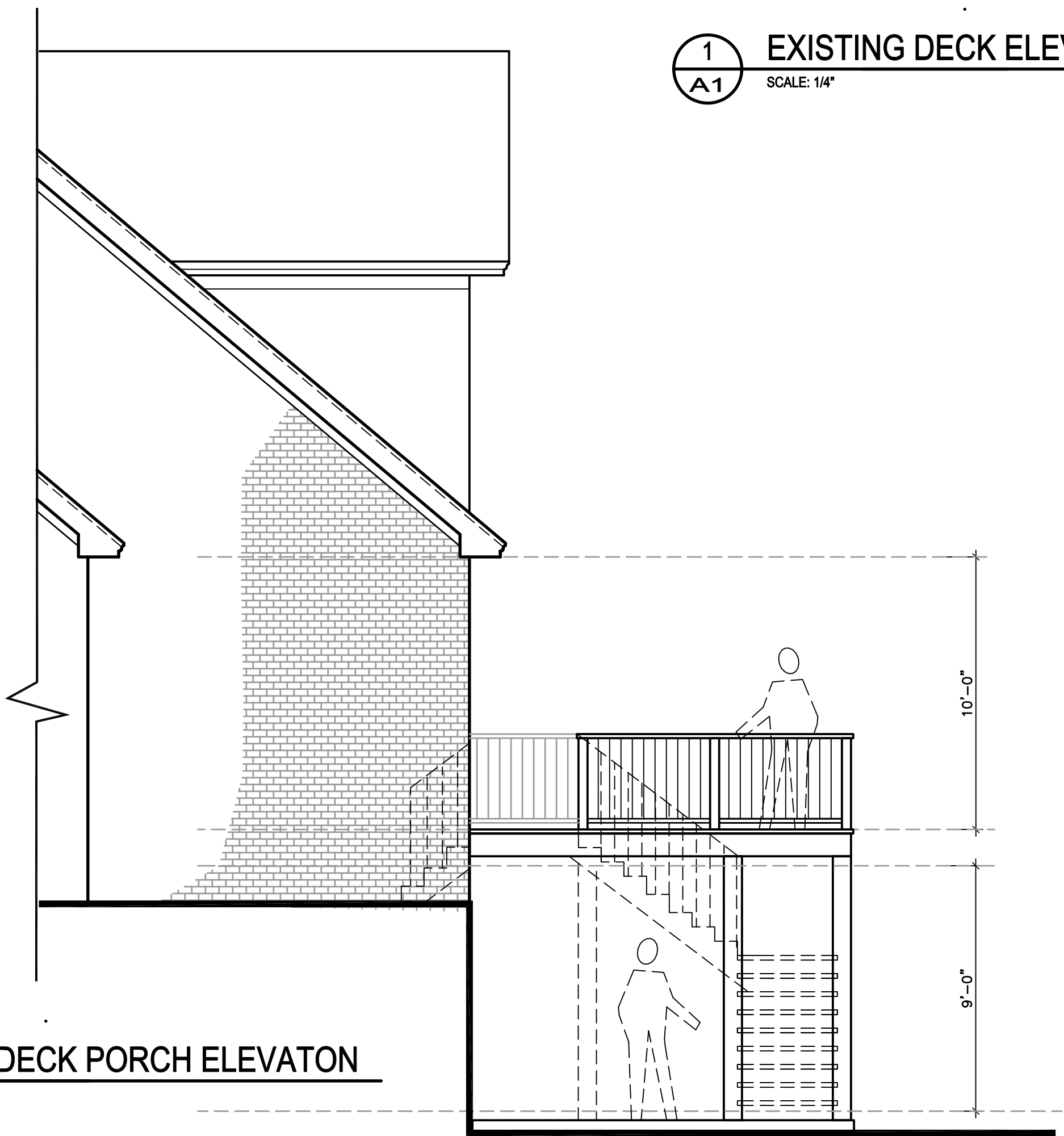




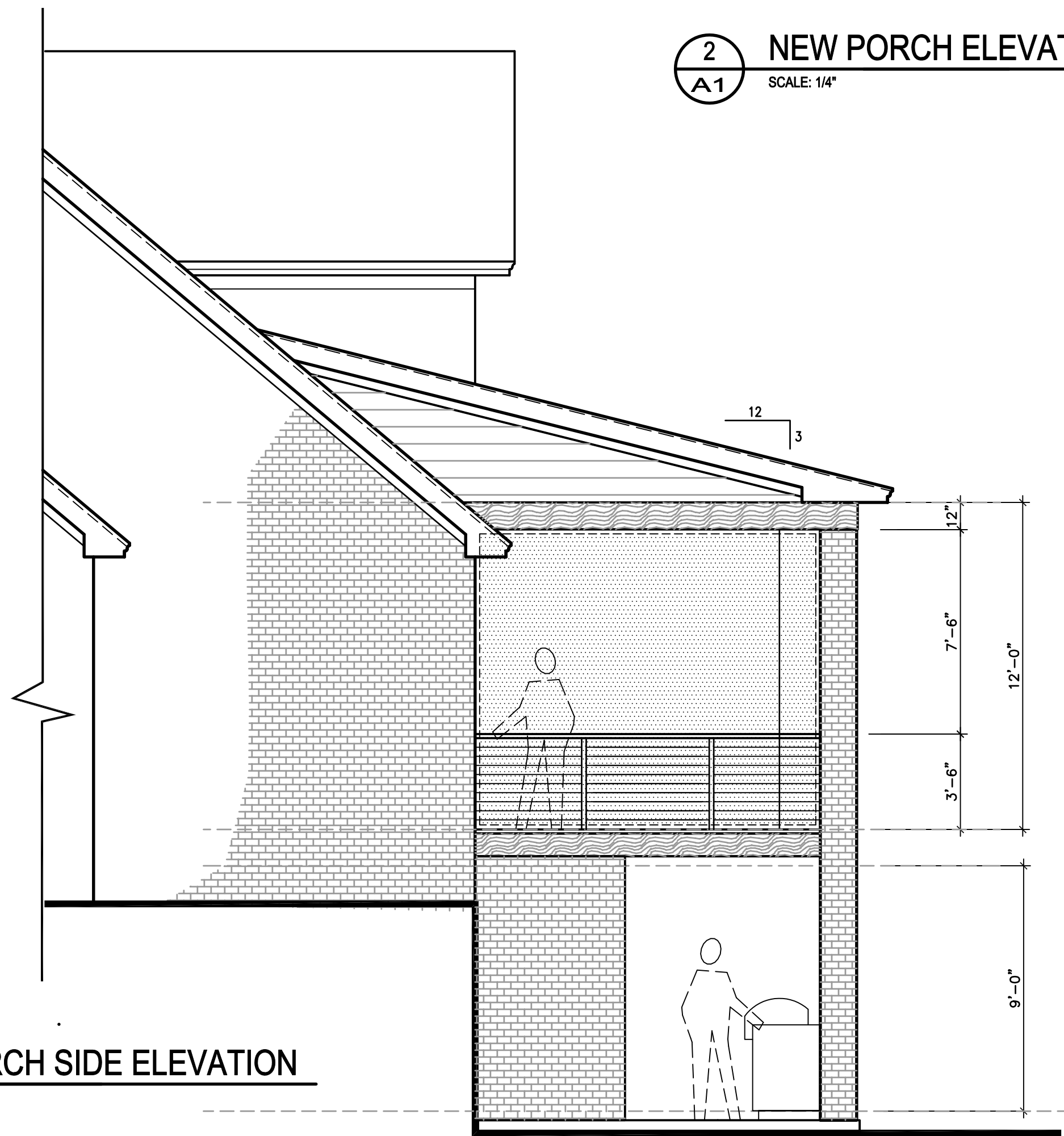
1 EXISTING DECK ELEVATION
A1 SCALE: 1/4"



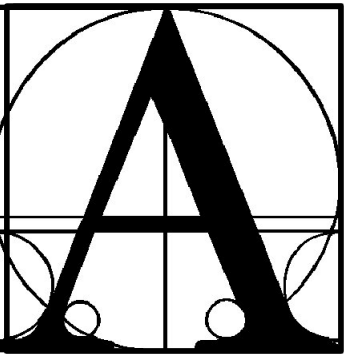
2 NEW PORCH ELEVATION
A1 SCALE: 1/4"



3 EXISTING DECK PORCH ELEVATON
A1 SCALE: 1/4"



2 NEW PORCH SIDE ELEVATION
A1 SCALE: 1/4"



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150 BUCHANAN STREET
NORCROSS GA 30071

ATRIUM DESIGN LLC
RESIDENTIAL ARCHITECTURE
ALPHARETTA - GEORGIA 30005
atriumdesignllc@gmail.com

REVISIONS:	

DATE: 10/02/2025
JOB NO: 1142

A1

ISSUED FOR CONSTRUCTION

SCOPE OF WORK
NEW TWO STORY COVERED/SCREEN PORCH ADDITION TO AN EXISTING TWO STORY ON BASMENT HOUSE ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES, REGULATIONS, AND H.U.D. M.P.S.

PROJECT DESIGNED IN COMPLIANCE WITH:

- IBC – INTERNATIONAL BUILDING CODE, 2018 EDITION,
WITH GEORGIA AMENDMENTS 2025
- IRC – INTERNATIONAL RESIDENTIAL CODE, 2018 EDITION,
WITH GEORGIA AMENDMENTS 2024
- IPC – INTERNATIONAL PLUMBING CODE, 2018 EDITION,
WITH GEORGIA AMENDMENTS 2024
- IMC – INTERNATIONAL MECHANICAL CODE, 2018 EDITION,
WITH GEORGIA AMENDMENTS 2024
- IFGC – INTERNATIONAL FUEL GAS CODE, 2018 EDITION,
WITH GEORGIA AMENDMENTS 2022
- NEC – NATIONAL ELECTRICAL CODE, 2023 EDITION
(NO GEORGIA AMENDMENTS).
- IECC – INTERNATIONAL ENERGY CONSERVATION CODE, 2015 EDITION
WITH GEORGIA SUPPLEMENTS AND AMENDMENTS 2023
- ISPS – INTERNATIONAL SWIMMING POOL AND SPA CODE, 2018 EDITION.
WITH GEORGIA AMENDMENTS 2020
- IFC – INTERNATIONAL FIRE CODE 2018 EDITION,
(NO GEORGIA AMENDMENTS)
- NFPA 101 – LIFE SAFETY CODE 2018 EDITION

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES, REGULATIONS, AND H.U.D. M.P.S. FOR THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SITE BEFORE BEGINNING CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO ATRIUM DESIGN, LLC. FOR JUSTIFICATION. ANY CORRECTIONS BEFORE PROCEEDING WITH WORK. THE CONTRACTORS SHALL ASSUME RESPONSIBILITY FOR WORK NOT REPORTED. ALL DIMENSIONS SHOULD BE READ OR CALCULATED AND NEVER SCALED. ALL FOOTINGS TO BE BELOW FROST LINE (SEE LOCAL CODE) AND MUST BE PROPERLY UNIFORM. UNIFORMITY OF REINFORCING SHALL BE VERIFIED. CONSULT LOCAL ENGINEER FOR PROPER FOOTING AND REINFORCING SIZES. CONTRACTOR SHALL INSURE COMPATIBILITY OF THE BUILDING WITH ALL EXISTING REINFORCEMENTS.

IF BACKFILL EXCEEDS 4' AGAINST ANY FOUNDATION WALL, REINFORCE AS PER CODE.

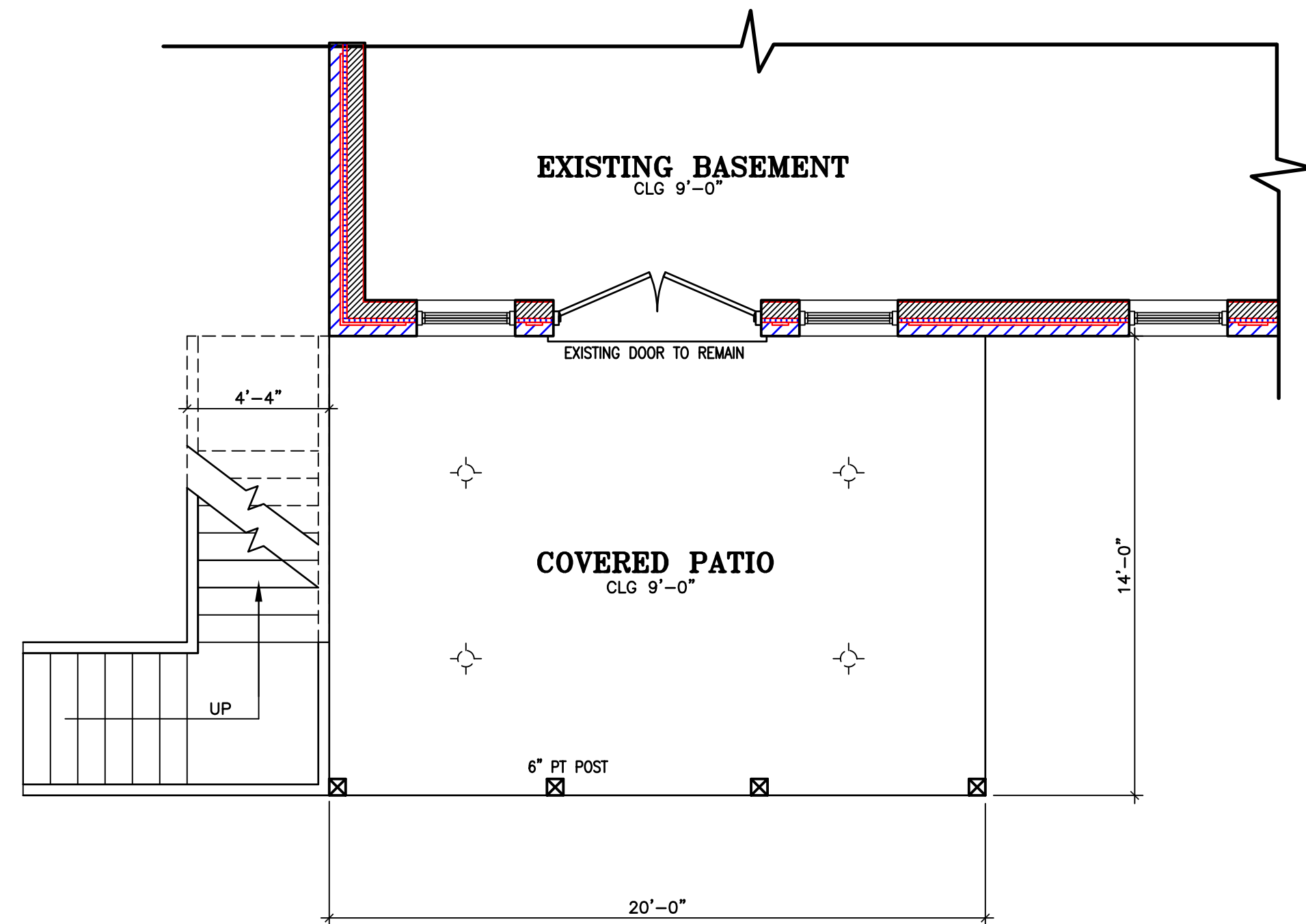
FOUNDATION AND STRUCTURAL MEMBERS SHOULD BE VERIFIED AND STAMPED BY AN ENGINEER IN THE STATE WHERE CONSTRUCTION IS OCCURRING DUE TO A WIDE VARIANCE IN LOCAL CODES, SOIL BEARING CAPACITIES, PROPOSED FOUNDATION TYPES, AND FOUNDATION CONDITIONS, ETC. THE CONTRACTOR IS RESPONSIBLE FOR ADJUSTING AND VERIFYING ALL STRUCTURAL DETAILS AND CONDITIONS TO MEET ALL LOCAL CODES AND REQUIREMENTS.

