

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, July 6, 2020

6:30 PM

**To join to meeting,
click on the link
below:**

[https://zoom.us/j/9700
0880870](https://zoom.us/j/97000880870)

Teleconference

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. **Invocation**
- C. **Pledge of Allegiance to the Flag of the United States of America**
- D. **Roll Call (recorded)**
- E. **Presentation of previous meetings minutes for acceptance**

[20-5772](#) **Approval of Previous Meeting Minutes**

[Mayor and Council - Regular Meeting - Jun 1, 2020 6:30 PM](#)

[Special Called Meeting - Special Meeting - Jun 15, 2020 3:00 PM](#)

[Policy Work Session - Regular Meeting - Jun 15, 2020 6:30 PM](#)

[Special Called Meeting - Executive Session - Jun 22, 2020 6:30 PM](#)

[Special Called Meeting - Executive Session - Jun 30, 2020 6:30 PM](#)

- F. **Set agenda as presented for scheduled meeting.**
[20-5761](#) **Acceptance of the Agenda**
- G. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
- H. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**
- PH. **Public Hearings**
- J. **Reports of the Mayor and Council Members**
 - a. **General Announcements**

July Calendar of Events

**All City events have been canceled due to precautionary measures for
COVID-19.**

- K. **Board Appointments**
- A. [20-5773](#) **Board Appointment - Downtown Development Authority (DDA)**

L. Approval of Consent Agenda

1. [20-5731](#) **Architectural Design Agreement for Police Administration Building**
Selection Committee recommendations for architectural design team selection for the renovation of the Norcross Branch Library into a Police Administration Building

[PWUP20-02 Police Admin Design Firm Recommendation](#)
2. [20-5734](#) **Preliminary Engineering Agreement for Pedestrian Crossings Over Railroad**
City Engineer will present a Preliminary Agreement with Norfolk Southern Railroad for review of pedestrian crossing designs at Jones, Holcomb Bridge, Autry and Rowan/Stevens Roads. This agreement is the next step toward approval of any pedestrian crossing over the railroad, and will cover Norfolk Southern's efforts for distributing the plans to various internal departments for project scope approval, site inspections, review of the project plans, correspondence/meetings to progress the project, preparation of a construction force account estimate, draft/review/handling of a project agreement for execution, and schedule coordination for construction work. No construction funds are included herein.

[PE Agreement Norcross Ped Crossings](#)
3. [20-5732](#) **Resolution to Accept CDBG FFY2020 Award**
The Gwinnett CDGB office has awarded the City of Norcross \$15,000 toward trip hazard removal on existing sidewalks. This resolution is required to execute the Subrecipient Agreement. Funding is reimbursable, and does not require a match.

[2020-06 FFY 2020 Subrecipient Agreement- City of Norcross](#)
4. [20-5733](#) **Modifications to the PRD Process Discussion**
A discussion on potential modifications to the PRD zoning category to possibly provide for criteria for all applications or to establish additional review policies that involve Mayor and Council earlier in the review process.

[Memo PRD Process Improvement Jun 2020 V2](#)
5. [20-5730](#) **Cemetery Master Plan**
Public Works, Utilities & Parks is seeking approval to implement the Cemetery Master Plan directives in attached Cemetery Master Plan compiled by L.F. Sloan Consulting.

[Memo - Cemetery Master Plan](#)
[Norcross City Cemetery Master Plan 5-14-20](#)
[Potential Profit](#)

M. Items for Discussion

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

O. Signed by _____ Mayor Craig Newton

P. Attest: _____ Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5772	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Drafter
Craig Newton

Motion
A motion to Approve the Minutes for the June 1st Regular Council Meeting, the June 15th Special Called Meeting, the June 15th Policy Work Session, the June 22nd Special Called Executive Session, the June 30th Special Called Executive Session.

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 1, 2020

6:30 PM

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Copy and paste the link below to view recording of the meeting.

https://zoom.us/rec/share/vfQsD-s3z9IY4Ht41r_QJwnDNT0X6a8gyka_aEEyxNMsDs0ZpbeSrNanhEEBjQU?startTime=1591050830000

Minutes Acceptance: Minutes of Jun 1, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

- 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	
Josh Bare	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Elaine Puckett	Councilmember	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

Regular Meeting was called to order at 6:34 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance

Mayor and Council - Regular Meeting - May 4, 2020 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Andrew Hixson, Councilmember
SECONDER: Bruce Gaynor, Councilmember
AYES: Bare, Hixson, Puckett, Myers, Gaynor

Policy Work Session - Regular Meeting - May 18, 2020 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Andrew Hixson, Councilmember
SECONDER: Bruce Gaynor, Councilmember
AYES: Bare, Hixson, Puckett, Myers, Gaynor

- F. Set agenda as presented for scheduled meeting.

20-5728: Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:

20-5702: Wingo Street Contractor Agreement

20-5716: Gateway85 CID Community Improvement District Expansion

20-5717: Proposal to Re-Activate the Norcross Development Authority

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Josh Bare, Mayor Pro Tem
SECONDER: Matt Myers, Councilmember
AYES: Bare, Hixson, Puckett, Myers, Gaynor

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

20-5729: Important Announcements and Updates Regarding COVID-19

RESULT: DISCUSSED

20-5727: Proclamation for National Gun Violence Awareness Day

RESULT: ITEM PRESENTED AND READ BY MAYOR CRAIG NEWTON

Minutes Acceptance: Minutes of Jun 1, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens****b. Comments by Council****PH. Public Hearings****J. Reports of the Mayor and Council Members****a. General Announcements****June Calendar of Events**

All City events have been canceled due to precautionary measures for COVID-19.

K. Board Appointments**L. Approval of Consent Agenda****M. Items for Discussion****A. 20-5702: Wingo Street Contractor Agreement**

Motion

A motion to Approve the Contractor Agreement with Malco Construction for the construction and installation of a trash compactor enclosure, funds for this project are currently included in the sanitation budget.

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

B. 20-5716: Gateway85 CID Community Improvement District Expansion

Motion

A motion to Approve a resolution consenting to the expansion of Gateway85 Gwinnett County Community Improvement District.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Josh Bare, Mayor Pro Tem
AYES:	Bare, Hixson, Puckett, Myers, Gaynor

C. 20-5717: Proposal to Re-Activate the Norcross Development Authority

Motion

A motion to Approve the attached resolution for the reactivation of the Norcross Development Authority.

RESULT:	APPROVED [4 TO 1]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Andrew Hixson, Elaine Puckett, Matt Myers, Bruce Gaynor
NAYS:	Josh Bare

N. Adjourn in memory of

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

The meeting was closed at 7:53 PM

P. Signed by: _____ Mayor Craig Newton

Q. Attest: _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Jun 1, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 15, 2020

3:00 PM

Teleconference

Copy and paste the link below to view meeting recording:

https://zoom.us/rec/share/vvFLALj-23JJUqPB-W3dZl1-L9z6X6a81SNKqKZczhw_isU5pP8-xQ8w7p0s9COs

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Jun 15, 2020 3:00 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 3:01 PM by Mayor Craig Newton

B. Roll Call (recorded)**PH. Public Hearings****PH. 20-5738: FY2020-2021 Budget Review**

RESULT:	DISCUSSED
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D. Items for Discussion**E. Adjourn to Executive Session Legal Personnel, and Real Estate**

The meeting was closed at 6:09 PM

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

G. Attest _____ **Monique Lang, City Clerk**

Minutes Acceptance: Minutes of Jun 15, 2020 3:00 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 15, 2020

6:30 PM

Teleconference

Copy and paste the link below to view meeting recording:

[https://zoom.us/rec/share/xMUyd47ozUNITrfgy1vuXIAwJgn6X6a82i
UX_PVYzkg7khpYD0Jv78IMunli2MTe](https://zoom.us/rec/share/xMUyd47ozUNITrfgy1vuXIAwJgn6X6a82iUX_PVYzkg7khpYD0Jv78IMunli2MTe)

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Jun 15, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

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

Regular Meeting was called to order at 6:35 PM by Mayor Craig Newton

B. Citizen Input**C. Board Updates**

* Architectural Review Board Update

D. General Updates

Important COVID-19 Updates - Dr. Arona
 Census 2020 Update- Sonya Isaac
 Outreach Recovery - William Corbin and Tara Smith
 Design Service On-Call Solicitation (IDIQ) - Erica Madsen

E. Council- General Discussion**F. Board Appointments**

Mayor and Council are asked to consider and approve appointments and re-appointments to the following board, authority or commission:

G. Items for Discussion**1. 20-5731: Architectural Design Agreement for Police Administration Building**

RESULT: THIS MATTER WAS REFERRED TO
Next: 7/6/2020 6:30 PM
TO: Mayor and Council

2. 20-5734: Preliminary Engineering Agreement for Pedestrian Crossings Over Railroad

RESULT: THIS MATTER WAS REFERRED TO
Next: 7/6/2020 6:30 PM
TO: Mayor and Council

3. 20-5732: Resolution to Accept CDBG FFY2020 Award

RESULT: THIS MATTER WAS REFERRED TO
Next: 7/6/2020 6:30 PM
TO: Mayor and Council

Minutes Acceptance: Minutes of Jun 15, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. **20-5733: Modifications to the PRD Process**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 7/6/2020 6:30 PM
TO:	Mayor and Council

5. **20-5730: Cemetery Master Plan**

RESULT:	THIS MATTER WAS REFERRED TO
	Next: 7/6/2020 6:30 PM
TO:	Policy Work Session

6. **20-5673: Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures**

RESULT:	TABLED SENT TO
	Next: 8/17/2020 6:30 PM
TO:	Policy Work Session

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

The meeting was closed at 9:19 PM

I. **Signed by:** _____ Mayor Craig Newton

J. **Attest:** _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Jun 15, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 22, 2020

6:30 PM

Teleconference

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Jun 22, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 6:35 PM by Mayor Craig Newton.

B. Roll Call (recorded)**C. Meeting Closed for Executive Session to Discuss Legal Personnel, and Real Estate**

The meeting was closed at 6:42 PM.

D. Signed by _____ Mayor Craig Newton

E. Attest _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Jun 22, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, June 30, 2020

6:30 PM

Teleconference

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Minutes Acceptance: Minutes of Jun 30, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 6:35 PM by Mayor Craig Newton

B. Roll Call (recorded)**C. Meeting Closed for Executive Session to Discuss Legal, Personnel, and Real Estate**

The meeting was closed at 6:37 PM.

D. Signed by _____ Mayor Craig Newton

E. Attest _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Jun 30, 2020 6:30 PM (Presentation of previous meetings minutes for acceptance)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5761	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda		

Sponsors:

Code Sections:

Title
Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5773	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Downtown Development Authority (DDA)		

Sponsors:

Code Sections:

Title

Board Appointment - Downtown Development Authority (DDA)

Motion

A motion to Approve the appointments and reappointments of the following board members and terms as presented:

Downtown Development Authority (DDA)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5731	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Architectural Design Agreement for Police Administration Building		

Sponsors:

Code Sections:

Attachments:

1. [PWUP20-02 Police Admin Design Firm Recommendation](#)

Title

Architectural Design Agreement for Police Administration Building

Drafter

Erica Madsen

Motion

A motion to Approve/Deny the selection of CROFT & Associates for architectural services to design the renovation of the existing Norcross Branch Public Library into a new Police Administration Building at a proposed cost of \$ _____. The design phase of the project is funded through 2014 SPLOST.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **JOSH BARE** · COUNCILMAN **ANDREW HIXSON** · COUNCILWOMAN **ELAINE PUCKETT**
 COUNCILMAN **MATT MYERS** · COUNCILMAN **BRUCE GAYNOR** · CITY MANAGER **RUDOLPH SMITH** · CITY CLERK **MONIQUE LANG**

MEMO

To: Mayor & Council
 From: Erica Madsen, City Engineer

RE: PWUP20-02 Renovation Design for Norcross Police Administration Building

In February 2020, the Mayor and Council directed staff to begin the process to issue a Request for Proposals (RFP) for architectural services to design the renovation of the existing Norcross Branch Public Library into a new Police Administration Building. The RFP, PWUP20-02 was posted publically on March 23rd, 2020 and closed on Thursday April 30th, 2020 with the requisite ads running in the Gwinnett Daily Post and notification posted to the Georgia Procurement Registry. The RFP included a requirement that all proposed fees be included separately (sealed envelope/separate digital file)

On Thursday April 30th, the City received 22 proposals, 21 of which met the requirements set forth in the RFP document. The selection committee members each evaluated/scored all proposals individually and then created a composite score to determine the highest ranked firms. The two top-ranked firms were then interviewed via Zoom on May 11th. Upon selection committee agreement, the fee proposal of the top performer was opened.

