

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, March 4, 2024

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

- A. Call to Order by Mayor Craig Newton
- 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	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	
Marshall Cheek	Councilmember	Present	

Regular Meeting was called to order at 6:32 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance
- 24-6938: Approval of Previous Meeting Minutes**

Motion

A motion to Approve the February 5th Regular Council Meeting Minutes, the February 19th Special Called Meeting, Policy Work Session and Executive Session Minutes, and the February 26th Special Called Meeting Minutes.

- a. **Mayor and Council - Regular Meeting - Feb 5, 2024 6:30 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

- b. **Special Called Meeting - Special Meeting - Feb 19, 2024 6:00 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

- c. **Policy Work Session - Policy Work Session - Feb 19, 2024 6:30 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

- d. **Special Called Meeting - Special Meeting - Feb 26, 2024 6:30 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

F. Set Agenda as Presented for Scheduled Meeting**1. 24-6939: Acceptance of the Agenda & Approval of Consent Agenda****Motion**

A motion to Accept of the Agenda & Approve the Consent Agenda moving the following items to discussion:

24-6932: Norcross Microtransit Discussion

24-6929: Award of Contract for Shade Structures at Thrasher Park and Summerour Park

24-6927: Mid-Year Budget Amendments

Motion

A motion to add the following item from the floor:

24-6943 : Mid-Year Budget Amendment - Assistant City Manager

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**1. 24-6941: Proclamation Honoring Richard Kohlhausen**

RESULT:	READ AND PRESENTED BY MAYOR CRAIG NEWTON
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H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens**

- Robert Forro - Comments regarding Community Development Director and item 24-6934: 2045 Comprehensive Plan
- Mitchell Shay - Comments from the development community regarding the future Community Development Director
- Blake Manton - Comments from the development community regarding the future Community Development Director
- Barry Payne - Comments pertaining to stop signs being run at Sheffield Forest, consideration for two-year Council terms, the City Charter, appointment of City Manager, consider dividing the city into districts, and salary increases. Expressed gratitude to the Council for fixing the potholes at east Gloucester and Sheffield.
- Vaughn Tran – Shared concerns pertaining to changes with the turning median near the intersection of Light Circle and Beaver Ruin Road.

b. Comments by Council**c. Comments by City Manager**

PH. Public Hearings**1. 24-6934: Comprehensive Plan Update**

Motion

A motion to Approve a resolution to adopt the Norcross "Imagine Our Future" 2045 Comprehensive Plan.

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 3/18/2024 6:30 PM
TO:	Policy Work Session
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

2. 23-6876: Review and Revision of Charter Language

Motion

A motion to amend Part I – CHARTER AND RELATED LAWS of the Norcross, Georgia Code of Ordinances with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that Part I – CHARTER AND RELATED LAWS of the City Charter for the City of Norcross, shall be amended by ordinance after compliance with the procedure set forth in O.C.G.A. § 36-35-3 (b)(1) as more particularly set forth below.

RESULT:	APPROVED (FIRST READING)
	Next: 4/1/2024 6:30 PM
TO:	Mayor and Council
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Matt Myers, Councilmember

3. 24-6920: SUP2024-001 – Tobacco and Vape Distribution Warehouse

Motion

A motion to Approve a request for a Special Use Permit at 6000 Unity Dr, by Mr. Lance Limbrick, for a tobacco and vape distribution warehouse, with the following conditions:

1. The applicant is reminded that 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.

2. Any changes in use to the space, or interior finishings, may require a building permit, reviewed by the Planning Department.