ALL WOOD, CONCRETE, AND STEEL STRUCTURAL MEMBERS SHALL BE OF A GOOD GRADE AND QUALITY AND MEET ALL NATIONAL, STATE, AND LOCAL CODES.

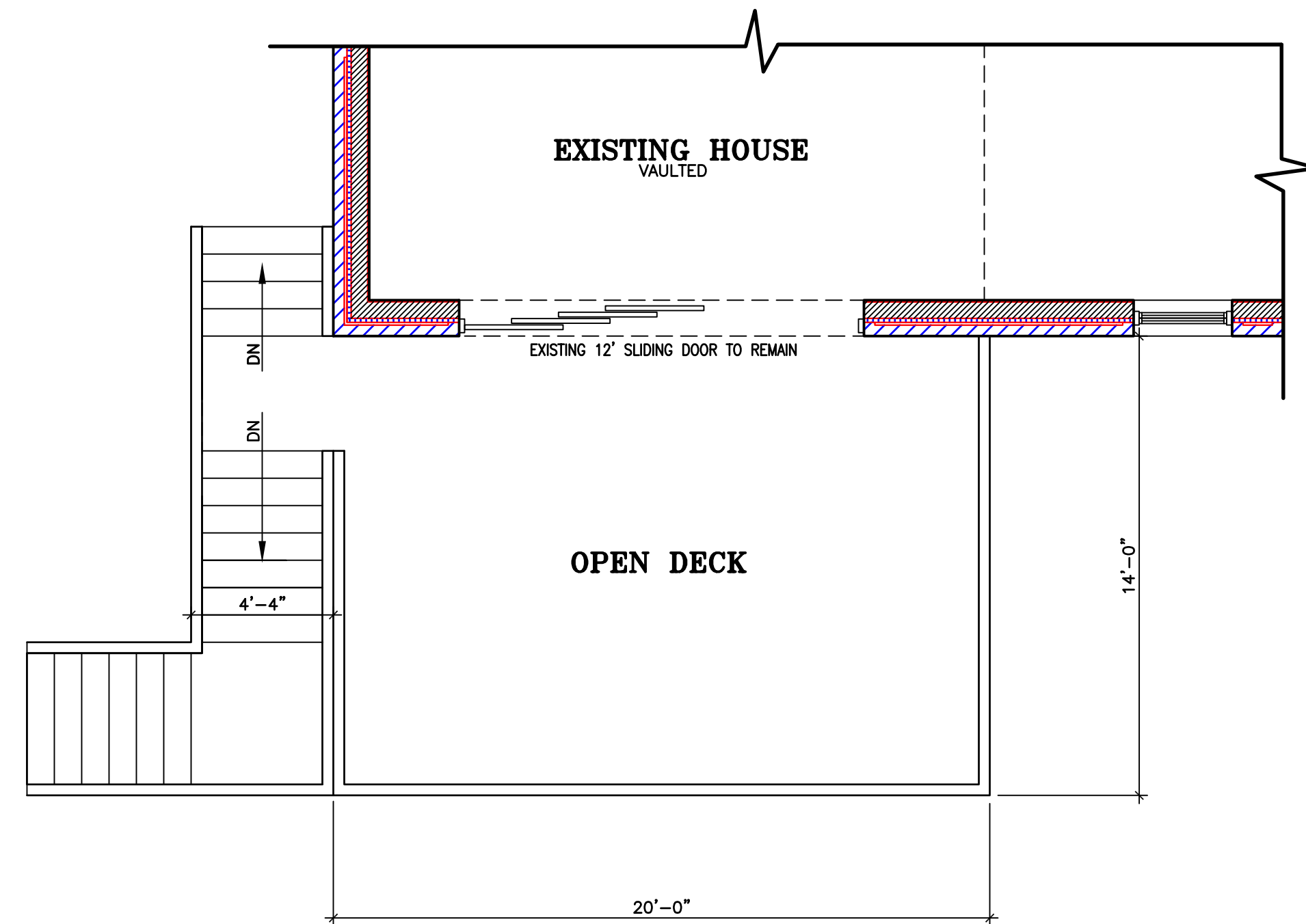
ALL COLUMNS OR SOLID FRAMING SHOULD BE DESIGNED TO CARRY LOADS AND SHOULD EXTEND DOWN THRU THE LEVELS BELOW AND TERMINATE AT THE FLOOR OR AT OTHER BEARING POINTS DESIGNED TO CARRY THE LOAD.

THE FOLLOWING NOTES ARE SUGGESTED MINIMUM REQUIREMENTS ONLY. DUE TO A VARIANCE OF CODES PER REGION, PLEASE REFER AND COMPLY WITH ALL YOUR LOCAL CODES. CONSULT WITH LOCAL ENGINEERS FOR ALL STRUCTURAL REQUIREMENTS.

1. ALL FRAMED WALL DIMENSIONS ARE BASED ON 2 x 4 STUDS UNLESS NOTED OTHERWISE. PROVIDE PURLS AT MID HEIGHT OF ALL WALLS.
2. ALL JOISTS AND RAFTERS SHALL BE ALIGNED OVER STUDS BELOW.
3. ALL HEADERS SHALL BE 2"x10" #2 SYP. WITH 1/2" PLYWOOD BETWEEN UNIFORM JOISTS.
4. FRAMER TO INSTALL DOUBLE FLOOR JOISTS UNDER PARTITION WALL PARALLEL TO JOIST DIRECTION OR PER STRUCTURAL PLANS.
5. PROVIDE CROSS BRIDGING AT MID POINT OF SPAN OR 8'-0" MAXIMUM IN ALL DIMENSIONS.
6. FLOOR DECKING TO BE APA 24 RATED 23/32" T&G PLYWOOD EXPOSURE 1 GLUED AND NAILED PER MANUFACTURERS SPECIFICATIONS.
7. PROVIDE SHEATHING TO BE 1/2" CDX PLYWOOD WITH 1/2" OSB EXPOSURE 1. NAILING SCHEDULE TO BE 8d COMMONS AT 6" O.C. AT ALL EDGES AND 8d COMMONS AT 12" O.C. AT ALL INTERMEDIATE STUDS.
8. PROVIDE BRACING 2x4 OR 2x6 AT MID SPAN FOR CEILING JOISTS WITH SPAN GREATER THAN 10'-0".
9. PROVIDE COLLAR TIES AT UPPER 1/3 OF VERTICAL DIRECTION IN RIDGE BOARD AND CEILING JOISTS AT 4'-0" O.C. MAXIMUM.
10. RAFTERS AND RIDGE BOARDS SHALL BE ONE "2x" SIZE LARGER THAN RAFTERS.
11. ROOF SHEATHING TO BE APA 16 RATED 1/2" PLYWOOD CDX OR 7/16 OSB (PER CONTRACT) EXPOSURE 1 INSTALLED PER MANUFACTURERS SPECS. NAILING SCHEDULE TO BE 8d COMMONS AT 6" O.C. AT ALL EDGES AND 8d COMMONS AT 12" O.C. AT ALL INTERMEDIATE STUDS.
12. INSTALL PANEL SPACER TYPE EDGE CLIPS PER MANUFACTURER SPECS. PROVIDE ENGINEERED BRACING TO BEAR ON CEILING JOISTS AND MANUFACTURER MUST PROVIDE SHOP DRAWINGS WHICH BEAR SEAL OF REGISTERED ENGINEER IN STATE IN WHICH WORK IS TO BE PERFORMED.
13. ALL CEILING JOISTS AND RAFTER BRACING TO BEAR ON LOAD BEARING WALL BRACING. THIS BRACING TO BE BEARING WALLS FROM BASEMENT FLOOR AND BE SUPPORTED BY THICKENED SLAB GRADE BEAM OR FOOTING DESIGNED TO CARRY LOAD.
14. ALL BASEMENT WALLS, BEAMS, AND COLUMNS TO MEET ALL LOCAL CODES.
15. ALL FOUNDATION FRAMING, BEAMS, ETC. TO BE DESIGNED BY LOCAL STRUCTURAL ENGINEER AND MEET ALL LOCAL CODES.



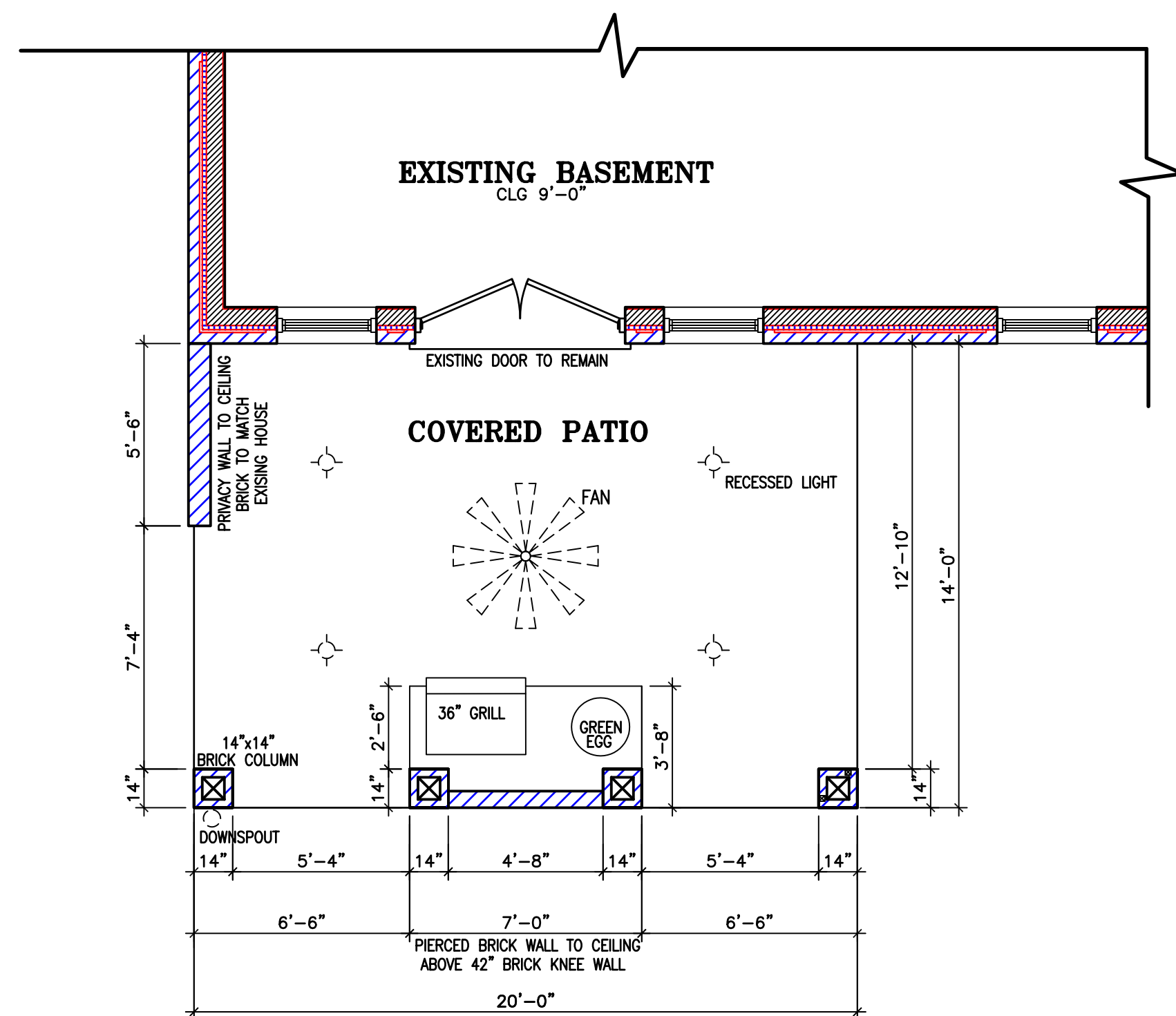
1 EXISTING COVERED PATIO PLAN
A2 SCALE: 1/4"