Staff Recommendation:

The selection committee included the City Manager, Community Development Director, City Engineer, Public Works Utilities and Parks Director and the Chief of Police. Based on the City's financial policy and the procedure outlined above, staff recommends approval of CROFT & Associates at a proposed cost of \$_____. The design phase of the project is funded through 2014 SPLOST.

Attached: List of Submittals



Department of Public Works, Utilities & Parks

345 Lively Avenue, Norcross GA 30071

Office: 678-421-2069 Fax: 770-255-2335

www.norcrossga.net

Submittal List

Norcross Police Administration Building PWUP 20-02

Thursday, April 30, 2020 @ 11:00 AM

Electronic Submittal to Erica Madsen via email

Submitting Firm
CDH Architecture
Corgan Associates, Inc.
CPL Architects, Engineers, Landscape Architects and Surveyor
Dwell Design Studio
MaxDesign Group/Columbia
MaxDesign Group/Genesis Engineering Collaborative
GSB Architects & Interiors, Inc.
Wiley Wilson
McMillan Pazdan Smith
Pieper O'Brien Herr Architects
POND
CROFT & Associates
Precision Planning Inc.
Jericho Design Group
Sizemore Group
Foreman Seeley Fountain, Inc.
Phelco Technologies
PGAL, Inc.
TSW
Woolpert, Inc.
Williams-Russell and Johnson, Inc.
ASD SKY



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
 COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5734	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Preliminary Engineering Agreement for Pedestrian Crossings Over Railroad		

Sponsors:

Code Sections:

Attachments:

1. [PE Agreement Norcross Ped Crossings](#)

Title

Preliminary Engineering Agreement for Pedestrian Crossings Over Railroad

Drafter

Erica Madsen

Motion

A motion to Approve/Deny a preliminary engineering service agreement between the City of Norcross Georgia and Norfolk Southern Railway Company, for the review of pedestrian crossing designs at Jones, Holcomb Bridge, Autry, and Rowan/Stevens Roads.

AGREEMENT FOR PRELIMINARY ENGINEERING SERVICES

This agreement made by and between the City of Norcross Georgia (hereinafter called "CITY"), and Norfolk Southern Railway Company, (hereinafter called "COMPANY").

The CITY will submit plans and specifications to said COMPANY for work which will involve or affect COMPANY facilities at the following location:

Town, County, State:	<u>Norcross, Gwinnett County, Georgia</u>
AAR-DOT#:	<u>'717852M, 717853U, 717855H, 717857W</u>
Street /Bridge Name:	<u>Jones St., Holcomb Bridge Rd., Autry St., Stevens-Rowan St.</u>
Description:	<u>Pedestrian Crossings</u>
Mile Post	<u>MP 618.40, MP 618.45, MP 618.60, MP 618.93</u>

Preliminary Engineering Cost Estimate: \$39,410

Therefore, in consideration of the benefits moving to each of the parties hereto, they do mutually agree as follows:

ARTICLE 1. REIMBURSEMENT. The CITY agrees to reimburse the COMPANY for actual cost of preliminary engineering necessary in connection with the project.

The COMPANY shall submit to the CITY fair and reasonable costs of the aforesaid work performed as evidenced by detailed invoices acceptable to the CITY. The CITY shall reimburse the COMPANY in the amount of the approved costs so submitted.

ARTICLE 2. EFFECTIVE DATE OF AGREEMENT. This agreement shall take effect at the time it is approved and signed by both the CITY and the COMPANY.

ARTICLE 3. STARTING OF WORK. This agreement covers preliminary engineering services performed starting March 9, 2020. The COMPANY agrees to provide preliminary engineering services at the request of CITY or its agent, whether written or verbal.

ARTICLE 4. SCOPE OF WORK. The scope of this agreement is limited to review by the COMPANY of the plans and specifications to provide information to the COMPANY and the CITY regarding the project. This agreement does not constitute the COMPANY's approval of the project.

IN WITNESS WHEREOF, the CITY and the COMPANY have caused these presents to be signed by their duly authorized officers:

CITY OF NORCROSS, GEORGIA

Signature: _____

Name: _____

Title: _____

Date: _____

COMPANY

Signature: _____

Name: _____

Title: _____

Date: _____



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5732	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Resolution to Accept CDBG FFY2020 Award		

Sponsors:

Code Sections:

Attachments:

1. [2020-06 FFY 2020 Subrecipient Agreement- City of Norcross](#)

Title

Resolution to Accept CDBG FFY2020 Award

Drafter

Erica Madsen

Motion

A motion to Approve/Deny the acceptance of an FFY 2020 Community Development Block Grant [CDBG] Program award of \$15,000.00 from the Gwinnett County Board of Commissioners, for Infrastructure Improvements: Safe Sidewalks Trip Hazard Mitigation, and to authorize the Mayor to execute the Community Development Block Grant [CDBG] Program Subrecipient Agreement.

RESOLUTION OF THE GOVERNING BOARD
City of Norcross

WHEREAS, City of Norcross requested Community Development Block Grant [CDBG] Program funding from the Gwinnett County Board of Commissioners; and

WHEREAS, the Gwinnett County Board of Commissioners has awarded **\$15,000.00** from FFY 2020 CDBG Program funds to the City of Norcross for **Infrastructure Improvements: Safe Sidewalks Trip Hazard Mitigation**.

NOW, THEREFORE, the Governing Body of the City of Norcross does hereby resolve and authorize the following, as a result of an affirmative majority vote of the Governing Body at a meeting of said Governing Body which was held on

_____ :
Date of Board Action

1. Acceptance of an FFY 2020 Community Development Block Grant [CDBG] Program award of **\$15,000.00** from the Gwinnett County Board of Commissioners, for **Infrastructure Improvements: Safe Sidewalks Trip Hazard Mitigation**.
2. Authorize the Executive Director or Board Chair of the Subrecipient's Governing Body to execute the Community Development Block Grant [CDBG] Program Subrecipient Agreement used by Gwinnett County to award the CDBG Program funds to the City of Norcross.

Certified as accurate and true:

Signature [Rudolph Smith , City Manager]

Signature Date

[IMPRESS CORPORATE SEAL HERE]

Attachment: 2020-06 FFY 2020 Subrecipient Agreement- City of Norcross (20-5732 : Resolution to Accept CDBG FFY2020 Award)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5733	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Modifications to the PRD Process Discussion		

Sponsors:

Code Sections:

Attachments:

1. [Memo PRD Process Improvement Fee Jul 2020](#)

Title

Modifications to the PRD Process Discussion

Drafter

Tracy Rye

Motion

A motion to Approve/Deny the following fee schedule for the PRD application:

PRD with single family units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total cost of \$3,000

PRD with multifamily units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total cost of \$5,000



Community Development and Planning

TO: Mayor and Council

FROM: Tracy Rye, AICP, Community Development and Planning Director

DATE: July 6, 2020

SUBJECT: PRD (Planned Residential Development) fee guidelines

CC: Rudolph Smith, City Manager

Background:

The City adopted its first Unified Development Ordinance in June 2019. Within that UDO, the staff developed a flexible PRD district in terms of lot sizes and setbacks that is site plan driven and subject to architectural elevation and design approvals by the ARB, P&Z Board and finally Mayor and Council. This process is based substantially on the process developed for modifications to the former RAOD district and the DCD district when they existed in 2018. The process is substantially labor-intensive in the front end but yields a solid development standard for PRD districts. Staff is continuing to work with Legal to refine the PRD process in terms of review. Staff was also given the approval to look into amending the current PRD application fee of \$1500. Upon review of other jurisdictions fee schedules where the jurisdiction had a district like the PRD, there are minimum fees plus a per unit or per acre fee with a “not to exceed” amount.

Staff proposes the following fee schedule for the PRD:

PRD with single family units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total fee of \$3,000, and

PRD with multifamily units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total fee of \$5,000



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMAN **ANDREW HIXSON** • COUNCILWOMAN • **ELAINE PUCKETT**
COUNCILMAN **MATT MYERS** • COUNCILMAN **BRUCE GAYNOR** • CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5730	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Cemetery Master Plan		

Sponsors:

Code Sections:

Attachments:

1. [Memo - Cemetery Master Plan](#)
2. [Norcross City Cemetery Master Plan 5-14-20](#)
3. [Potential Profit](#)

Title
Cemetery Master Plan

Drafter
Mary Beth Bender

Motion
A motion to Approve/ Deny the implementation of the Cemetery Master Plan directives in the attached Cemetery Master Plan compiled by L.F. Sloan Consulting.



MARY BETH BENDER, ASSISTANT CITY MANAGER
DIRECTOR OF PUBLIC WORKS, UTILITIES & PARKS

TO: Mayor and City Council

FROM: Mary Beth Bender

DATE: May 20, 2020

SUBJECT: Cemetery Master Plan

Presented By: Mary Beth Bender, Assistant City Manager, Director of PWUP

Project Description

Public Works, Utilities & Parks is seeking approval to implement the Cemetery Master Plan directives in attached Cemetery Master Plan compiled by L.F. Sloan Consulting and reviewed by the cemetery review committee. The cemetery committee was comprised of Public Works staff as well as residents Gene Ramsay, Maggie Mugg, and Terry Bowie. We would like to publicly thank them for their time and input. Public Works, Utilities, & Parks has started completing the cemetery maintenance recommendations such as removal of dead limbs and trees and will continue to address listed concerns in the Master Plan as budget allows. The Master Plan identified approximately 55 full burial spaces available along with 273 potential companion cremation burial spaces. In addition to this, L.F. Sloan identified two locations in which columbaria could be installed when additional space is needed. The completed Master Plan provides detailed recommendations for restoration and preservation of our Historic Cemetery as well as defines proper management practices and procedures along with all forms needed to manage new burials. Public Works, Utilities, & Parks recommends proceeding with all directives given approval of Mayor & Council.

Staff Recommendation: Approval of Directives in the Cemetery Master Plan

Funding Source: TBD

Probable Cost: TBD

City of Norcross Cemetery Master Plan



Norcross, Georgia

March, 2020

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1. Executive Summary

The purpose of the following report is to provide a plan for the City of Norcross to operate the Historic Norcross City Cemetery. This review comes three years after the City commissioned a review of the inventory at the cemetery, including the subsurface level using ground-penetrating radar.

Process Used to Develop This Document

- City of Norcross staff prepared an RFP for the cemetery master plan and sent this to multiple vendors
- Sloane Consulting was chosen by City Staff and involved citizens from among the respondents
- Sloane Consulting then
 - Toured the City cemetery, performing a detailed physical evaluation of the site
 - Toured and surveyed other principal cemeteries in the service area to fully understand the market
 - Engaged principal City Staff and supervisors, to review
 - Current processes, forms, and permanent recordkeeping
 - The duties and responsibilities of key contractors.
 - Met with local funeral directors to get their experience and comments
 - Met with a local historian and community members who served as part of a Design Review Team
 - Prepared an initial draft of this report
- City Staff and the Design Review Team gave Sloane Consulting feedback regarding their draft report, resulting in this document

Deliverables as stated in Sloane Consulting Proposal:

- Contextualize the cemetery and to see how it fits into the community itself, as well as to identify initial opportunities.
- Drive down into the physical constraints and opportunities of the cemetery itself. We would review the historic records, assess the physical condition of the site and look for areas for new burial.
- Study the marketplace, examining opportunities that could exist if the cemetery were to make new sales. We would visit all comparable cemeteries as well as any cemetery with significant activity in the area, interview independent death care service providers and review pricing to see what options families in and around Norcross have today.
- Compare the marketplace and physical cemetery in Norcross to similar municipal cemetery operations, with the goal of revealing further opportunities.
- Produce a draft report for the City that we will review
 - This report will include a protocols/policy and procedure manual providing standard operating procedures based upon best practices and historic preservation guidelines. This will include maintenance and interment procedure, products and services details and if appropriate protocols for making future sales.

- Our goal is to create an actionable master plan that can be implemented, but also includes innovative recommendations which are future looking.
- Formally present our findings to the design review team at a public meeting.