3. The owner is responsible for application and any required approvals for the distribution of tobacco products required by the State of Georgia.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

4. **24-6919: SUP2023-005 - Towing Service and Impound Lot**

Motion

A motion to table item 24-6919 - Special Use Permit at 105 Hill Street, submitted by Mr. Dennis Tulley, for a Towing and Impound Service Lot, with the following conditions:

1. Development is to be confined to the delineations of the submitted concept plan. All development shall meet or exceed the standards indicated in the Uniform Development Ordinance.
2. All driveway entrances must be commercial grade, providing an apron to accommodate all types of traffic.
3. The identified office shall be upgraded to commercial office space, in foundation reinforcement, all ADA criteria, and accessibility, meeting all building code and Fire Marshal Requirements.
4. The metal building on site shall be augmented to current commercial building code, meeting all Fire Marshal Requirements.
5. All trees on site must be preserved, and any trees requested to be removed must have a certified arborist report submitted with the tree removal permit.
6. The site must be fenced with opaque fencing materials (metal and masonry mixed materials), with a minimum of 8-foot-tall fencing materials.
7. All road frontages shall provide a landscaped border, no more than 30% of one species of tree or shrub.
8. The portion of the parcel is required to contain all stormwater management within the delineated site. All stormwater must be designed consistent with current regulations for stormwater management.
9. The site is required to provide an outdoor lighting plan for customer parking, and the impound lot. Each parking lot shall have a minimum of 1 freestanding lighting fixture.
10. The customer parking lot is required to be paved, providing striping, and adequate ADA compliant parking.
11. All retaining walls, and any other structures, must be brought to the current code.
12. A delineation barrier between the customer parking and the impound lot must be placed either with fencing, or landscaping.
13. The impound lot shall note a capacity of parking on the Land Disturbance Permit.
14. An onsite monitoring system shall be installed to manage any incoming traffic, with notification to the Norcross Police Department to monitor any emergency situations.
15. An enclosed dumpster shall be placed interior to the impound lot and shall be composed of appropriate materials subject to design review.
16. All towing service vehicles shall be parked within the fenced area of the impound yard at all times.

17. The site is required to have soil testing conducted prior to the issuance of a Land Disturbance Permit by a Professional Engineer specializing in Geotechnical. Results are to be included in civil drawings which will be held on file in the Community development Office.
18. No dismantling or salvage activities shall be permitted at any time.
19. Any manufacturing, processing, assembly, fabrication, servicing (including washing of vehicles), and repair operations are carried out within an entirely enclosed building.
20. Buildings shall be equipped with approved, and serviced FOG required traps or filters. All fluids shall be collected and contained for offsite disposal.
21. All signs shall be permitted separately. A general signage plan will be required in compliance with the Land Disturbance Permit.
22. There shall be no variance or encroachment of any kind to the stream buffer for the comprehensive site.
23. There shall be no more than 20 cars for impound on the site at any time.
24. The service will declare hours of operation to cease before 10:00 PM, and not begin until 8:00 AM.
25. As the applicant has requested to operate an impound lot, all vehicles will be stored on location for no more than 30 calendar days.

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 4/1/2024 6:30 PM
TO:	Mayor and Council
MOVER:	Matt Myers, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

J. Reports of the Mayor and Councilmembers

a. General Announcements

MARCH CALENDAR OF EVENTS

Irish Fest

Saturday, March 9 | 12:00 - 5:00 p.m. | Downtown Norcross

Movie Monday: Jesus Revolution

Monday, March 11 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coffee With Council

Saturday, March 16 | 8:00 a.m. | 45 South Cafe

Planting For Pollinator Workshop

Saturday, March 16 | 10:30 a.m. - 12:00 p.m. | City Hall, 2nd Floor Community Room

Policy Work Session

Monday, March 18 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Movie Monday: Love Again

Monday, March 25 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Easter Egg Hunt

Saturday, March 30 | 10:00 a.m. | Rossie Brundage Park

Egg-stra Special Needs Egg Hunt

Saturday, March 30 | 1:00 p.m. | Rossie Brundage Park

K. Board Appointments**1. 24-6942: Board Appointment - Planning and Zoning Board**

Motion

A motion to Approve the appointment of the following candidate and unexpired term as presented:

Planning and Zoning Board

David Grayson 06/01/2026

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

L. Consent Agenda

RESULT:	ADOPTED ON CONSENT AGENDA [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

1. 24-6924: Sponsorship Request - DFOWW Incorporated

Motion

A motion to Approve a contribution of up to \$1008 to offset rental space foregone revenue to be used by DFOWW Incorporated for monthly meeting space on Saturdays through the end of FY23-24.