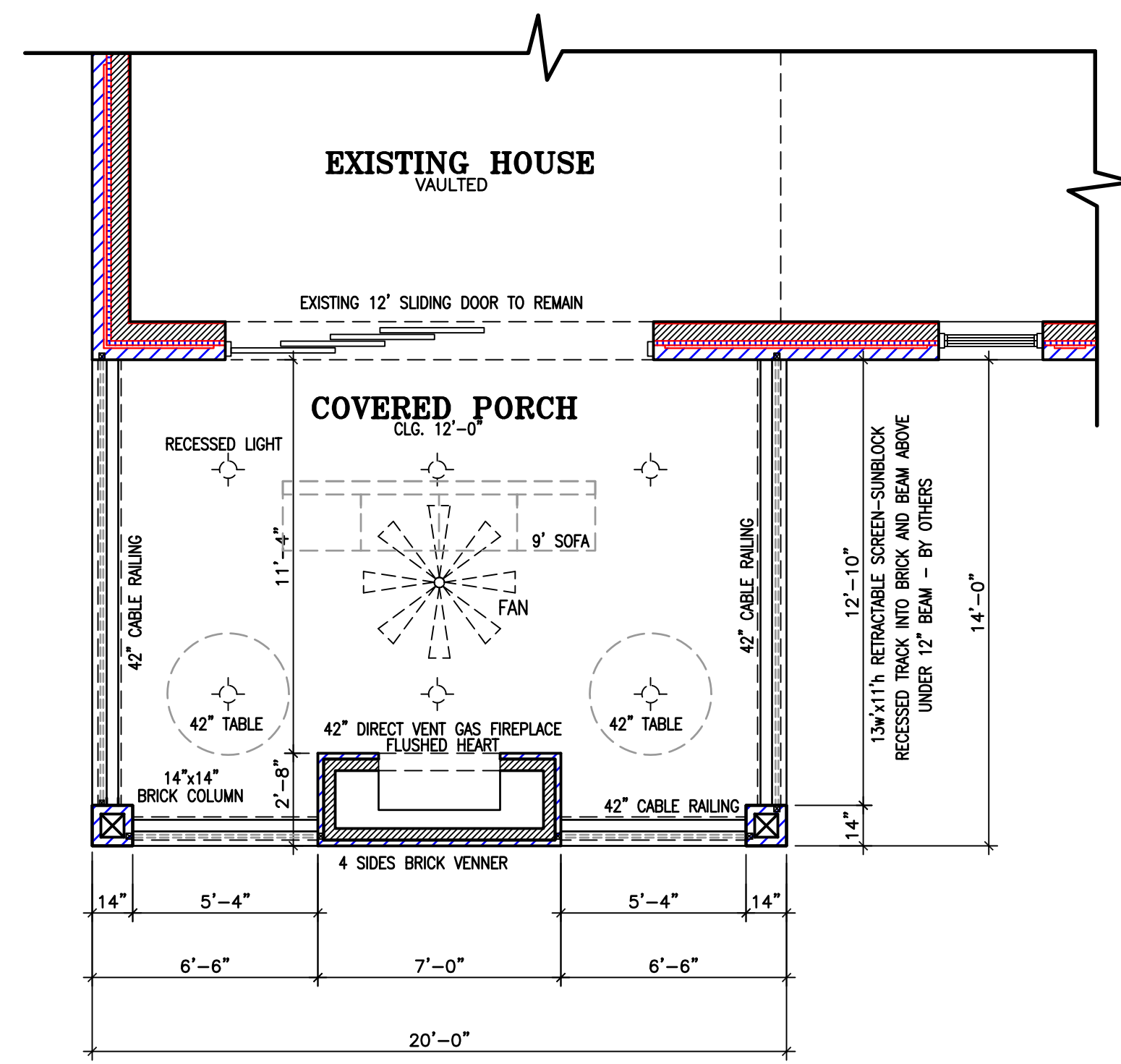
1
A2

EXISTING DECK PLAN

SCALE: 1/4"

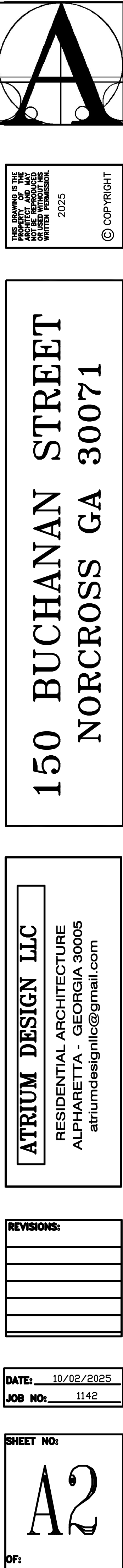


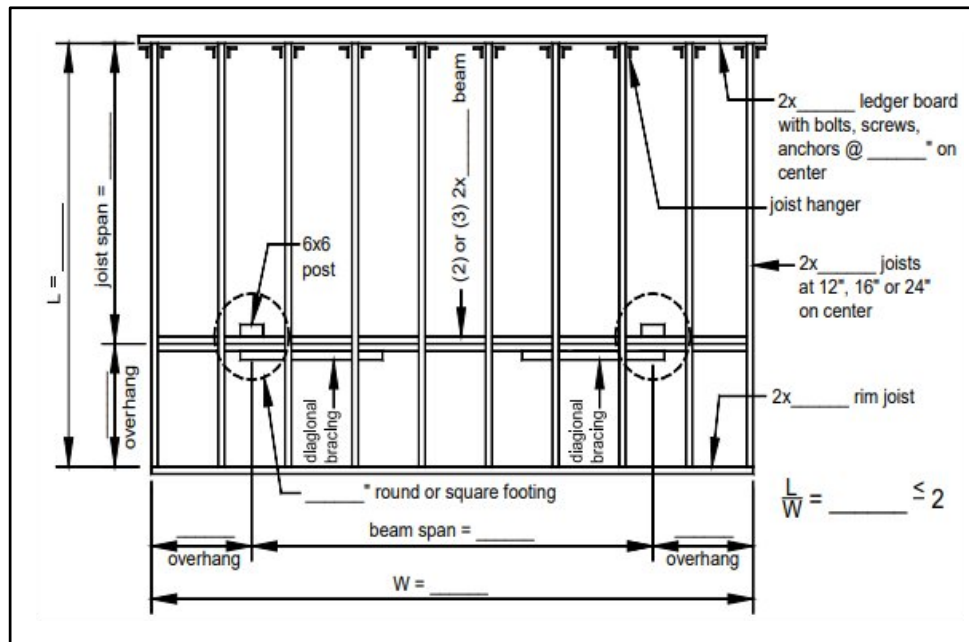
3 NEW COVERED PATIO PLAN
A2 SCALE: 1/4"



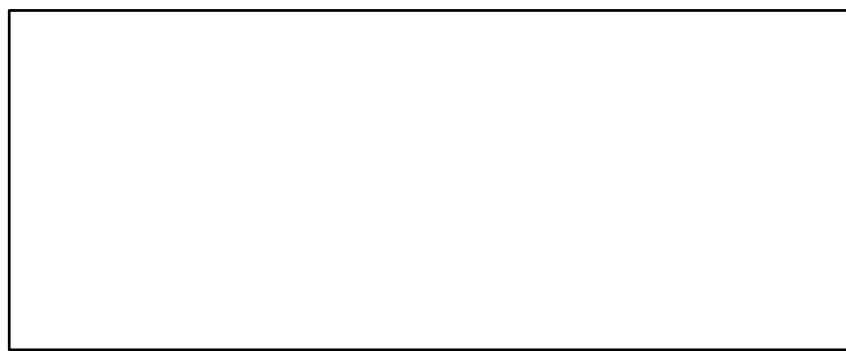
4 NEW COVERED PORCH PLAN
A2 SCALE: 1/4"