Summary of Sloane Consulting Recommended Next Steps:

Site Maintenance:

- Implement a twice-annual comprehensive inspection of the cemetery by City Staff
 - Staff should immediately fix smaller issues that are identified in this inspection, and document larger ones
 - Staff should utilize a checklist to ensure consistency and to build a record of care for the site (see Appendix)
- Implement a monthly basic clean-up of the cemetery site

Site Access:

- Designate the cemetery road one-way from west to east (South Cemetery St to Cemetery Dr. NW)
 - Install signage or markings to indicate this change
- Leave vehicular gates open at all times
 - If inclement weather or a tree falls, lock the gates to allow the site to be closed until the hazardous condition is removed
- Open single pedestrian gate on the north side of the cemetery

Sale of Full Body Burial Plots:

- Establish new burial areas in the pathways that spans the road in the central and eastern portions of the cemetery
 - Create database entries and visual representations of new spaces on a map
 - Approve pricing for residents and non-residents
 - Survey and pin the grave locations
- The City should facilitate full-body burial on family lots where documentation and experienced funeral home buy-in exists
 - The City should reserve the right to refuse any burial where the proper guidelines and procedures are not or cannot be followed.

Sale of Cremation Plots:

- The City should make in-ground sales for cremation burial on the previously identified 628 graves.
 - Establish a sales process as well as rules and regulations to ensure simplicity for families who are interested
 - Create database entries and visual representations of new spaces on a map

Installation of a Columbarium:

- Install a 48-niche columbarium in either the northeast corner or near the east gate of the cemetery

Establish Rules and Regulations Regarding Burials in the City Cemetery:

- When a burial occurs, records of the location and basic information need to be retained
 - If possible, updating the map would be a long-term way to ensure that the site can be understood at a basic level
- Install sign at the site, that indicates all burials must be approved by the City and directly communicate this to funeral homes
- Require vaults for full-body burial

Establish Rules and Regulations Regarding Landscaping at the City Cemetery:

- Enact overall landscape guidelines
 - Require landscape or in-ground floral tributes be approved by the City
 - Primarily allow plantings that require limited maintenance and have a history of success in the cemetery or general area
 - Azaleas and rhododendron are examples
- Install a planting bed around the City Cemetery sign
- Install sporadic plantings around the exterior of the cemetery

2. Cemetery Introduction and Current Status

The Cemetery Today

The Historic Norcross City Cemetery is 3.52 acres and was founded on land that was donated in 1873. It was enlarged to its current size in the early 1900s. The cemetery is located less than a half mile from downtown Norcross, but is separated from downtown by a major thoroughfare, Buford Highway, which was built in the 1930s.



The cemetery is active, however it typically has less than 10 burials annually. This has been the case for many years, according to anecdotal information from both City Staff and area funeral directors.

The City currently manages the site and has made intelligent investments in the cemetery over the past several years, including

- Cleaning and repairing headstones
- Adding fencing and gates to better secure the site, and
- Procuring tools to better understand the site and to be able to manage it in the future.

These investments included commissioning a ground penetrating radar assessment, which gave the City insight on the cemetery's inventory of available plots. Given the age of the cemetery and the uncertainty as to whether older burials included the use of vaults, Sloane Consulting feels that the information obtained from the ground penetrating radar survey regarding available full burial plots should not be considered definitive in nature. However, the overall analysis provides the City with a pathway to future sales and a better understanding of historic burials through the identification of the legible markers.

Another investment was in software which will allow the City to maintain and manage future records. This will be a very positive feature as the City continues to do burials, however the historic records are a major challenge as there are simply no comprehensive records of the 130-plus year history of the site. It is not uncommon for cemeteries like the Norcross Historic City Cemetery to have records challenged, however the complete lack of any maps with burial locations, lot cards with purchaser information, copies of deeds given to families, or burial ledgers, will make managing the cemetery a significant challenge for any operator. The City has done an admirable job working to help families in the community still be able to access and utilize the cemetery and area funeral directors have played a key role in bringing knowledge and experience to the burial process.

Physical Condition

Overall, we found the site to be in better condition than we expected given our experience with cemeteries of this age and history of outsourced lawn care and burial services.

On a high-level, we evaluated the site knowing that the City cannot restore the cemetery fully given the resources available at this time. Also, many of the features which have deteriorated over the years have been added by lot owners, and these elements technically fall outside the City's responsibility. We would recommend that the City strive to simplify, where appropriate, ensuring that the site as a whole is well maintained for the next generation of residents who interact with the cemetery through burial or other programming.

Overall, the cemetery is in good condition and well maintained. As with any small municipal cemetery that has limited activity, it should not be maintained to a high level, as would say a golf course would, however the current maintenance level appears to be more than adequate. There is one structure on the site, a pavilion which outwardly appears in fine condition and serves as a nice open-air, shady place to sit and meet during inclement or hot weather. The fence which was installed in 2015 is in good

condition.

The turf is in need of some attention in particular areas, however, overall it is in good condition and given the tree cover on the site, some areas simply may not be conducive to growth. The trees are beautiful and are an asset to the cemetery. They are mostly in good condition; however, a few could be limbed up and the deadwood removed.

The condition of the headstones are in keeping with what you would expect at a cemetery with this history. They vary in age, with some in disrepair, but most in decent condition. Headstones are some of the most challenging items to holistically 'fix' or restore at a historic cemetery.

Initial Maintenance Recommendations

During our site visits, we were able to identify several items that we would recommend the City look to correct in the near-term. A complete list of all the particular issues can be found in the appendix with photos.

Below are examples of the items that we would recommend addressing in the near-term. It is important to note that these items are not unusual and most are born out of the age of the site or inconsistent oversight.

1. Shrubbery – Remove shrubbery near markers and in overgrown areas - if shrubbery is appropriate in both scale (not touching a marker) and appearance then it can be left, however in most cases it would benefit the Cemetery and City Staff to remove shrubbery

*Completed

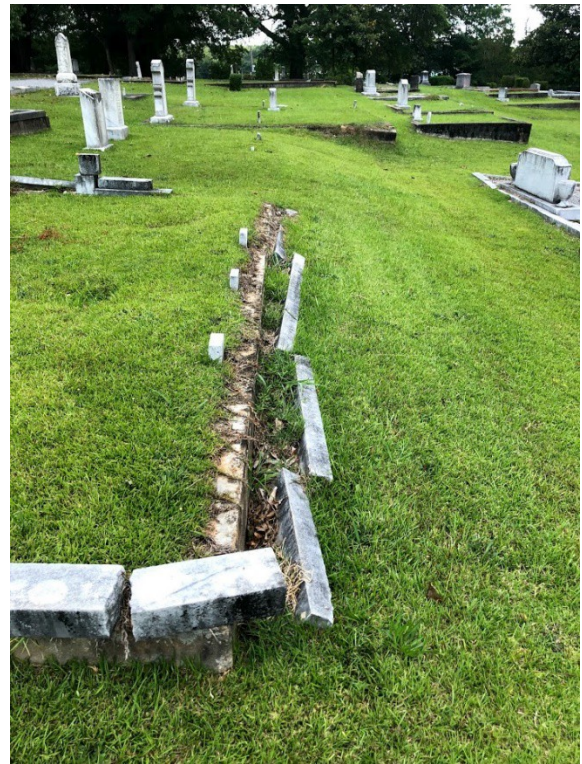




2. Added Features – Remove any added features that are potential hazards like fencing around lots. When dealing with family lots it is always a risk to remove any added feature, however, the City should not allow deteriorating materials to exist on the site

3. Coping and Walls – Where coping has decayed or receded into the ground, it should be ideally buried, although where that is not possible it can be removed

Walls that are retaining soil should either be repaired and/or reinforced or ideally, they can be buried as part of a grading effort to remove the future maintenance and corresponding expense





4. Headstones – Where headstones are cracked or have fallen and have visible inscriptions, place the pieces in a visible way on the lot. Propping up the pieces of the headstone is problematic for the base and future maintenance, so ideally laying them flat on the ground is best. If there is no inscription visible, the City Staff may bury the headstone on the lot

5. Turf – There are a couple turf areas that are not in good shape, inspect the areas and see if additional seed or watering could correct this issue





6. There are a few trees in the cemetery that are overgrown and the City would benefit from cutting the lower limbs as well as removing dead limbs. This will increase visibility, enhance security throughout the site, reduce the risk of damage to headstones or other features within the site, and will improve the general appearance

***Completed**

3. Recommendations

A. Implement Semi-Annual Cemetery Inspections

Currently the cemetery is in good condition, however with limited investment of primarily staff time, we feel the cemetery can be improved for both the short and long-term. We would begin by recommending that staff from the Department of Public Works, Utilities and Parks perform a twice-annual inspection of the site. This would occur during the Spring and Fall, preferably in April before the major holidays that drive visitation at a cemetery; Mother's Day, Memorial Day and Father's Day. The second inspection should occur approximately six months later in the Fall.

During the inspection, City Staff should have a checklist that they utilize to ensure they are evaluating all the main elements of the site (see Appendix for Checklist). This checklist would start with easily identified items like the exterior fence, gates, pavilion, retaining wall and the roadway through the cemetery. Staff should then do a general site walkthrough, looking for issues that could occur with headstones, trees, shrubs, and the turf. Finally, staff should identify any new additions to the site, items families may have brought to the site, additional plantings and other things that jump out. Often, items like these can be most sensitive in nature and we recommend that they are brought back to administrative staff to ensure that they are handled on a case-by-case basis.

We anticipate that the full cemetery inspection would not take more than 3 hours for one staff member. However, if staff is not only identifying issues but correcting the smaller, more manageable items, then time-on-site might extend beyond one day. Any item that cannot be immediately corrected, staff should make note of and photograph, filing that information with an administrator who can then create work orders, prioritize and plan the larger work accordingly.

Additionally, we would suggest that City Staff perform monthly clean-ups to ensure that the site is free of trash and other items that could accumulate. This can be done by a single staff member and we anticipate it would take no more than one hour.

When any work has been completed at the site (especially related to a family lot), there should be a record that is kept for at least one year to ensure City Staff can facilitate discussions with any lot owner or family member who might have questions.

Recommendations:

- *Perform a twice-annual inspection of the cemetery*
 - *Staff should immediately fix smaller issues and document larger ones*
 - *Utilize a checklist to ensure consistency and to build a record of care for the site (see Appendix)*
- *On a monthly basis have staff perform a basic clean-up*

B. Clarify Site Access

The cemetery was fenced in the last ten years and since then access into the site has only been possible through two vehicular gates and three pedestrian gates. Often in historic cemeteries such as this we would recommend that the City remove the fence and fully open the site up to the public. Given the vandalism issues that occurred and the current condition of the fence we think it can remain in this setting. While every cemetery must be cognizant of issues like vandalism or theft, we still believe that appearing open and accessible to the public is vital to allowing a cemetery to remain relevant.

Aerial of Historic Norcross City Cemetery



The main vehicular entrance to the cemetery site is on South Cemetery Street and is adjacent to the three-way intersection of South Cemetery and Fairmont Streets. This intersection has stop signs for vehicles approaching from all three directions. The entrance to the cemetery is across from the end of Fairmont Street, just slightly offset from the intersection.

The main vehicular entrance to the cemetery site feeds a one-lane paved road through the cemetery, with a gate that exits near Cemetery Field. There is no space inside the cemetery for a vehicle to turn around if the vehicle would wish to exit back at the three way intersection.

Those familiar with the cemetery site mostly drive through it on the one-lane road in a one-way manner, exiting at the northeast corner onto Cemetery Dr. NW. That direction of travel may not be clear to new visitors or those less familiar with the site. (Also, the gate at the northeastern exit may be closed, requiring the driver to exit the vehicle to open it, or alternatively to back out of the cemetery). We would recommend that the City designate the roadway through the cemetery as one-way from the entrance on South

Cemetery Street (near the pavilion) to the northeast corner at Cemetery Dr. NW and add signage to that effect. This would ensure less complicated interactions with the three-way intersection and it would solve the few potential flow issues that might occur, given how narrow the roadway is inside the cemetery.

Primary Vehicular Cemetery Entrance



While the gates that are present at both of the vehicular entrance points are useful to the City if some hazardous condition occurs at the site, we would recommend they otherwise remain open. This is a good long-term practice as it removes daily work from City Staff to close the gates, it also sends the right message to the larger community; inviting them into site. We would also recommend that the City leave the single wide pedestrian gate on the north side of the cemetery open at all times, as it has the clearest path into the site. While none of the gates are locked today, they appear so. Assuming the Beaver Ruin Creek Greenway is routed next to the cemetery, this gate may become much more visible to the general public.