2. 24-6906: Sponsorship Request - Norcross Gallery & Studios

Motion

A motion to Approve a contribution of up to \$2,600 to Norcross Gallery & Studios for the purpose of covering costs associated with the 2023 NORCROSS--LIFE THROUGH THE LENS photo contest and exhibit, to be funded by the Mayor and Council's Professional Services - Other account.

3. 24-6930: Replacement of Pergola Structures - Request for Proposals

Motion

A motion to Approve the issuance of a Request for Proposals (RFP) to solicit proposals from qualified vendors to replace two existing cedar wood pergola structures at Lillian Webb Park with steel structures.

4. **24-6928: NeoGov Contract for Human Resources Information System (HRIS)**

Motion

A motion to Approve a contract between the City of Norcross and NeoGov for Human Resources Information System (HRIS) services.

5. **24-6937: Funding for Environmental Assessment and Survey of Mitchell Road Property**

Motion

A motion to Authorize \$50,000 from the Mayor and Council Contingency account for a Phase II Environmental Assessment, a Geotechnical Exploration, and an ALTA boundary and topographic survey of City-owned property on Mitchell Road.

M. Items for Discussion

1. **24-6932: Norcross Microtransit Discussion**

Motion

A motion to Approve an agreement between Gwinnett County, The Gateway85 Community Improvement District, and the City of Norcross regarding a Gateway85/Norcross Pilot Microtransit Zone, and appropriate \$44,768 from the Mayor and Council FY 24 budgeted contingency account for FY 24 costs associated with this pilot project, subject to negotiation for funding.

RESULT:	APPROVED [3 TO 2]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Matt Myers
NAYS:	Josh Bare, Marshall Cheek

2. **24-6929: Award of Contract for Shade Structures at Thrasher Park and Summerour Park**

Motion

A motion to Approve the award of a contract for Shade Structures at Thrasher and Summerour Park to PlayCore Wisconsin, Inc. d/b/a GameTime, and appropriate \$115,208 in 2017 SPLOST Recreation Funds for the cost of this project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

3. **24-6927: Mid-Year Budget Amendments**

Motion

A motion to Approve a mid-year budget amendment authorizing additional projects, updating studies, funding adjustment in employee salaries, and allocating funding for pre-construction costs associated with the Public Safety Building as follows:

1. Fencing at the Norcross Post Office - Move \$20,000 to the Capital Project Fund from the Mayor and Council Contingency.

2. Gateway Wall at Langford and W. Peachtree - Appropriate \$19,000 in the 2017 SPLOST Transportation to a new project.
3. Update to 2020 Pavement Condition Analysis - Appropriate \$25,000 in the 2023 SPLOST for Transportation to a new project.
4. Investigation of Stormwater Infrastructure - Appropriate \$30,000 from Net Position in the Stormwater Fund.
5. Update to the 2021 Classification and Compensation Study - Move \$25,500 to Human Resources operating budget from the Mayor and Council Contingency.
6. Sworn Law Enforcement Officer Salaries - Appropriate \$260,000 from the General Fund, Unrestricted Fund Balance to the Police Department operating budget.
7. Public Safety Building - Appropriate \$1,600,000 to the Public Safety Building capital project in the Special Investigations (Redspeed) Fund. (\$1,200,000 was previously appropriated for purchase of land for the project.)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

4. **24-6943: Mid-Year Budget Amendment - Assistant City Manager**

Motion

A motion to Appropriate \$95,000 from the General Fund, Unrestricted Fund Balance to the City Manager Department operating budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Cheek

N. **Adjourn in memory of**

O. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting adjourned at 9:32 PM with a motion to adjourn by Mayor Pro Tem Gaynor, seconded by Councilmember Bare.

P. **Signed by**_____ **Mayor Craig Newton**

Q. **Attest:** _____ **Monique Philip, City Clerk**