ISSUED FOR CONSTRUCTION

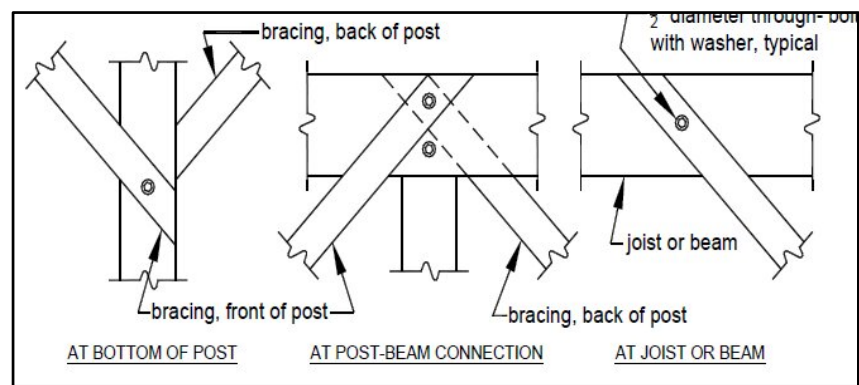




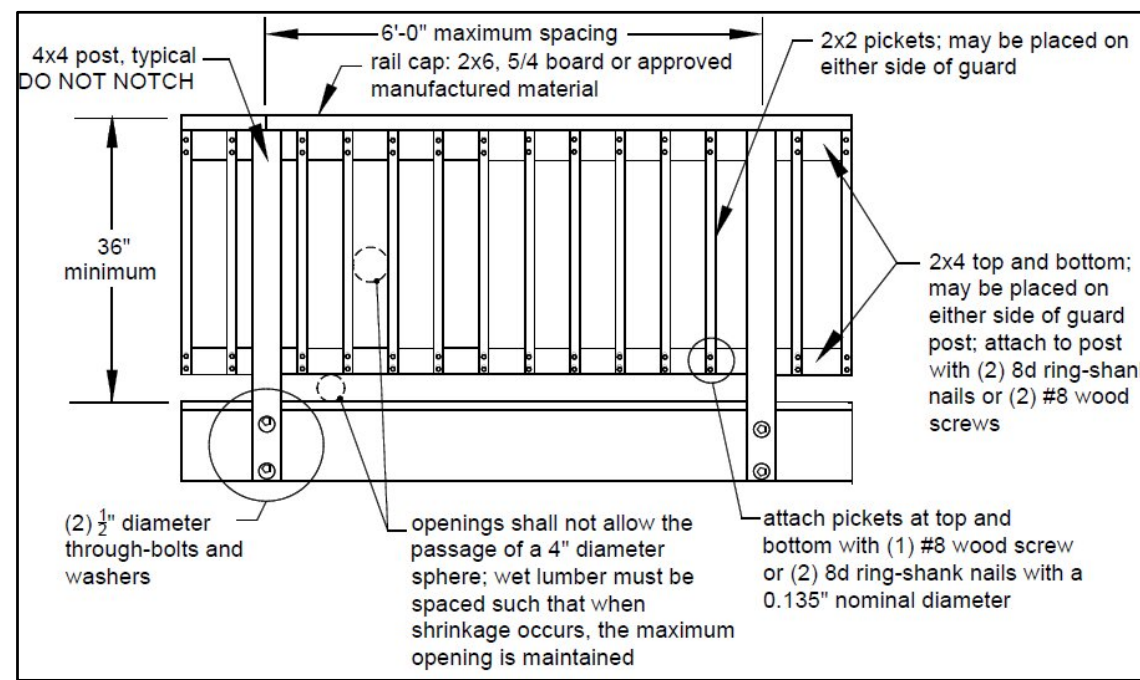
TYPICAL DECK FRAMING PLAN



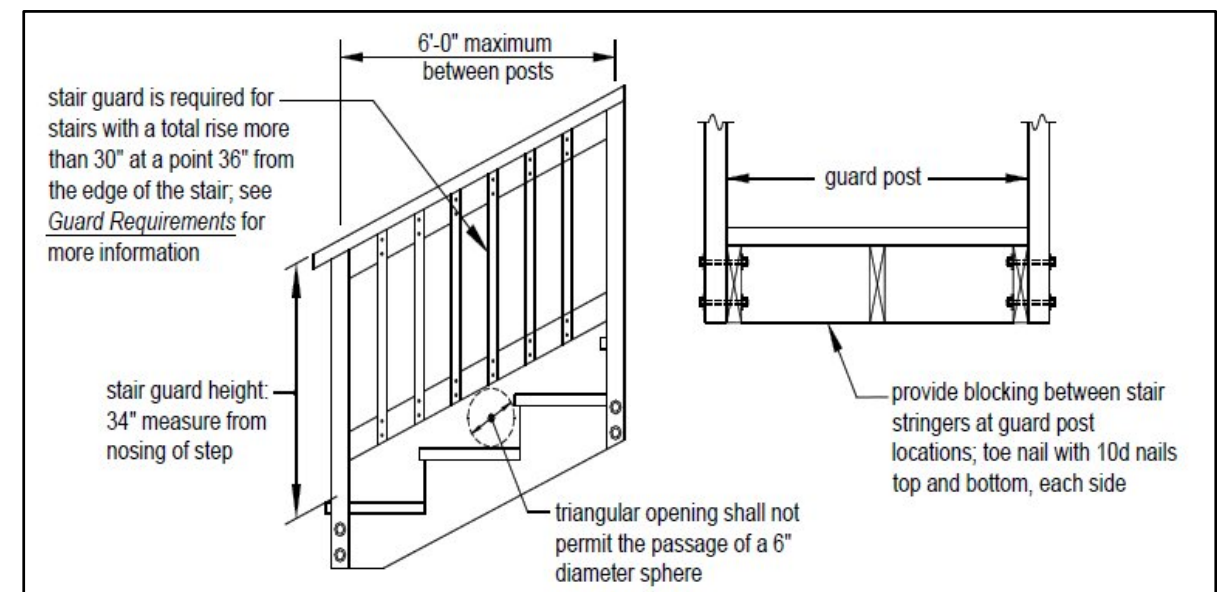
DECK FRAMING AT CHIMNEY/ BAY WINDOW



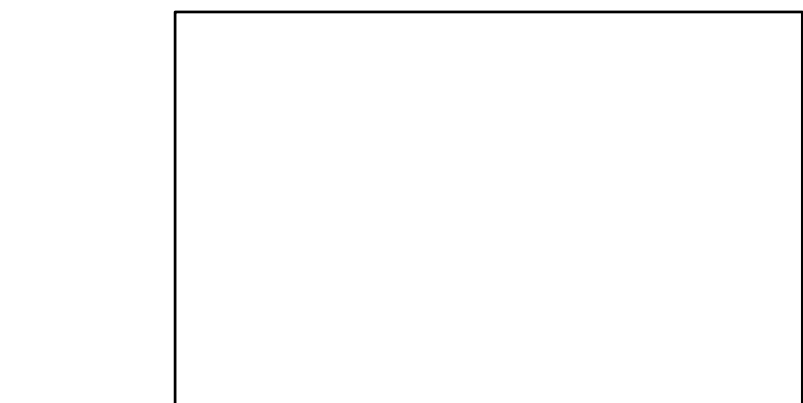
TYPICAL CONNECTION OF DIAGONAL MEMBERS



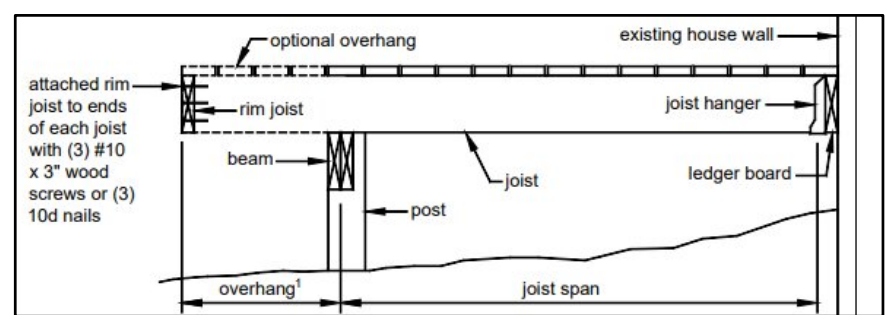
GUARD RAIL DETAIL



STAIR GUARD REQUIREMENTS



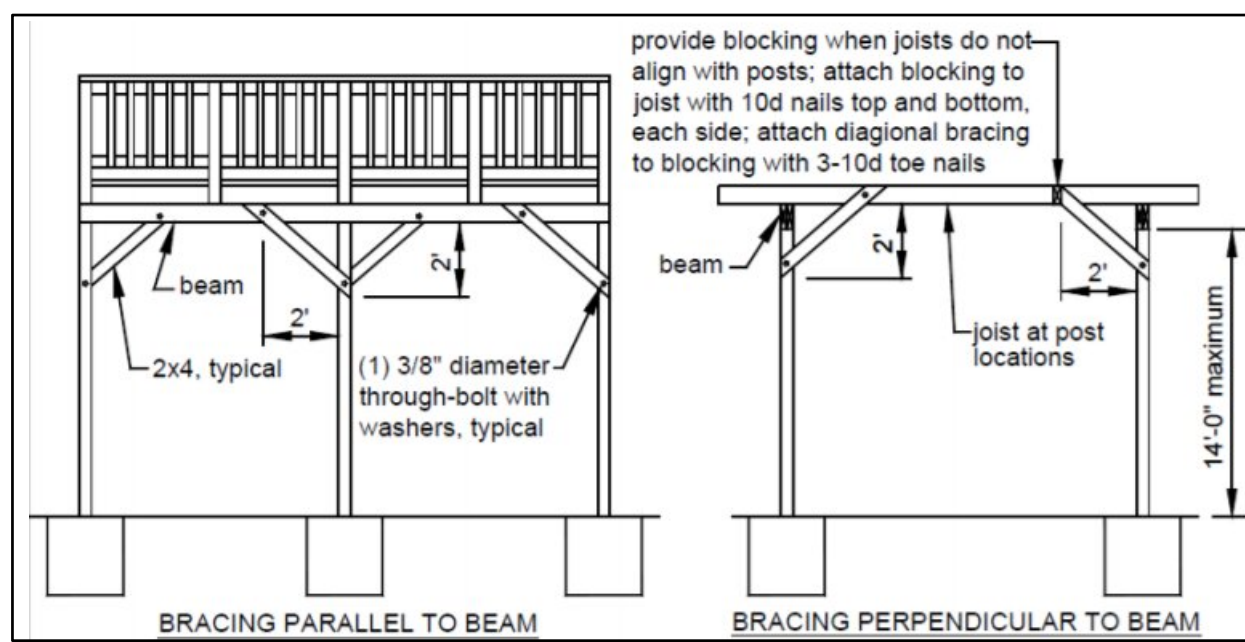
GUARD POST ATTACHMENT DETAIL



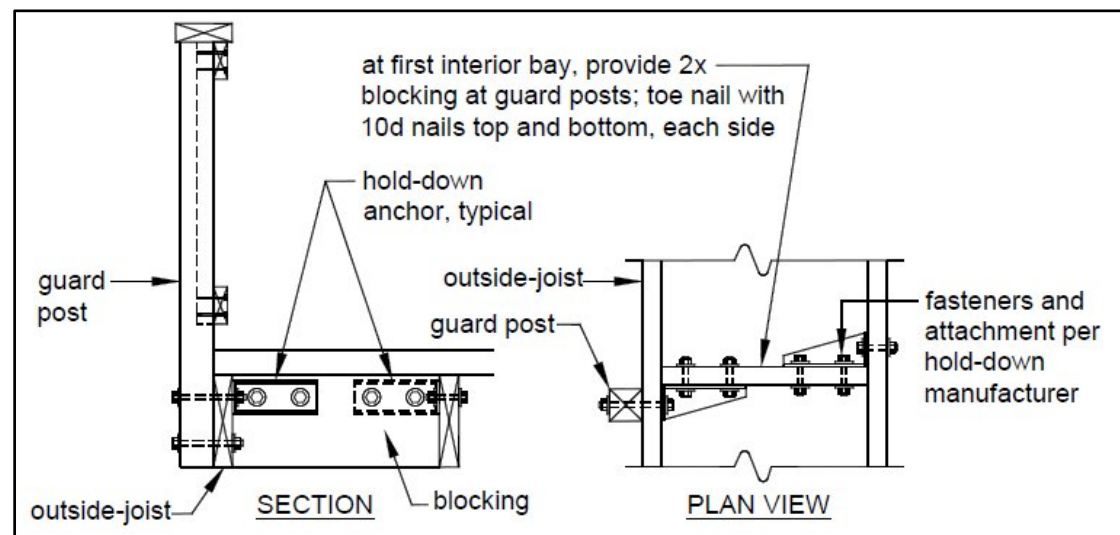
JOIST SPAN WITH OVERHANG DECK ATTACHED AT HOUSE

Joists without Overhangs	Joist Spacing	Joist Size	Joists with Overhangs	Joist Spacing	Joist Size
2x6	12"	13'-8"	2x6	12"	10'-6"
2x6	16"	12'-5"	2x6	16"	10'-6"
2x6	24"	10'-2"	2x6	24"	10'-2"
2x10	12"	17'-5"	2x10	12"	15'-2"
2x10	16"	15'-10"	2x10	16"	15'-2"
2x10	24"	13'-1"	2x10	24"	13'-1"
2x12	12"	18'-0"	2x12	12"	18'-0"
2x12	16"	18'-0"	2x12	16"	18'-0"
2x12	24"	15'-5"	2x12	24"	15'-5"

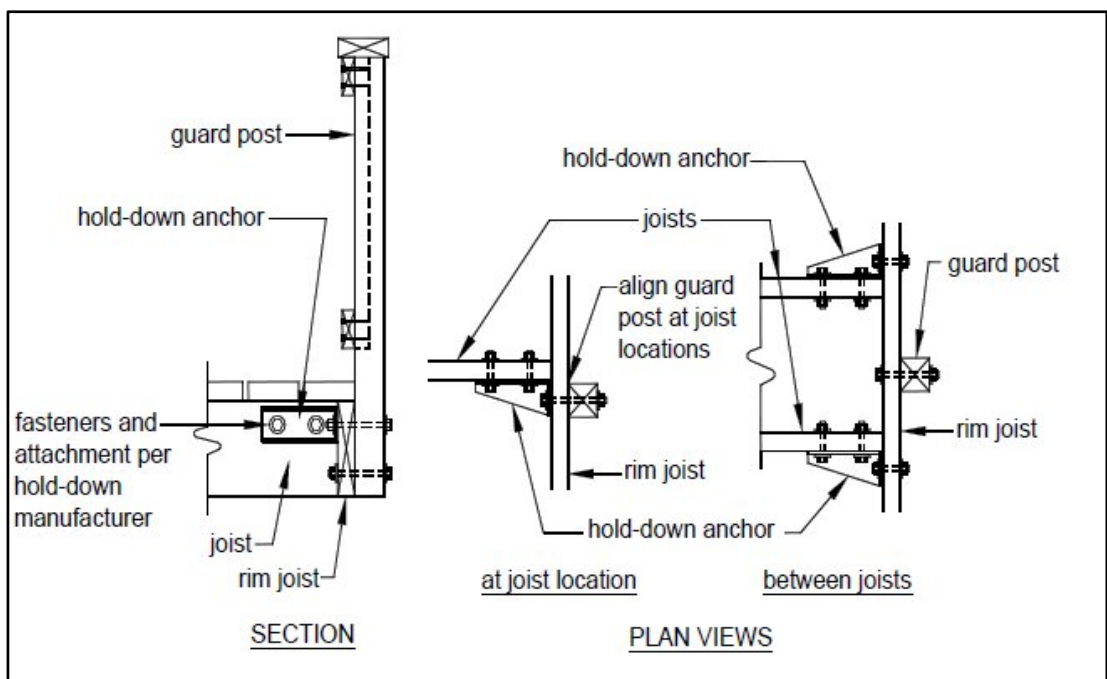
JOIST SPAN TABLE



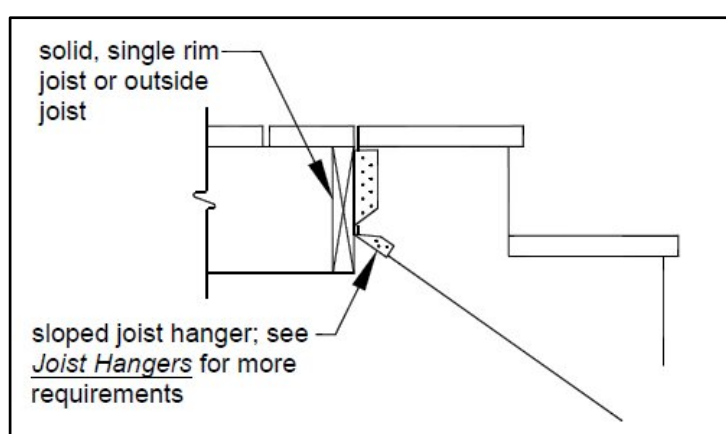
DIAGONAL BRACING AT BEAM-POST



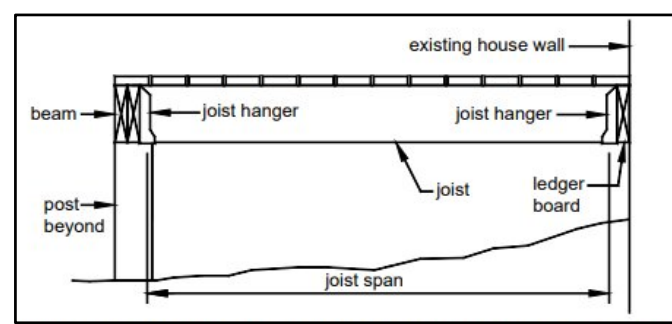
GUARD POST-TO-OUTSIDE JOIST DETAIL



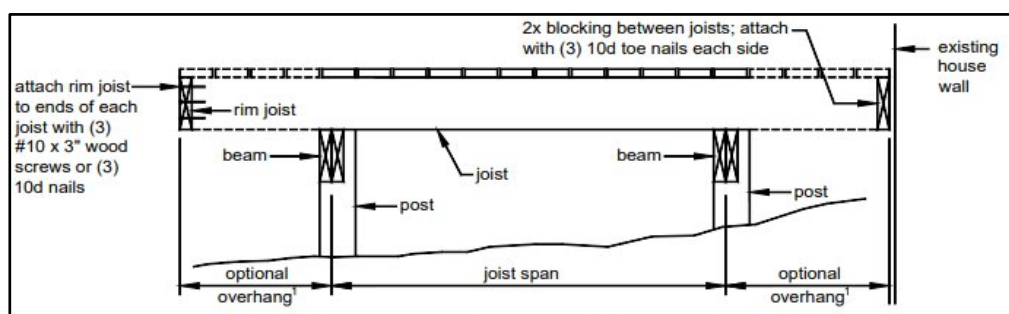
GUARD POST-TO-RIM JOIST DETAIL



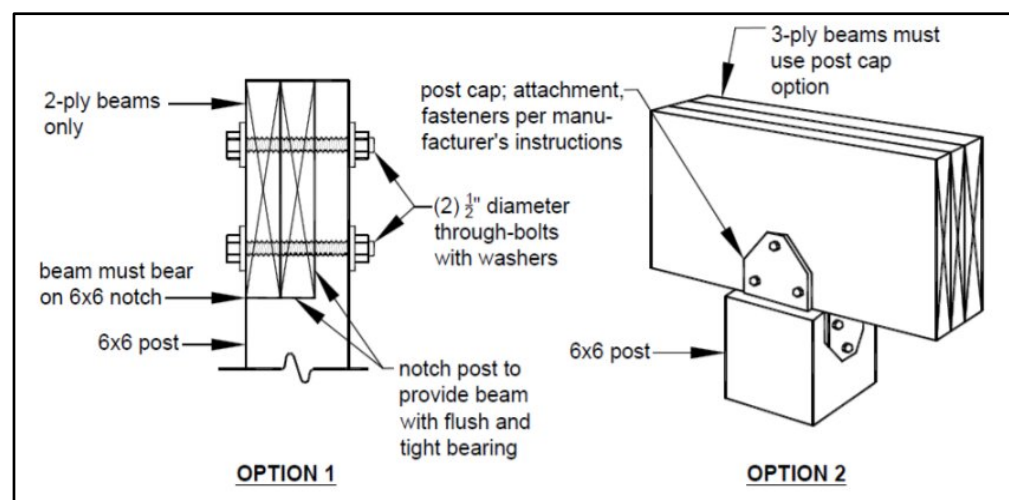
STAIR STRINGER ATTACHMENT DETAIL



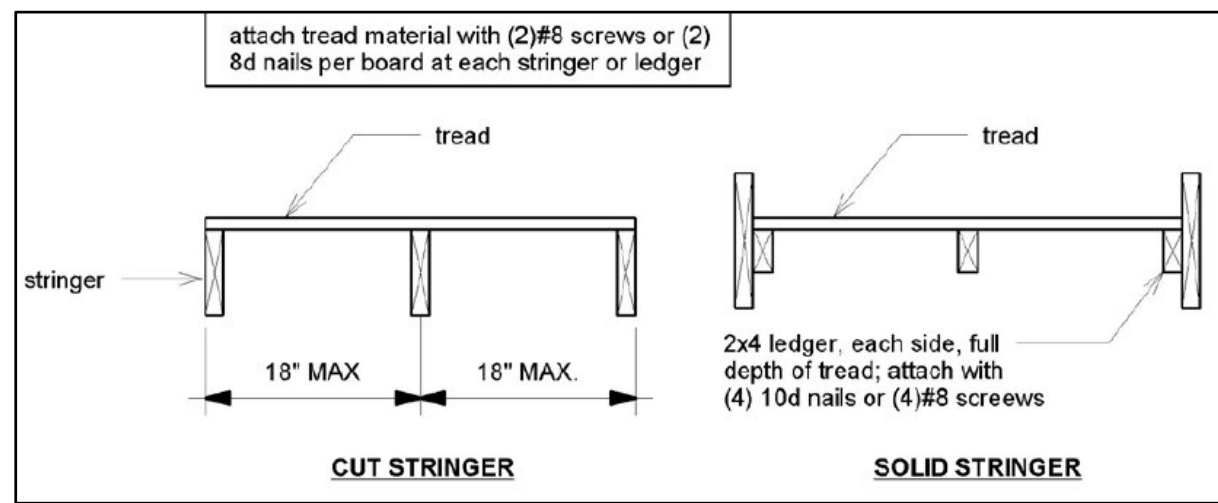
JOIST SPAN - JOISTS ATTACHED TO SIDE BEAM