Recommendations:

- *Designate the cemetery road one-way from west to east (S Cemetery St to Cemetery Dr. NW)*
 - *Install signage or markings to indicate this change*
- *Leave vehicular gates open at all times*
 - *If inclement weather or a tree falls, keep the gates to allow the site to be closed until the hazardous condition is removed*
- *Open single pedestrian gate on the north side of the cemetery*

C. Implement Sales of Full-Body Burial Plots

The cemetery is an important historical element in the City, but it also potentially allows the City to provide an important service to its residents – burial of their remains. This could be done either as full-body burial or burial of cremains.

There are several challenges associated with new sales for full-body burial plots at the Historic Norcross City Cemetery.

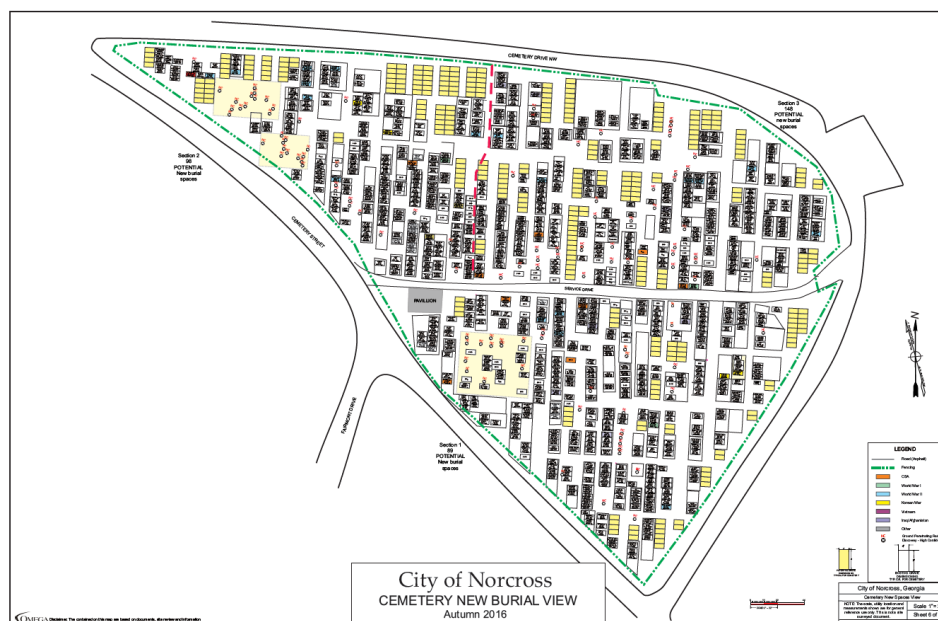
First, the cemetery is historic and has had generations of burials without any comprehensive record. This means that the City cannot today consult any set of lot cards, deeds or electronic records to know if there has been a burial in a certain location within the site.

Second, the City has no full-time staff dedicated to the site so burials are all currently facilitated by funeral homes. Since most of these might be expected to subcontract the actual burial work, this puts the person who is digging a grave two levels removed from any City supervision and removes a level of check and balance found at a typical cemetery.

To address these challenges, the City contracted with an outside vendor, Omega Mapping Services, to survey the existing site. They provided;

- A database of the existing 851 identified graves at the site. (see photo below) The process was as follows: if a marker was legible, they recorded the information on it and its location which they transferred to a map. They also provided the City with an Excel document that lists those burials along with corresponding lot and grave numbers. There were 851 graves identified.

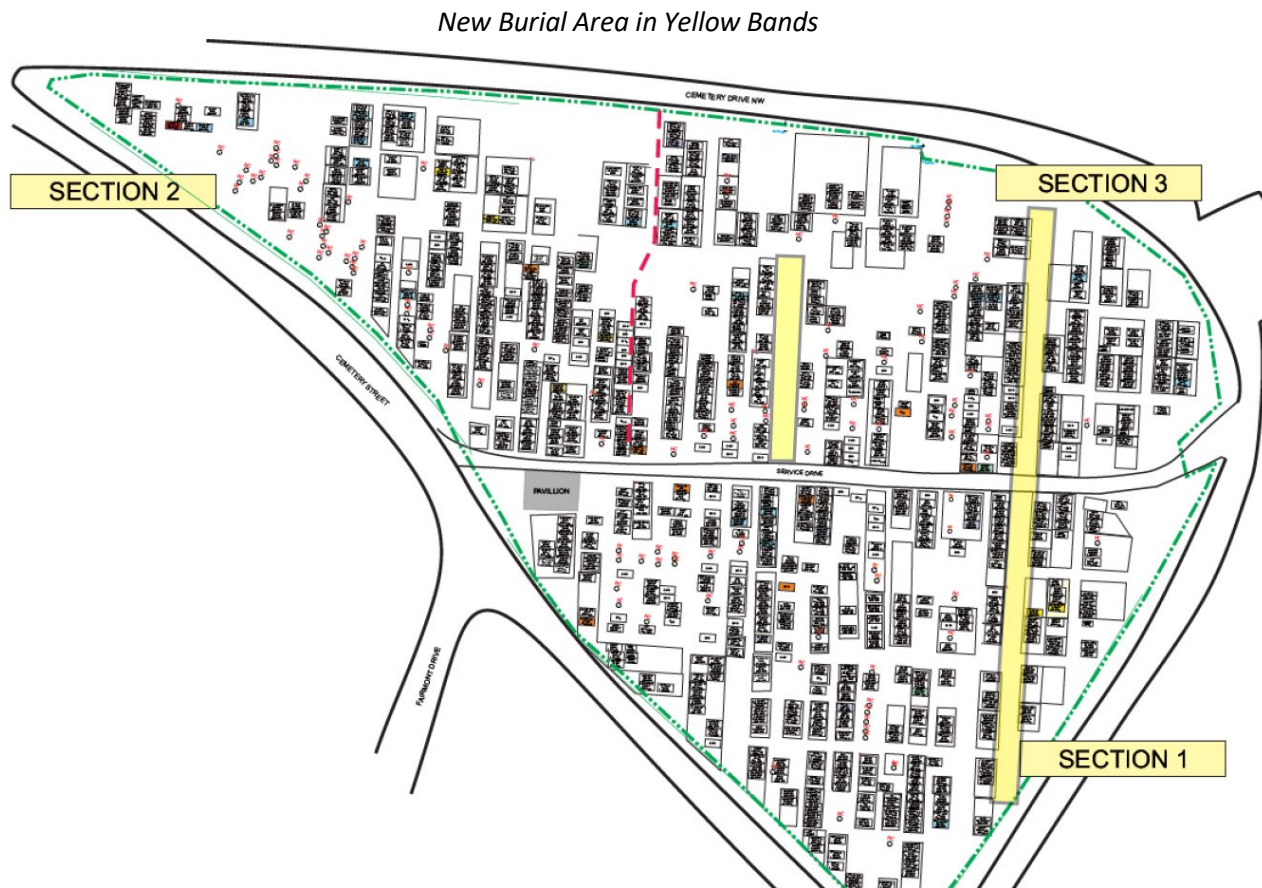
Historic Norcross City Cemetery Map as created by Omega Mapping Services



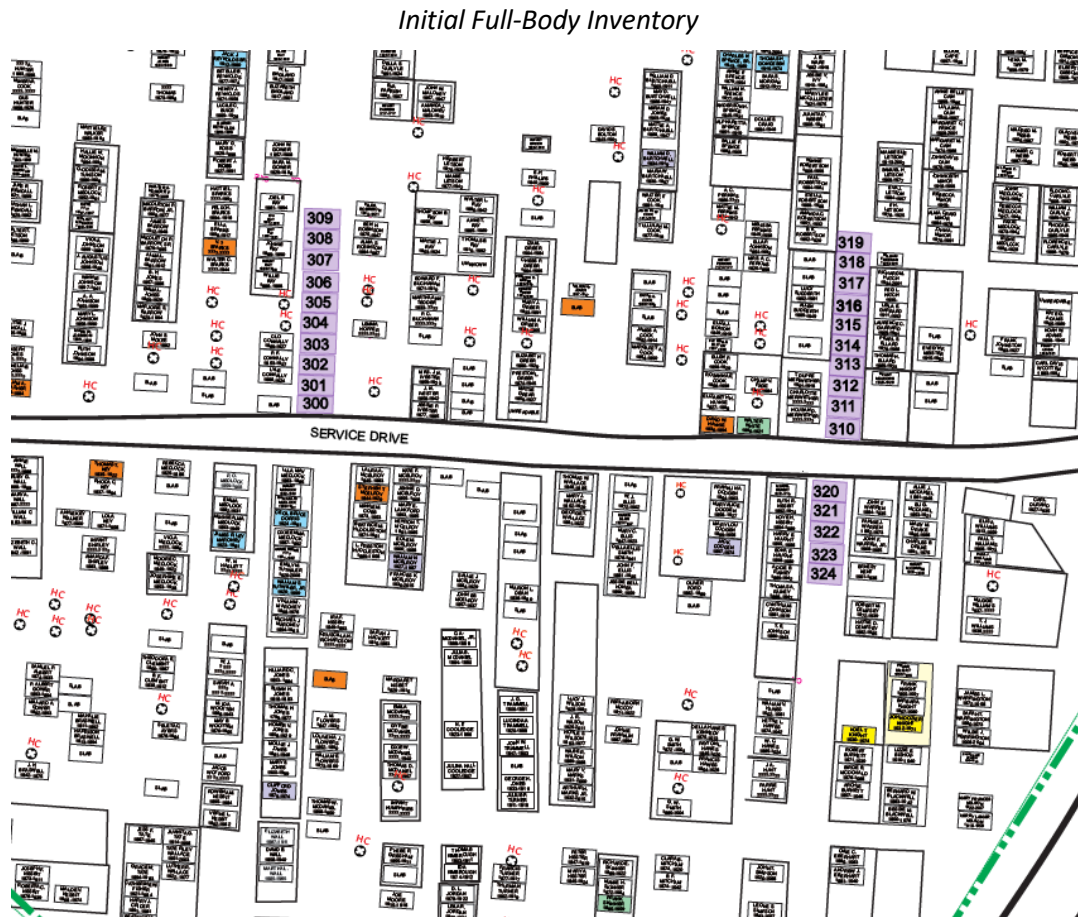
- An analysis of the subsurface conditions at the site done by Ground Penetrating Radar (GPS) trying to determine whether any unmarked burials had occurred. This yielded several results that are marked on the map as potential historic burials. When those areas are excluded, Omega identified locations for 314 burial spaces that do not appear to have any remains buried there currently, and thus are potentially available and could be sold by the City.

The challenge with using this GPS technology to identify unused burial plots is that in burials done 100 years ago or more there may not have been vaults used as part of the burial process. The lack of a vault may lead the GPS to indicate no burial at a site, while there actually was one in the long-ago past. Since the Norcross Cemetery is almost 150 years old, and was quite active in its early years, this could potentially be a problem.

So, in order to safely make new sales of fully-body burial plots at the site we would recommend that the City utilize two historic pathways which are clear on both the ground penetrating radar analysis and a visual inspection. Pathways are typical in cemeteries of this age and are often repurposed for burial space. The pathways identified should have approximately 55 spaces; 20 north of the road, 20 south of the road and 15 in the central pathway.



In order to make new sales of these types of plots, we would recommend the City hire a cemetery operator or surveyor who has some experience with cemeteries to install pins to indicate the location of the grave plots. We would recommend the graves be 4 feet by nine feet to provide the contractor digging the grave more room for error than on the typical grave at the location today. Below is what we would have the surveyor pin and the City sell as a first phase.



These 25 full-body graves would enable the City to make sales confidently and in areas that are easily accessible. While each of the areas could be expanded over time, there are some constraints to be aware of. In the central pathway (graves 300-309), there is a large tree whose roots would begin to interfere with burials if you set more than a couple additional graves to the north. In the southern section of the other pathway (graves 320-324), there is some undulations which could challenge burials and the City might simply skip the next 20-30 feet south of the current five graves and proceed with graves in the pathway where the ground is flatter. The northern section (graves 310-319) does get a bit tight due to installation of curbing on some lots, but we believe burials are possible as you go north.

These graves will then need to be recorded in the records, both on a map (we recommend coopting the map provided by Omega Mapping Services) and in an electronic record. Given the small number of sales and thus burials we would recommend simply using an Excel based tracking system. While cemetery software is generally a good best practice, in this instance it would most likely complicate what should

be a very simple setup. Each grave should have a unique number and a signed contract of purchase, which we would keep in a binder to have a backup to the electronic record. This will also be useful when staff need to meet families at the cemetery. Finally, when a burial occurs the funeral home should send the cemetery an interment order prior to the service and that should be retained and the map updated. Please see the Appendix for copies of the Contract and Interment Order Form as well as a Burial Checklist to assist Staff through this process.