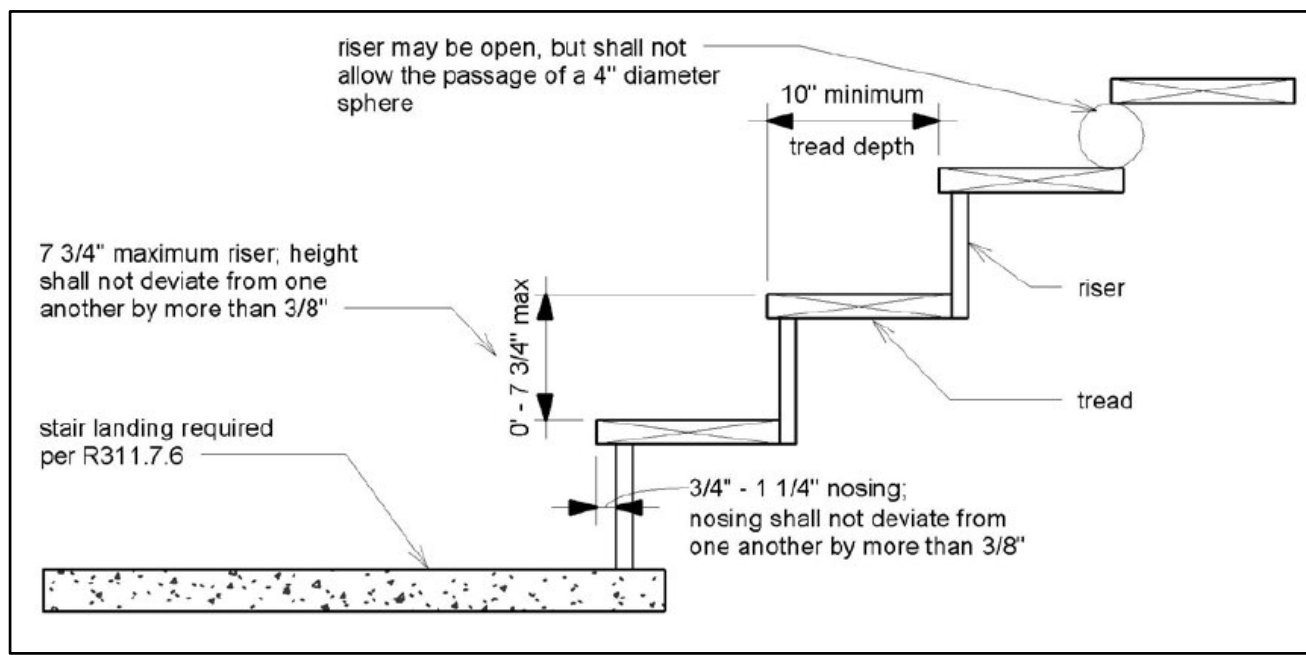
JOIST SPAN - FREE STANDING DECK



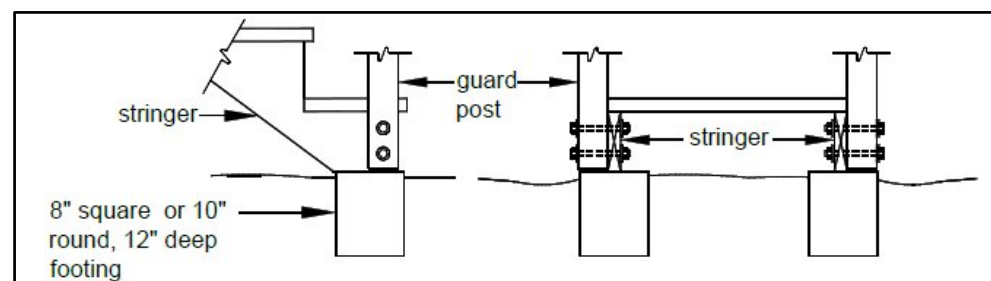
POST TO BEAM CONNECTION OPTIONS



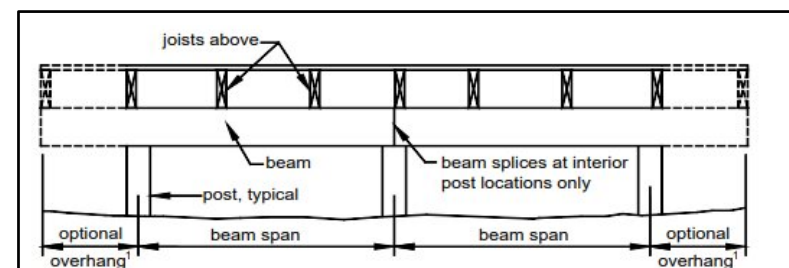
TREAD CONNECTION REQUIREMENTS



TREAD AND RISER DETAIL



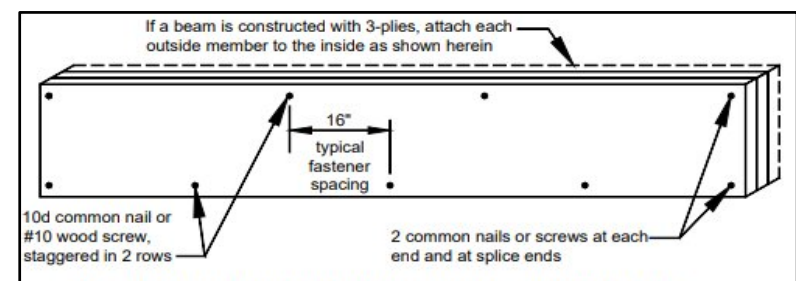
STAIR STRINGER FOOTING



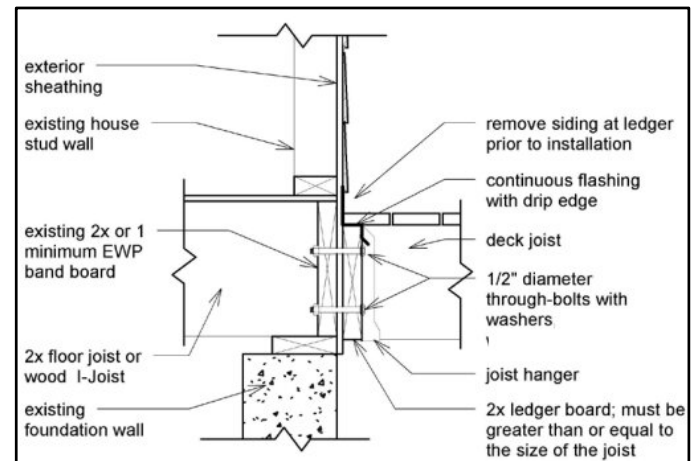
BEAM SPAN TYPES

Beam Size	(2)2x6	(2)2x8	(2)2x10	(2)2x12	(3)2x6	(3)2x8	(3)2x10	(3)2x12
≤ 6'	7'-1"	9'-2"	11'-10"	13'-11"	8'-7"	11'-4"	14'-5"	17'-5"
> 6' - 8'	6'-2"	7'-11"	10'-3"	12'-0"	7'-8"	9'-11"	12'-10"	15'-1"
> 8' - 10'	5'-6"	7'-1"	9'-2"	10'-9"	6'-11"	8'-11"	11'-6"	13'-6"
> 10' - 12'	5'-0"	6'-6"	8'-5"	9'-10"	6'-3"	8'-1"	10'-6"	12'-4"
> 12' - 14'	4'-8"	6'-0"	7'-9"	9'-1"	5'-10"	7'-6"	9'-9"	11'-5"
> 14' - 16'	4'-4"	5'-7"	7'-3"	8'-6"	5'-5"	7'-0"	9'-1"	10'-8"
> 16' - 18'	4'-1"	5'-3"	6'-10"	8'-0"	5'-2"	6'-7"	8'-7"	10'-1"

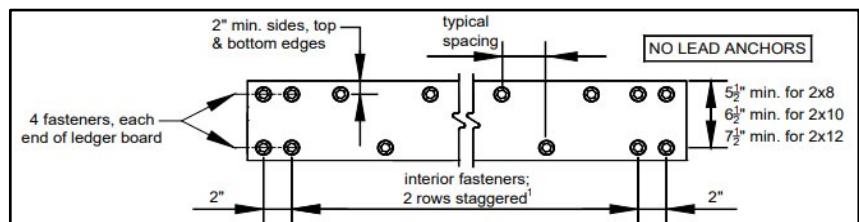
MAX, BEAM SPAN LENGTH TABLE



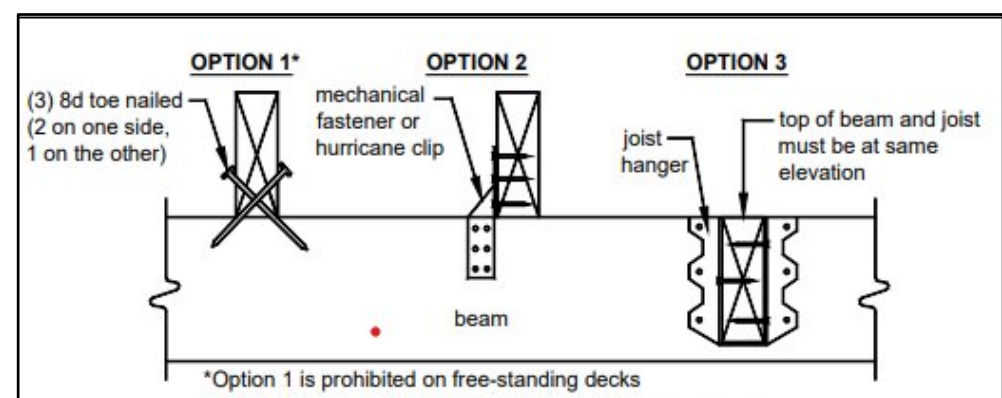
BEAM ASSEMBLY DETAIL



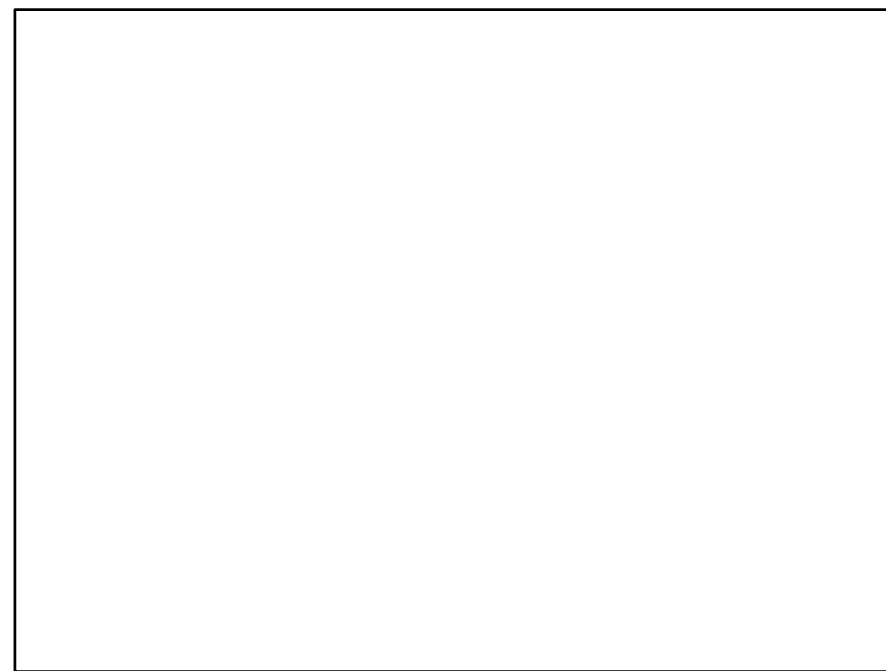
ATTACHMENT OF LEDGER BOARD TO BAND BOARD