Additionally, the City will need to set a price for the new spaces. As the service will be outsourced, the only revenue that will be realized will come from the sale of burial rights. We would recommend a price model common to municipalities where 'residents' receive a discounted price for purchasing space at the cemetery. If this model is acceptable, we would price a single grave at \$900 for a resident and \$1,800 for a non-resident. Resident, as defined by City Staff, is anyone who lives or works within the City of Norcross or anyone who has existing family within the City. Staff would make approval determination on a case by case basis. Please see the Appendix for a full Fee Schedule.

For the families who live in the community and potentially own burial space, the City should continue to allow burials on historic lots. When a family does come to a funeral home with a deed or proof of purchase of a lot, the City should be notified with the transmittal of an Interment Order Form. This may be challenging as lot owners often do not have a deed and the City has limited data with which to approve the burials. However, if City Staff checks with the funeral home and ensures they are willing to do the necessary advanced work before digging (visual inspection and probing), and then consults the maps and burial list, we feel this can be done in an acceptable manner.

Recommendations:

- *Establish new burial areas in the pathways of the cemetery*
 - *Create database entries and visual representations of new 25 spaces on a map*
 - *Approve pricing for residents and non-residents*
- *The City should facilitate full-body burial on family lots where documentation and experienced funeral home buy-in exists*
 - *The City should reserve the right to refuse any burial where the proper guidelines and procedures are not or cannot be followed.*

D. Implement Sales of Cremation Burial Sites

We believe that the 314 full-body burials spaces identified in the ground-penetrating radar project could be sold as in-ground cremation burial spaces. Cremation burial is done at a maximum depth of only 18-24 inches, so it would avoid any potential conflict with an unmarked historic burial. Each grave space identified in the GPS survey is 4 feet by 8 feet in size, so each could be sold as companion locations, where two cremated remains could be buried. This would expand the future burial potential at City Cemetery to 628 cremation burial spaces in addition to the aforementioned 55 full-body burial spaces. Given the limited number of burials that have occurred over the last ten years, we expect this inventory of burial spaces would extend the life of the cemetery well over 50 years and potentially much longer

into the future. It would also meet the City's goal of being able to provide a low-cost burial plot option for the residents of Norcross. Finally, it would be responsive to the changing trends in the cemetery industry where nationally the cremation rate has risen over 50%. It is projected that the cremation rate in Georgia will rise to over 50% by the year 2023.

The Yellow Spaces Would be Utilized for Cremation Burial

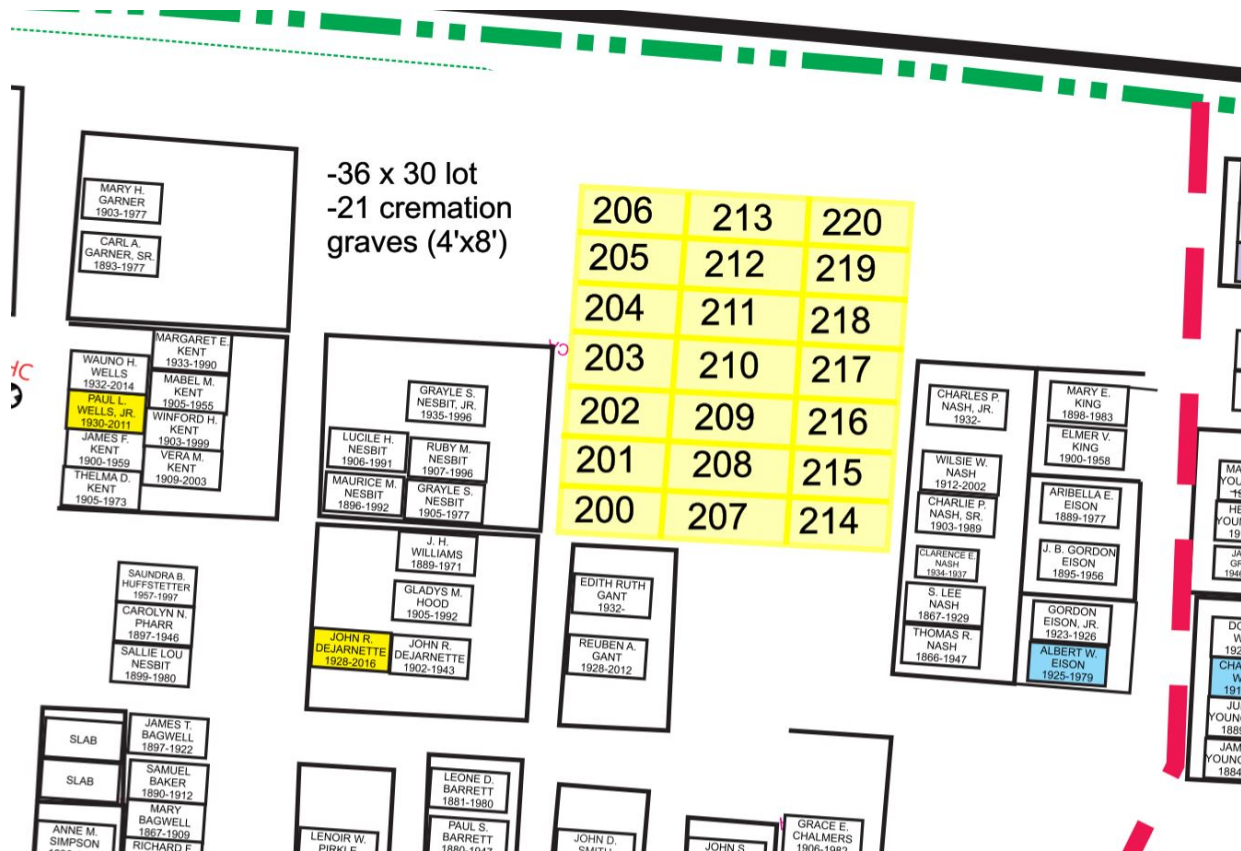


Cremation burial is an appealing option for families as it can be low cost and also can be appealing for the City as it is a low impact activity. We believe that in the market today, it would be reasonable to charge anywhere from \$500 to \$1,000 per companion (two-burial) grave. If the burial activity is outsourced to either a funeral home or more directly a funeral service provider (often in the form of vault companies) we encourage the City to price the graves at the higher end of the range. Also, to further simplify the operation we recommend using the same pricing as for the full-body burials; \$900 for a resident and \$1,800 for a non-resident per companion grave. This is well below prices throughout the market and should be a true service for the residents of Norcross. Please see the Appendix for a full Fee Schedule.

Administratively, the City already has the location of these spaces identified on a map, the next step would be to create a numbering system (we would continue from where Omega Mapping Service's Excel document ended) and set a basic sales process to assure that sales and burials can be accurately recorded.

Rather than placing the 314 companion graves for sale (and needing to pin all of them) we would recommend identifying an area for a concentration of graves that could be sold and pinned easily. Below is the area we would recommend

Initial Cremation Burial Inventory



These 21 cremation spaces are all 4 feet by 8 feet, which is a bit smaller than the full-body graves. With the smaller-scale of cremation burial this size grave should be more than sufficient. The areas of the right and left of the top half of the lot are marked as available under the assessment from Omega Mapping Services and could be simple areas for expansion if the community embraces this option.

Recommendations:

- The City should make in-ground sales for cremation burial on the previously identified available graves.
 - There are 21 graves currently in the initial offering although the full 314 graves could be sold
 - Establish a sales process as well as rules and regulations to ensure simplicity for families who are interested
 - Create database entries and visual representations of new spaces on a map
- After further investigation by City staff, we have removed 41 potential cremation graves. James Garner has submitted documentation of ownership of the burial space between Carl A Garner (seen above) and the Johnson Family (not pictured). This leaves 273 potential spaces for cremations. Staff recommends an additional review of ownership before proceeding to sell new spaces. This decreases the initial offering shown above to 12 open spaces.

E. Consider Installation of a Columbarium and Sales of Above-Ground Cremation Burial Spaces

Given the trend towards cremation, the City could at some point consider investing in an above-ground cremation option, by installing a columbarium. Freestanding columbaria are common in the marketplace and provide customers with a slightly higher end product that appeals to those who prefer not to be buried or to have a more visible memorial.

In a historic cemetery like Norcross' we would recommend that the City carefully consider the aesthetics of such an addition. It would appear that a well-sited 48-niche columbarium in grey granite, if it were added, would potentially blend well into the site and not change the character of the cemetery. There are two good locations, one in the northeastern corner of the cemetery, near the fence and parking spaces, it would be both accessible and set back from the main roadway enough to be a good option. The second is more easily accessible and located just inside the exit gate.

Potential Columbarium Locations



A 48-niche columbarium would cost roughly \$30,000 to \$40,000 and could be installed within six months from the date of order. Each of the 48 niches could hold two cremated remains, meaning the City would gain 96 total burial spaces. We would recommend that the City sell these spaces as companion niches, at a cost of \$1,600 - \$2,000 to residents and \$2,400 - \$3,000 for non-residents.

Recommendations:

- *Install a 48-niche columbarium in the cemetery*

F. Implement Burial Rules and Regulations

It would be beneficial to the City to adopt some simple rules and regulations to govern the site and reduce potential liability. First and foremost, we recommend that the City require that funeral homes and any lot owner provide at least 8 working hours' notice to have a burial at the site. We would further extend this rule to the installation of any markers or planting at the cemetery. This rule will enable the City to have an appropriate level of oversight and to check against their basic records to ensure the site is utilized in keeping with its history. In order to facilitate this recommendation, we believe the City should work with local funeral homes, vault companies, and monument dealers to educate them about the new rules. A direct communication piece is the best way to do that along with follow up. In discussions with funeral homes they recommend a sign be installed indicating the policy as is the case at our municipal cemeteries locally. The sign should be simple and direct, we would say,

All Interment Services and Plantings
Must Be Approved by the City
Please Contact
The Public Works Department
(678-421-2069)

This could fit on a 2x3 foot sign and we would place it between the entrance and the pavilion.

When the City is informed of a new burial, they should have a checklist (see Appendix) that would walk staff through the requirements of checking and recording a burial. As burials are so infrequent today, a checklist allows future generations of staff to know generally how to handle the situation without the consistent experience typical at a more active cemetery. Alternatively, the City could require the funeral homes/lot owners to fill out an interment order form, which is common in the industry and an example is in the appendix. The checklist and order forms should be adapted to cover memorial installation and significant plantings, if they are permitted.

The City should also require that all new in-ground full-body burials include the installation of a vault. This is a common practice in the cemetery industry and will help keep the ground level as burials settle, making maintenance easier and helping those visiting and the aesthetics of the site.

For the full Rules and Regulations please see the Appendix.

Recommendations:

- *When a burial occurs, records of the location and basic information need to be retained*
 - *If possible, updating the map would be a long-term way to ensure that the site can be understood at a basic level*
 - *There needs to be some kind of detailed note on the map to ensure assumptions are not made by future generations of City Staff*
- *Install sign at the site, that indicates all burials must be approved by the City and directly communicate this to funeral homes*
- *Require vaults for full-body burial*

G. Implement Site Landscaping Rules and Regulations

Today the site is a relative hodgepodge with varied historic plantings, most likely done directly by families on their lots or in adjacent areas. There are several nice mature trees that need some basic maintenance, but overall the City has done a nice job of caring for the site. We would recommend that the City adopt some basic landscape guidelines to simplify the site and enhance areas with the greatest impact on visitors.

We feel it is important for the City to have some level of control over the site, so our first recommendation would be to prohibit landscaping or in-ground floral tributes on individual lots without the permission of the City. This will allow the cemetery to be more thoughtfully planned and will ensure that there is well executed landscaping that does not invade lots or otherwise compromise future burial areas. This is a significant break from what seemingly has occurred over many years, so we recommend that the City show some flexibility as lot owners learn about this new rule.

The cemetery is not a large greenspace, nor a destination for many visitors, however it is adjacent to Cemetery Field, from which most of the public most likely views the cemetery. We recommend that the City take advantage of the cemetery's edges to provide Spring color and year-round greenery as one approaches the stadium from either direction. We recommend a mixed planting of azaleas and rhododendron, which would flourish on the outer edges of the cemetery with limited maintenance. We do suggest that the plants are spaced sufficiently to ensure there are sightlines into the cemetery. Given the future pedestrian traffic that may go by the cemetery once the Beaver Ruin Creek Greenway is complete, this would be a wise investment.

While we would encourage planting around the exterior roadways, we would not plant anything directly adjacent to the internal roadway. This road should continue to function as parking for visitors and especially for funerals. The other natural location for plantings is near the Norcross City Cemetery Sign, located on the southwestern corner of the cemetery. We would recommend a simple bed of perennials near the sign that would draw the eye of visitors and hopefully be somewhat visible for those on Buford Highway.

Recommendations:

- *Enact overall landscape guidelines*
 - *Require landscape or in-ground floral tributes be approved by the City*
 - *Primarily allow plantings that require limited maintenance and have a history of success in the cemetery or general area*
 - *Azaleas and rhododendron are examples*
- *Install a planting bed around the City Cemetery sign *Completed*
- *Install sporadic plantings around the exterior of the cemetery*

H. Timeline for Implementation of Above Recommendations

Year 1:

Inspection

- Starting in the Spring perform a twice-annual inspection of the cemetery and after that initial inspection, on a monthly basis have staff perform a basic clean-up

Access

- Leave vehicular gates open at all times
- Open single pedestrian gate on the north side of the cemetery
- Designate the cemetery road one-way from west to east (S Cemetery St to Cemetery Dr. NW) and install signage or markings to indicate this change

Cremation Burial

- Establish a sales process as well as rules and regulations to ensure simplicity for families who are interested
- Create database entries and visual representations of new spaces on a map
- Hire outside firm to survey and pin the recommended 21 cremation graves

Full-Body Burial

- Install sign at the site, that indicates all burials must be approved by the City and directly communicate this to funeral homes
- The City should facilitate full-body burial on family lots where documentation and experienced funeral home buy-in exists
- Identify a cemetery operator or surveyor to come evaluate the site and layout the new 25 full-body graves in the pathways
- Approve pricing for residents and non-residents
- Create database entries and visual representations of new spaces on a map

Landscape

- Install a planting bed around the City Cemetery sign ***Completed**
- Address all maintenance recommendations

Rules and Regulations

- Publish and enact cemetery guidelines

Year 2:

Cremation Burial

- Make in-ground sales for cremation burial on the 21 graves

Full-Body Burial

- Make sales on the 25 graves

Landscape

- Install plantings around the exterior of the cemetery

Years 3-5:

Cremation Burial

- Continue making sales and review velocity to look at expanding graves further into open area or on an individual basis as per the original map of available spaces
- Installation of Columbarium if/when more space is needed

Landscape

- Enact overall landscape guidelines

Full-Body Burial

- Continue making sales and review velocity to look at expanding graves further into pathways
- Work with cemetery professional or surveyor to see if additional pathways can be identified for full-body burial

Appendix

1. Market Analysis
 - a. Demographics
 - b. Area Cemeteries
 - c. Area Funeral Homes
2. Maintenance Recommendations
3. Site Inspection Checklist
4. Rules and Regulations
5. Fee Schedule
6. Interment Authorization Form
7. Burial Rights Purchase Contract
8. Burial Checklist - Resident
9. Burial Checklist
10. Columbarium Example
11. Cemetery Maps

1. Market Analysis

Demographics

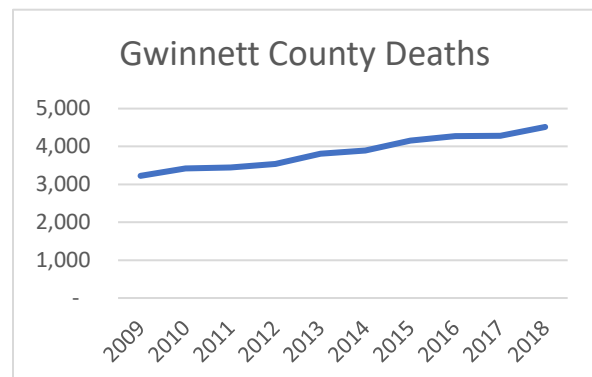
The City of Norcross has seen significant population growth and given its low median age (30.8) and its diverse population it appears poised to continue that trend. It has a lower than average population over 65 in both the City and surrounding Gwinnett County, which presents challenges for any cemetery operation. However, the significant diversity is a very positive feature as the non-white segments of the population select ground burial at a higher rate on average. Overall, the largest demographic challenge for the Historic Norcross City Cemetery is the limited population in the City itself which is where we would expect most of the users to reside.

2018 Demographics

	City of Norcross	Gwinnett County	Georgia
2018 Population	16,563	927,781	10,519,475
2010 Population	15,039	805,321	9,687,653
Growth	9.2%	13.2%	7.9%
Population 65 years and over	4.80%	10.10%	13.90%
White	24.60%	36.30%	52.40%
Hispanic or Latino	46.70%	21.50%	9.80%
Black	18.60%	29.30%	32.40%
Asian	10.00%	12.40%	4.30%

The number of deaths in Gwinnett County have risen each of the last 10 years, increasing the need for cemeteries, even as the population has gotten younger on average. The overall rise in the death rate furthers this conclusion and if you apply that rate to the City of Norcross population you would expect 134 deaths.

	Number of Deaths		Death Rate (per 100,000 people)	
	Gwinnett	Georgia	Gwinnett	Georgia
2009	3,225	69,180	405	719.1
2010	3,424	69,855	423.4	719.2
2011	3,446	70,775	417.7	721.1
2012	3,540	72,604	420.4	731.9
2013	3,808	75,144	443.1	752
2014	3,897	76,738	443.9	760
2015	4,158	79,901	464.2	782.2
2016	4,274	81,386	471.2	789.4
2017	4,284	83,122	465.5	797
2018	4,515	85,135	486.6	809.3
Total	63,754	1,358,449	428.9	754.4



The cremation rate in the United States has been steadily rising for many years fundamentally eroding the role of the cemetery for many families. This trend is poised to continue as the cremation rate in the United States has risen over 50% and is expected to climb to just below 60% by 2023. Georgia has seen a slower adopting of cremation, with 44% of people choosing cremation in 2018. However, this number is expected to rise with the rest of the country and by 2023 it is projected to be over 51%.

	Cremations in 2018	2018 Cremation Rate	2023 Projected Cremation Rate
Georgia	37,520	44.4%	51.5%
South Atlantic Region	308,930	53.0%	53.0%
US	1,491,043	53.1%	59.4%

If we apply the 2018 rate to the expected 134 deaths in the City of Norcross, we would be 59 families who could choose a cemetery for full-body burial. This is a limited market that currently the City is barely capturing, from which we would infer that families have chosen other cemeteries and establish heritage at those alternative locations. This trend will be hard to reverse as being buried near a loved one is a primary reason that people choose cemeteries.

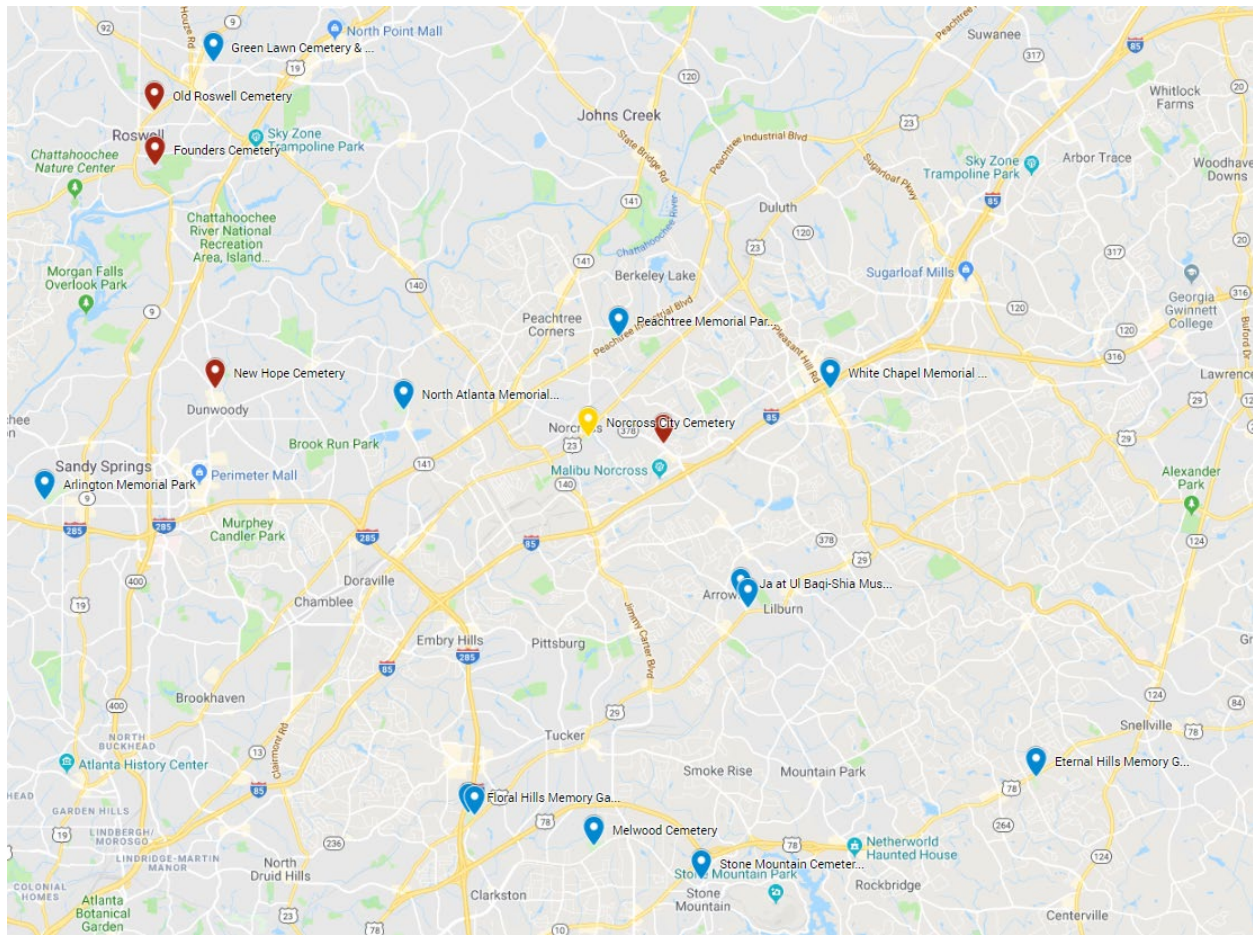
Area Cemeteries

Within the service area of the Historic Norcross City Cemetery, there are a number of active cemeteries that present alternatives to families. *Crowel Brothers Funeral Home*, *Arlington Memorial Park*, *Greenlawn Cemetery* and *Eternal Hills Memory Gardens* are owned by Service Corporation International (SCI), the largest for-profit funeral and cemetery provider in the United States. We would expect all of these cemeteries to have active sales operations and associated funeral homes which have been in place for a number of years.

There are also smaller cemetery and/or funeral home chains that have ties to the local community and provide an alternative for families looking more locally. These include *Peachtree Memorial Park* and *White Chapel Memorial Garden*. For families who live in Stone Mountain, there is a municipal cemetery, *Stone Mountain Cemetery*. Similar to the City Cemetery, they offer low-cost burial options for their residents in a historic cemetery that has deep heritage.

Finally, there are a number of cemeteries that appear to be no longer active. These include New Hope Cemetery, Old Roswell Cemetery, Founders Cemetery, and Greer-Bowen Cemetery.

Cemeteries in Service Area



Area Funeral Homes

While there are numerous funeral homes located within a typical cemetery service area from the Historic Norcross City Cemetery, however there are only two that were identified as having performed a service there. Crowell Brothers Funeral Home has performed multiple services over the last several years (they estimated 30 over a ten-year period). They are a significant funeral service provider in the area which has been in service since 1977, they now have two funeral homes; Peachtree Tree Corners Chapel and Buford Chapel. They are also experienced cemetery operators, as they own and operate Peachtree Memorial Park less than 3 miles from the City Cemetery.