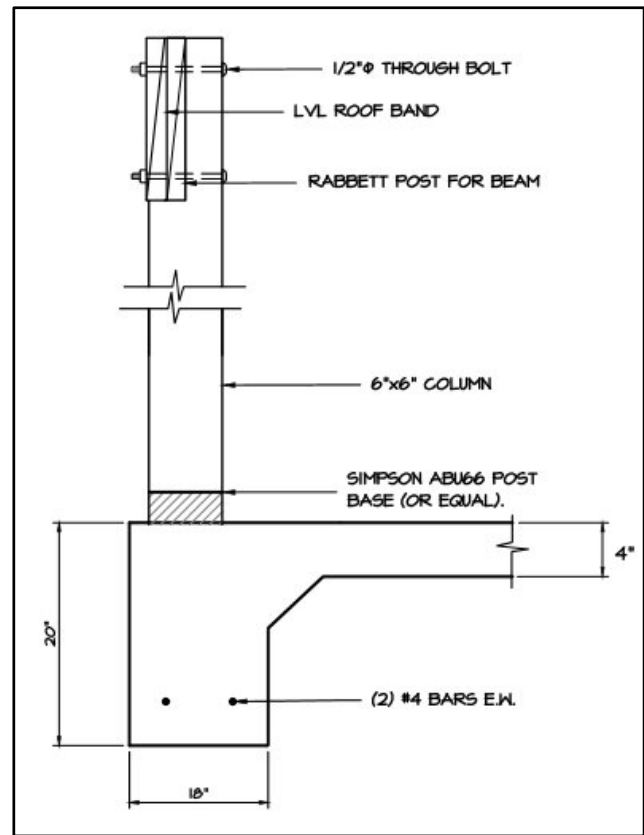
TYPICAL JOIST HANGER



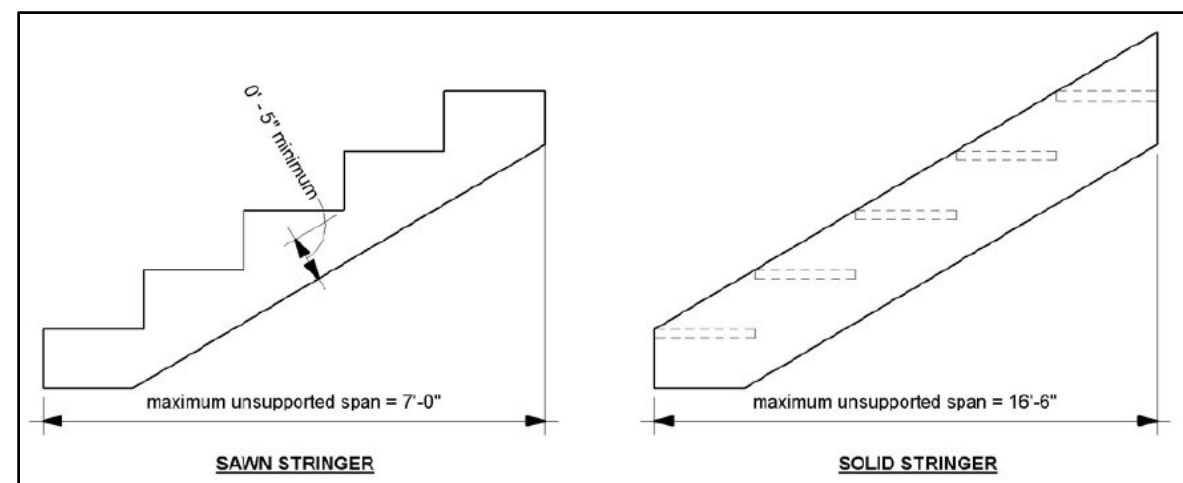
JOIST TO BEAM DETAIL OPTIONS



MISCELLANEOUS STAIR REQUIREMENTS

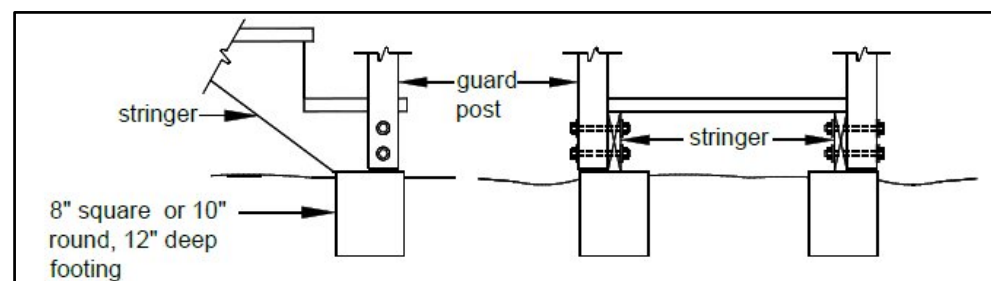


TURN-DOWN FOOTING DETAIL

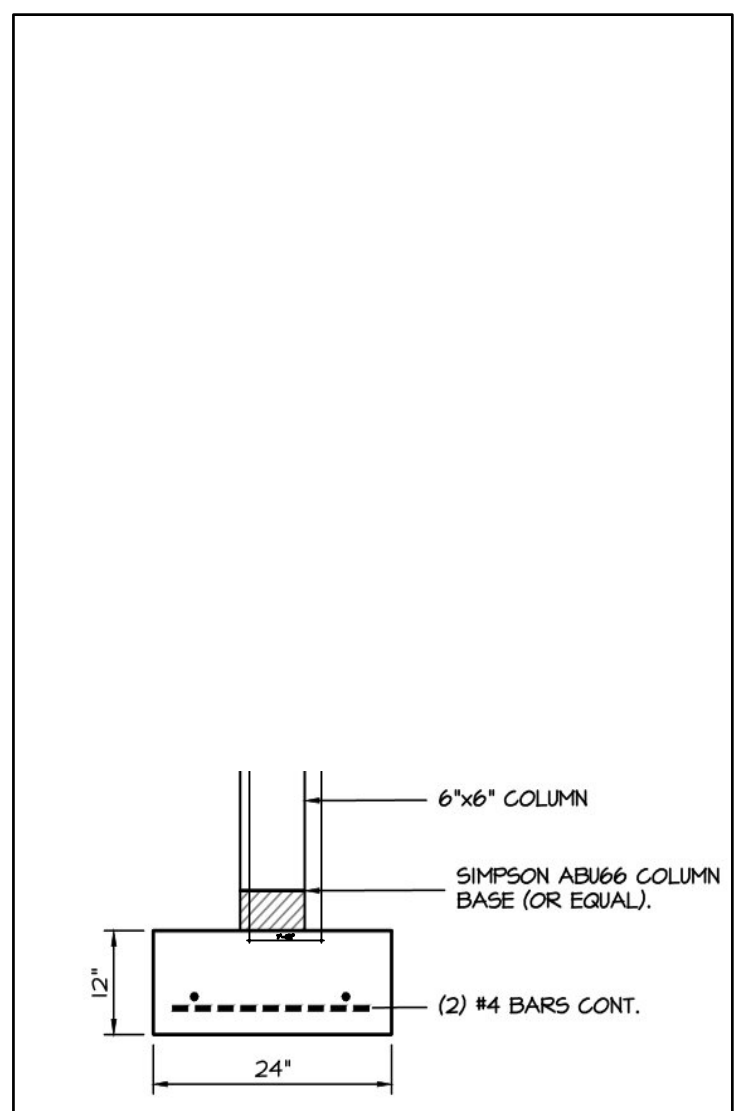


STAIRS STRINGER REQUIREMENTS

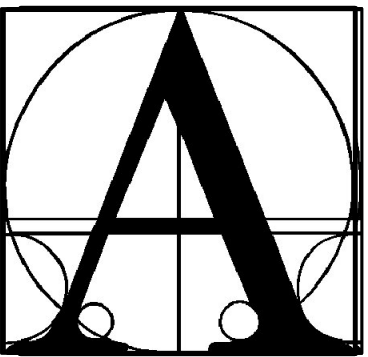
1 DECK/PORCH DETAILS



STAIR STRINGER FOOTING



FOOTING/POST DETAIL



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150 BUCHANAN STREET
NORCROSS GA 30071

ATRIUM DESIGN LLC
RESIDENTIAL ARCHITECTURE
ALPHARETTA - GEORGIA 30005
atriumdesignllc@gmail.com

REVISIONS:

DATE: 10/02/2025
JOB NO: 1142

SHEET NO:
A3
OF:

ISSUED FOR CONSTRUCTION



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address:	150 Buchanan St	Lot # 3	Tax Parcel ID: 6-254-450
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name:	John Grovenstein	Phone:	[REDACTED]
Address:	150 Buchanan St	City:	Norcross
		State:	GA
		Zip Code:	30071
APPLICANT			
Applicant Name:	Stan Howington	Phone:	[REDACTED]
Company Name:	SCH Properties.net	Email:	stanhowington@schproperties.net
Address:	[REDACTED]	City:	Norcross
		State:	GA
		Zip Code:	30071
DESCRIPTION OF PROJECT			
Project Type: ☒ Residential ☐ Commercial ☐ Industrial ☐ Administrative			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed: Remocve existing deck and rebuild with covered porch which is 20x14 280 sf			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
☒ Yes ☐ No			
If yes, please list the board and reference number: Zoninbg Board for a variance of side setback which was granted			
OWNER'S SIGNATURE			
Signature:	[Signature]		
Date:	7/15/26		
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
☒ Slab	☐ Crawl Space	☐ Basement
Building Dimensions:		
Width: 20	Length: 14	Height: *24
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch: 280 4
Patio:	Garage:	
Primary Roof System: (Circle One)		
☐ Gable	☐ Hip	☐ Gambel
☐ Mansard	☐ Jerkinhead	☐ Flat
☐ Saltbox	☒ Shed	☐ Other:
Roof Pitches:		
Primary Roof Pitch: 3/12		
Secondary Roof Pitch:		
Additional Roof Pitch:		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch. **Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	all materials to match existing home	
Primary Façade:		
Primary Façade: Third		
Left Side:		
Left Side: Second		
Left Side: Third		
Left Side:		
Right Side:		
Right Side: Second		
Right Side:		
Right Side:		
Rear: First		
Rear: Second		
Rear: Third		
Rear: Basemnt		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors		
Trim		
Mortar		
Gutters		
Corner Board		
Railings		
Windows		
Window Sills		
Window Muntin/Mulli		
Columns		
Other Architectural Features	metal roof to be dark bronze	
Other Architectural		



Owner's Affidavit

Community Development Department Phone: 678-421-2027 65
Lawrenceville Street Norcross, GA 30071

Section I. Land Ownership

I, John Grovenstein, hereby attest to ownership of the property located at
150 Buchanan St Norcross GA, Parcel ID# R6254-456 for which this Application is submitted.
The Ownership, as recorded on the deed, is in the name of John and Lisa Grovenstein.

Section II. Type of Ownership

☐ Individual ☐ Corporation/LLC ☐ Partnership ☐ Government ☒ Homeowner

Corporation/LLC/Partnership Name:

Secretary of State Registration Number:

Registered Agent Name:

Provide Names of all Officers/Members/General Partners (If applicable):

Registered Agent Address:

Registered Agent Phone #:

COMPLETE BY OWNER

As the owner of the above designated property for which this affidavit is submitted, I wish to allow Stan Howington
(applicant's name) to apply for a ARB for the address mentioned in Section I of this form.
I attest that the application is made in good faith and that any information contained in the application is accurate and
complete to the best of my knowledge and belief.

NOTARY

Owner states under oath that he/she is the owner of the
property described under Section I, which is made part of
this Application.

Name: John Grovenstein

Address: 150 Buchanan St

City, State, Zip Code: Norcross, GA 30071

Email address: [REDACTED]

Phoner Number: [REDACTED]

Owner's signature: [Signature]

Sworn and subscribed before me this 28th day
of May, 2026.

Notary Public: [Signature]

Seal:



Commission expires:

May 30, 2036



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

April 23, 2026

John and Lisa Grovenstein
150 Buchanan Street
Norcross, GA 30071

RE: ZBA2026-002: 150 Buchanan Street

Dear Applicant,

Your application, **ZBA2026-002**, a request for relief from Chapter 200-Land Use and Zoning, Article 1-Zoning Districts and Use Provisions, Division 2-Single-Family Residential Districts, Section 201-6 (b) R100 lot development standards requesting relief from the minimum side setback requirement has been reviewed by the City of Norcross Planning Staff and heard by the Zoning Board of Appeals on April 23, 2026.

After careful review and consideration, your application was **approved** with the following conditions:

1. The variance granted shall be allowed to encroach 10 feet into the side setback adjacent to the western property line for a proposed 283 square foot deck with steps and landings per site plan dated 3/10/2026.

Should you apply for a permit for development on this property, this letter shall be submitted along with your application. If you have any questions, contact our office at 678-421-2027.

Sincerely,

LeDarius Scott

LeDarius Scott, Senior Planner
City of Norcross



SURVEY DATA.

95% OF THE DATA SHOWN FOR THIS PLAT WAS OBTAINED UTILIZING GPS. IT INCLUDES ALL HORIZONTAL AND VERTICAL CONTROL POINT INFORMATION. THE EQUIPMENT USED TO OBTAIN THIS DATA WAS A CARLSON BRX7 WITH A CARLSON RT4 TABLET AND A TOPCON GT 1003 ROBOTIC TOTAL STATION. THE TECHNIQUE WAS RTK CORRECTED MEASUREMENTS. THE RELATIVE POSITIONAL ACCURACY OBTAINED ON THE POINTS UTILIZED ON THIS SURVEY WERE 0.08 FEET HORIZONTALLY AND 0.03 VERTICALLY AT THE 95% CONFIDENCE LEVEL.

FIELD WORK COMPLETED ON MARCH 5, 2026

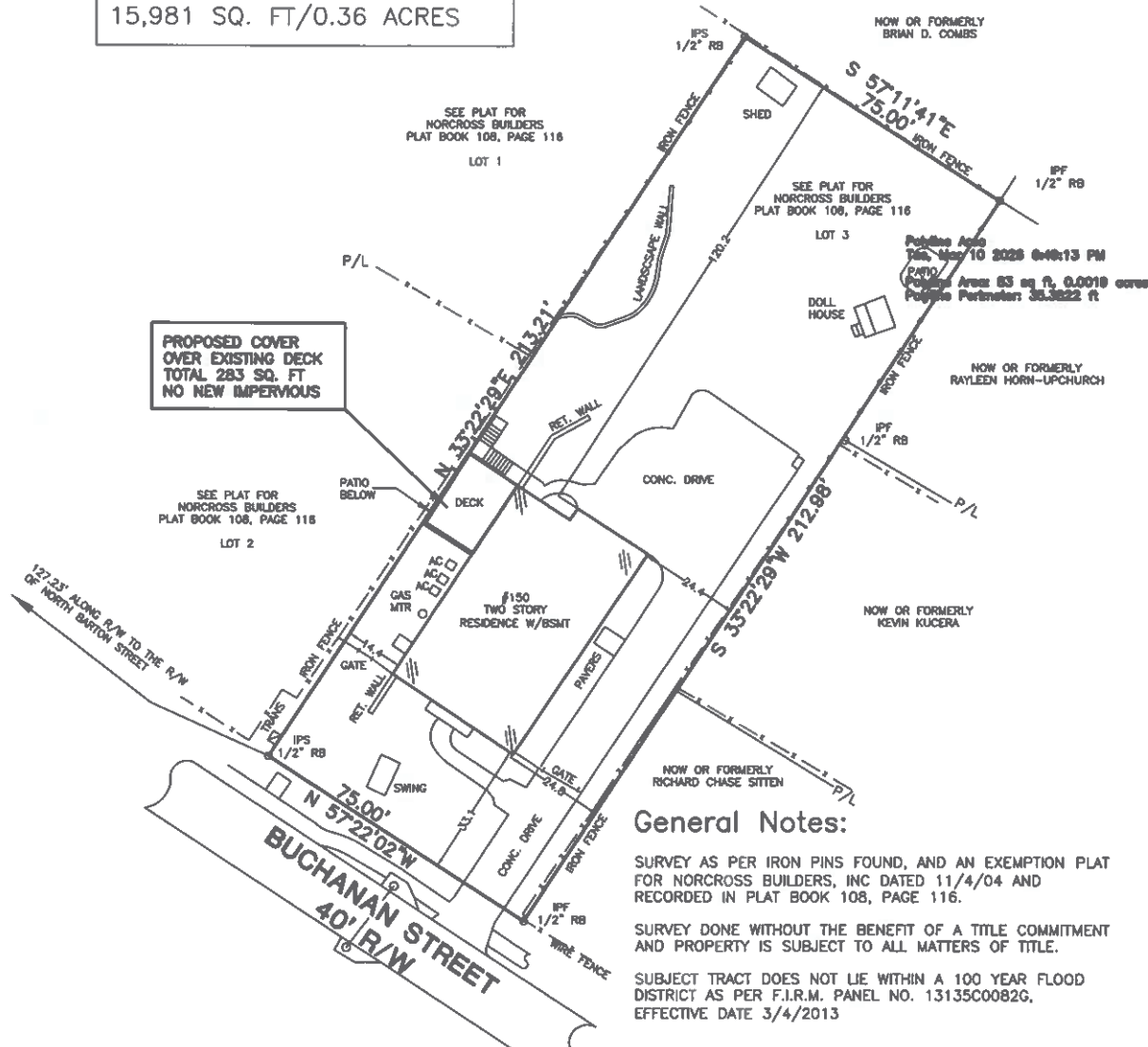
SURVEY BEARINGS WERE ROTATED TO GEORGIA WEST STATE PLANE COORDINATE SYSTEM USING 1983 DATUM AND VERTICAL DATUM OF 1988.