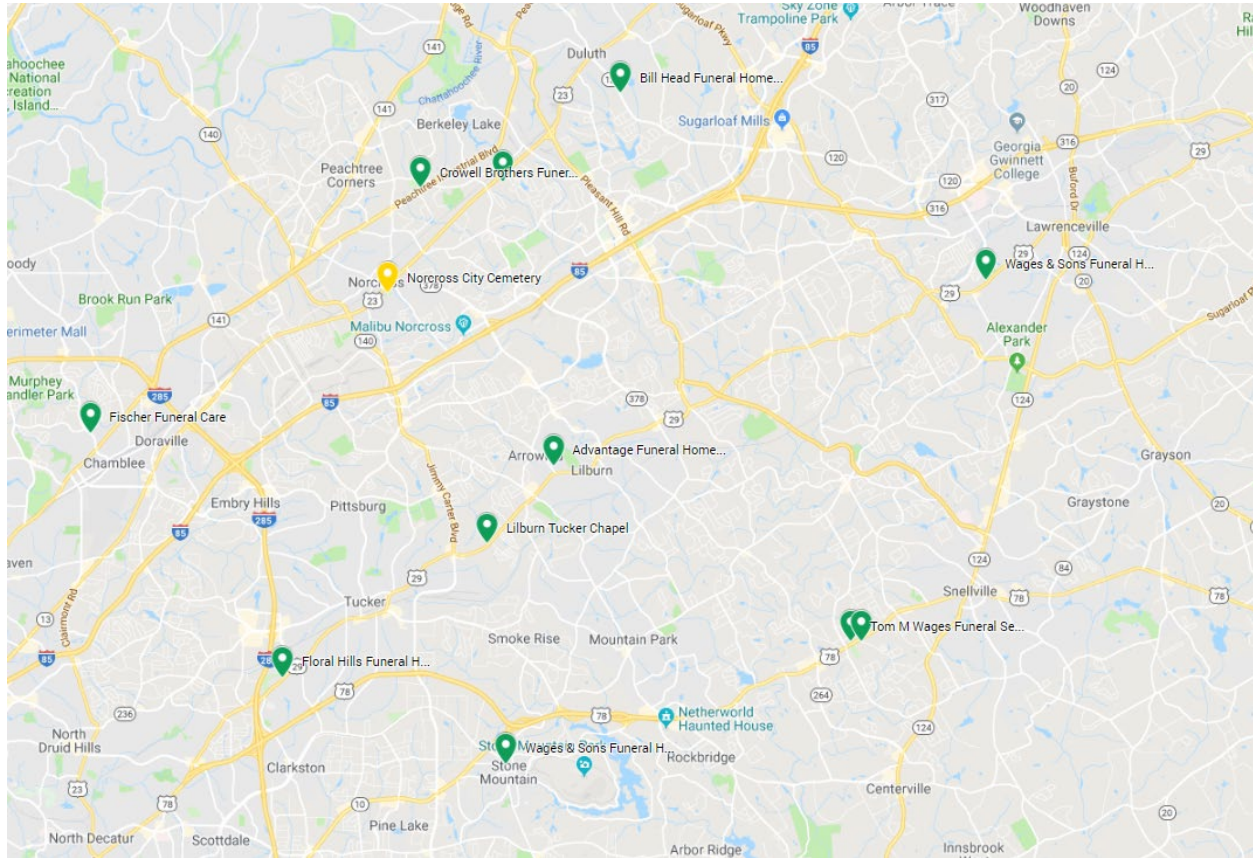
Bill Head Funeral Home was the other service provider who had facilitated an interment at the site. Bill Head also has two locations, in Duluth and Lilburn and has been in operation since 1990.

Both providers outsource the actual interment services to vault companies, but they would be the main conduit between families and both the City Staff and the cemetery itself.

While these have been the historic providers who were identified by the City Staff, there are many other funeral homes in the area. One major group of funeral homes is owned by SCI the largest for-profit

funeral and cemetery organization in the United States. While these funeral homes would serve a family's wishes, they will primarily keep families within SCI cemeteries. There are a number of other independent funeral homes that might also perform an occasional service at the City Cemetery.

Funeral Homes in Service Area



2. Maintenance Recommendations



Action: Open gate full-time, install directional information so vehicles do not enter



Action: Open gate full-time



Action: Consider planting around the sign

***Completed**



Action: Open gate full-time, install directional information to indicate this is a one-way entrance for vehicles



Action: Fix bent fence

*Complete



Action: Remove bay bail

*Complete



Action: Straighten marker



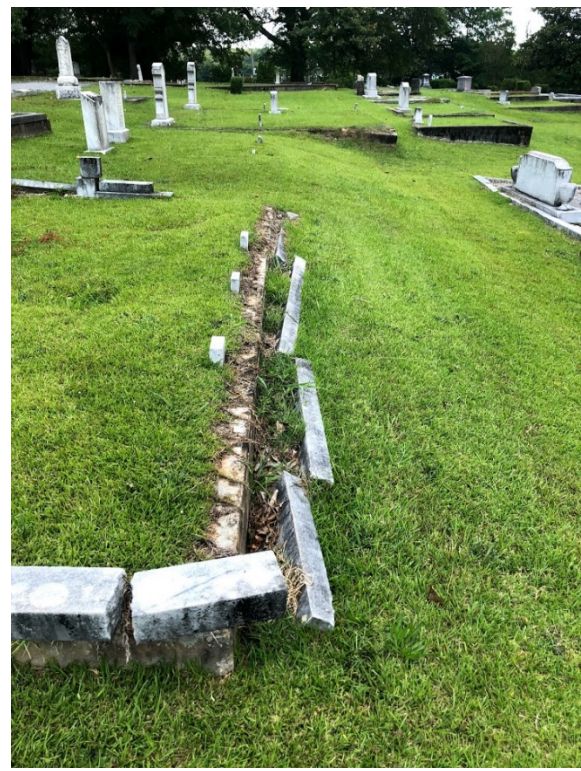
Action: Install additional pea gravel to cover aluminum



Action: Remove stump and shrub, clean up area



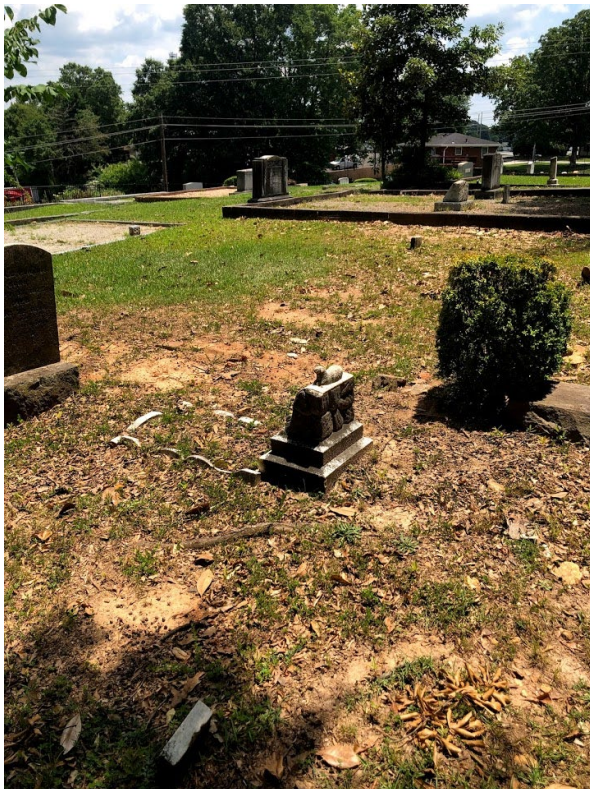
Action: Remove tree/shrub



Action: Rebuild or ideally regrade both of these areas, burying coping/foundations where necessary



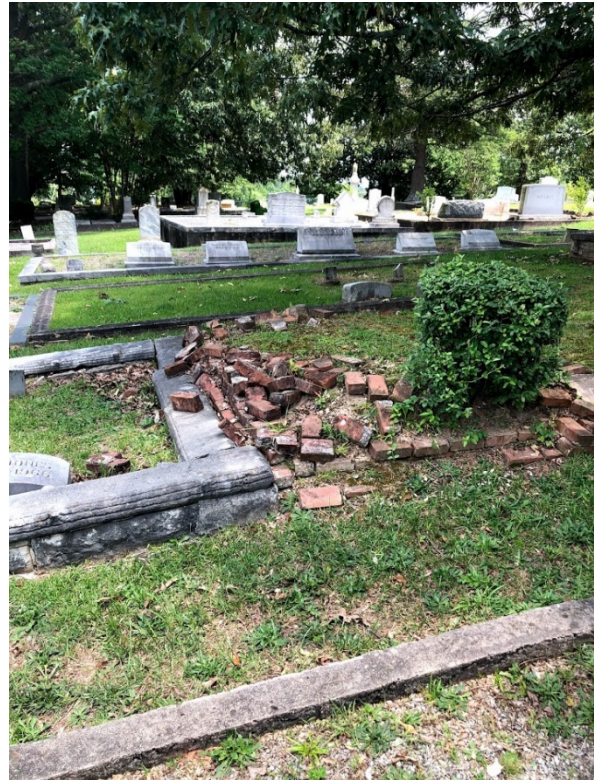
Action: Remove growth under the tree, clean up area and evaluate condition of lots



Action: Reseed areas



Action: Remove shrubbery or fence



Action: Remove brick and regrade



Action: Deadwood tree



Action: Remove shrub/weed

*Complete



Action: remove growth under tree including shrub



Action: Remove base, keep marker in place



Action: Lay both parts flat with inscription up



Action: Remove metal fence, remove all low shrubbery that is overgrown or blocking visibility through the site. Generally, clean up remaining area

*Complete



Action: Remove base and lay flat



Action: Remove growth and clean up areas



Action: Rebuild/reset or ideally regrade both of these areas, burying coping/foundations where necessary

Historic Norcross City Cemetery Inspection Form

Form (

City Employee: _____

Date: _____

Physical Items

☐ Fence: _____☐ Gates: _____☐ Pavilion: _____☐ Retaining Wall: _____☐ Roadway: _____

Landscape

☐ Shrubbery: _____☐ Trees: _____☐ Turf: _____☐ Leaves: _____

Cemetery

☐ Headstones: _____☐ Memorial Items: _____☐ Grave/Lot Additions: _____

General Cleanliness

☐ Trash Removed: _____☐ Other: _____

Notes

Attachment: Norcross City Cemetery Master Plan 5-14-20 (20-5730 : Cemetery Master Plan)

Historic Norcross Cemetery Rules and Regulations

1. All interments or inurnments in the cemetery must file with the city the prescribed Authorization for Burial Form signed by the family. The actual burial service shall be provided by the funeral home and not the city.
2. Floral tributes will be removed by the city when unsightly. No plantings are permitted in the cemetery without the approval of the city.
3. All casket burials must utilize a concrete outer enclosure or vault.
4. The city has identified the following types of grave spaces within the cemetery;
 - a. Traditional Casket Burial:
 - i. Individual spaces allow for one burial and one memorial not larger than two feet by one foot with a height not greater than one foot and four inches. The monuments can be lawn-level, bevel or slant design.
 - b. In-Ground Cremation Spaces:
 - i. Individual spaces allow for up to two urns and one memorial not larger than two feet by one foot with a height not greater than one foot and four inches.
 - c. Family Lots
 - i. When a family selects multiple contiguous spaces, the family may erect a monument. The length of the monument base may not exceed 75% of the width of the lot. No copings or curbing are permitted on these lots. The monument height including the base cannot exceed four feet.
 - d. Niche Spaces
 - i. The city may erect a columbarium in the future. This is a bank of niches for the inurnment of cremated remains. All niches will accommodate up to two urns and the inscription will be done on the niche plates usually made of granite.
 - ii. No items may be affixed to the niche
5. All monuments and markers should be secured from an outside dealer. The city will not sell or install any memorials, however, all memorial design and dimensions must be approved by the city prior to installation. The city recommends the use of granite markers and monuments.
6. Owners are not allowed to sell their burial rights, in whole or in part, except to the city for the original purchase price, and then only under limited circumstances. No permitted transfer or assignment of any interment space, or interest therein shall be valid until accepted by the city.
7. The City Cemetery is governed by the rules related to all the parks within the city of Norcross.

NORCROSS CITY CEMETERY INTERMENT ORDER AND AUTHORIZATION FORM

Form ()

FUNERAL HOME: PLEASE RETURN THE SIGNED FORM(S), ALONG WITH THE BURIAL PERMIT ONE DAY BEFORE THE DAY OF THE BURIAL. THANK YOU.

You are hereby authorized and instructed, subject to your rules and regulations to

☐ Inter ☐ Disinter the remains of:

Name of Deceased _____

Grave _____ Niche _____

Place of Funeral _____ Time _____

Date and Time at Cemetery _____

Funeral Home of _____ Informant _____

Lot Owned By _____

Date of Birth _____ Date of Death _____ Vault Type _____

I hereby certify that I am the _____ (RELATIONSHIP) of the above named deceased, and that this is your authority to make the disposition of the remains as above indicated. I further certify and represent that I am in charge and have the right to make this authorization. I agree to hold City of Norcross harmless from any liability on account of said authorization and disposition.

FUNERAL DIRECTOR

LOT OWNER or NEXT OF KIN

Attachment: Norcross City Cemetery Master Plan 5-14-20 (20-5730 : Cemetery Master Plan)

BURIAL RIGHTS PURCHASE CONTRACT

NORCROSS CITY CEMETERY

F L.5.b

Lot No _____

This agreement made this _____ day of _____ between THE CITY OF NORCROSS, and
Purchaser: _____ Telephone: _____

Co-Purchaser: _____ Telephone: _____

Address: _____
STREET CITY STATE ZIP CODE

Beneficiary: _____

Purchases: The Purchaser hereby agrees to purchase, and the City hereby agrees to sell, subject to all the terms and conditions set forth in this Agreement and to the Rules and Regulations of Norcross City Cemetery, now or hereafter in effect, the following, (collectively, the "Rights");

Quantity	Description of Items Purchased	Price		Extended Total
Total:				

Notes:	
--------	--

Payment Type

Reference

NOTICE: SEE OTHER SIDE FOR ADDITIONAL TERMS, CONDITIONS AND CREDIT APPLICATION THAT ARE PART OF THIS AGREEMENT

PURCHASERS RIGHT TO CANCEL

IF THE PURCHASE AND SALES CONTEMPLATED IN THIS AGREEMENT WAS FOR PRE-NEED RIGHTS, YOU MAY CANCEL THIS PRIOR TO MIDNIGHT ON THE TENTH BUSINESS DAY AFTER THE DATE OF YOUR SIGNATURE AND ALL FUNDS PAID TO CEMETERY SHALL BE REFUNDED.

The Purchaser and the City have entered into this Agreement on the date set forth below under their respective signatures.

CITY OF NORCROSS**PURCHASER**

By: _____

By: _____

Date _____

Date _____

Historic Norcross City Cemetery Burial Checklist - Resident

Form 0

Resident: _____

Date: _____

-
- ☐ City Notified of Intent to Bury (678-421-2069)
 - ☐ Interment Form Completed & Submitted by Funeral Home
 - ☐ Documentation of Ownership of Burial Space given to the City
 - ☐ Availability of Burial Space Confirmed
 - ☐ _____
 - ☐ _____

Notes

Historic Norcross City Cemetery Burial Checklist - City

Form ()

City Employee: _____

Date: _____

-
- ☐ Received Interment Form from Funeral Home
 - ☐ Confirmed Ownership of Burial Space / City Records Checked
 - ☐ Confirm Availability of Burial Space / Lot Examined
 - ☐ Notify Funeral Home of Approval to Proceed
 - ☐ Create Work Order for Lawn Maintenance within Ten Days of Burial

Notes

Attachment: Norcross City Cemetery Master Plan 5-14-20 (20-5730 : Cemetery Master Plan)

Fee Schedule

	<u>Resident</u>	<u>Non-Resident</u>
Casket Burial Space	\$900	\$1800
Cremation Burial Space	\$900	\$1800

Future Niche Development

(subject to change based upon columbarium costs)

	<u>Resident</u>	<u>Non-Resident</u>
Niche – Levels 1 and 2 - <i>ground level</i>	\$1,600	\$2,400
Niche – Levels 3, 4 and 5	\$2,000	\$3,000
Niche – Level 6	\$1,800	\$2,700

*All cremation spaces can accommodate up to two urns.

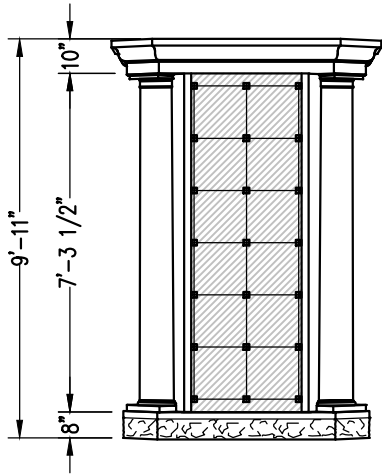
*All sales must be paid in full at the point of purchase.

The City of Norcross doesn't provide interment or inurnment services nor does it install monuments. These services must be secured from outside sources.

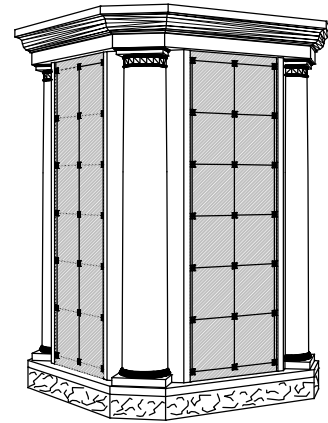


RENAISSANCE SQUARE TUSCAN-48

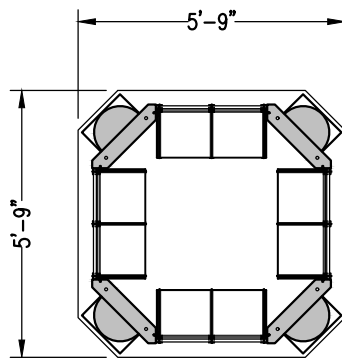
(12" c/c)



ELEVATION



3D VIEW



PLAN

NOTE:

THESE DRAWINGS ARE THE PROPERTY OF CMC; UNAUTHORIZED REPRODUCTION, DISTRIBUTION OR USE OF THESE DRAWINGS IS PROHIBITED.

NICHE INVENTORY

NOMINAL SIZE (")	INSIDE DEPTH	FRONT	QTY.
12" x 12"	11 5/8	GRANITE	48

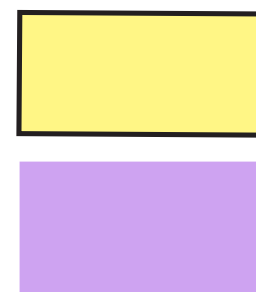
WEIGHT:

18 287 Lbs

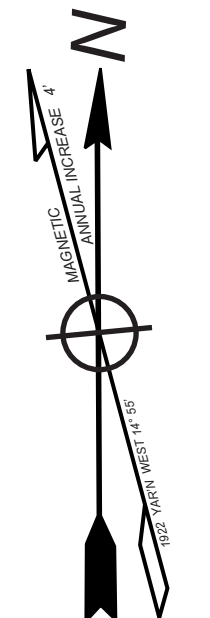


Inventory Available

Cremation Sites
Full Body Burial Sites



City of Norcross
CEMETERY BURIAL SPACES
March 2020

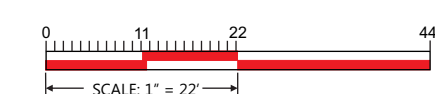


LEGEND

- Road (Asphalt)
- Fencing
- CSA
- World War I
- World War II
- Korean War
- Vietnam
- Iraq/Afghanistan
- Other
- Ground Penetrating Radar Discovery - High Confidence

POTENTIAL GRAVE DIMENSIONING
TYPICAL FOR CEMETERY

EXISTING GRAVE DIMENSIONING
TYPICAL FOR CEMETERY

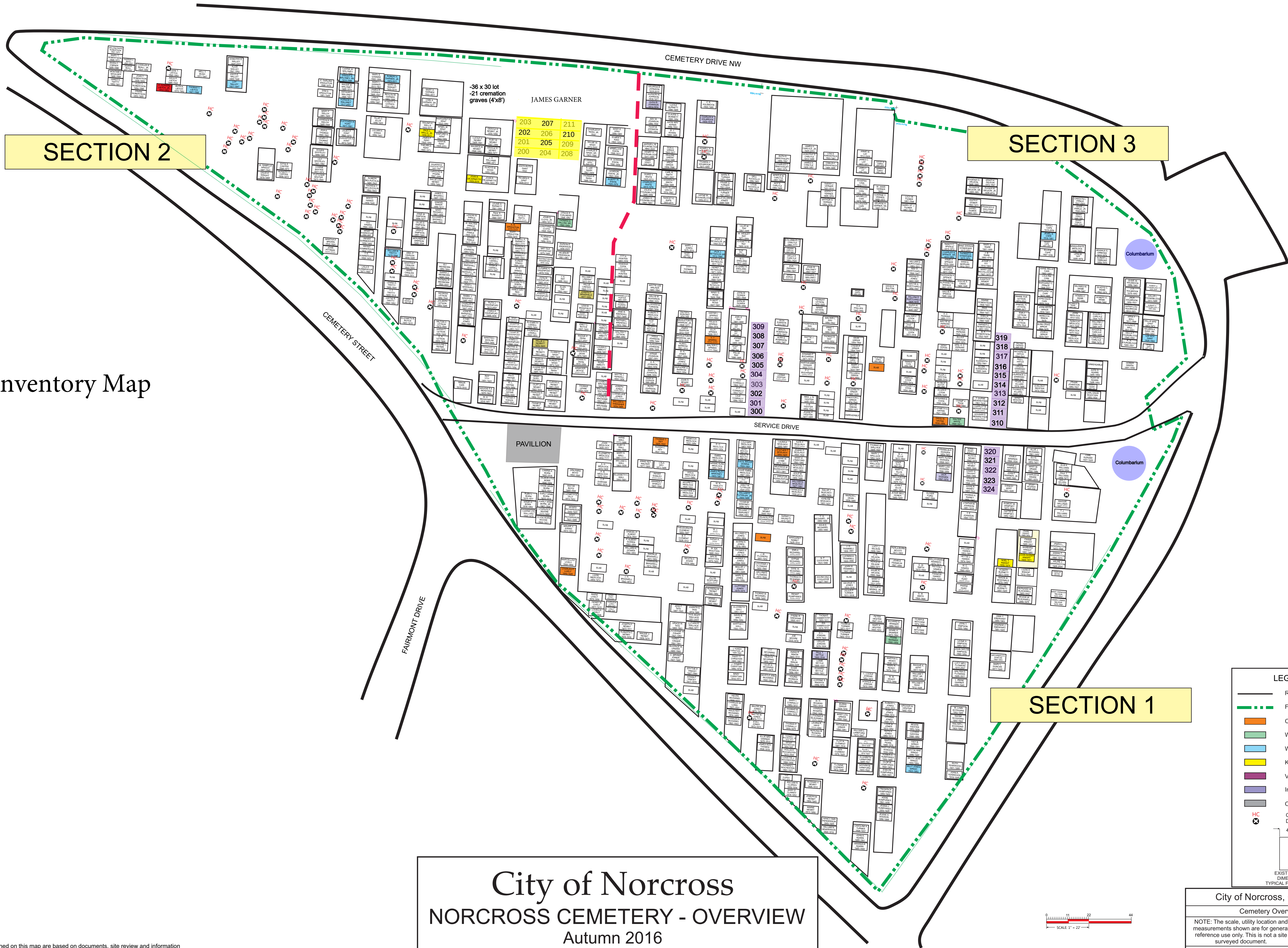


City of Norcross, Georgia

NOTE: The scale, utility location and measurements shown are for general reference use only. This is not a site surveyed document.

Scale 1"= 22'

Phase 1 Inventory Map



City of Norcross NORCROSS CEMETERY - OVERVIEW Autumn 2016

LEGEND

- Road (Asphalt)
- Fencing
- CSA
- World War I
- World War II
- Korean War
- Vietnam
- Iraq/Afghanistan
- Other
- Ground Penetrating Radar Discovery - High Confidence

EXISTING GRAVE DIMENSIONING TYPICAL FOR CEMETERY

City of Norcross, Georgia

Cemetery Overview

NOTE: The scale, utility location and measurements shown are for general reference use only. This is not a site surveyed document.

Scale 1"= 22'

Sheet 2 of 6

	Full Body Burials	Price		Potential Sales		Potential Profit	
	55	\$ 900.00		\$ 49,500.00	Resident OR	\$ 49,500.00	
	55	\$ 1,800.00		\$ 99,000.00	Non-Resident	\$ 99,000.00	
	Cremations	Price					
	273	\$ 900.00		\$ 245,700.00	Resident OR	\$ 245,700.00	
	273	\$ 1,800.00		\$ 491,400.00	Non-Resident	\$ 491,400.00	
Initial Cost	Columbarium	Price		Potential Sales		Potential Profit	
30-\$40,000	48	\$ 2,000.00		\$ 96,000.00	Resident OR	\$ 56,000.00	
*1 Columbarium	48	\$ 3,000.00		\$ 144,000.00	Non-Resident	\$ 104,000.00	
						\$ 694,400.00	Potential
* Contractor recommended two potential locations for Columbaria. Only 1 location represented above.							