THIS PLAT HAS BEEN CALCULATED FOR PRECISION AND WAS FOUND TO BE ACCURATE WITHIN 1 FOOT IN 116,585 FEET.

LEGEND

R/W	RIGHT OF WAY	FES	FLARED END SECTION
PVT	PAVEMENT	JB	JUNCTION BOX
WM	WATER METER	HW	HEADWALL
B/L	BUILDING LINE	CL	CENTER LINE
E	PROPERTY LINE	CD	DRAINAGE DIRECTION
A	FIRE HYDRANT	HN	HOUSE NUMBER
VP	VALVE	IPF	IRON PIN FOUND
WMH	WATER MAIN	IPF	IRON PIN SET
MH	MANHOLE	EP	ELECTRIC POWER
SL	SEWER LINE	R	RADIUS OF CURVATURE
DE	DRAINAGE EASEMENT	CB	DOUBLE WING CATCH BASIN
SE	SEWER EASEMENT	SW	SINGLE WING CATCH BASIN
PP	POWER POLE	PP	POWER POLE
N&C	NAIL IN CAP	A	ARC OF CURVE
LP	LIGHT POLE	INV	INVERT
EE	EXISTING ELEVATION	DI	DROP INLET
		PE	PROPOSED ELEVATION

TOTAL AREA:
15,981 SQ. FT/0.36 ACRES



General Notes:

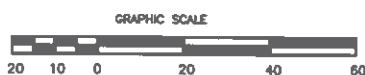
SURVEY AS PER IRON PINS FOUND, AND AN EXEMPTION PLAT FOR NORCROSS BUILDERS, INC DATED 11/4/04 AND RECORDED IN PLAT BOOK 108, PAGE 116.

SURVEY DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND PROPERTY IS SUBJECT TO ALL MATTERS OF TITLE.

SUBJECT TRACT DOES NOT LIE WITHIN A 100 YEAR FLOOD DISTRICT AS PER F.I.R.M. PANEL NO. 13135C0082G, EFFECTIVE DATE 3/4/2013

SUBJECT PARCEL

150 BUCHANAN STREET
PIN: 6 254 450
ZONED: R-100



This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-87.

J. Scott Smith
J. SCOTT SMITH, PLS 3014

3/10/26
DATE



Boundary Survey
John and Lisa Grovenstein

CITY OF NORCROSS

COUNTY: GWINNETT LAND LOT (S): 254 DISTRICT: 8 STATE: GEORGIA

SCALE: 1" = 20' DATE: 3/10/26 DRAWN: J.S.S. CHECKED: J.S.S. JOB NO. 28134

DIVERSIFIED TECHNICAL GROUP, L.L.C.

LAND SURVEYORS AND LAND PLANNERS
Land Surveying Firm License# 587

2700 BRASELTON HIGHWAY - SUITE 10-430
Dacula, Georgia 30019
PH. 770-614-7085
EMAIL: DtgSurvey@yahoo.com



Certificate of Appropriateness

Case Number	COA2026-014
Hearing Date	Sep 15, 2026
Petitioner	Reny Nguyen
Property Location	746 Oak Terrace
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	Consideration of a façade improvement and addition to an existing home
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	0.4 acres
District	6
Land Lot	255
Parcel #	6255 164
Taxes Paid	Yes
Historic District	N/A

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. 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.
2. 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.
3. 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.
4. Any changes from the Architectural Review Board-approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Proposed Street Elevation



Street Elevation



ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First		Brick
Primary Façade:		Brick
Primary Façade: Third		N/A
Left Side:		Hardy
Left Side: Second		Hardy
Left Side: Third		Hardy
Left Side:		Hardy
Right Side:		Hardy
Right Side: Second		Hardy
Right Side:		Hardy
Right Side:		Hardy board
Rear: First		Hardy board
Rear: Second		Hardy board
Rear: Third		Hardy board
Rear: Basemnt		N/A

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Red	Brick
Garage Doors	White	Aluminum
Trim	White	painted wood
Mortar	Grey	
Gutters	Tan	Aluminum
Corner Board	None	TBD
Railings	None	N/A
Windows	White	Aluminum
Window Sills	White	N/A
Window Muntin/Mulli	White	manufacture
Columns	TBD	N/A
Other Architectural Features	no	
Other Architectural		



Summary of the applicant's proposal

The applicant seeks to renovate and expand the existing single-family residence. Adding 1 car garage, master bedroom with bathroom addition, back canopy cove (20' x 20'), framing, painting front entrance elevation renovation.

Architectural and Site Design Standards

1.3.2

New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion, and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.

3.4.1.2

New structures should have roof forms and orientation consistent with buildings within its area of influence.

3.4.3.1

Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.13

Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.

3.5.3.1

All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2

The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.6.1.8

Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence by the ARB.

3.6.1.11

Door and window types must correspond with the architectural styles found within the district. Contemporary single pane glass doors, and half-paneled doors with lights are examples of appropriate styles.

3.11.3.2

Detached garages and other accessory structures must be similar in appearance utilizing the same materials, windows, and door treatments as that of the main house.

Current zoning district for the property

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city

Four Abutting Properties and Their Existing Architectural Styles:

731 Oak Terrace



749 Oak Terrace



769 Oak Terrace



770 Oak Terrace



COVER SHEET

RESIDENTIAL RENOVATION AND ADDITION

746 OAK TERRACE NORCROSS GA 30071

SCOPE OF WORK – The scope of work includes renovation and expansion of the existing single family residence.Adding 1 car garage master bathroom addition, master bedroom addition,back canopy cove (20'x20'),roofing,framing,painting,front entrance elevation renovation.The addition valuation is \$65,000.

CODES

Project shall comply with the currently adopted addition of:

- International Residential Codes (IRC)
- International Energy Conservation Code (IECC)
- National Electric Code(NEC)
- International Plumbing Code (IPC)
- International Mechanical Code (IMC)
- Local Amendments Adopted by City Of Norcross

Drawing Index

Sheet no.	Description
A0.0	COVER SHEET
A0	SITE PLAN
A1	EXISTING FIRST FLOOR PLAN
A2	EXISTING SECOND FLOOR PLAN
A3	ADDITION FIRST FLOOR PLAN
A4	EXTERIOR FRONT ELEVATION

General Notes

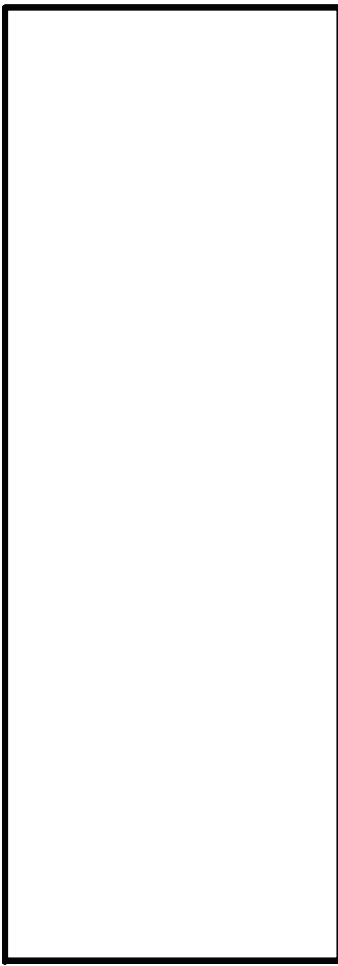
- Contractor shall verify all existing dimension and condition prior to construction.
- Any discrepancies shall be reported before proceeding with work.
- All materials shall comply with applicable building codes.

Contractor Name – Reny Nguyen
Tidewater Builder
2300 pleasant hill road ,B13 Duluth
GA 30096
PH-(678)227-8985

ISSUED FOR CONSTRUCTION



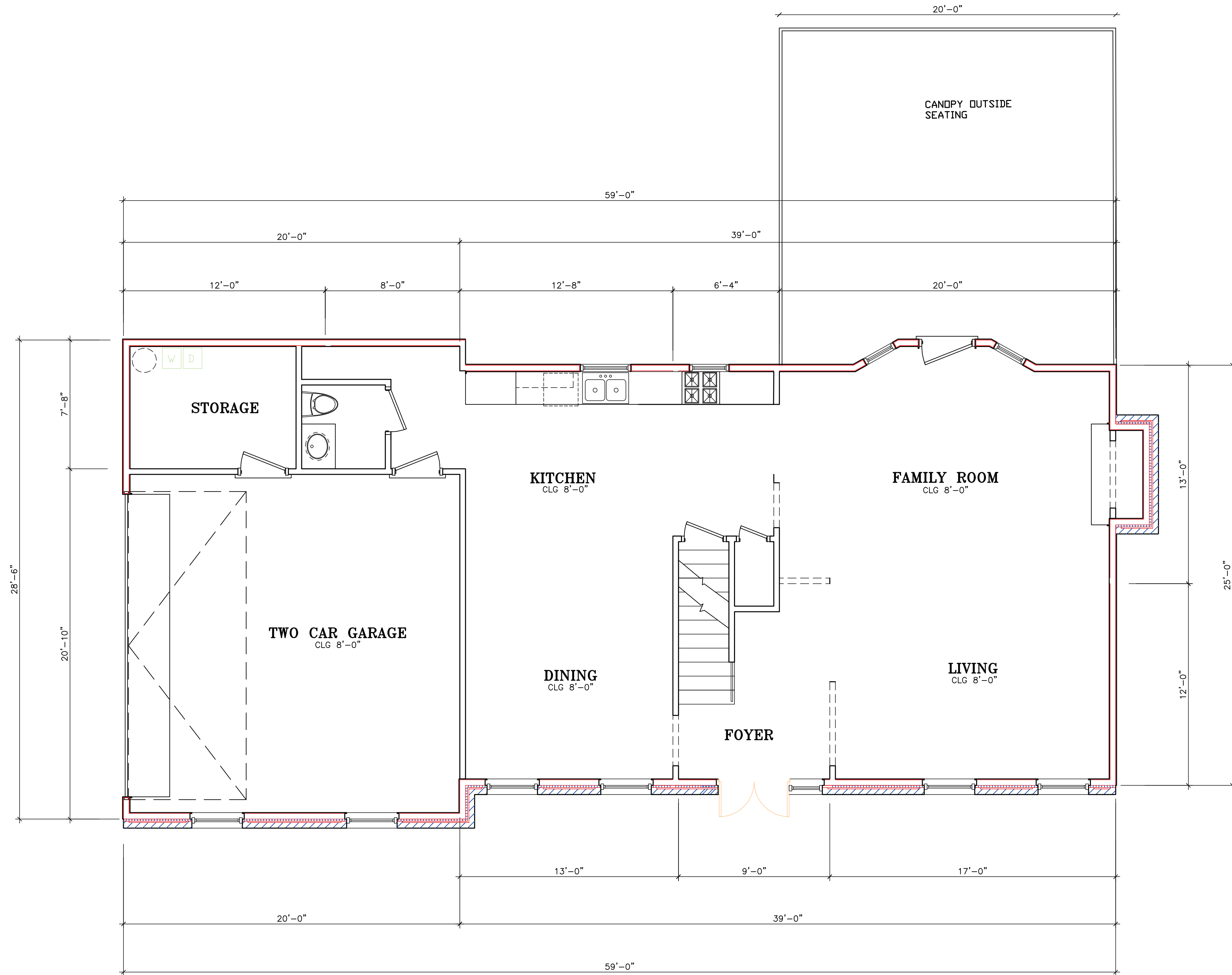
746 OAK TERRACE
NORCROSS GA 30071



REVISIONS:

DATE: 5/20/2025
JOB NO:

SHEET NO:
A-0.0
OF: Page 35 of 44



1
A1

EXISTING FIRST FLOOR PLAN

SCALE: 1/4"

ISSUED FOR CONSTRUCTION

746 OAK TERRACE
NORCROSS GA 30071

--

[illegible]

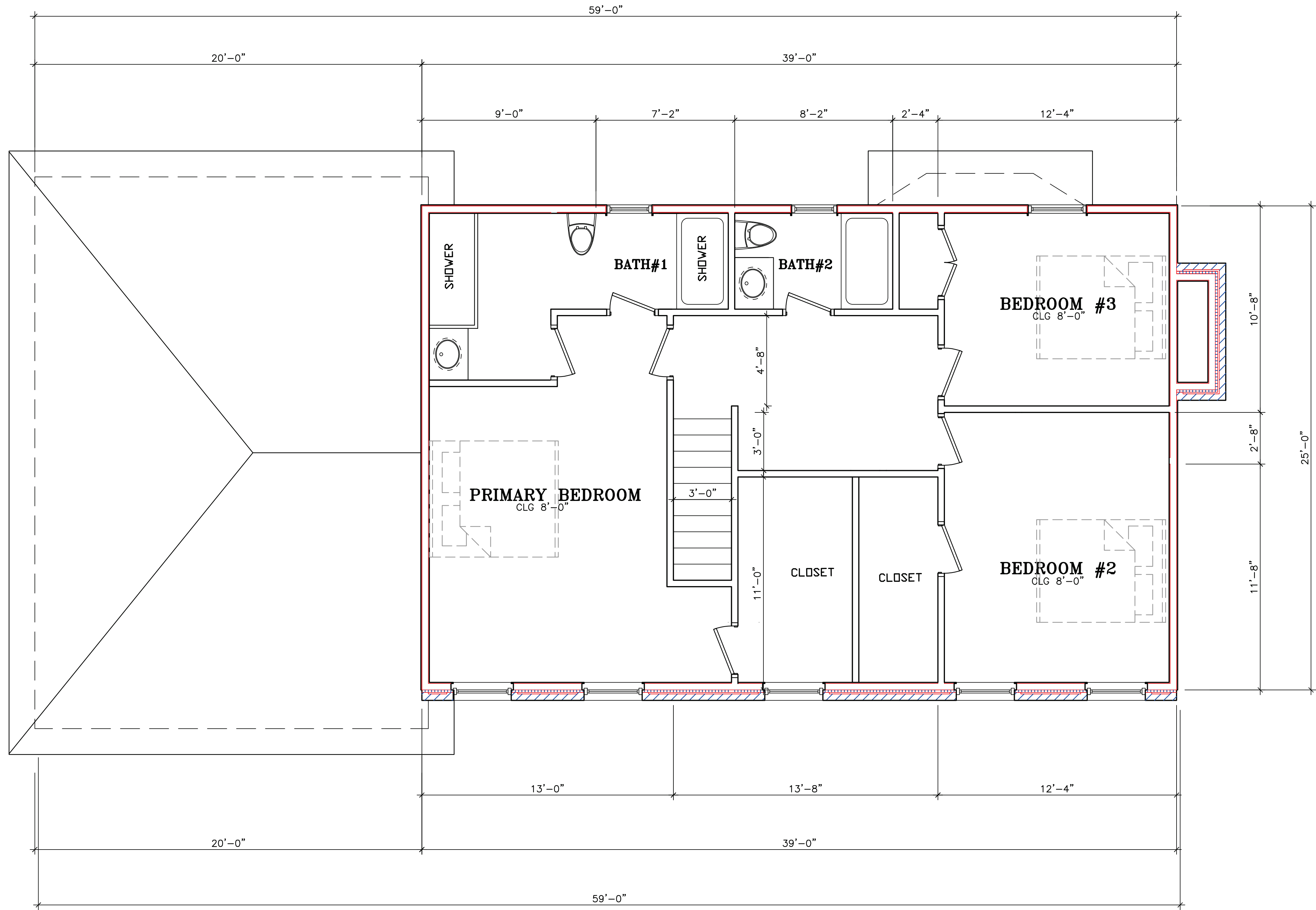
DATE: 5/20/2025
JOB NO:

SHEET NO:

A1

OF:

Page 36 of 44



1
A3

EXISTING SECOND FLOOR PLAN

SCALE: 1/4"

ISSUED FOR CONSTRUCTION



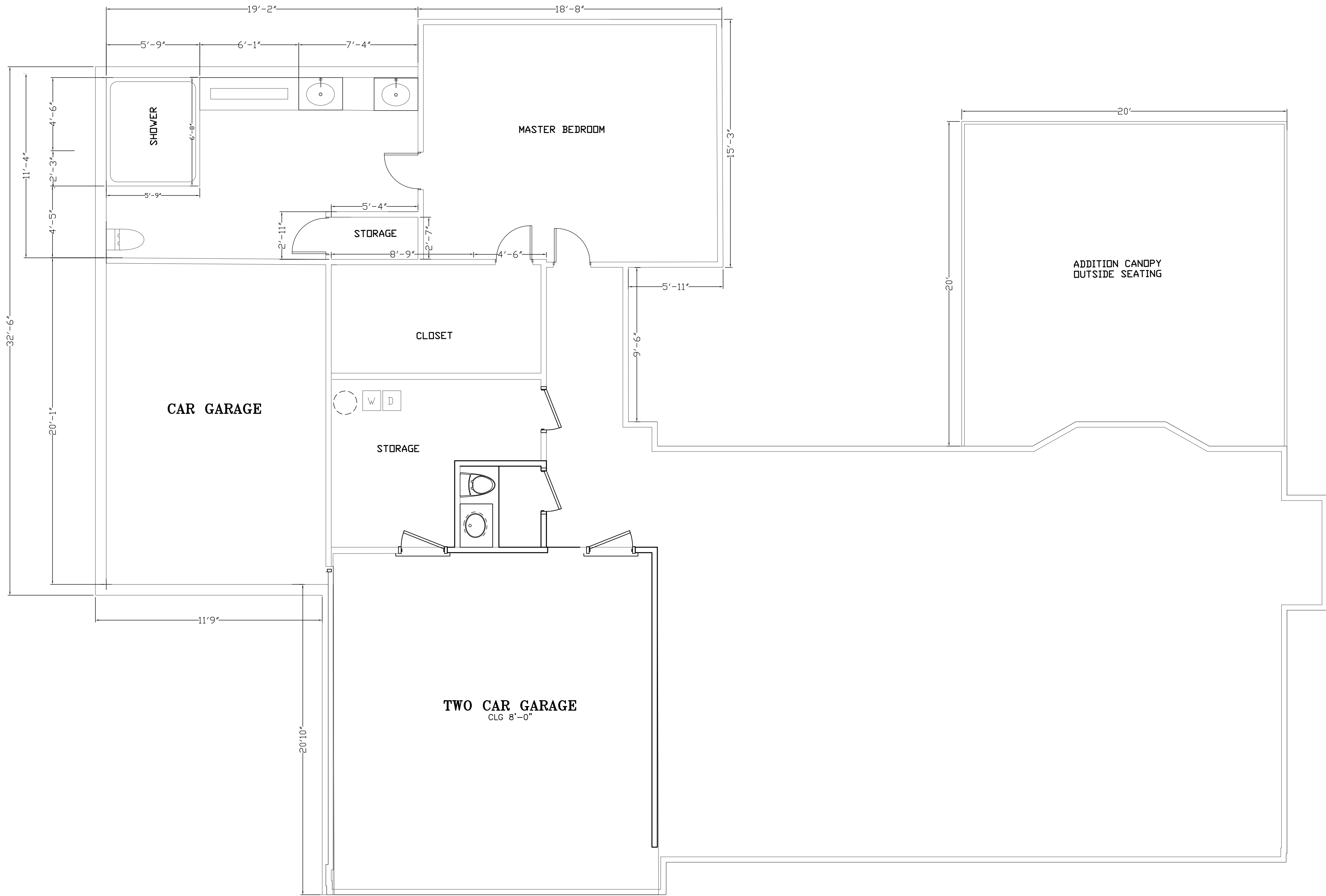
746 OAK TERRACE
NORCROSS GA 30071



REVISIONS:	

DATE: 5/20/2025
JOB NO:

SHEET NO:
A2
OF:

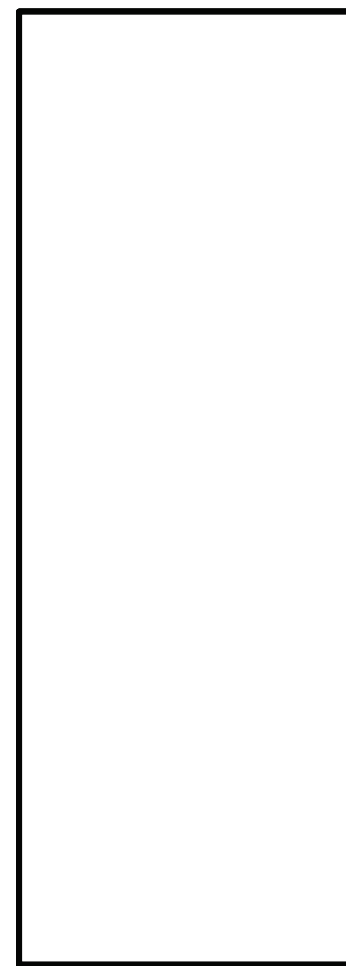


1 ADDITION FIRST FLOOR PLAN
A3 SCALE: 1/4"

ISSUED FOR CONSTRUCTION



746 OAK TERRACE
NORCROSS GA 30071



REVISIONS:	

DATE: 5/20/2025
JOB NO:

SHEET NO:
A3



1
A4

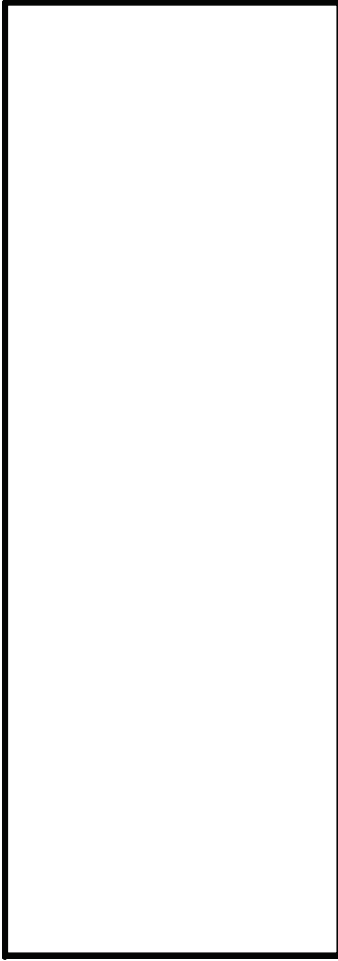
EXTERIOR FRONT ELEVATION

SCALE: 1/4"

ISSUED FOR CONSTRUCTION



746 OAK TERRACE
NORCROSS GA 30071



REVISIONS:	

DATE: 5/20/2025
JOB NO:

SHEET NO:
A4



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION

Job Site Address:

746 Oak Terry Norcross, GA

Lot #

14

Tax Parcel ID:

6255164

LANDOWNER OF RECORD

If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.

Name: Remy Nguyen

Phone:

Address:

City:

State:

Zip Code:

APPLICANT

Applicant Name: Remy Nguyen

Phone:

Company Name: Tidewater Builder

Email:

Address:

City:

State:

Zip Code:

DESCRIPTION OF PROJECT

Project Type: ☒ Residential ☐ Commercial ☐ Industrial ☐ Administrative

Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed:

Addition for a 1 garage, master bedroom, master bathroom, and a back patio extension 20x20, Front door entry

STATEMENT

Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?

☐ Yes ☒ No

If yes, please list the board and reference number:

OWNER'S SIGNATURE

Signature:

[Signature]

Date:

7/14/26

NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with <https://eplansolution.com/norcrossga> Hard copies of application materials will not be accepted.



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
<u>Slab</u>	Crawl Space	Basement
Building Dimensions:		
Width: <u>37'10" x 15'-3"</u>	Length: <u>15'-3"</u>	Height:* <u>12'</u>
Area Dimensions:		
First Floor:	Second Floor:	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage: <u>11' x 20'</u>	
Primary Roof System: (Circle One)		
<u>Gable</u>	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: <u>6-12</u>		
Secondary Roof Pitch:		
Additional Roof Pitch:		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	<u>Goodman 3.5 for Electric</u>
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch. **Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First		Brick
Primary Façade:		Brick
Primary Façade: Third		N/A
Left Side:		Hardy
Left Side: Second		Hardy
Left Side: Third		Hardy
Left Side:		Hardy
Right Side:		Hardy
Right Side: Second		Hardy
Right Side:		Hardy
Right Side:		Hardy board
Rear: First		Hardy board
Rear: Second		Hardy board
Rear: Third		Hardy board
Rear: Basemnt		N/A



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COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Red	Brick
Garage Doors	White	Aluminum
Trim	White	painted wood
Mortar	Grey	
Gutters	Tan	Aluminum
Corner Board	None	TBD
Railings	None	N/A
Windows	White	Aluminum
Window Sills	White	N/A
Window Muntin/Mulli	White	manufacture
Columns	TBD	N/A
Other Architectural Features	No	
Other Architectural		



Owner's Affidavit

Community Development Department Phone: 678-421-2027 65
Lawrenceville Street Norcross, GA 30071

Section I. Land Ownership

I, Ly Phillips, hereby attest to ownership of the property located at
746 Oak Terr, Parcel ID# R 6255-164 for which this Application is submitted.
The Ownership, as recorded on the deed, is in the name of Ly Phillips.

Section II. Type of Ownership

☒ Individual ☐ Corporation/LLC ☐ Partnership ☐ Government ☐ Homeowner

Corporation/LLC/Partnership Name:

Secretary of State Registration Number:

Registered Agent Name:

Provide Names of all Officers/Members/General Partners (If applicable):

Registered Agent Address:

746 Oak Terr

Registered Agent Phone #:

COMPLETE BY OWNER

As the owner of the above designated property for which this affidavit is submitted, I wish to allow Rony Nguira
(applicant's name) to apply for a addition Renovation for the address mentioned in Section I of this form.
I attest that the application is made in good faith and that any information contained in the application is accurate and
complete to the best of my knowledge and belief.

NOTARY

Owner states under oath that he/she is the owner of the
property described under Section I, which is made part of
this Application.

Name:

Ly Phillips

Address:

746 Oak Terr

City, State, Zip Code:

Norcross, GA 30071

Email address:

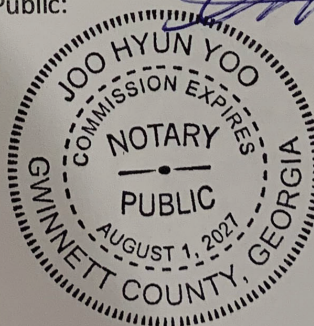
Phoner Number:

Owner's signature:

Sworn and subscribed before me this 14th day
of July, 20 26.

Notary Public:

Seal:



Commission expires:

08/01/2027